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1998-99 GENERAL CATALOG

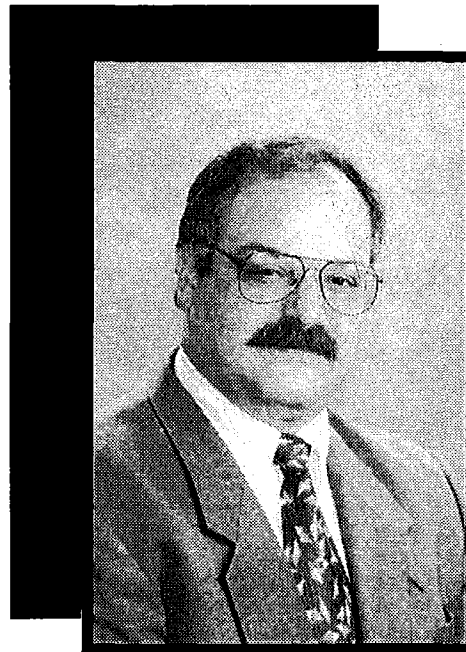
College of the Sequoias



Your world opens up with education.

College of the Sequoias

Welcomes You



College of the Sequoias (COS) is part of this nation's largest system of higher education. In California alone 1.6 million students enroll in community colleges every year. COS now serves more than 9,000 students.

College of the Sequoias is proud of its tradition of serving students. COS is about people helping people. Our dedicated faculty and staff are committed to insure that each student is given the opportunity of transferring to baccalaureate institutions or leaving COS prepared for the job market. COS provides a solid foundation for further study as well as the opportunity for life long learning.

College of the Sequoias is committed to creating an environment that offers all students the freedom and encouragement to explore new avenues and possibilities and fostering a climate marked by recognition and respect for students, faculty, and staff.



Kamiran S. Badrkhan, Ph.D.
Superintendent/President

General Information

Proposition 187

The preliminary injunction regarding Proposition 187, issued March 15, 1995, remains in effect until further court notice; students who are noncitizens or who are not officially authorized by federal law to be present in the United States will not be prevented from seeking admission, enrolling in, continuing their enrollment in, or attending any California community college. Students will only be asked to verify their immigration status for the sole purpose of determining residence status for tuition purposes (March 24, 1995, California Community College Chancellor's Office).

Notice

By order of the San Francisco Superior Court, community colleges and all other public postsecondary institutions have been prohibited from taking action to implement or enforce Sections 8 and 9 of Proposition 187, an initiative passed by the electorate on November 8, 1994. Pending further court order, this college will take no action to prohibit the admission, enrollment or attendance of any person who isn't a United States citizen or any person who isn't otherwise authorized by federal law to be present in the United States. Students and applicants will not be prohibited from attending or continuing their enrollment based on the provisions of Section 8 and 9 of Proposition 187. In addition, this college will take no action to determine the legal status of enrollees as such status relates to the implementation and enforcement of Proposition 187. Students and applicants will only be asked to verify their immigration status for the sole purpose of determining their residency status for tuition purposes. No information regarding any student or applicant will be transmitted to the U.S. Immigration and Naturalization Service (INS), directly or indirectly, pursuant to Sections 8 or 9 of Proposition 187.

Compliance Statement



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.

College of the Sequoias does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), the Age Discrimination Act of 1975 (pertaining to age), and the Americans with Disabilities Act of 1990. This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievance, or to request a copy of the grievance procedures covering discrimination complaints may be directed to:

Jenny Glass
Affirmative Action Officer
David Bockman, Ed.D., Title IX Coordinator
Donald Mast, Section 504 Coordinator
and ADA Compliance Officer
College of the Sequoias
915 South Mooney Boulevard
Visalia, California 93277
(209) 730-3700

The lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs.

College of the Sequoias recognizes its obligation to provide overall program and physical accessibility throughout the College for handicapped persons. Contact the Section 504 Coordinator/ADA Compliance Officer to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District compliance with those provisions may also be directed to:

Office for Civil Rights
U.S. Department of Education
221 Main Street, Suite 1020
San Francisco, California 94105

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

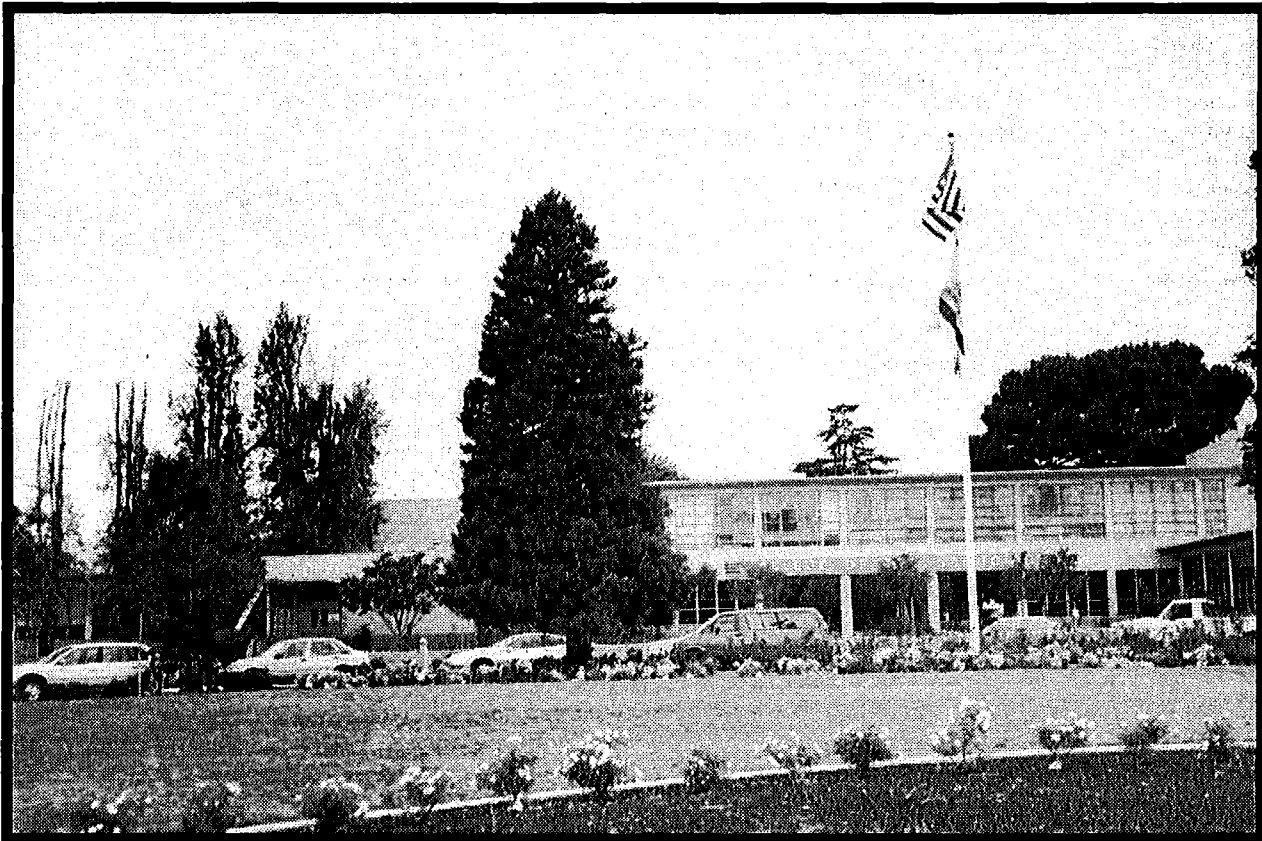
General Information

1998-1999

Catalog and Announcement of Courses

College of the Sequoias

A Public Community College



The College of the Sequoias is a member of the American Association of Community and Junior Colleges and the Community College League of California. The college is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (3402 Mendocino Avenue, Santa Rosa, CA 95403 (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. This is an institutional accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education. It is listed in the Directory of the Western Association of Schools and Colleges and in the Accredited Institutions of Postsecondary Organizations, 1990-91, a publication of the American Council on Education.

The college is approved by the United States Immigration and Naturalization Service to accept international students and is approved for veteran training under both State and federal laws.

COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT

915 South Mooney Boulevard
Visalia, California 93277
(209) 730-3700

Published by the Board of Trustees

General Information

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College of the Sequoias Foundation

College of the Sequoias and the San Joaquin Valley are partners in progress, each relying upon the other for strength and support. The COS Foundation shares in this partnership. Supported by members of our area, the Foundation greatly enhances services the college provides to students.

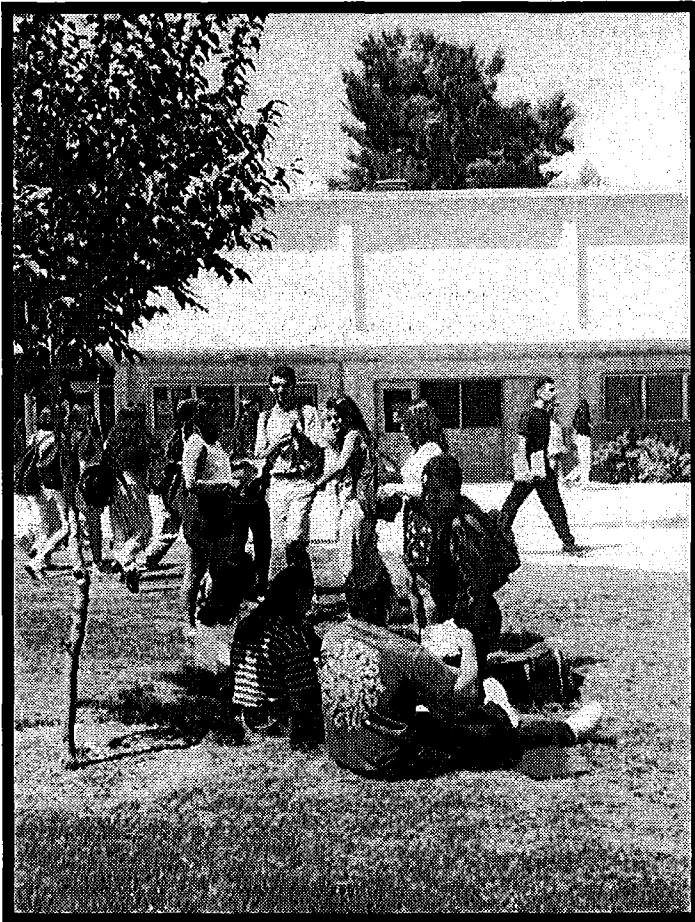
The COS Foundation was organized in the fall of 1985 to assist the college in the attainment of its educational, cultural and scientific goals. It raises funds for the college and also solicits donations of property and other assets. Contributions are used for such things as scholarships, equipment and other critical needs. Donations can be given in a number of ways: cash, stock, real property, deferred gifts, memorials, matching gifts and scholarships.

Gifts to the Foundation aid the college in providing quality education at an affordable cost, ensuring that College of the Sequoias will continue to graduate well-trained, competent men and women who will take their places in the business, industry and service occupations of our valley.

Persons desiring to learn how they may contribute to the COS Foundation and the work of the College of the Sequoias are invited to contact Ms. Kristin Robinson-Risner, Director, COS Foundation at 730-3861.

General Information

TABLE OF CONTENTS



Dave Cargill
Cover graphics and maps

Gail Robinson
Cover Photograph
Pictured on the front cover:
COS Students,
Armando Carney and Michelle Lux

Gail Robinson
Catalog Design and Edit, Miscellaneous Photographs

Bill Schell
Miscellaneous Photographs

General Information	2
Admissions/ Matriculation	13
Academics	21
Student Rights and Responsibilities	29
Student Services	37
Graduation and Transfer Requirements	45
Divisions	61
Majors	67
Certificate Programs	71
Course Descriptions	139
Faculty	219
Index	229

General Information

Academic Calendar

Fall Semester, 1998 _____ **August 17, 1998--December 16, 1998**

July 27-31, August 3-7, 10-12	Registration for Eligible Students
August 5	Last day to have full-time application on file
August 5	Last COS Placement test for full-time Fall admission
August 10	Registration for High School Accelerates
August 17	Classes Begin
August 17-28	Late Registration/Program Changes (with instructor permission)
August 28	Last Day to Drop a Class Without a "W" and Receive a Refund
September 7	Labor Day Holiday (no classes)
September 30	Last Day to File for Associate Degree
October 23	Last Day to Drop Classes
November 9	Veterans Day Holiday (no classes)
November 25	Non-duty day for faculty (NO CLASSES)--All offices open
November 26, 27	Thanksgiving Holiday (no classes)
November 30 -December 15	Spring 1999 Telephone Registration for Continuing Students
December 10-16	Final Exams
December 16	End of Semester
December 16	Last Day to Make up Incomplete "I" Grade for the Fall 1997 Semester
December 17 - January 18	Recess Between Semesters

Telephone Registration Begins with Spring 1999 Semester!

Spring Semester, 1999 _____ **January 19, 1999--May 25, 1999**

November 30 - December 15	Spring 1999 Telephone Registration for Continuing Students
December 16-18	Spring 1999 Telephone Registration for Eligible New, Returning and Transfer Students
January 4-8	Open Telephone Registration for Eligible Students
January 6	Last Day to have full-time Application on file
January 6	Last COS Placement Test for full-time Spring admission
January 11-13	Walk-In Registration for High School Accelerates and all Eligible Students--
.....	No Telephone Registration
January 11-15	Faculty/Staff Inservice
January 18	Martin Luther King Jr.'s Birthday Holiday
January 19	Classes Begin
January 19 - February 1	Late Telephone and Walk-In Registration/Program Changes (with instructor add codes)
February 1	Last Day to Drop a Class Without a "W" and Receive a Refund
February 2-5	Late Spring Telephone Registration with Instructor Add Codes. Room 104 is not open
February 8	COS Scholarship Application Deadline
February 12	President's Day Holiday (no classes)
February 15	Washington's Birthday Holiday (no classes)
February 26	Last Day to File for an Associate Degree
March 2	Cal Grant Financial Aid Deadline for New and Transferring Students
March 26	Last Day to Drop Classes
March 29 - April 2	Spring Break
April 26	Fall 1999 Telephone Registration Begins for Continuing Students
May 18-25	Final Exams
May 25	Commencement
May 25	End of Semester
May 25	Last Day to Make Up Incomplete "I" Grade for Spring 1998 Semester

General Information

About our college...

College of the Sequoias

College of the Sequoias is a two-year community college offering educational and enrichment programs for the residents of its district in Tulare and Kings Counties. The district was established in 1925 and moved to its current 55-acre site in 1940. In that 70 year history, College of the Sequoias has been led by only six chief executive officers.

In addition to the primary campus, COS conducts an agriculture program on a 120 acre farm, and has also purchased an additional 310 acres for a future farm site. COS offers general education coursework in nearby communities including a college center in the city of Hanford.

College Mission

Our primary mission at College of the Sequoias is to provide education and training which will afford our students the choices of either transferring to baccalaureate institutions or leaving College of the Sequoias prepared for the job market.

Our additional commitment is to provide the following:

- Developmental and remedial education and a wide range of student services for the successful attainment of educational and career goals.
- Self-supporting community education classes, contract education and training, and related services tailored to the human and economic development of our community.

Philosophy

College of the Sequoias believes that all individuals are innately valuable and entitled to develop their full potential; that a healthy and vigorous society benefits from an informed appreciation of the cultural, racial and socioeconomic variations among its members; that a democracy depends upon a critical, questioning and informed citizenry; and that the college programs serve the individual, the community and society.

Enrollment

College of the Sequoias' total student population is more than 9,000 and is comprised of the following: 48% Caucasian, 36% Hispanic, 3% Asian or Pacific Islander, 3% Black, 2% American Indian, and 1% Filipino; 7% are unidentified. The current trends reflect increased enrollment of: women, minorities, students under twenty-one years of age, full-time students (12 units or more) and students who plan to transfer. Trends also reflect decreased enrollment of: students who are thirty years of age or older, and extended day students.

Students are offered a wide variety of academic and vocational programs. The college administration, faculty and staff are committed to the principle that society benefits when all of its members have an opportunity to develop to their fullest potential. All those in the college community are dedicated to reaching out to a diversified and changing population which has increased by more than 20 percent in the past decade.

Faculty and Staff

College of the Sequoias has 161 full-time faculty, some 319 adjunct faculty, 18 administrators and 285 classified employees--all of whom are dedicated to providing the students with the very best educational environment possible. Faculty members are selected not only for their academic qualifications and experience, but for their interest in maintaining close student-teacher relationships.

The District

The district is governed by a five-member Board of Trustees elected through a ward system within the boundaries of Tulare and Kings Counties. In addition to Visalia, the nearby towns of Corcoran, Hanford, Tulare and Woodlake are represented by those members.

The Community

College of the Sequoias is located in Visalia, California (in the County of Tulare), 185 miles north of Los Angeles and 225 miles south of San Francisco. In addition to easy access to the Giant Sequoias, residents of the district enjoy nearby Sequoias and Kings Canyon National Parks and two large lakes (Kaweah and Success) for boating and fishing. The Central Valley also features many fine golf courses. The Tulare County Symphony and the annual COS Musical (which is now in its 44rd production) are just two of the many performing and fine arts enjoyed, and practiced, by residents. The annual County Fair, held in the City of Tulare each fall, attracts world-renowned performers.

Over the last 15 years, the population of Tulare and Kings Counties has increased by almost 50% and now numbers 350,000 and 114,200, respectively. Although the district enjoys a retail and professional sector, Tulare County is the second most productive agricultural area in the nation, and the annual Farm Show is the largest of its kind in the world.

General Information

About our college...

College Objectives

The instructional offerings and support services are designed to meet a variety of educational needs of the community and include the following objectives:

Responsibility To and Involvement of the Community

The district's primary responsibility is to meet the changing educational needs of its adult population. This responsibility is achieved through community participation in planning, educational offerings and community services.

Open Access Principle

The district maintains an open access admissions policy. Enrollment is open to any person who is a high school graduate or who is 18 years of age or over and able to benefit from instruction. Enrollment is also open to high school students who qualify for enrollment.

"The policy of this district is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 or Title 5 of the California Code of Regulations."

Regarding students who are noncitizens or who are not officially authorized by federal law to be present in the United States, but have applied for application at this college, please refer to our Position Statement on Proposition 187 on Page 2 of this catalog.

Program and Services

Adult and Lifelong Learning Education

To provide courses leading to upgrading of educational skills, new skill preparation, or instruction to meet the needs of adults in the district.

Citizenship Education

To provide training and experiences which will prepare every student to function effectively as a patriotic citizen with pride in the United States of America.

Community Services

To provide fee-based educational opportunities including professional growth, personal enrichment and recreational opportunities.

Contract Education

The ability to assess an organization's needs and deliver job-specific knowledge to workers defines the mission of the Office of Corporate/Community Education and Economic Development of the College of the Sequoias. The Office hopes to forge new relationships between the private and public sectors in the central valley and beyond, using COS faculty members' vast cumulative experience and high level of expertise.

Employment Development

To provide training and assistance in obtaining the knowledge and skills for pursuing employment opportunities.

General Education

To provide courses that help students value cultural similarities and differences, attain a sense of self-worth and personal emotional stability, develop critical thinking, maintain physical health and fitness, gain aesthetic awareness, understand the environment and its ecology, and increase the student's abilities to cope with everyday living as an adult in a rapidly changing world.

Remediation

To provide courses that enable students to acquire oral and written language and math skills to enhance their ability to benefit from the college's instruction programs.

Support Services

To provide a broad base of support services to assist students in successfully attaining their academic and occupational goals. Included are comprehensive counseling and guidance services, assessment, financial aid and scholarships, job placement, veterans' assistance, tutorial programs, disabled student programs and extended opportunity services.

Transfer Curriculum

To provide quality programs which develop the intellectual and vocational potential and other prerequisite courses so students may successfully transfer with advanced standing to four-year colleges and universities.

Vocational and Technical Training

To provide degree and certificate programs and special courses designed to prepare students with the skills and competencies which lead to successful competition in the job market.

General Information

About our college...

College Facilities

Traditional facilities at the campus include lecture classrooms; science laboratories; computer laboratories in English, Math, Business, and Nursing; a photography laboratory; a multipurpose gymnasium; a theater; an industrial and automotive technology complex; a library and media center; a learning resource center; administrative and Student Services offices; a Disabled Student complex; a student union, a college farm, a bookstore, and student activities office.

Recreational facilities include a track and field complex; outdoor tennis, handball courts; pool; basketball and volleyball courts (gym); softball, baseball, and football fields; weight room which utilizes both nautilus and free weights; and an outdoor stage.

In addition, College of the Sequoias has developed facilities that support its academic programs.

Child Development Center

The Child Development Center serves as a training laboratory for students in the Child Development Program, students going into the child care business, as well as parents and community members. The professionally staffed child development center offers an exemplary early childhood education program. The facility is a state-of-the art facility.

Farm

The COS Farm located at 2245 South Linwood, Visalia provides each agriculture student with hands on, learn-by-doing education in a wide range of skills. The laboratory consists of a 70-cow Registered Holstein herd which is one of the top herds in the area of milk production. A complete horticulture facility provides students with practical, current landscape practices while working in the unit during class laboratories or after hours at student work sites. The 120 acre laboratory provides students with worksites in animal science, horse production, dairy, ornamental horticulture, floriculture, turf culture, crop production, vegetable gardening and soils.

Hanford Center

College of the Sequoias has a center at 12582 13th Road in Hanford, California. A wide variety of general education classes and some vocational classes are offered at that site during day and evening hours. Services available to students includes testing, orientation, counseling, registration, tutoring, and book sales. Call (209) 585-3933 for further information.

Off-Campus Sites

To make it easier for COS students to attend classes, the college offers regular accredited courses at ten off-campus locations within the district, including the Hanford Center.

Students may sign up for off-campus classes during regular registration hours on campus or during the first class session at off-campus sites.

Off Campus Locations

CORCORAN

Corcoran High School
Whitley & Letts Avenues

CUTLER/OROSI

Cutler-Orosi Unified High
School
418 Road 128

EXETER

Exeter High School
820 San Juan Avenue

FARMERSVILLE

Farmersville Senior Center

HANFORD

Hanford COS Center
12582 13th Road
Rooms: 1-9

LINDSAY

Lindsay High School
1701 East Tulare Road

WOODLAKE

Woodlake Union High
400 West Whitney

THREE RIVERS

Three Rivers Elementary School
41932 Sierra Drive

TULARE

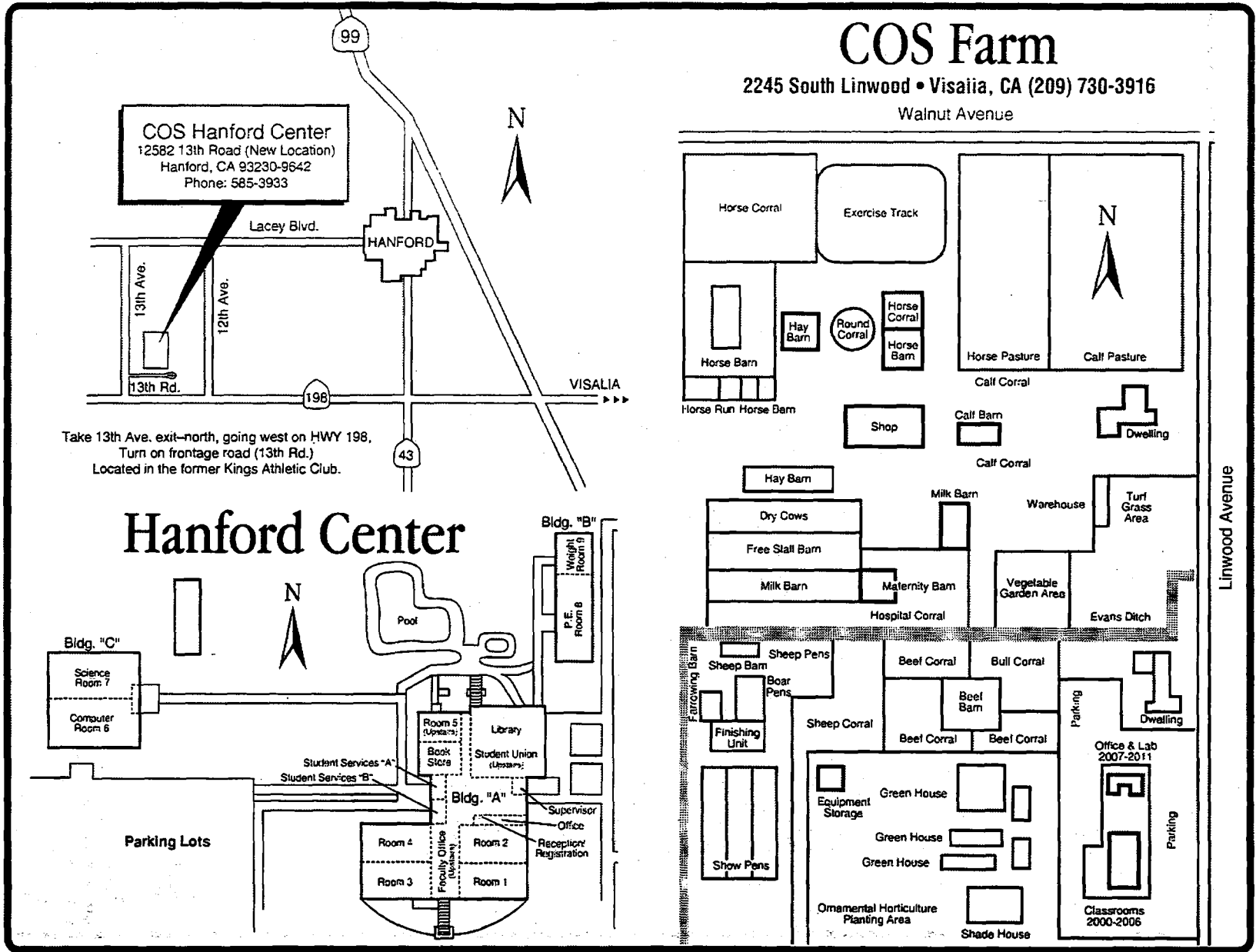
Tulare Union High School
755 East Tulare

Tulare Western High School

824 West Maple

General Information

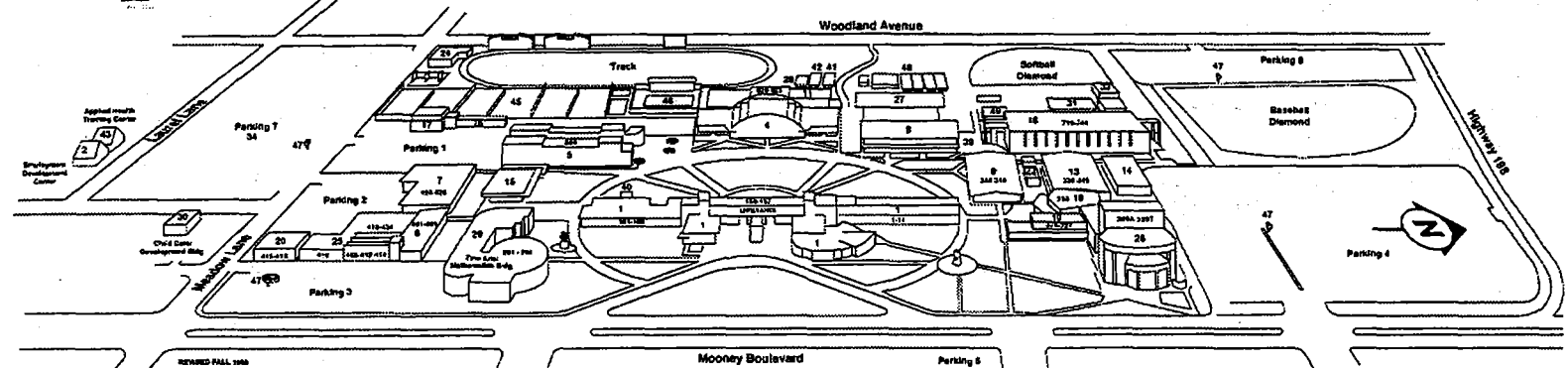
Map of the College Farm



College of the Sequoias

MAIN CAMPUS

915 South Mooney Boulevard • Visalia, California 93277 • (209) 730-3700
<http://sequoias.cc.ca.us>



NUMERICAL LIST

ALPHABETICAL LIST

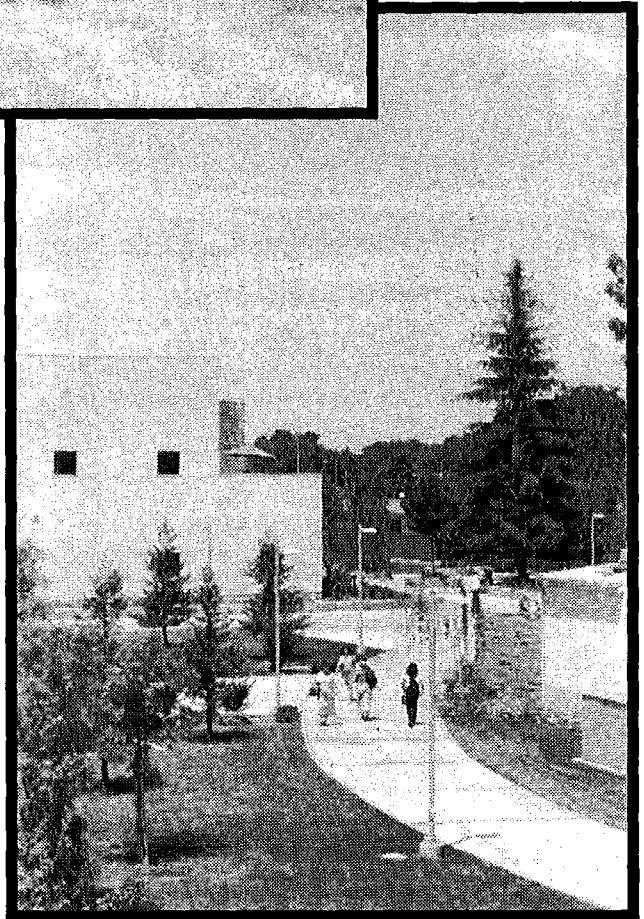
1. Administrative Offices	19. Lecture Hall	Adaptive P.E. 26	Dance Studio 11	Mill Cabinet Lab 27
2. Career Center	20. Vocational Ed./Classroom	Administration 1	Drafting Technology 6	Music 10
4. Cashier's Office	Corporate & Community Education	Administration of Justice 16	EOP&S 1	Music Library 10
5. Counseling	24. Maintenance Shop	Admissions & Records 1	Electronics Technology 27	Nursing Lab 31
6. Financial Aid	25. Air Conditioning Classroom	Air Conditioning Technology 7	DSP&S Office 27	Nursing Office 31
7. Health Center	Human Resources	Architectural Technology 6	English 5	Human Resource Services 7
8. Registration	26. Theater	Art 29	Facilities and Operations Office 17	Physics 1
9. Science	27. Instructional Media Center	Art Gallery 29	Food Court & ATM 39	Pool 46
10. Student Services	Duplications/DSP&S/Mailroom	Assessment & Testing 1	Financial Aid 1	CSUF/COS Center 48
11. Student Activities Office	Tutorial Center/Learning Center	Athletic Training Room 11	Fine Arts/Math 29	Print Shop 17
12. Employment Development Center	28. Adaptive P.E.	Automotive Technology 27	Foreign Language 18	Public Safety Office 16
13.4. Gymnasium/Athletic Office	29. Fine Arts/Math	Biology 9	Foundation Office 1	Receiving 17
5. Women's Locker Room	30. Child Development Center	Board Room 1	Grant Statue 3	Scholarship Services 1
6. Consumer/Family Studies	31. Nursing Portable	Bookstore 14	Gymnasium 4	Science 1 & 9
7. Industrial Education	33. Student Development Center	Box Office 10	Gym Annex 11	Social Sciences 13
8. Industrial Shop	39. Food Court/ATM	Business Division 18	Health Center 1	Student Activities Office 1
9. Library	40. Coffee Court	California State University 48	Home Economics 5	Student Development Center 33
10. Life Science	41. CalWorks No. 1	Fresno/COS Center 48	Industry & Technology 6	Student Services Center 1
11. Music	42. CalWorks No. 2	Career Center 1	Information 1	Student Union 15
12. Physical Education (Gym Annex)	43. Applied Health Training Center	Cashier's Office 1	Instructional Media Center 27	Tennis 45
13. Social Science	44. Greenhouse	Chemistry 1	Learning Disabilities Classroom 27	Theatre 26
14. Bookstore/Emergency Call Tower	45. Tennis	Child Development Center 36	Lecture Hall 19	Transfer Center 1
15. Student Union (Carl's Jr.)	46. Pool	Vocational Ed Administration/	Library 8	Transportation 16
16. Campus Police/Transportation	47. Parking Permit Machine	Community & Corporate Education 26	Maintenance Storage 34 & 35	Veteran Services 1
17. Facilities Office/Print Shop/Warehouse	48. CSUF/COS Center	Computer Services 18	Maintenance Technology 6	Welding Technology 7
18. Business/Foreign Language	49. CSUF Administrative Office	Consumer/Family Studies/Lang. Arts 5	Math 29	Women's Locker Room 4
Criminal Justice/Computer Services		Counseling Center 1	Metals Lab 7	700 Building 16

General Information

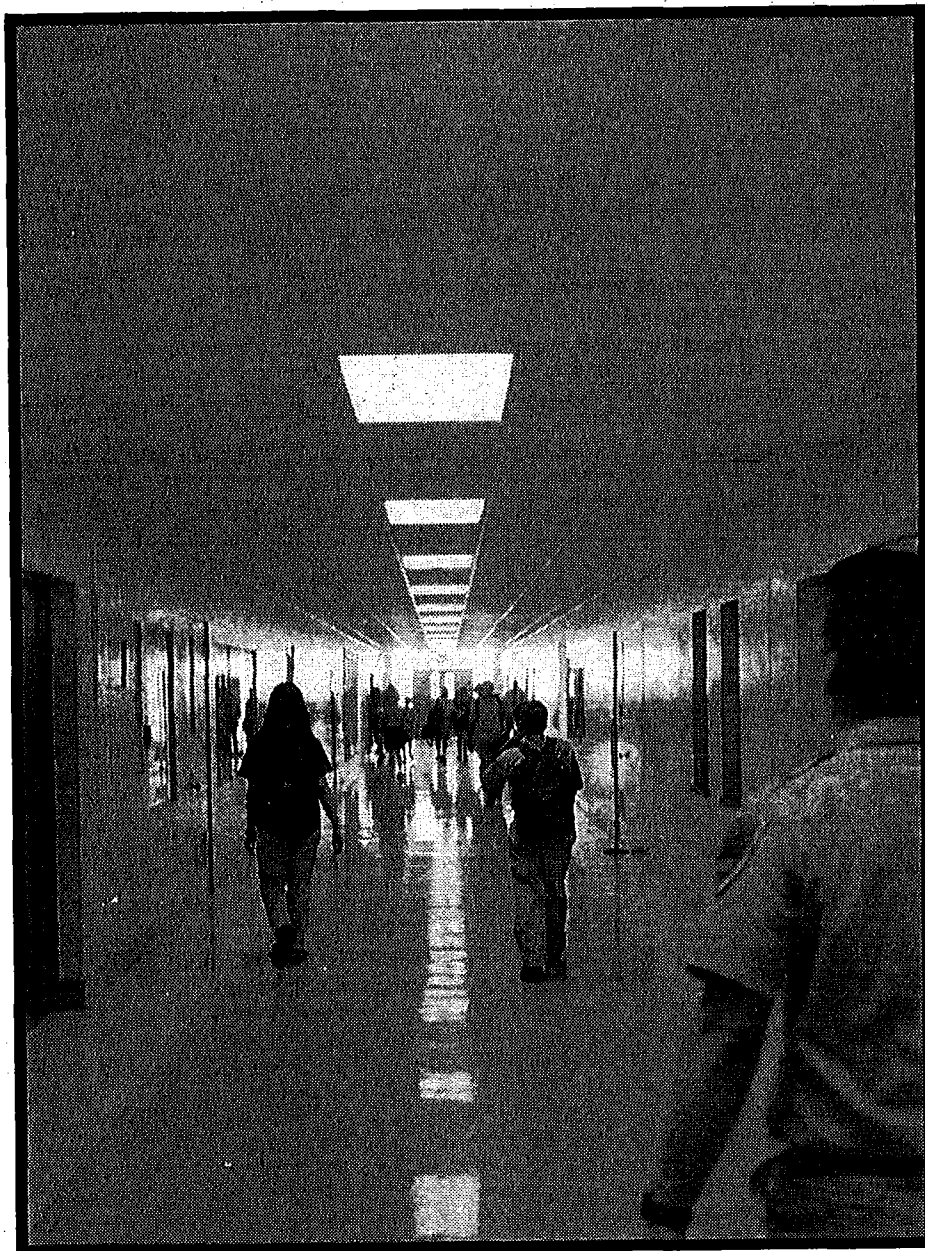


*"The difference between a
successful person and others
is not a lack of strength,
not a lack of knowledge,
but rather in a lack of will."*

Vincent T. Lombardi



Admissions/Matriculation



*"More than ever before in the history of the United States,
education is the fault line, the Great Continental Divide,
between those who will prosper
and those who will not in the new economy."*

President Clinton, 1996
(Spoken at the 1996 Princeton graduation)

Admissions/Matriculation

Eligibility for Admission

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.

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.

For dates relating to registration, check the calendar in the front of this catalog or inquire at the Admissions and Records Office, Room 107. For Fall 1998, eligible applicants will be mailed registration permits. Beginning with Spring 1999, registration will be through the Telephone Access System. Information on this process will be printed in the Spring 1999 Schedule of Classes and available in the Registration Office, Room 104.

Placement Tests

All students are required to take the COS Placement Test for math and English if they have completed or will complete six (6) or more units AND plan to pursue either a certificate, Associate degree, or transfer program. All other students who plan to enroll in an English or math course or any course with an English and/or math prerequisite, must also take the test. Students may be exempt from the Placement Test requirements based upon criteria listed in the Matriculation Policies section of the catalog. Tests are administered throughout the year. Information on test dates and test registration may be obtained by contacting the Assessment/Placement Test Office in Room 101B.

Summary of Admission Requirements for Full-time Students, Twelve (12) or more units and students planning to take more than six units

Full matriculation will be required of any student who intends to enroll for seven (7) or more units of credit. Full matriculation shall require that a prospective student:

1. File a completed admission application prior to the deadline as specified in the schedule of classes.
2. If you are under 21 years of age, request the last high school attended to send one transcript of work completed or attempted. If you have attended college, we require only college transcripts. 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. The first official copy of the transcript should be mailed to the ADMISSIONS AND RECORDS OFFICE at COS. Also an official copy and any other transcripts required should be mailed to the offices listed below IF participating in any of the following programs: 1) Financial Aid Office; 2) Veterans' Office; 3) Mini-Corps Office; 4) Nursing Office.

Summary of Admission Requirements for Part-time Students, Six (6) or Fewer Units

1. File a completed admission application prior to the deadline as specified in the Schedule of Classes.
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 will automatically receive credit for Advanced Placement Examinations, if scores are sent to the college. The college will confirm the credit granted. If students choose not to receive credit for AP exams, they should inform the Admissions and Records Office prior to registration or as soon as possible during the first semester of attendance.

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.

Other:

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.

Extended Learning/HS Accelerated Students:

K-12 students are required to submit an application and permission form to the Admissions and Records Office for every semester of attendance. Attendance is on a space available basis only.

Admissions/Matriculation

Registration

Registration should be completed prior to the start of each semester. Beginning with the Spring 1999 Semester, COS will implement a Telephone Access System, and students will register by telephone. Detailed information will be published in the Spring 1999 Schedule of Classes in November, 1998.

STUDENTS MAY 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 Secretary for the Vice President of Student Services. However, the decision to retain a student in the class is the decision of the faculty member. **However, it is the student's responsibility to drop a class in which he/she no longer wishes to be enrolled. NON-ATTENDANCE DOES NOT RELEASE THE STUDENT FROM THIS RESPONSIBILITY.**

NOTE:

Before scheduling a counseling appointment and admission to the college, students must:

- (1) have a completed application on file;
- (2) have taken the COS Placement test;
- (3) have the appropriate transcripts on file prior to the first day of instruction, to be a full-time student.

Resident Regulations

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

A "resident" is a student who has residence in the state for more than one year immediately preceding the opening day of instruction of the **semester** (EC68018).

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 (T54020/EC68044).

Physical presence within the state solely for educational purposes does not constitute establishing California residence regardless of the length of that presence (T554026). Residents of another state are non-residents of California (T554030). The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence (T554026).

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). During this time, the student should demonstrate intent to make California their permanent home.

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). During this time, the student should demonstrate intent to make California their permanent home.

College Level Examination Program (CLEP)

College of the Sequoias awards credit for the five General Examination sections of the College Level Examination Program. Six units of elective credit may be awarded for each examination that a student completes with a score of 500 or higher. The CLEP may also be used to fulfill certain Associate Degree general education requirements as listed in this catalog. Only students who are enrolled and matriculated at College of the Sequoias may receive credit on a College of the Sequoias' transcript.

To obtain information and make arrangements to challenge one or more of the General Examinations, students may contact the Educational Testing Office at CSU, Fresno (209) 278-2457. Upon receiving the minimum score, students may petition for credit by submitting the official CLEP Test result to the COS Admissions and Records Office, Room 107.

International Students

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 achieve 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. The foreign student's annual tuition fee of approximately \$3,960 (for those students enrolled in 15 units each semester) is the same as for other non-resident students. Foreign and nonresident students must also pay the resident tuition of \$12 per unit which has been included in the \$3,960 annual tuition fee listed above. Payment of a \$100 Application Fee 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 I-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 \$350 for the school year. The funds to cover the insurance should be sent with the non-resident tuition.

Federal and State funding for scholarships is not available to foreign students. Working during the first year is not allowed and students must have sufficient funds to defray expenses. Each application must be accompanied by a certified financial 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 International Student Advisor in the Student Services Center Office.

Admissions/Matriculation

Transcripts

Applicants must file certified transcripts of 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.

COS requires two official transcripts as follows:

1. The first official copy of the transcript should be mailed to the Admissions Office at COS.
2. An official copy and any other transcripts required should be mailed to the offices listed below IF participating in any of these programs:
 - a. Financial Aid Office
 - b. Veterans' Office
 - c. Mini-Corps Office
 - d. Nursing Office

Failure to file transcripts will delay or prevent admission or graduation. 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 requirements may be waived for:

1. Those who have attended college.
2. Those who have attained a college degree.
3. Those who are 21 years or older.

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. Students who qualify for the Board of Governors' Fee Assistance Program are exempted from payment of the mandatory Health Fee (AB2336/BOG 73352.1). Please contact the Financial Aid Office, Room 103B, for eligibility information.

Fees and Expenses

Fee assistance is available to eligible students. Eligibility information may be obtained from the Financial Aid Office—Room 103B

Enrollment Fee

An enrollment fee of \$12.00 per unit is charged all students. An enrollment fee of \$6.00 is charged per 1/2 unit.

Health Fee

A mandatory health fee is charged each semester to all COS students enrolled in classes for units or who are repeating a class under the Community Service Option. The health fee is \$11 for Spring and Fall semesters and \$8 for the Summer Semester. Fee waivers are available for low income students. The health services fee helps support campus health services, including accident insurance.

Material Fees

A material fee may be levied in certain courses approved by the Board of Trustees. Fees vary and are noted in the Schedule of Classes. Material fees are refunded to students who completely withdraw from class the last day of registration BEFORE the semester begins or if the class is cancelled by the college.

Textbooks and Supplies

Textbooks and school supplies average approximately \$250 per semester. These costs, however, vary according to the student's major. New and used textbooks and essential supplies may be purchased at the COS Bookstore.

Parking Fees (Optional)

Students wishing to park on campus must pay a fee. Parking fees have been instituted to provide the resources needed to repair and maintain COS Parking. Parking permits are purchased on a semester basis. Spring and fall semesters are charged \$15.00 for both full-time and part-time students. Motorcycle and Moped parking is free in designated areas. CSU, Fresno students are charged a \$15.00 parking fee per semester. Students can purchase a second parking permit for a fee of \$7.50 along with proof of registration.

Students are charged a \$10 fee for a summer parking permit. Fall or spring permits are valid for summer school.

Students not wishing to purchase a semester parking permit may purchase one-day parking passes for 50 cents from the dispensers located in Parking Lots 1, 3, 4, 6, and at the college farm.

Important Notes:

- Purchase of a parking permit does not guarantee a space will be available.
- The College District is not responsible for losses due to theft or damage.

ASB Representation, Photo & ID Fee

Optional purchase of a photo and identification card entitles you to all the privileges of Associated Student Body membership, including local merchant discounts. Cost is \$15.00 per year whether you purchase your permit in the spring (January to January) or the fall (August to August).

A student representation fee of \$1.00 per semester (for students enrolled in six (6) or more units) will be charged for each student starting with Fall 1993 registration. A waiver of this fee can be obtained for religious, political, moral, or financial reasons. The Representation Fee is an includable cost in student budgets for students receiving federal and/or state financial aid benefits.

Nonresident Tuition Fees

The nonresident tuition fee for the academic year 1998-99 is \$120 per semester unit, payable each semester upon registration. The nonresident tuition fee for foreign students is \$120 per semester unit when the student is both a citizen and a resident of a foreign country plus all applicable enrollment fees. Fees are applicable whether nonresidents enroll for credit or noncredit. Guidelines and regulations for fee refunds for the nonresident student are the same as for all other students.

Important Notes:

- All fees are mandated by the State and are subject to change without prior notice.
- Any increase in fees after the student registers will be charged and billed accordingly.

Admissions/Matriculation

Payment of Fees

Payment may be made by credit card (Visa, Master Card or Discover Card), cash, check or money order. Payment over the Telephone Access System, beginning Spring 1999 Semester, will be by credit card ONLY, or by any other method in person at the Cashier's Office (Room 102) or at the Hanford Center. Check or money order payment may be made by mail. **Credit card purchases may be subject to pre-approval.** The following policy applies when payment is made by personal check:

- Check is for the amount due only
- Must provide photo identification and social security number
- Imprinted checks only
- Instate checks only
- No personal two-party checks.
- Bad checks are turned over to Sequoia Check Collection. Bad check charge is \$25.00 plus customer bankcharge which will be added to all returned checks.

Books may also be purchased by Master Card or Visa. Students are encouraged to purchase books after attending the first class session.

Refund Policy

Enrollment and health fees for students who reduce units or completely withdraw from college prior to the end of the SECOND WEEK OF INSTRUCTION will be as follows:

Enrollment and Health Fee Refunds

Refunds are given ONLY by student petition. Forms can be obtained at the Cashiers Office located in Room 102.

All refunds are issued by check. Students will be charged a \$5 handling fee.

Reimbursements petitioned for by the end of the fifth (5th) week will be mailed between the 6th and 8th instructional week of the semester. Refund petitions which are received by the end of the 12th week of the semester will be mailed between the 13th and 15th week of the semester.

Students may carry a refund/credit balance two weeks into the following semester and avoid the \$5 handling fee.

No refunds will be given for classes dropped after the first two (2) weeks of school or short term classes dropped on or after the first class day.

No refunds for material fees will be given unless the student drops class prior to first day of the semester. Credit balances will be carried forward to the next semester. Spring credits will apply to the next summer or fall semester. Fall credits will carry forward ONLY to the next spring semester. Credits not used by the end of the second week of the following semester (as stated above), will be nonrefundable.

For questions regarding collections or refunds on fees, contact 730-3868.

Parking Fee Refunds

Parking refunds will be available to students withdrawing from school prior to the end of the second week of instruction. Students withdrawing from school after the second week will not receive refunds.

- A \$3 service fee will be deducted from all permit refunds
- Parking permits or remnants must be returned to the Public Safety Office before refunds will be processed.
- A refund check will be mailed in 6-8 weeks.
- Full-time students dropping units to part-time status may, **during the third week only**, file for a partial refund.
- Permits must be picked up as soon as purchased as a limited number will be issued.
- Lost permits may be replaced at the same costs as the original purchase.
- Stolen permits may be replace ONLY after an official police report is made to the Public Safety Department.

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 - receives 3 points per unit;**
- Grade C - receives 2 points per unit;**
- Grade D - receives 1 point per unit;**
- Grade F - receives 0 points per unit**

Satisfactory Scholarship

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

Transfer Students

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

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

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

Subjects	Units Attempted	Units Passed	Grade	Grade Points
PE	1	1	C	2
English	3	0	F	0
Chem	5	5	A	20
Geol 1	4	4	B	12
Math 154	3	0	F	0
Hyg 1	0	0	W	0
Total	16	10		34

The grade point average equals 34 divided by 16, or 2.125.

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 154 in which the grade was "F" and English 1 in which the grade was "F."

Admissions/Matriculation

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 both a cumulative and a semester grade point average of 3.0 (B) or better. In addition, he also recognizes on the President's Honor List those students who attain both a cumulative and a semester grade point average of 3.5 or better. Qualification for either honor requires enrollment in a minimum of twelve units with a letter grade.

A record of these accomplishments becomes a part of the student's permanent scholastic record.

Matriculation Policies

Matriculation is a process that assists students in planning, choosing, and achieving educational and career goals. It begins with applying for admission and ends when the student completes the expressed goal. The purpose of matriculation is to ensure access to appropriate programs and courses offered by the college and to facilitate successful completion of student educational objectives. Through a coordinated program between instruction and support services, the college promotes and sustains efforts to help students achieve their goals.

Matriculation is a partnership between the student and the community college. It comprises mutual responsibilities and agreements for both partners. Any student who enrolls in credit classes for the purpose of realizing an educational or career goal is considered a matriculant. Matriculated students are expected to:

1. express a broad educational intent at the time of admissions;
2. declare a specific educational objective within a reasonable period of enrollment;
3. complete the COS Placement Test or other assessments;
4. attend an orientation or;
5. discuss educational/vocational choices and class selections with a counselor prior to registration;
6. diligently attend classes and complete assigned coursework; and
7. seek support services as needed and complete courses to maintain progress toward an educational goal.

The community college agrees to provide:

1. an admission process;
2. a pre-enrollment assessment process;
3. an orientation to college programs, services, and procedures;
4. a pre-enrollment counseling and advising session;
5. an Educational Study Plan;
6. a suitable curriculum or program of courses;
7. a quality instructional experience;

8. a continuous follow-up on student progress; with referrals to support services when needed; and
9. institutional research and evaluation to review the effectiveness of programs in assisting students to reach their goals.

All students who are deemed matriculants are required to participate in the Matriculation activities. Non-exempt students may request exemption status by completing a form and presenting their case to the Matriculation and Foreign Student Coordinator. Students who are exempt based upon the following criteria are welcome to request any service or activity from the respective departments.

Matriculation Requirements for Participation in Assessment, Orientation and Counseling

Assessment

All students are required to take the COS Placement Test for English and math if they:

1. plan to pursue either an Associate degree or transfer program; or
2. plan to enroll in a math course or any course with a math advisory/prerequisite (Math placement test required); or
3. plan to enroll in an English course or any course with an English advisory/prerequisite (English placement test required).

All students are exempt from the math and/or English test IF they satisfy one of the criteria listed below:

MATH TEST:

1. enrolling in courses other than a math class or a class that lists a math advisory/prerequisite; or
2. enrolling in Math 360, Pre-Algebra or Math 365, Arithmetic and Pre-Algebra; or
3. presenting a valid college transcript that demonstrates successful completion (grade "C" or higher) of math courses that are equivalent to courses offered at COS; or
4. submitting scores for the ACT or SAT (ACT Enhanced Math=28 or higher; or SAT Math - 560 or higher, 570 or higher is required for SAT Tests taken after March 30, 1995,* or
5. providing passing scores from the ELM, taken after April 30, 1992.*

** If students achieve certain scores that exempt them from the English and/or math placement test(s), students are still required to participate in counseling activities where other placement procedures will assist them in selecting appropriate English and math classes. Counselors will review former high school and college courses and grades in the process to determine the appropriate English and math classes.*

Admissions/Matriculation

ENGLISH TEST:

1. enrolling in courses other than an English class or a class that lists an English advisory/prerequisite; or
2. presenting a valid college transcript that demonstrates successful completion (grade "C" or higher) of English courses that are equivalent to courses offered at COS; or
3. submitting scores for the ACT or SAT (ACT English Usage - 23 or higher; or SAT Verbal = 510 or higher, 590 or higher is required for SAT Tests taken after March 30, 1995.*
4. providing passing scores from the EPT.

** If students achieve certain scores that exempt them from the English and/or math placement test(s), students are still required to participate in counseling activities where other placements procedures will assist them in selecting appropriate English and math classes. Counselors will review former high school and college courses and grades in the process to determine the appropriate English and math classes.*

Orientation

All students (regardless of the number of units in which they plan to enroll) must participate in orientation if they:

1. have no former college units from either COS or another institution (California and out-of-state community colleges, private colleges/universities; UCs; and CSUs); and
2. plan to pursue a certificate, Associate degree or a transfer program; or
3. graduated from high school within the last calendar year.

Exemption Criteria for Orientation

All students are exempt from orientation if they:

1. attended (with proof) an orientation at COS or another college; or
2. completed a Student Education Plan with a COS counselor that is current and reflects the correct major and educational goal; or
3. plan to concurrently enroll in high school and COS classes as a high school Junior or Senior.

Counseling

All students (regardless of the number of units in which they plan to enroll) are required to consult a counselor to develop a Student Education Plan if they:

1. plan to pursue a certificate, Associate degree or a transfer program; or
2. need to update their Student Education Plan to correct the major and/or educational goal; or
3. need a current Student Education Plan for other departments (e.g., Financial Aid, Veterans, EOP&S, Disabled Student Programs and Services, JTPA/GAIN, etc.) who have special requirements.

Exemption Criteria for Counseling

All students are exempt from orientation and counseling if they:

1. enroll in college courses for reasons other than the pursuit of a certificate, Associate degree or a transfer program; or
2. enroll in courses that do not specify prerequisite/corequisite or other skill recommendations in reading, writing, or computation that are assessed through the COS Placement Test and in a counseling appointment.

Exemption Procedures

Any student who is considered non-exempt from the Matriculation services by district criteria (mentioned above), yet wishes to be considered for exemption for one or more of the activities, shall be directed to the Admissions and Records Office, Room 107.

Formal Procedure:

1. The student can acquire the Matriculation Exemption Form from Admissions and Records or Counseling.
2. The student must return the form to the Admissions & Records Office.
3. The staff will review all cases on the same day they are submitted. Exemptions that are submitted during evening registration will be reviewed the following day.
4. The student may file an Appeal/Grievance Form requesting a hearing from the Matriculation Appeal/Grievance Committee within 10 working days of submission if the student is dissatisfied with the exemption status.

Appeal/Grievance Procedures

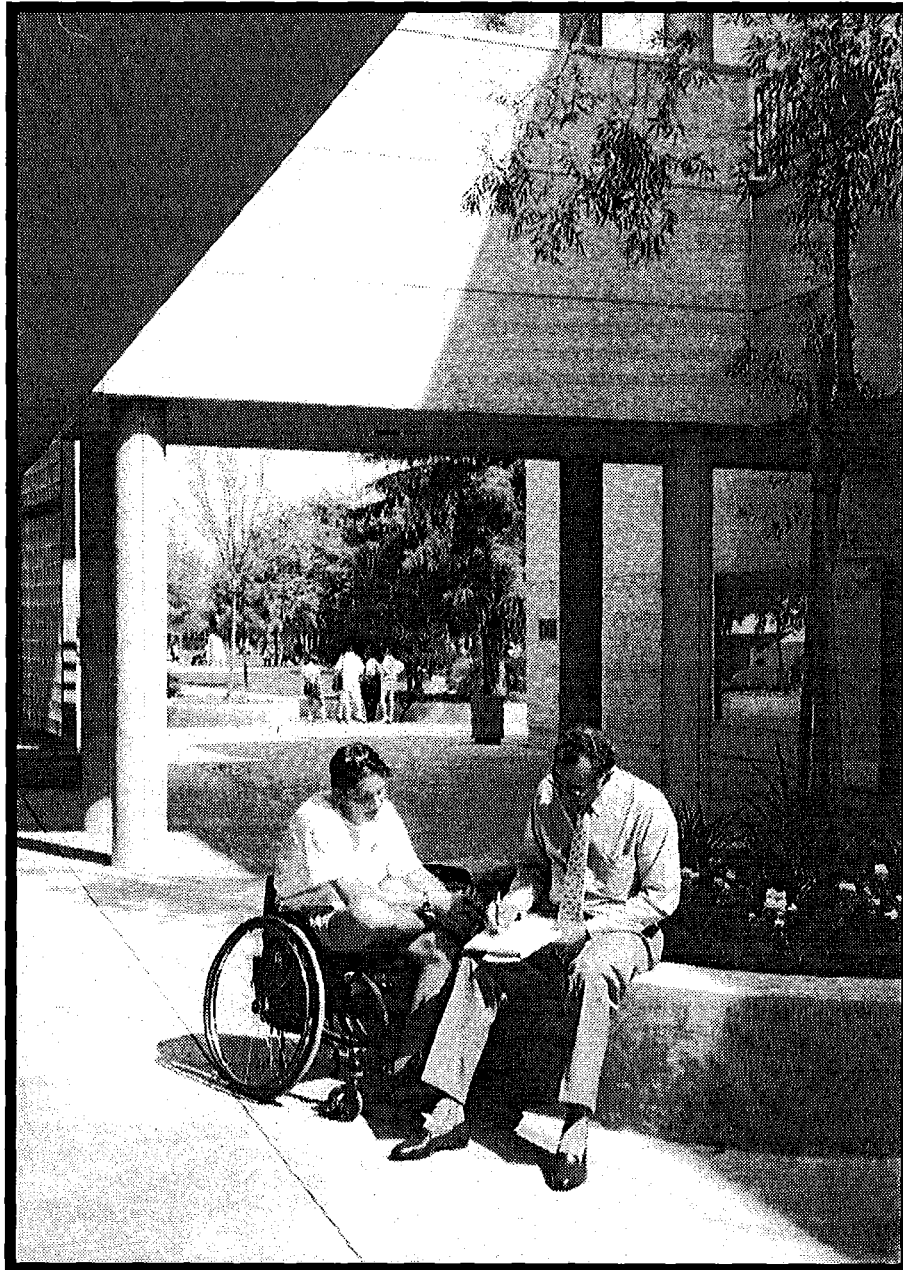
An appeal/grievance may be filed with the Office of Matriculation, under the following situations:

1. if a student feels entitled to any matriculation service or program to which he/she has been denied access; and/or
2. if a student feels that any matriculation procedure is being applied in a discriminatory manner.

Formal Procedure:

1. The student must complete the form and submit it to the Dean, Admissions and Records.
2. Within 10 working days, the Matriculation Office will review the case with the student.
3. If the student is still dissatisfied with the resolution, the student can request a hearing from the Matriculation Appeal/Grievance Committee within 10 additional working days to review the Appeal/Grievance.

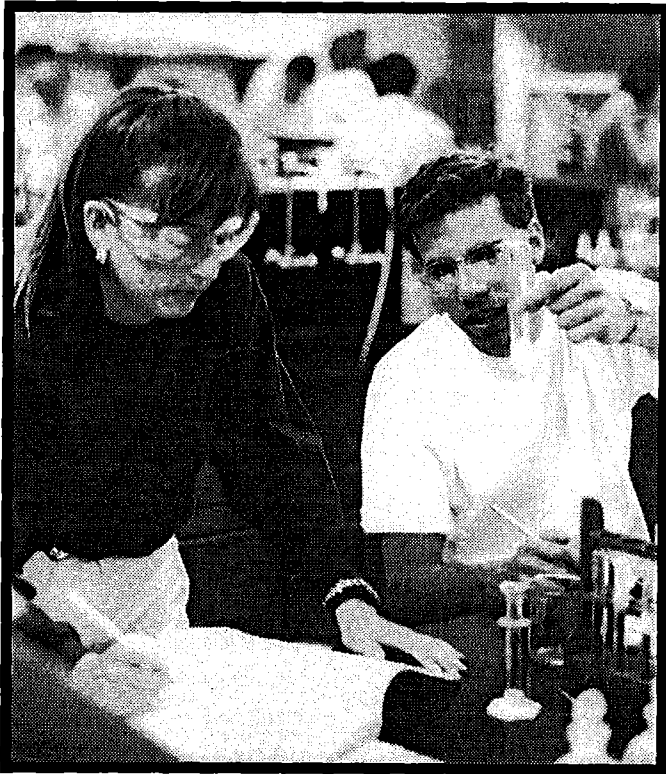
Admissions/Matriculation



*"Success is not measured by what a man accomplishes,
but by the opposition he has encountered,
and the courage with which he maintained the struggle against overwhelming odds."*

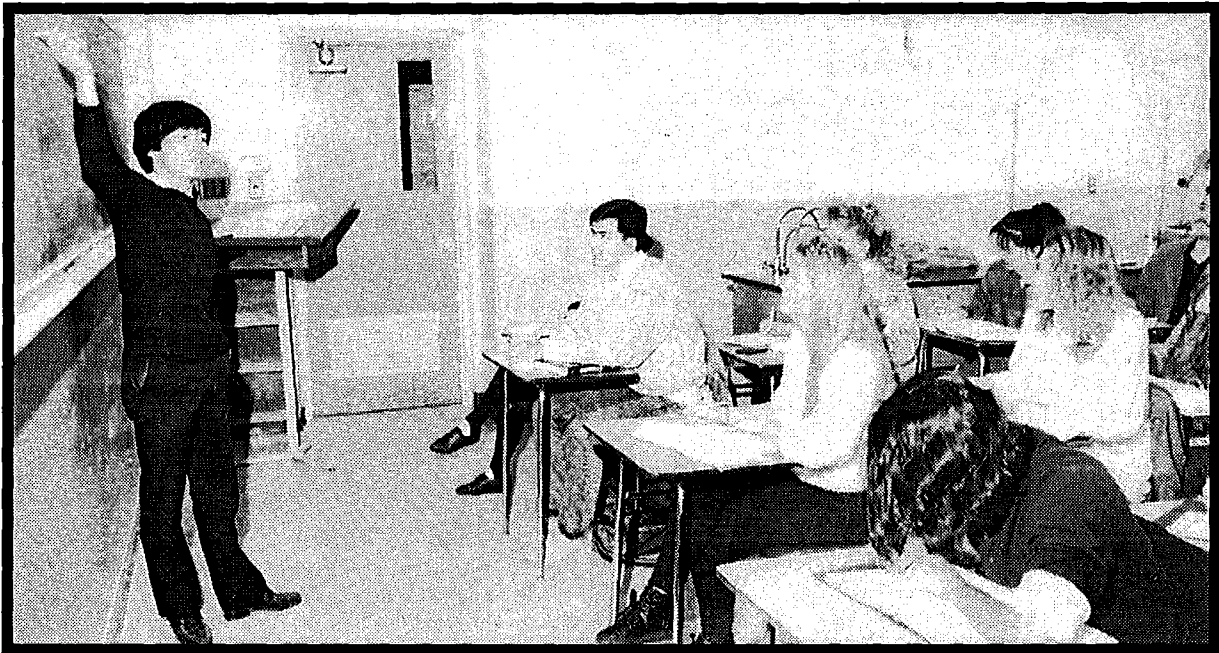
Charles A. Lindbergh

Academics



*"The credit belongs to the man who is actually
in the arena, who strives valiantly;
who knows the great enthusiasms,
the great devotions, and spends himself
in a worthy cause;
who at the best, knows the triumph of high
achievement;
and who, at worst, if he fails, fails at daring
greatly,
so that his place shall never be with those
cold and timid souls,
who know neither victory nor defeat."*

Theodore Roosevelt



Academics

Auditing Credit Classes

No class can be taken on an audit basis at College of the Sequoias.

No person may attend or participate in a class without being properly enrolled due to insurance stipulations.

CAN (California Articulation Number)

Applicable CAN numbers are printed at the end of courses listed in the "Course Descriptions" portion of this catalog. Check for the specific course/s in which you have interest in the "Course Descriptions" to see if they are designated as "CAN" referenced. For further information refer to the Index of this catalog under the listing of "CAN."

Class Cancellations

Courses listed in the Schedule of Classes are subject to cancellation based on low enrollment. If a class is cancelled, fees will automatically be refunded and every effort will be made to reschedule students to meet their needs. Early registration and attendance of first class meetings will help ensure continuance of scheduled classes.

Class Waiting Lists

Waiting lists are established for classes that have filled to the maximum enrollment. Students may have their name placed on waiting lists and must attend the day week of class to have an opportunity to enroll. When telephone registration is implemented with Spring semester 1999 registration, students may place their name on class waiting lists by telephone. Wait list numbers will be displayed on students' printed class schedules.

Community Service Option

A student who has taken a course designated as repeatable the total number of times allowed for credit, may then opt, with the instructor's permission, to repeat certain classes under the auspices of Community Service for no credit. Students will not be allowed to enroll for the community service repetition option until after the second class session. Instructor permission forms can be obtained in the Administration Office from the Community Service Secretary and fees paid at the Accounts Receivable Office. Fees for students enrolled in Community Services shall be \$15 per unit, an \$11 Health Fee, and a materials fee, if applicable. Since Community Service is a separate account, no funds can be transferred from credit to Community Service accounts or vice versa. If students choose to drop a class they are taking for credit and take it as a Community Service class, they must pay the additional Community Service Fee.

A course must have a minimum of 20 students enrolled in a lecture credit course, and 15 students enrolled in laboratory credit course. If there are fewer students enrolled in the lecture or lab course, the course may be cancelled. It may then be offered under the auspices of Community Services and the fee will be set according to the Community Service fee formula. When this occurs, the instructor may restructure the class to reduce the number of hours it meets as a means of reducing fees to students.

For a list of courses that may use the Community Service repetition option, please contact the Community Service Secretary in the Administration Office.

Cooperative Education Program

The Cooperative Education Program offers students an opportunity to use their work experience to earn college credit. Any student who is employed (paid or volunteer) and can meet the criteria to qualify may participate. The employer must be willing to assist the student in setting measurable learning objectives, which will be accomplished during the grading period and evaluated as to degree of accomplishment.

Each semester one to four units can be earned depending on the type of employment and the hours worked. Students must register in Leadership Training 1 if participating for the first time and Leadership Training 2 if participating for the second semester. Some division offerings may have different requirements in place of the Leadership class.

Additional information may be obtained in the Cooperative Education Office which is located in Room 106, the Transfer/Career Center. Students must fill out an application in this office to register.

Course Repetition Policy

Only courses which fall into the following categories may be repeated. Enrollment in two sections of the same course is not permitted.

1. Courses designated "a-b," "a-c," and "a-d" may be repeated for credit; however, they may not be taken concurrently. Courses may be repeated according to the following schedule.

"a-b" May be taken 2 times for credit

"a-c" May be taken 3 times for credit

"a-d" May be taken 4 times for credit

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. See "Community Service Option" regarding course attendance in repeatable courses once the repetition limit has been reached.

A student may petition to repeat a course:

1. If a grade of "Credit" or "CR" was received and prior permission of the Dean, Admissions and Records has been granted.
2. If a final course grade of "D," "F," or "NC" was received.
3. If course has been repeated previously with substandard grades received a second time, student must have prior permission of the Dean, Admissions and Records.
4. If the grade was affected by interruptions such as verifiable accident, illness, or other circumstances beyond the control of the student.

5. If a significant lapse of time has occurred since the course was taken (usually at least one calendar year).
6. When repeating a course with an initial grade of "C" or better, the student to have the most recent grade recorded, MUST obtain a petition and have written approval from the Dean, Admissions and Records PRIOR to repeating a course. The second grade awarded for repeated courses in which a "C" or better was received initially, shall not be counted in calculating a student's grade point average. However, both grades earned will appear on the official transcript.

Credit by Examination

Conditions and Requirements for Credit by Examination

1. Students must be currently registered and in good standing at COS. The student may not be currently enrolled in the course he/she is petitioning for Credit by Examination. Good standing is defined as not on probationary status.
2. Students must file a petition for approval to challenge a course by examination with the Admissions and Records Office.
3. Students must furnish strong proof to the satisfaction of the instructor/department, division chairperson and the Vice President of Academic Services that previous background, experience or training would ensure a reasonable measure of success in the challenge.
4. 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 letter grade assigned, shall be entered on the student's record and will be reflected in the student's cumulative grade point average.
5. The student's academic record shall be clearly annotated to reflect that credit was earned by examination. A maximum of 12 units may be earned through credit by examination. (This limitation is waived in the case of registered nursing students.) Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 15 semester hours of credit in residence required for an associate degree.
6. Any course listed or qualified to be listed in the college catalog is available for challenge within the limits of condition "3" above.
7. Once the student receives approval for credit by examination, the examination must be completed within the same semester unless extenuating circumstances are shown to justify an extension of time. In the event the examination is not completed within the semester approval was obtained, a NC (no credit) grade will be assigned. If a NC grade is assigned, the student will not be allowed to challenge the same course again.
8. A nonrefundable material fee and a processing fee of \$15 will be assessed for each credit by examination petition in addition to the appropriate enrollment, and/or nonresident fees charged for each semester unit to be challenged.

Dropping a Class

Withdrawals prior to the end of the second week of the semester are not recorded on the student's transcript. However, students may officially drop a class or withdraw from college through the 10th week of the semester with a "W" recorded on the transcript. It is the student's responsibility to drop a class in which he/she no longer wishes to be enrolled. Nonattendance does not release the student from this responsibility. The last day to drop a Fall 1998 class is October 23 and the last day to drop a Spring 1999 class is March 26. The student can obtain the necessary form from the Registration Office, Room 104. After completing the necessary information return the form to Room 104. Once Telephone Registration is implemented, all drops and withdrawals will be processed by telephone.

Drop Fee

No drop fees are being charged by the college at this time.

Extenuating Circumstances

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

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.

Grades may be accessed by calling the Telephone Access System at 737-6101. In addition, a hard copy of grades may be obtained at no cost from the Records Office in Admissions & Records, Room 107.

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 extenuating circumstances. The student is entitled to all grade points upon satisfactory completion of assignments within one year.

It is understood that instructors' grades when handed in are final and not subject to change by reason of revision of judgment on the part of the instructor.

Effective Spring semester, 1996, students enrolled in the 300 series (Course Number) of classes will be graded on an "A," "B," "C," and "No credit" basis.

Academics

Honors Program

The Honors Program is open to highly motivated students who wish to participate in innovative classes where dialogue, writing and the interdisciplinary nature of knowledge are stressed. The Honors in the General Education portion of the program involves courses in English, Humanities, Science and History, each of which is accompanied by an Honors Colloquium that will develop and present workshops with visiting scholars and public figures. These courses will be part of the student's general education program, and when combined with one of COS's academic majors, provides excellent preparation for transfer to four-year colleges and universities.

The program is open to students in all majors and is designed to provide small classes where students can develop effective communication and reasoning skills. This program is currently under review and courses will not be offered in this program during the 1998 Fall semester and the 1999 Spring semester.

Incomplete Grades

Incomplete grades (I) may, at the instructor's option, be given for incomplete academic work due to extenuating circumstances. 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 if the required work is not completed. This record must be given to the student with a copy on file with the Dean, Admissions and Records 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 year 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.

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.

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
 - Vice President, Academic Services

Credit for Independent Study is accepted at the CSUs. Independent Study courses are accepted for the granting of transfer credit at a UC campus contingent upon an evaluation of the course outline by a UC campus (maximum credit allowed is 3-1/3 semester units per term).

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 and Records Office, Room 107. **A student must be currently registered at COS in one or more units before applying for independent study credit.**
2. The student seeking independent study should outline his/her proposal and discuss it with an appropriate instructor. With the instructor's approval, the student should then complete the independent study application form. Once the form is completed, the student should return it to the supervising instructor. This approval process should be completed before the third week of the semester.
3. The form should then be passed from instructor to division chairperson to the Vice President, Academic Services before the end of the 3rd week of the semester.
4. If approved, the form is sent from the Office of Academic Services to the Admissions and Records Office and the course is 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 along with information regarding appropriate fees.
5. 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.
6. Roll sheets will be distributed to the appropriate instructors by the Admissions and Records Office.
7. At the end of the semester, grade reports for independent study classes **MUST** be turned in to the Admissions and Records Office **at the same time as are those for regularly scheduled classes.**
8. 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.
9. A complete roster of all independent study students will be kept by semester for a given year and filed in the Admissions and Records Office.

Leaves of Absence

Students finding it necessary to be absent for a period of five days or more are requested to obtain and complete a leave of absence form available in the Student Services/Counseling 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 to make up the work missed to the satisfaction of the instructor(s).

Maximum Unit Limit

The normal requirement for a college schedule comprises 15-16 units of work.

Students may enroll in a maximum of 19 units each semester. Students on Academic or Progress Probation are limited to 13 units. Students wanting an exception to this rule, must obtain a unit overload form approved by a counselor prior to registration.

Courses offered as associate degree applicable will use the Carnegie Unit equivalent: 18 hours of lecture equal one lecture unit credit; 36 hours laboratory equal one laboratory unit credit.

In determining the total number of units offered through the course for laboratory class, the following combinations may be used:

- one hour lecture, two hours homework equal one unit of credit;
- one hour of lecture, one hour of laboratory, and one hour of homework equal one unit of credit;
- one hour of lecture, two hours of laboratory equal one unit of credit;
- three hours of laboratory equal one unit of credit;
- two hours of laboratory, one hour of homework equals one unit of credit.

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.

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

Peace Corp 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.

Prerequisites and Corequisites

Title 5 Matriculation Regulations (Sections 55002, 55200, and 55201) state that students are entitled to enroll in any course for which they can meet necessary and valid pre- and co- requisites.

A "prerequisite" means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. Prerequisites shall be based on successful completion of an appropriate course (e.g. Math 230 with a "C" or better prior to attempting Math 45 or 21) or the college's assessment process using multiple measures.

A "corequisite" is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course (e.g. Math 75 in conjunction with Engineering 1).

An "advisory on recommended preparation" means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program (e.g., Drafting 160 with a "C" or better prior to attempting Drafting 161).

A "limitation on enrollment" is similar to a prerequisite because both are conditions of enrollment that a student is required to meet for enrollment in a course or educational program. A limitation on enrollment differs from a prerequisite because it is not based on the successful completion of a course or the college's assessment process using multiple measures (e.g., public performance courses requiring an audition).

Section 55201 permits the establishment of pre- and co-requisites if the particular pre- and co- requisites:

- a. were established prior to July 6, 1990, and are part of a sequence of degree-applicable courses within a given discipline; or
- b. were established between July 6, 1990, and November 4, 1993, in accordance with regulations in effect during this period of time; or
- c. are required by statute or regulation; or
- d. are part of a closely-related lecture-laboratory course pairing within a discipline; or
- e. are required by four-year institutions.

According to Section 55201 any pre- or co-requisite may be challenged by a student on one or more of the grounds listed in the regulations. Section 58106 describes similar grounds upon which a student may challenge a limitation on enrollment. These regulations are available in the offices of Student Services, Academic Services, and Matriculation upon request. The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner according to the Appeal and Grievance Procedures through Matriculation. The Appeal/Grievance form and procedures document can be obtained from the offices of Student Services and Matriculation. If the challenge is upheld, the student must be permitted to enroll in the course in question.

Probation and Dismissal

Academic Probation

A student who has attempted at least 13 cumulative semester units as shown by the official academic record at College of the Sequoias shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale.

Unit Limitation

A student on academic and progress probation may be limited to 13 units or to a maximum load recommended by the student's counselor.

Academics

Academic Probation Removal

A student on academic probation for a grade point deficiency shall be removed from probation automatically when the accumulated GPA is 2.0 or higher.

**Computation: Grade point Average equals
Total Grade Points Earned divided by Total
Units Attempted with Letter Grade.**

Academic Dismissal Procedures

A student on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 2.0 in all units attempted in each of the three consecutive semesters which were graded on the basis of the grading scale. In addition, no student will be granted credit in excess of 30 units for precollegiate basic skills courses, except in the case of a student who has applied for and received a waiver from the Dean, Admissions and Records.

The term "consecutive semesters of enrollment" is defined on the basis of student enrollment. For example, a student enrolled in two fall semesters and not enrolled for the spring semester between would have two consecutive semesters of enrollment. Summer session is considered a semester of enrollment for dismissal purposes.

Students on academic probation will not be dismissed after their third semester of below satisfactory work (below 2.0 cumulative GPA) if during that third semester and every subsequent semester they maintain a 2.0 GPA until their cumulative GPA is above the probationary level.

Academically disqualified students will be so informed by letter 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. Students may be notified of other requirements which must be fulfilled prior to submitting a petition for readmission. A petition for a readmission is required prior to enrollment and is available from the Admissions and Records Office, Room 107.

Any student readmitted after disqualification remains on probation until probation removal requirements have been fulfilled. Students dismissed for the second time are not eligible to repetition for admission until another semester of nonattendance 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 forgiveness of a "WF" or "F" grade, conditions (1) **and** (2) below must be met.

- (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"/"F" grades were earned.

- (2) At least three years must have elapsed since the "WF"/"F" grades were received. Instructors who originally assigned the grades must give written approval for their forgiveness. In cases where the faculty members cannot be located, the final decision for forgiveness of "WF"/"F" grades will reside with the Academic Review Board.

Progress Probation

A student who has enrolled in a total of at least 12 cumulative semester units as shown by the official academic record at College of the Sequoias shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," and "NC" are recorded reaches or exceeds 50 percent.

After the second progress probation, students who satisfactorily complete 50 percent or more of units registered each semester will continue on progress probation rather than be dismissed (even if insufficient units have been completed to remove them from probation.) If students complete 49 percent or fewer of units enrolled in any semester while they continue on progress probation, they will be subject to progress dismissal.

Progress Probation Removal

A student on progress probation because of an excess of units for which entries of "W," "I," and "NC" are recorded shall be removed from probation when the percentage of units in this category drops below 50 percent.

**Computation: Progress Percentage equals
Total Units with "W," "I," and "NC" divided by
Total Units Enrolled.**

Progress Dismissal Procedures

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

Disqualified students will be so informed by letter and notice of their status may 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. Students may be notified of other requirements which must be fulfilled prior to submitting a petition for readmission. A petition for readmission is required prior to enrollment and is available from the Admissions and Records Office in Room 107.

Any student readmitted after disqualification remains on probation until probation removal requirements have been fulfilled. Students dismissed for the second time are not eligible to repetition for admission until another semester of non-attendance has elapsed.

Student Progress

If satisfactory progress through College of the Sequoias' specialized support service programs (i.e., the Learning Assistance Center, 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.

Report Delayed (RD)

The "RD" symbol may be assigned by the Dean, 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.

Transfer Deficiencies

In the case of an applicant not eligible for clear admission to a 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. Contact the Admissions and Records Office for details.

Withdrawal from College

Any student wishing to totally withdraw from college must obtain and complete a withdrawal form and file it with the Registration Office, Room 104.

Beginning with the Spring 1999 Semester, withdrawals will be processed through the Telephone Access System. Students withdrawing after the final drop date must bring documentation of approved extenuating circumstances to the Registration Office, Room 104.

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

Distance Learning

Distance Education is an instructional format where teaching and learning occur when the student and instructor are not at the same place at the same time for all or part of the instructional process. Faculty and students are connected through some type of media such as computers through the internet, or television, through which course content is provided. It offers students a viable educational alternative to regular classroom instruction and is especially valuable for students with an independent learning style whose outside commitments preclude their ability to attend classes on a regular basis. COS offers some credit classes in this format. Check the current class schedule for available courses, or see our web page at:

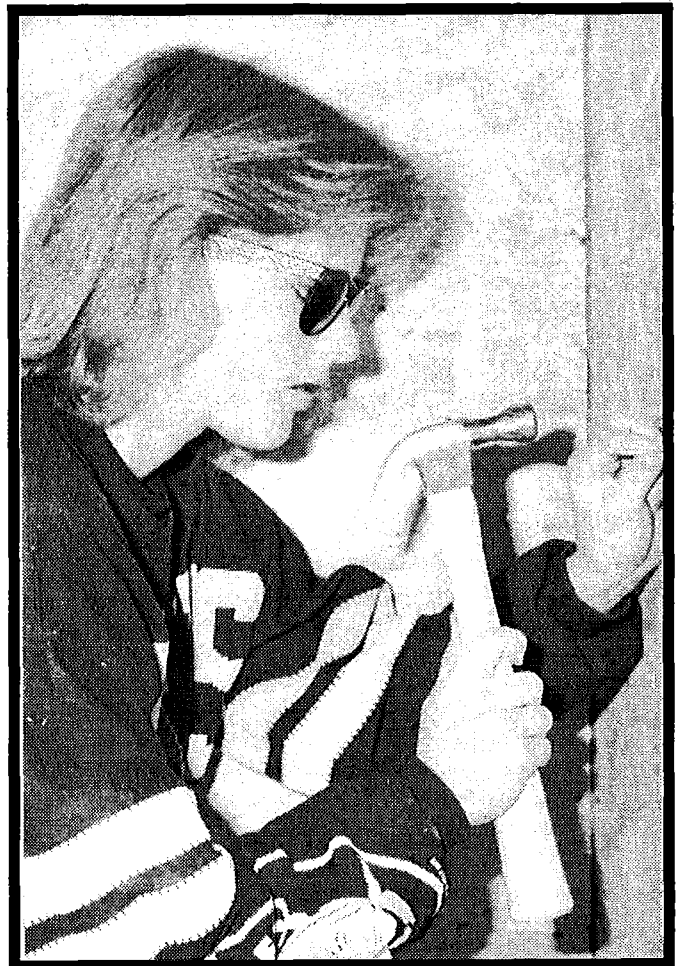
<http://zeus.sequoias.cc.ca.us/distance/index.html>

Academics

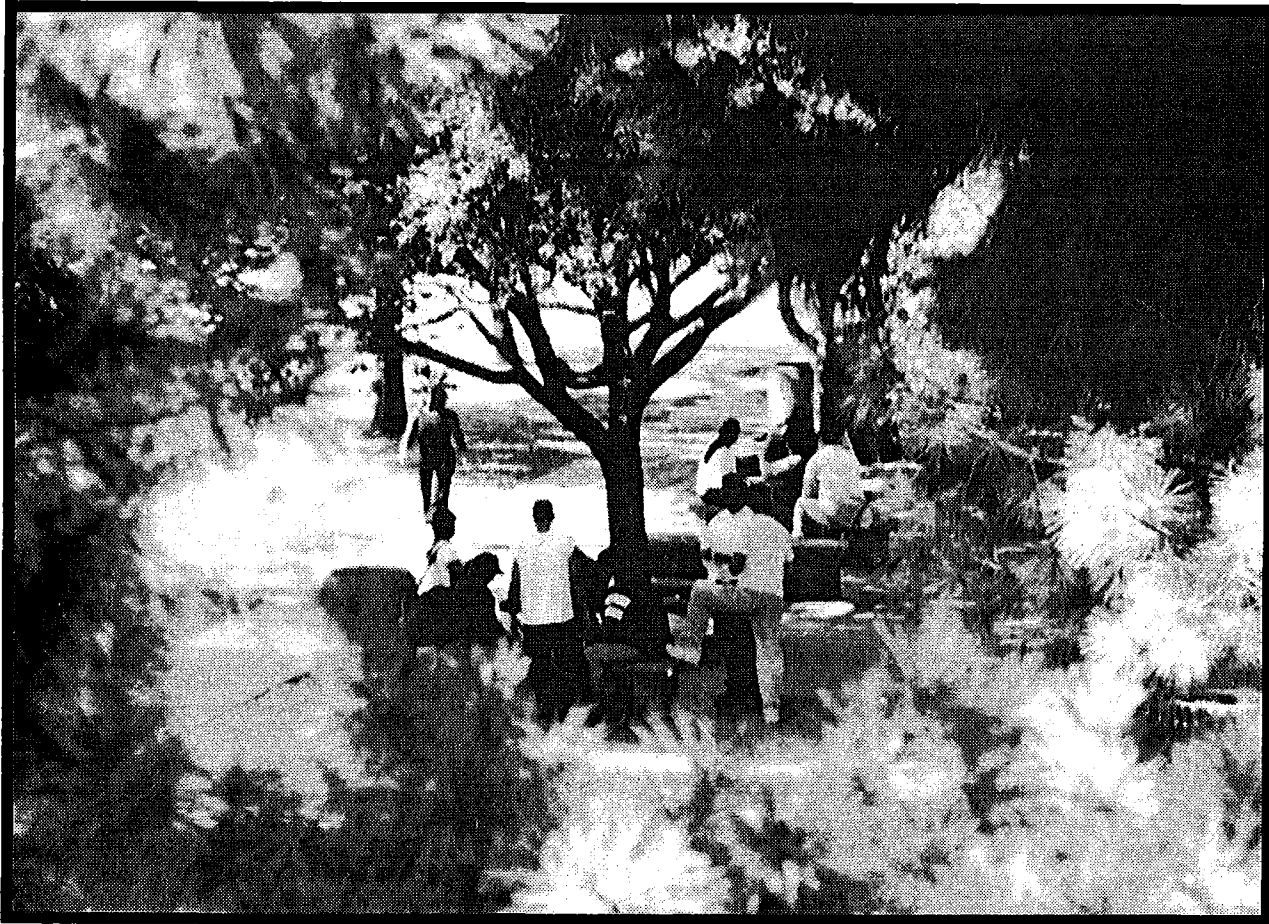


*"The past is history,
the future is a mystery
and now is a gift.
That's why we call it the
present."*

Unknown Author



— Student Rights and Responsibilities



*"The quality of a person's life is in direct proportion to their
commitment to excellence,
regardless of their chosen field of endeavor."*

Vincent T. Lombardi

Students Rights and Responsibilities

Student Bill of Rights

Preamble: College of the Sequoias' students, as members of the academic community, have the same rights and freedoms that all citizens have as students, and as students they are accountable to federal and state laws and statutes. In addition, students are also accountable to the College of the Sequoias Board policies and individual college campus rules and regulations.

Student's Rights: In the context of these concepts, students' rights consist of the following:

1. In preparing student publications, the editorial staff and faculty advisors shall be free from censorship and advance copy approval. These publications shall do the following:
 - a. Adhere to canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo;
 - b. State on the editorial page that the opinions expressed are not necessarily those of the college or the student body;
 - c. Follow district policies, individual publications policies (The Campus and other publications of information) and the free flow of ideas as a public forum.
2. Students shall have the right to take stands on issues, the right to examine and discuss questions of interest to them, and the right to support causes by orderly means which are in harmony with the regular functioning of the institution.
3. Students shall have the right to hear speakers on any subject, and on-campus recognized student organizations shall have the right to present speakers on any subject. In addition, students shall have the right of free assembly on campus subject to regulations that concern the regular functioning of the institution, to ensure that there is orderly scheduling of facilities and adequate preparation for the event. The recognized organizations, together with the Student Activities Office, shall be responsible for following the policies for scheduling and use of facilities for campus activities.
4. Students shall have the right to form an organization around any particular interest; this right will include the freedom to organize and join student organizations subject to published associated student and district regulations.
5. Students shall have the right to be informed on all campus matters that can be shown to be directly relevant to them by having a voice in decision-making that affects their academic future with the exception of staff appointment, termination, and tenure. In case of conflict in determining what campus matters are relevant to students, the determination will be made by the Committee on Student Conduct and Grievance.
6. Students shall have the right to have their academic records treated in a confidential and responsible manner with due regard to the personal nature of the information these records contain. Student's records will be released only on the written consent of the student, according to the law.
7. Students shall have the right of protection against prejudiced or capricious academic evaluation. At the same time, however, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
8. Students shall have the right to receive the quality education as outlined in this catalog and in the Education code, Title 5, and the Code of Ethics of the teaching profession.
9. Students shall have the right to file a grievance under the procedures of the district student grievance policy which provides a prompt and equitable method of resolution.

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 procedures is available upon request from Student Services.

Anyone desiring additional information or wishing to file a complaint in regard to the above statement should contact the Vice President of Student Services.

Student Rights and Responsibilities

Student Record Privacy Rights and Access to Students' Official Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students should submit to the Dean, Admissions & Records or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by College of the Sequoias to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

FAMILY POLICY COMPLIANCE OFFICE
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4805

Certain kinds of information may be made available without a release. Such information is known as a "directory information" and consists of one or more of the following items: Student's name, address, telephone number, date and place of birth, major, photographs, weight and height of athletes, most recent previous school attended, activities, dates of attendance, degrees and awards received and institutions attended. Directory information may also include the student's class schedule, e-mail address and class rosters. Any student wishing to deny the release of his/her directory information may do so by indicating under the Family Education and Privacy Act Section on the COS application.

Sexual Harrassment

Educational Environment

Within the educational environment, sexual harassment is prohibited between employees and students, and between students and students.

Work Environment

Within the work environment, sexual harassment is prohibited between supervisors and employees, between employees and between non-employees and employees.

Definition of Sexual Harassment

General Definitions

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that:

- are made either explicitly or implicitly a term or condition of an individual's educational status or employment
- are used as a basis for educational or employment decisions affecting such individual; or
- have the purpose or the effect of unreasonably interfering with an individual's educational or work performance or which create an intimidating, hostile or offensive educational or work environment

Specific Examples

For the purpose of further clarification, sexual harassment includes, but is not limited to:

- ▲ Making unsolicited written, verbal, physical and/or visual contacts with sexual overtones. (Examples of sexual harassment which appear in a written form include, but are not limited to: suggestive or obscene letters, notes, invitations. Examples of verbal sexual harassment include, but are not limited to: derogatory comments, slurs, jokes, epithets. Examples of physical harassment include but are not limited to: assault, touching, impeding or blocking movement. Examples of visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons or posters.)
- ▲ Continuing to express sexual interest after being informed that the interest is unwelcomed.

Students Rights and Responsibilities

- ▲ Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of this type of sexual harassment within the work place: implying or actually withholding support for an appointment, promotion or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be filed. Examples of this type of sexual harassment, within the educational environment include: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
- ▲ Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence or affect the employee's career, salary and/or work environment.
- ▲ Engaging in explicit or implicit coercive sexual behavior within the educational environment which is used to control, influence or affect the educational opportunities, grades, and/or learning environment of a student.
- ▲ Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Disciplinary Action

The College of the Sequoias Community College District forbids any form of sexual harassment, including the acts of non-employees. Prompt disciplinary action will be taken against any student, employee (supervisory or otherwise), engaging in sexual harassment.

Reporting Charges

The procedures for reporting charges of sexual harassment and for pursuing available remedies are available from the College of the Sequoias Title IX Officer, the District Affirmative Action Officer, the Personnel Office and the Student Services Office.

Sexual Harassment Complaint Procedure

Any student, employee or applicant for employment who believes he/she has been sexually harassed may file a complaint with the College of the Sequoias, Title IX Coordinator. In order for a complaint to be processed, the complaint must be filed within one year of the sexual harassment or within one year of learning of the sexual harassment. (§ 59328)*

The College is committed to ensuring that students, employees and applicants for employment are not adversely affected for having brought forward a sexual harassment complaint. All participants in these procedures shall be protected from retaliatory acts by the College, its employees and students. If retaliation or reprisal does occur, disciplinary action will be imposed.

Nothing in this procedure shall affect the right of the complainant to pursue the matter with any State or Federal enforcement agency. Sexual harassment complaints may be filed concurrently with an external agency to meet State and Federal agency deadlines without jeopardizing an individual's rights to pursue a complaint under this procedure.

Purpose of Complaint Procedure

This complaint procedure implements the civil rights protections against sexual harassment. Its purpose is to ensure that no person shall be subjected to sexual harassment under any program, activity or service offered by this College.

This procedure applies to the processing of sexual harassment complaints by any student, employee or applicant for employment who believes that she/he is a victim of sexual harassment.

Informal Complaint Procedure

The purpose of this informal resolution process is to allow an individual who believes she/he has been sexually harassed to resolve the issue through a mediation process rather than the more formal process provided by the College. If it is determined that sexual harassment has taken place, resolution may require nothing more than an apology from the respondent and an assurance that the offending behavior will cease. The steps of the informal procedure follow:

- A. If the complainant believes that discussions of alleged sexual harassment with the respondent or his/her supervisor would be unproductive or inappropriate, the complainant may consult with the Title IX Coordinator.
- B. The Title IX Coordinator will counsel the complainant regarding the sexual harassment policy and complaint procedure.
- C. The complainant's allegation of sexual harassment shall be kept confidential by the Title IX Coordinator and used only to provide a factual basis for resolving the complaint. The Title IX Coordinator will explain to the complainant the nature and extent of the confidentiality provided by this process.
- D. The informal complaint procedure is initiated only when the complainant puts the allegation in writing and in any format comfortable for the complainant. The written statement should contain as much detail as possible including dates, time, description of incident(s), parties involved, any witnesses, etc. However, no official action on this specific allegation of sexual harassment will be taken if the complainant decides not to put the complaint into writing.
- E. Within 10 days of receipt of the informal complaint, the Title IX Coordinator shall contact the respondent in an attempt to resolve the matter informally. The respondent will be asked to provide a written response to the allegations.
- F. Within 10 days of discussing the matter with the respondent, the Title IX Coordinator will review the statements of both the complainant and the respondent and meet individually with each party in an attempt to resolve the matter.
- G. Steps A through F of this informal procedure shall be completed within 30 days.
- H. The completion of the informal procedure is a prerequisite to initiating a formal complaint under the College's sexual harassment complaint procedure. (§59328(b))*

Student Rights and Responsibilities

Possible Outcomes of the Informal Complaint Procedure

- A. If the matter is resolved, the Title IX Coordinator will put the resolution in writing and meet with both parties who will review and sign the agreement.
- B. If the parties agree that there has been no sexual harassment and are satisfied with the resolution, the documents connected with the allegation shall be destroyed by the Title IX Coordinator and the complaint will be considered resolved.
- C. If the parties agree that sexual harassment has occurred, but are satisfied with the resolution, then the documentation connected with the allegations and resolution will be placed in a sealed envelope and remain in the possession of the Title IX Coordinator. At this point, the complaint will be considered resolved.
- D. If the complainant is dissatisfied with the resolution of the complaint, she/he should file a formal complaint immediately.
- E. If, after negotiations between the parties, it becomes clear to the Title IX Coordinator that an informal resolution cannot be reached, he/she will convey the determination to both parties. The Title IX Coordinator will also inform the complainant of the right to file a formal sexual harassment complaint under this procedure or to file a sexual harassment complaint with any appropriate State or Federal enforcement agency (i.e., Office of Civil Rights, Equal Employment Opportunity Commission, Department of Fair Employment and Housing).

Formal Procedure

Administrative Determination

1. The complainant shall initiate the formal complaint procedure by filing a complaint in writing on the College's sexual harassment form.
2. Within 90 days of receiving the complaint (§59336)*, the Title IX Coordinator shall provide the complainant with:
 - a. A copy of the report of the College's investigation of the sexual harassment complaint.
 - b. The written decision that sexual harassment did or did not occur.
 - c. A copy of the proposed resolution of the complaint.
 - d. A description of the action taken by the College administration to prevent similar sexual harassment in the future.
 - e. Notice of the complainant's right to appeal the administrative decision to the Governing Board of the College.
 - f. Notice that both parties have a right to be accompanied by a representative at each step in this procedure.

Appeal to the Governing Board (§59338)*

1. If the complainant is not satisfied with the administrative decision, she/he has 15 days in which to file a written appeal with the College's Governing board.

2. Only the complainant has a right to appeal the administrative decision. (§59338)* However, a respondent who is an employee may have an opportunity to challenge any disciplinary action resulting from these proceedings.
3. Within 45 days of receiving the appeal, the Governing Board shall issue a final decision, or the administrative determination will be considered the final decision. However, a further appeal can be made to the Chancellor of the California Community Colleges. (§59338)*

Further Appeal Options

- A. If the complainant is not satisfied with the decision of the Governing Board she/he has 30 days in which to file a written appeal with the Chancellor of the California Community Colleges. (59338)*
- B. Once again, the College shall inform the complainant of the right to file a sexual harassment complaint with any appropriate State or Federal enforcement agency (i.e., Office of Civil Rights, Equal Employment Opportunity Commission, Department of Fair Employment and Housing).

** All references are to the California Code of Regulations, Title 5, Div. 6, Chapter 10, sub chapter 5, Article 3 unless otherwise noted. Title IX requires the Title IX Coordinator to investigate complaints of alleged sex discrimination, which includes sexual harassment.*

Code of Student Conduct

Students are subject to charges of misconduct for any of the following acts on the college campus, an extension of the campus, or at a college-sponsored activity:

1. Cheating or plagiarism in connection with the academic program.
2. Forgery, alteration or misuse of college documents or knowingly furnishing false information to the college.
3. Misrepresentation of oneself or an organization as an agent of the college.
4. Obstruction or disruption of the college's educational, administrative or other college process.
5. Physical abuse or the threat of abuse to any member of the college process.
6. Theft of or damage to college property or property owned by a member of the college community.
7. Unauthorized entry into, unauthorized use or misuse of college property.
8. Possession of or being under the influence of alcohol or unlawful narcotics.
9. Possession or use of explosives or weapons.
10. Indecent or obscene behavior.
11. Abusive behavior or hazing.
12. Gambling.
13. Any other cause identified as good cause by the Education Code or other laws governing a community college.

Students Rights and Responsibilities

Students charged with misconduct may be subject to the following penalties:

1. Reprimand: Written warning that continued misconduct will result in more serious disciplinary action.
2. Temporary Exclusion: Removal from class or college activity for the duration of its scheduled period.
3. Suspension: Exclusion from classes, activities, and/or student privileges for a specified number of days, up to a maximum of five days.
4. Expulsion: Termination of student status at this college.

Certain members of the campus community are authorized to impose the above penalties as follows:

1. Any instructor may temporarily exclude the offending student from his class for the remainder of the class session and the next class day.
2. Any administrator may temporarily exclude the student from any college sponsored activity for the remainder of the activity time.
3. The Vice President of Student Services may impose a reprimand or temporary exclusion, or may recommend suspension or expulsion.
4. The President of the College may impose suspension or recommend expulsion.
5. The Board of Trustees may impose expulsion.

Attendance

Regular class attendance not only is essential to the maintenance of satisfactory grades, but also is the means by which the college obtains financial support. So, your absences hurt you as a student and mean a loss of revenue to the college.

NO PERSON MAY ATTEND OR PARTICIPATE IN A CLASS WITHOUT BEING PROPERLY ENROLLED DUE TO INSURANCE STIPULATIONS. STUDENTS PROPERLY ENROLLED SHOULD NOT BE ACCOMPANIED IN THE CLASSROOM BY CHILDREN, NOR SHOULD CHILDREN BE LEFT UNATTENDED ON THE CAMPUS WHILE PARENTS ATTEND CLASSES.

Each instructor has his/her own attendance policy which he/she will announce early in the semester.

Students should be aware that some courses and activities include trips and that they are responsible, first, for informing their instructors when they will be absent because of these trips and, second, for completing the work missed. If the instructor is late for class, students are obligated to wait for 10 minutes from the time the class is officially to begin before leaving.

If a student has **PRIOR** knowledge of a scheduled absence, they should obtain permission from the instructor prior to the absence. If advance notice is not possible, students should follow the instructor's instructions for reporting an absence.

Dropping a class

It is the student's responsibility to drop a class in which he/she no longer wishes to be enrolled.

Nonattendance does not release the student from this responsibility.

The student can obtain the necessary form from the Admissions Office. After completing the necessary information return the form as follows:

- If during the first two weeks of school, to Room 104.
- If after the first two weeks of school, the Admissions Office, Room 107.

Classes may be dropped by telephone beginning with Spring Semester 1999.

Eating

Eating is allowed in the Student Union and areas outside of buildings, **BUT IS NOT** permitted in classrooms or conference rooms.

Liquor and Drugs

Students and guests of students, regardless of age, may not use or be in possession or under the influence of alcohol or unauthorized drugs on either the main campus, college farm, Hanford Center, or at COS sponsored events. Violation of this regulation may result in citation and/or suspension or expulsion from college (25608 Business and Professional Code).

Smoking

The College of the Sequoias Board of Trustees has adopted a policy which does not allow the sale of cigarettes or any other tobacco products on the college campus and prohibits smoking in any of the college buildings. COS ordinance #204, per 76033e Educational Code.

Pets

Pets are not permitted on campus without approval.

Messages

The college cannot relay any personal communication for such things as medical appointments, car breakdowns, lost keys, employer contacts, transportation problems, jury duty, etc. Only in the case of a legitimate emergency will messages be taken and delivered to students.

— Student Rights and Responsibilities

Posting of Materials

Clearance must be obtained from the Student Activities' Office for posting or distribution of any materials on campus. If there is any question of appropriateness, materials may be referred to the Vice President, Student Services for clearance.

Materials may be posted only on bulletin boards that say "Approved for Posting" across the top. There is also a special "For Sale" bulletin board by the Student Service's Office. General Advertisements (for sale, roommates or transportation needed, etc.) may be placed on cards available in Student Activities.

Student Field Trips

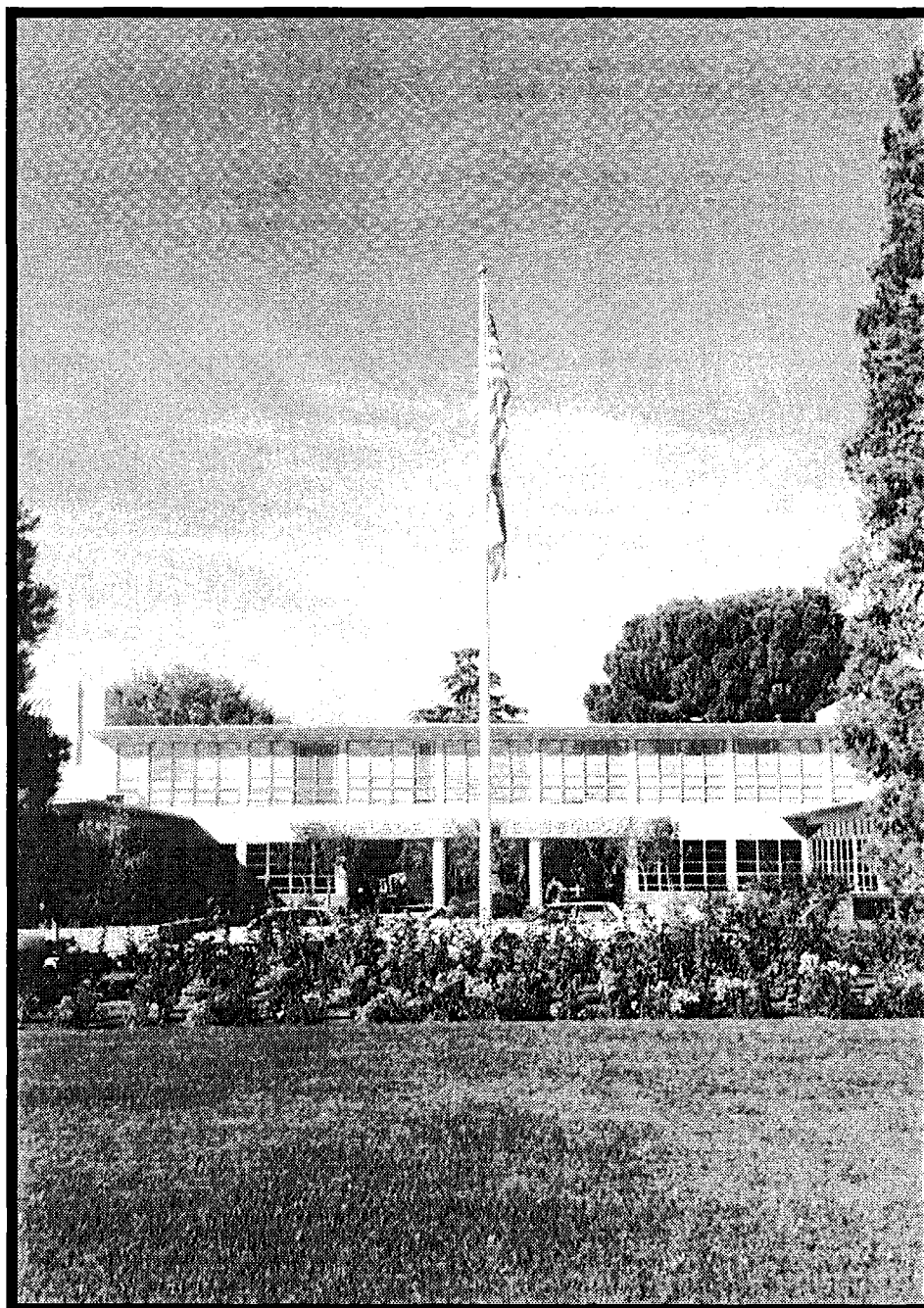
Student Transportation

Throughout the school year many classes will be meeting at off-campus locations. The college will not be providing transportation to these sites and all transportation arrangements are the responsibility of each of the students enrolled in the class. Although district personnel may assist in coordinating this transportation and/or may recommend travel time, routes, caravanning, etc., these recommendations are not mandatory. The district is in no way responsible nor does the district assume liability for any injuries or losses resulting from this non-district sponsored transportation. If you ride with another student, that student is not an agent of, or driving on behalf of, the district.

Voluntary Field Trips

Throughout the school year, the district may sponsor voluntary field trips and excursions in which you may want to participate. Be advised as stated in the California Code of Regulations, Sub Chapter 5, Section 55450, if you participate in a voluntary field trip or excursion you are deemed to have held harmless the district, its officers, agents and employees from all liability or claims which may arise out of or in connection with your participation in this activity.

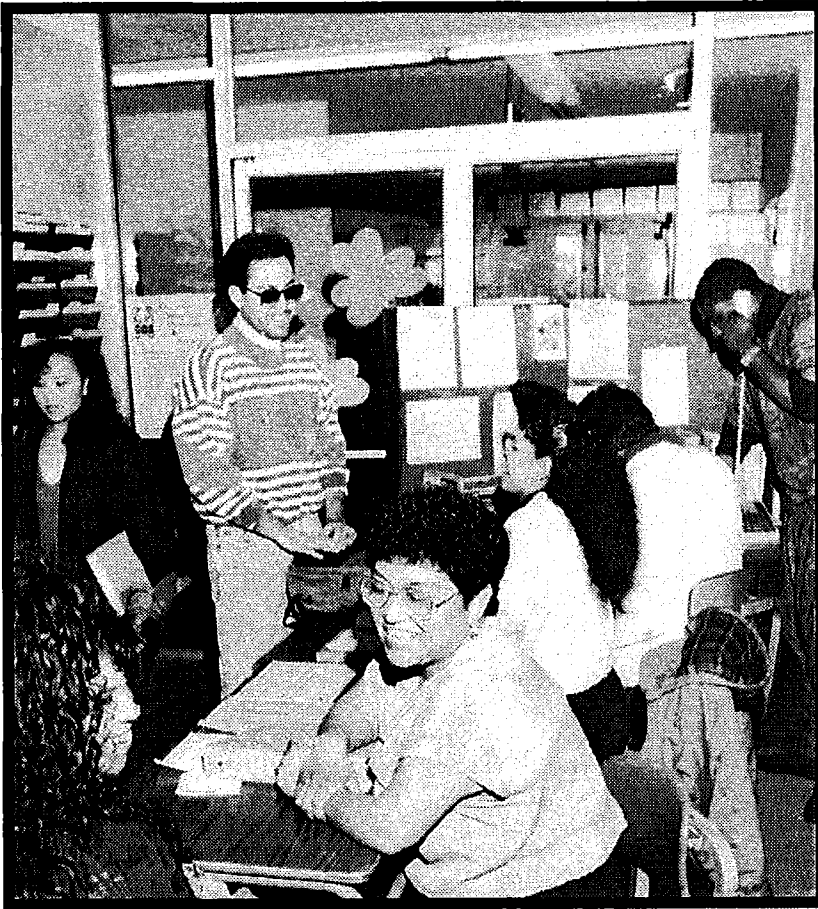
Students Rights and Responsibilities——



*"Ability may get you to the
top--but it takes character to keep
you there."*

Unknown Author

Student Services

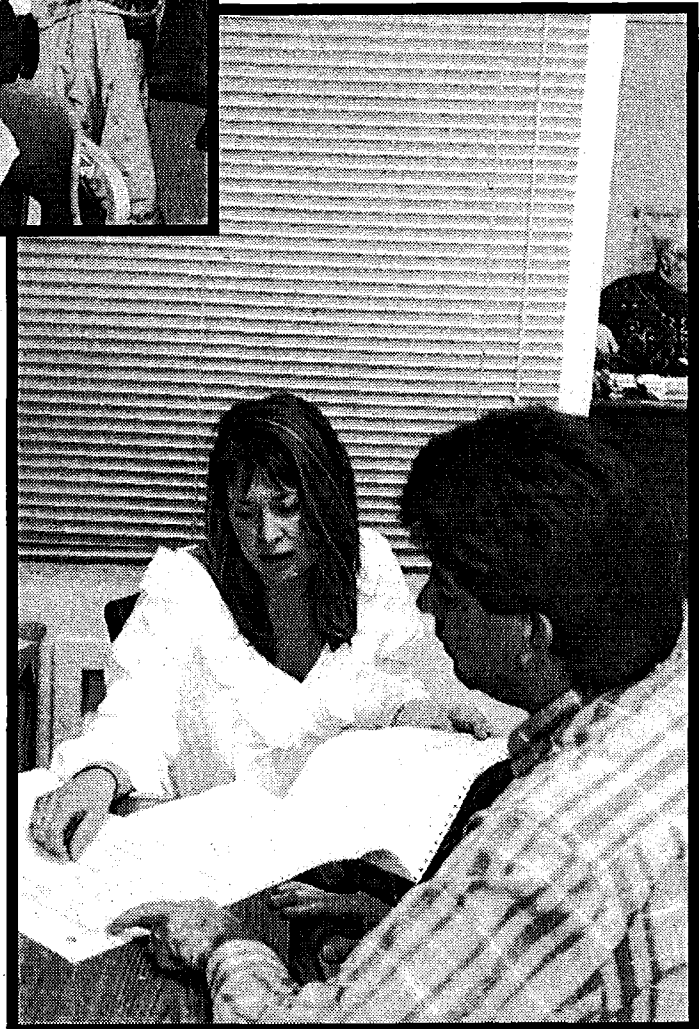


"In the middle of every

DIFFICULTY

lies opportunity."

Albert Einstein



Student Services

AmeriCorps Program

Students may apply to participate in this federal volunteer program that provides the opportunity to: 1) gain experience in providing literacy tutoring to local preschool and K-3rd grade children, 2) offer service to the community, 3) earn units towards a vocational certificate, graduation and/or transfer, and 4) learn marketable job skills.

Upon completion of service obligation, AmeriCorps members receive an educational award of \$2,363 that is kept in trust for future educational expenses. For additional information, contact the AmeriCorps Director in the Children's Learning Center.

Associated Students, The

The Associated Students of College of the Sequoias is the official student body organization. Upon payment of the student activity fee at registration, students become official members of the Associated Student Body and represented by the Student Executive Board. Upon payment of the activity fee, students are issued a student body card which entitles them to participate in activities of the organization as 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 out by the Student Executive Board. Members comprising the Student Executive Board are: Associated Student-Body President, Vice-President, Commissioners of Activities, Clubs, Records, Finance, Publicity, California Student Association of Community Colleges Representative (CalSACC), and Student Board of Trustees member.

All clubs on campus are officially chartered by the Associated Student Executive Board.

Audio Visual

The Library's audio visual services for students are available in the A. V. Lab located on the second floor of the Library. Here students, as assigned by instructors, can view and listen to video tapes, videodiscs, compact disc-interactive, slide/tape programs, filmstrips and audio tapes.

Additional audio visual services are available in the Media Center located on the ground floor of the Instructional Media Center behind the Library. As assigned by instructors, the following services are available: video and audio tape editing, video and audio tape duplication, preview rooms, equipment check out, (camcorders, overhead projectors, slide projectors and cassette recorders), and overhead transparencies.

Bookstore

The COS Bookstore carries textbooks, reference books, office supplies, school supplies, art supplies, clothing and gifts.

Store Layout--Textbooks are arranged by department, course number, instructor and section number. In order to purchase the correct books, please bring your class schedule.

Refunds--You must present your purchase receipt for any refund or exchange. Refunds on required textbooks will be given through late registration. See brochure at Bookstore for more details.

Book Buyback--COS will sponsor a buyback during the week of finals every semester. Books needed for the upcoming semester will be bought back at approximately 50% of the shelf price.

Spring and Fall Semesters

Hours: Monday-Thursday 7:45 a.m. - 7:00 p.m.
Friday 7:45 a.m. - 4:00 p.m.

Summer Semester

Hours: Monday-Thursday 7:30 a.m. - 5:00 p.m.

NOTE

Extended hours during registration

Campus Parking

Parking facilities on campus are extremely limited. Students are encouraged to participate in car pools or ride public transportation rather than drive their own vehicles because of the added safety, financial savings, and parking congestion.

Those who do bring vehicles on the main campus or college farm are required to purchase a permit and to obey ALL PARKING regulations. Citations may be issued by the Department of Public Safety 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 or at the Public Safety Office.

Students wishing to park on campus must pay a fee for a semester parking sticker. The cost is \$15 for full-time and part-time students. Permits must be paid for at the Cashier's Office and picked up at the Public Safety Office. Business hours are 7 a.m. to 9:30 p.m., Monday through Thursday; and Friday, from 7 a.m. to 5 p.m.

Students not wishing to purchase semester parking stickers may purchase one-day parking passes for 50 cents from the dispensers located in Parking Lots 1, 3, 4, 6 and at the College Farm.

Parking refunds will be available to students withdrawing from school prior to the end of the second week of instruction. Students withdrawing from school after the second week will not receive refunds.

Refund Procedure:

- Apply for parking refunds at the Public Safety Office in Lot 1.
- A \$3 service fee will be deducted from all full-time and part-time permit refunds.
- Parking permits or remnants must be returned to the Public Safety Office before refunds will be processed.
- A refund check will be mailed in 6-8 weeks.
- Full-time students dropping units to part-time status may, during the **third week only**, file for a partial refund.
- Permits must be picked up as soon as purchased as a limited number will be issued.

Purchase of a parking permit does not guarantee a space will be available. The College District is not responsible for losses due to theft or damage. All parking lot users are urged to lock their vehicles and not leave valuables within view.

Student Services

Career/Transfer Center

The Career Center has been recently merged with the Transfer Center and is now located in the Student Services Center, Room 106.

The Center offers many services to help students prepare for transfer to a four-year institution. Examples of available services include: regularly scheduled visits by representatives from four-year colleges and universities; university campus tours; specialized workshops; monthly calendar of transfer activities; assistance with completing application forms; catalogs and a reference library; applications for the CSU and UC systems; and information sheets regarding the CSU and UC admission requirements.

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 career testing, computerized career search programs, and bibliographical resources.

The Center also provides students with assistance in finding employment to help pay the costs of their education. A job board provides a listing of local on/off campus positions. Students may use the Center's computerized self-referral system for direct connection with employers. The Center hosts workshops in career and job related topics such as interview techniques, resume preparation and labor market information

Child Care

The Child Development Center serves as a training laboratory for students in the Child Development Program, students going into the child care business, as well as parents and community members. The professionally staffed child development center offers an exemplary early childhood education program. The facility is located at 1945 West Meadow Lane, Visalia.

At this center, child care is provided for GAIN/JTPA participants with some openings for other COS staff and students.

Call the Training Center if you have any questions about qualifications and referral to other child care services--730-3918.

Clubs and Organizations

Students are encouraged to become active in one or more of the various clubs at COS to enrich and round-out their college experience. A list of clubs, their advisors and meeting times is listed on various bulletin boards on campus. Further information is available in the Student Activities Office located in the Student Services wing.

Any group which wants to be organized at COS must be chartered through the Associated Student Body. Forms are obtained in the Student Activities Office, Room 110.

An "Activity Hour" is scheduled on Thursdays at 12 noon for activities. It is set up so groups can plan meetings, social activities, and assemblies when most students are free to attend. An effort is made to schedule a minimum number of classes at this hour.

Counseling Services

Counselors at College of the Sequoias provide complete educational and career guidance services. They meet with students on an individual or small group basis for a range of purposes: interpreting the assessment scores, recommending further assessment/testing, determining specific courses for immediate and future registration, developing a Student Educational Plan, identifying a person's concerns for referrals and services, and supporting the progress and successful achievement of the student's goal through follow-up services. Personal and social concerns are also addressed as they relate to college success. Students are encouraged to take advantage of these services offered at no cost.

The goal-purpose of counseling is to help students succeed in their studies through self-evaluation, decision-making, careful planning, and commitment. Because accurate information is essential, our counselors are dedicated to insuring that students receive current and correct information. This information is usually documented in a Student Educational Plan which reflects the current goal of a student. Students wishing to change their goal should see a counselor to revise their Student Educational Plan.

Counselors are available during the day either by appointment or on a walk-in basis. Evening counseling is available by appointment only. It is advised that students make appointments well in advance of registration because of the high demand for counseling. Walk-in students should be aware that they may have to wait to see an available counselor.

College of the Sequoias' students wishing to make an appointment on the main campus may call or stop by the Counseling Office located in the Student Services Center. The telephone number is (209) 730-3741, or 730-3715. To schedule a counseling appointment on the Hanford campus, students may call (209) 585-3933.

Deaf and Hard of Hearing Services

COS employs a lead interpreter to coordinate academic support services for the deaf and hard of hearing population.

Services depend on individual need and may include any of the following: educational assessment; individual educational planning; in-class interpreters (oral, manual and total communication interpreters); specialized tutoring; vocational, academic and personal counseling; notetakers; specialized telephone equipment (TTY); and a personal FM system.

For additional information, contact the Disabled Student Programs and Services' Office, 915 S. Mooney Boulevard, Visalia, CA, 93277, or telephone (209) 730-3805, (TTY 730-3913).

Student Services

Department of Public Safety

The COS Department of Public Safety functions for the protection of school facilities, students and staff. It also sells parking permits for students wishing to park on campus who don't buy permits during registration.

Other services provided by the Department of Public Safety include:

1. Auto lockout assistance
2. Traffic accident reports for insurance purposes
3. Escort service from building to parking areas
4. Patrol of buildings and parking areas to aid in crime prevention
5. Campus lost and found
6. Investigations of theft and other crimes
7. Security functions at COS-sponsored special events
8. Emergency medical aid services

Students should remember to always lock their cars and lockers; and not leave valuables unsecured in hallways or dressing rooms. Do your part to prevent crime on campus by reporting all suspicious activity to the Department of Public Safety.

The Department of Public Safety is located in Parking Lot 1 off Meadow Lane. Call 730-3999.

Disabled 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; interpreting for the deaf; notetakers; resources for the visually impaired; specialized equipment; instruction for learning impaired students; and adapted physical education. Further information may be obtained by contacting the Disabled Student Programs and Services' Office, 915 S. Mooney Boulevard, Visalia, CA, 93277, or telephone (209) 730-3805. (TTY 730-3913).

Extended Opportunity Programs and Services (EOP&S)

Extended Opportunity Programs and Services (EOP&S) is a state funded program that provides target recruitment to those students identified as being financially or educationally disadvantaged. Academic and personal counseling is emphasized and progress is monitored. Tutorial supportive social services and student advisors are available for student success.

A special Summer College Readiness Program is offered to entering freshman. Students who feel uncomfortable starting college or are having problems trying to make it through college, should visit the EOP&S Office, Room 108, for information and assistance.

C A R E

(Cooperative Agencies Resources for Education)

CARE is the combined effort of Public Social Services and Extended Opportunity Programs and Services of the College of the Sequoias.

CARE will assist single parents receiving TANF (Temporary Assistance to Needy Families) to:

- Increase their educational skills
- Enhance their employability
- Become more confident and self-sufficient
- Move from TANF to independence

Students eligible for student financial aid may receive an augmented grant for child care expenses.

For more information about other child care assistance programs, inquire in the EOP&S Office, Room 108, or call 730-3818.

Financial Aid Programs

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

Financial aid awards are made on the basis of demonstrated financial need. For the purpose of establishing financial need, students should submit the Free Application for Federal Student Aid (FAFSA). 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 January 1 of each year. For further information, please contact College of the Sequoias Student Financial Services Office in Room 103B. Limited Financial Aid Services are offered at the Hanford Center.

Food Services

College of the Sequoias offers its students two food service areas.

A snack bar with an outside seating area is located at the south end of the Business building. The snack bar offers a variety of snacks, which include candies, ice-creams, crackers, cookies; a variety of drinks, light lunches and sandwiches. The snack bar is open 7 a.m. to 9 p.m. Monday through Thursday, and Fridays, 7 a.m. to 2 p.m.

Carl's Jr. is now located in the old Student Union. They are open Monday through Thursday 7:30 a.m. to 7:00 p.m. and Fridays 7:30 a.m. to 1:00 p.m. Both breakfast and lunch are served. Breakfast orders end at 10 a.m.

Student Services

Insurance Coverage for Students

All students are covered by an accident insurance policy that provides coverage for accidents occurring during school-sponsored, supervised curricular and co-curricular activities. The policy coordinates with students' personal insurance so duplicate benefits are not paid. **"STUDENTS INVOLVED IN AN ACCIDENT MUST FILL OUT AN ACCIDENT FORM AND CLAIM IN THE ATHLETIC OFFICE."**

Students may also buy voluntary health insurance through COS during registration. Coverage may be extended to include spouse and children. Although the plan is a voluntary one, the college recommends that every student be covered by this policy or an equivalent one. Extreme financial hardship can result when a major illness or accident occurs and there is no insurance protection. More information is available in the Athletic Office and Health Center.

Learning Center

Learning Center Hours

Monday through Wednesday	8:00 a.m. - 8:30 p.m.
Thursday	8:00 a.m. - 4:30 p.m.
Friday	8:00 a.m. - 12:00 p.m.
Saturday	12:00 p.m. - 3:30 p.m.

The Learning Center is closed during holiday weekends and school breaks. Summer school hours will be posted at the entrance.

The Learning Center, with 48 computers networked with a wide variety of library resources and course tutorials, plus word processing, graphic, and spread sheet applications and Internet access, is open to all COS students, faculty and staff, once they've registered for a free account. Librarians and Learning Center staff are on hand if students need help in registration. Student accounts will be ready for use following a 24 hour processing period. Guidelines for appropriate Learning Center computer use are posted throughout the Learning Center. Learning Center computers are for instructional use only-- games are not permitted.

Many of the Learning Center computers plus two workstations provided by CSU Fresno access the book collection at Fresno State's Madden Library and a number of very useful periodical index/full text sources.

Library

Library and Media Lab Hours*

Monday through Thursday 7:30 a.m. to 9 p.m.

Friday 7:30 a.m. to 4 p.m.

Saturday 12:00 p.m. to 4 p.m.

***The library is closed during holidays, Sundays, and school breaks. Summer school hours will vary and will be posted at the entrance.**

The COS Library is located at the center of the campus. All COS students, faculty and staff are welcome to use the library for class related research, study, reading, viewing and listening, and for developing personal knowledge. Due to our cooperative agreement with CSU Fresno, CSUF Center students, faculty and staff are also welcome to make full use of Library Services.

The Library's main floor houses reference services and materials, the reserve book collection, the general book collection ranging from Dewey numbers 400 to 999, the pamphlet files, and circulation services. The main floor also houses the Learning Center, an open access computer lab in which 48 computer workstations are networked with a wide variety of library resources, course tutorials, word processing, graphic and spreadsheet applications, and access to the Internet. All students may register for a free Learning Center account which allows use of any of the Learning Center computers according to the guidelines posted throughout the area. Study space on the main floor is limited, with the tables near the law and reference collections reserved for use of those materials. However, students will find a spacious quiet study area in the Periodicals Room.

The balcony area overlooking the main floor houses the general collection, Dewey numbers 001 to 399. An exit at the right end of the balcony leads to an outdoor stairway. A sign at the top of the stairway points the way to the Student Media Lab, left, and to the Periodicals Room, straight ahead.

The Student Media Lab, left and down the long outdoor corridor, houses the videos, slides, recordings, models and computer software assigned for student use by faculty. Media staff are on hand from 8 a.m. to 4 p.m. daily to help students use the viewing, listening and interactive equipment needed to complete assignments. During evening hours, entrance to the Media Lab is through Periodicals Room, and Periodicals staff will help students locate and use Media Lab materials.

The Periodicals Room, straight ahead at the top of the stairs, houses the Library's periodical collection of over 420 magazine and newspaper subscriptions. The Periodicals Room also houses print and computer indexes to the periodical collection, several microfilm reader-printers, a typewriter for student use, and a large study carrel area. Six small conference rooms for group study are available to students on a first come, first serve basis. Photocopy machines are located in Periodicals and near the main floor reference area.

The 60,000 plus books in the general collection and the 18,000 books in the reference collection have been selected to complement and support classes taught at COS. These book collections are accessed by six computer terminals located on the main floor near the reference desk. The card catalog can still be used to locate books purchased before 1992.

Reference librarians are available at the information desk to help library users develop search strategies, track down the information they need via the Learning Center computers and print collections, and provide classroom instruction on research strategies. When it's necessary to go outside the COS Library collections to find needed research materials, reference librarians will provide interlibrary loan service whenever it's feasible.

Student Services

The COS Library is committed to providing college library service to the students, faculty and staff at the COS Hanford Center. A reference librarian is available to the small Hanford Center Library a number of hours each week to help library users locate the information they need and to provide bibliographic instruction in the classrooms. Although the schedule varies semester by semester, the hours are always posted at the Center. From the Center Library, Hanford students can access the COS computer catalog, locate books on the topic they're researching, and request delivery of four books weekly to the Hanford Center. A computer index to periodicals, ACADEMIC ABSTRACTS, indexes for over 700 journals, 300 of which are in the COS Library's periodicals collection. Hanford students may print out bibliographies of periodical citations from ACADEMIC ABSTRACTS and request photocopies of articles from those magazines held by the COS Library, to a total of four copies per week. These photocopies generally arrive by fax at the Center within a couple of days of the request. Students may also print out full text articles from 90 of the journals indexes in ACADEMIC ABSTRACTS at ten cents a page. The Hanford Center Library also houses a small reference collection.

MESA Program

The MESA Program (Mathematics, Engineering Science Achievement) is a state-funded program that assists students declaring intent to transfer to a four-year institution and to major in a Math/Science based field (i.e., Science, Engineering, Computer Science, Math, Chemistry, Biology, Agriculture, and Health Science). The MESA Program targets students who are eligible for EOP&S or for a Board of Governor's Grant Waiver.

MESA students receive tutorial assistance, Math/Science workshops, academic advising, tours, and networking with four-year universities and industry. The MESA Center is also available to any student needing short-term help in math or science courses. For further information, please call the MESA Center at 737-4826 or 737-4827.

Mini-Corps

COS houses a Mini-Corps Program for students with a migrant-farm working background, and who plan to go into bilingual education. Those students serve as role models and tutors for migrant children in our local schools.

Participants must have at least a 2.0 G.P.A., a financial need, a flexible schedule and be a full-time student with access to a vehicle. Students will be paid a monthly salary of approximately \$270.00 for an average work week of 10 1/2 hours.

Students interested in the program should contact the Mini-Corps Office in Room 108C or call 730-3958.

Orientation Services

Orientation is a required activity for all newly matriculated students at College of the Sequoias. A comprehensive orientation program includes an hour general information session, one small group session, an individual counseling appointment and the development of a Student Educational Plan. The entire process takes approximately 2 hours; a student is then ready to register for classes.

Additional orientation activities occur during the academic semester. A set of college survival workshops are offered to assist students in the development of their study skills throughout the semester. Math and Test Anxiety Study Skills, and Time Management are examples of some popular workshops. Contact the Student Assistants in the Student Services Center for information regarding the dates and locations of the workshops.

Puente Project

The Puente Project was founded in 1981 by the Co-Directors, Felix Galaviz and Patricia McGrath, at Chabot College in Hayward, California. The Program mission was to increase the number of Mexican-American and Latino community college students who transfer to four-year colleges and universities. As an outgrowth of its success as a community college program, Puente was awarded funding in 1993 to replicate the program in 18 California high schools. Puente is open to all students.

The mission of the Puente Project is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to succeeding generations. There are three components to the program:

1) English Instruction: Puente students take two consecutive writing classes, English 251 in the fall and English 1 in the spring. The content of the courses focus on Mexican-American/Latino authors and issues;

2) Counseling: Puente students work closely with their Puente counselor until they graduate. Students also enroll concurrently in Human Development 120a-b, a study skills course, and;

3) Mentors: Each Puente student is matched with a mentor from the business or professional community. Mentors share with students their personal, academic and career experience, and provide a window into "real-life" work environments.

Students attend an annual Puente conference and visit universities. Puente is open to all students. For more information, call Teresa Guadiana, Puente Counselor, at 730-3853 or Joni Jordan, Puente English Instructor, at 730-3957.

Re-entry Services

Students entering or returning to college after a considerable absence from school, will receive special support services at COS. Contact the Student Assistants in the Student Services Center for general information and referral.

Student Services

Scholarship Program

College of the Sequoias offers numerous Scholarship Awards each year to eligible student applicants. Awards sponsored by the College, COS Foundation and many community donors, range from \$150 to \$6,000 and are offered to incoming freshman, continuing sophomores, and graduating/transferring students.

Eligibility information, applications, and a Scholarship Directory may be obtained from the Scholarship Office located in Room 104. Contact the Scholarship Office for application deadlines.

Social Services/Housing

The Social Services and Housing Program is a component of the Extended Opportunity Programs and Services (EOP&S).

The Social Services Program provides information and referrals on: Social Security, Legal Aid, Food Stamps, Medical Card, Voter Registration, Family Planning, Tulare County Health Department Services, Emergency food and clothing, and additional sustenance programs. Current lists of doctors and dentists accepting new patients, child care centers in Tulare County, licensed child care homes in the Visalia area, and private attorneys are also available for student use.

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

The Social Services and Housing Program is located in Room 109. There are no dormitories on 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, athletics, music groups, clubs, assembly programs, community service projects and social activities. Further information on any activities can be obtained through the Student Activities Office, Room 110.

Study Abroad Program

You can earn full college credit while studying abroad in programs that take advantage of your location to study art, literature and other subjects first hand. Contact the Dean in Room 550 for more information. Programs available in 1997-98:

Costa Rica--Summer 1998
London, England--Fall 1998
Florence, Italy--Spring 1999

Student Health Center

The Health Center is located in Room 3 of the Administration Building. Services offered have evolved from student need and will expand gradually. Current services include blood pressure screening, T.B. skin testing, vision and hearing screening, immunizations, health counseling, and nursing assessments. The health center staff will assist with counseling referrals for drug and alcohol abuse, mental health, eating disorders, pregnancy, family planning and illness. A rest area and some over-the-counter medications are available for students.

Health education information and materials are available in the health center on topics such as physical fitness, wellness, sexually transmitted diseases, AIDS, diet and nutrition. A telephone resource (730-3987) of free recorded information about health issues is available 24 hours a day, seven (7) days a week. Contact the Health Center for more information.

A \$11 health fee is charged to all COS students enrolled in units for Fall and Spring semester classes or the Community Service Option and an \$8 health fee is charged for Summer Sessions. If you have any questions, contact the Health Services Coordinator at 730-3880 or 730-3881.

Tutorial Center

The Tutorial Center provides student tutors free of charge for students who need help with any class that is taught at COS. The center strives to teach students to be independent learners by training them in study skills such as how to take notes, improve memory and take tests. The center also has audio tapes and computer programs to teach study skills and class subjects.

The Tutorial Center is located in the northeast corner of the Library and is open from 8 a.m. to 4 p.m.

Veteran Dependent's Educational Assistance Program

Dependent's Educational Assistance, formerly known as War Orphans' Educational Assistance, is for the purpose of providing opportunities for education to children, spouses, survivors of veterans whose deaths or permanent total disabilities were service-connected and for spouses and children of service persons missing in action or prisoners of war. Eligibility is established on a case-by-case basis. Contact the Veterans Affairs Specialist at 730-3854 for information and assistance in establishing claims.

Student Services

Veteran's Educational Benefits

College of the Sequoias is approved for training of veterans under the provisions of State and Federal law. Students planning to attend the college and request certification for Veteran Benefits should contact the Veteran's Office to receive information regarding required forms and procedures.

College policy regarding Academic Probation applies to all students including veterans. When a veteran student receiving educational benefits is placed on Academic Probation for failure to maintain a 2.0 or "C" grade point average, he or she has one semester to improve their grades. If, after one semester of probation the GPA has not improved, then the college is required to notify the Veterans' Administration that the veteran student is not making satisfactory progress. Should educational benefits be discontinued, reinstatement may occur only by the Veterans' Administration. For more information, please contact the Veterans' Program Specialist at (209) 730-3854. Limited Veterans' Services are available at the Hanford Center.

Work Experience

The Work Experience Program offers students the opportunity to earn elective credit (1-4 units) related to work they are doing within the community. This program is open to all majors with acceptable employment (paid or volunteer). Students interested in participating may contact Lisa Greer in the Career/Transfer Center or call 730-3742.

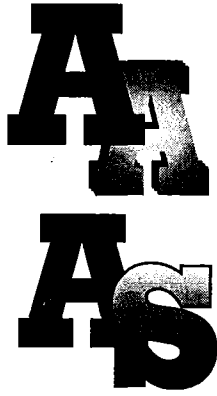
Graduation and Transfer



*"If you don't know where you're going,
any road will take you there."*

Unknown Author

Graduation and Transfer



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.

○ In **personal development**, breadth requirements help students develop self-awareness, thus increasing understanding of personal potentialities and limitations.

○ 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.

○ 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:

- exposing them to the major disciplines of accumulated knowledge,
- stimulating curiosity about our surroundings,
- evaluating alternatives so that personal values can be formed,
- developing effective communication skills,
- gaining a sense of self-worth,
- learning to make rational decisions based on the utilization of problem-solving techniques,
- 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:

- A minimum of 60 units of college work numbered from 1 to 299, 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.

- Satisfactory completion of two units of Dance, Intercollegiate Athletics or Physical Education general activities courses. Students 21 years of age and over at the time of graduation are exempt from this requirement. A medical exemption is also available.
- Three units of Personal and Community Hygiene. This requirement is satisfied by completion of Health and Wellness (Formerly Hygiene) 1*, 7*, or 104*.
- A minimum of 20 units must be completed within the major for an Associate of Arts degree; a minimum of 30 units must be completed within the major for an Associate of Science degree. Check with a counselor or the instructional division granting the major for specific courses.
- Eighteen units of general education including at least three (3) units from each of the following areas is required. However, completion of the CSU or IGETC general education requirements or general education requirements at any accredited university will fulfill the COS general education and graduation requirements for the AA/AS Degree.**

* *Degrees in Registered Nursing are exempt from this requirement. Veterans exempt with approved DD214 or DD295.*

** *CLEP exam scores of 500 or higher will satisfy this local GE requirement.*

Area A1 Written Communication

English 1, 1H
English 251
Business 184
CLEP English Composition or English Composition with Essay Examination.

NOTE: Grade of "C" or higher is required in Area A1.

Area A2 Oral Communication and Analytical Thinking

Administration of Justice *25
Agriculture 201
Ag Management 102
Business 20, *25, 119, 295
Computer 5, 6, 7
English 2
Industry & Technology 201
Journalism **7
Political Science **7, *25
Philosophy 20, 25
Speech 1, 5, 8, 4,7
Any Math course numbered 1-299
CLEP College Mathematics Examination

* *Administration of Justice 25 is the same as Business 25 and Political Science 25.*

** *Journalism 7 is the same as Political Science 7.*

Graduation and Transfer

Area B Natural Science

Agriculture 3
Chemistry 253
Ornamental Horticulture 101
Nutrition/Food 18
Any Science course numbered 1-199 on The CSU
GE Pattern
CLEP Natural Science Examination

Area C Humanities

A minimum of 3 units chosen from the following:

Anthropology *4, *5, *5H
Architecture 10, 20, 21, 120, 121a-c
Art (1-299)
Business 185
Consumer/Family Studies **6, **7
English 4, 10, 15-46, 253
Foreign Language (1-299)
Interior Design 121, 124
Music (1-299)
Ornamental Horticulture 111
Philosophy (1-299)
Sign Language (1-299)
Spanish 12
Theater Arts/Cinema Arts (1-299)
CLEP Humanities Examination

* *Anthropology 4, 5, 5H are the same as Art 4, 5, 5H*

** *CFS 6 and 7 are the same as Art 6 and 7.*

Area D Social/Behavioral Science

Agricultural Management 1
Administration of Justice 11, *25, 114
Anthropology 10
Business *25, 188
Child Development **39, 42
Economics 1, 2
Fashion 179
Geography 2, 3
History 4, 5, 5H, 17, 18, 18H, 19, 20, 23, 31
Journalism #7
Political Science 5, 5H, #7, *25
Psychology 5, **39
Social Science 276
Sociology 2
Speech 9
CLEP Social Sciences/History Examination

* *Administration of Justice 25 is the same as Business 25 and Political Science 25.*

** *Child Development 39 is the same as Psychology 39.*

Journalism 7 is the same as Political Science 7.

Area E Exploration

Computer 1-299
Consumer & Family Studies 80, *26, 186
English 14a, 14b
Health & Wellness 1, 7, **60, 104, 119
Library 102
Nursing 106
Nutrition/Food 18
Paralegal 101, 102
Psychology 1, 10, 133
Sociology 1, *26
Sports Medicine **60
Physical Education (1-299)
Any GE class listed in Area A1, A2, B, C, or D outside the major (e.g., a business major could not take an additional business class in Areas A2.)

* *Sociology 26 is the same as Consumer & Family Studies 26.*

** *Health & Wellness 60 is the same as Sports Medicine 60.*

- 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.
- 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. Registered nursing students must earn a grade of at least "C" in all major classes required for licensing.



Degree Guidelines Catalog Rights

Students may graduate under the general education requirements in effect:

1. At the time for first enrollment as long as continuous enrollment is maintained, or
2. Under the requirements in effect from the time continuous enrollment is established and maintained, or
3. Under the requirements in effect at the time of graduation.

Continuous enrollment is defined as enrollment in at least one semester during a calendar year on a continuing basis without a break of more than one semester excluding summer session. Any academic record symbol (A-F, CR, NC, I, IP, RD, W) shall constitute enrollment.

Graduation and Transfer



Degree Guidelines Graduation Application

An Application to Graduate must be filed by each student who wishes to receive an Associate Degree. Students must have a graduation checklist completed prior to submitting their application. Applications are available in the Admissions and Counseling Offices.

The completed application must be returned to the Admissions Office prior to the deadlines published in the college calendar which can be found in the Schedule of Classes, College Catalog, and Student Bulletin.

Starting with the 1991-92 catalog year, courses numbered 300 and above will not be associate degree applicable regardless of your establishing catalog rights prior to the 1991-92 catalog year.

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:

Writing

- English 1, 251, or Business 184 at COS or an equivalent course at an accredited college with a grade of "C" or better.
- CLEP English Composition or English Composition with Essay Examination

Reading

- Score of 25 or higher on COS Reading Placement Test
- Score at equivalent level or higher on test given by Reading Department
- English 1, 265a, or 265b at COS or an equivalent course at an accredited college with a grade of "C" or better.
- CLEP English Composition or English Composition with Essay Examination

Mathematics

- High school algebra 1 and geometry (one each) with a grade of "C" or higher
- Math 200 or 205; and Math 220 at COS or equivalent courses at an accredited college with a grade of "C" or better.

Mathematics Continued

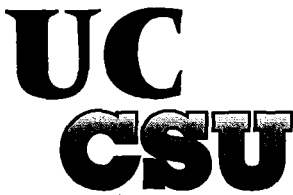
- Math 230 or 235, or a more advanced math course at COS, or an equivalent course at an accredited college with a grade of "C" or better.
- Pass Math competency exam with a successful score (at least 70 percent)
- CLEP College Mathematics Examination

American Institutions

- Completion of a one-year high school Civics, U.S. History and/or Political Science course with a minimum grade of "C" or better in both semesters.
- Completion of History 17, 18, 18H, Political Science 5, 5H, or Social Science 276, or an equivalent course at an accredited college.

Second Degree

1. A minimum of 15 semester units at COS subsequent to completion of the first AA or AS Degree with attendance during the last semester prior to graduation, or a total of forty-five (45) units in residence if not in attendance during the last semester prior to graduation. Units earned through Credit by Examination may not be counted as units in residence.
2. Courses specifically required in the major field of the second degree.
3. Students who have not maintained continuous enrollment (see Catalog Rights on Page 47) are required to meet all additional state and local requirements including general education, competencies, etc., as specified by the catalog in effect at the time of pursuing the second degree.
4. Only one diploma will be provided by COS at no cost to the student. A student may purchase additional (2nd or more, if earned) diplomas at a cost to be determined by COS.
5. Notations of all degrees earned and majors completed will appear on your transcripts.
6. A receipt from the cashier for an additional diploma must accompany the application for a degree.



Private and Independent

Transfer planning

Catalog Rights

All California State University bound transfer students must fulfill degree requirements from one catalog, not the most favorable requirements from two or more catalogs. As long as a student maintains continuous attendance*, he or she may elect, for purposes of fulfilling graduation requirements, one of the following:

- 1) The catalog in effect at the time a student begins attending a California community college such as College of the Sequoias.
- 2) The catalog in effect at the time a student begins attending the transfer campus.
- 3) The catalog in effect at the time a student graduates from the transfer campus.

All students planning to transfer to the University of California or a private university must fulfill degree requirements from one catalog, not the most favorable requirements from two or more catalogs. These transfer students typically use the catalog in effect at the time they begin continuous attendance.*

*Continuous attendance is defined as being officially enrolled in at least one semester or two quarters during a calendar year regardless of the number of units completed. Also, a student is considered to have been in attendance even if he or she registered and totally withdrew from school during that semester/quarter as long as the official transcript so indicates.

Students planning to transfer have a wide variety of options. The California State University with 22 campuses; the University of California with 9 campuses; and over 60 private, independent colleges in California provide a wide range of academic programs, physical and academic environments, and social climates. College of the Sequoias offers the equivalent of the first two years of these four year college and university programs. Students wishing to pursue any of these educational alternatives should meet with a counselor as early as possible to discuss their educational study plan. Careful planning will help you avoid mistakes which could prolong your academic pursuits.

Successful transfer planning requires the following steps:

- Selecting a career goal
- Selecting an appropriate major to meet your career goal
- Selecting an appropriate college or university
- Planning and completing an appropriate transfer program
- Completing the application process

All colleges and universities have specific admissions requirements and may have special course and unit requirements, as well as minimum grade averages that must be met prior to transfer. Once students identify their major and the college or university to which they wish to transfer, they should consult the respective catalog of the college or university for specific requirements. Catalogs for the California State University campuses, the University of California campuses, and selected private, independent colleges are available for use in the Transfer/ Career Center. Students are encouraged to purchase their own catalog by writing directly to the college or university.

Four year colleges and universities require students to complete specific general education requirements as well as major requirements for the baccalaureate degree. Students should work toward completing both general education and lower division major requirements prior to transfer. The Counseling Office maintains articulation agreements with course equivalencies and curriculum major sheets for selected majors and colleges. COS counselors will assist with interpreting the curriculum major sheets, articulation agreements and catalog statements and requirements.

In accordance with Executive Order No. 167 from the Chancellor's Office of the California State Universities and Colleges, College of the Sequoias has developed a list of courses which are baccalaureate level. Courses that are numbered 1-199 are accepted by the California State Universities and most private, independent colleges. Courses numbered 1-99 are accepted by the University of California; however, students should consult the "University of California Transfer Course List" in this catalog for specific limitations. COS courses transfer to four-year colleges and universities in terms of specific or elective credit depending upon the school and major selected.

ALL STUDENTS must assume the responsibility for complying with regulations and instructions set forth in catalogs for selecting the courses which will permit them to meet their

educational objectives, and for satisfying prerequisites for any programs or courses which they plan to take. College requirements and articulation agreements are continually changing; the following pages represent an attempt to provide some current and pertinent information for transfer students.

Graduation and Transfer

THE CALIFORNIA STATE UNIVERSITY

Initial Application filing period

All applicants are encouraged to file within the initial application filing period. Applications to impacted majors must be filed within the first month of the filing period. Each campus accepts applications until capacities are reached. If applying after the initial filing period, consult the COS Transfer Center for current information. Applications for admissions are available in the Transfer Center.

Summer Quarter: February 1-28

Winter Quarter: June 1-30

Spring: August 1-31

Fall: November 1-30

Eligibility for Transfer

Lower Division Transfer Requirements

If you have completed fewer than 56 transferable semester (84 quarter) units, you will qualify for admission if you have a grade point average of 2.0 (C) or better in all transferable units attempted, are in good standing at the last college or university attended, and meet the admission requirements for first-time freshmen, i.e., you have completed with a grade of "C" or better each of the courses in the comprehensive pattern of college preparatory subject requirements and have a qualifiable eligibility index. If you do not complete all the subject requirements in high school, appropriate college courses may be used to make up the missing subjects. Nonresidents must meet the eligibility index for nonresidents.

Upper Division Transfer Requirements

If you have completed at least 56 transferable semester (84 quarter) units, have a grade point average of 2.0 (C) or better in all transferable units attempted (nonresidents must have a grade point average of 2.4), and are in good standing at the last college or university attended, you may become eligible one of two ways:

1. You have completed at least 30 semester (45 quarter) units of college courses with a grade of "C" or better in each course to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements.

The 30 semester (45 quarter) units must include all of the general education requirements in communication in the English language (at least 9 semesters of 12 quarter units to include written communication, oral communication, and critical thinking) and mathematics (at least 3 semester or 4 quarter units) or, if completing the Intersegmental General Education Transfer Curriculum, English communication (at least 9 semester or 12 quarter units in English composition, oral communication, and critical thinking) and the requirement in mathematics (at least 3 semester or 4 quarter units); these four courses must be completed by the Spring semester prior to transferring to a CSU campus for the Fall semester.

Projecting completion of these courses in the Summer session is no longer acceptable by the CSU for meeting admission requirements.

2. You have completed all subject requirements required for first-time freshmen. If you did not complete all the subject requirements in high school, appropriate college courses may be used to make up the missing subjects.

Applicants who graduated from high school in 1987 or earlier who have not completed the subject requirements in (1) and (2) above should contact the Admissions Office at the campus to which they plan to submit an application for admission to inquire about alternative admission programs.

General Education Requirements

All campuses of the CSU system require a minimum of 48 units of general education. Thirty-nine of these units may be taken at community colleges. Beginning with Fall 1991, students may fulfill the lower division general education requirements prior to transfer by completing one of the following three options.

1. The **California State University General Education Certification** which will fulfill the lower division breadth/general education requirements for all CSU campuses.
2. The **Intersegmental General Education Transfer Curriculum** which will fulfill the lower division breadth/general education requirements for all CSU and most UC campuses.
3. The specific lower division breadth/general education requirements of the campus to which they intend to transfer.

The California State University General Education Certification and Intersegmental General Education Transfer Curriculum patterns are listed below. Students should consult a COS Counselor to determine which option is best suited for their educational objective.

Graduation and Transfer

General Education Certification for Transfer to CSU

Students may complete the following pattern of courses within the stated rules to be eligible to receive General Education Certification prior to transfer. This certification requires all CSU campuses to apply all 39 units toward the 48 units minimum general education requirement.

THE
CALIFORNIA
STATE
UNIVERSITY

Area A Oral and Written Communication and Critical Thinking (9 units minimum)

Choose one course from each section

A1	Oral Communication	Speech 1, 4, 7, 8
A2	Written Communication	English 1, 1H
A3	Critical Thinking	English 2, Philosophy 25, 20; Business #25*, Speech 5

All courses in "Area A" must be completed with a grade of "C" or better.

*Courses with asterisks can be counted in ONE AREA ONLY.
#Business 25 same as AJ 25 and Political Science 25

Area B: Natural Sciences and Mathematics (9 units minimum)

Choose one course from each group. One laboratory science is required. (Labs underlined).

- Group 1 Physical Science**
Astronomy 10; Geography 1; Chemistry 1, 2, 20, 21; Geology 1, 12, Meteorology 1; Physical Science 12, 12H, 20; Physics 5, 6, 7, 20, 21
- Group 2 Life Science**
Biology 1, 2, 20, 20H, 21, 22, 25, 30, 31, 40, and Anthropology 11
- Group 3 Mathematics**
Math 21, 45, 61, 62, 70, 75, 76, 77, 80, 81, 154;
Business 20, 119

All courses in "Group 3" must be completed with a grade of "C" or better.

Area C Arts, Literature, Philosophy and Foreign Language (9 units minimum)

The nine units must include at least one course from Groups 1 and 3.

Group 1 Arts (Art, Dance, Music, Theatre)

Art 1, 2, 3, #4, #5, #5H, #6, #7, 8
Cinema Arts 31, 32, Theatre Arts 1, 2, 3, 6, 60
Music 1, 4, 5, 6, 7, 10, 11, 13

Group 2 Humanities (Philosophy, Foreign Language)

Philosophy 1, 5, 10, 10H, 11, 11H, 12, 13, 14
Spanish 1, 2, 3, 4, 22, 23, 24
French 1, 2, 3, 4,
Sign Language Studies 1, 2, 3, 4
Business 185

Group 3 Literature

English 4, 10, 15, 16, 17, 18, 19, 30, 31, 32, 44,
45, 45H, 46,
Spanish 12

Art 4, 5, 5H same as Anthropology 4, 5, 5H; Art 6, 7, same as Consumer/Family Studies 6, 7

Graduation and Transfer

THE CALIFORNIA STATE UNIVERSITY

General Education Certification for Transfer to CSU

Area D Historical, Political, and Economic Institutions (9 units minimum)

The nine units must include 3 units each from Groups 1 and 2.

GROUP 1 AMERICAN INSTITUTIONS

Political Science 5, 5H

GROUP 2 AMERICAN INSTITUTIONS

History 17, 18, 18H

GROUP 3

Agricultural Management 1; Administration of Justice 11, 114; Anthropology 10; Business #25*, Child Development #39, (39M1+39M2+39M3)**; 42, (42M1+42M2+42M3)**; Economics 1, 2; Geography 2, 3; History 4, 5, 5H, 19, 20, 21, 23, 31; Political Science #7; Fashion 179, Psychology 5; Sociology 2; Speech 9

Child Development 39 same as Psychology 39; Political Science 7 same as Journalism 7; Business 25 same as AJ 25 and Political Science 25.

* Courses with asterisks can be counted in ONE AREA ONLY.

** All three modules must be completed for general education certification.

Area E Understanding and Self-Development (3 units minimum)

Psychology 1, 10, 133; Sociology 1, #26; Nutrition/Food 18; Consumer/Family Studies 80, #26, 186; English 14a, 14b; Health and Wellness 1, 7, 104; Nursing 106

Sociology 26 is the same as Consumer/Family Studies 26

American Institutions Requirement

All CSU graduates must complete coursework in U.S. History, Constitution, and American Ideals as required by Section 40404 of Title 5 of the Administrative Code. This requirement may be fulfilled at COS for 19 of the 22 CSU campuses by completing Political Science 5 or 5H and either History 17, 18, or 18H as part of the General Education Certification. Some CSU campuses will not allow these courses to meet both the general education requirement and the American Institutions requirement. See a COS counselor for details.

Graduation and Transfer

Students may complete the following pattern of courses within the stated rules to be eligible to receive the Intersegmental General Education Transfer Curriculum (IGETC) Certification. This certification requires all CSU and most UC campuses to consider all lower division breadth/general education requirements fulfilled. All courses must be completed with a grade of "C" or better.

Intersegmental General Education Transfer Curriculum for Transfer to CSU and UC

Area 1 English Communication

Group A English Composition

1 course, 3 semester units

English 1, 1H

Group B Critical Thinking-English Composition

1 course, 3 semester units

English 2, Philosophy 25

Group C Oral Communication (CSU Requirement Only)

1 course, 3 semester units

Speech 1, 8

Area 2 Mathematical Concepts and Quantitative Reasoning (1 course, minimum, 3 semester units)

Math 21*, 61*, 62*, 70*, 75*, 76*, 77, 80, 81

Area 3 Arts and Humanities

Group A Art

Art 1, 2, 3, #4, #5*, #5H*; Music 4*, 5*, 6, 7, 10, 11; 13
Theatre Art 1

#Art 4, 5, and 5H are the same as Anthropology 4, 5, and 5H

Group B Humanities

English 4, 10, 15, 16, 17, 18, 19, 30, 31, 32, 44, 45*,
45H*, 46
History 4, 5*, 5H*, 17+, 18+, 18H+, 19, 20, 21, 23, 31
Philosophy 1, 5, 10*, 10H*, 11*, 11H*, 12, 13, 14
Spanish 3*, 4*, 12, 23*, 24*
French 3, 4
Theatre Arts 60
Sign Language Studies 3

* Indicates that number of transfer units may be limited by UC.
Please consult the "University of California Transfer Course List,"
located in this catalog for transfer unit limitations.

Graduation and Transfer

Intersegmental General Education Transfer Curriculum for Transfer to CSU and UC

Area 4 Social and Behavioral Sciences (Minimum of 9 semester units)

Select at least three courses from at least two disciplines.

Agricultural Management 1; Anthropology 10;
Consumer/Family Studies 26#, 80;
Child Development 39#, (39M1+39M2+39M3)**,
42, (42M1+42M2+42M3)**;
Economics 1, 2;
Geography 2, 3
Political Science 5+*, 5H+*, 7#, Sociology 1, 2, 26#
Psychology 1, 5, 10, 34, 39#

#Political Science 7 is the same as Journal 7

#Psychology 39 is the same as Child Development 39

#Consumer/Family Studies 26 is the same as Sociology 26

**All three modules must be completed for general education certification

Area 5 Physical & Biological Sciences (Minimum 2 courses, 7-9 semester units)

Select at least one course each from Groups A and B. At least one course must include a laboratory. (Labs are underlined>)

Group A Physical Sciences

Chemistry 1*, 2*, 5, 12*, 13*, 20*, 21*
Physics 5*, 6*, 7*, 20*, 21*
Astronomy 10; Geography 1; Geology 1, 12
Meteorology 1; Physical Science 12*, 12H*, 20*

Group B Biological Sciences

Biology 1, 2, 20*, 20H*, 21*, 22*, 30, 31, 40;
Anthropology 11

Language Other Than English (UC Requirement only)

This requirement may be fulfilled by the completion of two years of a foreign language in high school with a grade of "C" or better, or a score of 3 or higher on an AP Exam in a language other than English; or a score of 500 or higher on a College Board Achievement test in a language other than English; or a score of 5 or higher on an International Baccalaureate Higher Level Exam in a language other than English; or a satisfactory completion, with "C" grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English. If you are not able to demonstrate proficiency as indicated above, you can fulfill this requirement by completing one of the following courses:

Spanish **2,3,4,22,23,24**

French **2,3,4**

Sign Language Studies **1,2,3,4**

CSU Graduation Requirements in U.S. History, Constitution, and American Ideals

This not part of the IGETC; however, this requirement may be completed prior to transfer. Select one course each from Groups 1 and 2.

GROUP 1

Political Science 5+*, 5H+*

GROUP 2

History 17+, 18+*, 18H+*

* Indicates that number of transfer units may be limited by UC. Please consult the "University of California Transfer Course List," located in this catalog for transfer unit limitations.

+ If course is used to meet the CSU Graduation Requirement in U.S. History, Constitution, and American Ideals it can NOT also be used to meet IGETC Requirements.

Graduation and Transfer

Priority Application Filing Period

All applicants are encouraged to file within the priority application filing period. If applying after the priority filing period, consult the COS Transfer Center for current information. Applications for admissions are available in the Counseling Office and the Career/ Transfer Center.

University
of
California

Fall Quarter:	November 1-30
Winter Quarter:	July 1-31
Spring Quarter:	October 1-31

UC Berkeley	
Fall Semester:	November 1-30
(Applications accepted for Fall only)	

Eligibility Requirements for Students Transferring to UC, Fall 1998 and Later

1. If you were eligible for admission to the University when you graduated from high school—meaning you satisfied the subject, scholarship, and examination requirements, you are eligible to transfer if you have a "C" (2.0) average in your transferable college coursework.
2. If you met the scholarship requirement, but did not satisfy the subject requirement, you must take transferable college courses in the subjects you are missing to be eligible to transfer. You will need to earn a grade of "C" or better in each of these required courses and an overall "C" (2.0) average in all transferable college coursework. If you met the Scholarship Requirement, but not the Examination Requirement, you must complete a minimum of 12 semester (18 quarter) units of transferable work and earn an overall "C" (2.0) average in all transferable college coursework completed.
3. If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, you must:
 - a. Complete 90 quarter units or 60 semester units of *transferable* college credit with a grade point average of at least 2.4, *and*;
 - b. Complete a course pattern requirement to include:
 - ☛ two transferable college courses (3 semester or 4-5 quarter units each) in English composition, *and*;
 - ☛ one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning, *and*;
 - ☛ four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

(Students who satisfy the Intersegmental General Education Transfer Curriculum prior to transferring to UC will satisfy Option 3b above of the new transfer admission requirements. For more information about the IGETC, refer to the Index of this catalog.

Nonresidents

The minimum admission requirements for nonresident transfer applicants are the same as those for residents, except that nonresidents must have a grade point average of 2.8 or higher in all transferable college coursework.

NOTE

If the number of applicants exceeds the spaces available for a particular campus or major, as is often the case, the campus uses criteria that exceeds the minimum requirements to select students. Therefore, meeting the minimum requirements is not enough to gain admission to many UC campuses and programs.

Graduation and Transfer

**University
of
California**

Clearing High School Subjects with College Courses*

UC Subject Requirement "A" through "F"	High School Requirement	How to clear "A-F" deficiency or omission (All courses must be completed with a grade of "C" or better.)
(a) History/Social Science	Two Years	For a deficiency in U.S. history/civics/American Government, a transferable college course of two or more semester units in U.S. History, civics, or American government. For a deficiency in world history/cultures/geography, a transferable college course of two or more semester units in world history, cultures, and geography.
(b) English	Four Years	For each year of deficiency, one course of four quarter (three-semester) units in English composition, literature (American or English), speech, foreign literature in translation, public speaking, or oral interpretation of literature. Literature and speech courses must have substantial composition.
(c) Mathematics	Three Years	To clear the entire deficiency, complete a three quarter (two semester) unit course in trigonometry or one math course in mathematics or statistics for which intermediate algebra is prerequisite.
(d) Laboratory Science	Two Years	Any transferable course in a natural (physical or biological) science with at least 30 hours of laboratory (not "demonstration").
(e) Language Other than English	Two Years	To clear entire deficiency, any transferable course or courses held by the college or university to be equivalent to two years of high school language (excluding conversation).
(f) College Preparatory Electives.	Two Years	Any one course beyond those listed above as clearing requirements (a), (b), (c), (d), or (e); or a course having as a prerequisite courses equivalent to (c), (d), and (e) or the equivalent of two high school years in a second language. In addition, any transferable course of four or more quarter units in history, social science or visual and performing arts.

* For students transferring to UC in Fall 1998 and later ALL college courses used to clear Subject Requirement deficiencies must be transferable.

Graduation and Transfer

General Education Requirements

Each school and college at every UC campus has its own breadth/general education requirements. Beginning with Fall 1991, students may fulfill the lower division breadth/general education requirements at any UC campus by completing one of the following two options:

1. The Intersegmental General Education Transfer Curriculum which will fulfill the lower division breadth/general education requirements for most UC and all CSU campuses.
2. The specific lower division breadth/general education requirements of the campus they intend to transfer to.

Refer to the Index of this catalog to find the Intersegmental General Education Transfer Curriculum. Students should consult a COS Counselor to determine which option is best suited for their educational objective.

**University
of
California**

University of California Transfer Course List

College of the Sequoias courses that are acceptable by the University of California including all unit limitations are as follows:

<p>Accounting 1, 2</p> <p>Administration of Justice 11, 13, 14*, 25*</p> <p>* 14 and 25 combined; maximum credit allowed: one course NOTE: AJ 25 same as Poli Sci 25 and Bus 25</p> <p>Agriculture 3, 4</p> <p>Agriculture Management 1</p> <p>Animal Science 1, 2a-b, 22</p> <p>Anthropology 4, 5*, 5H*, 10, 11</p> <p>*5 and 5H* combined; maximum credit, one course NOTE: ANTHRO 4, 5, & 5H same as Art 4, 5, & 5H.</p> <p>Architecture 10, 11, 20, 21, 40</p>	<p>Art 1, 2, 3, 4, 5**, 5H**, 6, 7, 8, 9, 10a-d, 11a-d, 12a-b, 13a-d, 15, 16, 17a-b, 18a-b, 23a-d*, 25a-d#</p> <p>**5 and 5H combined: maximum credit allowed, one course *Maximum credit, 6 units #Maximum credit, 6 units</p> <p>NOTE: Art 4, 5 & 5H same as Anthro 4, 5 & 5H; Art 6 & 7, same as CFS 6 & 7.</p> <p>Astronomy 10</p> <p>Biology 1, 2, 3*, 20+, 20H+, 21, 22, 25, 30, 31, 40</p> <p>+No credit for Biol 20/20H if taken after Biol 1: Biol 20 and Biol 20H combined: maximum credit allowed, one course *Credit allowed for Biology 3 only if taken concurrently with Biology 1.</p> <p>Business 18, 20*, 25, 82</p> <p>* Bus 20 and Math 21 combined; maximum credit allowed, one course NOTE: Bus 25 same as AJ 25 and Poli Sci 25.</p>	<p>Chemistry 1*, 2*, 5, 12+, 13+, 20*, 21+</p> <p>*Chem 1, 2, & 20 combined: maximum credit allowed, 2 courses +12, 13 and 21 combined: maximum credit allowed, 2 courses</p> <p>Child Development 39*, 39M1*, 39M2*, 39M3*, 42*, 42M1*, 42M2*, 42M3*</p> <p>*39 combined with 39M1, 39M2, 39M3; maximum credit, 3 units; 42 combined with 42M1, 42M2, 42M3; maximum credit, 3 units.</p> <p>NOTE: Child Development 39 same as Psychology 39; both 39M1-39M3 and 42M1-42M3 must be taken for a total of 3 units to be UC transferable</p> <p>Consumer/Family Studies 6, 7, 26, 80</p> <p>NOTE: Consumer/Family Studies 6 & 7 same as Art 6 & 7; Consumer/Family Studies 26 same as Sociology 26</p> <p>Cinema Arts 31, 32</p>
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Graduation and Transfer



Computer
5, 6, 7

Dance
6a-d, 8a-d, 10a-d, 12a-d, 13a-b, 16a-b, 41a-d
NOTE: Dance 41a-d same as Music 97a-d and Thr Art 20a-d.

Economics
1, 2

Engineering
1, 2, 3, 4, 7

English
1*, 1H*, 2, 4, 10, 14a-b, 15, 16, 17, 18, 19, 30, 31, 32, 44, 45+, 45H+, 46
+45 and 45H combined: maximum credit, one course
*1 and 1H combined: maximum credit allowed, one course

Fashion
12a-b, 17a-b, 76

French
1, 2, 3, 4

Geography
1, 2, 3

Geology
1, 12

History
4, 5+, 5H+, 17, 18*, 18H*, 19, 20, 21, 23, 31
*18 and 18H combined: maximum credit allowed, one course
+5 and 5H combined; maximum credit allowed, one course

Health and Wellness
1*, 3, 7*, 60*
*1, 7, and 60: maximum credit allowed, one course
NOTE: Health and Wellness 60 same as Sports Med 60

Independent Study
(See COS Counselor)

Intercollegiate Athletics
1a through 30d*
See Physical Education () for limitation

Journalism
1, 7

Mathematics
15, 16, 18, 21*, 45, 61+, 62+, 70#, 75+, 76+, 77, 80, 81
*21 and Bus 20 combined: maximum credit allowed, one course
+61/62, 75/76 combined: maximum credit allowed, one series
#70 maximum credit allowed, 4 units

Meteorology
1

Music
1++, 4++, 5++ 6, 7, 8a-b, 10, 11, 13, 20, 21, 22a-d, 23a-d, 30a-d, 31a-b, 32a-d, 34a-d, 36a-d, 40a-d, 50a-d, 52a-d, 54a-d, 55a-b, 56a-b, 57a-d, 60a-d, 61a-d, 62a-d, 63a-d, 65a-d, 72a-d, 74a-d, 75a-d+, 76a-d+, 90a-d, 91a-d, 92a-d, 94a-d, 97a-d
+Limit with (*) P.E. courses: maximum credit allowed, 4 units
++1, 4, & 5 combined; no credit for 1 if taken after 4 or 5
NOTE: Music 75a-d same as PE 41a-d.

Nutrition
18

Ornamental Horticulture
2*, 3*, 7
*2 and 3 combined; maximum credit allowed, one course

Philosophy
1, 5, 10*, 10H*, 11+, 11H+, 12, 13, 14, 20, 25
*10 and 10H combined: maximum credit allowed, one course
+11 and 11H combined: maximum credit allowed, one course

Photography
1, 2a-d

Physical Education
1a through 16d*, 17+, 18a through 26d*, 27, 28, 30a through 35b*, 36, 37+, 41a-d*, 52a through 68d*, 70a through 72d*
*any or all of these courses combined with Music 75a-d or 76a-d; maximum credit allowed, 4 units
+Any or all of these courses combined: maximum credit allowed, 8 units
NOTE: PE 41a-d Same as Music 75a-d

Physical Science
12*, 12H*, 20*
*12, 12H, and 20 combined: maximum credit allowed, one course
No credit for 12, 12H, 20 if taken after a college course in Astronomy, Chemistry, Geology or Physics.

Physics
5*, 6*, 7*, 20*, 21*
*20, 21 combined with 5, 6, and 7: maximum credit: one series

Plant Science
1, 12

Political Science
5*, 5H*, 7, 25+
*5 and 5H combined: maximum credit allowed, one course
+25 and AJ 14 combined; maximum credit, one course
NOTE: Political Science 7 same as Journal 7; Poli Sci 25 same as AJ 25 and Bus 25.

Psychology
1, 5, 10, 34, 39

Sign Language
1, 2, 3, 4

Sociology
1, 2, 26*
*Note: Sociology 26 same as Consumer/Family Studies 26

Graduation and Transfer

Spanish

1, 2, 3, 4, 12, 22*, 23*, 24*

*22 is equivalent to 2: maximum credit allowed, one course; 23 is equivalent to 3: maximum credit allowed, one course; 24 is equivalent to 4: maximum credit allowed, one course

Speech Arts

1, 3, 4, 5, 7, 8, 9

Sports Medicine

40*, 60+, 70*, 71*, 72*, 73*

*40, 70, 71, 72, 73 combined; maximum credit allowed, one course

+60 and Health & Wellness 1 & 7 combined; maximum credit allowed, one course

NOTE: Sports Med 60 same as HW 60

University
of
California

Theater Arts

1, 2, 3, 4, 5, 6, 7, 11a-d, 12a-b, 13a-b, 14a-b, 15a-b, 16a-b, 17a-b, 18a-b, 19a-d, 20a-d, 21a-d, 22, 30a-b, 40a-b, 60

Private Independent Colleges

College of the Sequoias is accredited by the Western Association of Schools and Colleges. Therefore, COS courses numbered 1-199 will usually be accepted as transfer credit at universities and colleges throughout the country. Students who plan to transfer to a private or out-of-state college should consult the specific catalog with the assistance of a COS counselor to determine lower division requirements necessary for transfer.

California Articulation Number System

The California Articulation Number (CAN) System identifies some of the transferable, lower division preparatory courses commonly required by four year colleges and universities. Lists of courses for campuses participating in the CAN system are available in the Counseling Office and the Transfer Center. The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN course on another participating campus. Example: CAN CHEM 2 at College of the Sequoias will be accepted for CAN CHEM 2 at any other participating campus. California Articulation Numbers are listed parenthetically after each course description in this catalog. See a counselor for assistance.

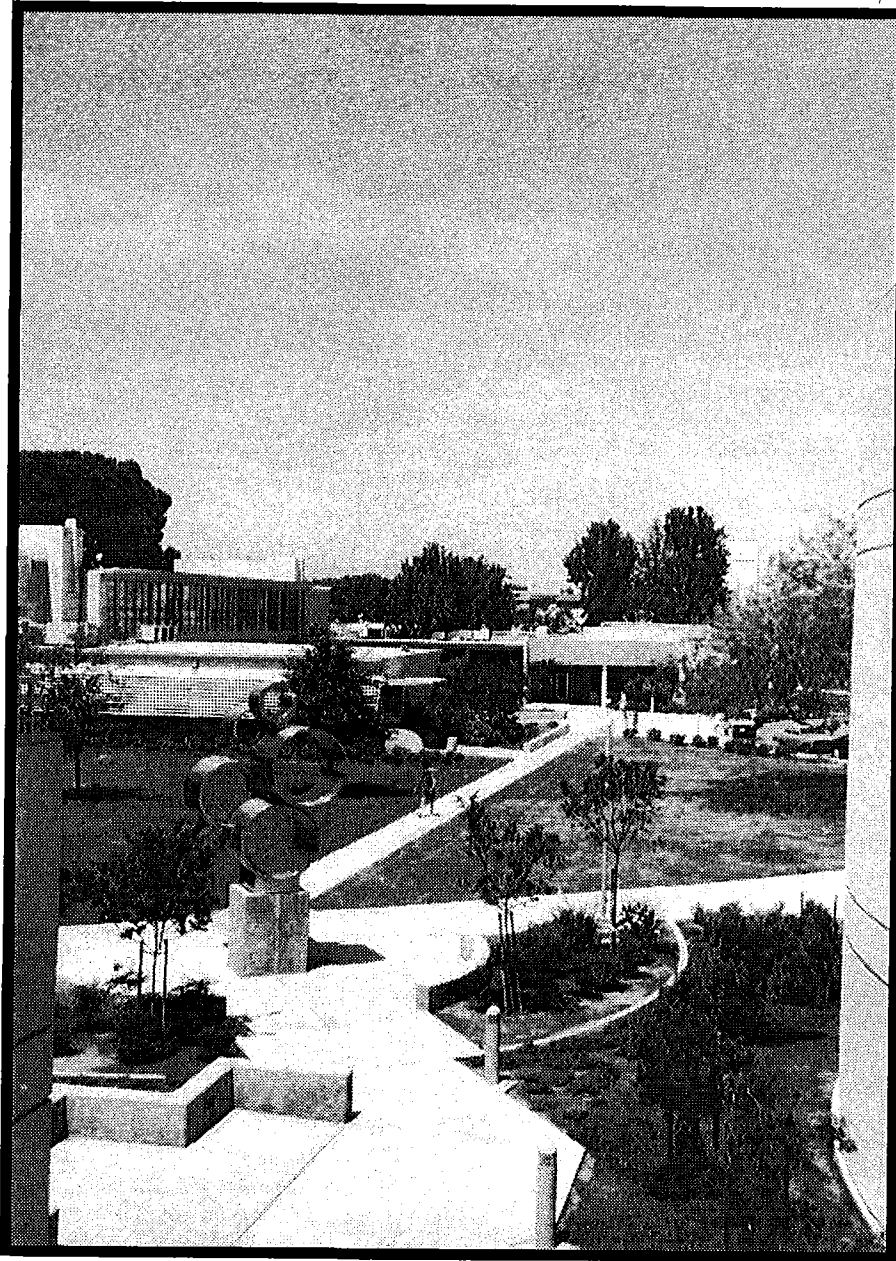
Graduation and Transfer



"There is more to life than increasing speed."

Mohandas K. Gandhi

Divisions



*"Life is what happens to us
while we're making other plans."*

John Lennon

Divisions

Agriculture Division

Larry Dutto, Chairperson

Tulare County is the leading Agriculture producing county in the nation and agriculture is the largest industry in California. COS is located in the center of this county and there are numerous educational and career opportunities for those students attending COS.

A student can complete a certificate, degree or become general education certified to transfer to a four-year university. The COS Agriculture Department offers numerous evening and short-term classes for the upgrading of skills for individuals who are already employed in the agriculture industry.

The future is exciting for the division with the proposed relocation of the COS Agriculture Department Laboratory from its current facility to a new facility. The proposed laboratory will consist of 200 acres of diversified crops, livestock and equine facilities. The COS Dairy program will be part of the California Dairy Technology Center which will operate a 400 cow commercial dairy, research herd and COS students will work with U C Davis Vet students.

The Agriculture Department has recently updated its computer laboratory to one of the newest and most complete on the College of the Sequoias campus. The department maintains the most modern welding and fabrication shop in the entire community college system.

A supervised work experience program is an important part of instruction, which links the college with industry and provides valuable experience for our graduates.

Extracurricular activities are a vital part of the COS Agriculture Department. Several clubs such as the Ag Business, Dairy, Horse and Ag Council offer students leadership skills. COS serves as the headquarters for the California Community Colleges Agriculture/National Resources Organization of Student Leaders. This organization offers leadership training for students and a statewide competition in a variety of skill based training.

Faculty in the Agriculture Department are experts in their disciplines and are dedicated to teaching. There are several adjunct faculty from the agriculture industry who teach in a variety of areas which enhance the educational opportunities for students. Faculty and staff are eager to help students learn and are available as agricultural counselors and advisors.

Business Division

Dennis Badvaganian, Chairperson

Good jobs will increasingly depend on people who can put knowledge to work. The COS Business Division continues to keep pace with the work force needs, providing the knowledge necessary to prepare for those workplace requirements.

There is an explosive growth of technology on the job. With this ever-increasing need for information and computer skills, the Business Division provides hands-on experience in:

DOS	Windows 95	Access
WordPerfect	Windows 3.1	Computer Accounting
Quattro Pro	Word	Front Page
Page Maker	Excel	World Wide Web

Business Division

Dennis Badvaganian, Chairperson

To meet the need for computer experience, the Business Division offers beginning course work as well as full-semester courses in each of the softwares. Students work on their own computer in the classroom and have access to computer labs at other times.

A student may select a concentrated field of study in accounting, general business, marketing, computers, information services/word processing, real estate, paralegal or secretarial. Any of these fields will lead to a certificate when the student completes approximately 30 units in the chosen program. In order for a student to qualify for a certificate, a minimum grade of "C" must be achieved in each required class. The course work is designed for the student choosing to attend school full time or for the student desiring to upgrade a specific skill.

The Business Division's curriculum provides the course work necessary for transfer to a four-year university, to receive an AA/AS degree, a certificate, and/or to be skilled to enter the work force--ready for the challenges of the new century.

Paralegal Program

The objective of the Paralegal Program is to train students to work in a paraprofessional capacity as an assistant to an attorney in a private law firm, governmental agency, or private industry. A paralegal is **not an attorney** and, therefore, cannot give legal advice or represent another in court except under very limited circumstances provided by law. This is **not** a four-year transfer program or a prelaw program. Students admitted to the program must have a high school diploma or have passed an equivalency examination.

Paralegal General Education Pattern

A Bachelor's Degree or completion of courses under the California State University or University of California general education patterns (CSU or IGETC) will meet the general education requirements for a paralegal major. Students with an Associate Degree must have their general education courses reviewed by the Paralegal Department to evaluate whether their general education courses meet the American Bar Association guidelines. In addition to the thirty (3) units of Paralegal courses, students must complete the following general education pattern.

Beginning Fall 1995, students pursuing an Associate of Science Degree from the College of the Sequoias must complete three (3) units under each of the areas listed below as their general education requirement in addition to the other COS graduation and competency requirements set forth in the college catalog.

Area A1: English 1, 1H
CLEP English Composition or English Composition with Essay Examination
Note: Grade of "C" or higher is required in area A1

Area A2: English 2
Political Science 7, 25
Philosophy 20, 25
Speech 1, 5, 8

Divisions

Business Division

Dennis Badvaganian, Chairperson

Area B: Any science course on the CSU or IGETC GE Pattern
CLEP Natural Science Examination

Area C: Anthropology 4, 5, 5H
English 4, 10, 15-46
Foreign Language (1-199)
Humanities 1H, 2H
Philosophy (1-199)
Sign Language Studies (1-199)
Spanish 12
CLEP Humanities Examination (*TEST IV)

Area D: Anthropology 10
Political Science 5, 5H, 7, 25
Psychology 1, 39
Economics 1, 2
Geography 2, 3
Sociology 1, 2, 126
History 4, 5, 5H, 17, 18, 18H, 19, 20, 23, 31
CLEP Social Sciences/History Examination (Test II)

Area E: Any additional three (3) units from any of the above
listed courses

Computer Requirement:

In addition to the 18 general education units outlined above, paralegal students must complete at least two computer courses, one from each list of courses below:

1. Computer 5, 130, 136, or 221 & 222.
2. Computer 140.

Consumer Family Studies

Barbara Reynolds, Chairperson

Focus of Consumer/Family Studies

The focus of Consumer/Family Studies is to improve the quality of life for individuals and families. Our classes do this by helping students fulfill transfer and AA/AS degree general education requirements, achieve vocational goals, enrich lifestyles, expand horizons, develop imaginative outlets for creative talents and leisure time, explore alternate methods of using resources and update everyday skills and knowledge.

Areas of Study

The following are the general areas of study taught in the Consumer/Family Studies Division:

Child Development is designed to help students develop an understanding of the development of children and relationships with them. The child development program provides classes for persons wanting to work in private child care programs and preschools; classes to earn a Child Development Permit for employment in state or federally funded programs; classes for infant/

Consumer Family Studies

Barbara Reynolds, Chairperson

toddler care; classes in administration for director qualifications; classes for a Special Education option; classes for an AA/AS degree in Child Development; and/or classes for a transfer option. Child Development 39 and 42 are Area D transfer general education classes; and CFS 80 is an Area E transfer general education class. Two vocational certificates are available in the child development program.

Consumer Economics is designed to help students adapt to the complexities of consumer decision-making. Emphasis is on money planning, credit use, insurance and consumer protection suitable for an individual's or family's lifestyle. CFS 186 is an Area E transfer general education class.

Fashion is designed to help students become familiar with individualizing current fashion and personal image trends to their vocational and personal needs. The fashion program provides classes for persons interested in fashion merchandising, fashion design, clothing construction, color/image or modeling and includes classes for an AA/AS degree and/or a transfer option. Fashion 179 counts as an Area D transfer general education class. Two kinds of vocational certificates for employment are available within the fashion program.

Food Service provides classes to help students obtain or upgrade employment in the food service industry. Three vocational certificates are available in the Food Service Program.

Nutrition/Foods is designed to help students select, purchase and/or prepare nutritious foods to fit specific lifestyles, budgets and abilities. Nutrition/Food 18 counts as an Area E general education transfer class and an Area B (science) general education class for an AA/AS degree.

Fine Arts

Marlene Taber, Chairperson

The Fine Arts Division represents the Performing and Visual Arts at College of the Sequoias. We are a very involved division offering classes in Music, Drama, Art, Art History, Computer Art, Dance, Speech, Photography, and Cinema Arts.

We are always looking for ways to expand our already full curriculum to meet the needs and interests of our students and community.

Our Theater Department is always involved in presenting theater events. Each Fall one or two plays are offered and join with the Music and Dance Departments in the Spring of every year to present a musical involving student and community members. This musical is a long-time tradition for COS and Visalia. Also in the Spring, we offer the traditional student "One-Act" plays.

Our Dance Arts Department is equally involved in performing by presenting a dance show at the end of each semester featuring the talents of the dance students.

Our Music Department is continually expanding. We now offer two new Music, Appreciation classes; Jazz appreciation and Music of the World. Beginning in the Fall of 1996 we will also offer a Symphony Orchestra class. The Department presents concerts and recitals on a regular basis throughout the school year. They are also involved with school activities such as Homecoming and Graduation.

Divisions

Fine Arts

Marlene Taber, Chairperson

Our Speech Department offers some interesting and challenging courses and is fast becoming a very viable part of our COS curriculum. We will be soon able to participate in a Forensics Program, competing on the college and university level.

In our beautiful new arts building we offer some very fine art classes taught by instructors who are very talented. We now offer computer art courses using graphics and video, bringing to our art students the very latest in Art Production. We also have a very knowledgeable staff teaching Art Appreciation and History.

Our Photography Department is run by professionals in the field, and is constantly bringing to students the latest in Photography equipment and skills. Our Cinema Arts classes offer students an opportunity to view some wonderful film classics.

Even in these difficult financial times, the future of our Fine Arts Division is one of expansion and moving forward. We have begun a Fine Arts Foundation Fund to assist us in presenting the very finest performing and visual arts we can possibly offer to our community. We have been able to purchase instruments for our Instrumental Program and sponsor several local theater groups in our COS Theater. We thank our patrons for their kind donations to this foundation. We try to plan several special events each semester which are sponsored by our foundation.

Industry and Technology

Dick Shirk, Chairperson

The COS Industry and Technology Division is dedicated to serving the needs of all students interested in furthering their Industrial education at the college level. Our seven departments provide educational opportunities for students seeking job skills needed for employment, transferable credits for students who plan on transferring to a university and opportunities for persons wishing to upgrade their job skills in order to advance in their current jobs.

The Industry and Technology Division offers Associate of Science Degrees and Certificates in: Automotive Technology, Architecture, Building Trades (construction technology), Drafting, Electronics, Electrical wiring, Graphic Design, Heating Ventilation and Air Conditioning, Industrial Maintenance, Plumbing, Technical Illustration and Welding.

The Industry and Technology Division stresses quality teaching/learning through formal classroom lecture/discussion methods as well as plenty of hands on "learn-by-doing" in our well equipped laboratory facilities.

Language Arts and Communications

Michele Hester-Reyes, Chairperson

The Language Arts Division encompasses several departments: English, English as a Second Language, Foreign Languages, Sign Language Studies, and Journalism. Courses offered in the division meet the Area C requirements for the AA/AS degree and for transfer to the CSU system; many also fulfill the Area 3 requirements to the UC system. Spanish or French, ASL fulfill foreign language requirements of the UC system as well.

Language Arts and Communications

Michele Hester-Reyes, Chairperson

Almost all students at College of the Sequoias take classes in composition. Faculty in the English department help students improve their foundation skills in reading and writing—skills essential for all major fields—and we begin work with students whatever their entering skill levels. In addition, we offer a variety of courses in literature, from an Introduction to Literature to more specialized courses like Shakespeare, American and British Literature, Women in Literature, Black and Chicano Literature, Native American Literature, and World Literature. Several on staff are published writers, and students can benefit from these staff members' experience in creative writing courses. Our advanced composition course—like many other courses we offer—sharpens critical thinking skills and is one of a very few that COS offers to meet the critical thinking requirement of the CSU and UC transfer package. In the Fall semester of 1996, the Department became the first at COS to offer distance learning classes via computer modem. To some extent this development was made possible by the Department's opening and maintenance of a modern computer laboratory with thirty-five stations. Majoring in English prepares students for specific careers in teaching and law fields, and increasingly, employers in business fields look for strong English and thinking skills in their applicants. Moreover, because of the close look literature offers into our human spirit, the English major draws people who want to explore the great struggles—in love, death, wealth, poverty, initiation, among others—of this spirit and thereby live their own lives more deeply.

Coursework in English as a Second Language is intended for students whose first language is one other than English. The program differs from that offered through the adult school in its rigor and focus. Courses make college-level demands on students, requiring intense study in and outside of class, and they focus on academic reading, writing, speaking and listening skills, rather than the life-skills focus of the adult school program. Beginning courses are designed for students with minimal skills in one or more of the reading, writing, speaking and listening areas; advanced courses are equivalent to the developmental composition courses in the English department but stress improvement of the skills with an emphasis on the special needs of the non-native speaker. The program seeks to support and encourage students as they take coursework elsewhere in the college curriculum, and thus many students take courses simultaneously in ESL and in other disciplines.

The Foreign Language department offers transfer courses in French and Spanish, while Community Service classes allow students to take non-transfer conversation courses in German, Spanish, Japanese, Russian, Hebrew and many other languages. Both options allow students to choose the class that best meets their needs. The Foreign Language Department believes that it is in the interest of all students to become bilingual or fluent in many languages in order to compete in today's global community. Therefore, the instructors in the department provide a sequenced program of courses that support the goal of fluency in speaking, reading, writing and comprehension. Besides offering French 1-4 and Spanish 1-4, the department also features a vital Spanish for Spanish Speakers Program (Spanish 22-24) and a survey of literature (Spanish 12). The Spanish program and instructors have been particularly active, sponsoring the campus MECHA club and offering students opportunity for study abroad.

Sign Language was introduced at COS in the early 1980's. From a few evening classes, the ASL (American Sign Language) department has grown into a vibrant program. Currently, students can take four levels of ASL. An interpreting training program has recently been approved and will be imple-

Divisions

Language Arts and Communications

Michele Hester-Reyes, Chairperson

mented in the near future. This program will train students who are interested in becoming qualified interpreters for the deaf, as well as teachers of the deaf.

The Journalism department is responsible for the production of the campus newspaper, named The Campus. Students interested in journalism can gain invaluable experience, seldom offered to students in their first two years at a four-year college, in all areas of newspaper production, from news and editorial writing, to photojournalism and layout. The new journalism computer lab offers students the opportunity to use computers for composing news stories and paginating pages, an environment that simulates production of local and national newspapers. In addition, the course in Mass Communications meets a transfer requirement in Area 4 for the CSU and UC transfer student under the IGETC agreement.

Math and Engineering Department

Dennis Morley, Chairperson

The Mathematics Department provides educational opportunities ranging from basic math to calculus. The department also offers courses in statistics and computer programming. The Department's new facilities include a computer laboratory, and a math lab which offers courses taught in a laboratory setting rather than the traditional lecture format. In addition, there is walk-in tutorial help for any math student in the Math lab during its hours of operation. Tutors and an instructor will be available during those times to assist students.

The Physics/Engineering Department offers the first two years of courses necessary for engineers. The department has a transfer agreement with Cal Poly at San Luis Obispo, UC Davis and UC Santa Cruz, which automatically accepts transfers from this program into the third year of study. The Physics area offers both a calculus-based physics series and a non-calculus based physics series. Other related courses taught in this area include Astronomy and Physical Science.

Science Department

Thea Trimble, Chairperson

The Division of Science at College of the Sequoias consists of the Departments of Biology, Chemistry, and Physics. Major programs are offered in each of these disciplines. Each of these areas offer a transfer program to either state colleges or universities. Other courses taught in this division are Geology, Physical Geography and Meteorology.

The Biology Department offers a wide variety of courses for non-majors and majors alike. The department also offers the courses needed for students entering the health-related fields, such as nursing, dental hygiene, physical therapy and sports medicine. The Biology Department participates in and offers courses for the Honors Program.

The Chemistry Department offers courses for chemistry majors and for the health-related fields. This is one of the very few community college chemistry departments that offers the second year of chemistry for majors, specifically Organic Chemistry.

Nursing and Health Science

Norma Freeborn, Chairperson

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 an emergency medical technician course, 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.

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

The purpose of the Nursing and Health Science Division is to provide a sound program for the education of students in the nursing and health care areas and to provide beginning practitioners to safely and effectively meet community health care needs. The Division welcomes applications from qualified men and women of all ages, races and ethnic origin groups. Students who are interested in health care education, are encouraged to visit the division 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.

Three options are available to Licensed Vocational Nurses wishing to become Registered Nurses, including the 30 unit option as prescribed by the California Board of Registered Nursing. Detailed information is available in the nursing office.

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 Examination for Registered Nurses.

Admission Requirements

In order to be considered for admission to the Registered Nursing Program each applicant must meet the College of the Sequoias requirements for admission, be in good standing, and satisfy the following specific requirements for admission to the Registered Nursing Program.

1. Graduation from an accredited high school, or equivalency (GED).
2. Maintenance of a 2.5 or higher G.P.A. on all required pre-nursing courses.

Divisions

Nursing and Health Science

Norma Freeborn, Division Chair

3. Completion of Nutrition 18 (Nutrition), Biology 30 (Human Anatomy), Biology 31 (Human Physiology), Biology 40 (General Microbiology), Chemistry 20 (General Chemistry), English 1 (College Reading and Composition), Psychology 1 (General Psychology), Speech 1 (Fundamentals of Public Speaking) or Speech 104 (Interpersonal Communications), and either Sociology 1 (Introduction to Sociology), Anthropology 10 (Cultural Anthropology), Nursing 106 (Cultural Diversity in Health and Illness) at College of the Sequoias, or equivalent classes at other accredited colleges. The pre-nursing classes, physiology and microbiology, must be completed within five years of entry into the Registered Nursing Program.
4. Satisfactory completion of required college application and Registered Nursing Program application and information forms, and submission of high school and college transcripts for all schools attended previously.
5. Because there are many more applicants than seats in Nursing 101, a selection process is used to determine the most qualified candidates. A point system is used based upon student achievements including grade point average, work experience, an essay, and an interview. Information regarding this point system is available in the Nursing division Office or from Counselors.
6. Students must provide their own transportation to clinical agencies and must have a valid California driver license, access to transportation, and insurance as required by California law.

Scholastic Requirements

To remain in the nursing program, students must maintain a grade of "C" or better, in all nursing and other required classes. Policies regarding admission, transfer and challenge, retention, grading and probation, and graduation are available in the nursing office. Physiology and microbiology must be completed within 5 years of entrance to the nursing program.

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 the Nursing Student Handbook.

Application Procedure

A class is admitted to the RN program each semester. The final date for filing applications is January 15. The deadline for receipt of required supporting documents is January 30. Both the August and January classes will be filled from the applicant pool. If the number of applicants processed in January is not sufficient to fill both classes, a supplementary applicant pool will be developed from those applications received between January 15 and July 15. Applicants will be notified when this occurs.

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.

Physical Education

Tracy Myers, Chairperson

Physical Education uses physical activity to produce holistic improvements in a person's physical, mental and emotional qualities. It treats each person as a unit--a whole being--rather than as having separate physical and mental qualities that bear no relation to and have no effect on each other.

Here at College of the Sequoias, physical education covers a broad field of interests. Courses are offered in the areas of Sport Activities, Dance, Fitness and Health, Sports Medicine and Athletic Training, and Adapted Physical Education. We are also proud of our outstanding Intercollegiate Athletic program which offers collegiate competition to student/athletes.

The facilities include a newly equipped gymnasium, weight room, dance studio and aerobic room with mirrors, special handicapped facilities, a football field and a regulation track. Baseball and softball fields are on campus as well as a swimming and diving pool. There are also tennis, handball and volleyball courts in addition to a "mini" golf course. Most recently the department has added a new sports medicine and training center which includes a fitness lab.

Through the courses offered in the Physical Education and Athletic Department, we are preparing students to meet the physical, mental and emotional needs of the 21st Century.

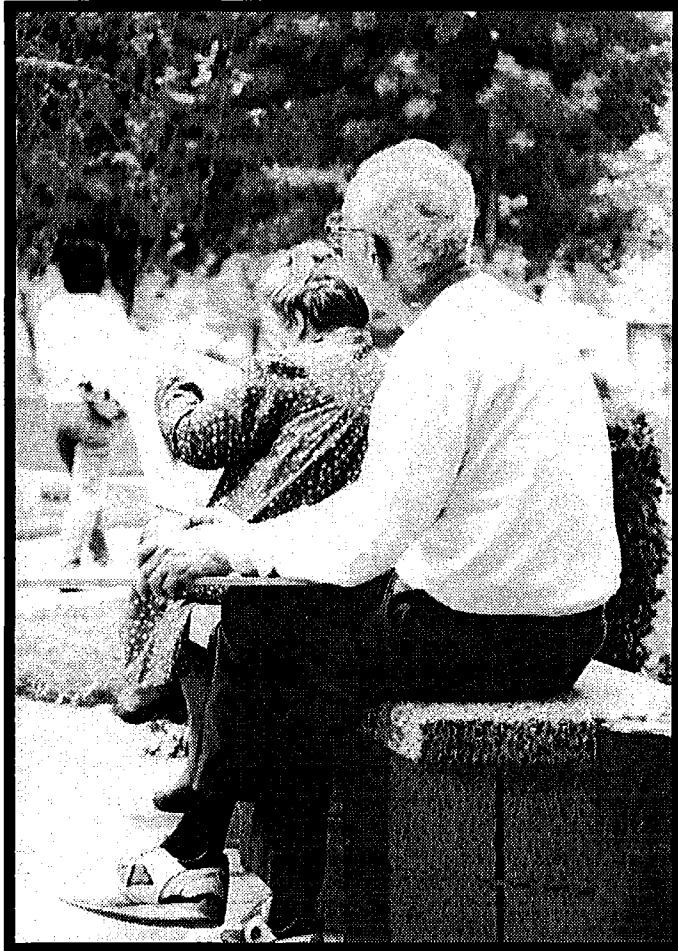
Social Sciences

Frank Beck, Chairperson

The goal of the Social Sciences Division is to provide an appreciation of the rich diversity and the fundamental commonality of all human experience. The Social Sciences constitute studies in human behavior, individual and collective past and present, distant and local. Their intent constitutes a search for greater social justice, personal freedom and mutual understanding.

The division offers courses in administration of justice, anthropology, economics, education, geography, history, human services, philosophy, political science, public administration, social science, and sociology. These courses will satisfy transfer, associate degree and general education requirements.

The division also offers career training in the following areas: Human Services and Administration of Justice. Programs in these two areas lead to a certificate or to an AA or AS degree.



"I am not young enough to know everything."

Oscar Wilde

Majors

Department	Major	Code	Top Code	Top Title
Not Listed	Liberal Arts	900	4901.00	Other
	Undecided	999	4999.00	Other
Ag/Natural Resources	Agriculture Business	150	0112.00	Agri-Business Sales, Service
	Agriculture	161	0101.00	Ag Technology & Sciences, General
	Animal Science	151	0102.00	Animal Science
	Dairy Science	162	0102.00	Animal Science
	Equine Science	166	0102.00	Animal Science
	Floral Technology	167	0109.20	Floriculture/Floristry
	Landscape Design	181	0109.10	Landscape Design
	Landscape Management	154	0109.10	Landscape Design & Maintenance
	Agriculture Technology	155	0116.00	Ag Power Equipment Technology
	Nursery Management	156	0109.00	Ornamental Horticulture Manager
	Ornamental Horticulture	157	0109.00	Ornamental Horticulture Manager
	Plant Science	158	0103.00	Plant Science
Business	Accounting	200	0502.00	Accounting
	Business, General	212	0501.00	Business & commerce, General
	Business Management	202	0506.00	Business Management
	Computer & Info Systems	201	0701.00	Computer & Information Science
	Marketing Management	205	0509.50	Marketing & Sales
	Paralegal	220	1402.00	Paralegal
	Real Estate	206	0511.00	Real Estate
	Secretarial	207	0514.00	Secretary/Administrative Assistant
	Typing, General Office	203	0514.00	Secretary/Administrative Assistant
	Word Processing	204	0514.00	Secretary/Administrative Assistant
Consumer/ Family Studies	Child Development	353	1305.10	Child Development
	Child Development/Special Ed	380	1305.20	Exceptional Child
	Color/Image Consultant	351	1301.00	Consumer Education/Home Ec
	Consumer/Family Studies	354	1301.00	Consumer Education/Home Ec
	Fashion Design	355	1303.10	Fashion Design
	Fashion Merchandise	356	1303.20	Fashion Merchandising
	Food Services 1/Basic	381	1306.10	Restaurant & Food Service Management
	Food Services 2/Dietetics	382	1306.20	Dietetics
	Food Service	362	1306.00	Nutrition & Food
	Interior Design	357	1302.00	Interiors
	Fine Arts	Art	300	1002.00
Commercial Art		301	1013.00	Commercial Art
Dance		312	1008.00	Dance
Dramatic Arts/Technician Theatre		311	1006.00	Technical Theater
Dramatic Arts/Acting		310	1007.00	Dramatic Arts
Humanities		302	4903.00	Other Humanities
Music/Composition		307	1004.20	Music, Composition & Theory
Music/Instrumental		309	1004.10	Music: Performance
Music/Piano		303	1004.10	Music: Performance
Music/Vocal		308	1004.00	Music
Speech/Communication		305	1506.00	Speech/Debate/For Science

Majors

Department	Major	Code	Top Code	Top Title
Industry/ Technology	Architecture	430	0201.00	Architecture Technology
	Automotive Technology	401	0948.00	Automotive Technology
	Building Trades	402	0952.10	Carpentry
	Construction Inspection	427	0957.20	Construction Inspection
	Drafting Technology	403	0953.00	Drafting Technology
	Electronics Technician	404	0934.00	Electronics & Electric Technology
	Environmental Control Technician	400	0945.10	Environmental Control Technology (HVAC)
	Graphic Design	406	1030.20	Computer Graphics
	Maintenance Technician	420	0956.00	Industrial /Manufacturing Technology
	Mill Cabinet	408	0952.50	Mill & Cabinet Work
	Technical Illustration	426	0953.60	Technical Illustration
	Welding Technology	411	0956.50	Welding and Cutting
Language	Communications (General)	500	0601.00	Communications, General
	English	501	1501.00	English
	Ethnic Studies	511	2202.10	Ethnic Studies
	Foreign Language	508	1101.00	Foreign Language, General
	French	510	1102.00	French
	Journalism	509	0602.00	Journalism
	Sign Language	502	0601.00	Communications, General
	Spanish	503	1105.00	Spanish
Math, Science & Engineering	Biological Science	601	0401.10	Biology
	Chemistry	602	1905.00	Chemistry, General
	Engineering	603	0901.00	Engineering, General
	Mathematics	604	1701.00	Mathematics, General
	Mathematics-Science	605	1701.00	Mathematics, General
	Physical Science	606	1901.00	Physical Science, General
	Physics	607	1902.00	Physics, General
Nursing & Health Science	Registered Nursing	700	1203.00	Nursing, R.N.
Physical Education	Health Education	753	0837.00	Health Education
	Physical Education	750	0835.00	Physical Education
	Sports Medicine	752	1222.10	Athletic Trainer
Social Sciences	Administration of Justice	808	2105.00	Administration of Justice
	Community Service	800	2101.00	Community Services, General
	Corrections	100	2105.10	Corrections
	Law Enforcement	101	2105.50	Police Academy
	Social Sciences	801	2201.00	Social Sciences, General
	Social Worker Aide	810	2104.00	Social Sciences, Social Work

Majors

Department	Major	Code	Top Code	Top Title
Special Programs	Cosmetology	850	3007.00	Cosmetology
	Fire Technology	851	2133.00	Fire Control Tech
	Fire Academy	852	2133.50	Fire Academy



Vocational Certificate Program

All courses listed as required for certificates on the following pages will apply toward the AA or AS degree. Students interested in obtaining an AA/AS degree should refer to the "Graduation and Transfer" section of this catalog for the General Education requirements necessary for a degree. Counselors can help you design your program and verify that you are meeting the requirements.



No person shall, on the grounds of age, sex, race, or national origin, be excluded from participation in, be denied the benefits to, or be subjected to discrimination in any Vocational Education Program at College of the Sequoias.

Vocational Certificate Program —



Certificate Policy

The College of the Sequoias will issue certificates to those students who satisfactorily complete the requirements and who demonstrate proficiency and competency in a prescribed vocational training program. The certificate is widely recognized and accepted by employers as verification of job preparedness and skill achievement.

Students receiving certificates from College of the Sequoias have the confidence and pride in knowing their certificate represents the highest standards in occupational proficiency and educational excellence.

College of the Sequoias issues the following certificates:

Certificates of Completion:

1. Certificates of completion are issued to those students completing a prescribed vocational study program consisting from 12 to 42 semester units with a "C" or better grade in each of the required certificate classes.
2. Students must complete at least 50% of the units required for the certificate in classes offered through COS.
3. The requirements for each certificate are on the following pages. Substitutions or waiver of required courses based upon work or other experience should be approved by the Program Coordinator and/or the Vocational Dean. Most certificate courses can be applied toward an AA or AS degree. Students wishing to obtain a certificate and a degree should see their counselor for a general education or other requirements beyond those required for their certificate.

Certificates of Participation (Short Term):

1. Certificates of Participation are issued to those students completing a class or series of classes requiring less than twelve semester units of instruction with a "C" or better grade in each certificate class.
2. Students must complete at least 50% of the required units for the certificate in classes offered through COS.
3. The requirements for each certificate are on the following pages. Substitutions or waiver of required courses based upon work or other experience should be approved by the Program Coordinator and/or the Vocational Dean. Most certificate courses can be applied toward an AA or AS degree. Students wishing to obtain a certificate and a degree should see their counselor for general education or other requirements beyond those required for their certificate.



Vocational Certificate Program

Agriculture Division

The following pages will outline the certificates awarded in the Agriculture Division and the necessary courses to fulfill the requirements of each certificate. Listed below are the certificates currently offered in the Agriculture Division.

Agriculture Business Management

Agriculture Science & Education

Agriculture Technology

Animal Science

Dairy Science

Equine Science

Floral Technology

Landscape Design

Landscape Management

Nursery Management

Ornamental Horticulture Technology

Plant Science

Welding

Vocational Certificate Program



Agriculture Business Management

The Agriculture Business Management Major/Certificate is designed for students who seek a certificate, degree or transfer program in the Agriculture Business Management field. The coursework provides the fundamentals for job entry-level skills in the Ag Management field as well as providing degree applicable units for the Associated Science Agriculture Major Degree. Many agriculture business courses transfer to four-year universities and are required lower division classes. The COS Agriculture Business Management Certificate/Degree Major is a very popular one with students and provides a strong curriculum foundation for Ag business students.

Required Courses for Certificate:

Units	Course Number	Course Title
1-4	AG 193	Work Experience
3	AG MGT 1	Introduction to Agriculture Economics
3	AG MGT 102	Agriculture Sales & Marketing
3	AG MGT 103	Introduction to Agricultural Management
3	AG MGT 104	Farm Accounting
3	AG MGT 108a	Introduction to Agricultural Computer Applications
9	---	Ag Business Management Support Courses (Choose from courses listed below)

30 Total Units Needed for Certificate
("C" grade average required and a minimum of a "C" grade in all required courses)

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
3	AG 4	Soils
1-4	AG 193	Work Experience
1	AG 200a-d	Agricultural Leadership
3	AG 201	Agriculture Mathematics
1-4	AG*	Other Approved Agriculture Courses
3	PLNT SCI 1	Introduction to Crop Science
3	DAIRY 103	Commercial Dairy Herd Management

* Other Approved Classes with Approval of Department.

Note: Students completing a minimum of 18 units of lower division course requirements in this major for any accredited four-year institution, will qualify for a major in that field at College of the Sequoias.



Vocational Certificate Program

Agriculture Science & Education

This Major/Certificate in Agriculture Sciences & Education is designed for students who seek employment as a general agriculturist or teacher in the agriculture education field. The generalized curriculum gives students a broad base in agriculture education that includes agriculture management, animal agriculture, agriculture technology, ornamental horticulture and plant sciences.

Required Courses for Certificate:

Units	Course Number	Course Title
1-4	AG 193	Work Experience
3	AG MGT 1	Introduction to Agriculture Economics
3	AG MGT 108a	Introduction to Agricultural Computer Applications
3	AG MECH 101	Basic Farm Mechanics
3	AN SCI 1	Introduction to Animal Science
2	AN SCI 123	Horse Production
3	DAIRY 101	Elements of Dairying
3	OH 101	Basic Ornamental Horticulture
9	---	Agriculture Science & Education Support Courses (Choose from courses listed below)

30 Total Units Needed for Certificate

("C" grade average required and a minimum of a "C" grade in all required courses)

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
3	AG 4	Soils
1-4	AG 193	Work Experience
1	AG 200a-d	Agricultural Leadership
3	AG 201	Agriculture Mathematics
1-4	AG*	Other Approved Agriculture Courses
3	PLNT SCI 1	Introduction to Crop Science

* Other Approved Classes with Approval of Department.

Note: Students completing a minimum of 18 units of lower division course requirements in this major for any accredited four-year institution, will qualify for a major in that field at College of the Sequoias.

Vocational Certificate Program



Agriculture Technology

Agriculture is highly mechanized and production agriculture cannot exist without technology and machinery. Mechanized agriculture students develop skills and knowledge using tools and equipment on the modern COS farm. Farm buildings are constructed and repaired using both wood and metal fabrication techniques. Students also have the opportunity to study irrigation principles, land surveying and laser leveling. Farming industries are in need of mechanized agriculture students. Jobs are available on farms, in sales and service of farm equipment, equipment manufacturing, agriculture mechanics and welding.

Required Courses for Certificate:

Units	Course Number	Course Title
1-4	AG 193*	Work Experience
3	AG MGT 108a	Introduction to Agricultural Computer Applications
3	AG MECH 101	Basic Farm Mechanics
3	AG MECH 103	Farm Power
2	AG MECH 106a-b	Farm Welding
3	AG MECH 107	Farm Surveying
3	AG MECH 109	Small Engines and equipment
2	AG MECH 110a-d	Agriculture Project Construction
2	AG MECH 111	Agriculture Equipment Maintenance and Technology
9-12	---	Agriculture Technology Support Courses (Choose from courses listed below)

30 Total Units Needed for Certificate
("C" grade average required and a minimum of a "C" grade in all required courses)

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
1	AG 200a-d	Agriculture Leadership
3	AG 201	Agricultural Mathematics
1-4	AG*	Other Approved Agriculture Courses
3	AG MGT 102	Agriculture Sales and Marketing
3	AG MECH 108	Irrigation
3	AG MECH 271	Agriculture Mechanics, Skills & Projects
2	DAIRY 200	Applied Mechanics in Dairy Science

* Other Approved Classes with Approval of Department.

Note: Students completing a minimum of 18 units of lower division course requirements in this major for any accredited four-year institution, will qualify for a major in that field at College of the Sequoias.



Vocational Certificate Program

Animal Science

The Animal Science Program is designed for students whose major interest is in working with red meat farm food animals. Students work on the college's farm and with the various animal units, combining practical experience with technical knowledge in the beef cattle, sheep, and swine units. Most Animal Science majors return to livestock operations or seek employment as a Vocational Agriculture Teacher, Animal Nutritionist, Animal Health Technician, Meat Inspector or Plant Manager, and in Sales and Services.

Required Courses for Certificate:

Units	Course Number	Course Title
1-4	AG 193*	Work Experience
3	AG MGT 108a	Introduction to Agricultural Computer Applications
3	AN SCI 1	Introduction to Animal Science
3	AN SCI 103	Animal Nutrition
3	AN SCI 110	Swine Production and Management
3	AN SCI 111	Beef Production and Management
3	AN SCI 112	Sheep Production and Management
9	---	Animal Science Support Courses (Pick from courses listed below)

30 Total Units Needed for Certificate
 ("C" grade average required and a minimum of a "C" grade in all required courses)

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
3	AG 200a-d	Orientation to Agriculture
3	AG 201	Agricultural Mathematics
3	AG*	Other Approved Agriculture Courses
3	AG MGT 1	Introduction to Agriculture Economics
3	AN SCI 104	Animal Diseases and Sanitation
1	AN SCI 105a-d	Preparing Livestock for Sales and Show
3	AN SCI 107	Introduction to Meat Science
3	AN SCI 109	Basic Skills/Veterinarian Assistant
3	AN SCI 271	Advanced Llama Training & Packing
3	PLNT SCI 1	Introduction to Crop Science

* Other Approved Classes with Approval of Department.
 Note: Students completing a minimum of 18 units of lower division course requirements in this major for any accredited four-year institution, will qualify for a major in that field at College of the Sequoias.

Vocational Certificate Program



Dairy Science

The Dairy Science Major/Certificate is designed for students who seek a certificate, degree or transfer program in the Dairy Science field. The coursework provides the fundamentals for job entry-level skills in the dairy management field as well as providing degree applicable units for the Associated Science Degree with a major in Dairy Science. Many Dairy Science courses transfer to four-year universities and are required for lower division classes. The COS Dairy Science Certificate/Degree Major is a very popular one with students and provides a framework for students interested in the dairy industry.

Required Courses for Certificate:

Units	Course Number	Course Title
1-4	AG 193*	Work Experience
3	AG MGT 108a	Introduction to Agricultural Computer Applications
3	DAIRY 101	Elements of Dairying
3	DAIRY 102	Principles of Milk Production
3	DAIRY 103	Commercial DairyHerd Management
3	DAIRY 104	Breeding & Selection
3	DAIRY 108	Dairy Nutrition
2	DAIRY 200	Applied Mechanics in Dairy Science
9	---	Dairy Science Support Courses (Choose from courses listed below)

30 Total Units Needed for Certificate
 ("C" grade average required and a minimum of a "C" grade in all required courses)

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
1	AG 200a-d	Agriculture Leadership
3	AG 201	Agricultural Mathematics
3	AG*	Other Approved Agriculture Courses
1-4	DAIRY 105a-d	Dairy Cattle Judging and Selection
3	DAIRY 106a	Introduction to Dairy Products Technology
3	PLNT SCI 104	Forage Crops

* Other Approved Classes with Approval of Department.

Note: Students completing a minimum of 18 units of lower division course requirements in this major for any accredited four-year institution, will qualify for a major in that field at College of the Sequoias.



Vocational Certificate Program

Equine Science

The Equine Science Major/Certificate program includes classes that will expose students to many phases of the horse industry. Students will have the opportunity to train their own horses, along with the college-owned stock. Students will study and learn about career and employment opportunities in the equine industry.

Required Courses for Certificate:

Units	Course Number	Course Title
1-4	AG 193*	Work Experience
3	AN SCI 22	Horse Husbandry
3	AN SCI 104	Animal Diseases & Sanitation
2	AN SCI 120a	Basic Equitation (1st semester)
2	AN SCI 120b	Basic Equitation (2nd semester)
2	AN SCI 123	Horse Production
2	AN SCI 124a	Colt Breaking (1st semester)
2	AN SCI 124b	Colt Breaking (2nd semester)
9-12	---	Equine Science Support Courses (Choose from courses listed below)

30 Total Units Needed for Certificate

("C" grade average required and a minimum of a "C" grade in all required courses)

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
1	AG 200a-d	Agriculture Leadership
3	AG 201	Agricultural Mathematics
1	AG 299	Agricultural Topic Classes
3	AG*	Other Approved Agriculture Courses
3	AG MGT 102	Agricultural Sales and Marketing
3	AG MGT 104	Farm Accounting
3	AG MGT 108a-b	Introduction to Agricultural Computer Applications
3	AN SCI 271	Advanced Llama Training and Packing

* Other Approved Classes with Approval of Department.
 Note: Students completing a minimum of 18 units of lower division course requirements in this major for any accredited four-year institution, will qualify for a major in that field at College of the Sequoias.

Vocational Certificate Program —



Floral Technology

The sale of cut flowers, houseplants and dried and silk flowers has increased rapidly in recent years. This is because of increases in the population and family income, but also because of an increase interest in the use of flowers. This certificate is designed for those seeking occupations in the floral industry as a florist.

Required Courses for Certificate:

Units	Course Number	Course Title
1-4	AG 193*	Work Experience
3	AG MGT 108a	Introduction to Agricultural Computer Applications
3	OH 101	Basic Ornamental Horticulture
3	OH 111	Floral Design
3	OH 112	Sympathy Flowers
3	OH 113	Wedding Flowers
3	OH 119	Interiorscapes
3	OH 123	Silk and Dried Floral Design
9	---	Floral Technology Support Courses (Choose from courses listed below)

30

Total Units Needed for Certificate

("C" grade average required and a minimum of a "C" grade in all required courses)

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
3	AG 103a-c	Applied Agriculture Practicums
1	AG 200a-d	Agriculture Leadership
3	AG 201	Agriculture Math
3	AG*	Other Approved Agriculture Courses
3	AG MGT 102	Agricultural Sales and Marketing
3	AG MGT 108a-b	Introduction to Agricultural Computer Applications
3	OH 7	Landscape Design
3	OH 104	Nursery Practices
3	OH 105	Plant Propagation
3	OH 106	Landscape Drafting

* Other Approved Classes with Approval of Department.

Note: Students completing a minimum of 18 units of lower division course requirements in this major for any accredited four-year institution, will qualify for a major in that field at College of the Sequoias.



Vocational Certificate Program

Landscape Design

This Major/Certificate prepares students to successfully design and plan landscapes and gardens using current standards. Students will be able to design landscapes using new water and environmental requirements. Included in the certificate program are courses that develop skills in selecting, grouping and placing plant materials into various landscape styles, situations and themes.

Required Courses for Certificate:

Units	Course Number	Course Title
1-4	AG 193*	Work Experience
3	AG MGT 108a	Introduction to Agricultural Computer Applications
3	OH 2	Plant Identification 1
3	OH 3	Plant Identification 2
3	OH 7	Landscape Design
3	OH 105	Plant Propagation
3	OH 106	Landscape Drafting
3	OH 109	Landscape Maintenance
9	---	Landscape Design Support Courses (Choose from courses listed below)

30 Total Units Needed for Certificate
("C" grade average required and a minimum of a "C" grade in all required courses)

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
3	AG*	Other Approved Agriculture Courses
3	OH 108	Landscape Construction
3	OH 118	Xeriscape
3	OH 120	Diseases of Ornamentals
3	OH 119	Interiorscapes

* Other Approved Classes with Approval of Department.
Note: Students completing a minimum of 18 units of lower division course requirements in this major for any accredited four-year institution, will qualify for a major in that field at College of the Sequoias.

Vocational Certificate Program



Landscape Management

The field of Landscape Management is one of the fastest growing occupations in the nation and particularly the San Joaquin Valley. This certificate develops skill and knowledge in the management of residential, commercial, and industrial landscapes and gardens. This program prepares students for work as a landscape contractor, turf manager, grounds maintenance manager, pest control operator and landscape water auditor. Heavy emphasis is placed on plant culture and care, disease and pest management, turf culture and water management.

Required Courses for Certificate:

Units	Course Number	Course Title
3	AG 193	Work Experience
3	AG MGT 108b	Introduction to Agricultural Computer Applications
3	AG MECH 109	Small Engines and Equipment
3	OH 2	Plant Identification 1
3	OH 3	Plant Identification 2
3	OH 109	Landscape Maintenance
3	OH 110	Turfgrass Management
3	OH 117	Sprinkler Irrigation
3	OH 122	Pests of Ornamentals
9	--	Landscape Management Support Courses (Choose from courses listed below)

30 Total Units Needed for Certificate
 ("C" grade average required and a minimum of a "C" grade in all required courses)

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
3	AG 103a-c	Applied Agriculture Practicums
1	AG 200a-d	Agriculture Leadership
3	AG 201	Agricultural Mathematics
3	AG*	Other Approved Agriculture Courses
3	OH 101	Basic Ornamental Horticulture
3	OH 105	Plan Propagation
3	OH 118	Xeriscape
3	OH 119	Interiorscapes
3	OH 120	Disease of Ornamentals

* Other Approved Classes with Approval of Department.
 Note: Students completing a minimum of 18 units of lower division course requirements in this major for any accredited four-year institution, will qualify for a major in that field at College of the Sequoias.



Vocational Certificate Program

Nursery Management

Nursery Management is an ideal field for people with a "green thumb." Students work in a two-acre nursery area of the COS Farm, propagating plants in the three large green houses, growing and maintaining house or garden plants, and learning to package them attractively for sale to retail and wholesale industries. Job opportunities in this field include nursery manager, owner and salesperson, grower production foreman, turf specialist, landscape estimator and nurseryman.

Required Courses for Certificate:

Units	Course Number	Course Title
3	AG 193	Work Experience
3	AG MGT 108b	Introduction to Agricultural Computer Applications
3	OH 2	Plant Identification 1
3	OH 3	Plant Identification 2
3	OH 101	Basic Ornamental Horticulture
3	OH 104	Nursery Practices
3	OH 105	Plant Propagation
3	OH 109	Landscape Maintenance
9	--	Nursery Management Support Courses (Choose from courses listed below)

30 Total Units Needed for Certificate
("C" grade average required and a minimum of a "C" grade in all required courses)

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
3	AG*	Other Approved Agriculture Courses
3	AG MGT 103	Introduction to Agricultural Management
3	AG MGT 104	Farm Accounting
3	OH 7	Landscape Design
3	OH 118	Xeriscape

* Other Approved Classes with Approval of Department.
Note: Students completing a minimum of 18 units of lower division course requirements in this major for any accredited four-year institution, will qualify for a major in that field at College of the Sequoias.

Vocational Certificate Program —



Ornamental Horticulture Technology

Ornamental Horticulture Technology continues to be one of California's fastest growing industries. Students learn to grow and arrange plants and flowers, training in such areas as nursery production and operations, landscape drafting, design and construction, plant care and maintenance. COS has many of its students now employed in ornamental horticulture and related agriculture fields such as floral designer, cut flower grower, plant propagator, retail florist, production foreman, plant inspector, pest control operator and garden writer.

Required Courses for Certificate:

Units	Course Number	Course Title
1-4	AG 193*	Work Experience
3	AG MGT 108b	Introduction to Agricultural Computer Applications
3	OH 2	Plant Identification 1
3	OH 3	Plant Identification 2
3	OH 101	Basic Ornamental Horticulture
3	OH 104	Nursery Practices
3	OH 105	Plant Propagation
3	OH 106	Landscape Drafting
3	OH 109	Landscape Maintenance
9	--	Ornamental Horticulture Technology Support Courses (Choose from courses listed below)

30

Total Units Needed for Certificate

("C" grade average required and a minimum of a "C" grade in all required courses)

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
3	AG 3	Economic Entomology
3	AG 4	Soils
3	AG 103a-c	Applied Agriculture Practicums
1	AG 200a-d	Agriculture Leadership
3	AG*	Other Approved Agriculture Courses
3	OH 7	Landscape Design
3	OH 108	Landscape Construction
3	OH 110	Turfgrass Management
3	OH 111	Floral Design
3	OH 113	Wedding Flowers
3	OH 118	Xeriscape
3	OH 119	Interiorscapes
3	OH 123	Silk and Dried Floral Design

* Other Approved Classes with Approval of Department.

Note: Students completing a minimum of 18 units of lower division course requirements in this major for any accredited four-year institution, will qualify for a major in that field at College of the Sequoias.



Vocational Certificate Program

Plant Science

One of the greatest challenges to mankind is to produce enough food for future generations. To meet this need, students in the Plant Science and Industry program are trained in all aspects of crop production that will maximize yields as well as profits. Working on the COS Farm, they receive practical as well as technical experience in soils, irrigation, weed control, plant diseases and pests, fertilizers, cultivating and crop production. Good job opportunities exist in farming, irrigation and crop production as well as related industries such as equipment sales, fertilizers, crop protection and consulting.

Required Courses for Certificate:

Units	Course Number	Course Title
3	AG 3	Economic Entomology
3	AG 4	Soils
3	AG 105	Fertilizer
1-4	AG 193*	Work Experience
3	AG MGT 108b	Introduction to Agricultural Computer Applications
3	AG MECH 108	Irrigation
3	PLNT SCI 1	Introduction to Crop Science
9	--	Plant Science Support Courses (Choose from courses listed below)

30 Total Units Needed for Certificate

("C" grade average required and a minimum of a "C" grade in all required courses)

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
1	AG 200a-d	Agriculture Leadership
3	AG*	Other Approved Agriculture Courses
3	AG MGT 102	Agricultural Sales and Marketing
3	AG MECH 104	Farm Machinery
3	AG MECH 108	Irrigation
3	PLNT SCI 12	Fruit and Nut Tree Production
3	PLNT SCI 102	Row Crops
3	PLNT SCI 103	Cereals and Oil Crops
3	PLNT SCI 104	Forage Crops
3	PLNT SCI 111	Citrus Production
3	PLNT SCI 113	Grape and Vine Production

* Other Approved Classes with Approval of Department.

Note: Students completing a minimum of 18 units of lower division course requirements in this major for any accredited four-year institution, will qualify for a major in that field at College of the Sequoias.

Vocational Certificate Program



Welding

California is one of the leading employers of welders in the United States. Qualified welders are needed both in our valley agriculture industries as well as in our urban industries. The Welding Technology Certificate of Completion requires a grade of "C" or better in the seven (7) following classes:

Required Courses for Certificate:

Units	Course Number	Course Title
4	WELDING 161	Oxy-Acetylene Welding
4	WELDING 162	Shielded Metal Arc Welding
4	WELDING 171	Advanced Welding I
4	WELDING 172	Advanced Welding II
3	WELDING 181	Blueprint Reading and Ferrous Metallurgy
3	DRAFTING 100	Applied Drawing
1	I&T 193*	Ag Work Experience
5-7	--	Welding Support Courses (Choose from courses listed below)

30

Total Units Needed for Certificate

("C" grade average required and a minimum of a "C" grade in all required courses)

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
3	SPEECH 104	Interpersonal Communications
2	DRAFTING 200	Beginning Mechanical Drawing
3	I&T 160	Technical Computer Applications
3	WELDING 105a-c	Basic Metalcraft Welding and Forging
1-4	AG MECH 110a-d	Agricultural Project Construction
1	AG 193*	Work Experience
1	WELDING 273	Stainless Steel Welding
1	AG MECH 212	Welding Power Source & Application



— Vocational Certificate Program

Business Division

The following pages will outline the certificates awarded in the Business Division and the necessary courses to fulfill the requirements of each certificate. Listed below are the certificates currently offered in the Business Division.

Accounting

Administrative Assistant

Computer and Information Systems

Computer Applications

Computerized Office Procedures

Law Office Clerk/Receptionist (One Semester)

Legal Documents Clerk (Two Semesters)

Marketing

Real Estate

Supervision

Word Processing

Computer Web Technician Certificate

Vocational Certificate Program



Accounting

Without accounting, economic decisions could not be made, business planning or decision making could not take place, and companies could not operate. Accountants gather, record, report, and interpret financial information. The Accounting program is designed to prepare students to enter the workforce to do bookkeeping/accounting. Career opportunities are available in government, civil service, business and industry, private accounting firms, and self-employment. There are also accounting specialties such as tax accounting, cost accounting, and data processing.

Required Courses for Certificate:

Units	Course Number	Course Title
4	ACCT 1*	Principles of Accounting OR
5	ACCT 101*	Essentials of Accounting AND
5	ACCT 202*	General Vocational Accounting
3	ACCT 210	Computer Accounting
5	ACCT 282	Individual Income Tax
3	BUS 185	Ethics in Business and Industry
3	BUS 295	Business Mathematics
4	COMPUTER 5**	Introduction to Computer Information Systems OR
4	COMPUTER 130**	Introduction to Personal Computers
3	COMPUTER 140	Windows and DOS
3	COMPUTER 138	Spreadsheet Design for Business OR
1.5	COMPUTER 223a-d	Beginning Excel AND
1.5	COMPUTER 224a-d	Advanced Excel
3	---	Accounting Support Courses (Choose from courses listed below)
31	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
4	ACCT 2	Principles of Accounting
3	BUS 82	Introduction to Business
3	BUS 174	Marketing Principles
3	BUS 184	Business Communications
2	BUS 268	Electronic Calculating

* Transfer students may wish to choose ACCT 1.

** Transfer preparation requirements vary from university to university. Students planning to transfer to a four-year school are encouraged to meet with a counselor to review specific requirements.



Vocational Certificate Program

Administrative Assistant

Figures show that a high percentage of all new jobs are in the general office field. With the service sector of our economy growing rapidly, it is very important that a majority of the population be trained in general business/clerical occupations. This program teaches a wide variety of skills such as compiling reports, organizing data, preparing statements, writing letters, and working with computers. Students should be able to find entry-level employment in all phases of business, including jobs as clerk typists, receptionist and word processing operators.

Required Courses for Certificate:

Units	Course Number	Course Title
4	ACCT 1*	Principles of Accounting OR
5	ACCT 101*	Essentials of Accounting
3	BUS 82	Introduction to Business
3	BUS 161	Intermediate Keyboarding
3	BUS 184	Business Communications
3	BUS 188	Human Relations in Business
2	BUS 268	Electronic Calculating
3	BUS 293	Business English
3	BUS 295	Business Mathematics
4	COMPUTER 5**	Introduction to Computer Information Systems OR
4	COMPUTER 130**	Introduction to Personal Computers
2	--	Administrative Assistant Support Courses (Choose from list below)
30	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
4	BUS 18	Business Law
3	BUS 170	Introduction to Sales
3	BUS 174	Marketing Principles
3	BUS 185	Ethics in Business and Industry
3	COMPUTER 136	Word Processing Using WordPerfect
.5	COMPUTER 220	Essential Computer concepts
1.5	COMPUTER 221a-d	Beginning Word
1.5	COMPUTER 222a-d	Advanced Word
1.5	COMPUTER 227	Presentation Software for Business
3	COMPUTER 229	Web Page Design & Development

* Transfer students may wish to choose ACCT 1.

** Transfer preparation requirements vary from university to university. Students planning to transfer to a four-year school are encouraged to meet with a counselor to review specific requirements.

Vocational Certificate Program



Computer and Information Systems

The computer has become the constant feature found in almost any business or classroom today. Computers are becoming integrated into all aspects of the work environment as the tool of choice. The Computer and Information systems certificate will give the individual a foundation accounting and business procedures, computer languages, and a variety of software applications. The certificate holder will be prepared for entry-level computer positions, such as technical support, computer programming, and other business positions requiring a strong foundation in microcomputer technology.

Required Courses for Certificate:

Units	Course Number	Course Title
3	BUS 82	Introduction to Business
4	COMPUTER 5**	Introduction to Computer Information Systems OR
4	COMPUTER 130**	Introduction to Personal Computers
3	COMPUTER 6	BASIC Programming
3	COMPUTERS 7	COBOL Programming
3	COMPUTER 133	Database Processing
3	COMPUTER 138	Spreadsheet Design for Business OR
1.5	COMPUTER 223a-d	Beginning Excel AND
1.5	COMPUTER 224a-d	Advanced Excel
3	COMPUTER 140	Windows and DOS
4	ELECT 113	PC Troubleshooting/Repair
4	--	Computer and Information Systems Support Courses (Choose from list below)

30 Total Units Needed for Certificate

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
5	ACCT 101**	Essentials of Accounting OR
4	ACCT 1**	Principles of Accounting
3	BUS 184	Business Communications
3	BUS 185	Ethics in Business and Industry
3	BUS 188	Human Relations in Business
3	COMPUTER 132	Advanced DOS
4	COMPUTER 135	Desktop Publishing for Business
3	COMPUTER 136	Word Processing Using WordPerfect
3	COMPUTER 210	Computer Accounting
1.5	COMPUTER 227	Presentation Software for Business
.5	COMPUTER 228	Introduction to the World Wide Web
3	COMPUTER 229	Web Page Design & Development
3	ELECT 141	Computer Networking fundamentals

* Transfer students may wish to choose ACCT 1.

** Transfer preparation requirements vary from university to university. Students planning to transfer to a four-year school are encouraged to meet with a counselor to review specific requirements.



Vocational Certificate Program

Computer Applications

The computer has become the constant feature found in almost any business or classroom today. Computers are becoming integrated into all aspects of the work environment as the tool of choice. Computers assist in the performance of three activities commonly found in the office--word processing, database management, and the creation and management of spreadsheets. The Computer applications certificate will give the individual a foundation in these and other widely-used software applications. The certificate holder will be prepared to use the microcomputer effectively in a business environment.

Required Courses for Certificate:

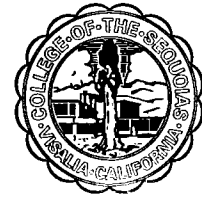
Units	Course Number	Course Title
3	BUS 82	Introduction to Business OR
3	BUS 184	Business Communications
4	COMPUTER 5**	Introduction to Computer Information Systems OR
4	COMPUTER 130**	Introduction to Personal Computers
3	COMPUTER 133	Database Processing
3	COMPUTER 136	Word Processing Using WordPerfect OR
1.5	COMPUTER 221a-d	Beginning Word AND
1.5	COMPUTER 222a-d	Advanced Word
3	COMPUTER 138	Spreadsheet Design for Business OR
1.5	COMPUTER 223a-d	Beginning Excel AND
1.5	COMPUTER 224a-d	Advanced Excel
3	COMPUTER 140	Windows and DOS
3	COMPUTER 229	Web Page Design and Development
8	--	Computer Applications Support Courses (Choose from list below)
30	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
3	ART 23	Macintosh Basics for Artists and Designers
3	BUS 174	Marketing Principles
3	BUS 188	Human Relations in Business
3	COMPUTER 6	BASIC Programming
4	COMPUTER 7	COBOL Programming
4	COMPUTER 135	Desktop Publishing for Business
3	COMPUTER 210	Computer Accounting
1.5	COMPUTER 227	Presentation Software for Business
.5	COMPUTER 228	Introduction to the World Wide Web
4	DRAFTING 114	Introduction to AutoCAD
4	DRAFTING 170a-d	Computer Animation and Rendering
4	ELECT 113	PC Troubleshooting/Repair
1	I&T 170	Computer Skills for Women in Building Design and Construction

** Transfer preparation requirements vary from university to university. Students planning to transfer to a four-year school are encouraged to meet with a counselor to review specific requirements.

Vocational Certificate Program



Computerized Office Procedures

Figures show that a high percentage of all new jobs are in the general office field. With the service sector of our economy growing rapidly, it is very important that a majority of the population be trained in computerized office procedures. This program teaches a wide variety of skills such as compiling reports, organizing data, preparing statements, writing letters, and working with computers. Students should be able to find entry-level employment in all phases of business, including jobs as clerk typists, receptionists, and word processing operators.

Required Courses for Certificate:

Units	Course Number	Course Title
3	BUS 161	Intermediate Keyboarding
3	BUS 184	Business Communications
3	BUS 188	Human Relations in Business
2	BUS 268	Electronic Calculating
3	BUS 293	Business English
3	BUS 295	Business Math
4	COMPUTER 5**	Introduction to Computer Information Systems OR
4	COMPUTER 130**	Introduction to Personal Computers
3	COMPUTER 136	Word Processing Using WordPerfect OR
1.5	COMPUTER 222a-d	Advanced Word
3	COMPUTER 140	Windows and DOS
1.5	COMPUTER 227	Presentation Software for Business
.5	COMPUTER 228	Introduction to the World Wide Web
1-3.5	--	Computerized Office Procedures Support Courses (Choose from list below)

30 Total Units Needed for Certificate

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
3	BUS 82	Introduction to Business
3	BUS 185	Ethics in Business and Industry
1	BUS 260	Career Dressing
4	COMPUTER 133	Database Processing
4	COMPUTER 135	Desktop Publishing for Business
3	COMPUTER 138	Spreadsheet Design for Business
.5	COMPUTER 220	Essential Computer Concepts
3	COMPUTER 229	Web Page Design & Development

** Transfer preparation requirements vary from university to university. Students planning to transfer to a four-year school are encouraged to meet with a counselor to review specific requirements.



Vocational Certificate Program

Law Office Clerk/ Receptionist One Semester

**Three Step Legal Career Ladder
at COS**

**Law Office Clerk/Receptionist--one
semester
Legal Documents Clerk--two semesters
Paralegal, ABA Approved--four semesters**

This is a certificate designed to train the student to perform basic entry-level functions in a law office. This certificate program is designed to be completed within one semester and is the first part of a three step legal career ladder offered at COS.

Though the three step ladder is designed to train the student to perform increasingly complex job skills, the student may pursue any of the three career certificates or majors without completing the others. The more advanced steps on the ladder include legal documents clerk and paralegal. Students seeking the Law Office Clerk/Receptionist Certificate will learn basic computer skills, legal terminology and office procedures including filing and service of process. This certificate as a minimum of 12 units and students must complete the required typing certificate and courses under each of the five areas of competency listed below with a "C" or better.

I. Keyboarding Competency:

Typing certificate within the last six (6) months verifying a typing speed of 45 CWPM for 5 minutes. (Contact a local Adult School or a COS keyboarding instructor for an appointment.)

II. Computer Competency:

Units	Course Number	Course title
3	COMPUTER 140*	Windows and DOS OR
3	COMPUTER 136	Word Processing Using WordPerfect* OR
3	COMPUTER 221a-d	Beginning Word AND
3	COMPUTER 222	Advanced Word OR
4	COMPUTER 5	Introduction to Computer Information Systems OR
4	COMPUTER 130*	Introduction to Personal Computers

III. Legal Terminology/Procedure:

Units	Course Number	Course title
3	PARA 101*	Introduction to Paralegalism AND
1	PARA 102*	Legal Terminology

IV. Law Office Procedure Competency:

Units	Course Number	Course title
1	PARA 108*	Law Office Management AND
1-4	PARA 193	Paralegal Work Experience

V. Writing Competency:

Units	Course Number	Course title
3	BUS 293	Business English OR
3	BUS 184	Business Communications OR
3	ENGLISH 251	Fundamentals of College Writing OR
3	ENGLISH 1*	College Reading/Composition

* Asterisk indicates courses that apply toward the Paralegal Degree.



Legal Documents Clerk

Two Semesters

This certificate program is designed to be completed within two semesters enabling students to obtain entry level document processing positions in a law office. Students will learn the process of civil litigation, discovery and how to draft basic legal documents with the use of Judicial council computerized forms. This certificate program is the second part of a three step legal career ladder offered at COS. The other two steps on the ladder include step one, Law Office Clerk and step three, Paralegal. Students can complete all of the requirements necessary for the step one, Law Office Clerk/Receptionist Certificate, while also working on step two, Legal documents Clerk Certificate. Though the three step ladder is designed to train the student to perform increasingly complex job skills, the student may pursue any of the three career certificates or majors without completing the others. This certificate requires meeting each of the seven following areas of competency with a "C" grade or better and a minimum of 18 units of credit.

Three Step Legal Career Ladder at COS

Law Office Clerk/Receptionist--one semester

Legal Documents Clerk--two semesters

Paralegal, ABA Approved--four semesters

I. Keyboarding Competency:

Typing certificate within the last six (6) months verifying a typing speed of 45 CWPM for 5 minutes. (Contact a local Adult School or a COS keyboarding instructor for an appointment.)

II. Computer Competency:

Units	Course Number	Course title
3	COMPUTER 140*	Windows and DOS OR
3	COMPUTER 136	Word Processing Using WordPerfect OR
3	COMPUTER 221	Beginning Word AND
3	COMPUTER 222	Advanced Word OR
4	COMPUTER 5	Introduction to Computer Information Systems OR
4	COMPUTER 130*	Introduction to Personal Computers

III. Legal Terminology/Procedure:

Units	Course Number	Course title
3	PARA 101*	Introduction to Paralegalism AND
1	PARA 102*	Legal Terminology

IV. Law Office Procedure Competency:

Units	Course Number	Course title
1	PARA 108*	Law Office Management AND
1-4	PARA 193	Paralegal Work Experience

V. Writing Competency:

Units	Course Number	Course title
3	BUS 293	Business English OR
3	BUS 184	Business Communications OR
3	ENGLISH 251	Fundamentals of College Writing OR
3	ENGLISH 1*	College Reading/Composition

VI. Litigation Competency:

Units	Course Number	Course title
3	PARA 103*	Civil Procedure I OR
3	PARA 237*	Family Law

(PARA 101 is a prerequisite for both courses)

* Asterisk indicates courses that apply toward the Paralegal Degree.



Vocational Certificate Program

Marketing

Marketing is a wide-ranging concept. It is much more than advertising and promoting a product. It involves everything from researching whether a new product is needed, to labeling, packaging, transportation, warehousing, merchandising and personal selling. Every organization's ability to survive is directly affected by marketing, and the marketing option is a varied one. Approximately one out of three jobs is directly or closely related to marketing. Entry level jobs exist in manufacturing, service firms, wholesalers, retailers, advertising agencies, consulting firms and private and public non-profit organizations such as hospitals.

Required Courses for Certificate:

Units	Course Number	Course Title
4	BUS 18	Business Law
3	BUS 82	Introduction to Business
3	BUS 174	Marketing Principles
3	BUS 184	Business Communications
3	BUS 185	Ethics in Business and Industry
3	BUS 188	Human Relations in Business
4	COMPUTER 130	Introduction to Personal Computers
1.5	COMPUTER 227	Presentation Software for Business
.5	COMPUTER 228	Introduction to the World Wide Web
5	--	Marketing Support Courses (Choose from list below)
30	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
5	ACCT 101	Essentials of Accounting
3	BUS 170	Introduction to Sales
3	BUS 231	Starting a New Business
3	COMPUTER 140	Windows and DOS
3	COMPUTER 229	Web Page Design and Development
1-4	WRK EX 193	Occupational Cooperative Education/Internship-1st semester
1-4	WRK EX 194	Occupational Cooperative Education/Internship-2nd semester
1-4	WRK EX 195	Occupational Cooperative Education/Internship-3rd semester
1-4	WRK EX 196	Occupational Cooperative Education/Internship-4th semester

Vocational Certificate Program



Real Estate

Real Estate is an exciting and energetic business with large amounts of money at stake. Real estate salespeople bring together buyers and owners of property to work transaction. Working under the supervision of a real estate broker, they sell, exchange and rent real estate for clients. Tasks include obtaining "listings" (agreements to see property), locating potential customers, making appraisals showing property, negotiating agreements, renting and managing property and developing new building projects. Real estate salespeople must be licensed by the state. The COS program gives introductory training which is helpful in studying for the license and provides continuing education for people seeking license renewal.

Required Courses for Certificate:

Units	Course Number	Course Title
4	BUS 18	Business Law
3	BUS 18	Ethics in Business and Industry
3	REAL ES 140	Real Estate Principles
3	REAL ES 141	Real Estate Finance OR
3	REAL ES 142	Real Estate Law
3	REAL ES 143	Real Estate Economics
3	REAL ES 144	Real Estate Practice
3	REAL ES 145	Real Estate Appraisal
4	COMPUTER 130	Introduction to Personal Computers
3	COMPUTER 229	Web Page Design and Development

29 Total Units Needed for Certificate

For further study, we recommend:

Units	Course Number	Course Title
5	ACCT 101	Essentials of Accountings OR
4	ACCT 1	Principles of Accounting
3	BUS 231	Starting a New Business
3	COMPUTER 140	Windows and DOS
.5	COMPUTER 228	Introduction to the World Wide Web
3	SPEECH 1	Fundamentals of Public Speaking



Vocational Certificate Program

Supervision

Supervision skills are very important to organizations. Students completing this certificate will have a background in business vocabulary, organizational structure, human relations, ethics, marketing and other topics that will prepare them for entry into a pre-supervisory position.

Required Courses for Certificate:

Units	Course Number	Course Title
4	BUS 18	Business Law
3	BUS 82	Introduction to Business
3	BUS 184	Business Communication
3	BUS 185	Ethics in Business and Industry
3	BUS 188	Human Relations in Business
3	BUS 230	Supervision Management for the First-Line Supervisor
4	COMPUTER 130	Introduction to Personal Computers
1.5	COMPUTER 227	Presentation Software for Business
.5	COMPUTER 228	Introduction to the World Wide Web
5	--	Supervision Support Courses (Choose from courses listed below)

30 Total Units Needed for Certificate

Options for Selecting Additional Courses Required for Certificate and Support Classes: (Select 5 Additional Units)

Units	Course Number	Course Title
5	ACCT 101	Essentials of Accounting
3	BUS 174	Marketing Principles
3	BUS 231	Starting a New Business
3	COMPUTER 140	Windows and DOS
3	COMPUTER 229	Web Page Design and Development
1-4	WRK EX 193	Occupational Cooperative Education/Internship-1st semester
1-4	WRK EX 194	Occupational Cooperative Education/Internship-2nd semester
1-4	WRK EX 195	Occupational Cooperative Education/Internship-3rd semester
1-4	WRK EX 196	Occupational Cooperative Education/Internship-4th semester

Vocational Certificate Program



Web Technician

The World Wide Web is becoming a major part of business today, and businesses need employees to manage their World Wide Web offerings. The computer Web Technician certificate will give the individual a foundation in computers and the World Wide Web. The certificate holder will be prepared for entry level positions that require knowledge of the World Wide Web, such as designing, creating, and managing basic Web sites, assisting in the development of more complex Web sites and intranets, and managing the work of outside Web consultants.

Required Courses for Certificate:

Units	Course Number	Course Title
4	COMPUTER 5	Introduction to Computer Information Systems OR
4	COMPUTER 130	Introduction to Personal Computers
3	COMPUTER 229	Web Page Design and Development
3	COMPUTER 133	Database Processing
3	DRAFTING 160	Graphic Design
3	BUS 184	Business Communications OR
3	ENGLISH 251	Fundamentals of College Writing OR
3	ENGLISH 1	College Reading and Composition (A Thematic Course)
11	---	Computer Web Technician Support Courses (Choose from courses listed below)
30	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes: (Select 11 Additional Units)

Units	Course Number	Course Title
2	ART 23a-d	Macintosh Basics for Artists and Designers
3	BUS 170	Introduction to Sales
3	BUS 174	Marketing Principles
3	BUS 185	Ethics in Business and Industry
3	BUS 231	Starting a New Business
2	COMPUTER 132	Advanced DOS
4	COMPUTER 135	Desktop Publishing for Business
3	COMPUTER 136	Word Processing Using WordPerfect OR
1.5	COMPUTER 222	Advanced Word
1-4	WRK EX 193	Work Experience: Web Development Internship
4	DRAFTING 170a-d	Computer Animation/Rendering
4	ELECT 113	PC Troubleshooting/Repair
3	ELECT 141	Computer Networking Fundamentals



Vocational Certificate Program

Word Processing

To be prepared for the information explosion in today's high tech office, the employee must be prepared to produce high-quality written documents. This program teaches concepts, procedures and terminology, as well as the skills necessary to operate computers. By becoming computer proficient, students will then be able to produce the written documents needed to make requests, explain, illustrate, and convince. In addition, students will know where and how to access information. The high performance employer today needs word processors for the information explosion occurring in the global business arena. Word processing specialists find jobs in the automated office utilizing personal computers and various software packages such as word processing, database management, desktop publishing, and spreadsheets.

Required Courses for Certificate:

Units	Course Number	Course Title
3	BUS 161	Intermediate Keyboarding
3	BUS 194	Business Communications
3	BUS 293	Business English
4	COMPUTER 135	Desktop Publishing for Business
3	COMPUTER 136	Word Processing Using WordPerfect
3	COMPUTER 140	Windows & DOS
1.5	COMPUTER 221a-d	Beginning Word
1.5	COMPUTER 222a-d	Advanced Word
1.5	COMPUTER 227	Presentation Software for Business
.5	COMPUTER 228	Introduction to the Word Wide Web
6	---	Word Processing Support Courses (Choose from courses listed below)
30	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes: (Select 6 Additional Units)

Units	Course Number	Course Title
3	BUS 82	Introduction to Business
3	BUS 188	Human Relations in Business
1	BUS 260	Career Dressing
2	BUS 268	Electronic Calculating
.5	COMPUTER 220	Essential Computer Concepts
3	COMPUTER 229	Web Page Design and Development



*"Example is not the main thing in influencing others--
it's the only thing."*

Albert Schweitzer



— Vocational Certificate Program

Consumer/Family Studies

The following pages will outline the certificates awarded in the Consumer/Family Studies division and the necessary courses to fulfill the requirements of each certificate. Listed below are the certificates currently offered in the Consumer/Family Studies Division.

Child Development

Child Development, Special Education Option

Consumer/Family Studies

Fashion Design

Fashion Retailing

Food Service 1 - Basic Certificate

Food Service 2 - Dietetic Service Supervisor

Food Service 3 - Food Service Management



Child Development

Increased attention is being focused on the educational needs and potential of the young child. Students trained in child development will have a direct impact on those children. As more mothers return to work and need day care, there is a growing need for trained men and women who have a sound understanding of the social, emotional, physical, cognitive and creative needs of the young child. Employment opportunities include jobs in private and funded day care, family child care, and aides in public schools. The child development program provides the twelve units required by the State of California for private day care centers and the twenty-four units required by the state for a child development permit, as well as degree, transfer and certificate classes.

Required Courses for Certificate:

Units	Course Number	Course Title
3	CHLD DEV 39	Child Development-DS 1
3	CHLD DEV 42	Child, Family and Society-DS 2
2	CHLD DEV 134	Child Abuse
3	CHLD DEV 140	Principles in Early Childhood Education-DS 3
3	CHLD DEV 141	Practice in Early Childhood Education-DS 3
3	CHLD DEV 148	Child Health and Safety
3	CHLD DEV 158	Cultural Diversity in ECE
4	---	Child Development Support Classes/Electives
24	Total Units Needed for Certificate	



Vocational Certificate Program

Child Development Special Education Option

The number of children with special needs in infant programs, preschools and elementary schools is increasing, as well as special education programs and regular educational and child care programs. Adults working with these children as classroom teachers, classroom aides and assistants require training and experience in Child Development and specific courses related to early intervention and special education.

Required Courses for Certificate:

Units	Course Number	Course Title
3	CHLD DEV 39	Child Development-DS 1
3	CHLD DEV 42	Child, Family and Society-DS2
3	CHLD DEV 140	Principles in Early Childhood Education-DS 3
3	CHLD DEV 141	Practice in Early Childhood Education-DS 3
3	CHLD DEV 146	Exceptional Child
3	CHLD DEV 1148	Child Health and Safety
3	CHLD DEV 154	Introduction to Early Intervention
2	CHLD DEV 193	Cooperative Work Experience/Internship in Special Education*
3	CHLD DEV 158	Cultural Diversity in ECE
26	Total Units Needed for Certificate	

* Work Experience must be related to the subject area of the certificate.



Consumer/Family Studies

This program gives a general overview of the various Consumer/Family Studies areas. It enables men and women to develop skills that improve the quality of life and helps them prepare to function effectively in changing family, community and work environments. Designed to give practical training in every day living, the program is also a starting point for those who want to become home economists. Students who continue studies at a four-year college can become home economists, a wide-ranging field with career opportunities in teaching, dietetics, fashion merchandising and design, consumer affairs, family counseling, adult and child services.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3	CFS 80	Lifespan Development OR
3	CHILD DEV 39	Child Development
3	CFS 186	Personal Management/Consumer Economics
3	FASH 175	Fashion Image
3	FASH 160a-b	Clothing Construction OR
3	FASH 161a-b	Tailoring
3	INT DES 121	Interior Design Fundamentals OR
3	INT DES 122	Space Planning Fundamentals
3	NUTR/FOODS 18	Nutrition
3	NUTR/FOODS 101	Foods
21	Total Units Needed for Certificate	



Vocational Certificate Program

Fashion Design

The glamour world of fashion design is a growing industry. California is number two in the nation when it comes to the clothing industry. Millions of people are involved in fashion production through designing, manufacturing advertising or marketing. The fashion design option will teach you how to design and create for this growing industry or in your own business. Career opportunities include fashion designer, fashion illustrator, pattern drafter, pattern grader, samplemaker, production manager, shipping manager, manufacturer's sales representative, dressmaker and alterationist.

Required Courses for Certificate:

Units	Course Number	Course Title
3	FASH 76	Textiles
3	FASH 160a-b	Clothing Construction
3	FASH 161a-b	Tailoring
3-3	FASH 174a-b	Fashion Illustration (two semesters)
3	FASH 175	Fashion Image
3	FASH 177	Introduction to Fashion Merchandising
3	SPEECH 1	Fundamentals of Public Speaking
3	----	Fashion Design Support Courses (Choose from courses listed below)
27	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes: (Select 3 Additional Units)

Units	Course Number	Course Title
3	FASH 12a-b	Costuming
3	FASH 179	Origins of Fashion

Vocational Certificate Program



Fashion Retailing

Fashion is big business! Americans spend more than \$82 billion on clothing each year. Over 30,000 new jobs have been created in the California apparel industry in a ten year period, and this trend is expected to continue. Career opportunities are unlimited; retail sales, buyer or manager; fashion coordinator, fashion consultant, display specialist or public relations; teacher; plus related careers such as fashion journalism, advertising and manufacturer's sales representative.

Required Courses for Certificate:

Units	Course Number	Course Title
3	BUS 82	Introduction to Business
3	BUS 170	Introduction to Retail Sales
3	FASH 177	Introduction to Fashion Merchandising
3	FASH 178	Visual Merchandising & Promotion
3	FASH 175	Fashion Image
1-2	WRK EX 191	Work Experience
7	---	Fashion Retailing Support Courses (Choose 6 units from the below list)
24	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes: (Select 7 Additional Units)

Units	Course Number	Course Title
3	BUS 174	Marketing Principles
3	BUS 184	Business Communication
3	BUS 185	Ethics in Business and Industry
3	CFS 6	Color and Design
3	FASH 174a-b	Fashion Illustration
3	FASH 76	Textiles
3	FASH 179	Origins of Fashion



Vocational Certificate Program

Food Service 1 - Basic Certificate

The food service industry is the number one retail employer in the United States. Statewide, the restaurant business alone is a billion dollar industry, one of California's largest, with major growth expected. This certificate will assist students in obtaining entry-level positions in the food service industry in schools, hospitals, restaurants and other food service operations.

Required Courses for Certificate:

Units	Course Number	Course Title
3	NUTR/FOOD 18	Nutrition
3	NUTR/FOOD 101	Foods OR
3	NUTR/FOOD 105	Professional Cooking I
2	NUTR/FOOD 107	Sanitation and Safety
1	NUTR/FOOD 301	Food Service & Nutrition Skills I
1	NUTR/FOOD 302	Food Service & Nutrition Skills II
1	NUTR/FOOD 201	Introduction to Food Service & Nutrition Professions
11	Total Units Needed for Certificate	



Food Service 2 Dietetic Service Supervisor

This certificate is designed to meet the requirements of the California Department of Health Services to become a qualified Dietetic Service Supervisor. Dietetic Service Supervisors work in a variety of institutional facilities including schools, hospitals, extended-care programs and child-care programs. Many health care facilities require a Dietetic Service Supervisor Certificate to become a Dietary Department Supervisor.

Required Courses for Certificate:

Units	Course Number	Course Title
3	NUTR/FOOD 18	Nutrition
3	NUTR/FOOD 105	Professional Cooking I
2	NUTR/FOOD 107	Sanitation and Safety
3	NUTR/FOOD 108	Introduction to Food Service Management
2	NUTR/FOOD 111	Dietetic Service Supervisor Work Experience
3	NUTR/FOOD 113	Dietetics
1	NUTR/FOOD 201	Introduction to Food Service & Nutrition Professions
3	NUTR/FOOD 202	Professionalism in the Workplace
1	NUTR/FOOD 301	Food Service & Nutrition Skills I
1	NUTR/FOOD 302	Food Service & Nutrition Skills II
22	Total Units Needed for Certificate	



Vocational Certificate Program

Food Service 3 Food Service Management

This certificate provides students with a background in food and business aspects of the food service industry. Students majoring in this field will find a wide variety of contemporary employment opportunities such as cook, caterer, menu planner, sales representative and food service manager. These opportunities exist in the restaurant industry, schools, hospitals, day-care centers for the young and elderly, and other commercial food facilities and residential and health facilities.

Required Courses for Certificate:

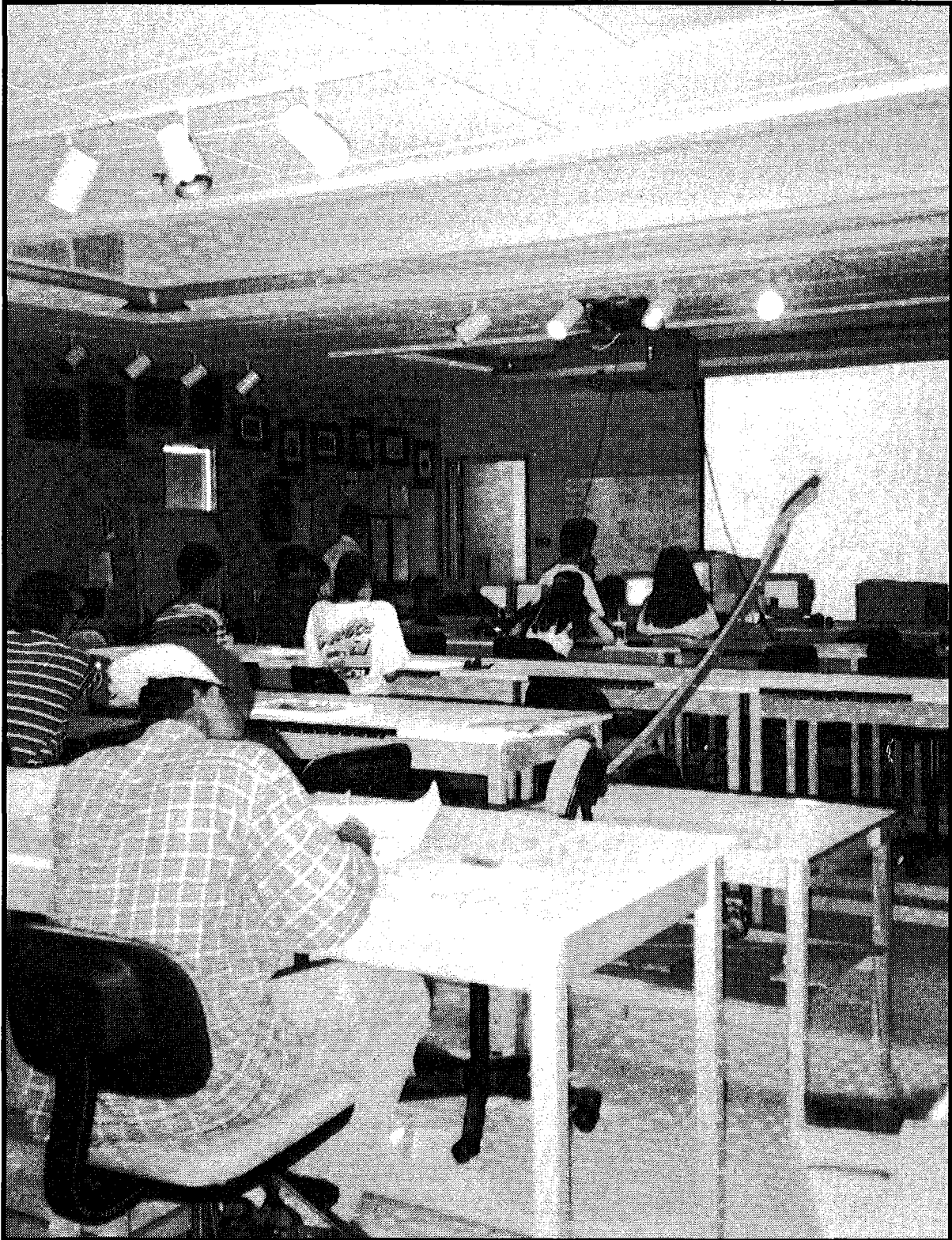
Units	Course Number	Course Title
1	NUTR/FOOD 301	Food Service & Nutrition Skills I
1	NUTR/FOOD 302	Food Service & Nutrition Skills II
1	NUTR/FOOD 201	Introduction to Food Service & Nutrition Professions
3	NUTR/FOOD 101	Foods
3	NUTR/FOOD 105	Professional Cooking I
3	NUTR/FOOD 106	Commercial Foods II
2	NUTR/FOOD 107	Sanitation and Safety
3	NUTR/FOOD 108	Introduction to Food Service Management
3	NUTR/FOOD 202	Professionalism in the Workplace
5	---	Food Service III: Food Service Management Support Courses (Choose 5 units from the below list)

28 Total Units Needed for Certificate

Options for Selecting Additional Courses Required for Certificate and Support Classes: (Select Additional 5 Units)

Units	Course Number	Course Title
3	BUS 174	Marketing Principles
3	BUS 82	Introduction to Business
3	BUS 188	Human Relations in Business
3	BUS 230	Supervision - Management for the First Line Supervisor
4	ACCT 1	Principles of Accounting
3	COMPUTER 136	Word Processing Using Wordperfect
2	COMPUTER 139	Windows
1.5	COMPUTER 221a-d	Beginning Word
1.5	COMPUTER 223a-d	Beginning Excel
4	COMPUTER 5	Introduction to Computer Information Systems
4	COMPUTER 130	Introduction to Personal Computer Operations
2-3	NUTR/FOOD 109	Food Service Experience OR
2	NUTR/FOOD 111	Dietetic Service Supervisor Work Experience

Vocational Certificate Program



COLLEGE OF THE SEQUOIAS



Vocational Certificate Program

Fine Arts

The following page will outline the certificate awarded in the Fine Arts Division and the necessary courses to fulfill the requirements of the certificate.

Commercial Art

Vocational Certificate Program



Commercial Art

Commercial Art is a vital component of stimulating messages for advertising, education and politics. There is a demand for commercial artists. Today's commercial artist not only creates with brush and pen, but also with video and computer graphics. We see these images all around us in newspapers, magazines, television and motion pictures and other areas where they are a vital part of commerce. Students in this program learn skills in illustration, lettering, layout and graphics.

Required Courses for Certificate:

Units	Course Number	Course Title
3	ART 1	Art Appreciation
3	ART 6	Color and Design
3	ART 8	Drawing Fundamentals
2	ART 15	Printmaking
3	ART 103a-d	Computer Illustrating OR
3	ART 23a-d	Macintosh basics for Artists and Designers
3	ART 104a-d	Lettering for Graphics
3	PHOTO 1	Beginning Photography
3	DRAFTING 160	Graphic Design
2	IND ST 151 or 251	Independent Study (Computer Illustration)
11	---	Commercial Art Support Courses (Choose 11 units from the below list)
36	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes: (Select Additional 11 Units)

Units	Course Number	Course Title
3	ART 9	Drawing Composition
3-6	ART 10a-d	Figure Drawing
3-6	ART 12a-d	Water color Painting
2	ART 13a-d	Studio Painting
2	ART 16	Advanced Printmaking
3-6	ART 25a-d	Digital Imaging for Artists
3	ART 104a-d	Lettering for Graphics
2	ART 174a-b	Fashion Illustration
4	I&T 161A-D	Desktop Video Digital Productions



Vocational Certificate Program

Industry and Technology

The following pages will outline the certificates awarded in the Industry and Technology division and the necessary courses to fulfill the requirements for each of the certificates. Listed below are the certificates currently offered in the Industry and Technology Division.

- Architectural Drafting**
- Automotive Technology (Basic)**
- Automotive Emissions Technology**
- Building Trades**
- Computer Graphics**
- Construction Inspection**
- Drafting Technology**
- Electronics Technology**
- Environmental Control Technology (HVAC)**
- Graphic Design**
- Industrial Maintenance Technology, Option A**
- Industrial Maintenance Technology, Option B**
- Industrial Technology**
- Plumbing**
- Waste Water Treatment**

Vocational Certificate Program



Architectural Drafting

The Certificate Program in Architectural Drafting provides the knowledge and skills necessary for successful employment as a draftsman in architectural or engineering firms, or in related construction fields.

Required Courses for Certificate:

Units	Course Number	Course Title
3	ARCH 10	Introduction to Architecture and Environmental Design
3	ARCH 11	Environmental Design Fundamentals
3	ARCH 20	Introduction to Graphics & Perspectives
3	ARCH 21	Basic Graphics
3	ARCH 160	Materials of Construction
3	ARCH 161a	Computer Assisted Architectural Detailing
4	DRAFTING 114	Introduction to AutoCAD
4	MATH 200	Elementary Algebra
4	MATH 220	Plane Geometry
30	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
3	ARCH 120	Freehand Drawing
3	ARCH 221a-c	Perspective Alternatives
3	ARCH 151	Independent Study
3	ARCH 161a-d	Computer Assisted Architectural Detailing
1-4	ARCH 190a-d	Supervised Practice
3	ART 6	Color and Design
2	BLD TR 100	Drawing for Building Construction I
2	BLD TR 101	Drawing for Building Construction II
3	BLD TR 104	Carpentry I (Residential Construction)
3	BLD TR 105	Carpentry II (Residential Construction)
4	BLD TR 114	Residential Construction I
4	BLD TR 115	Residential Construction II
3	DRAFTING 100	Applied Drawing
4	DRAFTING 115	Advanced AutoCAD
4	DRAFTING 116a-d	Advanced AutoCAD Applications
4	DRAFTING 170a-d	Computer Animation and Rendering
3	OH 7	Landscape Design
3	OH 106	Landscape Drafting



Vocational Certificate Program

Basic Automotive Technology

The Basic Automotive Technology Certificate program is designed to be completed in a one-year course of study which includes lectures, hands-on instruction, demonstrations, laboratory projects and homework. Each of these sections are skill-paths from the most basic automotive fundamentals and principles, to advanced automotive theory and design. All students should take these classes in a progressive order to properly complete the certificate program. All classes are designed to meet ASE national certification standards for ASE testing. ALL BEGINNING students must take Auto 100 and 101. Auto 100 and 101 may be taken with Auto 102, 103, 104, 105, 106, 109, and 115. Auto 107 cannot be taken until 106 is completed. Auto 108 and 113 cannot be taken until 100, 101 and 102 are completed. It is recommended that Auto 108 and 113 be taken concurrently.

Required Courses for Certificate:*

Units	Course Number	Course Title
1.5	Auto 100	Safety, Bench-Work and Service Procedures
4	Auto 101	Automotive Electrical and Electricity
3	Auto 102	Automotive Fuel and Cooling Systems
3	Auto 104	Automotive Power Train Systems
3	Auto 105	Automotive Brakes and Braking Systems
4	Auto 106	Automotive Automatic Transmissions
5	Auto 108	Automotive Engine Tune-Up
3	Auto 109	Automotive Air-Conditioning and Accessories
3	Auto 113	Automotive Computerized Engine Control
3	Auto 115	Automotive Steering, Suspension and Alignment
32.5	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
4	Auto 103	Automotive Engines
3	Auto 107	Advanced Automotive Transmissions
4	Auto 112	Advanced Automotive Electronic Fuel Injection
1-3	Auto 190	Automotive Supervised Practice
3	Auto 202	Automotive Electronic Fuel Injection
2	I&T 160	Introduction to Technical Computer Applications
4	Welding 161	Oxy-acetylene Welding
3	Acct 287	Accounting for Businesses
4	I&T 201	Technical Mathematics

Vocational Certificate Program



Automotive Emissions Technology

The Automotive Emissions Technology Certificate program offers pre-employment training for the student desiring full-time work as a Certified Automotive Emissions Technician. This is a specialized program, designed to be completed in three (3) semesters and will give the individual student the education and training needed **to be eligible** for testing and certification by the State of California as a Smog Check Technician. ALL BEGINNING students must take Auto 100 and 101. Auto 100, 101 and 102 must be completed before Auto 108 or 113 can be taken. Auto 202 may be taken with Auto 100, 101, 102, 113 or 108. Auto 202 should be taken before Auto 112. Auto 263 a-d cannot be taken until Auto 100, 101, 102, 113, 108 and 202 are completed.

Required Courses for Certificate:*

Units	Course Number	Course Title
1.5	Auto 100	Safety, Bench-Work and Service Procedures
4	Auto 101	Automotive Electrical and Electricity
3	Auto 102	Automotive Fuel and Cooling Systems
3	Auto 113	Automotive Computerized Engine Control
5	Auto 108	Automotive Engine Tune-Up
3	Auto 202	Automotive Fuel Injection Systems
5	Auto 263a-d	Clean Air Car Course
24.5	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
3	Acct 287	Accounting for Businesses
4	Auto 112	Advanced Electronic Fuel Injection
1-3	Auto 190 a-d	Automotive Supervised Practice
2	I&T 160	Introduction to Technical Computer Applications
4	I&T 201	Technical Mathematics

* Basic computer skills are required to receive this certificate



Vocational Certificate Program

Building Trades

The Building Trades Certificate Program offered at the College of the Sequoias is an intensive program designed to provide our students with the skills and education necessary for employment in one of the many fields related to the construction industry. Some of the job opportunities are: house framer, finisher, house painter, house designer or building materials sales person. Students in this program will enroll in four nine week (approximately) classes each worth seven units, six units of support classes and eight units of work experience for a total of 42 units. A student can enroll at any of the nine week starting points. The program consists of classroom instruction which deals with such topics as nomenclature, building materials, fasteners, building layout, roof framing, stair construction rough and finish carpentry and cabinet design, construction and installation. The students will participate in the construction of an actual custom home which will provide them with real-world experience in the building trades/construction industry. Stress is placed on skills necessary for successful employment commonly referred to as work ethic and safe work skills and habits. The Building Certificate is designed to be completed in one calendar year.

Required Courses for Certificate:

Units	Course Number	Course Title
7	BLD TR 121*	Residential Construction I
7	BLD TR 122*	Residential Construction II
7	BLD TR 123*	Residential Construction III
7	BLD TR 124*	Residential Construction IV
8	WRK EX 193-196	Occupational Work Experience
6	---	Building Trades Support Courses (Choose from the courses listed below)
42	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes: (Select 6 Additional Units)

Units	Course Number	Course Title
3	BLD TR 130	Blueprint Reading/Residential Construction
3	BLD TR 134	Residential Construction Estimating
3	BLD TR 138	Contractors License Law
3	BLD TR 162a-b	Basic Cabinet Making
1-3	BLD TR 190a-d	Supervised Practice
4	DRAFTING 114	Introduction to AutoCAD
4	DRAFTING 130	Introduction to Computer Assisted Cabinet Design
4	DRAFTING 131	Advanced Computer Assisted Cabinet Design
2	I & T 160	Introduction to Technical Computer Applications
3	I & T 105a-d	Industrial Maintenance Technology, Option B
3	I & T 270a-b	Residential Wiring

* At the time of this publication, these course were approved for the 1998 Fall Semester only.

Vocational Certificate Program



Computer Graphics

The realm of computer graphics is open to the creative mind. From photo-realistic animations to simple animated cartoons, and from flawless architectural renderings to simple line drawings, and from abstract digital images to digital video production the methodology is in the computer. The demand for all forms of computer generated images has no limits and many new and diverse career opportunities will open for individuals with a strong background in computer graphics. The program provides a variety of computer skills deemed invaluable in many areas of industry.

Required Courses for Certificate:

Units	Course Number	Course Title
3	ART 23a-d	Macintosh Basics for Artists and Designers
4	COMPUTER 135	Desktop Publishing for Business
3	COMPUTER 140	Windows and DOS
3	COMPUTER 229	Web Page Design and Development
3	DRAFTING 160	Graphic Design
4	DRAFTING 170a-d	Computer Animation & Rendering
4	I & T 161a-d	Desktop Video Digital Production
3	I & T 185	Ethics in Business and Industry
3	--	Computer Graphics Support Courses (Choose from the list below)

30 Total Units Needed for Certificate

Options for Selecting Additional Courses Required for Certificate and Support Classes: (Select 3 Additional Units)

Units	Course Number	Course Title
3	ART 25a-d	Digital Imaging for Artists
1.5	COMPUTER 227	Presentation Software for Business
.5	COMPUTER 228	Introduction to the World Wide Web
1-9	DRAFTING 151a-d	Independent Study (Computer Graphics)
4-12	DRAFTING 161a-d	Graphic Design Application
4-12	DRAFTING 170a-d	Computer Animation & Rendering
1-12	DRAFTING 190a-d	Supervised Practice (Computer Graphics)
1-12	DRAFTING 199	Special Topic Courses in Drafting
2	I & T 160	Introduction to Technical Computer Applications
4-12	I & T 161a-d	Desktop Video Digital Production
1-6	WRK EX 191-196	Work Experience



Vocational Certificate Program

Construction Inspection

These courses are offered to students majoring in Building Construction who desire to be employed in the field of building construction and supervision. The certificate will be awarded to students who pass all seven (7) classes with a 2.0 grade point average or higher. The classes can be taken in any order.

The classes are degree applicable and can be included in a course of study when the goal is an AA or AS degree.

Required Courses for Certificate:

Units	Course Number	Course Title
3	BLD TR 170	Building Inspection and Supervision --Concrete Construction
3	BLD TR 171	Building Inspection and Supervision --Wood & Metal Construction
3	BLD TR 172	Building Codes
3	BLD TR 173	Building Inspection and Supervision --Electrical
3	BLD TR 174	Building Inspection and Supervision --Mechanical
3	BLD TR 175	Building Inspection and Supervision --Plumbing
3	BLD TR 176	Building Inspection and Supervision --Architecture
21	Total Units Needed for Certificate	

Vocational Certificate Program



Drafting Technology

Drafting is a major component of design for any product that is to be manufactured or constructed. The graphic documents necessary to convey sizes, shapes, materials, locations, assembly methods, standards, and processes are mandatory in today's global industrial market. The computer has allowed drafters speed and accuracy in production as well as remote communication and access to document information. Computer assisted drafting now dominates the field. Students with very strong computer knowledge and skills will find many career opportunities.

Required Courses for Certificate:

Units	Course Number	Course Title
2	BLD TR 100	Drawing for Building Construction I
3	COMPUTER 140	Windows and DOS
3	DRAFTING 100	Applied Drawing
4	DRAFTING 114	Introduction to AutoCAD
4	DRAFTING 115	Advanced AutoCAD
8	DRAFTING 116	Advanced AutoCAD Applications
6	--	Drafting Technology Support Courses (Choose from courses listed below)
30	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes: (Select 6 Additional Units)

Units	Course Number	Course Title
3	ARCH 20	Introduction to Graphics and Perspective
3	ARCH 120	Freehand Drawing
3	ARCH 161a-d	Computer Assisted Architectural Detailing
2	BLD TR 101	Drawing for Building Construction II
3	COMPUTER 229	Web Page Design and Development
4	DRAFTING 130	Introduction to Computer Assisted Cabinet Design
1-9	DRAFTING 151	Independent Study
3	DRAFTING 160	Graphic Design
4-12	DRAFTING 161a-d	Graphic Design Applications
4-12	DRAFTING 170a-d	Computer Animation and Rendering
1-12	DRAFTING 190a-d	Supervised Practice
1-12	DRAFTING 199	Special Topic Courses in Drafting
2	I & T 160	Introduction to Technical Computer Applications
4-12	I & T 161a-d	Desktop Video Digital Production
3	I & T 185	Ethics in Business and Industry
1-6	WRK EX 191-196	Work Experience



Vocational Certificate Program

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 and electronic circuits. Use of test equipment and troubleshooting techniques are emphasized in ALL classes. In accordance with 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, consumer products servicing, microcomputers, and manufacturing.

Required Courses for Certificate:

Units	Course Number	Course Title
5	ELECT 101	D.C. Circuits
5	ELECT 102	A.C. Circuits
5	ELECT 103	Semiconductor Circuits
3	ELECT 110	Digital Circuits
3	ELECT 111	Microprocessors/PLC Fundamentals
4	ELECT 112	Microprocessor Applications
3	ELECT 114	Operational Amplifier Circuits
2	--	Electronics Technology Support Classes (Choose from the list below)

30 Total Units Needed for Certificate

Options for Selecting Additional Courses Required for Certificate and Support Classes:

The following courses may be substituted for required courses. Permission to substitute must be obtained from the program coordinator.

Units	Course Number	Course Title
5	ELECT 104	Communication Circuits
3	ELECT 105	Industrial Fabrication and Design
4	ELECT 113	PC Troubleshooting/Repair
3	ELECT 141	Computer Networking Fundamentals
1	ELECT 190a-d	Supervised Practice
4	I & T 201	Technical Mathematics
3	I & T 270a-b	Residential Wiring
3	I & T 272	Electrical Wiring, Industrial
2	I & T 273	Electric Motor Control

Students who have completed the required courses may specialize in the following areas by taking these additional classes:

Emphasis in PC setup and Repair must take as electives:	ELECT 113, ELECT 105, COMPUTER 5
Emphasis in Electronic Motor Controls must take as electives:	I&T 273, I&T 274
Emphasis in Electrical Wiring must take as electives:	I&T 270, I&T 271, I&T 272
Emphasis in Communication Circuits must take as electives:	ELECT 104, ELECT 105
Emphasis in Computer Networks:	ELECT 113, ELECT 141

Vocational Certificate Program



Environmental Control Technology (HVAC)

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, and 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. A student may complete a certificate in one year by following a prescribed course of study. This certificate does not require a student to take course work outside the Environmental Control Technology department.

Required Courses for Certificate:

Units	Course Number	Course Title
4	ECT 180	Electricity and Controls for HVAC
10	ECT 181	Basic Air Conditioning
12	ECT 182	Advanced Air Conditioning/Refrigeration Commercial/Domestic
3	I&T 142	Air Conditioning Sheet Metal
29	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes:

The following courses may be substituted for required courses. Permission to substitute must be obtained from the program coordinator. These electives are suggested to enhance ones career opportunities.

Units	Course Number	Course Title
3	ACCT 287	Accounting for Service Businesses
2	DRAFTING 200	Beginning Mechanical Drawing
1-3	ECT 190a-d	Supervised Practice
3	ECT 190a-d	Supervised Practice
3	ECT 200	Introduction to Industrial Ammonia Refrigeration
3	ECT 201	Advanced Ammonia Refrigeration
2	ECT 260	Basic Refrigeration
2	ECT 261	Introduction to Air Conditioning & Refrigeration--Commercial/Domestic
2	ECT 262	Heating Systems and Controls
2	ECT 263	Commercial Refrigeration Systems & Controls
3	I&T 143	Advanced Air Conditioning Duct Sheet Metal
2	I&T 160	Introduction to Technical Computer Applications
2	I&T 201	Technical Mathematics
3	I&T 270a-b	Residential Wiring
3	I&T 271	Electrical Wiring (Commercial)
2	I&T 273	Electric Motor Controls
4	WELDING 161	Oxy-Acetylene Welding



Vocational Certificate Program

Graphic Design

Graphic design was traditionally creating designs to inform, stimulate, provoke, persuade and entertain us in the printed media. Technological innovations have extended the scope of graphic design far beyond the traditional print media. The computer generated images created by graphic designers today are often found in areas like video production and web-page design. The graphic design certificate program is infused with computer application classes that will direct students' creative endeavors to open many career opportunities in the new and dynamic areas of graphic design.

Units	Course Number	Course Title
3	ART 23a-d	Macintosh Basics for Artists and Designers
4	COMPUTER 135	Desktop Publishing for Business
3	DRAFTING 160	Graphic Design
4	DRAFTING 161a-d	Graphic Design Application
2	I & T 160	Introduction to Technical Computer Applications
4	I & T 161a-d	Desktop Video Digital Production
3	I & T 185	Ethics in Business and Industry
1	LIBRARY 102	Internet Information Resources
6	---	Graphic Design Support Classes (Choose from the list below)
30	Total Units Needed for Certificate	

**Options for Selecting Additional Courses Required for Certificate and Support Classes:
(Select 6 Additional Units)**

Units	Course Number	Course Title
3	ART 25a-d	Digital Imaging for Artists
1.5	COMPUTER 227	Presentation Software for Business
.5	COMPUTER 228	Introduction to the World Wide Web
3	COMPUTER 140	Windows and DOS
1-9	DRAFTING 151	Independent Study (Graphic Design)
4-12	DRAFTING 161a-d	Graphic Design Application
4-12	DRAFTING 170a-d	Computer Animation & Rendering
1-12	DRAFTING 190a-d	Supervised Practice
1-12	DRAFTING 199	Special Topics (Graphic Design)
4-12	I & T 161a-d	Desktop Video Digital Production
1-6	WRK EX 191-196	Work Experience



Industrial Maintenance Technology Option A

Maintenance Technician, Option A, is a one-year (two semester) 25 hours per week training program to provide students with job entry skills. The two degree applicable thirteen unit classes will provide students with over 850 hours of skill training in the areas of electricity, electronics, welding, machining, refrigeration, hydraulics, pneumatics, programmable logic controllers, motor control, and other maintenance areas. The class is designed for entry level training and requires no previous experience. Certificate is awarded upon successful completion of two semesters.

First Semester:

Units	Course Number	Course Title
13	I & T 100	Industrial Maintenance Technology, Option A

Second Semester:

Units	Course Number	Course Title
13	I & T 101	Industrial Maintenance Technology, Option A
1	I & T 299	Computer Literacy
27	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
4	I & T 201	Technical Mathematics



Vocational Certificate Program

Industrial Maintenance Technology Option B

Maintenance Technician, Option B, is a two-year (four semester) 6 hours per week training program to provide students with job entry skills. The degree applicable, six unit classes will provide students with skill training in the areas of electricity, electronics, welding, machining, refrigeration, hydraulics, pneumatics, programable logic controllers, motor control, and other maintenance areas. Work experience is required to meet the requirements for a certificate.

Required Courses for Certificate:

Units	Course Number	Course Title
4-4-4-4	I & T 105a-d	Industrial Maintenance Technology, Option B
14	I & T 193-196	Work Experience
1	I & T 299	Special Topics, Computer Literacy
31	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
4	I & T 201	Technical Mathematics

Vocational Certificate Program



Industrial Technology

These core courses are required for all industrial technology degrees and certificates. The prescribed elective courses plus general education classes will earn the candidate an AA or AS Degree:

Required Courses for Certificate:

Units	Course Number	Course Title
2	I & T 160	Introduction to Technical Computer Applications
3	I & T 185	Ethics in Business and Industry
4	I & T 201	Technical Mathematics
3	I & T 205a-b	Plumbing
3	I & T 270a-b	Residential Wiring
2	I & T 273	Electric Motor Controls
4	WELDING 162	Shielded Metal Arc Welding
21	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
1.5	AUTO 300	Automotive Familiarization
4	DRAFTING 114	Introduction to AutoCAD
5	ELECT 101	DC Circuits
5	ELECT 102	AC Circuits
3-6	I & T 205a-b	Plumbing
2	I & T 233	Job Search Skills
3	I & T 272	Electrical Wiring, Industrial
2	I & T 274	Electric Motor Controls (Programable Controllers)
1	I & T 299	I & T Topic classes
1	I & T 303	Home Maintenance



— Vocational Certificate Program

Plumbing

This certificate program is designed to prepare students to enter the plumbing installation and repair industry.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
3-3	I & T 205a-b	Plumbing
3	BLD TR 175	Building Inspection and Supervision - Plumbing
9	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
4	I & T 201	Technical Mathematics



Waste Water Treatment

This certificate program is design to prepare students for the California State Certification Exams in Water Treatment Operator and Wastewater Treatment Plant Operator.

Required Courses for Certificate:

Units	Course Number	Course Title
3	I & T 220	Water Treatment Fundamentals
3	I & T 221	Wastewater Treatment Fundamentals
6	Total Units Needed for Certificate	

For more information, please contact the Dean, Vocational Education, Dave Bockman, (209) 730-3808, or Division Chairperson for Industry and Technology, Dick Shirk, 730-3777.



— Vocational Certificate Program

Nursing and Health Science Division

The following pages will outline the certificate awarded in the Nursing and Health Science Division and the necessary requirements to fulfill the certificate. Listed below is the certificates currently offered in the Nursing Division.

Emergency Medical Technician

Note:

A certificate is not awarded for Registered Nursing. An Associate of Science degree is awarded upon successful completion of the Registered Nursing Program.

For more information, contact the Nursing Division at 730-3732.



Emergency Medical Technician

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 the Emergency Medical Technician B (Formerly EMT I) course.

The Emergency Medical Technician B course prepares the student for certification for entry level positions with ambulance companies and in hospital emergency rooms. Opportunities for full or part time employment in emergency medical services are available to qualified applicants.

Those who complete the EMT B program are eligible for Tulare County Certification and employment by government and private emergency health care services in the area. They are also eligible to enter Emergency Medical Technician II training which provides opportunity for career advancement, higher pay, and greater responsibility in providing emergency health care. Some EMT's enter nursing and other advanced health care fields after they have learned about career possibilities through their work as an EMT.

How to get additional information about a program:

College catalog and course schedule.

Call the Nursing and Health Science Division Office for more information:
730-3732.



Vocational Certificate Program

Social Science Division

The following page will outline the certificate awarded in the Social Science Division and the necessary courses to fulfill the requirements of the certificate. Listed below is the certificate currently offered in the Social Science Division.

Human Service (Social Work)

Vocational Certificate Program



Human Service (Social Work)

Community needs of today require a variety of social service agencies to provide for the economic and emotional needs of those in difficulty. There is a need for trained individuals to provide service in these agencies on a variety of levels. Some of these programs have positions available for those with two years of college instruction. This is a two-year program to prepare students to work in a community setting of beginning or paraprofessional level, to train as aides in welfare eligibility work, mental health and other social service agency positions. Students will be required to spend several hours weekly as community service interns during the two-year program.

Required Courses for Certificate:

Units	Course Number	Course Title
3	COMPUTER 130	Introduction to Personal Computers OR
3	COMPUTER 5	Introduction to Computer Information Systems
3	CFS 186	Personal Management/Consumer Economics OR
3	BUS 297	Personal Finance
3	HUM SERV 120	Introduction to Social Welfare
4	HUM SERV 121	Interviewing
3	HUM SERV 122	Introduction of Human Services
2-2-2	WRK EX 193, 194, 195	Human Service Work Experience/Internship (Two units each semester for three semesters)
2	HUM SERV 228	Alcoholism, Intervention, Treatment, and Recovery
2	HUM SERV 229	Physical & Psychological Aspects of Drug Use
3	PSYCH 1	General Psychology
3	PSYCH 10	Human Sexuality
3	SOC 26	Marriage and Family Life
36	Total Units Needed for Certificate	

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Units	Course Number	Course Title
1-4	WRK EX 196	Human Services Work Experience/Internship



Vocational Certificate Program

Special Programs

The following pages will outline the certificates awarded in Special Programs and the necessary courses to fulfill the requirements for the certificate. Listed below are the certificates currently offered in Special Programs.

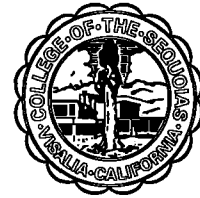
Cosmetology

Fire Technology

Law Enforcement

P.O.S.T. Basic Police Academy

Police Reserve, PC 832



Cosmetology

Cosmetologists (beauticians) provide beauty services to their customers. A majority of time is spent shampooing, tinting, bleaching, cutting and styling hair. Cosmetologists may also give manicures and scalp and facial treatments, provide makeup analysis and shape eyebrows. Students receive much practical experience and also learn the theory of cosmetology, anatomy disorders and diseases of the skin, scalp and hair, physiology of skin and nails and chemical composition. After passing the state licensing exam, cosmetologists have career opportunities as beauticians, beauty shop owners and speciality fields such as electrologist and manicurists. This certificate requires 1600 hours to complete.

Required Courses for Certificate:

Units	Course Number	Course Title
6-12	COSMETOL 261	Beginning Cosmetology
6-12	COSMETOL 262	Intermediate Cosmetology
6-8	COSMETOL 263a-b (a)	Advanced Cosmetology
6-8	COSMETOL 263a-b (b)	Advanced Cosmetology

34-44 Total Units Needed for Certificate (1,600 hours)

Options for Selecting Additional Courses Required for Certificate and Support Classes:

Students must complete a minimum of 252 hours per semester in order to receive six units of credit. Additional hours attended will result in additional units based upon 42 hours equals one (1) unit. Student may attend a maximum of four semesters which would be COSM 261, 262, 263a, and 263b. The maximum number of hours a student may attend is 1,600 or four semesters, whichever is less.

Minimum 252 hours	=	6 units credit
Minimum 294 hours	=	7 units credit
Minimum 336 hours	=	8 units credit
Minimum 378 hours	=	9 units credit
Minimum 420 hours	=	10 units credit
Minimum 462 hours	=	11 units credit
Minimum 504 hours	=	12 units credit



Vocational Certificate Program

Fire Technology

The Fire Technology program is usually taken by persons already working in a fire agency who want to advance in their position. Students learn fire fighting skills, fundamentals of how and why fires start, fire chemistry and physics, practical skills and leadership, command and control techniques at the scene of an emergency, fire protection laws, etc. The program prepares students to become fire fighters as well as fill management positions for fire agencies.

Required Courses for Certificate:

Units	Course Number	Course Title
Section A: Fire Prevention (must choose a minimum of 9 units)		
3	FIRE TEC 157	Fire Prevention Technology
2	FIRE TEC 161	S.F.M. Fire Prevention 1A
2	FIRE TEC 162	S.F.M. Fire Prevention 1B
3	FIRE TEC 163	Fire Protection Equipment & Systems
2	FIRE TEC 164	S.F.M. Fire Prevention 1C
9	FIRE TEC 170	Fire Academy (maximum of 3 units accepted)
3	FIRE TEC 182	Building Construction for Fire Protection
2	FIRE TEC 252	S.F.M. Fire Investigation 1A
2	FIRE TEC 253	S.F.M. Fire Investigation 1B
Section B: Fire Suppression (must choose a minimum of 9 units)		
3	FIRE TEC 154	Fundamentals of Fire Service Operation
3	FIRE TEC 155	Fire Behavior and Combustion
3	FIRE TEC 156	Fire Service Hydraulics
3	FIRE TEC 159	Fire Protection Organization
9	FIRE TEC 170	Fire Academy (maximum of 9 units accepted)
2	FIRE TEC 173	S.F.M. Fire Command 1A
2	FIRE TEC 174	S.F.M. Fire Command 1B
3	FIRE TEC 182	Building Construction for Fire Protection
Section C: Hazardous Materials (Elective units)		
1.5	FIRE TEC 130	Hazardous Materials Awareness and Safety* OR
1.5	I & T 130	Hazardous Materials Awareness and Safety
Section D: Emergency Medical Care (must choose a minimum of 4 units)		
4	FIRE TEC 240	Emergency Medical Care OR
4	EMT 351B	Emergency Medical Technician B
Section E: Additional Related Fire Technology courses (choose an additional 6.5 units of any Fire Technology courses listed above or below).		
3	FIRE TEC 125	Fundamentals of Fire Apparatus and Equipment
2	FIRE TEC 171	S.F.M. Fire Instructor 1A
2	FIRE TEC 172	S.F.M. Fire Instructor 1B
2	FIRE TEC 177	S.F.M. Fire Management 1*
.5	FIRE TEC 267	S.F.M. Fire Control 6 (Wildland Fire)

Units for classes which are duplicated in the above sections may not be considered in more than one section. Example: If you choose to take FIRE TEC 182 in Section A, you may not use FIRE TEC 182 for the unit requirements in Section B.
*Curriculum is not approved at the time of this publication.

Vocational Certificate Program



Law Enforcement

Educational requirements have made entry into the law enforcement field highly competitive. An increasing number of prospective employers now require interested persons to have completed basic training requirements before applying for full-time or reserve positions. The Law Enforcement Training program equips students with the skills and knowledge to enter this highly rewarding field. The Law Enforcement Training program provides inservice training for employed peace officers, correctional personnel and security guards. Each of the courses listed below offers a certificate of completion as well as unit credit. To qualify for a law Enforcement Certificate, the student must complete the Basic Police Academy (AJ200), plus a minimum of 12 units from any combination of the other courses listed below.

Required Courses for Certificate:

Units	Course Number	Course Title
12	AJ 200	Basic Police Academy Prerequisite: High school graduate, no felony convictions, passing score on P.O.S.T. reading and writing test)
1-12	AJ 299	Topic courses in Advanced Officer Training Prerequisite: AJ 200
2	AJ 203	Traffic Collision Investigation Prerequisite: AJ 200
5	AJ 204	Supervisory Techniques Prerequisite: AJ 200
24	Total Units Needed for Certificate (1,600 hours)	

Options for Selecting Additional Courses Required for Certificate and Support Classes:

None



Vocational Certificate Program

P.O.S.T. Basic Police Academy

The Basic Police Academy is designed for anyone who desires a career as a law enforcement officer. Peace officers must be certified, and the COS Academy is certified by the State of California Commission on Peace Officer Standards and Training (P.O.S.T.). This intensive course prepares a person to enter full-time police work with all the basic skills necessary, including training in firearms, driver's training, CPR, intoxicilizer, Officer Survival, Community Relations, Patrol Procedures, Investigation, Traffic Enforcement, Cultural Awareness and Criminal Law.

Required Courses for Certificate:

<u>Units</u>	<u>Course Number</u>	<u>Course Title</u>
12	AJ 200	Basic Police Academy
12	Total Units Needed for Certificate (1,600 hours)	

All applicants Must:

- in good physical health
- certified by a doctor to participate in a strenuous physical activity program
- have a high school diploma or GED
- be over 18 years of age
- have no felony criminal record
- have a valid California drivers license

A Material fee is charged in addition to normal college fees.

Interested persons should contact the law enforcement training department (209) 730-3372 prior to registering for the course for details of the application process.

Prerequisites:

Passing score on the P.O.ST. Entry Level Reading and Writing Test. This is a standardized examination administered at the college for no charge by the State of California Commission on Peace Officer's Standards and Training.

Vocational Certificate Program



Police Reserve, PC 832

The Police Reserve program is designed for students wanting to work part-time as a reserve peace officer. The program includes training at three levels as required by the State of California Commission on Police Officer Standards and Training (P.O.S.T.). All classes are in the evening. All students must be in good physical health, over 18 years of age and have no felony record.

Level III training qualifies the student to work under close supervision performing nonenforcement tasks.

Level II qualifies the student to work with a full-time peace officer.

Completion of all three modules (Levels III, II and I) satisfy the classroom training requirement for a reserve peace officer to patrol alone.

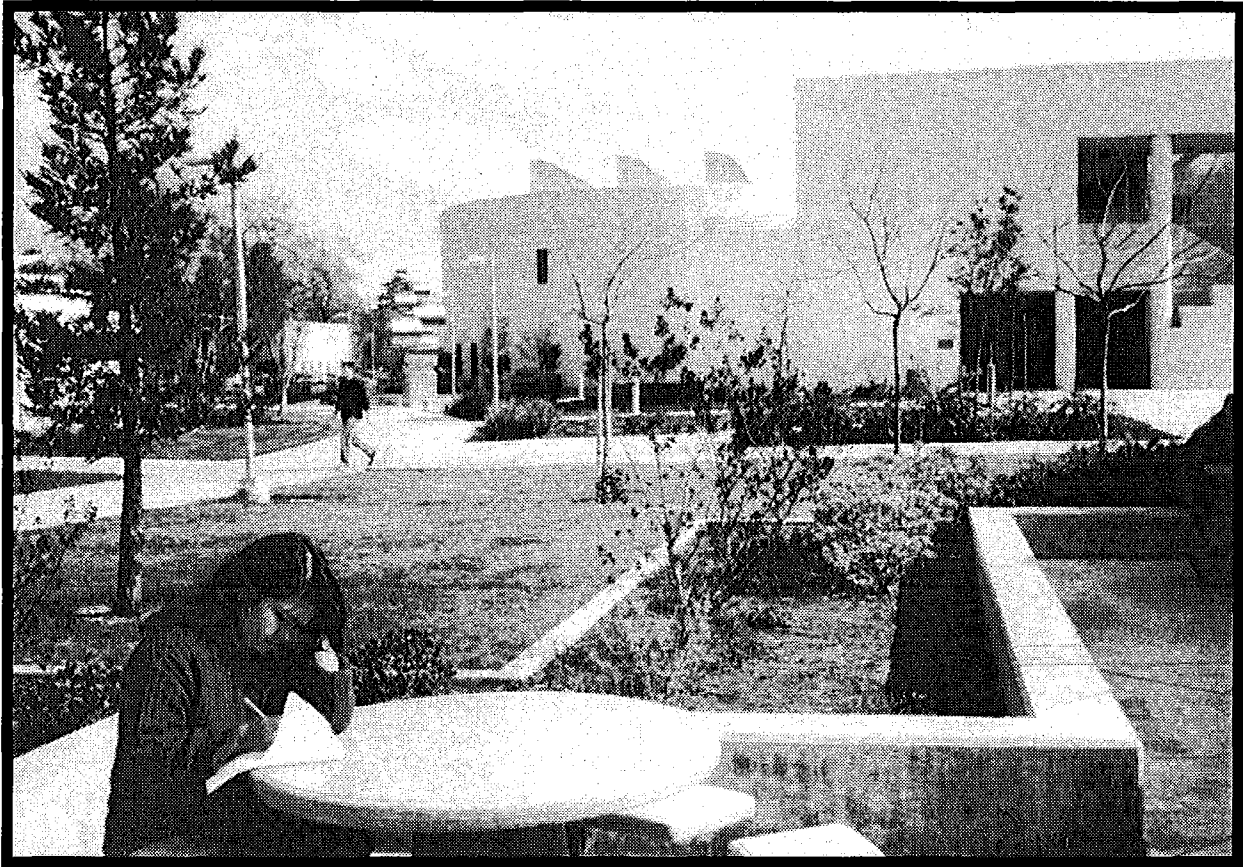
Required Courses for Certificate:

Units	Course Number	Course Title
3	AJ 210	Level III, Reserve Peace Officer Training
3	AJ 211	Level II, Reserve Peace Officer Training: "Ride Along"
3	AJ 299	Topic Courses in Advanced Officer Training
9	Total Units Needed for Certificate (1,600 hours)	

Options for Selecting Additional Courses Required for Certificate and Support Classes:

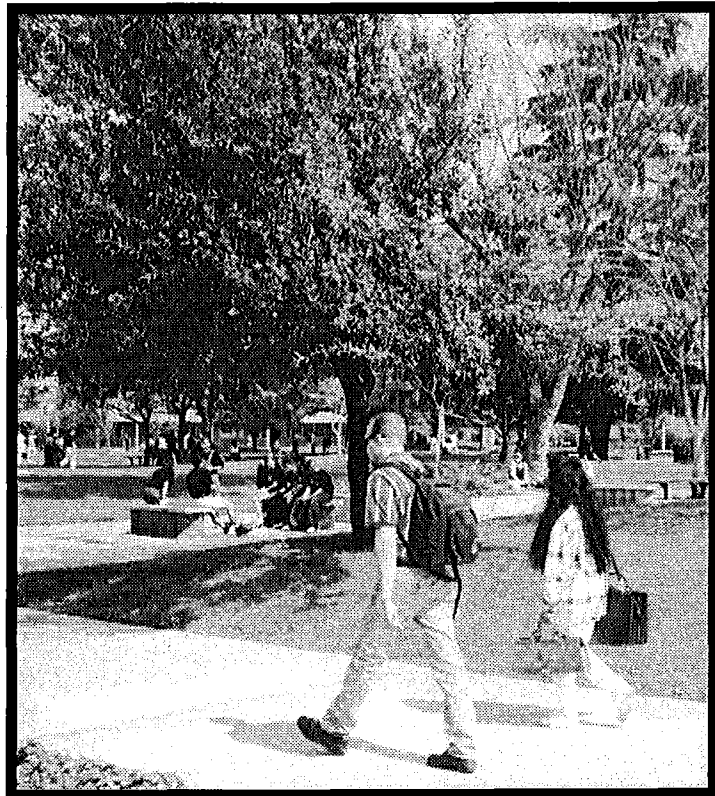
None

Course Descriptions



*"A scholar who cherishes
the love of comfort is not fit
to be deemed a scholar."*

Lao Tzu



Course Descriptions

Course Numbering System at College of the Sequoias

The Course Numbering System provided below is to help our students easily identify those courses needed as they plan their studies at College of the Sequoias.

All courses numbered 299 or lower are associate degree credit courses. They can be applied toward the 60 unit AA/AS graduation requirement and for vocational certificates.

Course Numbers	Explanation
1-99	. Courses accepted by the University of California system. For specific course articulation (equivalency), consult the Counseling Office or the Transfer Center.
1-199	. Courses accepted by the California State University system and most other four-year colleges and universities. For specific course to course articulation (equivalency), consult the Counseling Office or the Transfer Center.
200-299	. Associate degree applicable. Although not intended for university transfer, these courses may be accepted by some colleges in certain majors, especially if provided for in an articulation agreement.
300-399	. College credit, Non-degree applicable, and basic skill courses. Effective the Spring semester, 1996, students enrolled in the 300 series (Course Number) of classes will be graded on an "A," "B," "C," and "No credit" basis.
400	. Noncredit, general courses

Course Descriptions

ACCOUNTING

ACCT 1 PRINCIPLES OF ACCOUNTING 4 UNITS

Hours: 5 Lecture/Discussion

A course that introduces students to fundamental business organization; recording of business financial activities; accounting statements preparation and inter-relationships; and the analysis of financial activities for sole proprietorships, partnerships and corporations. CAN BUS 2

Advisory On Recommended Preparation: Sophomore standing (at least 30 college units completed).

ACCT 2 PRINCIPLES OF ACCOUNTING 4 UNITS

Hours: 5 Lecture/Discussion

This is a second transfer-level Principles of Accounting course, which expands the discussion of corporate financing and ownership; continues financial statement analysis and interpretation; studies managerial control, information systems, cost accumulation and capital budgeting techniques; and other measuring and reporting methods.

CAN BUS 4

Advisory On Recommended Preparation: ACCT 1 or equivalent college course with "C" or better.

ACCT 101 ESSENTIALS OF ACCOUNTING 5 UNITS

Hours: 5 Lecture/Discussion

Accounting 101 is an introduction to accounting for students not majoring in business as well as students pursuing a career in accounting. Students will learn accounting principles and practices including the effects of transactions, adjusting, closing, and reversing entries on the assets, liabilities, and owner's equity elements of professional, service, and merchandising businesses.

ACCT 202 GENERAL VOCATIONAL ACCOUNTING 5 UNITS

Hours: 5 Lecture/Discussion

This course continues to apply the fundamental accounting equation to additional topics, including: Computations for and recording of interest bearing and discounted notes payable, interest bearing notes receivable, discounting notes receivable and the end-of-period adjustments. Direct write-off and reserve methods of for the treatment of uncollectible accounts. Methods of assigning values to ending of inventories. In-depth study of various methods of depreciation and assigning costs to plant and equipment. The voucher system of accounting. Partnerships: characteristics of, division of net income or loss, realization and dissolution; Corporations: various classes of capital stock and related transactions, recording of and paying taxes, retained earnings and appropriations, cash and stock dividends. Issuance of bonds, bond sinking funds and bond redemptions. Analyzing and interpreting financial statements: vertical, horizontal and other. Manufacturing accounting: recording the various elements of, inventory values and the statement of the cost of goods manufactured.

Advisory On Recommended Preparation: ACCT 101 or ACCT 1 or equivalent college course with "C" or better, or the completion of high school bookkeeping (accounting) with a grade of "A" or "B" in each of the four semesters.

ACCT 210 MICROCOMPUTER OPERATIONS: COMPUTER ACCOUNTING 3 UNITS

Hours: 3 Lecture

Cross Ref: Computer 210

Materials Fee: \$7.00

This course will teach students to use computer-based accounting packages to handle the accounting procedures for a business. These packages are usually referred to as "General Ledger Accounting" packages. This course is an introduction to accounting applications software for accountants and business managers. Students will use standard accounting programs, including general ledger, accounts receivable/payable, payroll and inventory control. Students will survey current accounting applications for microcomputers.

Advisory On Recommended Preparation: ACCT 201 or 1 or equivalent college course with "C" or better; and microcomputer experience.

ACCOUNTING

ACCT 282 INDIVIDUAL INCOME TAX 5 UNITS

Hours: 5 Lecture/Discussion

Materials Fee: \$5.00

A study of the Federal and California income tax laws that apply to the individual taxpayer(s), the application of the laws by computation of various practical problems and the completion of forms required by the Internal Revenue Service and the California State Franchise Tax Board. The requirements for becoming a licensed tax preparer and the rules and regulations governing licensed tax preparers. This course may be taken for personal use, but is primarily designed for the vocational student; to orient the student toward working with these problems in an accounting office, a financial institution, an enrolled agent's office, the Internal Revenue Service, the California State Franchise Tax Board, a state licensed tax preparer's office or in their own office as a California state licensed tax preparer.

ACCT 287 ACCOUNTING FOR SERVICE BUSINESSES 3 UNITS

Hours: 3 Lecture/Discussion

A vocational course in accounting principles and practice covering the effect of transaction, adjustment, and closing entries on the asset, liability and owner's equity elements of professional and/or service businesses. The concepts of cash, modified cash and accrual basis of accounting are studied. Other topics studied are bank statement reconciliations, petty cash funds, change funds, cash short or over, completing payroll registers, computing the employers payroll taxes and journalizing the data. This course is most suitable for those persons desiring a practical knowledge of accounting but do not intend to earn a bachelor degree and plan to work only for or have their own nonmerchandising form of business.

ADMINISTRATION OF JUSTICE

AJ 11 INTRODUCTION TO CRIMINAL JUSTICE 3 UNITS

Hours: 3 Lecture/Discussion

Introduction to Criminal Justice offers an overview of the entire criminal justice system. This course refers to the structure, functions and decision making processes of the criminal justice system that work with the management and control of crime and criminal offenders—the police, courts, and corrections. CAN AJ 2

AJ 13 COMMUNITY RELATIONS 3 UNITS

Hours: 3 Lecture/Discussion

An in-depth exploration of the roles of criminal justice practitioners and their systems. Through interaction and study, the student will become aware of the interrelationships and role expectations among the criminal justice system and the community.

AJ 14 INTRODUCTION TO CRIMINAL LAW I 3 UNITS

Hours: 3 Lecture/Discussion

Introduction to Criminal Law I is a historical development and philosophy of law and constitutional provisions, definitions, classification of crime, and their application to the criminal justice system; legal research; study of case law, methodology, and concepts of law as a social force. CAN AJ 4.

AJ 25 CONSTITUTIONAL LAW INTERPRETATION CIVIL LIBERTIES, FACT AND FALLACY 3 UNITS

Hours: 3 Lecture/Discussion

Cross Ref: Political Science 25

Business 25

This course allows students to study and apply logic and critical thinking to written and oral communication through the study of the fundamental rights as protected by the United States Constitution. This course will develop an understanding of the role of the courts and key court cases interpreting individual rights. Studies will develop the skills to analyze others' arguments, produce their own arguments and develop solutions to problems utilizing the case study method in legal research and analysis. Students will be required to write a total of 6,000 to 8,000 words.

Advisory On Recommended Preparation: ENGLISH 1 and SPEECH 1, or equivalent college course with a "C" or better.

Course Descriptions

ADMINISTRATION OF JUSTICE

- AJ 110 POLICE PATROL PROCEDURES 3 UNITS**
Hours: 3 Lecture/Discussion
 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, arrest powers, basic investigative techniques, public service responsibilities, and their relationship to the criminal justice system.
- AJ 111 WRITING FOR CRIMINAL JUSTICE 3 UNITS**
Hours: 3 Lecture/Discussion
 Techniques of communicating facts, information, and ideas effectively in a simple, clear, and logical manner in the various types of criminal justice system reports; letters, memoranda, directives, and administrative reports; emphasis on criminal justice terminology, use of English and organization of information; practical experience in note taking and report writing; presentation of testimony in court.
- AJ 112 CRIMINAL EVIDENCE 3 UNITS**
Hours: 3 Lecture/Discussion
 This course involves the origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; and kinds and degrees of evidence and rules governing admissibility. Judicial decisions interpreting individual rights and case studies are also studied. CAN AJ 6.
- AJ 113 JUVENILE LAWS AND PROCEDURES 3 UNITS**
Hours: 3 Lecture/Discussion
 This is a course of study in the organization, functions and jurisdiction of juvenile justice agencies in California and the various state juvenile justice agencies across the United States. The processing and detention of juveniles, juvenile case disposition, juvenile status, state and federal court procedures are examined.
- AJ 114 JUVENILE DELINQUENCY 3 UNITS**
Hours: 3 Lecture/Discussion
 This is an introductory course designed to explore the concept of Juvenile Delinquency. Emphasis is focused on defining delinquency and identifying who are the delinquents and theories of causation, (biological, psychological and sociological). A general review of societies' institution for delinquent, including formal agency dealing with delinquent behavior and community based programs designed for the prevention of delinquency.
- AJ 115 CRIMINAL LAW II 3 UNITS**
Hours: 3 Lecture/Discussion
 Historical development, philosophy of law and constitutional provisions; definitions, classifications of crime and their application to the system of administration of justice; legal research, review of case law, methodology and concepts of law as a social force. Explores substantive crimes against persons, property and the state, as a social, religious and historical ideology.
- AJ 116 PROBATION AND PAROLE 3 UNITS**
Hours: 3 Lecture/Discussion
 Course contains a historical and theoretical perspective on the organization and functions of probation/parole. An emphasis on probation/parole as community based correctional services; principles and practices at the federal, state, and local levels. A review of the resocialization/reorganization processes pertaining to the criminal/juvenile offender.
- AJ 117 CORRECTIONS, INTERVIEWING AND COUNSELING 3 UNITS**
Hours: 3 Lecture/Discussion
 An introduction to the philosophy and techniques of interviewing and counseling used in probation, parole, and corrections.
Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with a "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

ADMINISTRATION OF JUSTICE

- AJ 118 CRIMINAL INVESTIGATION 3 UNITS**
Hours: 3 Lecture/Discussion
 This course is an in-depth study of the fundamentals of criminal investigation. Topics covered are techniques of crime scene search and recording, collection and preservation of physical evidence, modus operandi processes, sources of information, interview and interrogation, and follow-up investigation. CAN AJ 8.
- AJ 119 CRIMINAL IDENTIFICATION 3 UNITS**
Hours: 3 Lecture/Discussion
 Theory and practice in the study of fingerprints, description of persons, history of criminal identification and modus operandi in its application to individual characteristics. Study of new techniques used in suspect and victim criminal identification.
- AJ 120 WOMEN IN THE CRIMINAL JUSTICE FIELD 3 UNITS**
Hours: 3 Lecture/Discussion
 An in-depth study of the professional responsibilities and special functions of women in the administration of criminal justice/corrections and related fields. The course will examine the historical and current employment of women in the criminal justice profession.
- AJ 121 INTRODUCTION - CORRECTIONS 3 UNITS**
Hours: 3 Lecture/ Discussion
 This is an introductory course designed to review concepts of criminal and juvenile corrections. Emphasis is focused on exploring the history, principles and practices in the field of corrections, including local, state and federal correctional institutions.
- AJ 122 PRINCIPLES & PROCEDURES FOR THE CRIMINAL JUSTICE SYSTEM 3 UNITS**
Hours: 3 Lecture/Discussion
 An in-depth study of the role and responsibilities of various segments of the criminal justice system including law enforcement, judicial, and corrections. A past, present, and future exposure to each subsystem procedures from initial entry to final disposition, and the relationship each segment maintains with the rest of the system.
- AJ 193- COOPERATIVE/WORK EXPERIENCE 1-4 UNITS**
196
Hours: Arranged
 You are a participant in the College of the Sequoias Cooperative/Work Experience class. This class is designed to bring the academics of the classroom together with practical experiences of the job to enhance your academic and career growth. Your assigned employer will become a partner with the College to develop a plan of expanded learning which takes place on your job site. Your internship is coordinated by the classroom instructor, you must contact him for information on the requirements pertaining to course activities.
- AJ 200 BASIC POLICE ACADEMY 12 UNITS**
Hours: Total Hours: 860
Lecture Hrs Per Week: 24
Activity Hrs. Per Week: 18
Materials Fee: \$25.00
 A state certified basic training course for peace officers. Covers introduction to law enforcement, criminal law, evidence, administration of justice, criminal investigation, community-police relations, patrol procedures, traffic control, juvenile procedures, defensive tactics, firearms, and first aid. This course complies with the State Commission on Peace Officers Standards and Training Regulations.
Limitation On Enrollment: Passing score on the P.O.S.T. entry level reading and writing test, high school diploma or G.E.D., no felony criminal record, and a valid California Driver's License, and medical clearance by a licensed physician.

Course Descriptions

ADMINISTRATION OF JUSTICE

AJ 203 **TRAFFIC COLLISION INVESTIGATION** **2 UNITS**
Hours: **36 Lecture/Discussion**
 4 Lab

This 40-hour course is intended to upgrade officer's skills in conducting preliminary investigations of traffic collisions.

Advisory On Recommended Preparation: AJ 200 or equivalent college course with "C" or better, or recommendation of department.

AJ 204 **SUPERVISORY TECHNIQUES** **5 UNITS**
Hours: **SHORT TERM CLASS**
 Total Lecture/Discussion: 80 hours

The course satisfies a state mandate for the training of law enforcement first line supervisors. Topics include: values, ethics, professional principles, leadership styles, civil liability, performance appraisal and corrective counseling. This is a lecture-intensive course. However, role playing is utilized.

Prerequisite: AJ 200 or equivalent college course with a "C" or better.

AJ 208 **P.C. 832 (NON-FIREARMS)** **2 UNITS**
Hours: **SHORT TERM CLASS**
 32 Lecture/Discussion
 8 Lab (40 hour course - 1 week)

Designed to satisfy the curriculum standards of the Commission on Peace Officers' Standards and Training (POST) as required by Penal Section 832. Topics include: Professional Orientation, California Criminal Law, Rules of Evidence, Laws of Arrest, Use of Force and Community Relations. This course is mandated by state law for persons in diverse peace officer classifications not requiring the carrying of firearms.

AJ 209 **PC 832/FIREARMS** **1.5 UNITS**
Hours: **SHORT TERM CLASS (usually 3 consecutive days)**
 16 Lecture/Discussion
 8 Lab

Designed to satisfy the curriculum requirements of the California Commission on Peace Officers' Standards as required by Penal Code Section 832. This course is required for probation officers, correctional officers and other diverse peace officer classifications whose jobs require the carrying of a side arm.

Advisory on Recommended Preparation: AJ 208 or equivalent college course with "C" or better.

AJ 210 **LEVEL 3,** **3 UNITS**
 RESERVE POLICE OFFICER TRAINING
Hours: **6 Lecture/Discussion**
 2 Lab

Materials Fee: \$26.00

Designed to satisfy the curriculum standards of the Commission on Peace Officers' Standards and Training as required by Penal Code Section 832 in regards to Level III Reserve Peace Officers. Includes: professional orientation, law, laws of evidence, community relations, communications, report writing, arrest and control, firearms safety, care and cleaning, handgun shooting principles, and combat survival tactics. This course is mandated by state law for anyone who will work as a Level III Reserve Peace Officer.

AJ 211 **LEVEL 2, RESERVE** **5 UNITS**
 PEACE OFFICER TRAINING
Hours: **8 Lecture/Discussion**
 16 Lab

Designed to satisfy the curriculum standards of the Commission of Peace Officers' Standards and Training as required by Penal Code section 832 in regards to Level II Reserve Peace Officers. Includes: professional orientation, law, communications, driver awareness, force and weaponry, patrol procedures, traffic, custody, physical fitness and defensive techniques. This course is mandated for anyone who will work as a Level II (Ride-Along) Reserve Peace Officer. Formerly CJ 86C.

Prerequisites: AJ 210 or equivalent college course with a "C" or better.

ADMINISTRATION OF JUSTICE

AJ 212 **LEVEL 1, RESERVE** **3 UNITS**
 PEACE OFFICER TRAINING
Hours: **8 Lecture/Discussion**
 Lab Hours variable

Designed to satisfy the curriculum standards of the Commission on Peace Officers' Standards and Training as required by Penal Code section 832 in regards to Level I Reserve Peace officers. Includes: professional orientation, police community relations, law, evidence, patrol procedures, traffic, and criminal investigations. Upon completion of this course, the student will qualify as a Level 1 (work alone) reserve peace officer.
Prerequisites: AJ 211 or equivalent college course with "C" or better.

AJ 299 a-d **TOPICS-ADVANCED PEACE** **1-12 UNITS**
 OFFICER TRAINING
Hours: **Variable**

An in-service training course for peace officers below management level. This course complies with regulations prescribed by the California Commission on Peace Officer Standards and Training (P.O.S.T.). The subject content is designed to meet current training needs in the area and will change with time.

Advisory On Recommended Preparation: AJ 200 or equivalent college course with "C" or better, or recommendation of department.

AJ 301 **PRACTICAL LAW** **2 UNITS**
Hours: **2 Lecture/Discussion**
Cross Ref: **Para 301**

This basic skills class enhances study skills and basic competencies in math, reading, oral communication and written communication in a legal content course. This class is meant to supplement the skills learned in other precollegiate courses. It is recommended for students interested in pursuing a law related career but not yet ready for degree applicable courses.

AJ 313a-b **BASIC ACADEMY PREPARATION** **3 UNITS**
Hours: **64 Lecture**
 20 Lab

This course provides an opportunity for students to develop the requisite knowledge and skills for passing the prerequisite examination for the Basic Training Academy. Topics include study skills, reading and writing skills, cultural awareness law enforcement professional values, and Police Academy orientation.

Advisory On Recommended Preparation: ENGLISH 382 or equivalent college course with "C" or better, or eligibility for English 383 determined by COS Placement Procedures.

AJ 320a-d **BASIC FIREARMS** **1 UNIT**
Hours: **12 Lecture/Discussion**
 4 Lab

Specialized training for private and industrial security as well as for persons seeking skills with personal firearms. This course is designed to meet specific requirements of the 16 hour California Bureau of Consumer Affairs and Commission on Peace Officer Standards and Training. Topics include: Legal and moral aspects of firearms use, sidearm familiarization and safety, and shooting fundamentals.

AJ 321 **SIDE HANDLE BATON** **.5 UNIT**
Hours: **8 Lecture/Discussion**
 4 Lab

Specialized training for security guards, peace officers and other interested persons. This course is designed to meet specific requirements of the California Bureau of Consumer Affairs and the Commission on Peace Officer Standards and Training (P.O.S.T.).

Course Descriptions

AGRICULTURE

AG 3 ECONOMIC ENTOMOLOGY 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab

A general study of western insects, their life cycles, classification, and identification, methods of control, and economic importance in California.

AG 4 SOILS 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab

Biological, chemical, physical and genetic soil properties, interpretation of soils information for agricultural management, and production; proper land use and conservation; and soil and water management.

AG 103e-c APPLIED AGRICULTURE PRACTICUMS 3 UNITS
Hours: 1 Lecture/Discussion
6 Lab

This course is designed to prepare students as crop and plant production managers, landscape foreman and nursery managers. Students become owners of the practicums and share in the profits. All practicums include crop selection, cultivation, record keeping, outcome predictions, marketing and other management and cultural requirement decisions which meet minimum industry standards. The skills learned the first semester are used as the base knowledge for the next semester's work.

AG 105 FERTILIZERS 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab

A broad study of fertilizers and soil amendments is done regarding their chemical and physical properties, methods of application, value in plant nutrition, interaction with soils and plants and visual recognition of typical plant nutrient deficiencies.

Advisory On Recommended Preparation: AG 4 or equivalent college course with "C" or better.

AG 125 PRINCIPLES OF PESTICIDE USE 3 UNITS
Hours: 3 Lecture/Discussion

A study of the fundamentals, basic concepts and principles of pesticide use, handling and application with emphasis on plant pests, pesticide mode of action and pest control methods, pesticide label interpretation, and worker safety. This course is designed for those preparing for agricultural pest control licensing or who require continuing education.

AG 201 AGRICULTURAL MATHEMATICS 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab

Practical problem-solving in soils, crops, dairy, horticulture, livestock, poultry, and feeds; discounts and interests, percentages, linear measurements, area, volume, metric measures, and their application in today's agriculture.

AG 205 CAREERS IN THE AGRICULTURE INDUSTRY 1 UNIT
Hours: 1 Lecture/Discussion
3 Homework

The objective of the course is to get agriculture students to research career opportunities in the agriculture industry. The course will also prepare them to seek job opportunities, prepare resumes, portfolios and conduct job interviews.

AG 299e-d SPECIAL TOPICS IN AGRICULTURE 1 UNIT
Hours: 36 Activity

The course is designed for a student to do individualized research in an agriculture topic area. A student must spend a minimum of thirty-six hours doing in-depth study of a topic with prior approval of the instructor. A hypothesis will be established, an outline discussed with the instructor and term paper will be completed after the research has been conducted. The course is designed to give students an opportunity to investigate preconceived ideas about agriculture subjects and then do research to prove or disprove their theories.

AGRICULTURE

AG 301 a-d VECTOR CONTROL I 1 UNIT
Hours: 16 Lecture/Discussion
4 Activity

A course of regional training for public agency Vector Control personnel to meet biennial State certification requirements.

Limitation On Enrollment: Prospective or certified local public health Vector Control personnel, or by permission of department.

AG 363 SPANISH FOR FARMERS 2 UNITS
Hours: 2 Lecture/Discussion
1 Lab

This course is designed to give students an understanding of the Spanish language as used by the farmworker. Students will practice translating short sentences useful to them in their work. They will also develop their reading of the Spanish language, and will have to practice speaking in Spanish.

AGRICULTURAL MANAGEMENT

AG MGT 1 INTRODUCTION TO AGRICULTURE 3 UNITS
ECONOMICS
Hours: 3 Lecture/Discussion
1 Lab

The first course in the Agriculture Management Certificate Program at COS. This course gives a student a basic introduction to economics concerning the decision making process in determining what to produce, how much to produce and the law of supply and demand.

AG MGT AGRICULTURE SALES AND MARKETING 3 UNITS
102
Hours: 3 Lecture/Discussion
1 Lab

This course covers selling techniques as they relate to the agriculture industry. Agriculture selling strategies and approaches are emphasized. Marketing research, prioritizing potential customers and defining the dominant buying urge are covered. Techniques used in pre-call planning, group and individual sales presentations are used to give students a basic understanding of the selling process. Improving self-image and oral communications skills are stressed for each student.

AG MGT INTRODUCTION 3 UNITS
103 TO AGRICULTURE MANAGEMENT
Hours: 3 Lecture/Discussion
1 lab

Materials Fee: \$5.00

An introduction to the basic concepts of management as they relate to agriculture. Emphasis will be placed on the agribusiness organization and how basic management concepts are used in the management of agriculture businesses. The management environment, strategic planning and managerial decision-making will be discussed. The basic steps involved in organizational design will be covered.

AG MGT FARM ACCOUNTING 3 UNITS
104
Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$5.00

An introduction to the basic concepts of accounting as they relate to agriculture. The course is designed to give students a basic understanding of accounting principles using a journal and ledger system, income statements, balance sheets and various other types of accounting procedures used in agriculture businesses. Students will be using computer applications for general accounting, payroll, depreciation, enterprise accounting and inventory control in the C.O.S. Agriculture Lab.

Course Descriptions

AGRICULTURAL MANAGEMENT

AG MGT INTRODUCTION TO AGRICULTURE COMPUTER APPLICATIONS 3 UNITS
108a-b
Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$10.00

This course is vital to all Agriculture majors at COS. Every phase of the agriculture industry uses computer wordprocessing and spreadsheet software. Microsoft Word and Excel are two such popular software applications. This course is designed to give students a working knowledge and skill of using these two software programs with agriculture applications.

AGRICULTURAL MECHANICS

AG MECH BASIC FARM MECHANICS 3 UNITS
101
Hours: 3 Lecture/Discussion
1 Lab

An introductory course in the Ag Engineering discipline designed to give students a basic understanding of the theory and practical operation of power equipment and tools in farm shops.

AG MECH FARM EQUIPMENT CONSTRUCTION 2 UNITS
102a-d
Hours: 3 Lecture/Discussion
1 Lab

Farm Equipment Construction is an introductory course designed to give students a basic understanding of the mechanics and technology of building and the repair of agricultural implements. This class will study the characteristics, types, and costs of construction materials for their use in farm equipment and buildings. This is a practical course in building metal and wooden projects having to do with agriculture.

AG MECH FARM POWER 3 UNITS
103
Hours: 3 Lecture/Discussion
1 Lab

A study in the basic principles of the modern farm tractor including operation, service, repairs, and maintenance. Lectures, demonstrations and lab work will include theory and practical operation of all systems of diesel and gasoline powered tractors.

AG MECH FARM MACHINERY 3 UNITS
104
Hours: 3 Lecture/Discussion
1 Lab

A study in the basic principles of the modern farm equipment including the operation, service, repairs, and maintenance. Lectures, demonstrations, and lab work will include theory and practical operation of many different pieces of farm equipment. The following types of farm equipment will be studied: spray rigs, discs, plows, planters, cultivators, swathers, balers, and many others.

AG MECH FARM STRUCTURE 3 UNITS
105a-b
Hours: 3 Lecture/Discussion
1 Lab

Farm Structures is an integral part of the Agriculture Engineering curriculum designed to give the student a basic understanding of farm structures. The course will stress farmstead layout, cost of construction, foundation, types and sizes, column sizes and strength, live and static loads, and determining beam sizes and strengths. The repeatable b, c, and d courses that follow involve a higher level of skill development based upon the essential knowledge learned in "a." Each of these courses requires that the student successfully master the level below it in the hierarchy.

AGRICULTURAL MECHANICS

AG MECH FARM WELDING 2 UNITS
106a-b
Hours: 2 Lecture/Discussion
2 Lab

A study of the fundamental principles and practices of arc and oxygen-acetylene welding as used in agriculture construction and repair of farm buildings, fences, and equipment. Lectures, demonstrations, and lab work will include theory and practical operations with many different electrodes and metal types. All positions, joint types, hard surfacing, cutting, brazing, and mig welding will be studied.

AG MECH FARM SURVEYING 3 UNITS
107
Hours: 3 Lecture/Discussion
1 Lab

This course is designed to prepare the student to be able to compute cuts, fills, and cubic yards of soil to be moved for a land leveling job. The computer will be used to develop cut and fill maps for land leveling jobs. The student will be able to use levels, transits, rods, and chains to measure and survey. Laser scraper and tractors will be used to complete a land leveling job.

AG MECH IRRIGATION 3 UNITS
108
Hours: 3 Lecture/Discussion
1 Lab

A fundamental course designed to give students an understanding of basic soil and water relationships. The Blaney-Griddle formula is the foundation for irrigation design of when to irrigate and how much water to apply. Pumps, measurement, and transport of water and salt problems will be an important part of the study.

AG MECH SMALL ENGINES AND EQUIPMENT 3 UNITS
109
Hours: 2 Lecture/Discussion
3 Lab

A study in the basic principles of modern small engines, lawn and garden equipment including operation, service, repairs, safety, and maintenance. Lectures, lab work and demonstrations will include theory and practical operations of many different engines and equipment. The following types of equipment will be studied: spray rigs, lawn mowers, trenchers, thatchers, edgers, chain saws, sod cutters, and many others.

AG MECH AGRICULTURE PROJECT CONSTRUCTION 2 UNITS
110a-d
Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$15.00

Ag Project Construction is an introductory course designed to give students a basic understanding of the mechanics and technology of building and repairing agriculture implements. This class will study the characteristics, types, and costs of construction materials for their use in farm equipment and buildings. This is a practical course in building metal and wooden projects having to do with agriculture.

AG MECH AGRICULTURE EQUIPMENT MAINTENANCE AND TECHNOLOGY 2 UNITS
111
Hours: 1 Lecture/Discussion
3 Lab

This course is designed to train students in modern agricultural equipment maintenance and technology. Industry standard maintenance schedules and methods will be used to teach required employment skills. A variety of agricultural equipment will be used to demonstrate hydraulic and electronic technology. In addition preventive maintenance, such as lubrication, cooling fuel, electrical checks and troubleshooting will be covered.

Course Descriptions

AGRICULTURAL MECHANICS

AG MECH 212 WELDING POWER SOURCES AND APPLICATIONS 1 UNIT
SHORT TERM CLASS
Total Hours: 17.5 Lecture/Discussion
35 Homework hours

This short term course designed to explore the many different makes and models of new welding power sources. Operation, capabilities, uses and power requirements will be covered. Students will see demonstrations, as well as be able to try new welding machines.

AIR FORCE ROTC

College of the Sequoias students, men or women, may register for lower division classes designed for those who wish to explore becoming an officer in the United States Air Force. The classes are conducted at California State University, Fresno. Students must be in good academic standing and must be full-time at COS (enrolled in at least 12 semester units).

Upon receipt of CSUF transcript, College of Sequoias will accept the units as general elective units toward the AA or AS degree. Enlistment in the Air Force does not come until the student's junior year. (A limited number of competitive scholarships are available through CSUF)

For information concerning what courses are offered at California State University, Fresno contact either the COS Counseling Office or visit the Aerospace Studies Department on the California State University, Fresno campus in North Gym Room 158 or call (209) 278-2593.

ANIMAL SCIENCE

AN SCI 1 INTRODUCTION TO ANIMAL SCIENCE 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab

A survey course of the world's hunger problems and supply of animal products. The origin, characteristics, and adaption of the more important breed of livestock are discussed, along with job opportunities in animal agriculture. It is a required course applied toward the Animal Science Certificate. CAN AG 6

AN SCI 2 a-b LIVESTOCK SELECTION AND EVALUATION 2 UNITS
Hours: 2 Lecture/Discussion
2 Lab

A study of the animal form in relation to its various functions. Beef, sheep, and swine species are evaluated using performance data and live observation. This course is designed to train students for intercollegiate livestock judging events.

AN SCI 22 HORSE HUSBANDRY 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab

An introductory course to the current status of the horse industry, evaluation of the horse, breeds of horses, and their uses. Anatomy, diseases, unsoundness, vices, gaits, selection, and management of the equine.

ANIMAL SCIENCE

AN SCI 101a-d LIVESTOCK AND MANAGEMENT SKILLS 1 UNIT
Hours: 1 Lecture/Discussion
2 Lab
1 Activity

This course is designed to give students a chance to gain practical skills in livestock production. Students will be able to care and feed beef cattle, swine, and sheep species with instructor approval. Other skills learned will be feeding young stock, exhibiting and general livestock work.

AN SCI 103 ANIMAL NUTRITION 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab

A study of the constituents of feeds; the digestion and utilization of feedstuffs, and identification of feeds for each class of livestock. An introduction to feeding standards and computation of simple rations.

Advisory On Recommended Preparation: AN SCI 1; and AG 201 or MATH 230, or equivalent college courses with "C" or better.

AN SCI 104 ANIMAL DISEASES AND SANITATION 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab

Animal Science 104 is a study of the common diseases and parasites of livestock. Topics of interest include, cause, symptoms, prevention and treatment of common diseases and parasites found in livestock.

AN SCI 105a-d PREPARING LIVESTOCK FOR SHOWS AND SALES 2 UNITS
Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$10.00

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

AN SCI 107 INTRODUCTION TO MEAT SCIENCE 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab

A study of the meat processing industry, USDA Grading Service, and marketing and nutritional aspects of meat products. Basic skills include the processing, handling, inspection, and storing of livestock and poultry species.

AN SCI 108a-b MEAT GRADING AND SELECTION 2 UNITS
Hours: 4 Lecture/discussion
56 Activity

Materials Fee: \$5.00

An advanced course designed to train students in determining USDA Quality and Yield Grades of beef, lamb, and pork carcasses, along with the selection of wholesale cuts. Students may compete in Intercollegiate Judging events locally and national events.

AN SCI 110 SWINE PRODUCTION AND MANAGEMENT 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab

A study of swine production and herd management in California. Basic skills include pre- and post-natal care, nutrition, and breed selection.

Course Descriptions

ANIMAL SCIENCE

AN SCI 111 BEEF PRODUCTION AND MANAGEMENT 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

A study of beef production and herd management in California. Basic skills focus primarily on purebred and commercial cow-calf operations.

AN SCI 112 SHEEP PRODUCTION AND MANAGEMENT 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

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

AN SCI 120a-d BASIC EQUITATION 2 UNITS

**Hours: 2 Lecture/Discussion
2 Lab**

The student will learn the proper way to catch, groom, saddle, bridle, and mount the horse. A great deal of time is spent on the proper use of their natural-aids. Riding under saddle, this class is designed to teach not only the students with little or no experience, but also the advanced riders wanting to develop their riding skills further.

AN SCI 123 HORSE PRODUCTION 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

Animal Science 123 involves the intense care of a breeding herd. The students have a hands-on approach to the care, feeding, and breeding of the horses at the COS Farm. This includes the care of the brood mares before, during, and after foaling, basic health concerns for a herd of horses, and experiences working with horses of all ages.

AN SCI 124a-b COLT BREAKING 2 UNITS

**Hours: 2 Lecture/Discussion
2 Lab**

Materials Fee: \$5.00

The student will learn the proper way to catch, groom, saddle, bridle, mount the horse for the first time. A great deal of time is spent on ground work. The student will learn the proper method of lounging, driving the young horse from the ground. This class is designed to teach not only the students with little or no experience, but also the advanced riders wanting to develop their colt-breaking skills further.

AN SCI 225 EQUINE INDUSTRIES 1 UNIT

Hours: SHORT TERM CLASS (40 hour field trip)

This required field trip will include visitations to several facilities that produce, raise, and sell horses on a commercial basis.

AN SCI 270 LLAMA MANAGEMENT AND USES 1 UNIT

**Total Hours: SHORT TERM CLASS 17.5
17.5 Lecture/Discussion
35 Homework**

This course is designed to create an understanding of the llama. While based on the science of llama management, the course will offer practical knowledge in selection, feeding, health concerns and uses of the llama, the only American camel.

ANIMAL SCIENCE

AN SCI 271 ADVANCED LLAMA TRAINING 1 UNIT

**Total Hours: SHORT TERM CLASS 17.5
8 Lecture/Discussion
9.5 Lab
35 Homework**

This course is an advanced training and packing course of the llama. Maintaining llama nutrition and health while on the trail will be covered. Training and packing lessons will be stressed and utilized.

ANTHROPOLOGY

ANTHRO 4 PRE-COLUMBIAN ART AND CULTURE OF THE AMERICAS: MESOAMERICA 3 UNITS

**Hours: 3 Lecture/Discussion
Cross Ref: Art 4**

A survey of the major cultures of Mesoamerica from the Early Hunters stage until the European conquest. The course uses art as a vehicle for understanding this culture's philosophy, religion, politics, history, and economics. Included are the Olmec, Zapotec, Tajin, Mixtec, Maya and Aztec.

Anthropology 4 is **NOT** open to students who have completed or are enrolled in Art 4. **Advisory On Recommended Preparation:** ENGLISH 1 or equivalent college course with "C" or better.

ANTHRO 5 PRE-COLUMBIAN ART AND CULTURE OF THE AMERICAS: CENTRAL AND SOUTH AMERICA 3 UNITS

**Hours: 3 Lecture/Discussion
Cross Ref: Art 5**

A survey of the major cultures of Central and South America from the Early Hunters Stage until the European conquest. The course uses art as a vehicle for understanding this culture's philosophy, religion, politics, history, and economics. Anthropology 5 is **NOT** open to students who have completed or are enrolled in Art 5.

Advisory On Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better.

ANTHRO 5H ART & ARCHAEOLOGY OF CENTRAL AND SOUTH AMERICA-HONORS 4 UNITS

**Hours: 4 Lecture/Discussion
Cross Ref: Art 5H**

A study of the fundamental ideas and values evolved by Pre-Columbian South Americans as they are reflected in their art, archaeological remains, historical records, and more recent oral traditions and rituals.

Limitation On Enrollment: Acceptance into the Honors Program, or permission of department.

ANTHRO 10 CULTURAL ANTHROPOLOGY 3 UNITS

Hours: 3 Lecture/Discussion

Cultural Anthropology is a multi-disciplinary subject encompassing the studies of extinct and extant cultures (archaeology and ethnology) around the world. Emphasis is placed on the equality of man, his economic systems, religions, politics, kinships, personalities, social structures, linguistics, and cultural changes. CAN ANTH 4

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

Course Descriptions

ANTHROPOLOGY

ANTHRO 11 PHYSICAL ANTHROPOLOGY 3 UNITS

Hours: 3 Lecture/Discussion

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. CAN ANTH 2

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

ARCHITECTURE

ARCH 10 INTRODUCTION TO ARCHITECTURE AND ENVIRONMENTAL DESIGN 3 UNITS

**Hours: 2 Lecture/Discussion
2 Lab
5 Homework**

Introduction to creative problem solving within the professional fields of environmental design, specifically: Architecture, engineering, landscape architecture, interior design, construction, and city, urban and regional planning. The elements and principles of design and design processes are introduced as a basis for architectural analysis.

ARCH 11 ENVIRONMENTAL DESIGN FUNDAMENTALS 3 UNITS

**Hours: 2 Lecture/Discussion
2 Lab
5 Homework**

Through exploration of the theories, processes and methods of environmental design and the analysis of the built environment, students will acquire the basic skills and knowledge necessary for success in the fields of architecture, landscape architecture, interior design, structural engineering, construction and city and regional planning. This course emphasizes three-dimensional design and composition, and design communication, utilizing both traditional methods and computer generated models and images. Recommended for students in any field of environmental or graphic design.

ARCH 20 INTRODUCTION TO GRAPHICS & PERSPECTIVE 3 UNITS

**Hours: 2 Lecture/Discussion
2 Lab
6 Homework**

Materials Fee: \$10.00

This course introduces the basic graphic techniques used in design communication utilizing both traditional hand drawing techniques and computer image generation. The basic elements of form, theories of space and perception, composition, orthographic and isometric projection, mechanical perspective, critical evaluation, and shades and shadows are introduced. The course is recommended for students in any field of environmental design.

ARCH 21 BASIC GRAPHICS 3 UNITS

**Hours: 2 Lecture/Discussion
3 Lab
4 Homework**

Materials Fee: \$10.00

This course introduces graphic techniques used in the representation of three-dimensional forms and environments. Freehand and constructed drawing techniques, and computer image generation, are used to explore space and form, composition, color theory and use, shades and shadows, texture and materials, and entourage. The course is recommended for students in any field of environmental or graphic design.

ARCHITECTURE

ARCH 40 STRENGTH OF MATERIALS 3 UNITS

Hours: 3 Lecture/Discussion

Architecture 40 introduces the basic principles of structural systems, structural design, and the structural properties of the materials used in the construction of buildings. Topics include loads on buildings, force systems, equilibrium, trusses, shear, moments and arch and cable structures.

Advisory On Recommended Preparation: MATH 75 and PHYSICS 5 or equivalent college courses with "C" or better.

ARCH 120 FREEHAND DRAWING 3 UNITS

**Hours: 2 Lecture/Discussion
2 Lab
5 Homework**

This is the initial course in freehand drawing. It is an intensive application of the media and techniques for developing interpretative and conceptual drawings within an environmental design context. The architectural entourage is the subject matter for graphical problem solving and communicative skill development. This class is required for all students majoring in architecture and is recommended for students interested in any design profession.

ARCH 131 LIGHT WOOD FRAME CONSTRUCTION 3 UNITS

**Hours: 3 Lecture/Discussion
3 Lab**

Materials Fee: \$10.00

An introduction to residential and light commercial building construction and construction documents including typical materials and systems, methods, codes, and cost estimating. Working drawings and specifications will be prepared for a residence or small commercial structure.

ARCH 141 STRESS ANALYSIS 3 UNITS

**Hours: 3 Lecture/Discussion
6 Homework**

An introduction to the basic principles of structural integrity and stability, structural subsystems and methods of analysis. Students will analyze and design beams, columns, indeterminate structures, and connections. The effects of soil and hydrostatic pressures on structural systems will be explored.

Prerequisite: ARCH 40 or equivalent college course with "C" or better or equivalent skills and knowledge as determined by departmental assessment.

ARCH 150 COMPUTER ANALYSIS OF BUILDING ENERGY USE 2 UNITS

**Hours: 2 Lecture/Discussion
2 Lab**

Materials Fee: \$10.00

A basic course in the application of computer programs approved by the California Energy Commission to demonstrate compliance with California Energy Commission to demonstrate compliance with California Building Efficiency Standards (Title 24) of new and remodeled residential and nonresidential buildings. Computer analysis of building heating and cooling requirements, and design applications for building energy efficiency.

ARCH 160 MATERIALS OF CONSTRUCTION 3 UNITS

**Hours: 3 Lecture/Discussion
6 Homework**

An introduction to the materials and systems of materials used in building construction. The course combines the theories of materials and structures with practical applications of these theories. Field trips will be made to the construction sites of various types of structures under construction.

Course Descriptions

ARCHITECTURE

ARCH 161a-d **COMPUTER ASSISTED ARCHITECTURAL DETAILING** **3 UNITS**

Hours: 2 Lecture/Discussion
3 Lab
4 Homework

Materials Fee: \$10.00

An up-to-date and comprehensive exploration of CAD and computer modeling and rendering for the architectural/engineering design professions and the construction industry. While developing a greater knowledge of building materials and construction practices students will learn correct and efficient production of construction documents, computer-aided visualization and form generation as design tools, computer rendering techniques and the application of computer animation for real-time simulation and walk-throughs.

ARCH 190a-d **SUPERVISED PRACTICE** **1-3 UNITS**
(SEE SUPERVISED PRACTICE)

ARCH 221a-c **PERSPECTIVE ALTERNATIVES** **3 UNITS**

Hours: 3 Lecture/Discussion
3 Lab
3 Homework

A study of the fundamental concepts, principles, and applications of accelerated architectural perspective and rendering techniques. By utilizing charts, entourage, underlayment sheets, and photographs students will generate finished architectural renderings. This course is an invaluable career asset for people interested in architecture, illustration, building trades, and interior design.

ART

ART 1 **ART APPRECIATION** **3 UNITS**

Hours: 3 Lecture/Discussion
6 Homework

(Approved for Distance Learning)

Art 1 introduces the student to a wide range of approaches to the visual arts, from a study of the personal, social, and physical functions of the arts to an understanding of the elements and principles of design and their utilization in visual analysis. The course also includes an abbreviated survey of the major periods and artists of art history.

ART 2 **ART HISTORY** **3 UNITS**

Hours: 3 Lecture/Discussion

Art 2 traces the development of art from the Paleolithic era through the Middle Ages. The interrelationships between art and religion, politics, historical events, and philosophy are major foci of study. CAN ART 2.

ART 3 **ART HISTORY** **3 UNITS**

Hours: 3 Lecture/Discussion

A survey of the history of art of the Western world and its socio-cultural milieu from the Proto-Renaissance to the present. Illustrated lectures. Art 2 is NOT a prerequisite to Art 3. CAN ART 4.

ART 4 **PRE-COLUMBIAN ART AND CULTURE OF THE AMERICAS: MESOAMERICA** **3 UNITS**

Hours: 3 Lecture/Discussion
Cross Ref: Anthro 4

A survey of the major cultures of Mesoamerica from the Early Hunters stage until the European conquest. The course uses art as a vehicle for understanding these peoples' philosophy, religion, politics, history, and economics. Included are the Olmec, Zapotec, Tajin, Mixtec, Maya and Aztec.

Art 4 is NOT open to students who have completed or are enrolled in Anthropology 4. **Advisory On Recommended Preparation:** ENGLISH 1 or equivalent college course with "C" or better.

ART

ART 5 **PRE-COLUMBIAN ART AND CULTURE OF THE AMERICAS: CENTRAL AND SOUTH AMERICA** **3 UNITS**

Hours: 3 Lecture/Discussion

Cross Ref: Anthro 5

A survey of the major cultures of Central and South America from the Early Hunters Stage until the European conquest. The course uses art as a vehicle for understanding these peoples' philosophy, religion, politics, history, and economics. Art 5 is NOT open to students who have completed or are enrolled in Anthropology 5.

Advisory On Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better.

ART 5H **ART AND ARCHAEOLOGY OF CENTRAL AND SOUTH AMERICA—HONORS** **4 UNITS**

Hours: 4 Lecture/Discussion

Cross Ref: Anthro 5H

A study of the fundamental ideas and values evolved by Pre-Columbian South Americans as they are reflected in their art, archaeological remains, historical records, and more recent oral traditions and rituals.

Limitation On Enrollment: Acceptance into the Honors Program, or permission of department.

ART 6 **COLOR AND DESIGN** **3 UNITS**

Hours: 2 Lecture/Discussion
2 Lab

Cross Ref: CFS 6

Materials Fee: \$10.00

This is a basic course in art with a primary purpose of familiarizing the students with elements and principles used in design art. It includes fundamental concepts of form, shape, line and color in second dimensions. CAN ART 14

ART 7 **COLOR AND DESIGN** **3 UNITS**

Hours: 2 Lecture/Discussion
2 Lab

Cross Ref: CFS 7

Materials Fee: \$10.00

Advanced course in art with a primary purpose of developing further elements of design into a student's personal style. A continuation of design principles as it applies to art methods. CAN ART 16.

Advisory On Recommended Preparation: ART/CFS 6 or equivalent college course with "C" or better.

ART 8 **DRAWING FUNDAMENTALS** **3 UNITS**

Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$10.00

A basic course designed to introduce the beginning student to the fundamentals of drawing. Lecture and studio practice emphasize such fundamentals as perspective and shading, use of a pencil, markers, ink, and charcoal. This course is strongly recommended for beginning art major and persons wishing to develop a non-verbal skill of communication. CAN ART 8.

ART 9 **DRAWING COMPOSITION** **3 UNITS**

Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$10.00

A second semester drawing course exploring the expressive and compositional aspects of drawing.

Advisory On Recommended Preparation: ART 8 or equivalent college course with a "C" or better.

Course Descriptions

ART

ART 10a-d FIGURE DRAWING 2 UNITS

Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$10.00

Art 10a-d is basically a drawing course designed to provide the learner with a variety of approaches in representing the human figure.

Advisory On Recommended Preparation: ART 8 or equivalent college course with a "C" or better.

ART 11a-d SCULPTURE 2 UNITS

Hours: 1 Lecture/Discussion
6 Lab
2 Homework

Materials Fee: \$20.00

This course in sculpture is designed to develop awareness, knowledge and skills regarding historical and contemporary three dimensional design concepts. The emphasis is on personal expression through a variety of materials and a wide range of possible applications. This course may be repeated three times. CAN ART 12 includes ART 11a and ART 11b.

ART 12a-d WATERCOLOR PAINTING 3 UNITS

Hours: 2 Lab
2 Activity
5 Homework

Materials Fee: \$10.00

The theory and techniques of watercolor painting as developed through creative problem solving exercises. Studio practice in figurative, abstract, and non-objective solutions using watercolor media. This course is repeatable three times.

ART 13a-d STUDIO PAINTING 2 UNITS

Hours: 2 Lecture/Discussion
2 Lab

Lecture and studio practice in the theories, techniques, and styles of easel painting. Emphasis is on oil and acrylic mediums. Can be repeated for up to 8 units credit.

Advisory On Recommended Preparation: ART/CFS 6 and ART 8 or equivalent college courses with "C" or better.

ART 15 PRINTMAKING 2 UNITS

Hours: 1 Lecture/Discussion
3 Lab

Materials Fee: \$20.00

A basic course in the use of the following printmaking areas: silkscreen, metal etching, and collagraphs.

Advisory On Recommended Preparation: ART/CFS 6 or equivalent college course with a "C" or better.

ART 16 ADVANCED PRINTMAKING 2 UNITS

Hours: 1 Lecture/Discussion
3 Lab

Materials Fee: \$20.00

An advanced course in the use of printmaking. This course will develop a student's personal artistic ideas using the printmaking process.

Advisory On Recommended Preparation: ART/CFS 6 and ART 15 or equivalent college courses with "C" or better.

ART 17a-d BASIC CERAMICS 3 UNITS

Hours: 1 Lecture/Discussion
6 Lab
2 Homework

Materials Fee: \$20.00

Students receive an introduction to the fundamentals of ceramics and hand built clay construction including pinch, coil, hard and soft slab techniques as well as basic history, glazing and firing. This course may be repeated three times.

CAN ART 6 includes ART17a and ART 17b.

ART

ART 18a-d CERAMIC DESIGN 3 UNITS

Hours: 1 Lecture/Discussion
6 Lab
2 Homework

Materials Fee: \$20.00

This course is an overview study of materials, methods and design of ceramics with the primary emphasis on utilization of the potters wheel. This course is designed to develop growth and stimulate individual creative expression within the ceramic medium. This course may be repeated three times.

Advisory on Recommended Preparation: ART 17a or 17b or an equivalent college course with a "C" or better.

ART 23a-d MACINTOSH BASICS FOR ARTISTS & DESIGNERS 3 UNITS

Hours: 2 Lecture/Discussion
4 Lab
3 Homework

Macintosh Basics for artists will enable visual artists to utilize the Macintosh computer and applications such as Adobe Photoshop, Illustrator, and PageMaker as vehicles for creative design and visual communication. Two and three-dimensional imaging, desktop publishing, and animation will be introduced. Students will also learn trouble-shooting skills for hardware and software problems. This course is repeatable for a maximum of four semesters.

Advisory on Recommended Preparation: ART/CFS 6 or equivalent college course with "C" or better.

ART 25a-d DIGITAL IMAGING FOR ARTISTS 3 UNITS

Hours: 2 Lecture/Discussion
4 Lab
3 Homework

Digital Imaging for artists will enable visual artists to explore digital image making from scanning images to creating and printing photo collages. Macintosh computers and state-of-the-art imaging software, particularly Adobe Photoshop, will be utilized. This course may be repeated three times.

Advisory on Recommended Preparation: Basic computer skills as determined by departmental assessment.

ART 101 INTRODUCTORY CRAFTS 2 UNITS

Hours: 1 Lecture/Discussion
3 Lab

Materials Fee: \$20.00

Selected experiences from various craft areas. Recommended for art majors, elementary education majors, prospective teacher aides, and anyone interested in general crafts.

ART 103a-d ART ILLUSTRATING 3 UNITS

Hours: 2 Lecture/Discussion
4 Lab

Materials Fee: \$20.00

Students will experience the exciting and fast-paced life of an agency artist, taking their commercial illustrations from layout to comp to camera-ready, creating excellent portfolio pieces. As well as creating projects like full-color magazine spreads, T-shirt designs etc., students will experience various agency jobs and learn to bill the customer.

Advisory On Recommended Preparation: ART/CFS 6 or ART 8 or equivalent college course with "C" or better; or recommendation of department.

ART 104a-d LETTERING FOR GRAPHICS 3 UNITS

Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$10.00

Manipulation of graphic tools; examples, pencils, pens, ink, watercolor into the development of precise and interesting letter forms.

Course Descriptions

ART

ART 105a-c BASIC METALCRAFT WELDING & FORGING 3 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Cross Ref: Welding 105a-c

Instruction for women and men in metalcraft welding and forging techniques, basic tools for welded craft projects and sculpture, and construction of abstract shapes and finished sculptures.

ART 110 ART STUDY TOUR 1 UNIT

Hours: 20 Lecture/Discussion

Art 110 is an art tour course for general students, the public, and art majors. Participants are expected to prepare themselves prior to the tour by reading pertinent materials selected by the instructor. These may include historical art, archaeological and historical sources as well as more general orientations to the region/regions being visited. The purpose of the course is to expose students, first hand, to major works of art (including painting, sculpture, and architecture). Evaluation of students' work will be based on participation, an assigned essay and/or examinations.

ART 111a-b EXHIBITION DESIGN, GALLERY 3 UNITS

Hours: 2 Lecture/Discussion
3 Lab
4 Homework

This course covers: the theory and technique of the proper presentation of art works; the exhibition of student, local and national professional artists' work; the examination and analysis of exhibition techniques through field trips to major art galleries and museums in California. Art 111 may be repeated once.

ART 113 MACINTOSH BASICS FOR ARTISTS & DESIGNERS 2 UNITS

Hours: 1 Lecture/Discussion
3 Lab
2 Homework

The course in Macintosh Basics in digital imaging will enable visual artists, photographers, and graphic designers to: explore digital image making through the processes of scanning images into the computer, creating photo collage, photo retouching and manipulation of images; understand color terms, and print the art works into a final printed image.

ART 174a-b FASHION ILLUSTRATION 3 UNITS

Hours: 2 Lecture/Discussion
3 Lab

Cross Ref: FASH 174a-b

Fundamentals of fashion illustration, including a study of current fashion ideals; drawing fashion proportioned figures and faces, rendering garment details, fabrics and accessories; familiarizing student with fashion publications; preparing illustration including layout, stylizing drawings, and matting drawings for presentation.

ART 212a-d PAINTING/PHOTOGRAPHIC REALISM 2 UNITS

Hours: 2 Lecture/Discussion
2 Lab

Exploration and practice of the historical and contemporary use of photography as the subject and an aid to painting. Beginning and advanced work in oils and/or acrylics. **Advisory On Recommended Preparation:** ART/CFS 6 and ART 8 or equivalent college courses with "C" or better.

ART

ART 219a-b BEGINNING STAINED GLASS 3 UNITS

Hours: 1 Lecture/Discussion
6 Lab
2 Homework

This introductory course is designed to familiarize students with the fundamentals of the art of stained glass. It includes the exploration of design sources and principles as well as the study of fabrication and embellishment techniques. This course is repeatable once.

ASTRONOMY

ASTRONOMY INTRODUCTION TO ASTRONOMY 10 3 UNITS

Hours: 3 Lecture/Discussion

A survey course covering the basic concepts, theories, history, and laws of astronomy. Emphasis will be given to motions of the moon, sun, and planets; use of astronomical instruments; study of stellar spectra; properties of the stars; planetology and characteristics of the bodies of our solar system. Laboratory and observation sessions acquaint the student with the tools and methods used in acquiring knowledge about the universe. **Advisory On Recommended Preparation:** ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures; and MATH 230 or equivalent college course with "C" or better, or eligibility for MATH 21, 45, 70, 61, 75 or 154 determined by COS Placement Procedures.

AUTOMOTIVE TECHNOLOGY

AUTO 100 SAFETY, BENCH WORK AND SERVICE PROCEDURES 1.5 UNIT

Hours: 1.5 Lecture/Discussion
1.5 Lab
1.5 Homework

Automotive Technology 100 is the first course in the automotive program and is required for all Automotive Technology Students. Topics that will be covered are development of shop skills, safe conduct and use of tools, fastener tightening procedures, bolt size selection, use of correct fluids, tire construction and service, service writing procedures and service and parts sales.

AUTO 101 AUTOMOTIVE ELECTRICITY 4 UNITS

Hours: 3 Lecture/Discussion
4 Lab

An introductory course in the automotive electrical system. Instruction covers the inspection, testing and repair of the total electrical system. The lab portion of the course is conducted in a service garage type atmosphere which allows the students to receive as much hands-on experience as possible.

Advisory On Recommended Preparation: AUTO 100 or equivalent college course with "C" or better.

AUTO 102 FUEL AND COOLING SYSTEMS 3 UNITS

Hours: 2 Lecture/Discussion
4 Lab

A core course in automotive fuel and cooling systems. Instruction covers the testing and repair of the complete automotive fuel system; cooling system operation, testing and repair; emission control systems inspection and repair. The student will be working with both trainer models and operational units.

Prerequisites: AUTO 100 and 101 or equivalent college courses with "C" or better.

Course Descriptions

AUTOMOTIVE TECHNOLOGY

AUTO 103 AUTOMOTIVE ENGINES 4 UNITS
Hours: 2 Lecture/Discussion
6 Lab

Instruction in the construction, theory and repair of the automotive engine. The lab work will require that the student perform the necessary steps to rebuild an automotive engine. The student will be required to furnish an engine for their lab work.

Prerequisites: AUTO 100 and 101 or equivalent college courses with "C" or better.

AUTO 104 AUTOMOTIVE POWER TRAIN ANALYSIS 3 UNITS
Hours: 2 Lecture/Discussion
4 Lab

A study of the mechanical transmission of power utilized in the modern automobile and light truck. Study includes clutch operation and repair; three, four, and five speed transmissions operation and repair; drive shaft, differential and drive axle operation and repair; power steering pump and power steering gear operation and repair.

Advisory On Recommended Preparation: AUTO 100 and 101 or equivalent college courses with "C" or better.

AUTO 105 AUTOMOTIVE BRAKES AND BRAKING SYSTEMS 3 UNITS
Hours: 2 Lecture/Discussion
4 Lab/Demonstration
3 Homework

This course covers new concepts and repair procedures as well as the fundamentals affecting the service and maintenance of the automotive hydraulics, pneumatics, brakes and braking systems. Instruction in anti-lock braking systems, associated electronics and the safe and proper use of shop tools and equipment will also be covered.

Prerequisites: AUTO 100 and 101 or equivalent college course (s) with "C" or better.
Corequisite: AUTO 100 and 101 if not previously taken.

AUTO 106 AUTOMATIC TRANSMISSIONS 4 UNITS
Hours: 2 Lecture/Discussion
6 Lab
4 Homework

A study of automatic transmissions and transaxles currently used in domestic and import automobiles and light trucks. Study includes torque converter operation and diagnosis; hydraulic system function and diagnosis; planetary gear theory and application. These theories and principles are then put into practice by overhauling specified two and three speed automatic transmissions.

Prerequisites: AUTO 100 or equivalent college courses with "C" or better.

AUTO 107 ADVANCED AUTO TRANSMISSIONS 3 UNITS
Hours: 2 Lecture/Discussion
4 Lab

An advanced course in automatic transmission service and repair. The student will have already passed the basic course and will be ready to deal with today's more sophisticated transmissions. The course is generally directed toward the Chrysler, Ford, and General Motors automatic overdrive transmissions. Automatic transaxles are also covered in the course of study.

Prerequisites: AUTO 100, 101 and 106 or equivalent college courses with "C" or better.

AUTO 108 AUTOMOTIVE ENGINE TUNE-UP 5 UNITS
Hours: 3 Lecture/Discussion
6 Lab
6 Homework

Instruction in advanced electrical theory, related to the entire electrical system, transistor ignition and regulation. Transistor distributor and alternator overhaul. Tune-up and trouble-shooting of the engine and related circuits.

Advisory On Recommended Preparation: AUTO 100 and 101 or equivalent college courses with "C" or better; or equivalent skills and knowledge as determined by departmental assessment. AUTO 102 or equivalent college course with "C" or better (at a minimum AUTO 102 should be taken concurrently.)

AUTOMOTIVE TECHNOLOGY

AUTO 109 AIR CONDITION AND ACCESSORIES 3 UNITS
Hours: 2 Lecture/Discussion
4 Lab
3 Homework

Instruction in most automotive accessories with emphasis in heating and air conditioning system diagnosis and repair.

Advisory On Recommended Preparation: AUTO 100 and 101 or equivalent college courses with "C" or better or equivalent skills and knowledge as determined by departmental assessment. Can be taken concurrently.

AUTO 112 ADVANCED AUTOMOTIVE FUEL INJECTION 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab

Auto Mechanics 112 is an in-depth study of automotive fuel injection systems and related emission control devices. Instruction covers from basic mechanical fuel injection to modern electronic fuel injection systems. Included for each system is its description, operation, components, basic testing and servicing, and diagnostic aids and procedures.

Advisory On Recommended Preparation: AUTO 202 or equivalent college course with "C" or better, or recommendation of department.

AUTO 113 COMPUTERIZED ENGINE CONTROL 3 UNITS
Hours: 2 Lecture/Discussion
4 Lab
3 Homework

Instruction in advanced electrical theory related to computerized engine controls, trouble-shooting and repair of computer control systems on the modern automobile.

Corequisite: AUTO 108 should be taken concurrently.

AUTO 115 AUTOMOTIVE STEERING, ALIGNMENT AND SUSPENSION 3 UNITS
Hours: 2 Lecture/Discussion
4 Lab
3 Homework

New concepts and procedures as well as the fundamentals affecting the service and maintenance of vehicle front and rear suspension, alignment, and steering systems will be taught. Instruction in steering columns, automatic level ride systems and associated electronics, and the safe and proper use of shop tools and equipment will also be covered.

Prerequisite: AUTO 100 and 101 or equivalent college course(s) with a grade of "C" or better.

Corequisite: AUTO 100 and 101 if not previously taken.

Course Descriptions

AUTOMOTIVE TECHNOLOGY

AUTO 190a-d **SUPERVISED PRACTICE** **1-3 UNITS**
(SEE SUPERVISED PRACTICE)

AUTO 202 **AUTOMOTIVE FUEL INJECTION** **3 UNITS**
Hours: **3 Lecture/Discussion**
 6 Homework

An in-depth study of automotive fuel injection systems. Instruction covers testing, diagnosis and repair of modern electronic fuel injection systems. Fuel pumps, filters and support components of the automotive fuel system are covered in the course of study.

AUTO 263a-d **CLEAN AIR CAR COURSE** **5 UNITS**
Hours: **4 Lecture/Discussion**
 3 Lab
 8 Homework

The Clean Air Car course is designed to prepare students to take the Bureau of Automotive Repair Smog Check licensing exam. The prerequisite to taking the Clean Air Car course for licensing purposes is one year of trade experience in emissions/tune up or equivalent formal education, as verified by the department. However, other interested parties are allowed to take the course, **but will not be certified as eligible to take the licensing examination.**

Prerequisites: AUTO 100, 101, 102, 108, and 113 or equivalent college courses with "C" or equivalent skills as determined by departmental assessment.

AUTO 267 **AUTOMOTIVE WHEEL ALIGNMENT AND SERVICE** **2 UNITS**
Hours: **2 Lecture/Discussion**
 1 Lab
 3 Homework

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

AUTO 268 **AUTOMOTIVE POWERTRAIN** **2 UNITS**
Hours: **1 Lecture/Discussion**
 2 Lab
 3 Homework

This course is primarily designed to allow already employed mechanics to broaden their fields of expertise in automotive repair. The units earned in this course can be applied to the Automotive Certificate or AA/AS Degree program.

AUTO 300 **AUTOMOTIVE FAMILIARIZATION** **1.5 UNITS**
Hours: **SHORT TERM CLASS (9 weeks)**
 2 Lecture/Discussion
 1 Lab
 2 Homework

Auto Mechanics 300 is a nine week survey course in automotive technology. The course of study includes batteries, starters, ignitions systems, fuel systems, charging systems, brakes, tires and wheels.

AUTO 499 **PROFESSIONAL TECHNICIAN UPDATE** **0 UNITS**
Hours: **Lecture/Discussion as arranged by instructor**

An introduction to current and advanced automotive technology to keep automotive technicians up to date on changes in the industry.

BIOLOGY

BIOLOGY 1 **PRINCIPLES OF BIOLOGY** **5 UNITS**
Hours: **3 Lecture/Discussion**
 6 Lab
 6 Homework

Biology 1 is the first of a two-course sequence (with Biology 2) that serves as the introductory year of biology for biology majors (premedicine, predentistry, prepharmacy, marine biology, biology teaching, etc.). Detailed consideration is given to organismic, cellular and organelle levels of organization. Topics presented include cell physiology, embryology, comparative physiology, molecular and Mendelian genetics, and evolution. CAN BIOL 4; CAN BIOL SEQ A includes BIOL 1, 2, and 3.

Corequisite: BIOL 3 is to be taken at the same time as BIOL 1 if it has not been previously completed.

Advisory On Recommended Preparation: CHEMISTRY 1 or 20 or equivalent college course with "C" or better.

BIOLOGY 2 **GENERAL BOTANY** **5 UNITS**
Hours: **3 Lecture/Discussion**
 6 Lab

The second semester of a general principles course intended for students majoring in the biological sciences. Topics covered in this course include microbiology, systematics of fungi, algae, bryophytes and seed plants, plant anatomy and physiology, evolution, ecology, biogeography and population genetics. Laboratory exercises will include several local field trips. CAN BIOL 6; CAN BIOL SEQ A includes BIOL 1, 2, and 3.

Prerequisite: CHEMISTRY 1, CHEMISTRY 20, CHEMISTRY 253 or equivalent college course with "C" or better; and BIOLOGY 1 and 3 or equivalent college courses with "C" or better.

BIOLOGY 3 **MATTER, ENERGY AND LIFE** **1 UNIT**
Hours: **SHORT TERM CLASS (18 Total Hours)**
 5 Lecture hrs per week for 3 1/2 weeks
 36 Homework hours

This course applies chemical and physical principles to cellular anatomy and physiology, emphasizing replication, transcription, translation, and the biochemistry of enzymes. Biology 3 meets one hour each day during the first three and one-half weeks of the semester. CAN BIOL SEQ A includes BIOLOGY 1, 2, and 3.

Corequisite: BIOLOGY 1.

Advisory On Recommended Preparation: CHEMISTRY 1 or 20 or equivalent college course with "C" or better.

BIOLOGY 20 **FRONTIERS IN BIOLOGY** **4 UNITS**
Hours: **3 Lecture/Discussion**
 3 Lab
 6 Homework

A general principles course for transfer students that are not life-science majors. The principles of homeostasis, genetics, energy flow, evolution, reproduction and ecology will be used to explore contemporary topics in biology. Not open to students who have received credit for Biology 1.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

BIOLOGY 20H **FRONTIERS IN BIOLOGY - HONORS** **4 UNITS**
Hours: **3 Lecture/Discussion**
 2 Lab
 1 Honors Colloquium

A general principles course for transfer students that are not life-science majors. The principles of homeostasis, genetics, energy flow, evolution, reproduction and ecology will be used to explore contemporary topics in biology. Not open to students who have received credit for Biology 1.

Limitation On Enrollment: Acceptance into the COS Honors Program.

Course Descriptions

BIOLOGY

BIOLOGY 21 PLANT BIOLOGY 3 UNITS

Hours: 3 Lecture/Discussion
2 Lab

This is a general principles course in plant biology for the nonbiology major. The principal topics included are: general characteristics of plants, plant survey, methods of classification and nomenclature, plant structure and function, growth and development, reproduction and genetics, and ecology. (Not open to students who have received credit in Biology 2.) **Advisory On Recommended Preparation:** ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

BIOLOGY 22 ANIMAL BIOLOGY 3 UNITS

Hours: 3 Lecture/Discussion
2 Lab

This is a general principles course in animal biology designed to help meet a laboratory requirement for transfer students who are not life-science majors. The principles of the scientific method, evolution and adaptation, bioenergetics, homeostasis, genetics, and ecology are emphasized in class and field activities. It is not open to students who have received credit for Biology 1.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

BIOLOGY 25 HUMAN ECOLOGY 3 UNITS

Hours: 3 Lecture/Discussion

This survey course covers ecological principles and the historic and modern impact of human societies as agents of ecosystem modification. Topics covered include: ecosystem structure and function; modern human societies and the short-range and projected long-range results of their activities in such areas as population, food, and agriculture, the survival of plant and animal species, the use of mineral and energy resources, and the pollution of water, air, and land.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

BIOLOGY 30 HUMAN ANATOMY 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Biology 30 is a general survey course designed to acquaint the beginning student with enough anatomical principles necessary to understand the basic structure of the human body. A systems approach based on the histology of organs is used. Problem solving which utilizes creative thinking, critical thinking, analysis and reasoning as utilized by the International Committee for Anatomical Nomenclature is emphasized. This course will satisfy the needs of health and life science majors requiring a course in human anatomy. Units received from this course are usually transferable to four-year colleges and universities. The student is urged, however, to check with the college of his or her choice to be certain specific needs will be satisfied. CAN BIOL 10.

BIOLOGY 31 HUMAN PHYSIOLOGY 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab
6 Homework

Biology 31 is a course designed to acquaint the beginning student with enough physiological principles necessary to understand the basic functioning of the human body. The basic principles of homeostasis and cellular functions are emphasized while covering the topics of muscular, neural, endocrine, cardiovascular, respiratory, digestive, renal, immune and reproductive physiologies. Laboratory experiments and exercises are designed to reinforce theories and processes described in lecture and to introduce students to basic physiological scientific investigation utilizing a variety of techniques including computer data acquisition. CAN BIOL 12

Prerequisites: BIOLOGY 30; and CHEMISTRY 1 or 20 or equivalent college courses with "C" or better.

BIOLOGY

BIOLOGY 40 GENERAL MICROBIOLOGY 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

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 through 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 microbiology (treatment, testing, and hazards); food and dairy microbiology (emphasis on safety and sanitation); as well as aspects of industrial microbiology. Attention is given to theory as well as to practical application. CAN BIOL 14.

Advisory On Recommended Preparation: CHEMISTRY 20 or equivalent college course with "C" or better; and any college level biology course.

BIOLOGY 126 NATURAL HISTORY OF THE GIANT SEQUOIA 1 UNIT

Hours: **SHORT TERM CLASS: Total Hours 54 hrs. of Activity (1 Week)**

An intensive one-week field experience examining the natural history of the Giant Sequoia. Held in Kings Canyon and Sequoia National Parks, the biology of the Sequoia tree will be studied with regard to ecology and human impact. Offered in conjunction with the Sequoias Natural History Association's Field Seminar program.

Advisory On Recommended Preparation: Any college level biology course.

BIOLOGY 230 ANATOMY AND PHYSIOLOGY 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

A survey of human anatomy and physiology designed to develop an understanding of the correlation of the structure and function of the body. The laboratory will consist of microscope work, dissection, experimentation, and demonstrations. This course does NOT satisfy the requirements for entrance into the registered nursing program and is not accepted as a transfer course by most state universities.

BUILDING TRADES

BLD TR 100 DRAWING FOR BUILDING CONSTRUCTION 2 UNITS

Hours: 2 Lecture/Discussion
2 Lab
2 Homework

Materials Fee: \$5.00

A required conceptual course in drawing for the building trades. The fundamentals of architectural drafting using hand drafting as well as computer aided drafting methods, blueprint reading, details, symbols, codes and specifications are covered. The floor and foundation plans for the Project House are developed in this class.

Advisory On Recommended Preparation: BLD TR 104 and BLD TR 114 should be taken concurrently.

BLD TR 101 DRAWING FOR BUILDING CONSTRUCTION II 2 UNITS

Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$5.00

A required course in drawing for all building trades students. The fundamentals of architectural drafting, blueprint reading, details, symbols, codes and specifications are covered. The ceiling framing plan, roof framing plan, sections, elevations, and electrical plans for the Project House are developed in this course.

Advisory On Recommended Preparation: BLD TR 100, 104, and 114 or equivalent college courses with "C" or better. BLD TR 105 and 115 should be taken concurrently.

Course Descriptions

BUILDING TRADES

BLD TR 104 CARPENTRY I, RESIDENTIAL CONSTRUCTION 3 UNITS

**Hours: 3 Lecture/Discussion
6 Homework**

An introductory lecture course in residential construction that covers the various phases of house building as they occur on the job. Nomenclature, fasteners, building layout, insulation and roofing; are the topics covered in this course.

Advisory On Recommended Preparation: BLD TR 100 and 114 should be taken concurrently.

BLD TR 105 CARPENTRY II, RESIDENTIAL CONSTRUCTION 3 UNITS

**Hours: 3 Lecture/Discussion
6 Homework**

The second course in residential construction that covers various phases of house building as they occur on the job. Drywall, interior finish work, exterior finish work are the primary subjects in this course.

Advisory On Recommended Preparation: BLD TR 100, 104, 114 or equivalent college course with "C" or better. BLD TR 101 and 115 should be taken concurrently.

BLD TR 108 ADVANCED CARPENTRY I, ROOF FRAMING 3 UNITS

**Hours: 3 Lecture/Discussion
4 Lab
2 Homework**

A study of the fundamental concepts, principles and applications of roof framing covering the many phases of: roof design, planning and estimating, safety, use of materials, trade nomenclature, the identification of, proper use of, and maintenance of the hand tools and power tools used in the construction of the cut and stack type of roofs. The student will study the techniques of laying out and cutting the various kinds of roofs.

Advisory On Recommended Preparation: BLD TR 101, 105, 115, or equivalent college course with "C" or better. BLD TR 118 should be taken concurrently.

BLD TR 109 ADVANCED CARPENTRY II STAIR BUILDING 3 UNITS

**Hours: 2 Lecture/Discussion
4 Lab**

A study of the fundamental concepts, principles, and applications of stair building, estimating, and lot descriptions. The student will study the techniques of layout and cutting various kinds of stairs, the various methods of estimating, and investigate the ways property is laid and numbered in the state of California.

Advisory On Recommended Preparation: BLD TR 100, 104, 105, 108, 114 and 115 or equivalent college courses with "C" or better, or equivalent trade experience and recommendation of department. BLD TR 119 should be taken concurrently.

BLD TR 114 RESIDENTIAL CONSTRUCTION I 4 UNITS

**Hours: 2 Lecture/Discussion
6 Lab**

The first class in the Building Trades program that provides hands-on learning through the process of constructing a house. The student will participate in the construction of a house including building layout, construction of foundation floor, wall, ceiling and roof systems, roofing, plumbing, insulating and window installation.

Advisory On Recommended Preparation: BLD TR 100 and 104 should be taken concurrently.

BLD TR 115 RESIDENTIAL CARPENTRY II 4 UNITS

**Hours: 2 Lecture/Discussion
6 Lab**

The second class in the Building Trades program that provides hands-on learning through the process of constructing a house. The student will participate in the construction of a house including dry-wall installation, taping and texturing, interior finish carpentry, exterior finish carpentry, painting and finish plumbing. Hand and power tools are provided, although the students are required to provide their own nail bags and tape measures.

Advisory On Recommended Preparation: BLD TR 100, 104 and 114 or equivalent college courses with "C" or better. BLD TR 101 and 105 should be taken concurrently.

BUILDING TRADES

BLD TR 118 RESIDENTIAL CONSTRUCTION III 4 UNITS

**Hours: 3 Lecture/Discussion
3 Lab**

The third project house class, this is an advanced study of house construction, covering the many phases of, safety, the layout and construction of the foundation, underpinning, floor joists and subfloor, plates and walls, ceiling joist, rafters, and the different kinds of roof covering. Also included in the course of study is, the use of materials and trade nomenclature.

Advisory On Recommended Preparation: BLD TR 100, 101, 104, 105, 114, and 115 or equivalent college courses with "C" or better, or equivalent trade experience and recommendation of department. BLD TR 108 should be taken concurrently.

BLD TR 119 RESIDENTIAL CARPENTRY IV 4 UNITS

**Hours: 3 Lecture/Discussion
3 Lab
6 Homework**

The fourth class in the Building Trades program that provides theory as well as hands-on learning by constructing a house which includes building layout, construction of ceiling and roof framing systems, roof covering, plumbing, window and door installation, and insulation.

Advisory On Recommended Preparation: BLD TR 118 or equivalent college course with "C" or better, or skills and knowledge as determined by department assessment. BLD TR 109 should be taken concurrently.

BLD TR 121 RESIDENTIAL CARPENTRY I 7 UNITS

**Total Hours: 25 hrs per week
SHORT TERM CLASS: 9 weeks
Material Fee: \$3.00**

The first of four 9-week courses designed to prepare a person for employment in one of the many varied jobs in the building industry. The course teaches the components, systems, processes and design of a single family residence as they apply to the first quarter of it's construction as well as cabinet construction. These various elements are taught through the actual construction of a house both on the job and in the classroom. BLD TR 121 leads to a Vocational Certificate in Building Trades or an Associate of Science degree in Building Trades. There are no prerequisites and a student is able to enter the program at any 9 week starting point. Students will be required to furnish their own tool bags, tape measure, texts and classroom supplies.

BLD TR 122 RESIDENTIAL CONSTRUCTION II 7 UNITS

**Total Hours: 25 hrs per week
SHORT TERM CLASS: 9 weeks
Material Fee: \$3.00**

The second of four 9-week courses designed to prepare a person for employment in one of the many varied jobs in the building industry. The course teaches the components, systems, processes and design of a single family residence as they apply to the second quarter of it's construction as well as cabinet construction. These various elements are taught through the actual construction of a house, both on the job and in the classroom. BLD TR 122 leads to a Vocational Certificate in Building Trades or an Associate of Science degree in Building Trades. There are no prerequisites and a student is able to enter the program at any 9-week starting point. Students will be required to furnish their own tool bags, tape measure, texts and classroom supplies.

BLD TR 123 RESIDENTIAL CONSTRUCTION III READING, RESIDENTIAL CONSTRUCTION 7 UNITS

**Total Hours: 25 hrs per week
SHORT TERM CLASS: 9 weeks**

The third of four 9-week courses designed to prepare a person for employment in one of the many varied jobs in the building industry. The course teaches the components, systems, processes and design of a single family residence as they apply to the third quarter of it's construction as well as cabinet construction. These various elements are taught through the actual construction of a house, both on the job and in the classroom. BLD TR 123 leads to a Vocational Certificate in Building Trades or an Associate of Science degree in Building Trades. There are no prerequisites and a student is able to enter the program at any 9-week starting point. Students will be required to furnish their own tool bags, tape measure, texts and classroom supplies.

Course Descriptions

BUILDING TRADES

BLD TR 124 RESIDENTIAL CONSTRUCTION IV 7 UNITS

Total Hours: 25 hrs per week
SHORT TERM CLASS: 9 weeks
Material Fee: \$3.00

The fourth of four 9-week courses designed to prepare a person for employment in one of the many varied jobs in the building industry. The course teaches the components, systems, processes and design of a single family residence as they apply to the fourth quarter of its construction as well as cabinet construction. These various elements are taught through the actual construction of a house, both on the job and in the classroom. BLD TR 124 leads to a Vocational Certificate in Building Trades or an Associate of Science degree in building Trades. There are no prerequisites and a student is able to enter the program at any 9-week starting point. Students will be required to furnish their own tool bags, tape measure, texts and classroom supplies.

BLD TR 138 CONTRACTORS LICENSE LAW 3 UNITS

Hours: 3 Lecture/Discussion

A study of the fundamental concepts, principles, and applications of construction laws, lien laws, safety, and business laws concerning the construction industry. Building Trades 138 is designed for the individual interested in taking the California State examination for the General Contractors (B) License, or the Specialty Contractors (C) License, or for the student interested in the laws governing the construction trade.

Advisory On Recommended Preparation: Building Trades experience or recommendation of department.

BLD TR 125 FUNDAMENTAL REMODELING 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

This course is a basic remodeling course with no prerequisites. This course covers framing, plumbing, electrical, insulation, drywall, finish carpentry and painting. This course is designed for persons interested in remodeling from the novice to the experienced builder or anyone interested in remodeling. This course will be taught using a lecture/demonstration presentation with hands-on remodeling projects. The use and safety of typical construction tools and equipment will be taught.

BLD TR 130 BLUEPRINT READING, RESIDENTIAL CONSTRUCTION 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab
3 Homework

A study of the fundamental concepts, principles and applications of blueprint reading. The student will learn the basic fundamentals of reading and interpreting building plans and specifications. It is of great value to the person pursuing a career in drafting, construction inspection, real estate, or as a maintenance engineer.

BLD TR 134 RESIDENTIAL CONSTRUCTION ESTIMATING 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab
3 Homework

A study of the fundamental concepts theories, principles and applications covering the many phases of residential construction estimating. Such items as cost, materials, quality of materials, materials take off, and trade nomenclature will be discussed and studied for each phase of estimating.

BLD TR 138 CONTRACTORS LICENSE LAW 3 UNITS

Hours: 3 Lecture/Discussion

A study of the fundamental concepts, principles, and applications of construction laws, lien laws, safety, and business laws concerning the construction industry. Building Trades 138 is designed for the individual interested in taking the California State examination for the General Contractors (B) License, or the Specialty Contractors (C) License, or for the student interested in the laws governing the construction trade.

Advisory On Recommended Preparation: Building Trades experience or recommendation of department.

BUILDING TRADES

BLD TR 149a-d INTRODUCTION TO BUILDING TRADE CAREERS FOR WOMEN-CABINET MAKING 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

This course includes study of the fundamentals, concepts, principles and applications of cabinetmaking and millwork covering: tool and machine safety, identification of hand tools, hand power tools and machines used in the cabinet shop, proper use of hand tools, hand power tools and machines, tool and machine maintenance, woodworking construction, cabinet and milling details and drawings, various methods of layout and the construction of cabinets.

BLD TR 151 CABINETMAKING III 4 UNITS

Hours: 4 Lecture/Discussion
2 Lab

A study of the fundamental concepts, principles, and applications of cabinetmaking and millwork covering the many phases of cabinet design, safety, use of materials, cabinet hardware, glues, clamps, trade nomenclature, cabinet construction, methods of layout, counter tops, and the installing of cabinets and tops.

Advisory On Recommended Preparation: BLD TR 150 and 160 or equivalent college courses with "C" or better, or equivalent trade experience and recommendation of department. BLD TR 161 should be taken concurrently.

BLD TR 160 CABINETMAKING II CABINETMAKING TOOLS AND MILLWORK 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$5.00

A study of the fundamental concepts, principles, and applications of cabinetmaking and millwork covering the many phases of: tool and machine safety, the identification of, proper use of, and maintenance of, the hand tools, power tools and machines used in the cabinet shop. The students will study woodworking techniques, cabinet and milling drawing details, various methods of layout, and construction of the project house millwork.

Advisory On Recommended Preparation: BLD TR 150 or equivalent college course with "C" or better (at a minimum BLD TR 150 should be taken concurrently), or equivalent trade experience and recommendation of department.

BLD TR 161 CABINETMAKING IV RESIDENTIAL CABINET CONSTRUCTION 3 UNITS

Hours: 2 Lecture/Discussion
4 Lab

A study of the fundamental concepts, principles, and applications of cabinetmaking and millwork covering the many phases of: tool and machine safety, identification of hand tools, hand power tools and machines used in the cabinet shop, proper use of hand tools, hand power tools, and machines, tool and machine maintenance, woodworking construction, cabinet and milling details and drawings and various methods of layout, and construction of project house cabinets.

Advisory On Recommended Preparation: BLD TR 150 and 160 or equivalent college courses with "C" or better. BLD TR 151 should be taken concurrently.

BLD TR 162a-b BASIC CABINETMAKING 4 UNITS

Hours: 3 Lecture
3 Lab

This course includes study of the fundamentals, concepts, principles and applications of cabinetmaking and millwork covering: tool and machine safety, identification of hand tools, hand power tools and machines used in the cabinet shop, proper use of hand tools, hand power tools and machines, tool and machine maintenance, woodworking construction, cabinet and milling details and drawings, various methods of layout and the construction of cabinets.

Advisory On Recommended Preparation: Building Trades experience or department recommendation.

Course Descriptions

BUILDING TRADES

BLD TR 163a-b COMMERCIAL CABINET CONSTRUCTION 3 UNITS
Hours: 2 Lecture
4 Lab

The study of woodworking techniques, cabinet and milling details and drawings, the study and construction of cabinet doors and drawers, various methods of layout, and the construction of commercial cabinets. It is of great value to the person pursuing a career in drafting, interior decorating, architecture or construction.

Advisory On Recommended Preparation: BLD TR 150 or 162a or equivalent college course with "C" or better, or equivalent trade experience and recommendation of department.

BLD TR 170 BUILDING SUPERVISION AND INSPECTION - CONCRETE CONSTRUCTION 3 UNITS
Hours: 3 Lecture

This course is designed to meet the needs of persons engaged in the supervision and inspection of buildings under construction. Construction contract documents and plan reading, site layout, basic principles of structural engineering, mechanics of materials, soil fundamentals and concrete construction are studied. The course will provide the students with an understanding of the fundamental engineering principles involved with the design of a structure.

Advisory On Recommended Preparation: Building trade experience or department recommendation.

BLD TR 171 BUILDING SUPERVISION AND INSPECTION-WOOD AND METAL CONSTRUCTION 3 UNITS
Hours: 3 Lecture
6 Homework

This course is designed to meet the needs of persons desiring employment in the supervision and inspection of building construction. This course will provide the student with an understanding of the scope of their authority and extent of their responsibility on a construction project. The student will develop an understanding for the fundamental engineering properties of wood, metal and paving materials.

BLD TR 172 BUILDING CODES INSPECTION 3 UNITS
Hours: 3 Lecture

This course is designed to meet the needs of persons desiring employment in the supervision and inspection of building construction and also in the reviewing and checking of building plans for code compliance. This course will provide the student with an understanding of the Uniform Building Code and the California Building Code which is another name for the California Code of Regulations, Title 24, Part 2. The student will develop an understanding of the various sections of the building code and their relationship to each phase of a construction project. They will also develop their ability to research and interpret the many different aspects of the code such as the Administrative requirements, allowable structural qualities of various building materials and the Fire and Life Safety regulations.

Advisory On Recommended Preparation: Building Trades experience or department recommendation.

BLD TR 173 BUILDING SUPERVISION & INSPECTION-ELECTRICAL 3 UNITS
Hours: 3 Lecture

This is a fundamental course designed to acquaint the student with methods and techniques used in plan review and field inspection of electrical systems. The necessary mathematics to effectively review plans and specifications for building inspection and project supervision will be included in the course.

Advisory On Recommended Preparation: Employment as craftsperson or inspector in building industry or department recommendation for students involved in Building Trades courses.

BUILDING TRADES

BLD TR 174 BUILDING SUPERVISION & INSPECTION-MECHANICAL 3 UNITS
Hours: 3 Lecture

This is a fundamental course designed to acquaint the student with the methods and techniques used in plan review and field inspection of mechanical systems. The necessary mathematics to effectively review plans and specifications for building inspection and project supervision will be included in the course.

Advisory On Recommended Preparation: Employment as craftsperson or inspector in building industry or department recommendation for students involved in Building Trades courses.

BLD TR 175 BUILDING SUPERVISION & INSPECTION-PLUMBING 3 UNITS
Hours: 3 Lecture/Discussion

This is a fundamental course designed to acquaint the student with the methods and techniques of plumbing systems, the plumbing code application, field inspection and supervision of projects. The necessary mathematics to effectively review plans and specifications for building inspection and project supervision will be included in the course.

Advisory On Recommended Preparation: Employment as craftsperson or inspector in building industry or department recommendation for students involved in Building Trades courses.

BLD TR 176 BUILDING SUPERVISION AND INSPECTION-ARCHITECTURE 3 UNITS
Hours: 3 Lecture

This course is designed to meet the needs of persons engaged in the supervision and inspection of buildings under construction, emphasizing the study of engineering symbols and use of model codes together with the mathematics necessary to interpret plans and specifications for building inspection and project supervision.

Advisory On Recommended Preparation: Employment as craftsperson or inspector in building industry or department recommendation for students involved in Building Trades courses.

BLD TR 180 MULTIPLE RESIDENTIAL FIRE SPRINKLERS 2 UNITS
Hours: 1.5 Lecture/Discussion
1 Lab

Building Trades 180 trains and educates the student to inspect and/or design fire sprinkler systems for homes, apartments and motels. The course is for sprinkler contractors, fire inspectors and building inspectors and interested home owners. The course requires one and one-half hours per week of lectures with extensive class participation. One hour per week will be used to layout and design fire sprinkler systems. At least two hours per week will be required to fulfill homework assignments.

BLD TR 190a-d SUPERVISED PRACTICE (SEE SUPERVISED PRACTICE) 1-3 UNITS

BLD TR 250 FUNDAMENTALS OF CABINET MAKING I 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab
6 Homework

A study of the fundamental concepts, principles, and applications of cabinetmaking and mill work covering many phases of cabinet design, safety, use of materials, cabinet drafting and sketching, planning and estimating, trade nomenclature, glues and fasteners. This course is an invaluable career asset for people interested in cabinetmaking, woodworking, or furniture making fields. Formerly BLD TR 150.

Course Descriptions

BUSINESS

BUS 18 BUSINESS LAW 4 UNITS
Hours: 4 Lecture/Discussion

This course is an introduction to the American legal system. Topics include sources of law; administrative, criminal, tort, labor law; economic regulation and legal aspects of international trade; ethics, labor, agency law, and computer torts. CAN BUS 8.

BUS 20 BUSINESS STATISTICS 3 UNITS
Hours: 3 Lecture/Discussion

This course is intended for business administration majors or anyone who wishes to gain an understanding of elementary data analysis, probability and statistics. The main course content incorporates the techniques and applications of probability, data analysis, and statistics such that the student will acquire a working knowledge of those statistical principles and methods of analysis which will be of material benefit in analyzing and interpreting data and for conducting independent research of business and economic problems. A high level of mathematical business and economic problems. A high level of mathematical sophistication and dedication is required for successful completion of this course.

Prerequisite: MATH 230 or equivalent college course with "C" or better; or eligibility determined by COS Placement Procedures. Placement testing requirement may be waived (see Matriculation Policies; Exemption Criteria for Assessment).

BUS 25 CONSTITUTIONAL LAW INTERPRETATION: 3 UNITS
CIVIL LIBERTIES, FACT AND FALLACY

Hours: 3 Lecture/Discussion

Cross Ref: Pol Sci 25
AJ 25

This course allows students to study and apply logic and critical thinking to written and oral communication through the study of the fundamental rights as protected by the United States Constitution. Business 25 will develop an understanding of the role of the courts and key court cases interpreting individual rights. Students will develop the skills to analyze others' arguments, produce their own arguments and develop solutions to problems utilizing the case study method in legal research and analysis. Students will be required to write a total of 6,000 to 8,000 words.

Advisory On Recommended Preparation: ENGLISH 1 and SPEECH 1 or equivalent college courses with "C" or better.

BUS 82 INTRODUCTION TO BUSINESS 3 UNITS
Hours: 3 Lecture/Discussion

Business 82 is an introductory course which examines the business enterprise. The course covers a wide range of topics which include social responsibility and business ethics; business organization and functions; the historical, environmental and economic setting of business; the human resource; the structure of American business; and management of business. For the business major, this course assists him/her in choosing an area of specialization and an orientation to the business administration field. For other students, this course will show them how the business system affects them in their role as wage earner or consumer.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

BUS 119 QUANTITATIVE METHODS 3 UNITS
Hours: 3 Lecture/Discussion

This is an introductory course for Business Administration majors designed to develop an appreciation of the value of quantitative methods in decision-making by formulation and solution of common business problems. Topics include linear models, matrix algebra, linear programming, finance, and an introduction to probability.

Prerequisite: MATH 230 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures. Placement testing requirements may be waived (see Matriculation Policies; Exemption Criteria for Assessment).

BUSINESS

BUS 127 INVESTMENTS 3 UNITS
Hours: 3 Lecture/Discussion

Students will become acquainted with alternative investments such as savings, stocks, bonds, mortgages, and other securities, mutual funds, credit unions, banks, real estate investment, trusts, insurance, portfolio management, and the operations of the financial markets.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

BUS 160 BEGINNING KEYBOARDING 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab
1 Homework

Materials Fee: \$5.00

Business 160 is a beginning keyboarding course covering touch typing, formatting letters, reports and tables. Students are expected to develop speed and accuracy on production work and timings.

BUS 161 INTERMEDIATE KEYBOARDING 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab
2 Homework

Materials Fee: \$5.00

Business 161 is an intermediate course with emphasis on business correspondence, forms, tables, manuscripts, and production keyboarding. The student will review the fundamentals of keyboarding and will strive to improve his/her speed and accuracy not only on straight copy materials but on forms and letters as well.

Advisory On Recommended Preparation: BUS 160 or equivalent college course with "C" or better, or one year of previous keyboarding/typing instruction.

BUS 162 ADVANCED KEYBOARDING 3 UNITS
Hours: 2 Lecture/Discussion
3 Lab

Materials Fee: \$5.00

Business 162 is an advanced keyboarding class which allows the student to demonstrate his/her proficiency in the application and knowledge of business situations, be able to key problems in various letter or table styles, verify information or look it up in the instructions within an acceptable time frame. Provides an opportunity to demonstrate speed and accuracy as well as an understanding of typical office problems such as keyboarding letters, legal documents, manuscripts, and business forms. Students are given experience in various types of office assignments including general offices, medical offices, legal offices, government, and financial offices.

Advisory On Recommended Preparation: BUS 161 or equivalent college course with "C" or better; and keyboarding speed of 40 cwpm.

BUS 170 INTRODUCTION TO SALES 3 UNITS
Hours: 3 Lecture/Discussion

A practical course in retail sales principles and practices which emphasizes career opportunities, the current market environment, contemporary sales, techniques and the sales promotion. Open to all students considering permanent or part time retail sales positions. Required for marketing certificate, and the A.A./A.S. degrees in marketing, general business/clerical skills, and home economics fashion merchandising majors.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

BUS 171 APPLIED PROFESSIONAL SALESMANSHIP 3 UNITS
Hours: 3 Lecture/Discussion

An examination, study, and analysis of general and individual factors and applied techniques which influence persons toward buying goods and services. The selling process is scientifically observed and implemented.

Course Descriptions

BUSINESS

BUS 295 BUSINESS MATHEMATICS 3 UNITS
Hours: 3 Lecture/Discussion
 A broad course designed to expose students to a wide variety of business computations and applications, such as percents, discounts, markups and markdowns, simple and compound interest, consumer credit, payroll, depreciation, and investments, as well as the applied use of algebra in solving business problems.
Advisory On Recommended Preparation: BUS 395 or MATH 360 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures.

BUS 297 PERSONAL FINANCE 3 UNITS
Hours: 3 Lecture/Discussion
 In this course open to both business and nonbusiness majors, students gain knowledge of personal income and expenditures. To be discussed are 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 house.

BUS 360a-c ELEMENTARY KEYBOARDING 1 UNIT
Hours: SHORT TERM CLASS: (26 total hours)
9 Lecture/Discussion
17 Lab
Materials Fee: \$5.00

This course is a lecture/lab course which is designed to introduce the student to the computer keyboard. Students will use the touch method to key letters, numbers, symbols, and the numeric keypad. This course is repeatable two times.

BUS 361a-c ELEMENTARY KEYBOARDING FOR ESL STUDENTS 1 UNIT
Hours: SHORT TERM CLASS: (26 total hours)
9 Lecture/Discussion
17 Lab
Materials Fee: \$5.00

This course is a lecture/lab course which is designed to introduce the ESL student to the computer keyboard. Students will use the touch method to key letters, numbers, symbols, and the numeric keypad. This course is repeatable two times.

BUS 395 REVIEW OF ARITHMETIC FOR BUSINESS 3 UNITS
Hours: 3 Lecture/Discussion
 This course is designed to review the concepts and mechanics of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals with an emphasis on business applications

CHEMISTRY

CHEMISTRY GENERAL CHEMISTRY 1 5 UNITS
Hours: 3 Lecture/Discussion
6 Lab

A study of the fundamental theories and laws of chemistry with emphasis on the mathematical treatment as well as the underlying concepts and principles. Topics include stoichiometry, atomic structure, bonding, theories, ionic reactions and properties of gases. This course includes six hours of laboratory per week. Chemistry 1 is designed for those intending to enter chemistry or professional fields requiring chemistry as a foundation. The recommended prerequisites are the minimum necessary to prepare the students for the depth of theory and rigor of calculations. CAN CHEM 2.

Prerequisites: CHEMISTRY 20 or 253 or equivalent college course with "C" or better, or high school chemistry with "C" or better in both semesters; and MATH 230 or equivalent college course with "C" or better, or eligibility for MATH 21, 45, 61, 70, 75 or 154 determined by COS Placement Procedures.

CHEMISTRY

CHEMISTRY 2 GENERAL CHEMISTRY 5 UNITS
Hours: 3 Lecture/Discussion
6 Lab

This course studies the fundamental theories and laws of chemistry with an emphasis on the mathematical treatment of chemistry as well as the underlying concepts of principles. Thermodynamics, kinetics, acid-base theory, ionic equilibria, and redox phenomena are covered. Nuclear chemistry and a brief introduction to organic chemistry may be included. CAN CHEM 4.

Prerequisite: CHEMISTRY 1 or equivalent college course with "C" or better.

CHEMISTRY 5 ANALYTICAL CHEMISTRY 5 UNITS
Hours: 3 Lecture/Discussion
6 Lab

Fundamental principles and methods of quantitative analysis with a theoretical treatment of the laws and theories which apply. For students interested in medicine, chemistry, clinical work, petroleum, or chemical industries. This is a laboratory course for the chemistry major or other major who will use quantitative analysis. CAN CHEM 12

Prerequisite: CHEMISTRY 2 or equivalent college course with "C" or better.

CHEMISTRY ORGANIC CHEMISTRY 12 5 UNITS
Hours: 3 Lecture/Discussion
6 Lab
6 Homework

This is the first semester of a comprehensive study of organic chemistry. This course, taught at the sophomore level, is primarily for chemistry or biochemistry and biology majors, premedical, pre-dental students, pre-pharmacy and medical technicians. Emphasis is on structural and functional group chemistry studied from a synthetic and mechanistic point of view. Topics include: nomenclature, stereochemistry, free radical processes, structure, bonding, hybridization of carbon compounds basic elimination and substitution reactions, introductory infrared and nuclear magnetic resonance spectroscopy.

Prerequisites: CHEMISTRY 2 or equivalent college course with "C" or better.

CHEMISTRY ORGANIC CHEMISTRY 13 5 UNITS
Hours: 3 Lecture/Discussion
6 Lab
6 Homework

This is a continuation of Chemistry 12, a comprehensive study of organic chemistry. The course, taught at a sophomore level, is primarily for chemistry, biochemistry and biology majors, premedical, pre-dental, pre-pharmacy students, and medical technicians. Emphasis is on structural and functional group chemistry studies from a synthetic and mechanistic point of view. Topics include: reactions of aromatic compounds, condensations, natural products chemistry, introductory bio-chemistry, mass spectrometry and ultraviolet/visible spectroscopy. The course includes a laboratory study of micro methods and techniques, synthesis and instrumentation.

Prerequisite: CHEMISTRY 12 or equivalent college course with "C" or better.

CHEMISTRY GENERAL CHEMISTRY 20 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab
6 Homework

Chemistry 20 is the first semester of a full year (Chemistry 20-21) college chemistry course which is designed to meet the needs of the science related major, e.g., nursing, agriculture, physical therapy dental hygiene, X-ray technician, or general education. The course is a study of the fundamental theories and laws of chemistry including such topics as the metric system, atomic and molecular structure, bonding, nomenclature of inorganic compounds, stoichiometry, chemical equations, gas laws, water, liquids and solutions. The laboratory portion of the course involves experimentation and drawing conclusions from that experimentation, including understanding the limitation of experimental data. CAN CHEM 6.

Prerequisites: MATH 200 or 215 or Math 205, or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.

Advisory On Recommended Preparation: CHEM 253 or equivalent college course with "C" or better, or high school chemistry with "C" or better in both semesters.

Course Descriptions

CHEMISTRY

CHEMISTRY GENERAL ORGANIC AND BIOLOGICAL CHEMISTRY 21 **4 UNITS**
Hours: 3 Lecture/Discussion
3 Lab

Chemistry 21 is the second semester of a full year (Chemistry 20-21) college chemistry course which is designed to meet the needs of the science-related major, e.g., physical therapy, dental hygiene, nursing. The content focuses on the structural configurations, isomerism, properties and reactions of organic and biochemical compounds. Both qualitative and quantitative aspects of these compounds are part of the lecture and laboratory. Topics include hydrocarbons, alcohols, ethers, carbonyl compounds and their derivatives, polymers, carbohydrates, lipids, proteins, nucleic acids, bioenergetics and metabolism review. CAN CHEM 8

Prerequisite: CHEMISTRY 20 or equivalent college course with "C" or better.

CHEMISTRY INTRODUCTION TO THE SCIENCE OF CHEMISTRY 253 **3 UNITS**
Hours: 3 Lecture/Discussion
2 Lab
6 Homework

This is a one-semester elementary chemistry class recommended for students who have never taken high school chemistry or whose previous work in chemistry did not adequately prepare them for Chem 20. Time will be spent on a review of simple algebraic manipulation of literal equations (solve $D=m/v$ for V), scientific notation, and calculator use. Measurements and measurement errors are discussed. The course will review and drill students on elementary algebra skills which are germane in chemistry and introduce students to the basic laws of chemistry.

Advisory On Recommended Preparation: MATH 200 or 205, or MATH 215 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.

CHILD DEVELOPMENT

CHLD CHILD DEVELOPMENT-DS 1 **3 UNITS**
DEV 39
Hours: 3 Lecture/Discussion
6 Homework

Cross Ref: Psychology 39
(Approved for Distance Learning)

This course studies the development of humans from conception to adolescence in the areas of cognition, physical growth and development, language, and social development. The course includes, theory, history and systems, application and practice of pertinent concepts in developmental psychology. CAN H EC 14.

CHLD CHILD DEVELOPMENT **1 UNIT**
DEV 39M1 Prenatal, Infancy & Toddler (Modular Training)
Total Hours: 17.5 hours SHORT TERM CLASS
Cross Ref: PSYCH 39M1

THIS CLASS IS U.C. TRANSFERABLE ONLY IF ALL THREE MODULES ARE COMPLETED TO EQUAL CHLD DEV 39, 3 UNIT CLASS.

This course (one of three CHLD DEV 39 modules required for the Child Development Certificate and for U.C. transfer) studies the development of humans from conception through the end of the toddler years. It focuses on current trends, theory, history and pertinent concepts in developmental psychology. NOT open to students who have previously received credit in CHLD DEV 39.

CHILD DEVELOPMENT

CHLD CHILD DEVELOPMENT **1 UNIT**
DEV 39M2 Early Childhood Years (Modular Training)
Total Hours: 17.5 hours SHORT TERM CLASS
Cross Ref: PSYCH 39M2

THIS CLASS IS U.C. TRANSFERABLE ONLY IF ALL THREE MODULES ARE COMPLETED TO EQUAL CHLD DEV 39, 3 UNIT CLASS.

This course (one of three CHLD DEV 39 modules required for the Child Development Certificate and for U.C. transfer) studies the development of humans in the early childhood years, age three through age six in the areas of cognition, physical growth and development, language and social development. Includes theory, application and practice of pertinent concepts in developmental psychology. NOT open to students who have previously received credit in CHLD DEV 39.

CHLD CHILD DEVELOPMENT **1 UNIT**
DEV 39M3 Middle Childhood & Adolescence (Modular Training)
Total Hours: 17.5 hours SHORT TERM CLASS
Cross Ref: PSYCH 39M3

THIS CLASS IS U.C. TRANSFERABLE ONLY IF ALL THREE MODULES ARE COMPLETED TO EQUAL CHLD DEV 39, 3 UNIT CLASS.

This course (one of three CHLD DEV 39 modules required for the Child Development Certificate and for U.C. transfer) studies the development of humans from the middle school age years through adolescence-age six through age twenty two, in the areas of cognition, moral development, and social/emotional development. NOT open to students who have previously received credit in CHLD DEV 39.

CHLD CHILD, FAMILY AND SOCIETY-DS 2 **3 UNITS**
DEV 42
Hours: 3 Lecture/Discussion
6 Homework

A study of the social development of young children with emphasis on family, child care and community resources. Content will include public policy, child advocacy, and the current social issues and concerns. This course is required for the Child Development Permit and the core curriculum for employment in child care enter.

CHLD CHILD, FAMILY AND SOCIETY **1 UNIT**
DEV 42M1 Child Socialization (Modular Training)
Total Hours: 17.5 hours SHORT TERM CLASS

THIS CLASS IS U.C. TRANSFERABLE ONLY IF ALL THREE MODULES ARE COMPLETED TO EQUAL CHLD DEV 42, 3 UNIT CLASS.

This course (one of three CHLD DEV 42 modules required for the Child Development Certificate and for U.C. transfer) studies the social development of young children with emphasis on the socialization process. Content will include social theory, family influences and development of self. NOT open to students who have previously received credit in CHLD DEV 42.

CHLD CHILD, FAMILY AND SOCIETY **1 UNIT**
DEV 42M2 Child Care (Modular Training)
Total Hours: 17.5 hours SHORT TERM CLASS

THIS CLASS IS U.C. TRANSFERABLE ONLY IF ALL THREE MODULES ARE COMPLETED TO EQUAL CHLD DEV 42, 3 UNIT CLASS.

This course (one of three CHLD DEV 42 modules required for the Child Development Certificate and for U.C. transfer) studies the social development of young children with emphasis on child care. Content will include programs, careers, types, funding, and quality issues. Students will also study child advocacy. NOT open to students who have previously received credit in CHLD DEV 42.

CHLD CHILD, FAMILY AND SOCIETY **1 UNIT**
DEV 42M3 Social Issues & Resources (Modular Training)
Total Hours: 17.5 hours SHORT TERM CLASS

THIS CLASS IS U.C. TRANSFERABLE ONLY IF ALL THREE MODULES ARE COMPLETED TO EQUAL CHLD DEV 42, 3 UNIT CLASS.

This course (one of three CHLD DEV 42 modules required for the Child Development Certificate and for U.C. transfer) studies the social development of young children with emphasis on community resources and services. Content will include current social issues and problems relative to children and their families. NOT open to students who have previously received credit in CHLD DEV 42.

Course Descriptions

CHILD DEVELOPMENT

CHLD DEV 112	CHILDREN'S NUTRITION	3 UNITS
Hours:	3 Lecture/Discussion	
Cross Ref:	Nutr/Foods 112	
A survey course of children's nutritional requirements. This course focuses on children's nutrition prior to conception through adolescence. Study centers on nutrition basics, feeding principles, and current topics. An appropriate course for students in education and social services.		
CHLD DEV 134	CHILD ABUSE	2 UNITS
Hours:	2 Lecture/Discussion	
A study of child abuse that will include causes, detection, reporting, treatment and prevention, as well as prosecution assistance. The California Social Services, mental health, child care education and judicial system roles relating to child abuse will be examined.		
CHLD DEV 135	MUSIC EXPERIENCES IN EARLY CHILDHOOD EDUCATION- DS 3	1 UNIT
Hours:	1 Lecture/Discussion	
This course investigates various methods of utilizing musical experiences in the curriculum such as songs and fingerplays for different themes, activities and seasons; using and creating musical instruments. Appropriate for teachers, aides, care providers, parents and others who want to enhance children's musical knowledge and experience.		
CHLD DEV 136	CHILDREN'S LITERATURE-DS 3	2 UNITS
Hours:	2 Lecture/Discussion	
This course includes selection of appropriate literature for various ages of children, successful methods of presenting literature of various types and storytelling techniques. Appropriate for teachers, aides, care providers, parents and others interested in selecting literature for children.		
CHLD DEV 137	SCIENCE EXPERIENCES IN EARLY CHILDHOOD EDUCATION-DS 3	1 UNIT
Hours:	1 Lecture/Discussion	
This course investigates various methods of integrating science experiences into the early childhood curriculum. Students will develop materials and methods appropriate for the development of the child and his/her understanding. Appropriate for teachers aides, care providers, parents and others interested in enhancing the child's science experiences.		
CHLD DEV 140	PRINCIPLES OF EARLY CHILDHOOD EDUCATION-DS3	3 UNITS
Hours:	2 Lecture/Discussion 3 Lab 4 Homework	
This course is designed for observation and study of young children in a laboratory setting in preparation for working with diverse families in the classroom setting and in the community. It includes study of behavior in children, theory, curriculum, best teaching practice and assessment. Prerequisite: A T.B. clearance must be obtained prior to participation in lab exercises.		
CHLD DEV 140M1	PRINCIPLES AND PRACTICES IN ECE THEORY (Module Training)	1 UNIT
Hours:	17.5 hours SHORT TERM CLASS	
This course (one of three CHLD DEV 140 modules required for the Child Development Certificate and for U.C. transfer) will cover basic theory on cognitive skills, language acquisition and development and moral development. Students will study age and developmentally appropriate teaching techniques for the early childhood setting. NOT open to students who have previously received credit in CHLD DEV 140. Prerequisite: A tuberculin test clearance must be obtained prior to participation in lab exercises.		

CHILD DEVELOPMENT

CHLD DEV 140M2	PRINCIPLES AND PRACTICES IN ECE - CURRICULUM (Module Training)	1 UNIT
Hours:	17.5 hours SHORT TERM CLASS	
This course (one of three CHLD DEV 140 modules required for the Child Development Certificate and for U.C. transfer) is designed to prepare students for teaching in the early childhood classroom setting by studying current theory and information in the field. NOT open to students who have previously received credit in CHLD DEV 140. Prerequisite: A tuberculin test clearance must be obtained prior to participation in lab exercises.		
CHLD DEV 140M3	PRINCIPLES AND PRACTICES IN ECE - PARENT/COMMUNITY EDUCATION (Module Training)	1 UNIT
Hours:	17.5 hours SHORT TERM CLASS	
This course (one of three CHLD DEV 140 modules required for the Child Development Certificate and for U.C. transfer) is designed to prepare students to develop a partnership with parents, improve communication between home and school, and to prepare and present short programs on special topics as a part of parent education and parent involvement. NOT open to students who have previously received credit in CHLD DEV 140. Prerequisite: A tuberculin test clearance must be obtained prior to participation in lab exercises.		
CHLD DEV 141	PRACTICE IN EARLY CHILDHOOD EDUCATION-DS 3	3 UNITS
Hours:	2 Lecture/Discussion 3 Lab 4 Homework	
This course is designed to prepare the student for classroom teaching, curriculum, development and objective writing. Laboratory experience is a direct contact with children in a functioning program as a classroom teacher. Prerequisite: CHLD DEV 140 or equivalent college course with a "C" or better. Prerequisite: A tuberculin test clearance must be obtained prior to participation in lab exercises.		
CHLD DEV 142	MENTOR TEACHER	2 UNITS
Hours:	2 Lecture/Discussion 4 Homework	
Methods and principles of supervising student teachers in early childhood classrooms. Emphasis on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff. Prerequisite: CHLD DEV 141 and CHLD DEV 144 Advisory on Recommended Preparation: Complete AA or AS in Child Development or has a valid California Children's Center Permit.		
CHLD DEV 143	ADMINISTRATION OF EARLY CHILDHOOD EDUCATION-DS 6	3 UNITS
Hours:	3 Lecture/Discussion	
Students will study the tasks of administering programs for children with special emphasis on the management of preschool and day care programs. The course includes program planning, organization, budgeting, personnel policy, record keeping, legal requirements and relationships with community, parents and regulatory agencies. It fulfills the state requirement for directors in licensed child care centers. Prerequisite: CHLD DEV 140 or equivalent college course with "C" or better. Advisory On Recommended Preparation: CHLD DEV 141 or equivalent college course with "C" or better.		

Course Descriptions

CHILD DEVELOPMENT

**CHLD
DEV 144** **ADVANCED
ADMINISTRATION OF
EARLY CHILDHOOD EDUCATION-DS6** **3 UNITS**

Hours: **3 Lecture/Discussion**

An advanced course in the administration of quality early childhood education programs, including time management, staff inservice, programs, parent and staff handbooks, grant writing, goal setting, marketing, business plans, evaluation and accreditation. Fulfills the state requirement for directors in licensed child care centers. CD 143 and 144 together fulfill the requirements for a California Supervisory Center Permit.

Prerequisites: CHLD DEV 143 or equivalent college course with "C" or better.

Advisory On Recommended Preparation: CHLD DEV 141 or equivalent college course with "C" or better.

**CHLD
DEV 145** **PARENTING** **3 UNITS**

Hours: **3 Lecture/Discussion**

This course is a comprehensive study of parenting and guidance techniques for those who influence the development of young children from parents to child care providers to teachers. Study is focused on communication, problem solving, positive guidance, environmental structuring and needs of young children.

**CHLD
DEV 146** **EXCEPTIONAL
CHILD** **3 UNITS**

Hours: **3 Lecture/Discussion**

This course provides basic information about the characteristics and distinctive problems of exceptional children and their unique patterns of development. Adaptation of the educational environment is studied, as well as the family's and teacher's roles. Identification is studied with emphasis on early intervention during the preschool years.

**CHLD
DEV 147** **INFANT/TODDLER-
CHILD CARE-DS 4** **3 UNITS**

Hours: **3 Lecture/Discussion**

A study of the developmental areas of the infant/toddler. Course includes the areas of social/emotional development, nutrition, cognitive/motor development, limit setting, language development, socializing among children, and play and learning. Students will develop a working knowledge to assist parents and care givers.

**CHLD
DEV 148** **CHILD HEALTH
AND SAFETY-DS 7** **3 UNITS**

Hours: **3 Lecture/Discussion**

A study of health, safety and nutrition as related to the young child. This course enables teachers and parents to become fully aware of their contribution to the overall well-being of the children in their care. Topics include preventive health care, environmental safety, foods and nutrients, children's health problems and emergency and medical procedures.

**CHLD
DEV 149** **CREATIVE
ACTIVITIES FOR YOUNG CHILDREN-DS 3** **2 UNITS**

Hours: **2 Lecture/Discussion
1 Lab**

Materials Fee: \$5.00

Creative Activities is a lecture/lab course in the early childhood education program designed to prepare the student in planning a wide variety of materials for creative activities for use in the integrated thematic early childhood curriculum. Students select, plan and prepare resources for use in the fall semester which include seasonal and holiday themes as well as curriculum areas.

CHILD DEVELOPMENT

**CHLD
DEV 150** **CREATIVE
ACTIVITIES FOR YOUNG CHILDREN-DS 3** **2 UNITS**

Hours: **2 Lecture/Discussion
1 Lab**

Materials Fee: \$5.00

This course includes the selection, planning and preparation of materials for activities in the Early Childhood Development curriculum. Materials relate to a variety of themes with emphasis on the early winter and spring seasons and holidays. Recommended for teachers, education majors (elementary and special), instructional aides, care providers, parents and others who are interested in planning a variety of creative activities for children.

**CHLD
DEV 152** **SCHOOL-AGE
CHILD CARE-DS 5** **3 UNITS**

Hours: **3 Lecture/Discussion**

This course is a study of theory and practice applied to the school-aged child. The content includes teacher training strategies, an overview of the physical, social and cognitive development of the school-aged child, as well as, care providing and teaching settings and community resources. This course investigates a variety of curriculum activities including literature, science, drama, music physical education and art. It is appropriate for teachers, aides, family day care providers, parents and those wishing to gain experience in working with school-aged children.

**CHLD
DEV 154** **INTRODUCTION TO EARLY
INTERVENTION** **3 UNITS**

Hours: **3 Lecture/Discussion**

As an introductory course in early intervention, this course gives an overview of high risk and handicapped infants, birth to age three, and the treatments, strategies and techniques used to serve them, according to PL99-457. The course is designed to meet the training needs of educators, parents and care providers who will serve this special needs population. The course will cover parent/professional relationships, the normal grief process, identification and assessment, community resources, and developmental curriculum.

**CHLD
DEV 155** **CHILD GUIDANCE** **3 UNITS**

Hours: **3 Lecture/Discussion
6 Homework**

This Child Guidance course is focused on a child-centered approach to problem solving for use by teachers with groups of young children from infancy to schoolage. The ability to assess and respond to child behavior using positive, age-appropriate methods, will be discussed.

**CHLD
DEV 156** **FAMILY DAY CARE
MANAGEMENT** **1 UNIT**

Hours: **1 Lecture/Discussion**

This is an introductory course designed to meet the training needs of family day care providers. This course combines theory and practical application to introduce licensing requirements, health and safety practices, record keeping, developing business policies, support services and procedures unique to family day care.

**CHLD
DEV 157** **FAMILY DAY CARE
PRINCIPLES AND PRACTICES** **1 UNIT**

Hours: **1 Lecture/Discussion**

This is an introductory course designed to meet the training needs of family day care providers. This course combines theory and practical application to introduce daily routines for family day care, parent/provider relationships, problem solving, growth and development, discipline techniques, and avoidance of provider burnout.

Course Descriptions

CHILD DEVELOPMENT

CHLD DEV 158 CULTURAL DIVERSITY IN EARLY CHILDHOOD EDUCATION 3 UNIT
Hours: 3 Lecture/Discussion
 6 Homework

Explores cultural and language acquisition issues related to the education of diverse populations of children, and acquaints students with non-bias multicultural teaching strategies and curriculum suitable for young children.

CHLD DEV 190a-d SUPERVISED PRACTICE 1-3 UNITS
Hours: 3 Lab per unit

Under the supervision of an instructor, selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling and other employment or volunteer situation where the student is expected to take a leadership role with others.

Limitation On Enrollment: Permission of the department.

CHLD DEV 199 TOPICS IN CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION 1-4 UNIT

Hours: Variable
Materials Fee: \$5.00

Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credits may be earned in 199 transfer level.

CHLD DEV 248 CHILD HEALTH, SAFETY, FIRST AID AND CPR 1 UNIT
Total Hours: 17.5 Lecture Hours SHORT TERM CLASS
 35 Homework hours

A study of health care and safety of infants and young children. Pediatric first aid and CPR are included. Successful completion of the course may lead to American Red Cross First Aid and CPR certification. This course can be applied towards a child development permit and meets the Health and Safety training requirement for Family Day Care.

CHLD DEV 299 TOPICS IN CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION 1-4 UNIT

Hours: Variable

Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credit in Topics 299 is non-transferable.

CHLD DEV 300 INTRO TO CHILD DEVELOPMENT 3 UNITS
Hours: 3 Lecture/discussion

This is one of a series of courses designed to help students develop competence and confidence necessary for successful college study in both academic and vocational courses. This class will introduce the student to the discipline of child development and the skills and knowledge required to successfully complete college classes in that discipline and related areas. Subject areas include: overview of child development, child development ages and stages, parenting and community resources.

CINEMA ARTS

CINEMA ARTS 31 MOTION PICTURE APPRECIATION 2 UNITS
Hours: 1 Lecture/Discussion
 2 Lab

Explores 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 31 offered only in fall semester. Covers the period from the beginning to the present with emphasis on American films.

CINEMA ARTS

CINEMA ART 32 MOTION PICTURE APPRECIATION 2 UNITS
Hours: 1 Lecture/Discussion
 2 Lab

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 32, offered only in spring semester, covers contemporary film 1930 to present, with emphasis on international films.

COMPUTER

COMPUTER 5 INTRODUCTION TO COMPUTER INFORMATION SYSTEMS 4 UNITS
Hours: 4 Lecture/Discussion
Materials Fee: \$6.00

Computer 5 is a course intended to introduce students to the science of data/information processing. Students will learn how computer systems work and how they are used in society in general and in business in particular. This course discusses the theory, concepts and terminology used in computer information systems today. Students will learn to use a microcomputer system, how to write some very simple programs, and how to use some important applications software packages--word processing, spreadsheet and data base program. CAN BUS 6.

Advisory On Recommended Preparation: Keyboarding speed of 20 cwpm.

COMPUTER 6 BASIC PROGRAMMING 3 UNITS
Hours: 2 Lecture/Discussion
 2 Lab

Materials Fee: \$6.00

The class is designed to teach the BASIC programming language and essential analysis and programming techniques for preparing typical business reports. Topics included are: math and logic operation; data editing, storage, and retrieval; arrays or table processing; creating and maintenance of sequential and random file structures; interactive techniques; menu development; sorting and selecting data. CAN CSCI 6.

Advisory On Recommended Preparation: COMPUTER 5 or 131 or equivalent college course with "C" or better (at a minimum COMPUTER 5 or 131 should be taken concurrently); and keyboarding speed of 20 cwpm.

COMPUTER 7 COBOL PROGRAMMING 4 UNITS
Hours: 3 Lecture/Discussion
 2 Lab

Materials Fee: \$6.00

This is an advanced computer class designed to teach students the Common Business Oriented Language (COBOL), how to plan and program typical business problems in Structured COBOL, how to find and correct errors in the program, and how to document the program. The student will develop increasingly challenging programs to prepare reports, construct and use tables, use data files, and on-line systems. CAN CSCI 8.

Advisory On Recommended Preparation: COMPUTER 5 or COMPUTER 131 or equivalent college course with "C" or better (at a minimum COMPUTER 5 or 131 should be taken concurrently); and keyboarding speed of 20 cwpm.

Course Descriptions

COMPUTER

COMPUTER INTRODUCTION TO PERSONAL COMPUTERS 4 UNITS
130 OPERATIONS:
Hours: 4 Lecture/Discussion
8 Homework

Materials Fee: \$6.00

This course is designed to teach students how to use a computer. Topics include an introduction to computer concepts, Windows, word processing, spreadsheet, and database applications. Most transfer Business students should take COMPUTER 5 instead of COMPUTER 130. COMPUTER 130 is not recommended for students who have completed COMPUTER 5.

Advisory On Recommended Preparation: Keyboarding speed of 20 cwpm.

COMPUTER BEGINNING DOS 3 UNITS
131

Hours: 3 Lecture/Discussion

Materials Fee: \$6.00

Computer 131 is a first-semester lecture/discussion microcomputer course covering the basic disk operating system commands of Version 3.3 DOS. Students enrolling in the class will be able to understand the function each DOS command performs and be able to use those DOS commands to perform routine operations such as managing files, creating menus, working with sub-directories, making backups, and troubleshooting the systems. No previous computer operating experience is required. It is recommended that students enrolling in this course have a keyboarding speed of 20 cwpm. An additional two to four hours of computer time will be needed each week to enable a student to complete his/her assignments.

Advisory On Recommended Preparation: Keyboarding speed of 20 cwpm.

COMPUTER ADVANCED DOS 2 UNITS
132

Hours: 2 Lecture/Discussion
1 Lab

Materials Fee: \$6.00

Computer 132 is a second semester lecture/lab microcomputer course covering the advanced disk operation system commands of Version 3.3 DOS. The course provides information to help the computer user achieve maximum effectiveness on his/her personal computer. The course will enable DOS users to gain a better understanding of and insight into the DOS environment. Students will be able to analyze and explain various advanced batch files.

Advisory On Recommended Preparation: COMPUTER 131 or equivalent college course with "C" or better.

COMPUTER DATABASE PROCESSING 3 UNITS
133

Hours: 3 Lecture/Discussion
6 Homework

Materials Fee: \$6.00

Database processing for microcomputers emphasizes relational database theory as well as design and implementation. Practical applications will include using the database software, first to recreate examples from the text, then to design a database, and last to build an application using the database.

Advisory On Recommended Preparation: Students should be familiar with Windows software and have completed either COMPUTER 5, COMPUTER 130, COMPUTER 131, or COMPUTER 140 or equivalent college courses with "C" or better; and keyboarding speed of 20 cwpm.

COMPUTER

COMPUTER DESKTOP PUBLISHING 4 UNITS
135 FOR BUSINESS
Hours: 4 Lecture/Discussion
Materials Fee: \$7.00

This is a basic course in desktop publishing where students will learn the essentials of design, typography, graphics and text using PageMaker Software, Windows, and DOS. Desktop Publishing for Business is the use of a microcomputer based system to produce publication materials. The materials include sales reports, project proposals, notices, fliers, office forms, brochures, reports, manuals, and newsletters. Desktop publishing is considered prepress technology. In other words, desktop publishing is the method to produce masters for reproduction.

Advisory On Recommended Preparation: COMPUTER 131 or equivalent college course with "C" or better; and ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures; and intermediate keyboarding skills.

COMPUTER WORD PROCESSING USING 3 UNITS
136 WORD PERFECT

Hours: 3 Lecture/Discussion

Materials Fee: \$6.00

The course is designed to teach the student the WordPerfect word processing program. The pace of the course assumes the student has an entry-level typing skill. This course requires additional computer time. This competency-based course will familiarize the student with advanced operations using proper formatting procedures. An emphasis is placed on language arts skills, proofreading, producing mailable copies (error free), and various applications of information/word processing. This course is designed to fulfill the requirement for the Word Processing Certificate.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures; and computer experience; and intermediate keyboarding skills.

COMPUTER SPREADSHEET DESIGN 3 UNITS
138 FOR BUSINESS

Hours: 3 Lecture/Discussion

Materials Fee: \$6.00

This course emphasizes the design, creation, and use of spreadsheets for business applications. Students will learn beginning to advanced features of microcomputer spreadsheets including: basic spreadsheet design and creation; beginning and advanced spreadsheet formatting; creating and using templates, macros, and tables; data entry and management; and presentation graphics, including report generation, creating and customizing graphs, and creating and running computer slide-shows. Lotus 1-2-3 or similar spreadsheet software will be used with an emphasis on business applications.

Advisory On Recommended Preparation: Keyboarding speed of 20 cwpm and microcomputer experience.

COMPUTER WINDOWS 2 UNITS
139

Hours: 2 Lecture

Materials Fee: \$6.00

This course is designed to teach the Windows software program. Students will learn beginning to advanced features of Windows including: getting started and exploring Windows, managing printing, and customizing Windows. An additional two to four hours of computer time will be needed each week to enable a student to complete his/her assignments.

Advisory On Recommended Preparation: Computer 131 or equivalent college course with "C" or better; and keyboarding speed of 20 cwpm.

Course Descriptions

COMPUTER

COMPUTER OPERATING SYSTEMS: WINDOWS AND DOS 3 UNITS
140

Hours: 3 Lecture
6 Homework

Materials Fee: \$5.00

This course is designed to provide the computer student with a theoretical background to enable him/her to understand the relationship of WINDOWS/DOS to his/her computer. Students will learn how to use this software productively. The course includes practical applications of these two operating systems.

Advisory On Recommended Preparation: Keyboarding speed of 20 cwpm.

COMPUTER COMPUTER ACCOUNTING 3 UNITS
210

Hours: 3 Lecture

Cross Ref: Acct 210

Materials Fee: \$6.00

This course will teach students to use computer-based accounting packages to handle the accounting procedures for a business. These packages are usually referred to as "General Ledger Accounting" packages. This course is an introduction to accounting applications software for accountants and business managers. Students will use standard accounting programs, including general ledger, accounts receivable/payable, payroll and inventory control. Students will survey current accounting applications for microcomputers.

Advisory On Recommended Preparation: ACCT 1 or 201 or equivalent college course with "C" or better; and microcomputer experience.

COMPUTER ESSENTIAL COMPUTER CONCEPTS .5 UNITS
220

Hours: **SHORT TERM CLASS: (9 hour course)**
.5 Lecture
1 Homework

Material Fee: \$4.00

This beginning course is designed to give the student a basic familiarity with the personal computer. Topics include what a computer is and how it works, common computer terminology, and an introduction to using Windows 95. The course is appropriate for anyone just starting to use a computer or thinking about buying one.

COMPUTER BEGINNING WORD 1.5 UNITS
221a-d

Hours: 1.5 Lecture
3 Homework

Materials Fee: \$4.00

This course is designed to teach the beginning fundamentals of *Microsoft Word*, a word Processing program. Students will produce business and personal documents using the appropriate *Word* formatting techniques. This course is repeatable three times.

Advisory on Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251; computer experience; and intermediate keyboarding skills.

COMPUTER ADVANCED WORD 1.5 UNITS
222a-d

Hours: 1.5 Lecture
3 Homework

Materials Fee: \$5.00

This course is designed to teach the advanced fundamentals of *Microsoft Word*, a word processing program. Students will produce business and personal documents using the advanced formatting features of *Word*, (i.e., *WordArt*, *Draw*, borders, frames, clip art, columns). This course is repeatable three times.

Advisory on Recommended Preparation: Eligibility for ENGLISH 251. COMPUTER 221 or equivalent college course with "C" or better, or equivalent experience with *Word*; intermediate keyboarding skills.

COMPUTER

COMPUTER BEGINNING EXCEL 1.5 UNITS
223a-d

Hours: 1.5 Lecture
3 Homework

Materials Fee: \$4.00

This course is designed to teach the beginning fundamentals of *Microsoft Excel* spreadsheet program. Students will learn how *Excel* can be used for business applications. It is recommended for AA/AS and certificate students pursuing business careers. Spreadsheet skills are a prerequisite for many business jobs and are also necessary for upper division business courses. This course is repeatable three times.

Advisory On Recommended Preparation: Keyboarding speed of 20 cwpm.

COMPUTER ADVANCED EXCEL 1.5 UNITS
224a-d

Hours: 1.5 Lecture
3 Homework

Materials Fee: \$5.00

This course is designed to teach the advanced fundamentals of *Microsoft Excel*, a spreadsheet program. Students will learn how *Excel* can be used for advanced business applications. Spreadsheet skills are a prerequisite for many business jobs and are also necessary for upper division business courses. This course is repeatable three times.

Advisory On Recommended Preparation: Completion of COMPUTER 223 or equivalent college course with "C" or better, or equivalent experience with *Excel*; keyboarding speed of 20cwpm; and MATH 360 or BUSINESS 395 or equivalent college course with "C" or better.

COMPUTER PRESENTATION SOFTWARE FOR BUSINESS 1.5 UNITS
227

Hours: 1.5 Lecture
3 Homework

Materials Fee: \$5.00

This course will teach the students how to prepare a Business presentation using presentation software. Students will learn how to create a computerized slide show as well as speaker outlines/notes and audience handouts.

Advisory on Recommended Preparation: Computer experience and keyboarding speed of 20 cwpm.

COMPUTER INTRODUCTION TO THE WORLD WIDE WEB .5 UNITS
228

Hours: **SHORT TERM CLASS: (9 hour course)**
.5 Lecture
1 Homework

Materials Fee: \$4.00

This beginning course is designed to give the student a basic familiarity with the World Wide Web. Topics include a brief history of the Internet and World Wide Web, browsing through Web pages, searching for and locating appropriate Web pages, and sending and receiving electronic mail.

COMPUTER WEB PAGE DESIGN AND DEVELOPMENT 3 UNITS
229

Hours: 3 Lecture
6 Homework

Materials Fee: \$5.00

This course emphasizes the design and creation of Web pages. After an introduction to the Internet and World Wide Web, students will learn how to use a Web Publishing software program, such as *Microsoft FrontPage*, to create professional-looking Web pages.

Advisory On Recommended Preparation: Experience with Windows.

Course Descriptions

COMPUTER

COMPUTER INTRODUCTION TO THE SPREADSHEET 1 UNIT
304
Hours: 9 Lecture/Discussion
 17 Lab (26 hr. Course)

Materials Fee: \$5.00

Through the use of microcomputers (DOS-based), the student will become able to use a popular electronic spreadsheet program. Basic concepts of spreadsheets will be explored including layouts, command structure, and mathematical formulas. Various types of business and personal applications to solve any problem that can be placed in columns and rows will be explored. The particular spreadsheet used for any offering of this course may be either Lotus 123, SuperCalc, Quattro, depending upon availability.

Advisory On Recommended Preparation: Keyboarding speed of 20 cwpm.

COMPUTER INTRODUCTION TO WORDPERFECT 1 UNIT
306a-c
Hours: SHORT TERM CLASS: (26 hour course)
 9 Lecture/Discussion
 17 Lab

Materials Fee: \$5.00

This course is a lecture/lab course which is designed to introduce students to the WordPerfect word processing program. Students will learn how to create basic documents as well as the correct document formatting for letters, reports, tables, and columns. This course is repeatable two times.

Advisory On Recommended Preparation: Keyboarding speed of 20 cwpm.

COMPUTER INTRODUCTION TO WORDPERFECT FOR ESL STUDENTS 1 UNITS
307a-c
Hours: SHORT TERM CLASS: (26 hour course)
 9 Lecture
 17 Lab

Materials Fee: \$5.00

This course is a lecture/lab which is designed to introduce ESL students to the WordPerfect word processing program. Students will learn how to create basic documents as well as the correct document formatting for letters, reports, tables, and columns. This course is repeatable two times.

Advisory On Recommended Preparation: Keyboarding speed of 20 cwpm.

Limitation Request on Enrollment: BUSINESS 307a-c is limited to students enrolled in the ESL program. It will be taught in the classroom designated for the ESL students. The Business Division offers Business 306 for all other students and the courses are the same.

CONSUMER/FAMILY STUDIES

CFS 6 COLOR AND DESIGN 3 UNITS
Hours: 2 Lecture/Discussion
 2 Lab

Cross Ref: Art 6

Materials Fee: \$10.00

This is a basic course in art with a primary purpose of familiarizing the students with elements and principles used in design art. It includes fundamental concepts of form, shape, line and color in second dimensions. CAN ART 14

CFS 7 COLOR AND DESIGN 3 UNITS
Hours: 2 Lecture/Discussion
 2 Lab

Cross Ref: Art 7

Materials Fee: \$10.00

Advanced course in art with a primary purpose of developing further elements of design into a student's personal style. A continuation of design principles as it applies to art methods. CAN ART 16.

Advisory On Recommended Preparation: ART/CFS 6 or equivalent college course with "C" or better.

CONSUMER/FAMILY STUDIES

CFS 26 MARRIAGE AND FAMILY LIFE 3 UNITS
Hours: 3 Lecture/Discussion
Cross Ref: Sociology 126

An introductory course to marriage and family life. This course will emphasize the following topics: dating, marriage changing roles, communication skills, family planning, human sexuality, parenting, divorce and remarriage. CAN H EC 12.

CFS 80 LIFE SPAN DEVELOPMENT 3 UNITS
Hours: 3 Lecture/Discussion

A study of human development incorporating the major stages of life from conception to old age and death. Emphasis on physical, cognitive, social, emotional, and moral development. Major topics of human growth include human behavior, theory, sexuality, nutrition, health, stress, and relationships to the social and physical environment.

CFS 186 PERSONAL MANAGEMENT/ CONSUMER ECONOMICS 3 UNITS
Hours: 3 Lecture/Discussion

This course is designed to give students a background in personal and family financial management, including money plans, use of credit, and purchase of consumer goods and services such as insurance and housing. This course is valuable for students pursuing careers in service fields such as home economics, social services, financial business occupations, and personal, family and financial counseling. The class is also part of a fundamental education for those who manage their own finances.

CFS 190a-d SUPERVISED PRACTICE 1-3 UNITS
Hours: 3 Labs per unit

Under the supervision of an instructor, selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling and other employment or volunteer situations where the student is expected to take a leadership role.

Limitation On Enrollment: Permission of the department.

CFS 199 TOPICS IN CONSUMER/FAMILY STUDIES 1-4 UNIT
Hours: Variable

Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credits may be earned in 199 transfer level.

CFS 299 TOPICS IN CONSUMER/FAMILY STUDIES 1-4 UNIT
Hours: Variable

Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credit in Topics 299 is non-transferable.

CFS 300 INTRODUCTION TO CONSUMER/ FAMILY STUDIES 3 UNITS
Hours: 3 Lecture/Discussion

This is one of a series of courses designed to help students develop competence and confidence necessary for successful college study in both academic and vocational courses. This class will introduce the student to the discipline and related areas. Subject areas include: a brief overview of the college system; child development and family relationships; nutrition and foods; consumer economics; fashion, textiles, clothing; interior design.

Course Descriptions

COSMETOLOGY

COSMETOL 261 BASIC COSMETOLOGY 6-12 UNITS
 (Each additional unit is based on 42 hours)
 Hours: 3-5 Lecture/Discussion
 12-25 Lab
 6-10 Homework

Cosmetology 261 includes a study of basic scientific theories and techniques as they apply to cosmetology. The course covers the principles of hairstyling, cutting, perming and coloring, in addition to the fundamentals of massage, facials and manicuring. See certificate program information regarding hourly requirements.

Limitation On Enrollment: Admission into a Cosmetology School accredited by the National Accreditation Commission of Cosmetology, Arts and Sciences which has contracted with College of the Sequoias.

COSMETOL 262 INTERMEDIATE COSMETOLOGY 6-12 UNITS
 (Each additional unit is based on 42 hours)
 Hours: 3-5 Lecture/Discussion
 12-25 Lab

Cosmetology 262 includes a study and performance of scientific theories and techniques as they apply to cosmetology. The course covers disorders and diseases of the hair and skin, scalp and nails; the application of hairstyling, cutting, perming, coloring, facials and manicuring. See Certificate Program information regarding hourly requirements.

Prerequisite: Completion of COSM 261 with a "C" or better.

COSMETOL 263a-b ADVANCED COSMETOLOGY 6-8 UNITS
 (Each additional unit is based on 42 hours)
 Hours: 5 Lecture
 15-25 Lab
 10 Homework

Cosmetology 263a-b is a 10 week course that includes the advanced study and performance of scientific theories and techniques apply to cosmetology. The course covers treatments of the hair, skin, scalp and nails; ethics in cosmetology; and salon business and management skills. The second section will allow refinement of skills, encourage problem solving in more depth, and provide a State Board review.

Prerequisite: Completion of Cosmetology 261 and 262 with a "C" or better.

CUSTODIAL TECHNICIAN

CT 301 CUSTODIAL TECHNICIAN I 6 UNITS
 Hours: **SHORT TERM CLASS: (9 weeks)**
 10 Hrs Lecture
 10 Hrs Lab

This course will prepare participants for employment in a variety of custodial service positions. A certificate of participation from College of the Sequoias and a certificate from the National Executive Housekeepers Association, Inc. will be awarded to all those who satisfactorily meet the standards for the course.

DAIRY SCIENCE

DAIRY 101 ELEMENTS OF DAIRYING 3 UNITS
 Hours: 3 Lecture/Discussion
 1 Lab

An introductory course designed to give students the basic understanding of dairying in California. Includes calf raising, record evaluation, fitting and showing of dairy cattle, housing, dairy setup facilities, and evaluating of dairy cattle. The course also explores the career opportunities available in the Dairy Industry by visiting several dairies in the local area.

DAIRY SCIENCE

DAIRY 102 PRINCIPLES OF MILK PRODUCTION 3 UNITS
 Hours: 3 Lecture/Discussion
 1 Lab

Dairy Science 102 is designed to give students the factors involved in milk production by dairy cows. Includes anatomy and physiology of the mammary gland, udder health, automatic milking equipment, dairy sanitation, and use of antibiotics in dairy cattle.

DAIRY 103 COMMERCIAL DAIRY HERD MANAGEMENT 3 UNITS
 Hours: 3 Lecture/Discussion
 1 Lab

Successfully managing a commercial dairy operation is the goal of this course. Use of computer herd health programs, cost analysis using spreadsheets, and managing techniques are covered. Practical hands-on applications of the decision-making process involving feeding, herd health, labor, and cost of production are covered.

DAIRY 104 BREEDING AND SELECTION OF DAIRY CATTLE 3 UNITS
 Hours: 3 Lecture/Discussion
 1 Lab

Materials Fee: \$5.00

Dairy Science 104 is part of the Dairy Science curriculum at C.O.S. The course is designed to give students an understanding of selection techniques, anatomy, and physiology of dairy reproduction, and artificial insemination. Practical hands-on use of A.I. will be covered by all students.

DAIRY 105a-d DAIRY CATTLE SELECTION, JUDGING AND SHOWING 1 UNIT
 Hours: 1 Lecture/Discussion
 1 Lab

An introductory course in the selection of dairy cattle. It is designed to give students a basic understanding of how dairy cattle are selected based on body conformation and type. Students also have the option to compete on the local, state, and national level.

DAIRY 106a-b INTRODUCTION TO DAIRY PRODUCTS TECHNOLOGY 3 UNITS
 Hours: 3 Lecture/Discussion
 1 Lab

This course is designed to familiarize students with the dairy industry and its processes. Lab time is spent in local milk plants to afford the student first hand observation and proper milk manufacturing procedures.

DAIRY 107a-d PRACTICAL SKILLS IN DAIRYING 1 UNIT
 Hours: 1 Lecture
 2 Lab
 1 Activity

Dairy Science 107a-d is designed to give students a chance to gain practical skills in dairy production applications. Students will be able to milk and feed cows on the COS Dairy or on other dairies with instructor approval. Other skills learned will be feeding calves, fresh cow care, equipment repair, fitting and showing cattle and general dairy work.

DAIRY 108 DAIRY NUTRITION 3 UNITS
 Hours: 3 Lecture/Discussion
 1 Lab

Dairy Science 108 is designed to give advanced dairy students an in-depth study of dairy cattle nutrition. Nutrient requirements of dairy cattle, commodity feeding, ration formulation and feeding systems will be discussed. Computer application of ration formulation will be used along with using spreadsheets to project feed inventories and usage.

Course Descriptions

DAIRY SCIENCE

DAIRY SCI 200 **APPLIED MECHANICS IN DAIRY SCIENCE** **2 UNITS**
Hours: **2 Lecture/Discussion**
 2 Lab

This course is designed to be part of the Dairy Herdperson's Certificate at COS. The course will focus on the various types of equipment used in the dairy industry today. Basic welding and repair of commonly found equipment and fences on dairies, service and maintenance of dairy equipment such as feed wagons, tractors, skip loaders and trailers will be covered. Barn equipment service and repair will be shown on items such as vacuum pumps, milk pumps, refrigeration equipment, basic electrical devices, pulsators and vacuum regulators. The dairy industry consists of a variety of mechanical devices that students should be able to provide maintenance for.

DANCE

DANCE 6a-d **DANCE CHOREOGRAPHY** **1 UNIT**
Hours: **2 Hrs/Week Activity**

Choreography is an introductory course in the study of elements and form of movement theories as applied to the art of creating dance.

DANCE 8a-d **BEGINNING BALLET** **1 UNIT**
Hours: **.5 Lecture/Discussion**
 1.5 Activity

This is a course designed for the beginning dance student to learn the basic principles of classical ballet technique. Barre work, port de bras, and allegro work are also introduced.

DANCE 10 a-d **MODERN DANCE** **1 UNIT**
Hours: **.5 Lecture/Discussion**
 1.5 Activity

This course is an introduction to the basic modern dance techniques. Emphasis is placed on the importance of breath, body alignment, rhythmic movement, and the exploration of movement through space, energy and time.

DANCE 12a-d **JAZZ DANCE** **1 UNIT**
Hours: **.5 Lecture/Discussion**
 1.5 Activity

This course is designed for the beginning student to learn general principles of current trends and traditional forms of Jazz Dancing, using a ballet foundation.

DANCE 13a-b **ADVANCED JAZZ DANCE** **1 UNIT**
Hours: **1 Lecture/Discussion**
 2 Activity

This is an in depth study of jazz dance technique, taught at an accelerated rate. Emphasis is on different individual styles and techniques and freedom of movement.

Advisory On Recommended Preparation: DANCE 12a or equivalent college course with "C" or better, or recommendation from the department.

DANCE 16a-b **BEGINNING TAP DANCE** **1 UNIT**
Hours: **.5 Lecture/Discussion**
 1.5 Activity

This course is designed for the beginning student in the study of tap dance techniques. Students will learn the art of making rhythmic sounds by the learned articulation of the feet.

DANCE

DANCE 41a-d **MUSICAL THEATER PERFORMANCE** **2 UNITS**
Hours: **120 Total hours per semester**
Cross Ref: **Music 97 a-d, Theatre Arts 20 a-d**

Experience dance, music, drama, and theater through active participation in a major musical production. Includes training and experience in all facets of the theater.

DANCE 120a-d **WORLD THEATRE AND DANCE** **3 UNITS**
Hours: **SHORT TERM CLASS: (252 total hours)**
 36 Lecture/Discussion
 216 Activity

Cross Ref: **Theatre Arts 120a-d**

(ADDITIONAL FEES REQUIRED)

A critical analysis of the Performing Arts (Theatre, Dance, etc.) from an Audience perspective. Elements of play and dance production from the dramatic structure, style, and historical perspective of the script to the final presentation before an audience will be explored. Students will travel to London, New York City, or other sites to attend play and dance performances; backstage excursions, museums; for a two-week stay. Fee will cover roundtrip air fare, transfer to and from airport, hotel room, and some theatre tickets.

DRAFTING

DRAFTING 100 **APPLIED DRAWING** **3 UNITS**
Hours: **3 Lecture/Discussion**
 3 Lab
 3 Homework

A study of the fundamentals of technical drawing and practical applications. Emphasis will be placed upon: sketches, lettering, orthographic projection, working drawings, auxiliary views, dimensioning, developments, threads and fasteners, sections, pictorial drawing, duplication, and the interrelationships of each to manufacturing design. The course is recommended for all engineering and industrial technology students. The course is required in all drafting technology certificate and degree programs.

Advisory On Recommended Preparation: DRAFTING 200 or equivalent college course with "C" or better.

DRAFTING 102 **DESCRIPTIVE GEOMETRY** **4 UNITS**
Hours: **3 Lecture/Discussion**
 2 Lab
 7 Homework

This course is a study of the fundamental theory, concepts and principles of spatial relationships. These are applied in the solution of three dimensional problems arising in various branches of engineering. Descriptive geometry is needed by everyone pursuing the knowledge and skills associated with architecture, construction, drafting, and engineering.

Advisory On Recommended Preparation: DRAFTING 100 or equivalent college course with "C" or better; and MATH 220 or equivalent college course with "C" or better or one year high school Geometry with "C" or better (at a minimum Math 220 should be taken concurrently).

DRAFTING 114 **INTRODUCTION TO AUTO CAD** **4 UNITS**
Hours: **3 Lecture/Discussion**
 3 Lab

Materials Fee: \$10.00

This course introduces computer assisted drafting and design workstation hardware, operating systems, and software utilization. Students will set up and generate industrial and architectural drawings with the computer. Invaluable for anyone seeking the knowledge and skills for entry into: architecture, construction, engineering manufacturing, design, drafting and related computer applications.

Advisory On Recommended Preparation: A recent (within 2 years) drafting class or current employment as a drafter.

Course Descriptions

DRAFTING

DRAFTING 115 ADVANCED AUTO CAD 4 UNITS

**Hours: 3 Lecture/Discussion
3 Lab**

Materials Fee: \$10.00

This course utilizes sophisticated computer software to expand upon the fundamental concepts of three dimensional visualization. The students will develop communication skills by generating pictorial drawings, 3-D drawings, surface models, solid models, renderings, and presentation graphics. This course is necessary for anyone seeking requisite knowledge and skills for entry into advertising, architecture, construction, drafting, engineering, interior design, manufacturing, technical illustration/rendering, and numerous computer design related fields.

Prerequisite: DRAFTING 114 or equivalent college course with "C" or better.

DRAFTING 116a-d ADVANCED AUTOCAD APPLICATIONS 4 UNITS

**Hours: 3 Lecture/Discussion
2 Lab
4 Homework**

Materials Fee: \$10.00

This course will provide advanced AutoCAD students with a systematic approach to rapidly solve drafting and design problems, and generate accurate presentation and scientifically correct conceptual or working drawings utilizing computer image generation skills and knowledge.

Prerequisite: DRAFTING 115 or equivalent college course with "C" or better.

DRAFTING 130 INTRODUCTION TO COMPUTER ASSISTED CABINET DESIGN 4 UNITS

**Hours: 3 Lecture/Discussion
2 Lab**

A study of the fundamental concepts, principles, and applications of a computerized system covering all phases of cabinet design. By utilizing computers, students will design cabinets, generate cabinet drawings, cutting lists, estimates for material and labor, and contract documents. This course is an invaluable career asset for people interested in architecture, construction, cabinet and furniture manufacturing, drafting, and computer applications.

DRAFTING 131 ADVANCED COMPUTER ASSISTED CABINET DESIGN 4 UNITS

**Hours: 3 Lecture/Discussion
3 Lab**

A study of the fundamental concepts, principles, and applications of a computerized system covering all phases of cabinet design. By utilizing computers, students will design cabinets, generate cabinet drawings, cutting tests, estimates for labor and material, do job costing, and write job contracts. The student will also study the important aspects of: recreating the program parameters, changing the estimating information, changing lumber and labor costs, and saving cabinets to the library file of the program. This course is an invaluable career asset for people interested in architecture, construction, cabinet and furniture manufacturing, drafting, and computer applications.

Prerequisite: DRAFTING 130 or equivalent college course with "C" or better.

DRAFTING 160 GRAPHIC DESIGN 3 UNITS

**Hours: 3 Lecture/Discussion
2 Lab**

Materials Fee: \$10.00

A study of graphic design theory, elements, principles, processes, and methodology as used in the graphic communication industry. The skills and knowledge required in creative problem solving by the graphic designer are developed throughout the course with assignments that are actual commercial applications. The students interested in art, design and any field of graphic communications will find this course an invaluable asset.

DRAFTING

DRAFTING 161a-d GRAPHIC DESIGN APPLICATION 4 UNITS

**Hours: 3 Lecture/Discussion
3 Lab
6 Homework**

Material Fee: \$10.00

Creative problem solving process as it relates to graphic design utilizing computer image generation skills and knowledge in the conceptualization, refinement, analysis, evaluation, and implementation of graphic design.

Prerequisite: DRAFTING 160 or equivalent college course with "C" or better.

DRAFTING 170a-d COMPUTER ANIMATION/RENDERING 4 UNITS

**Hours: 3 Lecture/Discussion
3 Lab
6 Homework**

Material Fee: \$10.00

Computer Animation and Rendering is a "hands on" exploration of professional two and three dimensional animation and rendering software for personal computers. Students will learn to communicate their ideas with images and animations created utilizing professional software such as Autodesk 3d MAX. The animated presentations will be played on personal computers, or output to video tape or CD. The course explores applications of computer animation and rendering for business, advertising, industry, law, graphic design, the environmental design professions, education and personal expression.

DRAFT 200 BEGINNING MECHANICAL DRAWING 2 UNITS

**Hours: 2 Lecture/Discussion
2 Lab
2 Homework**

A rapid comprehensive coverage of the fundamentals of mechanical drawing and modern drafting practice. Including, but not confined to, the following: lettering, geometric drawing, orthographic projection, pictorial representation, and reproduction. This course is a basis for all drafting related majors and is recommended for students that have had no high school drafting but plan to enter architecture, engineering, drafting, or other graphic communication fields.

DRAFTING 202 CIVIL ENGINEERING DESIGN 3 UNITS

**Hours: 2 Lecture/Discussion
2 Lab
5 Homework**

A class designed to prepare the participant to function effectively in a Civil Engineering Office or Department of Public Works within a city or county agency as a designer/drafter.

DRAFTING 203a-c INTRODUCTION TO COMPUTER ASSISTED CIVIL DRAFTING 2 UNITS

**Hours: 1 Lecture/Discussion
2 Lab
3 Homework**

The Civil CAD course is designed to prepare the student for public and private industries that currently use CAD stations outfitted with Auto-CAD or Versa-CAD. It is a hands-on interactive CAD drafting course that will provide the student with advanced CAD skills especially as they relate to public works, subdivisions and various civil engineering drafting tasks.

Advisory On Recommended Preparation: DRAFTING 114, 115, and 202 or equivalent college courses with "C" or better, or experience using CAD and recommendation of department.

Course Descriptions

ECONOMICS

ECON 1 PRINCIPLES OF ECONOMICS I 3 UNITS
Hours: 3 Lecture/Discussion

A study of the principles of national output, income, employment and prices. The subject matter includes an analysis of aggregate production, inflation, the banking system, and the application of fiscal and monetary policy. Macroeconomics also concerns itself with how the United States economy interacts with the rest of the world. CAN ECON 2.

Advisory On Recommended Preparation: MATH 200 or 215 or MATH 205, or equivalent college course with "C" or better, or one year high school algebra with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.

ECON 2 PRINCIPLES OF ECONOMICS II 3 UNITS
Hours: 3 Lecture/Discussion

Microeconomics: Principles and applications in the theory of producer and consumer behavior, and the distribution of payments as derived from output markets. Various market structures are reviewed and the role of government production, regulation, and involvement in firm decisions and consumer behavior are analyzed. CAN ECON 4.

Advisory On Recommended Preparation: Math 200 or MATH 215 or MATH 205, or equivalent college course with "C" or better, or one year high school algebra with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.

ELECTRONICS

ELECT 101 DIRECT CURRENT CIRCUITS 5 UNITS
Hours: 4 Lecture/Discussion
4 Lab
7 Homework

Materials Fee: \$5.00

This is the introductory class in the C.O.S. Electronics program. It offers training for students entering the electronics field. Designed to introduce students to electronics, mathematics, DC circuit analysis, and use of test equipment. Approximately 20 projects will be completed including written lab reports (informal report).

Advisory On Recommended Preparation: MATH 200 or MATH 215 or Math 205, or equivalent college course with "C" or better, or one year high school algebra with "C" or better; and ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures. ELECT 110 should be taken concurrently.

ELECT 102 ALTERNATING CURRENT CIRCUITS 5 UNITS
Hours: 4 Lecture/Discussion
4 Lab
7 Homework

Materials Fee: \$5.00

This class offers continued training for students entering the electronics field and includes lecture and laboratory instruction with AC circuits including mathematics, circuit analysis, use of test equipment and soldering. It is the second semester of study for obtaining F.C.C. general radio-telephone license or its equivalent.

Prerequisites: ELECT 101 or equivalent college course with "C" or better or equivalent skills and knowledge as determined by departmental assessment.

ELECT 103 SEMICONDUCTOR CIRCUITS 5 UNITS
Hours: 4 Lecture/Discussion
4 Lab
7 Homework

This is a course in the third of four semesters in the COS Electronics program. It offers training for students entering the electronics field. Includes lecture and laboratory projects including: solid state devices, power supplies, audio circuits, and use of test equipment for testing and trouble-shooting.

Prerequisites: ELECT 102 or equivalent college course with "C" or better or equivalent skills and knowledge as determined by departmental assessment.

ELECTRONICS

ELECT 104 COMMUNICATION CIRCUITS 5 UNITS
Hours: 4 Lecture/Discussion
4 Lab
7 Homework

This is the fourth class in the COS Electronics program. It offers training for students seeking employment in electronic communications, including broadcasting and two-way communications. Includes lecture and laboratory instruction with emphasis on use of equipment and trouble-shooting. At completion students should be qualified to obtain an F.C.C. general radio telephone commercial license or equivalent. Students should also be able to qualify and pass the general class amateur radio license.

Prerequisites: ELECT 103 or equivalent college course with "C" or better.

ELECT 105 INDUSTRIAL FABRICATION AND DESIGN 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab
5 Homework

Materials Fee: \$5.00

This course offers the student a working knowledge of the tools, techniques, materials, and procedures used in industry to create prototype and production products. The course will include schematic generation, project documentation, chassis layout and finishing, breadboarding, printed wiring board layout and construction system testing and design philosophy.

Prerequisites: ELECT 101 or 110 or equivalent college course with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

ELECT 110 DIGITAL CIRCUITS 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab
5 Homework

Materials Fee: \$3.00

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 circuits such as gates, flip-flops, arithmetic elements and memories. Lab assignments help students understand and troubleshoot standard digital circuit configurations. This course is the beginning offering in a sequence that begins with Digital Circuits, and continues through Microprocessor Fundamentals, Microprocessor Applications, and PC Troubleshooting/Repair.

ELECT 111 MICRO-PROCESSOR/PLC FUNDAMENTALS 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab
5 Homework

Materials Fee: \$3.00

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.

Prerequisites: ELECT 101 and 110 or equivalent college courses with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

ELECT 112 MICRO-PROCESSOR APPLICATIONS 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab
6 Homework

Materials Fee: \$4.00

This course offers the student a study of advanced microcomputer and microprocessor interfacing techniques. Lectures, demonstrations, and laboratory assignments will study Intel 8085A and 8088 microprocessor-based systems. Special emphasis is placed on "hands-on" laboratory experience with various interface technologies.

Prerequisites: ELECT 101 and 110 or equivalent college courses with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

Course Descriptions

ELECTRONICS

ELECT 113 PC TROUBLE-SHOOTING/REPAIR 4 UNITS
Hours: 3 Lecture/Discussion
 3 Lab
 6 Homework

Materials Fee: \$4.00

This is an advanced digital course covering technical operation, troubleshooting and repair of the IBM PC. Students will be introduced to technical foundations of the IBM PC, advanced DOS concepts, understanding assembly programs, diagnostic software, and troubleshooting and repair of all PC components and peripherals.

ELECT 114 OPERATIONAL AMPLIFIER CIRCUITS 3 UNITS
Hours: 2 Lecture/Discussion
 2 Lab
 5 Homework

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, and testing.

Prerequisites: ELECT 102 and 103 or equivalent college courses with "C" or better, or permission of department.

ELECT 141 COMPUTER NETWORKING FUNDAMENTALS 3 UNITS
Hours: 3 Lecture/Discussion
 6 Homework

This is an introduction to computer networking concepts. Students will be introduced to the technical foundations of networks, topologies, adapters, bindings, protocols, and network administration. Students will also be introduced to diagnostic software, and troubleshooting and repair of networks and network hardware, components and peripherals.

Prerequisites: Computer experience; possible courses could include any of the following: COMPUTER 6, COMPUTER 130, ELECTRONICS 111, ELECTRONICS 112, ELECTRONICS 113.

ELECT 190a-d SUPERVISED PRACTICE 1-3 UNITS
(See SUPERVISED PRACTICE)

EMERGENCY MEDICAL TECHNICIAN

EMT 351B EMERGENCY MEDICAL TECHNICIAN B 4 UNITS
Hours: SHORT TERM CLASS (110 total hours)
 3 Lecture/Discussion
 4 Lab (three hours in class; one hour by arrangement)

The Emergency Medical Technician B course is offered to certify students who wish to work in emergency services. It is taught according to United States Department of Transportation 1994 revised EMT Basic National Standard Curriculum. This course will assist students working in police, fire, forestry, or ambulance services, or in hospital emergency rooms. The course emphasizes the development of skills in recognition of symptoms of illness and/or injury and proper procedures for emergency care. This course meets the requirements of the California Department of Health and Tulare County Department of Emergency Services for certification as an EMT B (formerly EMT 1). This course requires a minimum of 110 hours and a valid CPR card from the American Heart Association to meet certification standards.

Limitation Request on Enrollment: students must be 18 years of age to enroll and possess a current American Heart Association CPR card.

ENABLER SKILLS

ESKL ADAPTED COMPUTER TECHNOLOGY 1-3 UNITS
310a-d
Hours: 1-3 Lecture/Discussion
 2-6 Lab

Students with various disabilities will acquire and implement basic computer skills with personalized adapted computer technologies to perform tasks required in personal, educational or occupational applications. Supplemental instruction provided in this course coupled with adapted hardware and software will strengthen and enhance the development of skills for the disabled.

Prerequisite: Eligible disability.

ENGINEERING

ENGR 1 GRAPHICS 3 UNITS
Hours: 3 Lecture/Discussion
 3 Lab

This is a one-semester course in descriptive geometry generally required of mechanical and industrial engineering majors. The course begins with the simple principles of orthographic projection, developing geometrical relationships between points, lines and planes, to the solution of applied problems such as true shape and development of surfaces, cuts and development of surfaces, regions of outcrop, cuts and fills, two- and three-dimensional vectors, graphical integration and differentiation, and empirical equations. CAN ENGR 2.

Prerequisites: MATH 70 or equivalent college course with "C" or better.

Corequisite: MATH 75.

Limitation on Enrollment: Acceptance into the Engineering Program.

ENGR 2 STATICS 3 UNITS
Hours: 3 Lecture/Discussion

This is the second semester course of a four-semester sequence of lower division engineering courses generally required of most engineering majors. The course consists of a fundamental treatment of the principles of statics in engineering mechanics. Topics included are: three dimensional vector operation, equilibrium of rigid bodies, support systems of constraint, concentrated and distributed loads on trusses, frames, cables and beams, and energy methods for determination of equilibrium and stability.

CAN ENGR 8

Prerequisites: ENGR 1 and MATH 75 or equivalent college courses with "C" or better.

Corequisite: MATH 76 and PHYSICS 5.

ENGR 3 MATERIALS SCIENCE 3 UNITS
Hours: 3 Lecture/Discussion
 2 Lab

This is the third semester of a four-semester sequence of lower division engineering courses generally required of most engineering majors. The course consists of a fundamental treatment of the principles of materials science in engineering. Topics included are chemical bonding, crystallography, phase diagrams, reaction rates and mechanical and electrical properties of solids. CAN ENGR 4.

Prerequisites: ENGR 2, CHEM 1, MATH 76, PHYSICS 5 and ENGLISH 1 (Technical Writing) or equivalent college courses with "C" or better.

Corequisite: MATH 77 and PHYSICS 6.

ENGR 4 ALTERNATING CURRENT CIRCUITS 4 UNITS
Hours: 3 Lecture/Discussion
 3 Lab

This is the fourth semester of a four-semester sequence of lower division engineering courses generally required of most engineering majors. The course consists of a fundamental treatment of the principles of electrical circuits, both AC and DC steady-state and transient. CAN ENGR 6.

Prerequisites: ENGR 3, MATH 77 and PHYSICS 6 or equivalent college courses with "C" or better.

Corequisite: PHYSICS 7 and MATH 81.

Course Descriptions

ENGINEERING

ENGR 7 SURVEYING 3 UNITS
Hours: 2 Lecture/Discussion
3 Lab

This is a one-semester plane surveying course generally taken by civil engineering and land surveying majors. It consists of an introduction to the techniques of calculation and instrument use in field measurements involved in the horizontal and vertical control of civil engineering projects. As course requirements in this area differ widely among majors and options the student should consult the catalog of the intended transfer-institution. CAN ENGR 10.

Prerequisites: MATH 70 or equivalent college course with "C" or better.
Corequisite: MATH 75.

ENGLISH

ENGLISH 1 COLLEGE READING AND COMPOSITION 3 UNITS
Hours: 3 Lecture/Discussion
6 Homework

Approved for Distance Learning

English 1 refines students conventional oral and written expression through analysis, discussion and production of various expository styles. It emphasizes various techniques of organization, style, clarity, and research. The class also emphasizes close reading of expository writing. Students will be expected to write 6000 to 8000 words. CAN ENGL 2. **Puente Option:** The Puente Project is designed to help students succeed in school, earn degrees at four-year colleges and universities and return to the community as leaders. The content of the course focuses on Mexican-American/Latino authors and issues.

Prerequisites: ENGLISH 251 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures. Placement Testing requirement may be waived (see Matriculation Policies: Exemption Criteria for Assessment).

ENGLISH 1H READING AND COMPOSITION - HONORS 4 UNITS
Hours: 4 Lecture/Discussion

English 1 Honors teaches students intelligent and correct oral and written expression through reading and analysis, discussion and production of various expository styles. It emphasizes various techniques of organization, stylistic variation, clarity, integrating research (especially primary research) into students' work, and close reading of various writers. Idiomatic and grammatical correctness is assumed. English 1 Honors differs from standard English 1 in that students must be accepted into the Honors Program and will enroll concurrently in a one unit colloquium which meets once per week and which culminates in an appropriate semester project.

Prerequisites: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures. Placement Testing requirement may be waived (see Matriculation Policies: Exemption Criteria for Assessment).

Limitation On Enrollment: Acceptance into the Honors Program.

ENGLISH 2 LOGIC AND COMPOSITION 3 UNITS
Hours: 3 Lecture/Discussion

Approved for Distance Learning

This course gives students the opportunity to study and apply logic and cogent thinking to written and oral communication as well as develop advanced writing skills. Students learn to recognize logical fallacies, analyze others' arguments, and produce their own arguments and solutions to problems, using primary and secondary research. Students are required to write 6,000 to 8,000 words.

Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.

ENGLISH 4 COLLEGE COMPOSITION AND LITERATURE 3 UNITS
Hours: 3 Lecture/Discussion

Approved for Distance Learning

Introduction to literature, including short stories, the novel, poetry, and drama, through close reading, discussion, and writing. CAN ENGL 4.

Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.

ENGLISH

ENGLISH 10 CHICANO LITERATURE 3 UNITS
Hours: 3 Lecture/Discussion

An interpretive analysis of Chicano literature from its origins to its contemporary status. Poetry, short stories, essays, drama, and novels are used as a means of providing a panoramic view of literature and interpreting the Chicano experience in today's society. Emphasis will be placed upon the Contemporary Chicano Period or Renaissance of Chicano letters, an explosion in every literary genre. This course analyzes the interrelationships between literature, drama, popular music, art, and dance as reflections of Chicano artistic expression.

Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.

ENGLISH 14a-b CREATIVE WRITING 3 UNITS
Hours: 3 Lecture/Discussion

An introduction to writing short stories, poems and plays. This course emphasizes class discussion about student writing. Class members are expected to read professional writers from various books and magazines and should write with the correctness required in English 1. English 14 a-b may be taken twice for credit. English 14a is a beginning course; 14b is a more advanced study of the same topics covered in 14a. After that it may be taken under the community service option. CAN ENGL 6 includes 14a or 14b.

Prerequisite: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures. Placement Testing requirement may be waived (see Matriculation Policies: Exemption Criteria for Assessment).

ENGLISH 15 SURVEY OF BRITISH LITERATURE 1 3 UNITS
Hours: 3 Lecture/Discussion

A survey of English literary history as revealed through an intensive study of some major authors and their typical masterpieces from Beowulf through the period of the Restoration. CAN ENGL 8.

Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.

ENGLISH 16 SURVEY OF BRITISH LITERATURE 2 3 UNITS
Hours: 3 Lecture/Discussion

Complementary course to English 15. A survey of English literary history as revealed through an intensive study of some major authors and their typical masterpieces from the Romantic Period to the present. Note: English 15 is not a requisite for English 16. CAN ENGL 10.

Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.

ENGLISH 17 NATIVE AMERICAN LITERATURE 3 UNITS
Hours: 3 Lecture/Discussion

This course explores the images of Native Americans in literature, myths, short stories, essays, autobiographies, novels, poems, and "as-told-to" stories. This exploration may examine common stereotypes of Native Americans in various environments and cultures. Students will be encouraged to connect the course material with their own life experiences.

Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.

ENGLISH 18 BLACK AMERICAN LITERATURE 3 UNITS
Hours: 3 Lecture/Discussion

An interpretive survey of Black American Literature from its origins to its present status. Poetry, essays, drama, short stories, autobiographies, biographies, and novels are used to provide a full spectrum of the Black American experience from a literary perspective. Emphasis is placed upon the variety of means used by Black American writers to reflect the views of those out of the mainstream in American culture.

Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.

ENGLISH 19 WOMEN IN LITERATURE 3 UNITS
Hours: 3 Lecture/Discussion

This course explores the images of women in literature, myths, short stories, essays, novels, and poems. This exploration may examine common stereotypes of women in various life stages, environments, and cultures. Students will be encouraged to connect the course material with their own life experiences.

Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.

Course Descriptions

ENGLISH

ENGLISH 30 U.S. LITERATURE 1 3 UNITS
Hours: 3 Lecture/Discussion
 A broad, general, chronological survey of the literature of the United States and an 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. CAN ENGL 14.
Prerequisites: ENGLISH 1 or equivalent college course with "C" or better.

ENGLISH 31 U.S. LITERATURE 2 3 UNITS
Hours: 3 Lecture/Discussion
 This broad study of the literature of the United States includes an analysis of literary works through close reading, discussion, and writing. Works studied include representative pieces of literature that have been written from the Civil War to the present. Students will write around 6,000 words of analysis and response to these works. CAN ENGL 16
Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.

ENGLISH 32 THE BIBLE AS LITERATURE 3 UNITS
Hours: 3 Lecture/Discussion
 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 the historical background and influences.
Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.

ENGLISH 44 WORLD LITERATURE 3 UNITS
Hours: 3 Lecture/Discussion
 A study of early world masterpieces of the world's literature beginning with Greek and Roman works and concluding with the literature of the Renaissance. Through reading, discussion and writing, many works are studied to explore the richness of diverse cultural traditions.
Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.

ENGLISH 45 WORLD LITERATURE 3 UNITS
Hours: 3 Lecture/Discussion
 A study of world literature from the enlightenment to the modern period. Through reading, discussion and writing, many works are studied to explore the richness of diverse cultural traditions.
Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.

ENGLISH 45H WORLD LITERATURE 4 UNITS
Hours: 4 Lecture/Discussion
 World Literature 45 Honors asks students to explore the richness of diverse cultural traditions by reading, discussing, analyzing, and writing about literature from many sources both in and outside of the western canon. The time periods during which these works were written range from the eighteenth century until present. English 45H differs from standard English 45 in that students must be accepted into the Honors Program and will enroll concurrently in a one unit colloquium which meets once per week and which culminates in an appropriate semester project.
Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.
Limitation On Enrollment: Acceptance into the Honors Program.

ENGLISH 46 SHAKESPEARE 3 UNITS
Hours: 3 Lecture/Discussion
 An introduction to Shakespeare through films, lectures, student reports, analysis through a close reading of the plays, oral readings of major portions of the plays, and optional scenes acted by interested students in the class. The scope of the class is broad not only to familiarize the student with the life, historical period, and works of Shakespeare as material for critical essays and discussions, but also to present the works of Shakespeare as living theater which should appeal to the ear and the emotions as well as to the intellect.
Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.

ENGLISH 200a-d WRITING LAB 5-1 UNITS
Hours: 1 and 1/2 -3 hrs Lab
Note: Units will be awarded on the basis of numbers of hours/semester in lab. Twenty-four hours in lab earns half unit. Course graded CR/NC.
 Taken concurrently with any college course requiring written composition. English Composition Writing Lab provides instruction in use of computers and supervision and tutorial assistance to students working on writing assignments in any discipline.
Limitation On Enrollment: Concurrent enrollment in a college course with composition requirements.

ENGLISH

ENGLISH 251 FUNDAMENTALS OF COLLEGE WRITING 3 UNITS
Hours: 3 Lecture/Discussion 6 Homework

This course emphasizes close reading and writing as processes that result in compositions appropriate for the work and for transfer level academic study. Students submit end-of-semester portfolios of these compositions which are assessed by department members. A passing score on the portfolio assessment is necessary, but not the only criteria for passing the course.

TECHNICAL OPTION: This course is designed to give students a background in basic writing for their work in a vocation. Students will practice writing short compositions, paragraphs, sentences and standard communiques such as reports used in business letters and research reports used in business and industry. They will also develop their skills in close critical reading.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of department.

PUEBLO PROJECT OPTION:
 The Pueblo Project is designed to help students succeed in school, earn degrees at four-year colleges and universities and return to the community as leaders. The content of the course focuses on Mexican-American/Latino authors and issues. This course is designed to give students a background in basic writing for their work in a vocation or for English 1. Students will practice writing short compositions, paragraphs and sentences. They will also develop their skills in close critical reading.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of department.

Limitation on Enrollment: Students must be accepted into Pueblo Project.

ENGLISH 253 READING FOR ENRICHMENT 3 UNITS
Hours: 3 Lecture/Discussion
 This course is designed for those who will complete their studies with the AA degree. There will be emphasis on analysis of content in terms of central themes and main ideas, facts and inferences, and recognition of major and minor details. Also included are exercises and techniques for improving reading speed and comprehension, and vocabulary development. Book reports and outside reading are required.

ENGLISH 265a-b DEVELOPMENTAL READING 3 UNITS
Hours: 3 Lecture/Discussion 1 Lab
 This course is designed to develop analytic reading skills. The relationship between reading, writing, and critical thinking is stressed. The course also includes study skills and vocabulary development.

Advisory On Recommended Preparation: Recommendation through COS Placement Procedures, or recommendation of department. The Placement Test requirement may be waived.

ENGLISH 360 WRITING, READING, STUDY SKILLS 6 UNITS
Hours: 6 Lecture/Discussion 1 Lab

This is the second course in a developmental, precollegiate sequence. The course is designed to build student self-concept; to teach observation, critical thinking, and study skills; and to review listening, reading, writing, and speaking skills. These communication strategies will be taught in an integrated approach and will prepare the student for college level courses and subsequent vocational and personal endeavors.

Advisory On Recommended Preparation: ENGLISH 370 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of department.

Course Descriptions

ENGLISH

ENGLISH 364 READING IMPROVEMENT

4 UNITS

Hours: 3 Lecture/Discussion
2 Lab

This course is designed to develop basic reading skills, using a variety of materials, both fiction and non-fiction. A precollegiate course, it is designed for those students who feel they need additional guidance in developing comprehension and vocabulary skills. It is meant to supplement the reading and writing course sequence.

ENGLISH 370 BASIC ENGLISH SKILLS

6 UNITS

Hours: 6 Lecture/Discussion
1 Lab

Basic English skills is the first course in a developmental, precollegiate sequence. The course is designed to review basic grammar, sentence structure, paragraphs and essay writing; it also includes improvement in vocabulary, reading comprehension, and study skills. Using an integrated approach, reading, writing, and study skills will be taught as a thinking process that requires active, involved participation.

Advisory On Recommended Preparation: Recommendation through COS Placement procedures, or recommendation of department. The placement test requirement may be waived.

ENGLISH AS A SECOND LANGUAGE

ESL 300 ENGLISH AS A SECOND LANGUAGE, BEGINNING LEVEL 1-WRITING AND GRAMMAR

4 UNITS

Hours: 3 Lecture/Discussion
3 Lab
6 Homework

This course is suitable for the true beginner with little or no knowledge of English grammar and writing conventions. Students focus on writing on the sentence level. The course is designed to provide an introduction to English grammar and writing skills to enable students to function minimally both orally and in writing in basic English academic and vocational situations. Students are introduced to basic computer and word processing skills. (Formerly ENGLISH 381)

Advisory On Recommended Preparation: Recommendation through COS Placement Procedures or skilled competencies as determined by departmental assessment. Concurrent registration in ESL 301 (or appropriate ESL Reading/Vocabulary course) is strongly recommended.

ESL 301 ENGLISH AS A SECOND LANGUAGE, BEGINNING LEVEL 1-READING AND VOCABULARY

3 UNITS

Hours: 3 Lecture/Discussion
6 Homework

This course is suitable for the true beginner with little or no knowledge of English reading and vocabulary skills. The course is designed to develop basic reading techniques, vocabulary and study skills so that the student can comprehend and respond to basic written and spoken English. (Formerly ENGLISH 381)

Advisory On Recommended Preparation: Recommendation through COS Placement Procedures or skilled competencies as determined by departmental assessment. Concurrent registration in ESL 300 (or appropriate ESL Writing/Grammar course) is strongly recommended.

ENGLISH AS A SECOND LANGUAGE

ESL 301 ENGLISH AS A SECOND LANGUAGE, BEGINNING LEVEL 2-WRITING AND GRAMMAR

4 UNITS

Hours: 3 Lecture/Discussion
3 Lab
6 Homework

This course is suitable for the beginning student with a basic foundation in English grammar and writing. Students focus on writing accurate sentences and developing paragraph skills. The course is designed to reinforce and build upon grammar and writing skills to enable the students to function both orally and in writing in basic English academic and vocational situations. Students are introduced to basic computer and word processing skills necessary for academic work. (Formerly ENGLISH 382)

Advisory On Recommended Preparation: Recommendation through COS Placement Procedures or skilled competencies as determined by departmental assessment. Concurrent registration in ESL 311 (or appropriate ESL Reading/Vocabulary course) is strongly recommended.

ESL 311 ENGLISH AS A SECOND LANGUAGE, BEGINNING LEVEL 2-READING AND VOCABULARY

3 UNITS

Hours: 3 Lecture/Discussion
6 Homework

This course is suitable for the beginning student with basic knowledge of English reading and vocabulary skills. This course is designed to develop and expand reading techniques, vocabulary and study skills so that the student can comprehend and respond to written and spoken English in basic academic and vocational situations. (Formerly ENGLISH 382)

Advisory On Recommended Preparation: Recommendation through COS Placement Procedures or skilled competencies as determined by departmental assessment. Concurrent registration in ESL 310 (or appropriate ESL Writing/Grammar course) is strongly recommended.

ESL 312a-b ENGLISH AS A SECOND LANGUAGE, BEGINNING LEVEL PRONUNCIATION/SPEAKING

2 UNITS

Hours: 2 Lecture/Discussion
4 Homework

This course is suitable for the true beginner with little or no knowledge of English pronunciation and speaking skills. The course is designed to develop basic speaking skills so that the student can comprehend and respond to basic spoken English. This course may be repeated once. (Formerly ENGLISH 381/382)

Advisory On Recommended Preparation: Recommendation through COS Placement Procedures or skilled competencies as determined by departmental assessment. Concurrent registration in ESL writing and reading classes is strongly recommended.

ESL 320 ENGLISH AS A SECOND LANGUAGE, INTERMEDIATE LEVEL 1 WRITING AND GRAMMAR

4 UNITS

Hours: 3 Lecture/Discussion
3 Homework

This course is suitable for the lower intermediate student with some foundation in English grammar and writing. Students focus on writing coherent paragraphs and begin writing essays using the process approach. The course is designed to reinforce and build upon grammar and writing skills to enable the student to function both orally and in writing in intermediate English academic and vocational situations. Students are introduced to basic computer and word processing skills necessary for academic work. (Formerly English 383)

Advisory On Recommended Preparation: ESL 310 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or skilled competencies as determined by departmental assessment. Concurrent registration in ESL 321 (or appropriate ESL Reading/vocabulary course) is strongly recommended.

Course Descriptions

ENGLISH AS A SECOND LANGUAGE

ESL 321 ENGLISH AS A SECOND LANGUAGE, INTERMEDIATE LEVEL 1 READING/VOCABULARY 3 UNITS

**Hours: 3 Lecture/Discussion
6 Homework**

This course is suitable for the lower intermediate student with some foundation in English reading and vocabulary skills. This course is designed to develop reading techniques, vocabulary and study skills so that the student can comprehend and respond to written and spoken English in intermediate academic and vocational situations. (Formerly ENGLISH 383).

Advisory On Recommended Preparation: ESL 311 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or skilled competencies as determined by departmental assessment. Concurrent registration in ESL 320 (or appropriate ESL Writing/Grammar course) is strongly recommended.

ESL 330 ENGLISH AS A SECOND LANGUAGE, INTERMEDIATE LEVEL 2 WRITING AND GRAMMAR 4 UNITS

**Hours: 3 Lecture/Discussion
3 Lab
6 Homework**

This course is suitable for the upper intermediate student with a good foundation in English grammar and writing. The process method of writing is used to develop essay writing. The course is designed to reinforce and build upon grammar and writing skills to enable the students to function both orally and in writing in intermediate to low advanced English academic and vocational situations. Students are introduced to basic computer and word processing skills necessary for academic work. (Formerly ENGLISH 384)

Advisory On Recommended Preparation: ESL 320 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or skilled competencies as determined by departmental assessment. Concurrent registration in ESL 331 (or appropriate ESL Reading/Vocabulary course) is strongly recommended.

ESL 331 ENGLISH AS A SECOND LANGUAGE, INTERMEDIATE LEVEL 2 READING/VOCABULARY 3 UNITS

**Hours: 3 Lecture/Discussion
6 Homework**

This course is suitable for the upper intermediate student with a strong foundation in English reading and vocabulary skills. This course is designed to expand reading techniques, vocabulary and study skills so that the student can comprehend and respond to written and spoken English in intermediate to advanced academic and vocational situations. (Formerly ENGLISH 384)

Advisory On Recommended Preparation: ESL 321 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or skilled competencies as determined by departmental assessment. Concurrent registration in ESL 330 (or appropriate ESL Writing/Grammar course) is strongly recommended

ESL 332a-b ENGLISH AS A SECOND LANGUAGE, INTERMEDIATE LEVEL PRONUNCIATION/SPEAKING 2 UNITS

**Hours: 2 Lecture/Discussion
4 Homework**

This course is suitable for the intermediate level student with a basic foundation in English pronunciation and speaking skills. The course is designed to improve speaking skills so that the student can comprehend and respond to spoken English in academic and vocational situations. This course may be repeated once. (Formerly ENGLISH 383/384)

Advisory On Recommended Preparation: ESL 312a-b or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or skilled competencies as determined by departmental assessment. Concurrent registration in ESL writing and reading classes is strongly recommended.

ENGLISH AS A SECOND LANGUAGE

ESL 340 ENGLISH AS A SECOND LANGUAGE, ADVANCED LEVEL 1 WRITING AND GRAMMAR 2 UNITS

**Hours: 3 Lecture/Discussion
3 Homework**

This course is suitable for the advanced student with a strong foundation in English grammar and writing. Using the process approach, students write essays in response to a variety of prompts. The course is designed to review and build upon grammar and writing skills to enable the student to function in advanced English academic and vocational situations. Students are introduced to basic computer and word processing skills necessary for academic work. (Formerly ENGLISH 385)

Advisory On Recommended Preparation: ESL 330 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or skilled competencies as determined by departmental assessment. Concurrent registration in ESL 341 (or appropriate ESL Reading/Vocabulary course) writing and reading classes is strongly recommended.

ESL 341 ENGLISH AS A SECOND LANGUAGE, ADVANCED LEVEL 1 WRITING AND GRAMMAR 3 UNITS

**Hours: 3 Lecture/Discussion
6 Homework**

This course is suitable for the advanced student with a strong foundation in English reading and vocabulary skills. The course is designed to expand reading techniques, vocabulary and study skills so that the student can comprehend and respond to written and spoken English in advanced academic and vocational situations. (Formerly ENGLISH 385)

Advisory On Recommended Preparation: ESL 331 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or skilled competencies as determined by departmental assessment. Concurrent registration in ESL 340 (or appropriate ESL Writing/Grammar course) is strongly recommended.

ESL 351 ENGLISH AS A SECOND LANGUAGE, ADVANCED LEVEL 2 READING/VOCABULARY 3 UNITS

**Hours: 3 Lecture/Discussion
6 Homework**

This course is suitable for the advanced student with demonstrated ability to comprehend written English at an advanced level. The course is intended to expand reading techniques, vocabulary and study skills so that the student can successfully transition into mainstream course work. (Formerly ENGLISH 386).

Advisory On Recommended Preparation: ESL 341 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or skilled competencies as determined by departmental assessment. Concurrent registration in ESL 350 (or appropriate ESL Writing/Grammar course) is strongly recommended.

ESL 352a-b ENGLISH AS A SECOND LANGUAGE, ADVANCED LEVEL PRONUNCIATION/SPEAKING 2 UNITS

**Hours: 2 Lecture/Discussion
4 Homework**

This course is suitable for the advanced level student with a strong foundation in English pronunciation and speaking skills. The course is designed to improve speaking skills so that the student can comprehend and respond to spoken English in advanced academic and vocational situations. This course may be repeated once. (Formerly ENGLISH 385/386).

Advisory On Recommended Preparation: ESL 332a-b or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or skilled competencies as determined by departmental assessment. Concurrent registration in ESL writing and reading classes is strongly recommended.

Course Descriptions

ENVIRONMENTAL CONTROL TECHNOLOGY

ECT 180 ELECTRICITY AND CONTROL FOR HVAC 4 UNITS
Hours: 4 Lecture/Discussion
2 Lab
6 Homework

ECT 180 is a basic course in electrical theory and applications of controls for the Heating, Ventilating, Air conditioning/Refrigeration controls class. The theories and concepts of OHMS and Kerchoffs laws are studied extensively in this course in addition to the theories and concepts of refrigeration.

ECT 181 BASIC AIR CONDITIONING 10 UNITS
Hours: 10 Lecture/Discussion
4 Lab
16 Homework

Materials Fee: \$20.00

An introductory lecture and demonstration course in residential air conditioning, refrigeration and heating that covers applied electrical and refrigeration theory, including how to evacuate and charge systems, diagnose refrigeration problems and how to properly install an entire duct system in the project house. In addition, proper brazing techniques, tools and safety practices are taught as applied to various other trades.

ECT 182 ADVANCED AIR CONDITIONING AND REFRIGERATION—COMMERCIAL AND DOMESTIC 12 UNITS
Hours: 10 Lecture/Discussion
10 Lab
16 Homework

Materials Fee: \$10.00

An advanced course offered in environmental control technology that covers commercial and domestic air conditioning and refrigeration theory. Topics include the fundamentals of wiring circuits and the concept of electrical problem solving as it relates to both commercial and residential applications. Topics also include using methods to calculate heat load values necessary to sizing equipment in the industry.

Advisory On Recommended Preparation: ECT 181 or equivalent college course with "C" or better.

ECT 200 INTRODUCTION TO INDUSTRIAL AMMONIA REFRIGERATION 3 UNITS
Hours: 3 Lecture/Discussion

Introduction to Industrial Ammonia Refrigeration is a practical course for the Industrial Maintenance mechanic. The basic fundamentals of pressure, temperature and heat transfer will be covered as well as the specific uses, methods, components, systems and safety concerns associated with industrial refrigeration systems utilizing ammonia as the refrigerant. The student will have a good understanding of industrial refrigeration fundamentals and should, upon completion of this course, be able to achieve plant operator "B" certification (entry level) through RETA as well as laying a firm foundation for the operator "A" (Engineer level) certification.

Advisory On Recommended Preparation: ECT 260 or 181 or equivalent college course with "C" or better, or employment (past or current) by an industrial ammonia facility.

ECT 201 ADVANCED AMMONIA REFRIGERATION 3 UNITS
Hours: 3 Lecture/Discussion

This class is the natural extension of the Introduction to Ammonia Refrigeration (ECT 200). Specific topics of safety, maintenance, installation, trouble shooting, extensive examination of piping design and systems, code compliance, and operation related to the industrial refrigeration systems utilizing ammonia as the refrigerant. The student will further his understanding of industrial refrigeration and should, upon completion of this course series, depending upon years of experience, be able to achieve the operator "A" certification (Engineer level) through RETA.

Advisory On Recommended Preparation: ECT 200 or equivalent college course with "C" or better, or employment (past or current) by an industrial ammonia facility.

ENVIRONMENTAL CONTROL TECHNOLOGY

ECT 260 BASIC REFRIGERATION 2 UNITS
Hours: 2 Lecture/Discussion
1 Lab
3 Homework

An introductory course in residential air conditioning and refrigeration that covers applied electrical and refrigeration theory. The students will learn how to use electrical meters to trouble-shoot and diagnose electrical problems. In addition, proper brazing techniques, tools and safety practices are taught as applied to various other trades.

ECT 261 INTRODUCTION TO AIR CONDITIONING & REFRIGERATION -COMMERCIAL & DOMESTIC 2 UNITS
Hours: 2 Lecture/Discussion
1 Lab
3 Homework

This is an introductory course offered in air conditioning and refrigeration that covers commercial and domestic air conditioning and refrigeration theory. The students will study the practical wiring circuits and diagnose electrical problems found in both commercial and domestic applications. The student will also become familiar with various types of electrical motors, and their individual characteristics. This course provides essential knowledge for a student seeking further advancement in his/her career.

Advisory On Recommended Preparation: ECT 260 or equivalent college course with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

ECT 262 HEATING SYSTEMS AND CONTROLS 2 UNITS
Hours: 2 Lecture/Discussion
1 Lab
3 Homework

An advanced course offered in residential and light-commercial heating that covers theory, design, controls, and operation of modern day space heating systems. The students will study the practical wiring of circuits, and the diagnosing of problems found in both residential and light-commercial applications. In addition, the students will gain an understanding of both L.P. and natural gas fundamentals and applications, controls and safeties, with particular emphasis given to safe work habits and practices. This course provides essential knowledge for a student seeking further advancement in his/her career.

ECT 263 COMMERCIAL REFRIGERATION SYSTEMS AND CONTROLS 2 UNITS
Hours: 2 Lecture/Discussion
1 Lab
3 Homework

An advanced course that introduces commercial refrigeration. The course covers theory, design, controls, and operation of modern day commercial refrigeration systems. The students will study the practical wiring of circuits, various defrosting methods, piping, design, sizing, and controls commonly used in the industry. This course provides essential knowledge for a student seeking further advancement in his/her career.

Advisory On Recommended Preparation: ECT 260 or equivalent college course with "C" or better, or equivalent training/experience.

FASHION

FASH COSTUMING 3 UNITS
12a-b
Hours: 2 Lecture/Discussion
4 Lab
2 Activity

CROSS REF: Theater Arts 12a-b

A study of the principles and practice of costume construction from pattern to completed garments. Construction techniques, fabrics, basic patterns, wardrobe plotting, and historical styles. Additional hours required to work on crews for college Theatre Arts and Dance productions.

Course Descriptions

FASHION

FASH 17a-b MAKEUP 3 UNITS
Hours: 2 Lecture/Discussion
 4 Lab

Cross Ref: Theatre Arts 17a-b

This course is designed to introduce the student to the basic techniques and materials of makeup. Additional hours required to work on crews for college productions.

FASH 76 TEXTILES 3 UNITS
Hours: 3 Lecture/Discussion

A survey of natural and man-made fiber classifications, methods of textile fabrication, and types of finishes. The selection of textile products for clothing and home furnishings related to consumer's intended use and characteristics of the product. Fulfills lower division requirement for textiles in four year schools. CAN HEC 6.

FASH 160a-b CLOTHING CONSTRUCTION 3 UNITS
Hours: 2 Lecture/Discussion
 3 Lab

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. Open to all interested students. CAN HEC 10 includes 160a only.

FASH 161a-b TAILORING 3 UNITS
Hours: 2 Lecture/Discussion
 3 Lab

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. Open to all interested students.

FASH 162 CREATIVE PATTERN DESIGN 3 UNITS
Hours: 2 Lecture/Discussion
 3 Lab

A basic course in apparel design through the use of flat pattern techniques. Includes the design, drafting, and construction of garments. Open to all students interested in clothing design, especially fashion majors, those who are interested in sewing for themselves and others, who may teach in the clothing area or who have fitting problems.

Advisory On Recommended Preparation: Clothing construction experience.

FASH 163 ADVANCED PATTERN DESIGN 2 UNITS
Hours: 6 Lab

An advanced lab course in apparel design through the use of flat pattern techniques. Includes the design, drafting and construction of garments.

Advisory On Recommended Preparation: FASH 162 or equivalent college course with "C" or better.

FASH 167 APPLIED COLOR THEORY 2 UNITS
Hours: 2 Lecture/Discussion
 1 Lab

A study of color and its relationships to individuals and their environments including interior design, advertising, fashion merchandising, floral design, etc. Contemporary color theories, color perceptions, color matching, and the development of a color nomenclature are included. Projects assist the student in developing a sensitive and discriminating eye for making color choices. Attention is given to the selection of an individualized color palette.

FASHION

FASH 168 ADVANCED COLOR THEORY 2 UNITS
Hours: 2 Lecture/Discussion
 1 Lab
 4 Homework

Advanced Color Theory focuses on helping the student expand their color knowledge and problem solving abilities while investigating projects relating to color interests and career opportunities in color related fields or businesses.

Prerequisites: FASH 167 or equivalent college course with "C" or better.

FASH 170 MODELING 3 UNITS
Hours: 3 Lecture/Discussion
Cross Ref: Theater Arts 170

An introduction to the modeling industry and the roles of models and agencies. Instruction will include experience in basic fashion and photographic techniques; portfolio preparation; stage and photographic makeup; runway techniques; posture, gesture and movement and participation in a fashion production. Students will also analyze and evaluate personal diet, nutrition and exercise, skin care and makeup.

FASH 174a-b FASHION ILLUSTRATION 3 UNITS
Hours: 2 Lecture/Discussion
 3 Lab

Cross Ref: Art 174a-b

Fundamentals of fashion illustration, including a study of current fashion ideals; drawing fashion proportioned figures and faces, rendering garment details, fabrics and accessories; familiarizing student with fashion publications; preparing illustration including layout, stylizing drawings, and matting drawings for presentation.

FASH 175M1 FASHION IMAGE -Design Elements 1.5 UNITS
Hours: 1.5 Lecture/Discussion
 3 Homework

SHORT TERM CLASS - MODULAR TRAINING

Fashion Image M1 focuses on helping men and women apply their fashion knowledge and practice their problem solving abilities while completing assignments related to demonstrating their working understanding of art principles and elements used when selecting wardrobe pieces for multiple images of appropriate dress.

FASH 175M2 FASHION IMAGE AND WARDROBING 1.5 UNITS
Hours: 1.5 Lecture/Discussion
 4 Homework

SHORT TERM CLASS - MODULAR TRAINING

Fashion Image M2 focuses on understanding the role of visual image and personal presentation for both men and women. Students apply learned principles of body proportion and color to develop basic wardrobe plans, shopping strategies, and clothing maintenance skills.

FASH 177 INTRODUCTION TO FASHION MERCHANDISING 3 UNITS
Hours: 3 Lecture/Discussion

This is 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 economics and social factors to the fashion industry are covered. It is required for the fashion merchandising, vocational certificate, the AA degree in Consumer/Family Studies with a fashion merchandising or fashion design major.

FASH 178 VISUAL MERCHANDISING AND PROMOTION 3 UNITS
Hours: 2 Lecture/Discussion
 3 Lab

Materials Fee: \$10.00

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 advertising and publicity will be analyzed. Required for the fashion merchandising vocational certificate, the AA Degree with a fashion merchandising major and the interior design major in Consumer/Family Studies.

Course Descriptions

FASHION

- FASH 179 ORIGINS OF FASHION 3 UNITS**
Hours: 3 Lecture/Discussion
 This course is a study of the history of apparel and accessories. It includes the analysis of historical fashion cycles, cultural factors in dress and the relationship of social class, economics, government and religion to clothing and dress. This is a required course for fashion merchandising, fashion design, and color/image consulting vocational certificates, and the AA degree in Consumer/Family Studies with a fashion merchandising major.
- FASH 190 SUPERVISED PRACTICE 1-3 UNIT**
Hours: 3 Labs per Unit
 Under the supervision of an instructor, selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling and other employment or volunteer situations where the student is expected to take a leadership role.
Limitation On Enrollment: Permission of the department.
- FASH 199 TOPICS IN FASHION 1-4 UNIT**
Hours: Variable
 Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credits may be earned in 199 transfer level.
- FASH 260 CAREER DRESSING 1 UNIT**
Hours: 1 Lecture/Discussion
Cross Ref: Bus 260
 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. Excellent preparation for all students desiring to make the right impression for interviews and career changes. Career Dressing is a required course for the fashion design vocational certificates, and the AA degree in Consumer/Family Studies with a fashion merchandising major.
- FASH 261a-d PRINCIPLES OF CLOTHING CONSTRUCTION 1 UNIT**
Hours: 3 Lab
 A skills-oriented class in clothing construction from pattern to completed garment. Emphasis is on garment fit, the use of construction techniques for woven and knit fabrics and efficient sewing techniques. Designed for both beginning and experienced sewers.
- FASH 299 TOPICS IN FASHION 1-4 UNIT**
Hours: Variable
Material Fees: Variable
 Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credit in Topics 299 is non-transferable.
- FASH 360a-d PRINCIPLES OF CLOTHING CONSTRUCTION 1 UNIT**
Hours: 3 Lab
 A skills-oriented class in clothing construction from pattern to completed garment. Emphases are garment fit, the use of construction techniques for woven and knit fabrics, efficient sewing techniques. Designed for both beginning and experienced sewers.
- FASH 361 COLOR SELECTION SHORT TERM CLASS 1 UNIT**
Hours: A total of 18 Lecture/Discussion hours
 The class features the development of a personal color palette through a systematic, organized process for the selection of individualized colors. The class includes a brief examination and comparison of contemporary color theories.

FIRE TECHNOLOGY

- FIRE TEC 125 FUNDAMENTALS OF FIRE APPARATUS AND EQUIPMENT 3 UNITS**
Hours: 3 Lecture/Discussion
 Provides the student with the fundamentals of fire department organization, management, and resources, and emphasizes the use of those resources to control various emergencies.
- FIRE TEC 154 FUNDAMENTALS OF FIRE SERVICE OPERATIONS 3 UNITS**
Hours: 3 Lecture/Discussion
 Provides the student with the fundamentals of fire department organization, management, and resources, and emphasizes the use of those resources to control various emergencies.
- FIRE TEC 155 FIRE BEHAVIOR AND COMBUSTION 3 UNITS**
Hours: 3 Lecture/Discussion
 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. This is one of the first courses a student should take in the sequence of fire technology classes.
Prerequisite: FIRE TEC 159 or equivalent college course with a grade of "C" or better.
- FIRE TEC 156 FIRE SERVICE HYDRAULICS 3 UNITS**
Hours: 3 Lecture/Discussion
 This is a fire suppression class which studies the theory of water at rest; in motion, under pressure and engineering principles of formulas and mental calculations dealing with hydraulic problems as related to the fire service industry.
Prerequisites: FIRE TEC 154 and 159 or equivalent college courses with "C" or better.
- FIRE TEC 157 FIRE PREVENTION TECHNOLOGY 3 UNITS**
Hours: 3 Lecture/Discussion
 Provides information regarding the philosophy of fire prevention, organization and operation of a fire prevention bureau, application of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems.
Prerequisite: FIRE TEC 159 or equivalent college course with a "C" or better.
- FIRE TEC 159 FIRE PROTECTION ORGANIZATION 3 UNITS**
Hours: 3 Lecture/Discussion
 Provides and introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. One of five fundamental CORE courses for students pursuing a degree in fire technology.
- FIRE TEC 161 S.F.M. FIRE PREVENTION 1A 2 UNITS**
Hours: SHORT TERM CLASS
A total of 40 Lecture/Discussion hours
 One of the five fundamental courses for students pursuing a degree in fire technology. Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems.

Course Descriptions

FIRE TECHNOLOGY

FIRE TEC 162 S.F.M.FIRE PREVENTION 1B 2 UNITS

**Hours: SHORT TERM:
A total of 40 Lecture/Discussion hours**

One of the five fundamental CORE courses for students pursuing a degree in fire technology. Provides information regarding fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems.

Prerequisite: FIRE TEC161 or equivalent college course with "C" or better.

FIRE TEC 163 FIRE PROTECTION EQUIPMENT AND SYSTEMS 3 UNITS

Hours: 3 Lecture/Discussion

One of the five fundamental CORE courses for students pursuing a degree in Fire Technology. Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers.

Prerequisite: FIRE TEC 159 or equivalent college course with a "C" or better.

FIRE TEC 164 FIRE PREVENTION 1C 2 UNITS

**Hours: SHORT TERM
A total of 40 Lecture/Discussion hours**

This is the third class in a series of classes designed for the career oriented student or a currently employed fire fighter to develop knowledge and skills in the area of fire prevention. This course has more theory and more difficult research exercises than does Fire Prevention 1A or 1B.

Prerequisite: FIRE TEC 161 and FIRE TEC 162 or equivalent college course(s) with a "C" or better.

FIRE TEC 170 BASIC FIREFIGHTER I ACADEMY 9 UNITS

**Hours: Total Hours: 140Lecture/Discussion
144 Lab
284 Total Hours**

Manipulative and technical training in basic concepts in fire service organization and theories of fire control, including laws and regulations affecting the fire service personnel, and functions; fire organizations; principles of fire behavior; and the basic consideration in fire strategy and tactics.

Limitation On Enrollment: Currently affiliated with a fire service agency.

FIRE TEC 171 S.F.M. FIRE INSTRUCTOR 1A 2 UNITS

**Hours: SHORT TERM CLASS
A total of 40 Lecture/Discussion hours**

This 40-hour course is recommended for Fire Service personnel having training responsibilities within their fire department. This course deals with such topics as: terms pertaining to instruction; supplementary instruction sheets; concepts of learning; course development; lesson development; 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.

FIRE TEC 172 S.F.M. FIRE INSTRUCTOR 1B 2 UNITS

**Hours: SHORT TERM CLASS
A total of 40 Lecture/Discussion hours**

This course is recommended for Fire Service personnel having training responsibilities within their fire department. Techniques of Fire Service Instruction 1B deals with such topics as: terms pertaining to instruction; supplementary instruction sheets; concepts of learning; course development; lesson development; 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.

Prerequisite: FIRE TEC 171 or equivalent college course with "C" or better.

FIRE TECHNOLOGY

FIRE TEC 173 S.F.M. FIRE COMMAND 1A 2 UNITS

**Hours: SHORT TERM CLASS (A total of 40 hours)
40 Lecture/Discussion hours**

This course provides the Company Officer with information and experience in command and control techniques at the scene of an emergency. It is part of the performance requirements for a Fire Service Officer and is taught in compliance with regulations and requirements of the California State Fire Marshall's Office. This course also provides 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 act under a commander.

Limitation On Enrollment: Must be presently appointed to a fire service or related agency and is eligible for SFM fire officer or fire prevention officer upon completion of all required curriculum per the California Fire Service Training and Education System Policy Text.

FIRE TEC 174 S.F.M. FIRE COMMAND 1B 2 UNITS

**Hours: SHORT TERM CLASS
A total of 40 Lecture/Discussion hours**

This course provides the Fire Company Officer with information and experience in command and control techniques at the scene of a Hazardous Materials emergency. The course emphasizes the ability to issue commands and how to respond to a command given by a higher authority during an emergency. It is part of the performance requirements for a Fire Service Officer.

Prerequisite: FIRE TEC 173 or equivalent college course with "C" or better.

FIRE TEC 182 BUILDING CONSTRUCTION FOR FIRE PROTECTION 3 UNITS

**Hours: 3 Lecture/Discussion hours
6 Homework hours**

The study of the components of building construction relating to fire safety. Elements of construction and design of building. Development and evolution of building in relationship to past fires. (Formerly FIRE TEC 65)

FIRE TEC 240 S.F.M. - NON AMBULANCE EMT 4 UNITS

**Hours: 3 Lecture/Discussion
3 Lab**

This course instructs the student in appropriate procedures of emergency care and an introduction in utilizing improvised and commercial tools safely in vehicle extrication. It meets the requirements of the State of California and the State Fire Marshal's Office for EMT-1 Non-Ambulance/Fire Service. Satisfactory completion of this course enables the student to function in the Fire Service as an EMT-21 Non-Ambulance/Fire Service on an engine company.

Limitation On Enrollment: Current affiliation with a fire service agency.

FIRE TEC 252 S.F.M. - FIRE INVESTIGATION 1A 2 UNITS

**Hours: SHORT TERM CLASS (A total of 40 hours)
40 Lecture/Discussion**

This course is designed for students who are currently employed in a fire service area and are interested in advancing their career into the area of investigation. Students will study the techniques of fire scene investigation, fire indicators and fire behavior and expose students to arson laws, writing documentation and insurance reports. This course will apply toward investigator certification by the California State Fire Marshal's Office.

Limitation On Enrollment: Must be presently appointed to a fire service or related agency and is eligible for SFM fire officer or fire prevention officer upon completion of all required curriculum.

Course Descriptions

FIRE TECHNOLOGY

FIRE TEC 253 S.F.M. - FIRE INVESTIGATION 1B 2 UNITS

**Hours: SHORT TERM CLASS
A total of 40 Lecture/Discussion hours**

This is the second class in a series of classes designed for the career oriented student or a currently employed fire fighter to develop knowledge and skills in the area of fire investigation. Students will study legal codes and regulations governing the laws of evidence, interviews, court proceedings, and fire investigation techniques. Laboratory demonstrations will assist to develop skill and understanding of the legal and investigative procedures.

Prerequisite: FIRE TEC 252 or equivalent college course with "C" or better.

FIRE TEC 267 CSFM FIRE CONTROL 6 .5 UNITS

**Hours: SHORT TERM CLASS (A total of 16 hours)
16 Lecture/Discussion hours**

One of the fundamental elective courses for personnel pursuing the California State Fire Marshal's (CSFM) Fire Service Training and Education Program (FSTEP). Provides technical knowledge in the specialized subject of wildland fire control. It is part of the package funded by the Chancellor's Office. This class provides the student with the fundamentals of planning, organizing and developing strategies and tactics for mitigating wildland fires.

Limitation on Enrollment: Currently employed or volunteer fire fighter of an organized fire department of fire district per the California Fire Service Training and Education System Policy Text.

FRENCH

FRENCH 1 ELEMENTARY FRENCH I 4 UNITS

**Hours: 4 Lecture/Discussion
1 Lab**

This course is committed to the use of French and French cultural aspects as the medium of instruction and to the four skills of understanding, speaking, reading and writing. It is the first semester course in a series of four. It introduces the student to the French sentence patterns and words that are found in basic everyday topics, activities, and culture. CAN FREN 2.

FRENCH 2 ELEMENTARY FRENCH 2 4 UNITS

**Hours: 4 Lecture/Discussion
1 Lab**

This course is committed to the use of French and French cultural aspects as the medium of instruction and to the four skills of understanding, speaking, reading and writing. It is the second semester course in a series of four. It also strengthens and broadens the student knowledge of topics, activities and culture of the French speaking world. CAN FREN 4.

Prerequisite: FRENCH 1 or equivalent college course with "C" or better, or one year of high school French with "C" or better, or permission of department.

FRENCH 3 INTERMEDIATE FRENCH 4 UNITS

**Hours: 4 Lecture/Discussion
1 Lab**

This course is the third semester course in a series of four. It is conducted in French. It is committed to the development of communicative skills in a cultural context. Reading, listening and writing skills are strengthened by the exposure to and the analysis of contemporary texts and French media sources. CAN FREN 8.

Prerequisite: FRENCH 2 or equivalent college course with "C" or better, or two years of high school French with "C" or better, or permission of department.

FRENCH

FRENCH 4 ADVANCED FRENCH 4 UNITS

**Hours: 4 Lecture/Discussion
1 Lab**

French 4 is the fourth course in a series of four. Classes are conducted in French. The development and the acceleration of conversational skills are stressed within cultural contexts. The morphology and the syntax of the French language are studied in detail. Writing practice is intensive and related to contemporary cultural-socio-economical aspects of the French society. An overview of French literary genres is presented. CAN FREN 10.

Prerequisite: FRENCH 3 or equivalent college course with "C" or better, or three years of high school French with "C" or better, or permission of department.

FRENCH 350 CONVERSATIONAL FRENCH I 3 UNITS

Hours: 3 Lecture/Discussion

This is the first conversational French course in a series of four for the student interested in speaking the language at a rudimentary level with an emphasis on survival and consumer skills. Very basic grammar points will be touched upon.

FRENCH 351 CONVERSATIONAL FRENCH II 3 UNITS

Hours: 3 Lecture/Discussion

This is the second conversational French course in a series of four for the student interested in speaking the language at a rudimentary level with an emphasis on survival and consumer skills. Basic grammar points will be touched upon.

Prerequisite: FRENCH 350 or equivalent college course with "C" or better, or permission of department.

FRENCH 352 CONVERSATION FRENCH III 3 UNITS

Hours: 3 Lecture/Discussion

This is the third conversational French course in a series of four for the student interested in speaking the language at a rudimentary level with an emphasis on survival and consumer skills. Grammar points will be introduced as necessary for clear communication.

Prerequisite: FRENCH 351 or equivalent college course with "C" or better, or permission of department.

FRENCH 353 CONVERSATIONAL FRENCH IV 3 UNITS

Hours: 3 Lecture/Discussion

This is the fourth conversational French course in a series of four for the student interested in speaking the language at a fluent level with an emphasis on survival and consumer skills. Basic grammar points will be introduced as necessary for clear communication.

Prerequisite: FRENCH 352 or equivalent college course with "C" or better, or permission of department.

GEOGRAPHY

GEOG 1 PHYSICAL GEOGRAPHY 3 UNITS

Hours: 3 Lecture/Discussion

An investigation and interpretation of weather, climate, vegetation, soils, land forms, oceans, and maps. An emphasis is placed on explaining the distribution of physical phenomena on the surface of the earth and the relationship between man and the natural environment. CAN GEOG 2.

Advisory On Recommended Preparation: MATH 200 or MATH 215 or Math 205, or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures; and ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

GEOG 1L PHYSICAL GEOGRAPHY LABORATORY 1 UNIT

Hours: 3 lab hours

Observations, computer projects, experiments, and a field trip are designed to familiarize students with techniques used in physical geography.

Corequisite: Concurrent enrollment in GEOG 1.

Advisory On Recommended Preparation: MATH 200 or Math 205, or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures; and ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

Course Descriptions

GEOGRAPHY

GEOG 2 WORLD REGIONAL GEOGRAPHY 3 UNITS

Hours: 3 Lecture/Discussion

Aspects of physical and cultural geography such as landforms, climate, vegetation, soils, natural resources, demography, political and economic organization and urbanization are applied to various world regions. An emphasis is placed on understanding man-land relationships, promoting cultural awareness, and examining current world problems from a geographical perspective.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

GEOG 3 CULTURAL GEOGRAPHY 3 UNITS

Hours: 3 Lecture/Discussion
9 Homework hours

A general background to cultural geography including cultural origins, populations, migration, multicultural issues, ethnic diversity, religion, language, economic systems, resources, environmental issues, and map interpretations. Emphasis is placed on key relationships of humankind to the social and physical environment. CAN GEOG 4

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

GEOLOGY

GEOG 1 PHYSICAL GEOLOGY 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab hours

A study of the physical activities that work to change the surface of the earth. Included are topics about stream activities, earthquakes, landsliding, shoreline hazards, groundwater contamination and depletion, and the formation of mineral deposits and their economic development. The concepts of plate tectonics will be integrated into the course. CAN GEOG 2.

Advisory On Recommended Preparation: MATH 200 or 215 or 205, or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures; and ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

GEOG 12 ENVIRONMENTAL GEOLOGY 3 UNITS

Hours: 3 Lecture/Discussion

A study of man's geologic environment. Earthquakes, landslides, volcanic activity, and flooding will be studied. Emphasizes hazards, materials, energy and water resources, human interference with geologic processes and effects of urbanization, with particular reference to California. One or more optional field trips during the semester will be scheduled.

Advisory On Recommended Preparation: Math 200 or 215 or 205, or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures; and ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

GEOG 351 FIELD GEOLOGY OF A PORTION OF THE MOJAVE DESERT 1 UNIT

Hours: 6 Lecture/Discussion
18 Lab
6 Activity

A field trip course which introduces the student to a portion of the Mojave Desert from Tehachapi to Yermo, and that portion of the San Joaquin Valley from Visalia to Bakersfield. The course emphasizes the physical geology of the area and the interactions of man and his geological environment.

Corequisite: GEOG 1.

GEOLOGY

GEOG 352 FIELD GEOLOGY BETWEEN VISALIA AND THE CENTRAL CALIFORNIA COAST 1 UNIT

Hours: 6 Lecture/Discussion
18 Lab
6 Activity

A field trip course which introduces the students to a portion of California between Visalia and the Central California Coast and along the coast from Santa Maria to Cambria. The course emphasizes the physical geology of the area and the interactions of man and his geological environment.

Corequisite: GEOG 1.

HEALTH AND WELLNESS

H&W 1 PERSONAL HYGIENE 3 UNITS

Hours: 3 Lecture/Discussion

A general course including the facts necessary for maintenance of physical and mental health. Special emphasis is given to the use of drugs in our society including alcohol, tobacco, stimulants, analgesic narcotics, and "over the counter" drugs. Total fitness, diet and weight control, environmental health safety, sexually transmitted diseases and effective family living are among other subjects studied.

H&W 3 STANDARD FIRST AID 3 UNITS

Hours: 3 Lecture/Discussion

Hygiene 3 covers the American Red Cross Standard First Aid course, including Cardiopulmonary Resuscitation (CPR), Safety Factors in Daily Living, Emergency Treatment for Various Types of Injuries and Emergency Childbirth. Certificate will be issued with a fee paid to the American Red Cross when requirements are met.

H&W 7 SPORTS HEALTH 3 UNITS

Hours: 3 Lecture/Discussion

Using sport as the vehicle, this class covers the same basic subject matter as hygiene 1. The effects of pain and stress on performance are studied. Diet, weight control, fitness and exercise, genetics, and their influence on training are examined. The consequences of using alcohol, tobacco and anabolic steroids and other drugs are explained in terms of their effects on human performance. An understanding of the anatomy of common injuries and their treatment and prevention is developed. This course meets the hygiene requirement.

H&W 60 CONCEPTS IN HEALTH AND FITNESS 3 UNITS

Hours: 3 Lecture/Discussion

Cross Ref: Sports Medicine 60

An examination of recommended health practices and concerns. Emphasis is on basic understanding of critical health and fitness issues and applying these to everyday living.

H&W 104 DRUGS AND SOCIETY 3 UNITS

Hours: 3 Lecture/Discussion

This course covers the broad spectrum of drug use in our society. The material is constantly updated to reflect the current interests of students and new information made available by the scientific community.

H&W 119 NUTRITION FOR FITNESS, EXERCISE, AND SPORTS 3 UNITS

Hours: 3 Lecture/Discussion

Cross Ref: NUTR/FOOD 119

PE 119

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 interested in the relationship between nutrition, exercise and total fitness. Recommended for those interested in recreational and competitive sports.

Course Descriptions

HISTORY

HIST 4 THE HISTORY OF WESTERN CIVILIZATION TO 1648 3 UNITS

Hours: 3 Lecture/Discussion

History 4 "Western Civilization to 1648," is the first of an optional two-semester course sequence which surveys the development of Western Civilization. Covering events from approximately 3000 BCE to 1648 CE, it defines "civilization" and traces how institutions and ideas from the ancient Mideast, Greece, Rome, and medieval Europe came together by the middle of the seventeenth century to form a mature "Western" civilization. This course fulfills general-education requirements for CSU-Fresno and for the University of California, as well as most private liberal-arts colleges. It is recommended for all transfer students with college-level reading and writing skills. CAN HIST 2.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

HIST 5 THE HISTORY OF WESTERN CIVILIZATION SINCE 1648 3 UNITS

Hours: 3 Lecture/Discussion

History 5 is the second of an optional two-course sequence which surveys the history of to modern world. It begins with a study of the rise of absolute dynastic states and commercial empires in the eighteenth century. Then it investigates the impact of the French Revolution and the rise of the industrial economy on Europe in the nineteenth and first half of the twentieth century. And finally it describes the so-called information revolution after the Second World War and suggests some of its possible consequences in light of previous historical patterns. This course fulfills general-education requirements for CSU-Fresno and for the University of California, as well as most private liberal-arts colleges. It is recommended for all transfer students with college-level reading and writing skills. CAN HIST 4.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

HIST 5H THE HISTORY OF WESTERN CIVILIZATION SINCE 1648 4 UNITS

Hours: 4 Lecture/Discussion

A study of the history of the development of Western Civilization from 1648 to the present time. This course will examine the interaction of political, economic, social, religious and artistic forces in shaping Western society. In addition, this course will pay particular attention to the conflict between freedom and tyranny in the growth of political institutions in Europe. A weekly one hour colloquium culminates in an appropriate semester project.

Advisory On Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better.

Limitation On Enrollment: Acceptance into the Honors Program or permission of department.

HIST 17 THE PEOPLE OF THE UNITED STATES 3 UNITS

Hours: 3 Lecture/Discussion

A study of the people of the United States from colonial beginnings to 1865 emphasizing the interaction of political, economic, and social factors in the evolution of American culture. CAN HIST 8.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

HIST 18 THE PEOPLE OF THE UNITED STATES 3 UNITS

Hours: 3 Lecture/Discussion

A study of the people of the United States from Reconstruction to the present time emphasizing the interaction of political, economic, and social factors in the evolution of American Culture. CAN HIST 10.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

HISTORY

HIST 18H AMERICAN HISTORY THROUGH THE EYE OF FICTION 4 UNITS

Hours: 3 Lecture/Discussion
1 Colloquium

A study of the people of the United States from 1865 to the present, emphasizing the interaction of political, economic, and social factors in the evolution of American culture. In addition, this course will emphasize the reflection of each era in the work of representative writers of each period. A one hour colloquium is also required for the fourth unit of credit.

Advisory on Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better.

Limitation On Enrollment: Acceptance into the Honors Program.

HIST 19 THE PEOPLE OF COLONIAL LATIN AMERICA 3 UNITS

Hours: 3 Lecture/Discussion

A comparative study of the culture and heritage of the people of Latin America from the Pre-Columbian period to the end of the wars for independence. Emphasis will be placed upon the social, political, and economic factors shaping the destiny of the countries of Latin American up to the 1850's.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

HIST 20 THE PEOPLE OF LATIN AMERICA 3 UNITS

Hours: 3 Lecture/Discussion

A comparative study of the culture and heritage of the people of Latin America from the 1850's to the present. Emphasis will be upon the social, political and economic factors shaping their destiny and role in today's world community.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

HIST 21 THE PEOPLE OF MEXICO 3 UNITS

Hours: 3 Lecture/Discussion

A study of the culture and heritage of the people of Mexico from the Native American period to the present time with an emphasis on the social, political, and economic factors shaping their destiny in the world today. Through assigned reading, discussion, and writing, the students gain critical insights into the history and development of Mexico, as well as its literary, artistic, and sociopolitical contributions to world culture and civilizations.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

HIST 23 MEXICAN AMERICAN HISTORY 3 UNITS

Hours: 3 Lecture/Discussion

A study of the culture and heritage of the Mexican American people from the Native American period to the present time with an emphasis on the social, political, and economic factors shaping their destiny in American society.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

HIST 31 THE PEOPLE OF CALIFORNIA 3 UNITS

Hours: 3 Lecture/Discussion

A study of the people of California from the earliest Indian civilizations and subsequent white settlements right down to the present. 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.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

Course Descriptions

HUMAN DEVELOPMENT

HUM DEV 120a-b **STUDENT SUCCESS** **2 UNITS**

Hours: **SHORT TERM CLASS**
A total of 32 Lecture/Discussion hours

This course will provide the student the opportunity to learn and adopt techniques, tools and methods that will enhance his/her success in college. In addition, information on campus resources, regulations and requirements for graduation/transfer will be discussed. A major focus of this course is to assist students with the development of their reading, writing, communication, critical thinking and study skills, skills that will help them in school, work and life.

Limitation On Enrollment: Students must participate in the EOP&S or PUENTE programs or obtain permission from the department.

HUM DEV 122a-d **PEER COUNSELING** **3 UNITS**

Hours: **2 Lecture/Discussion**
2 Lab

Human Development 22 focuses on interpersonal communication and interaction skills within the setting of student-to-student advising. Emphasis is placed on communication in dyadic, group, and intercultural contexts. Counseling theories and research provide a foundation upon which to understand human behavior and appropriate intervention as Peer Advisors. Students will acquire skills important to the applications of general psychology to solve non-clinical academic, personal, and social problems while serving as assistants to faculty and paraprofessionals.

Advisory On Recommended Preparation: PSYCH 1 or equivalent college course with "C" or better; and ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

HUM DEV 230 **COLLEGE SUCCESS SKILLS** **1 UNIT**

Hours: **SHORT TERM CLASS (A total of 18 hours)**
1 Lecture/Discussion
2 Lab

This course provides students with an opportunity to learn techniques and adopt attitudes and skills that promote academic success. Course content is taught with the objective of identifying personal obstacles to academic success. The focus will be on time management, procrastination and goal setting, stress management, focusing and concentrating, adjusting to college and successful relationships. Campus resources providing further support will also be introduced.

HUM DEV 251a-c **CAREER DEVELOPMENT** **1 UNIT**

Hours: **SHORT TERM CLASS (A total of 18 hours)**
1 Lecture/Discussion
2 Homework

This course focuses on career, personal and educational awareness as they relate to the process of career choice and academic goal setting. Self-assessment instruments which focus on interests skills, values, and personality will help identify career options. Decision-making strategies, labor market trends, interviewing skills, resume writing, application completion and job search techniques will be reviewed.

HUM DEV 258 **SUMMER COLLEGE READINESS PROGRAM** **3 UNITS**

Hours: **54 Total Course Hours**
36 Homework hours

The summer College Readiness Program provides students with the skills and necessary knowledge to become self-directed individuals. Desired outcomes of the program are that students become independent thinkers capable of making intelligent choices, and develop the self-confidence to participate in classroom activities.

Limitation on enrollment: Acceptance into the Extended Opportunity Program and Services Summer Readiness Program.

HUMAN DEVELOPMENT

HUM DEV 330 **COLLEGE SUCCESS SKILLS** **1 UNIT**

Hours: **1 Lecture/Discussion**

This is one of a series of courses designed to help students develop competence and confidence necessary for successful college study in both academic and vocational courses. Human Development 330 is specifically designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. The skills covered in this course are meant to supplement the study skills covered in other precollegiate courses. The skills are introduced and reinforced primarily through discussion of topics which affect a student's progress and are instrumental in determining his/her success.

Limitation On Enrollment: Must be an EOP&S student with permission of department.

HUM DEV 423 **TUTOR TRAINING** **0 UNITS**

Hours: **3 Class Sessions**
Non-credit and No Grade Received

This course is for students who have demonstrated mastery of content in one or more college courses and are eligible to serve as tutors. This course is designed to develop basic skills needed to function successfully as a tutor.

HUM DEV 424 **SUPERVISED TUTORING** **0 UNITS**

Hours: **Up to 2 Hours per week per subject**
Non-credit and No Grade Received

This course is designed to provide students with tutorial assistance. Tutees may work either individually or in small groups. They may work with computer programs developed specifically to meet their needs or they may work with tutors who have been recommended by faculty as having achieved a degree of proficiency in the area they are tutoring.

HUMANITIES

HUMANITIES 301 **INTRODUCTION TO HUMANITIES** **3 UNITS**

Hours: **3 Lecture/Discussion**

This is one of a series of courses designed to help students develop the competence and confidence necessary for successful college study in both academic and vocational courses. Introduction to Humanities is an introductory course in the visual arts which traces the development of Western civilization from Paleolithic times to the present. Although the course will focus on man's artistic creations, these objects are explored as reflections of their cultural contexts.

HUMAN SERVICES

HUM SERV 120 **INTRODUCTION TO SOCIAL WELFARE** **3 UNITS**

Hours: **3 Lecture/Discussion**

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 government are evaluated.

HUM SERV 121 **INTERVIEWING** **4 UNITS**

Hours: **3 Lecture/Discussion**
2 Lab

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

Course Descriptions

HUMAN SERVICES

HUM SERV INTRODUCTION 3 UNITS
122 OF HUMAN SERVICES
Hours: 3 Lecture/Discussion

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

HUM SERV ALCOHOLISM, INTERVENTION, 2 UNITS
228 TREATMENT, AND RECOVERY
Hours: 2 Lecture/Discussion

This course provides knowledge about alcoholism and chemical dependency from a social clinical perspective. Emphasis is placed on programs for intervention, treatment, and recovery.

HUM SERV PHYSICAL AND PSYCHOLOGICAL 2 UNITS
229 ASPECTS OF DRUG USE
Hours: 2 Lecture/Discussion

This course explores physiological and psychological aspects of drug abuse and addiction; physical and psychological dependencies, psychological effects of commonly used drugs; and various methods of treatment and prevention.

HYGIENE

See Health and Wellness.

INDEPENDENT STUDY

IND ST INDEPENDENT STUDY UNITS: Variable
51 TRANSFER STATUS-UC & CSU TRANSFERABILITY
Hours: 54-162 Lecture/Discussion

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

Limitation On Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, student must file an Independent Study form through the Admissions Office to obtain approval to enroll.

IND ST INDEPENDENT STUDY UNITS: Variable
151 TRANSFER STATUS-CSU TRANSFERABILITY
Hours: 54-162 Lecture/Discussion

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

Limitation On Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, student must file an Independent Study form through the Admissions Office to obtain approval to enroll.

IND ST INDEPENDENT STUDY UNITS: Variable
251 NON-TRANSFER STATUS
Hours: 54-162 Lecture/Discussion

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

Limitation On Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, studentS must file an Independent Study form through the Admissions.

INDUSTRIAL MAINTENANCE

I & T INDUSTRIAL MAINTENANCE 13 UNITS
100 TECHNOLOGY, OPTION A (First Semester)
Hours: 8 Lecture/Discussion

17 Lab
14 Homework

Materials Fee: \$7.00

This is the first semester of a two semester program in Industrial Maintenance Technology. This class will provide the students with the theories, concepts and skills utilized in the area of: basic electricity, machine tool operation, acetylene and MIG welding, hydraulics/pneumatics, and mechanics.

I & T INDUSTRIAL MAINTENANCE 13 UNITS
101 TECHNOLOGY, OPTION A (Second Semester)
Hours: 8 Lecture/Discussion

17 Lab
14 Homework

Materials Fee: \$7.00

This course will provide the students with theories, concepts, and skills utilized in the areas of: industrial motor controls and instrumentation, stick and TIG welding, refrigeration and programmable logic controllers. It is the second course of a two semester program and is required to earn a certificate in Industrial Maintenance Technology.

Prerequisite: I&T 100 or equivalent college course with "C" or better or equivalent skills and knowledge as determined by departmental assessment.

I & T INDUSTRIAL MAINTENANCE 4 UNITS
105a-d TECHNOLOGY, OPTION B (Night Class)
Hours: 3 Lecture/Discussion

3 Lab

Materials Fee: \$7.00

This employment oriented class will provide the students with knowledge and skills in the areas of: basic electricity, industrial electrical controls, programmable logic controllers, instrumentation, pneumatics and hydraulics, machine tool operation, refrigeration principles, and welding practices. This course parallels the day time Industrial Maintenance Technology course, but is offered in a four-semester night class format. Industrial Maintenance Technology, Option B, requires four semesters of course work and work experience to complete the certification requirements (the course may be taken without work experience, if the student does not desire a certificate), and the four semester sequence may be started any semester.

INDUSTRIAL TECHNOLOGY

I & T 120 INTRODUCTION TO HAZARDOUS 3 UNITS
MATERIALS & SAFETY TECHNOLOGY
Hours: 3 Lecture/Discussion

An introduction to the overall scope of Hazardous Materials Technology. Emphasizes legal definitions, terminology, and regulatory framework. Included is historical background, career opportunities, governmental processes, and an overview of major hazardous materials handling and management procedures and requirements.

I & T 130 HAZARDOUS MATERIALS AWARENESS 1.5 UNITS
AND SAFETY
Hours: SHORT TERM CLASS (A total of 7 weeks)

3.5 Lecture/Discussion per week for a total of 24 hours.

Health and Safety aspects of working with hazardous materials. Emphasizes recognition of hazardous materials and the nature of worksite hazards. Included is a study of hazard classifications, laws and regulations applying to worker health and safety, types of health effects, personal protective equipment, risk reduction processes, and health and safety planning processes. Course is designed to meet general requirements of OSHA Hazardous Materials Training for work not requiring the use of respiratory protection.

Course Descriptions

INDUSTRIAL TECHNOLOGY

I & T 142 AIR CONDITIONING SHEET METAL 3 UNITS

Hours: 3 Lecture/Discussion
3 Lab
3 Homework

General sheet metal work including design, calculating, bending, shaping, soldering, riveting, and spot welding. Principles of fabrication of sheet metal fittings with basic hand tools for the sheet metal air conditioning trade.

I & T 143 ADVANCED AIR CONDITIONING DUCT SHEET METAL 3 UNITS

Hours: 2 Lecture/Discussion
4 Lab

Training in the layout, fabrication, and installation of sheet metal fittings used in heating and air conditioning (cooling-heating) duct systems and kitchen equipment. Development of triangulation and true length line layout and fabrication.

Advisory On Recommended Preparation: I&T 142 or equivalent college course with "C" or better.

I & T 160 INTRODUCTION TO TECHNICAL COMPUTER APPLICATIONS 2 UNITS

Hours: SHORT TERM CLASS (A total of 9 weeks)
4 Lecture/Discussion
2 Homework

Materials Fee: \$3.00

An introduction to the application of computer techniques to the problems encountered in industry and technology. Students will learn the basics of computer operating systems, word processing, spreadsheets and databases, and their applications to the building trades, architecture, automotive, electronics, environmental control systems, and industrial maintenance.

I & T 161a-d DESKTOP VIDEO DIGITAL PRODUCTION 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

In this course, students shall learn the latest technologies of digital desktop video production. This class shall be a benefit to anybody in developing any type of video presentation. Students shall be able to create video productions combining 4 track audio, single track special effects and desktop graphic presentation. Students shall leave the class with the skills to enter the workplace as a desktop video producer. During the process of creating digital videos, students will have the opportunity to explore and experiment with different images to make their own visual statement. Students are expected to complete a series of required tutorials which shall allow them to understand the complexities of digital video production.

I & T 170 COMPUTER SKILLS FOR WOMEN IN BUILDING DESIGN AND CONSTRUCTION 1 UNIT

Hours: SHORT TERM CLASS (A total of 4 weeks)
6 Lecture/Discussion

A "hands on" introduction to the use of the computer hardware and software most frequently utilized in construction and environmental design. Students will learn the basics of computer assisted drafting, other graphics applications such as cabinet design and layout, computer animation as it relates to building design and construction, and three dimensional modeling. Computer applications for structural analysis, building energy use analysis, estimating, scheduling and cost accounting will be introduced and explored.

I & T 185 ETHICS IN BUSINESS AND INDUSTRY 3 UNITS

Hours: 3 Lecture/Discussion
Cross Ref: Business 185

This course is designed to better prepare students to deal with the many moral dilemmas they will inevitably face in their personal and professional lives. The focus of the class will be primarily on the application of ethics to contemporary issues occurring in today's business and industry. Students will research, discuss, analyze, and reflect on issues such as accountability, loyalty, confidentiality, honesty, justice, education, discrimination, etc.

INDUSTRIAL TECHNOLOGY

I & T 190a-b SUPERVISED PRACTICE 1-3 UNITS
(See SUPERVISED PRACTICE)

I & T 201 TECHNICAL MATHEMATICS 4 UNITS

Hours: 4 Lecture/Discussion
8 Homework

This course is designed to meet the growing needs of students in the Industry and Technology programs. The mathematical topics chosen are those most useful in solving technical problems. The functional aspect of mathematics is of prime importance in this course, with less emphasis given to formal mathematics and the origins and explanations of mathematical phenomena. This course is specifically designed to demonstrate how to use various mathematical tools and techniques in the following fields of Industry and Technology: Automotive, Building Trades, Drafting, Electronics, Environmental Control, Maintenance Technician, and Welding. Practical problems immediately followed by solutions, are presented throughout the course. The math competency exam will be given as a final in the class.

I & T 205a-b PLUMBING 3 UNITS

Hours: 2 Lecture/Discussion
3 Lab
4 Homework

This is a beginning plumbing class for the career oriented student or the person wanting to develop knowledge and skill in the plumbing trade. Students will study plumbing codes and regulations, layout correct systems, and understand the different applications for black, galvanized, copper and plastic pipe. Laboratory exercises will assist to develop skill and understanding of the threading, soldering, and adhesive assembly processes.

I & T 220 WATER TREATMENT FUNDAMENTALS 3 UNITS

Hours: 3 Lecture/Discussion
6 Homework

Basic methods for providing safe public drinking water are presented. Main underlying concepts of mathematics and science are introduced. Course fulfills specialized training requirement and prepares students for grades 1 and 2 water treatment operator certification exam administered by California Department of Health Services.

I & T 221 WASTEWATER TREATMENT FUNDAMENTALS 3 UNITS

Hours: 3 Lecture/Discussion
6 Homework

Basic methods for removing pollutants from sanitary sewage and industrial wastewater are presented. Main underlying concepts of mathematics and science are introduced. Course fulfills educational point requirement which, in conjunction with required experience, qualifies student to take the State Water Resource Control Board (SWRCB) grades 1 and 2 wastewater treatment plant operator (WWTPO) exams. Course prepares students for SWRCB WWTPO grades 1 and 2 exams.

I & T 233 JOB SEARCH SKILLS 2 UNITS

Hours: 2 Lecture/Discussion

This course is recommended for students who will be seeking employment in their chosen Industry and Technology area. It will assist students in defining career objectives, resume writing, and conducting an organized job search.

Advisory On Recommended Preparation: At least two semesters of an Industry and Technology program or equivalent experience.

I & T 270a-b RESIDENTIAL WIRING 3 UNITS

Hours: 3 Lecture/Discussion
6 Homework

This course fulfills the necessary education and background in the electrical field for a person to become a residential electrician. The student will learn all aspects of the national, state, and local electrical codes; proper wiring methods necessary for branch circuits pertaining to lights, receptacles, and special outlets; how to install and maintain service entrance breaker panels, sub-panels, low voltage circuits, alarms, and swimming pool wiring. Course may be repeated two times.

Course Descriptions

INDUSTRIAL TECHNOLOGY

I & T 271 ELECTRICAL WIRING, COMMERCIAL 2 UNITS
Hours: 2 Lecture/Discussion
1 Lab
3 Homework

This course is an introductory lecture and laboratory course in commercial wiring methods that covers the various phases of commercial wiring. The student will study blueprints, building codes, wiring methods, nomenclature, building layout, fasteners, and various other units used in commercial construction. Intended for those persons desiring to enter the electrical construction trades, maintenance technology, or other building trades.

I & T 272 ELECTRICAL WIRING, INDUSTRIAL 3 UNITS
Hours: 3 Lecture/Discussion
6 Homework

The third in a series of three electrical wiring courses. This course is recommended for all students entering the field of electrical contracting or maintenance technology. It builds on the knowledge and experience gained through working with the I & T residential and commercial class. This course is an integral part of an extensive electrical trades program intended for those persons desiring to enter the construction or maintenance trades.

I & T 273 ELECTRIC MOTOR CONTROLS 2 UNITS
Hours: 2 Lecture/Discussion
1 Lab

This course fulfills the necessary education and background in the motor control field for an industrial maintenance electrician. The student will learn the necessary codes for proper wiring methods and installation. The student will learn how to design ladder diagrams from a sequence of operation of various types of industrial machinery at the same time providing all safety precautions necessary to make a safe operation. Safety of personnel and equipment is heavily stressed in this course.

Advisory On Recommended Preparation: Basic electrical and mechanical knowledge; and computer literacy.

I & T 274 ELECTRIC MOTOR CONTROLS - PROGRAMMABLE CONTROLLERS 2 UNITS
Hours: 2 Lecture/Discussion
1 Lab
3 Homework

This course fulfills the necessary education and background in the motor control field of programmable controllers for maintenance electricians. The student will learn the coding, numbering, wiring methods and programming of motor controllers. The student will learn how to design ladder diagrams from a hard wired diagram or from a sequence of operation.

I & T 275 SOLID STATE FUNDAMENTALS FOR ELECTRICIANS 2 UNITS
Hours: 2 Lecture/Discussion
1 Lab

I & T 275 is a lecture/laboratory course in the electronic field that is necessary for the industrial electrician. The student will learn solid state devices and their uses. This course is an integral part of an extensive electrical trades program intended for those persons desiring to enter the construction or maintenance electrician field.

Advisory On Recommended Preparation: ELECT 101 and 102 or equivalent college courses with "C" or better, or recommendation of department.

I & T 301 SURVEY OF INDUSTRY AND TECHNOLOGY FOR WOMEN 3 UNITS
Hours: SHORT TERM CLASS (A Total of 6 weeks or 72 hours)
9 Lecture/Discussion
3 Lab

This course is designed to give women the opportunity to discover non-traditional educational and career opportunities available to them in today's industry. Offered as a short term class, one week of study will be allocated to the six following areas of industry and technology: automotive, construction, drafting/design, electricity/electronics, industrial maintenance and welding.

INDUSTRIAL TECHNOLOGY

I & T 303 HOME MAINTENANCE 1 UNIT
Hours: SHORT TERM CLASS (A total of 9 weeks)
2 Lecture/Discussion
1 Lab

This 9-week course is intended to teach basic maintenance and simple repair jobs needed around a house. Safety in work habits for the home, use of tools, and storage of materials will be emphasized. Items to be covered are a tool kit for the home, how to measure, how to saw, types of fasteners, kinds of glues and adhesives, paints and other finishing materials, simple electrical problems, simple plumbing problems, maintenance and repair of door locks, patching plaster and sheetrock walls, detecting termites, dryrot and etc. Students will be able to bring in problems from their own home.

INSURANCE

INS 121 PRINCIPLES OF INSURANCE 3 UNITS
Hours: 3 Lecture/Discussion

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

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

INS 122 PERSONAL INSURANCE 3 UNITS
Hours: 3 Lecture/Discussion

This is the second 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 second semester of study addresses the personal loss exposures of individuals, how to identify these exposures, and the various insurance contracts used in the personal insurance field.

Prerequisites: INS 121 or equivalent college course with "C" or better.

Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

INTERCOLLEGIATE ATHLETICS

IA 1a-d INTERCOLLEGIATE ATHLETICS-BASEBALL - MEN'S 2 UNITS
Hours: 2 Lecture/Discussion
8 Activity

Intercollegiate Varsity Baseball is designed for the student who excels in athletic ability and wishes to compete at a high level of baseball against other California community colleges.

IA 2a-d INTERCOLLEGIATE BASKETBALL - MEN 1 UNIT
Hours: 1 Lecture/Discussion
4 Activity

An advanced skill course for male students who want to participate in an intercollegiate basketball program. Course includes advanced techniques of offense, defense, rebounding, transition and related philosophies will be taught and used in intercollegiate competition. Off court time will be required for travel and overnight trips.

IA 3a-d INTERCOLLEGIATE BASKETBALL - WOMEN 1 UNIT
Hours: 1 Lecture/Discussion
4 Activity

An advanced skill course for female students who want to participate in an intercollegiate basketball program. Advanced techniques of offense, defense, rebounding, transition and related philosophies will be taught and used in intercollegiate competition. Off court time will be required for travel and overnight trips.

Course Descriptions

INTERCOLLEGIATE ATHLETICS

- IA 6a-d INTERCOLLEGIATE ATHLETICS - FOOTBALL 2 UNITS**
Hours: 2 Lecture/Discussion
8 Activity
 This course is designed for the student/athlete to compete in intercollegiate varsity football at the community college level. The student/athlete should not schedule any other classes from 2 p.m. through 6:30 p.m. Monday-Friday.
- IA 7a-d INTERCOLLEGIATE ATHLETICS - GOLF 2 UNITS**
Hours: 2 Lecture/Discussion
8 Activity
 Designed for the student/athlete who wishes to play competitive golf on an intercollegiate golf team competing against teammates and other community colleges.
- IA 8a-d INTERCOLLEGIATE ATHLETICS - WOMEN'S SOFTBALL 2 UNITS**
Hours: 2 Lecture/Discussion
8 Activity
 This course is designed for the female student interested in competing in intercollegiate softball. The course involves daily practices as well as competition at the collegiate level at league games and various tournament play. Intercollegiate softball not only allows the student/athlete to better herself as an individual athlete, but contributes to team effort as well.
- IA 11a-d INTERCOLLEGIATE ATHLETICS - TENNIS - MEN'S 2 UNITS**
Hours: 2 Lecture/Discussion
8 Activity
 Designed for the student who wishes to play competitive tennis on an intercollegiate tennis team competing against teammates and other community colleges.
- IA 12a-d INTERCOLLEGIATE ATHLETICS - TENNIS - WOMEN'S 2 UNITS**
Hours: 2 Lecture/Discussion
8 Activity
 This course is designed for the female student who wishes to play competitive tennis on an intercollegiate tennis team competing against teammates and other community college students.
- IA 15a-d INTERCOLLEGIATE WATER POLO 2 UNITS**
Hours: 2 Lecture/Discussion
8 Activity
 This class is designed for the student/athlete who is interested in competing in Intercollegiate Water Polo. The course consists of daily practices and competition in scheduled games. The goal of the program is to prepare interested student/athletes to successfully compete at the junior college level.
- IA 16a-d INTERCOLLEGIATE ATHLETICS VOLLEYBALL - WOMEN'S 2 UNITS**
Hours: 2 Lecture/Discussion
8 Activity
 Designed for the female student who wants to continued her volleyball competition at an intercollegiate level. The course involves daily practice as well as participation in intercollegiate volleyball matches and tournaments.
- IA 23a-d INTERCOLLEGIATE ATHLETICS TRACK AND FIELD 2 UNITS**
Hours: 1 Lecture/Discussion
9 Activity
 This class is designed for the athlete who is interested in competing in intercollegiate track and field. The course involves daily practices as well as participation in track and field meets. Each meet consists of 12 running events and eight field events; therefore, all workouts are geared towards these individual events as well as general physical fitness. Intercollegiate track and field not only allows the student to better herself/himself as an individual athlete, but contribute to a team effort as well.

INTERCOLLEGIATE ATHLETICS

- IA 24a-d CROSS COUNTRY 2 UNITS**
Hours: 1 Lecture/Discussion
9 Activity
 This class is designed for the athlete who is interested in competing in intercollegiate Cross Country. The course involves daily practices as well as participation in cross country meets. Each meet consists of a 4-mile run, therefore, all workouts are geared towards running this distance. Intercollegiate Cross Country not only allows the student/athlete to better herself/himself as an individual athlete, but contributes to a team effort, as well.
- IA 29a-d INTERCOLLEGIATE SWIMMING 2 UNITS**
Hours: 1 Lecture/Discussion
9 Activity
 This class is designed for the athlete who is interested in competing in intercollegiate swimming. The course consists of daily practices and competition in scheduled meets. The goal of the program is to prepare participants to complete successfully at the community college level.
- IA 30a-d INTERCOLLEGIATE WOMEN'S SOCCER 2 UNITS**
Hours: 2 Lecture/Discussion
8 Activity
 Intercollegiate Women's Soccer is designed for the student/athlete (woman) interested in competing in intercollegiate soccer. The course involves daily practices as well as competition at the collegiate level through league games and tournament play. This course may be repeated three times.

INTERDISCIPLINARY STUDIES

- IS 101a-d CROSS CULTURAL EDUCATION 2 UNITS**
Hours: 2 Lecture/Discussion
Field Work Required
 This course is designed to acquaint students with cross cultural experiences with migrant children. It will consider the special needs of migrants and how they are addressed. Ways of working with the various age levels of migrant children will be explored. Philosophies and types of available cross-cultural programs will also be examined.
- IS 102a-d STUDENTS IN GOVERNMENT AND LEADERSHIP 2 UNITS**
Hours: 2 Lecture/Discussion
 A course for members of the Executive Board of ASB for the study of the student body, constitution, parliamentary procedure, organizations, publicity, and finance, and the development of leadership qualities through participation in campus governance and administration of the student activities program.
Limitation On Enrollment: Election by the Associated Student Body or appointment by the membership committee of the Executive Board of the Associated Student Body.
- IS 110a-d SUPPLEMENTAL INSTRUCTION LEADERSHIP 2 UNITS**
Hours: 1 Lecture/Discussion
3 Lab
 This course exposes students to and gives them practice in effective individual and group tutorial methods which may be applied to a variety of subject areas in an educational setting on or of campus. Facilitated and supervised by an experienced faculty member, this is a repeatable course for students with high interest in the learning process and is especially good for those who professional goals might include teaching.
- IS 150 INTRODUCTION TO TEACHING 2 UNITS**
Hours: 1 Lecture/Discussion
2 Lab
3 Homework
 This course is an exploratory field experience course providing a general orientation to duties and responsibilities for public school teachers, the operation of schools, and requirements for teaching and admission to a credential program. Thirty-two hours of school visitation required.
Advisory on Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

Course Descriptions

INTERDISCIPLINARY STUDIES

IS 220 **ORIENTATION FOR COLLEGE SUCCESS** **.5 UNIT**
Hours: **SHORT TERM CLASS (A total of 24 hours)**
 6 Lecture/Discussion
 3 Lab
 3 Activity
 12 Homework

This is a course for all new students designed to orient students to the college environment and educational opportunities. The class includes placement testing and interpretation of results; introduction to academic procedures, policies, goal setting, educational planning, college services, college facilities and exploration of various opportunities for higher education. Students will develop an educational plan to achieve the goals identified in the class.

INTERIOR DESIGN

INT **INTERIOR DESIGN FUNDAMENTALS** **3 UNITS**
DES 121
Hours: **3 Lecture/Discussion**

Examination and application of color and design principles, interior materials, and furnishings in creating functional and aesthetically pleasing interior environments. Environmental regulations and barrier-free designs are also addressed. Emphasis is placed on the psychological, social and physical needs of people in relation to their environments. Designed to meet F.I.D.E.R. standards.

INT **SPACE PLANNING FUNDAMENTALS** **3 UNITS**
DES 122
Hours: **1 Lecture/Discussion**
 5 Lab
 3 Assigned Homework

Examination and application of space planning, including electrical systems, lighting, architectural systems and blueprint reading in creating functional and aesthetically pleasing interior environments. Environmental regulations and barrier-free designs are also addressed. Emphasis is placed on the psychological, social and physical needs of people in relation to their environments. Designed to meet F.I.D.E.R. standards.

INT **HISTORY OF FURNISHINGS** **3 UNITS**
DES 124
Hours: **3 Lecture/Discussion**

This course is a survey of historical period style furniture design. It includes the analysis of historical events and the relationship of such cultural factors as art, social class economics, government and religion to furniture styles.

INT **SUPERVISED PRACTICE** **1-3 UNIT**
DES 190
Hours: **3 Labs per Unit**

Under the supervision of an instructor, selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling and other employment or volunteer situations where the student is expected to take a leadership role.

Limitation On Enrollment: Permission of the department.

INT **TOPICS IN INTERIOR DESIGN** **1-4 UNIT**
DES 199
Hours: **Variable**

Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credits may be earned in 199 transfer level.

INT **TOPICS IN INTERIOR DESIGN** **1-4 UNIT**
DES 299
Hours: **Variable**

Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credit in Topics 299 is non-transferable.

JOURNALISM

JOURNAL 1 **BEGINNING NEWSWRITING** **3 UNITS**
Hours: **3 Lecture/Discussion**
 2 Lab

A comprehensive approach to learning the fundamentals of news writing. The course covers all phases of production of news and feature stories. Source development, interviewing techniques, and writing, organizing, and editing a story for publication, as well as the development of news judgment, will be covered. CAN JOUR 2.

Prerequisites: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures. Placement Testing requirement may be waived (see Matriculation Policies: Exemption Criteria for Assessment).

JOURNAL 7 **MASS COMMUNICATIONS** **3 UNITS**
Hours: **3 Lecture/Discussion**
Cross Ref: **Political Science 7**

A survey course covering media of mass communications, newspapers, radio, television, magazines, book publishing, films, and the recording industry. Students will study strengths and weaknesses of each medium, as well as the major challenges to a democratic society including censorship, sensationalism, pornography, propaganda, and monopoly. The course focuses on the interrelationship of mass media and society. CAN JOUR 4.

JOURNAL **NEWSPAPER PRODUCTION** **3 UNITS**
103 a-d
Hours: **2 Lecture**
 5 Lab

This course provides practical experience in all aspects of producing a newspaper through work on *The Campus*. Course content includes writing, editing, page layout, headline writing, and general editorial development. Students should be prepared to assist in the pasting up of the paper Tuesday afternoon.

Prerequisites: JOURNAL 1 or equivalent college course with "C" or better.

JOURNAL **EDITORIAL BOARD** **2 UNIT**
104 a-d
Hours: **2 Lecture**
 1 Lab

This course provides advanced experience in all aspects of newspaper production. Students enrolled in the class are editors for *The Campus*. The course includes instruction in leadership techniques, editing, page design, and the legal aspects of newsgathering.

Prerequisites: JOURNAL 1 and 103 or equivalent college courses with "C" or better.

JOURNAL **PHOTO-JOURNALISM** **3 UNITS**
110a-d
Hours: **2 Lecture/Discussion**
 3 Lab

Cross Ref: **Photography 110a-d**

Material Fee: **\$20.00**

A course designed for students who would like practical publication experience and an opportunity to publish their photographs in the school newspaper.

Advisory On Recommended Preparation: PHOTO 1 or equivalent college course with "C" or better.

LEARNING DISABILITIES

LD **COMPUTATION** **1-3 UNITS**
301a-d
Hours: **3-9 Lab**

Designed for the student with learning deficits in computation. Remediation plans will be based on assessment of individual need and learning style. Instruction may include one-to-one, small group, computer-assisted, or larger group instruction. Student who have a history of learning deficits or low scores on the placement test can be referred to the class but must be evaluated first and qualify as learning disabled.

Advisory On Recommended Preparation: Individual assessment must be conducted to professionally verify the nature and extent of the disability and the student must meet state-wide LD eligibility criteria.

Course Descriptions

LEARNING DISABILITIES

LD EXPRESSION 1-3 UNITS
302a-d
Hours: 3-9 Lab
 Designed for the student with learning deficits in written expression of ideas, including difficulties with organization of ideas, clarity, grammar, punctuation and word usage. Instruction may include one-to-one, small group, computer-assisted or larger group instruction. Students who have a history of learning deficits or low scores on the written portion of the COS placement test can be referred to the class but must be evaluated first and qualify as learning disabled.
Advisory On Recommended Preparation: Individual assessment must be conducted to professionally verify the nature and extent of the disability and the student must meet state-wide LD eligibility criteria.

LD DECODING/LANGUAGE 1-3 UNITS
303a-d
Hours: 3-9 Lecture/Discussion
 Designed for the student with learning deficits in reading/language skills. Remediation plans will be based on assessment of individual needs and learning style. Instruction may include one-to-one, small group, computer-assisted or larger group instruction. Students who have a history of learning deficits or low scores on the written portion of the COS placement test can be referred to the class but must be evaluated first and qualify as learning disabled.
Advisory On Recommended Preparation: Individual assessment must be conducted to professionally verify the nature and extent of the disability and the student must meet state-wide LD eligibility criteria.

LD ORGANIZATION 1-3 UNITS
304a-d
Hours: 3-9 Lecture/Discussion
 Designed for the student with study skills needs and/or tutoring needs for mainstream classes. A structured study skills program covering outlining, organization, notetaking skills and application of these skills, along with a secluded, quiet study area including instruction in word processing will be provided. Instruction may include on-to-one, small group, computer assisted or larger group instruction. Students who have a history of learning deficits or low scores on the written portion of the COS placement tests can be referred to the class but first must be evaluated and qualify as learning disabled.
Advisory On Recommended Preparation: Individual assessment must be conducted to professionally verify the nature and extent of the disability and the student must meet state-wide LD eligibility criteria.

LD SEQUENCING 1-3 UNITS
305a-d
Hours: 3-9 Lecture/Discussion
 Designed for the student with deficits in sequencing and spelling. Remediation plans will be based on assessment of individual need and learning style. Instruction may include one-to-one, small group, computer assisted or larger group instruction. Students who have a history of learning deficits or low scores on the written portion of the COS placement tests can be referred to the class, but first must be evaluated and qualify as learning disabled.
Advisory On Recommended Preparation: Individual assessment must be conducted to professionally verify the nature and extent of the disability and the student must meet state-wide LD eligibility criteria.

LIBRARY

LIBRARY 101 LIBRARY RESEARCH STRATEGIES 1 UNIT
Hours: SHORT TERM CLASS (A total of 6 weeks)
18 Lecture/Discussion
36 Homework hours
Approved for Distance Learning
 This course offers instruction and practice in the use of print and electronic catalogs, reference books, periodical indexes, and other library materials, based on an understanding of research problem analysis.

LIBRARY

LIBRARY 102 INTERNET INFORMATION RESOURCES 1 UNIT
Hours: SHORT TERM CLASS (A total of 6 weeks)
16 Lecture/Discussion
32 Homework hours
 Internet Information Resources is an introductory course teaching students how to browse, locate and evaluate Internet information especially the World Wide Web for personal use as well as for research papers.

LIBRARY 223a-b COLLEGE LEVEL TUTOR TRAINING 1 UNIT
Hours: SHORT TERM CLASS (A total of 6 weeks)
18 Lecture/Discussion
 This short term course exposes students to and gives them practice in effective individual and group tutorial methods which may be applied to a variety of subject areas. Repeatable once, this course is designed to be taken concurrently with hands-on work as a college tutor.
Advisory on Recommended Preparation: Skill competencies as determined by departmental assessment.

MATHEMATICS

MATH 15 COMPUTER SCIENCE 1 3 UNITS
Hours: 3 Lecture/Discussion
Materials Fee: \$4.00
 Introduction to structured programming and algorithm design using the FORTRAN language, including data types, program design, conditional control structures, looping, subroutines and functions. The emphasis will be on using the computer as a problem-solving tool. CAN CSCI 4
Prerequisites: MATH 70 or equivalent college course with "C" or better, or eligibility for MATH 61 or 75 determined by COS Placement Procedures.

MATH 16 COMPUTER SCIENCE 1 - PASCAL 3 UNITS
Hours: 3 Lecture/Discussion
6 Homework
Materials Fee: \$4.00
 Introduction to structured programming and algorithm design using the language of Pascal, including data types, program design, conditional control structures, looping, and subprograms. The emphasis will be on using the computer as a problem-solving tool.
Advisory on Recommended Preparation: MATH 70 or equivalent college course with "C" or better, or eligibility for MATH 61 or 75 determined by COS Placement Procedures (at a minimum, MATH 70 should be taken concurrently).

MATH 18 COMPUTER SCIENCE II - C 3 UNITS
Hours: 3 Lecture/Discussion
6 Homework
Materials Fee: \$4.00
 Introduction to structure programming and algorithm design using the C language, including discrete and dynamic data structures, program design, efficiency and testing, recursion, and search/sort algorithms. The emphasis will be on using the computer as a problem-solving tool.
Prerequisite: MATH 15, MATH 16, or equivalent college course with "C" or better.

MATH 21 INTRODUCTION TO STATISTICS 4 UNITS
Hours: 4 Lecture/Discussion
8 Homework
Materials Fee: \$4.00
Approved for Distance Learning
 An introductory course in probability and statistics for social and physical science majors, also appropriate for those who wish to learn statistical data analysis. Extensive use of computers will be made throughout the course. Distance learning option available. CAN STAT 2
Prerequisites: MATH 230 or equivalent college course with "C" or better; or eligibility determined COS Placement Procedures. Placement Testing requirement may be waived (see Matriculation Policies; Exemption Criteria for Assessment).

Course Descriptions

MATHEMATICS

MATH 45 MODERN APPLICATIONS OF MATHEMATICS 3 UNITS

Hours: 3 Lecture/Discussion

This course is designed to fulfill the CSU mathematics/quantitative reasoning general education requirement. The emphasis is on providing an overview of the practical applications of mathematics as well as developing an appreciation of the history of mathematics and its role in understanding nature. It is designed particularly for non-science majors. Three or more topics are chosen from among the following areas: management science; statistics; size, shape, and growth; geometry and measurement; computer science. CAN MATH 2.

Prerequisite: MATH 230 or equivalent college course with "C" or better; or eligibility determined by COS Placement Procedures. Placement Testing requirement may be waived (see Matriculation Policies: Exemption Criteria for Assessment).

MATH 61 SURVEY OF CALCULUS 1 3 UNITS

Hours: 3 Lecture/Discussion

A first semester course in a two semester sequence of differential and integral calculus for the business, industrial technology, biology, or social science major. It is also appropriate for those interested in acquiring an intuitive understanding of calculus. Topics include algebraic, exponential and logarithmic functions; limits, differentiation, the differential, and definite and indefinite integrals. Applications include graphing, optimization, related rates and average value with many example of the utility of calculus taken from biology and economics. CAN MATH 30.

Prerequisites: MATH 70 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures. Placement Testing requirement may be waived (see Matriculation Policies: Exemption Criteria for Assessment).

MATH 62 SURVEY OF CALCULUS 2 3 UNITS

Hours: 3 Lecture/Discussion

A second semester course in a two-semester sequence in differential and integral calculus for the business, industrial technology, biology, or social science major. Topics include: differentiation and integration of the exponential and logarithmic functions and of trigonometric functions; further integration techniques; applications of the integral to biology and economics; the calculus of functions of several variables; differential equations; sequences and series; probability; approximation techniques in calculus. CAN MATH 32.

Prerequisite: MATH 61 or equivalent college course with "C" or better.

MATH 70 PRECALCULUS 5 UNITS

Hours: 5 Lecture/Discussion

This is a college algebra and advanced trigonometry course which proceeds at an intense pace. Topics include: functions and graphs, applications of functions, exponential and logarithmic functions, trigonometric functions and analytic trigonometry, right-triangle trigonometry and vectors, systems of equations, analytic geometry, and roots of polynomial equations. This course is intended for students planning to take calculus. CAN MATH 16.

Prerequisites: MATH 154 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures. Placement Testing requirement may be waived (see Matriculation Policies: Exemption Criteria for Assessment).

MATH 75 CALCULUS WITH ANALYTIC GEOMETRY 1 5 UNITS

Hours: 5 Lecture/Discussion

A first semester course in differential and integral calculus. Topics include limits, differentiation and integration of algebraic, trigonometric and transcendental functions. Application includes: related rates, curve sketching, relative and absolute extrema, areas, volumes, arclength, area of surface of revolution, work, and fluid pressure. Math 75 is designed for majors including mathematics, science, and engineering. It is also appropriate for those individuals interested in mathematics related professional fields. CAN MATH 18.

Prerequisites: MATH 70 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures. Placement testing requirement may be waived (see Matriculation Policies: Exemption Criteria for Assessment).

MATHEMATICS

MATH 76 CALCULUS WITH ANALYTIC GEOMETRY 2 5 UNITS

Hours: 5 Lecture/Discussion

A second semester course in differential and integral calculus. Topics include logarithm and exponential functions, inverse trigonometric and hyperbolic functions, techniques of integration, improper integrals and L'Hopital's rule, infinite series, analytic geometry, polar coordinates and parametric equations, vectors and three-dimensional space. Applications include: exponential growth, first-order differential equations, numerical integration, Taylor series approximations to functions, arc length, vectors and projections of vectors. Math 76 is designed for majors including mathematics, science, and engineering. It is also appropriate for those individuals interested in mathematics related professional fields. CAN MATH 20.

Prerequisites: MATH 75 or equivalent college course with "C" or better.

MATH 77 CALCULUS WITH ANALYTIC GEOMETRY 3 3 UNITS

Hours: 3 Lecture/Discussion

This course is the third semester of the introductory calculus sequence. Topics covered include differentiation and integration of vector-valued functions, partial differentiation, directional derivatives, Lagrange Multipliers, multiple integration with application to surface area, centroids and centers of gravity, and Green's, Stoke's, and Divergence Theorem. Math 77 is designed for majors including mathematics, science, and engineering. It is also appropriate for those individuals interested in mathematics related professional fields. CAN MATH 22.

Prerequisite: MATH 76 or equivalent college course with "C" or better.

MATH 80 LINEAR ALGEBRA 3 UNITS

Hours: 3 Lecture/Discussion

Introduction to linear algebra including systems of linear equations, vectors, matrices and determinants, two- and three-dimensional vectors, vector spaces, linear transformations, eigenvalues and eigenvectors, and canonical forms. CAN MATH 26.

Prerequisite: MATH 62 or MATH 76 with "C" or better.

MATH 81 DIFFERENTIAL EQUATIONS 5 UNITS

Hours: 5 Lecture/Discussion

An introduction to the methods of solving of ordinary and partial differential equations including matrix solutions of linear systems, Laplace transforms, series solutions, difference equations, separation of variables in partial differential equations, boundary value problems and Fourier series. CAN MATH 24.

Prerequisites: MATH 77 or equivalent college courses with "C" or better.

Advisory On Recommended Preparation: MATH 80 or equivalent college course with "C" or better.

MATH 154 TRIGONOMETRY 3 UNITS

Hours: 3 Lecture/Discussion

An intensive one-semester course in the elements of trigonometry including: trigonometric functions, solving triangles for unknown parts, proving and applying identities, graphing, solving trigonometric equations, and expressing and using complex numbers in trigonometric form. CAN MATH 8.

Prerequisites: MATH 230 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures.

Advisory On Recommended Preparation: MATH 220 or equivalent college course with "C" or better, or high school geometry with "C" or better in both semesters.

Course Descriptions

MATHEMATICS

MATH 200 ELEMENTARY ALGEBRA 4 UNITS
Hours: 4 Lecture/Discussion
 This is a four-day-a-week intensive one-semester course in elementary algebra covering: fundamental operations, linear equations and inequalities, word problems, factoring, rational expressions, graphing, exponents and radicals.
Advisory On Recommended Preparation: MATH 360 or 365 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures.

MATH 205 BEGINNING ALGEBRA 4 UNITS
Hours: 5 Lecture/Discussion
10 Homework
 This is a five-day-a-week, one-semester course in beginning algebra covering: fundamental operations, linear equations and inequalities, word problems, factoring, rational expressions, graphing, exponents and radicals. Material will be presented at a moderate pace, allowing adequate time for mastery of concepts. This course will benefit students who need more time on task, student to teacher contact, and a slower paced environment.
Advisory on Recommended Preparation: MATH 360 or MATH 365 or equivalent college course with "C" or better; or eligibility determined by COS Placement Procedures.

MATH 210 ELEMENTARY ALGEBRA 1 2 UNITS
Hours: SHORT TERM CLASS: (A total of 8 weeks)
40Lab
 This is an intensive course in elementary algebra (part 1) covering fundamental operations, linear equations and inequalities, systems of equations, graphing, and word problems.
Advisory On Recommended Preparation: MATH 360 or 365 or equivalent college course with "C" or better, or eligibility determined by COS Placements Procedures.

MATH 215 ELEMENTARY ALGEBRA 2 2 UNITS
Hours: SHORT TERM CLASS: (A total of 8 weeks)
40 lab hours
 This is an intensive course in elementary algebra (part 2) covering factoring, rational expressions, exponents, radicals, and word problems.
Prerequisite: MATH 210 with "C" or better.

MATH 220 PLANE GEOMETRY 3 UNITS
Hours: 3 Lecture/Discussion
 An intensive one-semester course in the elements of plane geometry covering rectilinear figures, the circle, similar figures, ratio and proportion and areas of plane figures. The logic and construction of deductive proofs will be emphasized throughout the course. It is designed for students who are deficient in high school geometry.
Prerequisite: MATH 200 or 215 or 205, or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.

MATH 230 INTERMEDIATE ALGEBRA 4 UNITS
Hours: 4 Lecture/Discussion
 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.
Prerequisite: MATH 200 or 215 or 205, or equivalent college course with a grade of "C" or better, or eligibility determined by COS Placement Procedures.

MATH 235 MATHEMATICS FOR MATH-RELATED MAJORS 4 UNITS
Hours: 5 Lecture/Discussion
 An intensive one-semester course in college algebra and elementary functions covering: linear and quadratic equations and inequalities in one and two variables; polynomial, rational, exponential, radical, and logarithmic functions; problem-solving, and graphing. This course is intended for students planning on a mathematics, engineering, or science major.
Prerequisite: Completion of MATH 200 or 205 or 210 and 215 with a grade of "C" or better, or eligibility determined by COS Placement Procedures.

MATH 360 PRE-ALGEBRA 4 UNITS
Hours: 4 Lecture/Discussion
 A study of the fundamental operations with whole numbers, fractions, mixed numbers, decimals, and their use in applied problems. Other topics include factors and multiples, divisibility, ratio, proportion, introductory algebra, percent, metric units, geometric measurements, and signed numbers. All arithmetic topics will be taught with a pre-algebra perspective. Math 360 is a non-transferable arithmetic course to benefit students who need a firmer grasp of arithmetic concepts and skills.
Advisory On Recommended Preparation: Recommendation through COS Placement Procedures. The Placement Test requirement may be waived.

MATHEMATICS

MATH 365 ARITHMETIC AND PRE-ALGEBRA 4 UNITS
Hours: 5 Lecture/Discussion
10 Homework
 Math 365 is a non-degree applicable pre-algebra course designed to help students who need a firmer grasp of arithmetic concepts and skills. This course will benefit students who need more time on task, student to teacher contact, and a slower paced environment. It requires a minimum of 10 hours of study per week outside of class.
Advisory on Recommended Preparation: Recommendation through COS Placement Procedures. The Placement Test requirement may be waived.

METEOROLOGY

METEOR 1 ELEMENTARY METEOROLOGY 3 UNITS
Hours: 3 Lecture/Discussion
 An introductory course designed to provide insights into physical processes and laws that underlie the phenomena of weather and climate. Topics include solar radiation, temperature, humidity, condensation, precipitation, air pressure, wind, air masses, severe weather, forecasting, air pollution, atmospheric optics, and climatology. An emphasis is placed on understanding current meteorological-environmental problems by examining the relationship between man and the atmosphere.
Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures; and MATH 200, 205, or 215 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.

MUSIC

MUSIC 1 MUSIC FUNDAMENTALS 3 UNITS
Hours: 3 Lecture/Discussion
 This is a course designed for the non-major, the elementary or secondary school teaching credential candidate, and the music major who seeks remedial instruction prior to beginning the Comprehensive Musicianship sequence. The basic elements of music are included: pitch and rhythm notation, scales, major and minor keys and key signatures, transposition, intervals, chords, elementary acoustics, and an introduction to the keyboard.

MUSIC 4 COMPREHENSIVE MUSICIANSHIP I 5 UNITS
Hours: 5 Lecture/Discussion
 Integrated approach to the study of music theory and the development of musical skills. This includes the study and analysis of melody, rhythm, and elementary harmony; and the development of ear training, sight singing, and keyboard skills. The integrated approach of this course is designed to encourage practical application of theoretical concepts.
 CAN MUS 2.
Advisory On Recommended Preparation: MUSIC 1 or equivalent college course with "C" or better; and instrumental or vocal performance and/or class piano.

MUSIC 5 COMPREHENSIVE MUSICIANSHIP II 5 UNITS
Hours: 5 Lecture/Discussion
 Integrated approach to the study of music theory and the development of musical skill. This includes the structural elements of music, primarily harmony and musical forms, and the development of ear training, sight singing, and keyboard skill. The integrated approach of this course is designed to encourage practical application of theoretical concepts.
 CAN MUS 4.
Prerequisite: MUSIC 4 or equivalent college course with "C" or better; and instrumental or vocal performance and/or class piano.

MUSIC 6 COMPREHENSIVE MUSICIANSHIP III 5 UNITS
Hours: 5 Lecture/Discussion
 Integrated approach to the study of music theory and the development of musical skill. This includes a historical-analytical-compositional approach to the music of the 16th, 18th, and 19th Centuries—with an emphasis on the contrapuntal styles of Palestrina and Bach, and the chromatic harmony of the 19th Century—along with ear training, sight singing, and keyboard musicianship. The integrated approach of this course is designed to encourage practical application of theoretical concepts.
Prerequisite: MUSIC 5 or equivalent college course with "C" or better; and instrumental or vocal performance and/or class piano.

Course Descriptions

MUSIC

MUSIC 7 COMPREHENSIVE MUSICIANSHIP IV 5 UNITS

Hours: 5 Lecture/Discussion

This course is designed primarily for music majors, and is the fourth semester in a 2-year program. (Music 4, 5, & 6 precede it.) Like these three earlier courses, it is an integrated approach to the study of music theory and the development of musical skills. Music 7 involves the formal analysis of the music of Haydn, Mozart, Beethoven, and others. Selected compositions by the following composers serve as models for student compositions: Wagner, Wolf, Debussy, Stravinsky, Bartok, Schoenberg, Webern; and the contemporary composers Cage, Reich, and Glass. The integration of the ear training, sight singing, and keyboard components of the course is designed to encourage practical application of theoretical concepts.

Advisory on Recommended Preparation: MUSIC 6 or equivalent college course with "C" or better; and instrumental or vocal performance and/or class piano.

MUSIC 8a-b ORCHESTRATION 3 UNITS

Hours: 3 Lecture/Discussion

Ranges, transpositions, technical capabilities, and idiomatic writing for the instruments of the orchestra. Analysis of 18th, 19th, and 20th Century scores, and assignments in scoring for selected instrumental combinations. Different topics will be covered and different projects will be assigned in alternate semesters so that the course may be repeated without duplication.

Advisory on Recommended Preparation: MUSIC 4 and 5 or equivalent college courses with "C" or better.

MUSIC 10 APPRECIATION OF MUSIC HISTORY AND LITERATURE 3 UNITS

Hours: 3 Lecture/Discussion

Designed to aid the average student in developing a better understanding and an enjoyment of music. Includes (1) the elements of music, and (2) a chronological survey of music and composers from the Middle Ages to the present. No previous musical training is necessary.

MUSIC 11 APPRECIATION OF JAZZ 3 UNITS

Hours: 3 Lecture/Discussion

Designed to aid the average student in developing a better understanding and enjoyment of jazz and music in general. Includes (1) the elements of music, (2) a chronological survey of jazz performers and composers from the 1890's to the present, and (3) an introduction to the beginnings of rock and country music.

MUSIC 13 MUSIC OF THE WORLD 3 UNITS

Hours: 3 Lecture/Discussion

A survey of the traditional and popular musics of the world. It begins with a study of the elements of music, and continues with a survey of musical genres and styles of the Americas, Sub-Saharan Africa, Northern Africa and the Middle East, Europe, Asia, and the Pacific Islands. Various fusions of these regional styles are also discussed.

MUSIC 20 PIANO I 1 UNIT

Hours: 1 Lecture/Discussion

1 Lab

Designed for the student who has had no previous piano training. Students will learn specific skills enabling them to read music and identify musical symbols on sight while performing repertoire by various composers in all periods of music. The student will also perform finger/dexterity skills in musical exercises, such as scales, to strengthen finger, wrist, hand muscles.

MUSIC

MUSIC 21 PIANO II 1 UNIT

Hours: 1 Lecture/Discussion

1 Lab

Designed for the student who has had one semester previous piano training. Students will learn specific skills enabling them to read music and identify musical symbols on sight while performing repertoire by various composers in all periods of music. The student will also perform finger/dexterity skills in musical exercises to strengthen finger, wrist and hand muscles at a higher level of learning of skill and activity.

Advisory on Recommended Preparation: MUSIC 20 or equivalent college course with "C" or better, or one year of private piano instruction.

MUSIC 22a-d INTERMEDIATE/ADVANCED PIANO 1 UNIT

Hours: 2 Lecture/Discussion

1 Lab

Designed for the intermediate pianist who has had prior instruction. Students will learn specific skills enabling them to read music and identify musical symbols on sight. Students will also learn and acquire knowledge of the development of the piano through different periods of history to the present in our country as well as foreign countries.

Advisory on Recommended Preparation: MUSIC 21 or equivalent college course with "C" or better, or more than one year of private piano instruction.

MUSIC 23a-d ORGAN I, II, III AND IV 1 UNIT

Hours: 2 Lecture/Discussion

1 Lab

Music 23a-d is a course designed for the student who has had at least one year private instruction on a keyboard instrument, such as piano, organ or accordion. Students will learn specific musical symbols on sight while performing repertoire by various composers in the areas of theatre, classical or liturgical organ music. The student will also perform finger/dexterity skills in musical exercises, such as scales and arpeggios on both manual and pedal keyboards, to strengthen finger, wrist, foot, ankle, and hand/foot body muscles. **Limitation on Enrollment:** Audition by department; intended for students with one year keyboard in either piano, organ or accordian.

MUSIC 30a-d VOICE 1 UNIT

Hours: 1 Lecture/Discussion

1 Activity

Studies in the technical, stylistic, and aesthetic components of singing, designed to help the individual student improve his/her voice and develop solo vocal repertoire.

MUSIC 31a-b INTERMEDIATE VOICE CLASS 1 UNIT

Hours: 1 Lecture/Discussion

1 Activity

Studies in the technical, stylistic, and aesthetic components of singing, designed to help the individual repertoire. Intermediate Voice is a continuation of Voice Class (Music 30) and will require that the student have good singing and musical skills already established. Emphasis will be placed upon singing in Italian, German, and English.

Prerequisite: MUSIC 30 or equivalent college course with "C" or better.

MUSIC 32a-d WOMEN'S CHORUS 1 UNIT

Hours: 2 Activity

Music 32a-d offers a study and performance of choral literature for treble voices from the Renaissance to Contemporary emphasis on vocal production and tone quality, balance and blend, and musical precision and accuracy. Participation in public performance is required.

Course Descriptions

MUSIC

- MUSIC 34a-d CONCERT CHOIR 2 UNITS**
Hours: 1 Lecture/Discussion 4 Lab
Materials Fee: \$5.00
 Music 34a-d offers a study and the performance of choral literature from the Renaissance to Contemporary with emphasis on vocal production and tone quality, balance and blend, and musical precision and accuracy. Participation in public performance is required.
Limitation On Enrollment: Audition by department.
- MUSIC 36a-d CHAMBER SINGERS 2 UNITS**
Hours: 1 Lecture 4 Lab
 This course is designed to provide an environment for study of choral literature, techniques and performance with experienced vocal students.
Limitation On Enrollment: Audition by department.
- MUSIC 40a-d PERFORMANCE MUSIC 1 UNIT**
Hours: 2 Lab
 Performance in music activities such as recitals, rallies, musicals, concerts, or in groups ensembles such as band, chorus, orchestra, and jazz ensemble. Hours are arranged for those wishing to participate but are unable to meet the regular schedule. Physical education credit is not granted.
Limitation On Enrollment: Audition by department.
- MUSIC 50a-d STRING INSTRUMENTS 1 UNITS**
Hours: 1 Lecture/Discussion 1 Lab
 This course provides beginning instruction on instruments of the string family. These include, violin, viola, cello, and bass. Emphasis will be on care of instruments, tone production, bowing, technique, and playing position.
- MUSIC 52a-d STRING ORCHESTRA 1 UNIT**
Hours: 2 Lab
 A study and performance of string orchestra repertory 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.
Limitation On Enrollment: Audition by department; intended for students who play a string instrument.
- MUSIC 54a-d SYMPHONY ORCHESTRA 2 UNITS**
Hours: 1 Lecture/Discussion 2 Lab
 The study and performance of symphonic music. Intended for advanced musicians of orchestra instruments.
Limitation On Enrollment: Audition with department.
- MUSIC 55a-b BEGINNING CLASSICAL GUITAR 1 UNIT**
Hours: 2 Lab
 Beginning Classical Guitar, MUSIC 155a-b, is designed to familiarize students with the fundamentals of solo classical guitar playing and specifically to develop note-reading ability and technique for both hands. This course may be repeated once.

MUSIC

- MUSIC 56a-b INTERMEDIATE CLASSICAL GUITAR 1 UNIT**
Hours: 2 Lab 1 Homework
 Intermediate Classical Guitar, MUSIC 156a-b, is designed to further familiarize students with the fundamentals of solo classical guitar playing and specifically, to develop note-reading ability up to the fifth position and more complex techniques for both hands. The course is repeatable one time.
Advisory on Recommended Preparation: MUSIC 155a or equivalent college course with "C" or better.
- MUSIC 57a-d ADVANCED CLASSICAL GUITAR 2 UNITS**
Hours: 6 Lab
 Advanced Classical guitar, MUSIC 57a-d, is designed to familiarize students with more complex solo and ensemble classical guitar literature and specifically, to develop note-reading ability up to the ninth position and more advanced technique for both hands. This course may be repeated three times.
Advisory on recommended Preparation: MUSIC 156a or equivalent college course with "C" or better or, equivalent skills as determined by departmental assessment.
- MUSIC 60a-d BRASS INSTRUMENTS 1 UNIT**
Hours: 1 Lecture/Discussion 1 Lab
 This course provides beginning instruction on instruments of the brass family. Emphasis will be on care of instruments, tone production, breathing technique and playing position.
Advisory On Recommended Preparation: Knowledge of one or more instruments.
- MUSIC 61a-d PERCUSSION INSTRUMENTS 1 UNIT**
Hours: 1 Lecture/Discussion 1 Lab
 This course provides beginning instruction on instruments of the percussion family. Emphasis will be on the care of instruments, tone production, proper grips, technique and playing position.
Advisory On Recommended Preparation: Knowledge of one or more instruments.
- MUSIC 62 a-d WOODWINDS INSTRUMENTS 1 UNIT**
Hours: 1 Lecture/Discussion 1 Lab
 This course provides beginning instruction on instruments of the woodwind family. These include, flute, clarinet, oboe, saxophone and bassoon. Emphasis will be on care of instruments, tone production, embouchure development, technique and playing position.
Advisory On Recommended Preparation: Knowledge on one or more instruments.
- MUSIC 63 a-d PERCUSSION ENSEMBLE 1 UNIT**
Hours: 1 Lecture/Discussion 1 Lab
 A study and performance of Percussion Ensemble repertory with special attention paid to tone, technique, musicianship, and overall musical effect. Planned for musicians interested in improving their musicianship and performance skills. Some outside travel, field trips, and public performances are required. Intended for advanced musicians of percussion instruments.
Limitation On Enrollment: Audition by department.
- MUSIC 65a-d GUITAR ENSEMBLE 1 UNIT**
Hours: 3 Lab
 Guitar ensemble, MUSIC 65a-d, is designed to familiarize students with group classical guitar playing in general, and specifically to develop steady rhythm and improved sightreading. This course may be repeated three times.
Advisory on Recommended Preparation: MUSIC 55a or equivalent college course with "C" or better.

Course Descriptions

MUSIC

MUSIC **JAZZ ENSEMBLE** **1 UNIT**
72a-d
Hours: **2 Lecture/Discussion**
 3 Lab

A study and performance of jazz ensemble repertory with special attention to interpretation, tone, technique, and general effect. Planned for those interested in improving their musicianship and improvisational skills. Some outside travel and public performances are required.

Limitation On Enrollment: Audition by department; intended for advanced musicians of jazz band instruments.

MUSIC **CONCERT BAND** **1 UNIT**
74 a-d
Hours: **3 Lab**

A study of performance of standard concert band repertory with special attention to interpretation, tone, technique, and general effect. All basic concepts of musicianship will be stressed through lecture, discussion, and rehearsals with the final goal of performing in public concerts. This course is planned for those interested in improving their musicianship. Some outside travel, field trips and public performances are required.

Limitation On Enrollment: Audition by department; intended for advanced musicians of band instruments.

MUSIC **MARCHING BAND** **1 UNIT**
75a-d
Hours: **6 Lab**
Cross Ref: **PE 41a-d**

This course is open to all students who demonstrate ability to play a band instrument. The marching band represents the college in public functions which may include the performance of band literature at concerts, parades, rallies and athletic events. Emphasis is placed on the development of music performance and marching skills.

Limitation On Enrollment: Audition by department; intended for advanced musicians of band instruments.

MUSIC **PEP BAND** **1 UNIT**
76a-d
Hours: **2 Lab**

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

Advisory On Recommended Preparation: MUSIC 75a or equivalent college course with "C" or better (MUSIC 75a may be taken concurrently).

Limitation On Enrollment: Audition by department; intended for advanced musicians of band instruments.

MUSIC **CHORUS OF THE** **1 UNIT**
90a-d **SEQUOIAS**
Hours: **2 Activity**

Chorus of the Sequoias is open to all interested singers. The chorus offers a study and the performance of choral literature from the Renaissance to Contemporary with particular emphasis on the major choral works of the Baroque, Classical, Romantic, and Contemporary periods. Evening rehearsals.

MUSIC **REHEARSAL** **2 UNITS**
91a-d **AND PERFORMANCE LAB**
Hours: **120 Activity (8 weeks, 15 hrs. per week)**

The College of the Sequoias Musical Theater Orchestra will emphasize the rehearsal and performance techniques necessary to accompany in the production of a musical.

Limitation On Enrollment: Audition by department; intended for advanced musicians of orchestral instruments.

MUSIC

MUSIC **NIGHT JAZZ ENSEMBLE** **1 UNIT**
92a-d
Hours: **3 Lab**

A study and performance of jazz ensemble repertory with special attention to interpretation, tone, technique, and general effect. Planned for those interested in improving their musicianship and improvisational skills. Some outside travel and public performances are required.

Limitation On Enrollment: Audition by department; intended for advanced musicians of jazz band instruments.

MUSIC **COMMUNITY DANCE BAND** **1 UNIT**
94 a-d
Hours: **3 Lab**

A study and performance of dance band repertory with special attention to interpretation, tone, technique, and general effect. Planned for those interested in improving their musicianship and improvisational skills. Some outside travel and public performances are required.

Limitation On Enrollment: Audition by department; intended for advanced musicians of jazz band instruments.

MUSIC **MUSICAL THEATRE PERFORMANCE: VOICE** **2 UNITS**
97a-d
Hours: **120 Activity (8 weeks, 15 hrs. per week)**
Cross Ref: **Theater Arts 20a-d, Dance 41a-d**

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

MUSIC **SIGHT SINGING AND BASIC** **1 UNIT**
111a-b **FUNDAMENTALS OF MUSIC**
Hours: **1 Lecture/Discussion**
 1 Lab

A practical course in sight singing, aural perception, and rhythmic analysis including the study of notes/rests, scales, triads, key and meter signatures, intervals and musical terminology.

MUSIC **FIELD STUDIES IN MUSIC** **2 UNITS**
125 a-d
Hours: **SHORT TERM CLASS (17 days)**
 36 Lecture/Discussion

108 Lab **FEE REQUIRED**

A critical analysis of the Performing Arts (Musical concerts, plays, etc.) from an audience perspective. Elements of Early Instrumentation, Musical Styles and form in various periods as they relate to music history will be explored. Students will travel to England, Scotland, and Wales, or other sites to attend concerts, plays, museums, musicals, and new cathedral organ installations, and castle artifacts. Fee will cover round trip air fare, transfers to and from airport, hotel room, and concert entrance fees.

MUSIC **JAZZ COMBO** **2 UNITS**
174a-d
Hours: **1 Lecture/Discussion**
 2 Lab

A study and performance of Small Jazz Ensemble repertory with special attention paid to tone, technique, musicianship, and overall musical effect. Planned for musicians interested in improving their musicianship, improvisational and performance skills. Some outside travel, field trips, and public performances are required.

Limitation On Enrollment: Audition by department; intended for advanced musicians of jazz band instruments.

Course Descriptions

MUSIC

MUSIC 183a-d NIGHT STUDIO BAND 1 UNIT
Hours: 3 Lab
 A terminal course which rehearses all types of music performed in the recording studio. Recording on tapes and making a professional quality record will be a major project.
Limitation On Enrollment: Audition by department; intended for advanced musicians of jazz band instruments.

MUSIC 201a-b BEGINNING GUITAR 1 UNIT
Hours: 2 Lab
 This is a beginning, nontransferrable guitar course for students with limited musical experience. Students will learn to read and play melody lines which use the notes on all six strings and are written in simple rhythmic patterns. Students must provide their own guitars. Acoustic instruments only.

MUSIC 202 INTERMEDIATE GUITAR 1 UNIT
Hours: 2 Lab
 Music 202 is nontransferrable and designed to follow Music 201. Students will learn increasingly difficult melodies and chords in a variety of styles. Students will increase their knowledge of reading music which employs more complicated notes and more complicated rhythmic notation than in Music 201. Several accompaniment patterns will be used to teach fingerpicking and strumming patterns.
Advisory On Recommended Preparation: MUSIC 201 or equivalent college course with "C" or better; or ability to read and play simple melodies using all strings and play chords in the first position.

MUSIC 203a-d ADVANCED GUITAR 1 UNIT
Hours: 2 Lab
 Students will learn increasingly difficult melodies and chords in various keys. Melodic and chord transposition to other keys will be learned.
Advisory On Recommended Preparation: MUSIC 202 or equivalent college course with "C" or better, or recommendation of department.

MUSIC 224a-d KEYBOARD ACCOMPANIMENT 1 UNIT
**Hours: 2 Lecture/Discussion
1 Lab**
 This course involves small groups, such as soloist and ensembles in vocal, string, brass and the larger groups such as a symphony and chorus. Other items covered would be the utilization of the synthesizer and computer, musical theatre auditions, as well as duets between piano/piano, piano/organ, organ/organ (liturgical vs. theatre).
Limitation On Enrollment: Audition by department.

MUSIC 242a-d MADRIGAL DINNER 1 UNIT
Hours: 60 Activity (15 hrs. per week, 4 weeks)
 The Madrigal Dinner is an Elizabethan (Shakespearean/Renaissance) Feast performed by singers, instrumentalists, actors, court jesters, mimes, tumblers, and others structured around a formal meal served in several courses announced by brass fanfares. Authenticity of music, drama, costuming, staging and all aspects of the performance is essential. A Christmas theme serves as the central focus of the dinner which is traditionally presented several evenings in late November and/or early December.

MUSIC 270a-d DIXIELAND BAND 1 UNIT
Hours: 2 Lab
 A study and performance of Dixieland band repertory with special attention to interpretation, tone, technique, and general effect. Planned for those interested in improving their musicianship and improvisational skills. Some outside or public performances are required.
Limitation On Enrollment: Audition by department; intended for advanced musicians of Dixieland band instruments.

MUSIC

MUSIC 294a-d JAZZ IMPROVISATION 1 UNIT
Hours: 3 Lab
 This is a course in developing the ability to spontaneously improvise music on an instrument to a musical background provided by a large jazz ensemble. The course will cover the application of improvisational techniques found in jazz music. This course may be repeated three times.
Prerequisite: The student must have a basic knowledge of music theory (Theory 1) and the ability to perform on an instrument used in the large jazz ensemble. Enrollment by audition or by permission of the music department only. Demonstrated performance of major and minor scales and chords.

MUSIC 295a-d SEQUOIA WINDS 1 UNIT
Hours: 2 Lab
 A study and performance of standard symphonic band repertory 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.
Advisory On Recommended Preparation: Intended for all advanced musicians of concert band instruments.

MUSIC 301 INTRODUCTION TO MUSIC 3 UNITS
Hours: 3 Lecture/Discussion
 This is a precollegiate course designed to help students develop the competence and confidence necessary for successful college study in both academic and vocational courses. It is an introductory course with a broad focus. Topics will be covered in media presentation, primarily videos, and in discussions. Selected composers, performers, and styles (including classical, popular and international) will be explored as reflections of their cultural contexts.

MUSIC 396 a-d SWING-STYLE BIG BAND 1 UNIT
Hours: 3 Lab
 A terminal course which rehearses all types of music performed by the big hands of the 1930's, 40s and 50s. Some outside travel and public performances are required.
Limitation On Enrollment: Audition by department; intended for advanced musicians of jazz band instruments.

NURSING

NURSING 101 REGISTERED NURSING THEORY 11 UNITS
**Hours: 6 Lecture/Discussion
15 Lab
34 Homework**
Materials Fee: \$25.00
 This course is an introduction to the elements of patient care based upon the nursing process. It emphasizes human needs related to communication, safety and comfort, mobility, nutrition, regulator mechanisms, and growth and development. It includes studies of physical and mental health, interpersonal relationships, 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.
Prerequisites: BIOLOGY 30, 31, 40, CHEMISTRY 20, NUTR/FOOD 18 and ENGLISH 1, PSYCH 1, SPEECH 1 or 4, and either SOC 1, ANTHRO 10, or NURSING 126 or equivalent college courses with "C" or better.
Limitation On Enrollment: Acceptance into the Registered Nursing Program.

Course Descriptions

NURSING

NURSING 102 REGISTERED NURSING THEORY 12 UNITS

Hours: 6 Lecture/Discussion
18 Lab
36 Homework

Materials Fee: \$46.00

This second semester Registered Nurse course is a study of the application of the nursing process to meet human needs of the basic medical-surgical client in the acute care setting and psychiatric clients in both in-patient and out-patient settings. Clinical experience focuses on providing for physiologic and emotional needs in the client with psychiatric, surgical, or oncologic problems.

Prerequisite: NURSING 101 and 122 or equivalent college course with "C" or better.

NURSING 103 REGISTERED NURSING THEORY 12 UNITS

Hours: 6 Lecture/Discussion
18 Lab
36 Homework

Materials Fee: \$40.00

This third semester registered nursing course is a study of the nursing process centered around patient/family needs related to safety and comfort, sexual expression, activity/mobility, gas exchange, and regulatory mechanisms of the cardiopulmonary system and neurological systems. It also focuses on the planning and delivery of primary care to the patient and family in perinatal areas.

Prerequisites: NURSING 102 or equivalent college course with "C" or better; or licensure as a Vocational Nurse and NURSING 122 or equivalent with "C" or better, and acceptance into the Registered Nursing Program.

NURSING 104 REGISTERED NURSING THEORY 13 UNITS

Hours: 6 Lecture/Discussion
21 Lab
20 Homework

Materials Fee: \$40.00

The fourth semester Registered Nursing course is a study of the nursing process centered on the human needs of individuals in acute and long term health care settings. It includes care of the pediatric client and family in acute case and outpatient health care settings; patients with long term health care needs which are met in community settings; and the leadership role of the Registered Nurse in acute care settings. Clinical experience is directed toward assuming broad responsibility for providing optimal nursing care for patients, including planning, coordinating, teaching, and utilizing health care resources.

Prerequisite: NURSING 103 or equivalent college course with "C" or better.

NURSING 106 CULTURAL DIVERSITY IN HEALTH AND ILLNESS 3 UNITS

Hours: 3 Lecture/Discussion

This course is designed to introduce basic concepts of culture, language and communication, social organization, social interaction and change as they relate to the health care field. Focused upon the client (individual, family or social group), the course investigates values, beliefs, and customs as they effect health and illness behaviors.

Advisory On Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better.

NURSING 120 PERIOPERATIVE NURSING 4 UNITS

Hours: SHORT TERM CLASS (A total of 144 hours)
36 total hours of lecture
108 total hours of lab

This is an elective course in perioperative nursing. This course is designed to prepare a competent and knowledgeable practitioner to administer optimum care to select surgical patients during pre-operative, intra-operative and post-operative phases of surgical intervention.

Prerequisite: NURSING 101 and 122 or equivalent college courses with "C" or better, or permission of department.

NURSING

NURSING 122 FOUNDATIONS OF NURSING PRACTICE 2 UNITS

Hours: 1 Lecture/Discussion
3 Lab
2 Homework

Based on the human needs approach, this course is a guide to the foundations of nursing practice. Nursing practice is implemented through the nursing process, which is a systematic method of problem solving used to identify individual needs of clients. The course emphasizes the assessment phase of the nursing process, incorporating both interviewing and physical assessment. The acquisition of these abilities leads the student to the development of nursing diagnoses.

Prerequisites: BIOLOGY 30, 31, 40, CHEMISTRY 20, NUTR/FOOD 18, and ENGLISH 1 or PSYCH 1, SPEECH 1 or 4, and either SOC 1, ANTHRO 10, or NURSING 106 or equivalent college courses with "C" or better or licensure as a Vocational Nurse and permission of the department.

Corequisite: NURS 101

Limitation On Enrollment: Acceptance into the Registered Nursing Program.

NURSING 125 CARE OF THE PATIENT IN ICU 4 UNITS

Hours: SHORT TERM CLASS (A total of 144 hours)
36 hours of lecture
108 hours of lab

This is a study of nursing intervention focused on the needs of the critically ill patient in an intensive care unit. The principles related to the patient's cardiac, respiratory, neurological, and emotional needs will be stressed in coordination with actively caring for this type of patient.

Prerequisites: NURSING 103 or equivalent college course with "C" or better, or licensure as a Vocational Nurse and permission of department.

NURSING 126 SUPERVISED CLINICAL PRACTICE 3 UNITS

Hours: 24 Lab (A total of 144 hours of lab)

This course is designed for the ongoing Registered Nursing student, providing extended opportunity for laboratory practice. The student will use the nursing process to plan and implement nursing care for a variety of medical/surgical clients, utilizing skills at the student level of achievement. Under supervision, students will perform nursing skills and have opportunity for in-depth exploration of nursing practice in the clinical setting.

Advisory On Recommended Preparation: NURSING 101 or equivalent college course with "C" or better.

NURSING 127 ONCOLOGY NURSING 6 UNITS

Hours: SHORT TERM CLASS (A total of 6 weeks)
4 Lecture/Discussion
24 Lab

This course is designed to increase student understanding of the patho-physiologic process of cancer and the psychosocial effect upon the client and family. The student will utilize the nursing process to plan and implement individualized care of the oncology client.

Prerequisite: NURSING 101 or equivalent college course with "C" or better.

NURSING 134 MENTORSHIP: TRANSITION FROM STUDENT TO NURSE 1 UNIT

Hours: 1 Lecture/Discussion

This course is designed for the Registered Nurse who wishes to prepare for clinical teaching and supervision of senior nursing students in a mentorship role. It involves the study and application of principles of nursing and teaching/learning theory, to guidance and evaluation of the student nurse's clinical practice.

Prerequisites: Registered Nurses with a minimum of one year experience in acute care, that have or will serve as mentors to C.O.S. Nursing 104 students.

Course Descriptions

NURSING

NURSING 211 CLINICAL APPLICATION OF PHARMACOLOGY 2 UNITS

Hours: Short-term lab class: 105 total hours

This is a short-term lab class that will allow the student to apply concepts of pharmacology through drug research, administration, and evaluation of the patients response to the medication. The student will experience a dramatic increase in the volume, variety, and routes of drug administration, and will experience an increased level of responsibility/accountability with this process.

Prerequisite: NURSING 101 or equivalent course with a "C" or better grade.

NURSING 212 INTRODUCTION TO COMPUTERS IN HEALTH CARE EDUCATION 1 UNIT

**Hours: 8 Lecture
24 lab**

This course introduces the student to operation, use, limitations, and applications of computers in health care education. The student will become familiar with software used in the RN program, search out health-related information on the Internet, and become familiar with the format for writing clinical laboratory research.

NURSING 301 IN-HOME SUPPORTIVE SERVICES PROVIDER 1 UNIT

**Hours: 20 Lecture Short Term Course
10 lab**

This is a short term class which will provide training to allow individuals to assist ill, elderly, and disabled people in their homes. The classes are designed to teach students how to provide supportive services and to teach a philosophy of caring and techniques for assisting people in meeting daily needs at home.

NURSING 310 PREPARING FOR THE RN PROGRAM 3 UNITS

Hours: 8 lecture/discussion

This course is intended for students who have been accepted into the RN program and want to improve their likelihood of success in this rigorous course of study. Many students accepted into the RN program could benefit from this summer readiness course. Topics include: Review of applied math and technical writing, study skills and test taking techniques; critical reading of nursing journals and texts; nursing related library research; and overview of nursing history and medical terminology; and identification of on and off campus resources available to support adult learner success.

Limitation on Enrollment: Must be accepted into the Registered Nurse program.

NURSING 321 GENERAL MATHEMATICS RELATED TO NURSING 3 UNITS

Hours: 3 Lecture/Discussion

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 will be included. Emphasis is placed on calculation of medication problems with clinical application.

NURSING 333 INTRAVENOUS THERAPY CERTIFICATION CLASS 1 UNIT

**Hours: SHORT TERM CLASS (A total of 9 weeks)
1 Lecture/Discussion
3 Lab**

This course is designed to prepare Licensed Vocational Nurses to initiate and maintain intravenous therapy in a clinical agency which has protocols to provide for such function. It includes theory, laboratory practice, and supervised clinical practice in IV therapy techniques.

Prerequisite: Must be a licensed Vocational Nurse employed in an agency with an Inservice Education Department.

NURSING

NURSING 351 CERTIFIED NURSING ASSISTANT 6 UNIT

**Hours: SHORT TERM CLASS (A total 184 Hours)
72 Lecture/Discussion
112 Lab**

This course is designed to prepare the student as an entry level worker, providing basic nursing care to patients in acute care and long term care settings. The curriculum is structured to provide theory and application in skills needed to function as a Nursing Assistant. Upon completion students will be eligible to take the state certification examination.

Prerequisite: COS Reading Placement test.

NURSING 400a-d NURSING SKILLS LAB 0 UNITS

Hours: 3 Lab

This course provides the student with an opportunity for additional directed learning and supervised laboratory time to develop and refine nursing clinical skills necessary to the safe clinical practice of professional nursing. The student will gain knowledge from instructor demonstration, video tapes and computers.

Limitation On Enrollment: Must be enrolled in the COS Registered Nursing Program.

NURSING 401 NURSING AND OTHER HEALTH CAREERS FOR ETHNIC DIVERSITY 0 UNITS

**Hours: SHORT TERM CLASS (A total of 32 hours)
24 Lecture/Discussion
8 Lab**

This course is designed to introduce minority students to health care career opportunities during their early high school years. The course provides information regarding careers, opportunity for the student to observe health care service personnel at the job site, and guidance for the student in selection of high school courses which will enhance their entry into college level courses. Emphasis will be placed on nursing, but other health care careers will be addressed.

NUTRITION/FOODS

NUTR/FOOD 18 NUTRITION 3 UNITS

**Hours: 3 Lecture/Discussion
6 Homework**

Approved for Distance Learning

A scientific study of the basic chemical, biological and physiological principles and concepts of human nutrition. Current scientific theories and research are reviewed, clarified and discussed as these trends apply to the development of sound and preventive nutrition practices. The study includes the adapting of these principles to the individual's uniqueness and the translation of this knowledge into food choices throughout life.

CAN H EC 2.

Advisory on Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better or eligibility for ENGLISH 1 determined by COS Placement procedures.

NUTR/FOOD 101 FOODS 3 UNITS

**Hours: 2 Lecture/Discussion
3 Lab
4 Homework**

Materials Fee: \$10.00

Nutrition/foods 101 is an overview of the principles and practices of food science and technology including food safety, sanitation, ingredient properties, nutritive values, preservation methods, product evaluation and meal management. CAN H EC 8.

Course Descriptions

NUTRITION/FOODS

NUTR/ FOODS 2 UNITS

FOOD 102
Hours: 1 Lecture/Discussion
 3 Lab

A foods class designed for students with basic food preparation skills. This course will explore a wide range of topics such as experimental cooking, entertaining, creative cooking, foreign foods, quantity cooking, and special diets.

NUTR/ PROFESSIONAL COOKING 1 3 UNITS

FOOD 105
Hours: 2 Lecture/Discussion
 3 Lab
 4 Homework

This class is an introduction to the art of professional cooking. Topics covered include preparation of basic sauces and stocks, salads, soups, grains and breakfast items. The curriculum includes lecture, demonstration and hands-on experience.

NUTR/ COMMERCIAL FOODS II 3 UNITS

FOOD 106
Hours: 2 Lecture/Discussion
 3 Lab

This course is designed for students preparing for employment and careers in restaurant, institutional and hotel settings. The curriculum provides training and hands-on experience in food preparation, including garde manager; baking and pastry; banquets, buffets and catering; and speciality and gourmet cuisine.

Prerequisite: NUTR/FOOD 105 or equivalent college course with "C" or better.

NUTR/ SANITATION & SAFETY 2 UNIT

FOOD 107
Hours: 2 Lecture/Discussion

Basic concepts of sanitation and safety and their application in the food service industry. Federal, state and local regulations.

NUTR/ INTRO TO FOOD SERVICE 3 UNIT

FOOD 108
MANAGEMENT
Hours: 3 Lecture/Discussion
 2 Activity

This class is designed to introduce students to general service management principles and provide knowledge and practice of those principles in a learning environment. Personnel supervision and training in food service will be covered. This class, with others in the certificated program, will prepare students for an introductory management position in a food service institution, restaurant, or hotel.

Advisory On Recommended Preparation: NUTR/FOOD 18, 105, and 107 or equivalent college courses with "C" or better.

NUTR/ FOOD SERVICE EXPERIENCE 1-4 UNITS

FOOD 109
Hours: 5-20 Activity

This course is designed to give the student learning experiences in a functioning non-medical food service operation. The student, site manager and course instructor will design objectives for that site. Direct supervision at each site will be carried out by the site manager. The course instructor will visit the student at the site during the semester. **Note: Verification of your last Tuberculin Skin Test must be on file with instructor before site visit occurs.**

Prerequisite: NUTR/FOOD 107 or equivalent college course with "C" or better.

Advisory On Recommended Preparation: NUTR/FOOD 101 or 105, or equivalent college courses with "C" or better.

Corequisite: NUTR/FOOD 210

NUTRITION/FOODS

NUTR/ DIETETIC SERVICE SUPERVISOR 2 UNITS

FOOD 111
WORK EXPERIENCE
Hours: 10 Activity

This course is designed to give the student learning experiences in a health care facility. Students will be assigned to a health care facility by the instructor. The assigned facility may be outside the City of Visalia. The course instructor is a Registered Dietitian.

Limitation on Enrollment: Verification of your last Tuberculin Skin Test must be on file with instructor before site visit occurs.

Prerequisite: NUTR/FOOD 301, 302, 107 and 18 or equivalent college courses with "C" or better. NUTR/FOOD 101 or 105 or equivalent college courses with "C" or better or three years professional cooking experience.

Advisory On Recommended Preparation: NUTR/FOOD 113 or equivalent college course with "C" or better.

NUTR/ CHILDREN'S NUTRITION 3 UNITS

FOOD 112
Hours: 3 Lecture/Discussion
Cross Ref: Child Dev 112

A survey course of children's nutritional requirements. This course focuses on children's nutrition prior to conception through adolescence. Study centers on nutrition basics, feeding principles, and current topics. An appropriate course for students in education and social services.

NUTR/ DIETETICS 2 UNITS

FOOD 113
Hours: 2 Lecture/Discussion
 4 Homework

This course is designed primarily for students planning careers in nutrition or food service for medical institutions. Nutritional care for the patient, resident or client is emphasized.

Prerequisite: NUTR/FOOD 301, 302, and 18 or equivalent college course with "C" or better.

Advisory on Recommended Preparation: NUTR/FOOD 105, 107 or equivalent college courses with "C" or better.

NUTR/ NUTRITION FOR FITNESS, 3 UNITS

FOOD 119
EXERCISE, AND SPORTS
Hours: 3 Lecture/Discussion
Cross Ref: PE 119
 H&W 119

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 interested in the relationship between nutrition, exercise and total fitness. Recommended for those interested in recreational and competitive sports.

NUTR/ SUPERVISED PRACTICE 1-3 UNIT

FOOD 190
Hours: 3 Labs per Unit

Under the supervision of an instructor, selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling and other employment or volunteer situations where the student is expected to take a leadership role.

Limitation On Enrollment: Permission of the department.

NUTR/ TOPICS IN 1-4 UNIT

FOOD 199
NUTRITION/FOODS
Hours: Variable

Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credits may be earned in 199 transfer level.

Course Descriptions

NUTRITION/FOODS

NUTR/ FOOD 201 **INTRODUCTION TO FOOD SERVICE & NUTRITION PROFESSIONS** **1 UNITS**
Hours: **Short Term Class**
17.5 Total lecture hours
35 Homework hours

This course includes coverage of careers in the food service and nutrition areas, specific nutrient information and introduction to computers. The student will be required to observe a food service or nutrition professional at work outside of scheduled class meeting times.
Advisory on Recommended Preparation: NUR/FOOD 18 or equivalent college course with "C" or better taken previously or concurrently.

NUTR/ FOOD 202 **PROFESSIONALISM IN THE WORKPLACE** **3 UNITS**
Hours: **3 Lecture hours**
6 Homework hours

This course covers employment skills in the food service and nutrition area such as professional behavior, resumes and interviewing. Also covered are workplace issues, including sexual harassment, stress reduction and workplace violence.

Prerequisite: NUR/FOOD 302 or equivalent college course with "C" or better.
Advisory on Recommended Preparation: NUTR/FOOD 105, 201 or equivalent college course with "C" or better.

NUTR/ FOOD 203 **MODERN MEALS** **2 UNITS**
Hours: **1 Lecture/Discussion**
3 Lab

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.

NUTR/ FOOD 210 **FOOD SERVICE PRACTICES** **1 UNIT**
Hours: **1 Lecture/Discussion**

This course is designed to support students enrolled in Food Service Experience (Nutrition/Foods 109 or Nutrition/Foods 111) and give them further knowledge about, and insight into, their food service situations and experiences.

Prerequisite: NUTR/FOOD 107.
Corequisite: NUTR/FOOD 109 or NUTR/FOOD 111.
Advisory On Recommended Preparation: NUTR/FOOD 101; and 105.

NUTR/ FOOD 299 **TOPICS IN NUTRITION/FOODS** **1-4 UNIT**
Hours: **Variable**
Material Fees: Variable

Topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credit in Topics 299 is non-transferable.

NUTR/ FOOD 301 **FOOD SERVICE & NUTRITION SKILLS I** **1 UNIT**
Hours: **17.5 Lecture hours**
35 Homework hours

Material Fees: Variable
This course provides a foundation in computation skills necessary for success in nutrition and food service courses and employment. Topics covered include recipe adjustment, measurement, costing, percent body weight and caloric need calculations.

NUTR/ FOOD 302 **FOOD SERVICE & NUTRITION SKILLS II** **1 UNIT**
Hours: **17.5 Lecture hours**
35 Homework hours

Material Fees: Variable
This course provides an introduction to verbal and written communication skills necessary for success in nutrition and food service courses and employment. Topics covered include recipe and term comprehension, verbal directions and memo and report writing.

ORNAMENTAL HORTICULTURE

OH 2 **PLANT IDENTIFICATION 1** **3 UNITS**
Hours: **3 Lecture/Discussion**
1 Lab

Ornamental Horticulture 2 is a detailed study of trees, shrubs, vines, herbaceous plants, and their identification. This course emphasizes plant materials at their best during the summer and fall months.

OH 3 **PLANT IDENTIFICATION 2** **3 UNITS**
Hours: **3 Lecture/Discussion**
1 Lab

Ornamental Horticulture 3 is a detailed study of trees, shrubs, vines, herbaceous plants, and their identification. This course consists of two sections of different planting materials.

OH 7 **LANDSCAPE DESIGN** **3 UNITS**
Hours: **3 Lecture/Discussion**
1 Lab

Materials Fee: \$5.00
OH 7 is an ornamental horticulture class that teaches the basic principles of landscape design as applied to residential, industrial, and public properties. The basic course in landscape design is appropriate for transfer students and two-year majors.

OH 101 **BASIC ORNAMENTAL HORTICULTURE** **3 UNITS**
Hours: **3 Lecture/Discussion**
1 Lab

Materials Fee: \$5.00
This course is an introduction to ornamental horticulture and the basic skills used in the landscaping, turf management, and nursery fields.

OH 104 **NURSERY PRACTICES** **3 UNITS**
Hours: **3 Lecture/Discussion**
1 Lab

Material Fee: \$5.00
A study of the nursery industry and its practice through lecture and lab activities. Instruction provides a working knowledge of plant propagation, growing ornamental plants, nursery layout, nursery management, cut flower care and marketing techniques.

OH 105 **PLANT PROPAGATION** **3 UNITS**
Hours: **3 Lecture/Discussion**
1 Lab

Materials Fee: \$5.00
A plant science course that studies the principles of plant propagation by seed, cutting, layering, division, grafting, and budding. The primary focus of this course is the propagation of fruit and ornamental plants.

OH 106 **LANDSCAPE DRAFTING** **3 UNITS**
Hours: **3 Lecture/Discussion**
1 Lab

Materials Fee: \$5.00
This course teaches the basic drafting techniques and standards used in creating landscape designs. Students learn landscape symbols, lettering styles and techniques as well as methods of designing landscape plans using section and detail drawings. Sketching and the use of drafting equipment from landscape and architectural fields are also stressed.

OH 107 **LANDSCAPE STRUCTURES** **3 UNITS**
Hours: **2 Lecture/Discussion**
3 Lab

This course emphasizes the fundamentals of construction as they relate to building garden structures (decks, fences, gazebos, planters, etc.), garden lighting, soil preparation, planting a landscape and plant protection. Also included is cost estimation and analysis.

Course Descriptions

ORNAMENTAL HORTICULTURE

OH 108 LANDSCAPE CONSTRUCTION 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

A basic course in ornamental horticulture for transfer and two year horticulture majors that teaches the fundamentals of construction as they relate to landscape design and the maintenance of landscape plants.

OH 109 LANDSCAPE MAINTENANCE 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

OH 109 is a lecture and lab course on the maintenance of landscape of homes, parks, schools, golf courses, plus street and highway plantings. The students study pruning, fertilization, irrigation, pest control and landscape management.

OH 110 TURFGRASS MANAGEMENT 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

An introduction to the field of turfgrass management that includes selection and use of turfgrass varieties for use in parks, recreation areas, golf courses, and home lawns.

OH 111 FLORAL DESIGN 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

OH 111 is an introductory lecture and lab course in commercial floristry that covers the various phases of floral design. It is a general course for a two-year certificate and transfer students and is not limited to agriculture majors.

OH 112 SYMPATHY FLOWERS 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

Materials Fee: \$50.00

Ornamental Horticulture 112 is a course for two year and certificate students. It is a requirement for the floral industries certificate. OH 112 teaches the advanced styling and design of flowers specifically for sympathy work, casket sprays, wreaths, hospital arrangements and solid work.

OH 113 WEDDING FLOWERS 3 UNITS

**Hours: 2 Lecture/Discussion
2 Lab**

Materials Fee: \$50.00

Ornamental Horticulture 113 is a course for 2-year and certificate students. It is a requirement for the Floral Industries certificate. OH 113 teaches advanced styling of floral designs to wear and carry, as practiced specifically in wedding work, including complete coverage of wedding bouquets, corsages, church decorations, balloons and bouquet decor.

OH 114 HORTICULTURE INDUSTRIES-SOUTHERN CALIFORNIA 1 UNIT

Hours: SHORT TERM CLASS (A total of 40 hours)

A field trip to Southern California ornamental horticulture outlets and the industries that supply them. Garden centers, flower shops, botanical and display gardens, flower and nursery growers, and public educational facilities are studied. Visits to wholesalers, jobbers, display houses advertising agencies and others working with retailers are included.

OH 115 HORTICULTURE INDUSTRIES-NORTHERN CALIFORNIA 3 UNITS

Hours: SHORT TERM CLASS (A total of 40 hours)

This is a field trip/tour class visiting horticulture industries from Monterey to San Francisco counties. Included are garden centers, flower shops, botanical and display gardens, flower and nursery growers, and public educational facilities are studied. Visits to wholesalers, jobbers, display houses, advertising agencies and others working with retailers are included.

ORNAMENTAL HORTICULTURE

OH 116 HORTICULTURE INDUSTRIES TOUR 1 UNIT

**(Central California)
Hours: SHORT TERM CLASS (A total of 40 hours)**

A field trip to Central California ornamental horticulture outlets and the industries that supply them. Garden centers, flower shops, botanical and display gardens, flower and nursery growers, and public educational facilities are studied. Visits to wholesalers, jobbers, display houses, advertising agencies and others working with retailers are included.

OH 117 SPRINKLER IRRIGATION 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

This course teaches the identification and recognition of components, installation, and assembly of various irrigation systems. It is a highly recommended course for two-year and transfer students. It is also a requirement for the Landscape Management Certification program. This course would also be appropriate for any industry personnel or homeowner interested in landscape irrigation.

OH 118 XERISCAPE 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

A study and application of the principles and theories of landscape planning, designing, installation and maintenance of wise use water management in large and small scale landscapes.

OH 119 INTERIORSCAPES 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

A study of the principals of residential and commercial interior design relating to plant materials for aesthetic purposes, is the main focus of this class. Foliage, plant selection, health and maintenance is studied.

OH 120 DISEASES OF ORNAMENTALS 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

A diagnosis, analysis and management of plant diseases. Principles of controlling pests including biological, cultural, physical, mechanical, and chemical. Pesticide safety, formulation, and methods of application are presented. This course is an integral part of the Ornamental Horticulture program intended for two-year or transfer students and preparing for Pest Control Advisor's license.

OH 121 PLANT COMBINATION THEORY 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

A study and application of the theory and principles of combining plant materials for use in the landscape according to their cultural, aesthetic and special environmental and micro-climate requirements.

OH 122 PESTS OF ORNAMENTALS 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

This course teaches the elements of diagnosis, analysis and management of plant pests. Principles of controlling pests including biological, cultural, physical, mechanical, and chemical are discussed. Pesticide safety, formulation, and methods of application are also presented. This course is an integral part of the Ornamental Horticulture and Pest Management Programs, intended for two-year or transfer students and those preparing for Pest Control Advisor's license.

OH 123 SILK & DRIED FLORAL DESIGN 3 UNITS

**Hours: 2 Lecture/Discussion
3 Lab**

This is a required course for the Floral Design certificate that includes designs with non-living, semi-permanent materials. Tools, materials, care, basic techniques, and design styles and techniques in both dried and silk arrangements are studied. Growing, drying, and preserving cultivated and wild flowers, pods, and grasses is also included.

Course Descriptions

ORNAMENTAL HORTICULTURE

OH 124 ARBORICULTURE: THE STUDY OF TREES 3 UNITS
Hours: 2 Lecture/Discussion
 3 Lab
 4 Homework

This course identifies the basic tree anatomy and functions as a living system. This knowledge will be applied to proper tree care including pruning situations, watering techniques, fertilizers, pre- and post-planting care, environmental/climatic conditions, disease and pests, etc. Included in this course is basic forensics (dissecting) of trees to determine age, injuries, rot, etc.

OH 201a-d VEGETABLE GARDENING 2 UNITS
Hours: 1 Lecture/Discussion
 3 Lab

Materials Fee: \$10.00

OH 201 is an introductory course in small scale vegetable production. The students study plant selection, soils, fertilizers, and care, as well as methods of planting irrigation and harvesting. This course is of great value to anyone who desires to learn proper techniques of vegetable gardening.

PARALEGAL

PARA 101 INTRODUCTION TO PARALEGALISM 3 UNITS
Hours: 3 Lecture/Discussion
 6 Homework hours

This initial course in the Paralegal program is designed to give the student an overview of the American legal system and introduce the student to legal careers, the role of the paralegal in a law office, legal ethics, basic legal analysis, and the law library.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures; and concurrent enrollment in PARA 102.

PARA 102 LEGAL TERMINOLOGY 1 UNIT
Hours: 1 Lecture/Discussion
 2 Homework

This course, required for the paralegal major, provides an overview of general theories of the law and legal terminology.

Advisory On Recommended Preparation: Concurrent enrollment in PARA 101.

PARA 103 CIVIL PROCEDURE I 3 UNITS
Hours: 3 Lecture/Discussion
 6 Homework

This course, required for the paralegal major, familiarizes the student with both California and Federal concepts of Civil Procedure. Students learn to analyze hypothetical fact patterns and complete legal documents using computerized Judicial Council forms. Legal concepts are researched using the code of Civil Procedure and students employ various discovery techniques.

Prerequisites: PARA 101 or equivalent college course with "C" or better.

PARA 104 CIVIL PROCEDURE II 3 UNITS
Hours: 3 Lecture/Discussion
 6 Homework

This course expands upon the basic concepts learned in Civil Procedure I and is required for the paralegal major. Students research and investigate complex legal concepts and draft complex legal documents working both independently and in groups.

Prerequisites: PARA 103 or equivalent college courses with "C" or better.

PARALEGAL

PARA 105 LEGAL RESEARCH AND WRITING I 3 UNITS
Hours: 3 Lecture/Discussion
 6 Homework

This required course for the paralegal major covers the basic tools of researching both Federal and California law. Students analyze hypothetical cases, locate relevant legal authority, and evaluate arguments in support of specific positions. Students draft legal memoranda and utilize both published and computerized sources of the law.

Prerequisite: PARA 101 or equivalent college courses with "C" or better.

PARA 106 LEGAL RESEARCH AND WRITING II 3 UNITS
Hours: 3 Lecture/Discussion
 6 Homework

This course expands upon the basic legal concepts and research skills covered in Research and Writing I and is required for the paralegal major. Students research complex legal questions and write multiple issue legal memoranda. Students draft memoranda of points and authorities in support of motions and complete an appellate brief in proper format.

Prerequisites: PARA 105 or equivalent college course with "C" or better.

PARA 108 LAW OFFICE MANAGEMENT 1 UNIT
Hours: 1 Lecture/Discussion
 2 Homework

A required course designed to train the student in law office procedures and management.
Advisory on Recommended Preparation: PARA 101 or concurrent enrollment in PARA 101.

PARA 109 PARALEGALS AND COMPUTERS 1 UNIT
Hours: 1 Lecture/Discussion
Material Fee: \$10.00

This advanced paralegal course provides hands-on computer experience for paralegal students. Legal documents will be produced using legal software programs such as Pro Forma and Word Perfect for Lawyers.

Prerequisites: PARA 101, 103 or equivalent college courses with "C" or better.

Advisory on Recommended Preparation: COMPUTER 5 or 130 or equivalent college course with "C" or better, and knowledge of WordPerfect software.

PARA 160 CRIMINAL LAW TERMS IN SPANISH 1 UNIT
Hours: 1 Lecture/Discussion
Cross Ref: Spanish 160

This elective course presents the Spanish language equivalents to American legal terminology used in the criminal justice system. It is recommended for court interpreters, paralegals, administration of justice majors and people working in law enforcement.

Advisory On Recommended Preparation: SPANISH 2 or equivalent college course with "C" or better, or 2 years of high school Spanish with "C" or better, or equivalent bilingual background.

PARA 197 PROFESSIONAL RESPONSIBILITY 1 UNIT
Hours: 1 Lecture/Discussion

This course, required for the paralegal major, is designed to assist the final semester paralegal student in making the transition from the classroom to the law office. The course covers ethics, regulation of paralegals, job search skills, career opportunities, and advanced legal analysis.

Prerequisite: PARA 101 or equivalent college course with "C" or better.

Advisory on Recommended Preparation: Concurrent enrollment in Paralegal Internship.

Course Descriptions

PARALEGAL

PARA 232 WILLS, TRUSTS, AND PROBATE 3 UNITS

**Hours: 3 Lecture/Discussion
6 Homework**

This is an elective course in the Paralegal Program designed to familiarize the student with the legal aspects of wills, trusts, and probate. Included is the effect of death upon property ownership, community property and the drafting of forms associated with probate law. (Formerly PARA 132)

Prerequisites: PARA 101 or equivalent college courses with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

PARA 235 BANKRUPTCY 1 UNIT

**Hours: 1 Lecture/Discussion
2 Homework**

This is an elective course in the Paralegal Program which provides general knowledge of the types of bankruptcy, jurisdiction, bankruptcy court procedures, duties of bankrupts and trustees, and adversary proceedings. (Formerly PARA 135)

Prerequisites: PARA 101 or equivalent college course with "C" or better or equivalent skills and knowledge as determined by departmental assessment.

PARA 236 ADMINISTRATIVE LAW 1 UNIT

**Hours: 1 Lecture/Discussion
2 Homework**

This is an elective course in the Paralegal Program covering the practices and procedures of state and federal administrative agencies. Students learn to draft documents for use in agency proceedings. (Formerly PARA 136)

Prerequisites: PARA 101 or equivalent college course with "C" or better or equivalent skills and knowledge as determined by departmental assessment.

PARA 237 FAMILY LAW 3 UNITS

**Hours: 3 Lecture/Discussion
6 Homework**

This is an elective course in the Paralegal Program designed to familiarize the student with California law relating to adoption, annulment, dissolutions of marriage, paternity, and community property. Students will assemble a notebook of sample documents based on a hypothetical family law case. (Formerly PARA 137)

Prerequisites: PARA 101 or equivalent college course with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

PARA 238 ENFORCEMENT OF JUDGMENTS 1 UNIT

**Hours: 1 Lecture/Discussion
2 Homework**

This elective course in the Paralegal Program will familiarize the student with methods of collecting money judgments. It will emphasize preparation of legal documents necessary to enforce money judgments. (Formerly PAR 138)

Prerequisites: PARA 101 or equivalent college course with "C" or better. Completion of or concurrent enrollment in PARA 103.

PARA 239 WORKERS COMPENSATION LAW 1 UNIT

**Hours: 1 Lecture/Discussion
2 Homework**

This is an elective course in the Paralegal Program covering the practices and procedures related to workers compensation actions. Students learn to draft documents for use in this agency. (Formerly PARA 139)

Prerequisites: PARA 101 or equivalent college course with "C" or better or equivalent skills and knowledge as determined by departmental assessment.

PARALEGAL

PARA 298 CLIENT INTERVIEWING FOR THE PARALEGAL 1 UNIT

**Hours: 1 Lecture/Discussion
2 Homework**

This elective course in the Paralegal Program will familiarize the student with interviewing techniques, ethical considerations for the interviewer and methods of documenting and summarizing interviews. (Formerly PARA 198)

Prerequisites: PARA 101 or equivalent college course with "C" or better.

PARA 301 PRACTICAL LAW 2 UNITS

**Hours: 2 Lecture/Discussion
Cross Ref: AJ 301**

This basic skills class enhances study skills and basic competencies in math, reading, oral communication and written communication in a legal content course. This class is meant to supplement the skills learned in other precollegiate courses. It is recommended for students interested in pursuing a law related career but not yet ready for degree applicable courses.

PHILOSOPHY

PHILOS 1 INTRODUCTION TO PHILOSOPHY 3 UNITS

Hours: 3 Lecture/Discussion

Inquiry into the classical questions of philosophy such as: Who am I? What is real? What can I know? What is right? Toward what goals should a society strive? Philosophical views of metaphysics, epistemology, religion, political philosophy, aesthetics and ethics are considered through the writings of philosophers. CAN PHIL 2.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

PHILOS 5 ETHICS 3 UNITS

Hours: 3 Lecture/Discussion

A study of modern day individual and societal moral choices. Issues will be examined to form strong moral arguments on contemporary topics, such as abortion, war, poverty, human rights, business, and friendships. Traditional philosophical theories will be examined including Kantianism, Utilitarianism, Egoism, and Relativism. CAN PHIL 4.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

PHILOS 10 DEVELOPMENT OF WESTERN PHILOSOPHY 1 3 UNITS

Hours: 3 Lecture/Discussion

The classical and medieval traditions with special reference to the systems of Plato, Aristotle, Stoicism and Christianity and the contributions of Presocratics, Socrates, Plato, Aristotle, Augustine and Aquinas. CAN PHIL 8.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

PHILOS 10H DEVELOPMENT OF WESTERN PHILOSOPHY 4 UNITS

Hours: 4 Lecture/Discussion

The classical and medieval traditions with special reference to the systems of Plato, Aristotle, Stoicism and Christianity and the contributions of Presocratics, Socrates, Plato, Aristotle, Augustine and Aquinas. Special emphasis in the colloquium is on development of questions to lead discussions in a larger class.

Advisory On Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better.

Limitation On Enrollment: Acceptance into the Honors Program.

Course Descriptions

PHILOSOPHY

PHILOS 11 DEVELOPMENT OF WESTERN PHILOSOPHY 2 3 UNITS

Hours: 3 Lecture/Discussion

The origins of modern philosophy is considered, including humanism, rationalism, utilitarianism, empiricism, idealism, positivism, pragmatism, Marxism, and existentialism and the contributions of philosophers. CAN PHIL 10.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

PHILOS 11H DEVELOPMENT OF WESTERN PHILOSOPHY 4 UNITS

Hours: 4 Lecture/Discussion

The origins of modern philosophy is considered, including humanism, rationalism, utilitarianism, empiricism, idealism, positivism, pragmatism, Marxism, and existentialism. Special emphasis in the colloquium is on development of questions to lead discussions in a larger class.

Advisory On Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better.

Limitation On Enrollment: Acceptance into the Honors Program.

PHILOS 12 COMPARATIVE RELIGION 3 UNITS

Hours: 3 Lecture/ Discussion

A general survey of the major religions of the world (Hinduism, Jainism, Buddhism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam). The emphasis is on a comparison of themes common to all, or most religions.

PHILOS 13 INTRO TO THE OLD TESTAMENT/TESTAMENT SURVEY 3 UNITS

Hours: 3 Lecture/Discussion

A general survey of the religion of the Hebrews with particular emphasis on the thought, theology and writings of the Old Testament. These are examined within the historical context of the history of Israel.

PHILOS 14 INTRO TO THE NEW TESTAMENT 3 UNITS

Hours: 3 Lecture/Discussion

An introduction to the early Christian community in the period following the death of Christ. Utilizing a historical approach, the course traces the thought and theology reflected in the New Testament writings.

PHILOS 20 INTRODUCTORY LOGIC 3 UNITS

Hours: 3 Lecture/Discussion

A study of logical reasoning by translating ordinary language into symbols for ease of analysis. Students will learn how to identify arguments, to distinguish between inductive and deductive arguments, to derive logical and sound conclusions, and to detect common fallacies of thinking. Applications are for the student interested in the structure of arguments (philosophy and law), as well as, the student in mathematics, science, and computer sciences. CAN PHIL 6.

Advisory On Recommended Preparation: ENGLISH 1 or MATH 230 or equivalent college course with "C" or better, or eligibility for MATH 21, 45, 61, 70, 75 or 154 as determined by COS Placement Procedures.

PHILOS 25 CRITICAL THINKING 3 UNITS

Hours: 3 Lecture/Discussion

Principles and methods of valid reasoning from objective evidence. Focus is on a practical defense against fallacious arguments and self-deception. Typical topics include deduction, induction, fallacy identification, cultural bias, and argument analysis. A series of writing assignments will focus on increasing the sophistication of argumentative writing. Students are required to write 6,000 to 8,000 words demonstrating both skills of critical thinking and composition.

Prerequisite: ENGLISH 1 or equivalent college course with "C" or better.

PHOTOGRAPHY

PHOTO 1 BEGINNING PHOTOGRAPHY 3 UNITS

**Hours: 2 Lecture/Discussion
3 Lab**

This class is a study in the basic principles and practices of photography. This course is designed to provide a foundation of basic knowledge for those planning an advanced career in photography and who plan further advanced photographic study, or for those in other fields where an understanding of photography may be beneficial. It is also designed to provide the photographic enthusiast with a good working knowledge of this medium as a means of visual communication and self expression. CAN ART 18.

PHOTO 2a-d ADVANCED PHOTOGRAPHY LABORATORY 1 UNIT

Hours: 3 Lab

These classes provide an extension of the basic principles and practices learned in Photography 1. These courses expand upon the knowledge gained in the beginning and basic classes. It is designed for those who have more than a casual interest in the subject and wish to expand their knowledge and advance their skills in the field of photography. Photography 2a-c is a Lab course.

Advisory On Recommended Preparation: PHOTO 1 or equivalent college course with "C" or better.

PHOTO 110a-d PHOTO JOURNALISM 2 UNITS

**Hours: 2 Lecture/Discussion
2 Lab**

Cross Ref: Journalism 110a-d.

Materials Fee: \$20.00

A course designed for students who would like practical publication experience and an opportunity to publish their photographs in the school newspaper.

PHOTO 370a-d COLOR PHOTOGRAPHY 2 UNITS

**Hours: 2 Lecture/Discussion
2 Lab**

Color photography is designed for those interested in color photography with a basic understanding of black and white photography. Students will be given the opportunity to experience making photos using various types of color films and experience the various types of darkroom activities. Photography 70 b and c will give the student an opportunity to do advanced work in color photography.

Advisory On Recommended Preparation: PHOTO 1 or equivalent college course with "C" or better.

PHOTO 371a-d PORTRAIT PHOTOGRAPHY 2 UNITS

**Hours: 2 Lecture/Discussion
2 Lab**

Portrait Photography 371a is an introduction course in the area of portrait photography. The course is by lecture and lab. The students will have the opportunity to study the various types of equipment used in portrait photography. Portrait Photography 371b and c are designed to give the students an opportunity to work with advanced lighting techniques in portrait photography and to keep abreast with new and developing techniques in this area.

Advisory On Recommended Preparation: PHOTO 1 or PHOTO 370a or equivalent college course with a "C" or better.

Course Descriptions

PHYSICAL EDUCATION

Adaptive PE

P.E. 52a-d ADAPTED P.E. - ADAPTED WEIGHT TRAINING 1 UNIT

**Hours: .5 Lecture/Discussion
2.5 Activity**

This is a one unit course for the disabled designed to assist students in body development, maintenance and/or conditioning. Individual programming for each student's needs and wants is provided. Trained assistants are available. This course may be repeated for credit.

Limitation On Enrollment: Any physical limitation.

P.E. 55 a-d ADAPTED P.E. - SEASONAL SPORTS FOR THE DISABLED 1 UNIT

**Hours: .5 Lecture/Discussion
2.5 Activity**

Each semester disabled students will have the opportunity to acquire the skills that are fundamental to swimming, tennis, track, and bowling. The basic skills, rules, strategies, etiquette, safety procedures, use of equipment and terminology needed are covered each semester. Trained assistants are available. Repeatable four times.

Limitation On Enrollment: Any physical limitation.

P.E. 57a-d ADAPTED P.E. - PHYSICAL FITNESS AND FLEXIBILITY 1 UNIT

**Hours: .5 Lecture/Discussion
2.5 Activity**

Assists disabled students in developing and maintaining basic physical skills, knowledge, and attitudes necessary for enjoyable and satisfactory participation in lifetime fitness, flexibility and sports activities. Trained assistants are available.

Limitation On Enrollment: Any physical limitation.

P.E. 63a-d ADAPTED P.E. - BALANCE, RHYTHM, & AEROBIC DANCE MOVEMENT FOR THE ATYPICAL INDIVIDUAL 1 UNIT

**Hours: .5 Lecture/Discussion
2.5 Activity**

This course is designed to help develop balance, rhythm, and aerobic dance movement skills in the disabled student. Students will participate in various forms of dance, including social, folk, and aerobic dance forms. Trained assistants are available. Repeatable four times.

Limitation On Enrollment: Any physical limitation.

P.E. 64a-d ADAPTED P.E. - PERCEPTUAL MOTOR SKILLS AND GAIT EXERCISES FOR THE DISABLED 1 UNIT

**Hours: .5 Lecture/Discussion
2.5 Activity**

This course for the disabled is designed to assist students in the development of ambulation, balance, gross motor, and perceptual motor skills. Individual programming for each student's needs is provided. Trained assistants are available. Repeatable four times.

Limitation On Enrollment: Any physical limitation.

P.E. 66a-d ADAPTED P.E. - ARTHRITIS SELF-MANAGEMENT AND EXERCISE PROGRAM 1 UNIT

**Hours: .5 Lecture/Discussion
2.5 Activity**

This course is a tested self-management and exercise program designed to help individuals cope with the various challenges caused by arthritis. Trained assistants are available. Repeatable four times.

Limitation On Enrollment: Any physical limitation.

PHYSICAL EDUCATION

P.E. 67a-d ADAPTED P.E. - PRINCIPLES AND TECHNIQUES (BODY MECHANICS) OF BACK CARE 1 UNIT

**Hours: .5 Lecture/Discussion
2.5 Activity**

This course is designed for individuals with back disorders in developing an exercise program and better body mechanics to help better care for their backs. Repeatable four times.

Limitation On Enrollment: Any physical limitation.

P.E. 68a-d ADAPTED P.E. - ADAPTED SWIMMING AND WATER AEROBICS 1 UNIT

**Hours: .5 Lecture/Discussion
2.5 Activity**

This is a one-unit course designed for the disabled. It is designed to assist students in developing basic swim skills and water survival skills, body development, and maintenance and/or conditioning through water exercises. Individual programming for each student's needs is provided. Trained assistants are available. Repeatable four times.

Limitation On Enrollment: Any physical limitation.

P.E. 70a-d ADAPTED P.E. - INTRODUCTION TO SPORTS FOR THE DISABLED STUDENT 1 UNIT

**Hours: .5 Lecture/Discussion
2.5 Activity**

This one (1) unit course is designed to assist disabled students to participate in and learn about various indoor/outdoor sports adaptable to the disabled. This class will include open lab/practice, sports drills, and participation in various sports. Individual programming for each student's needs is provided. Trained assistants are available. The course may be repeated three (3) times.

Limitation On Enrollment: Course is designed for individuals with physical limitations.

P.E. 71a-d ADAPTED P.E. - GENERAL CONDITIONING FOR DISABLED STUDENTS 1 UNIT

**Hours: .5 Lecture/Discussion
2.5 Activity**

This one (1) unit course is designed to provide the disabled with the opportunity to participate in a general conditioning program to develop fitness. Individual programming for each student's needs is provided. Trained assistants are available. This course may be repeated three (3) times.

Limitation On Enrollment: Course is designed for individuals with physical limitations.

P.E. 72a-d ADAPTED P.E. - AQUA-CISE FOR DISABLED STUDENTS 1 UNIT

**Hours: .5 Lecture/Discussion
2.5 Activity**

This one (1) unit course is designed to assist disabled students to experience physical fitness through a comprehensive exercise program in the water. Designed for the disabled with no swimming skills. Individual programming for each student's needs is provided. Trained assistants are available. This course may be repeated three (3) times.

Limitation On Enrollment: Course is designed for individuals with physical limitations.

General Activities

P. E. 1a-d AEROBIC CONDITIONING 1 UNIT

**Hours: .5 Lecture
1.5 Activity**

A cardiovascular conditioning class with a secondary emphasis on calisthenics for strength and toning. Exercises are done to music. Fitness concepts are covered with different techniques introduced each semester.

Course Descriptions

PHYSICAL EDUCATION

P. E. 2a-d NON-IMPACT AEROBICS 1 UNIT
Hours: .5 Lecture
1.5 Activity

Non-impact aerobics is designed specifically for the student who is overweight or just beginning a fitness program. Aerobic exercise routines are done to slower paced music incorporating movements where no jumping or bouncing takes place. The non-impact aerobic phase is then followed by a series of muscle toning exercises.

P.E. 3a-d WALKING/JOGGING FOR AEROBIC FITNESS 1 UNIT
Hours: .5 Lecture/Discussion
1.5 Activity Per Week

This course is designed for students who desire to improve their aerobic fitness and strength. Each student will demonstrate through walking or jogging how to develop fitness by exercise in the following: flexibility, cardiovascular fitness, proper walking/jogging techniques and strength training.

P.E. 4a-d WEIGHT TRAINING 1 UNIT
Hours: .5 Lecture/Discussion
1.5 Activity

This course is designed as a general introduction to the concepts of strength and body building. The course will focus on machines, barbells and dumbbells as the vehicle for development of the major muscle groups.

P.E. 5a-b ADVANCED STRENGTH AND BODY BUILDING PRINCIPLES 2 UNITS
Hours: 1 Lecture/Discussion
3 Activity Per Week

This course is designed for the student who seeks further knowledge in the scientific and theoretical components of resistance training. Inclusive of basic principles of strength development, body building, diet, nutrition and weight control. Based on the foundation of resistance prescriptions. Course will focus on barbells, dumbbells and machines as the vehicle for development of the muscle groups. Proper mechanics of exercise and safety factors are stressed.

P.E. 9a-d CONDITIONING FOR TRACK AND FIELD 1 UNIT
Hours: .5 Lecture/Discussion
1.5 Activity

Conditioning for Track and Field is a one unit activity course designed to improve the individuals overall fitness through an understanding and application of the basic principles and techniques of track and field. This course may be repeated three times for credit.

P.E. 10a-d FUNDAMENTALS OF BASEBALL 1 UNIT
Hours: .5 Lecture/Discussion
1.5 Activity

This course is designed for the students who wish to learn the fundamental skills of baseball. It will enable the student to communicate the proper fundamentals involved with throwing, fielding, pitching, and batting associated with baseball.

P.E. 11a-d CIRCUIT/STEP AEROBICS 1 UNIT
Hours: .5 Lecture/Discussion
1.5 Activity Per Week

Circuit/Step Aerobics is designed for students desiring to improve their cardiovascular strength as well as muscular strength in a low impact exercise. Each student will demonstrate, through Circuit/Step Aerobics, a working knowledge of correct form and alignment, cardiovascular strength, flexibility, and muscular strength.

P.E. 12a-d ADVANCED BASEBALL 1 UNIT
Hours: .5 Lecture/Discussion
1.5 Activity

A physical education activity class for students who wish to gain advanced skills. Advanced skills in throwing, fielding, batting, and pitching a baseball will be taught and practiced.

PHYSICAL EDUCATION

P.E. 14a-d BASKETBALL 1 UNIT
Hours: .5 Lecture/Discussion
1.5 Activity

This course is designed for any student interested in the sport of basketball; both experienced players and those not familiar with the game are encouraged to take this class. Basketball is an enjoyable sport and provides yet one more way a student can become physically fit through competition. This class is co-ed.

P.E. 15a-d FUNDAMENTALS OF FOOTBALL 1 UNIT
Hours: .5 Lecture/Discussion
1.5 Activity

An activity class for students who wish to gain advanced football skills. The student will understand and develop advanced fundamentals of playing football, application of rules, and terms of the game of football.

P.E. 16 CONDITIONING FOR FOOTBALL 1 UNITS
Hours: .5 Lecture/Discussion
1.5 Activity

The use of plyometric exercises and jump ropes to blend speed and strength training. This is a fitness program for students wishing to prepare for high-level competitive Intercollegiate football.

P.E. 17 THEORY OF FOOTBALL 2 UNITS
Hours: 2 Lecture/Discussion

This course is designed for the student with an interest in coaching football. Philosophy fundamentals, strategies and rules will be emphasized.

P.E. 18a-b BEGINNING GOLF 1 UNIT
Hours: .5 Lecture/Discussion
1.5 Activity

A physical education activity class in golf fundamentals. Focus is on understanding the basic fundamentals of playing golf, learning rules and terms of the game.

P.E. 19a-b ADVANCED GOLF 1 UNIT
Hours: .5 Lecture/Discussion
1.5 Activity

A physical education activity class for students who wish to gain advanced golf skills. The student will understand and develop advanced fundamentals of playing golf, application of rules, and terms of the game of golf.

P.E. 20a-d BEGINNING RACQUETBALL 1 UNIT
Hours: .5 Lecture/Discussion
1.5 Activity

Designed for the student who is a novice and desires knowledge in history and strategy of racquetball. The student will learn all the rules, scoring and basic strokes to successfully play and compete in class participation. The student will learn basic strategy for single and doubles play. This class is not recommended for the highly skilled player.

P.E. 21a-d SOCCER 1 UNIT
Hours: .5 Lecture/Discussion
1.5 Activity

This course is designed for any student interested in the sport of soccer; both experienced players and those not familiar with the game are encouraged to take this class. Regulations for this game are thoroughly addressed. Soccer is an enjoyable sport and provides yet one more way a student can become physically fit through competition. This class is coed.

P.E. 22a-d ADVANCED SOFTBALL 1 UNIT
Hours: .5 Lecture/ Discussion
1.5 Activity

A physical education activity class for students to gain advanced softball skills. Advanced skills in throwing, fielding, batting and pitching a softball will be taught and practiced.

Course Descriptions

PHYSICAL EDUCATION

P. E. 23a-d FUNDAMENTALS OF FAST PITCH SOFTBALL 1 UNIT

**Hours: .5 Lecture
1.5 Activity**

This class is designed for the student who wants to learn the necessary skills required to play the game of fast-pitch softball. Elementary skills of throwing, field, batting and pitching will be taught and practiced.

P.E. 25a-d BASIC SWIMMING 1 UNIT

**Hours: .5 Lecture/Discussion
1.5 Activity**

Basic Swimming is a general introduction to swimming and aquatics. It is an appropriate class for the beginning swimmer who wants to learn aquatic fundamentals and received swimming stroke instruction in from crawl, back crawl, elementary backstroke, sidestroke, breaststroke and butterfly.

P.E. 26a-d SWIMMING FOR FITNESS 1 UNIT

**Hours: .5 Lecture/Discussion
1.5 Activity**

Designed for the student who wishes to participate in the sport of swimming to increase/improve cardiovascular stress and muscular endurance. This course is directed to the student who is interested in lap swimming as a means of exercise.

P.E. 27 BASIC LIFEGUARDING 1 UNIT

**Hours: SHORT TERM CLASS (A total of 9 weeks)
2 Lecture/Discussion
2 Activity Per Week**

The Basic Lifeguarding course provides the minimum basic knowledge and skills necessary for a person to qualify as an entry level lifeguard. This course also helps meet the prerequisite for the Water Safety Instructor (WSI) course.

P.E. 28 WATER SAFETY INSTRUCTOR 2 UNITS

**Hours: 2 Lecture/Discussion
2 Activity**

The purpose of the Water Safety Instructor course is to train instructor candidates to teach the American Red Cross Water Safety courses. Upon successful completion of the course the student will be able to teach the following courses: Infant and Preschool Aquatic Program; Longfellow's Whales Tales Educational Program; Progressive Swimming Courses (Beginners, Advanced Beginners, Intermediate Swimmer and Advanced Swimmer; Basic Water Safety; Emergency Water Safety.)

P.E. 30a-b BEGINNING TENNIS 1 UNIT

**Hours: .5 Lecture/Discussion
1.5 Activity**

Beginning Tennis is an activity course designed for the student who wishes to develop an understanding and appreciation for the game of tennis. Basic skills, strategies and rules will be covered.

P.E. 31a-b ADVANCED TENNIS 1 UNIT

**Hours: .5 Lecture/Discussion
1.5 Activity**

This course is designed for the advanced tennis player. It will prepare the student for tennis competition with physical fitness training and intra-class play.

P.E. 33a-d CONDITIONING FOR TENNIS 1 UNIT

**Hours: .5 Lecture/Discussion
1.5 Activity**

Conditioning for Tennis is a activity course designed for improvement of a tennis player's skill through dynamic resistance exercises and aerobic training.

PHYSICAL EDUCATION

P.E. 34a-b BEGINNING VOLLEYBALL 1 UNIT

**Hours: .5 Lecture/Discussion
1.5 Activity**

Development of basic fundamental skills in volleyball through drills and play.

P.E. 35a-b ADVANCED VOLLEYBALL 1 UNIT

**Hours: .5 Lecture/Discussion
1.5 Activity**

A physical education activity class for students who wish to gain advanced volleyball skills. The student will understand and develop advanced fundamentals of playing volleyball, application of rules, and terms of the game of volleyball.

P.E. 36 INTRODUCTION TO PHYSICAL EDUCATION 2 UNITS

Hours: 2 Lecture/Discussion

A course of introductory nature designed primarily for those interested in becoming Physical Education Teachers, but presented in a format which will make it of value to anyone thinking about entering some areas of the teaching profession.

P.E. 37 INTRODUCTION TO THEORY OF COACHING 2 UNITS

Hours: 2 Lecture/Discussion

Designed for the student wishing to gain knowledge of coaching individual and team sports. Common problems and solutions will also be covered.

P.E. 41 MARCHING BAND 1 UNITS

**Hours: 6 Lab
Cross Ref: MUSIC 75a-d**

This course is open to all students who demonstrate the ability to play a band instrument. The marching band represents the college in public functions which may include the performance of band literature at concerts, parades, rallies and athletic events. Emphasis is placed on the development of music performance and marching skills.
Limitation on Enrollment: Audition by department; intended for advanced musicians of band instruments.

P.E. 119 NUTRITION FOR FITNESS, 3 UNITS

**Hours: 3 Lecture/Discussion
Cross Ref: Nutr/Food 119
H&W 119**

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 interested in the relationship between nutrition, exercise and total fitness. Recommended for those interested in recreational and competitive sports.

P.E. 142a-d VARSITY PERFORMANCE 2 UNITS

**Hours: 2 Lecture/Discussion
4 Activity**

Varsity Performance is designed to enhance the performing skills of the Pep Squad and provide opportunity to prepare for support of all athletic teams. Formerly PE 82a-d.

P.E. 243 a-d CONDITIONING FOR PEP SQUAD 1 UNIT

Hours: 3 Activity

Conditioning for Varsity Performance (Pep Squad) is designed to enhance the performing skills of the Pep Squad by improving cardiovascular output and muscular endurance through aerobic training and conditioning of the body.

Course Descriptions

PHYSICAL EDUCATION

P.E. 301a-d AQUA CALISTHENICS 1 UNIT
Hours: .5 Lecture/Discussion
1.5 Activity

Aqua Calisthenics is a P.E. activity course designed for students who wish to develop, maintain or improve their cardiovascular fitness level in an aquatic environment. No swimming skills are necessary.

P.E. 495 FITNESS FOR SENIOR CITIZENS 0 UNITS
Hours: 3 Activity

This course is considered mild exercise and is basically designed for senior citizens. The course is geared to the needs of senior citizens, taking into consideration the limitations of all or certain individuals within a class. The course consists of various stretching, bending, twisting and leaning from different positions while sitting in a chair.

PHYSICAL SCIENCE

PHYS SCI 12 INTRODUCTION TO PHYSICAL SCIENCE 3 UNITS
Hours: 3 Lecture/Discussion
2 Lab
6 Homework

A laboratory based course in physical science designed to meet the laboratory science requirement for transfer students who are not science majors. This course emphasizes the methods and reasoning used in the physical sciences. Topics include observation and interpretation, measurement, laws of nature, characteristic properties, uncertainty, solubility, compounds and separation of substances.

Advisory On Recommended Preparation: MATH 200, 205 or 215 or equivalent college course with "C" or better, or eligibility for MATH 230 as determined by COS Placement Procedures; and ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 as determined by COS Placement Procedures.

PHYS SCI 12H INTRODUCTION TO PHYSICAL SCIENCE 3 UNITS
Hours: 3 Lecture/Discussion
2 Lab
6 Homework

A laboratory based course in physical science designed to meet the laboratory science requirement for transfer students who are not science majors. This course emphasizes the methods and reasoning used in the physical sciences. Topics include observation and interpretation, measurement, laws of nature, characteristic properties, uncertainty, solubility, compounds and separation of substances. Because this is a Honors course, the students will be asked to do more complex writing assignments and to work more independently. The overall level of rigor and pace will increase.

Prerequisite: MATH 200, 205 or 215 or equivalent college course with "C" or better, or eligibility for MATH 230 as determined by COS Placement Procedures; and ENGLISH 1 or equivalent college course with "C" or better.

Limitation On Enrollment: Acceptance into the Honors Program.

PHYS SCI 20 PHYSICAL SCIENCE 3 UNIT
Hours: 3 Lecture/Discussion
2 Lab

A laboratory course in physical science designed to meet the laboratory science requirement for transfer students who are not science majors. Topics include concepts, theories, and principles of physics, chemistry, astronomy and earth science. The course provides opportunities for students to learn reasoning skills and a new way of thinking about their environment. Course will present applications of concepts and theories to topics of current interest.

Advisory On Recommended Preparation: MATH 200, 205 or MATH 215 or equivalent college course with "C" or better, or eligibility for MATH 230 as determined by COS Placement Procedures; and ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.

PHYSICAL SCIENCE

PHYS SCI 350 FUNDAMENTALS OF PHYSICAL SCIENCE 3 UNITS
Hours: 3 Lecture/Discussion
2 Lab

This class will introduce the student to the fundamental reasoning and methods used in the physical sciences. It is designed to help students develop the competence and confidence necessary for successful college study in both academic and vocational courses.

PHYSICS

PHYSICS 5 PHYSICS FOR SCIENTISTS AND ENGINEERS 1 4 UNITS
Hours: 4 Lecture/Discussion
2 Lab

This is the first semester of a three semester introductory calculus-based physics course. It is a fundamental treatment of the general principles of physics for engineering and physical science majors. Topics included are statics, kinematics, dynamics of particles and rigid bodies, simple harmonic motion and mechanical properties of solids.

CAN PHYS 8; CAN PHYS SEQ B includes PHYSICS 5, 6, and 7.

Prerequisites: MATH 75 or equivalent college course with "C" or better.

PHYSICS 6 PHYSICS FOR SCIENTISTS AND ENGINEERS 2 4 UNITS
Hours: 4 Lecture/Discussion
2 Lab

This is the second semester of a three semester introductory calculus-based physics course. It is a fundamental treatment of the general principles of physics for the engineering and physics major. Topics included are mechanical properties of matter, fluid mechanics, wave motion, thermodynamics, and electrostatics. CAN PHYS SEQ B includes PHYSICS 5, 6, and 7.

Prerequisites: PHYSICS 5 or equivalent college course with "C" or better.

PHYSICS 7 PHYSICS FOR SCIENTISTS AND ENGINEERS 3 4 UNITS
Hours: 4 Lecture/Discussion
2 Lab

This is the third semester of a three semester introductory calculus-based physics course. It is a fundamental treatment of the general principles of physics for the engineering and physics major. Topics included are electricity, magnetism, and optics. CAN PHYS SEQ B includes PHYSICS 5, 6, and 7.

Prerequisites: PHYSICS 6 or equivalent college course with "C" or better.

PHYSICS 20 GENERAL PHYSICS 1 4 UNITS
Hours: 4 Lecture/Discussion
2 Lab

This is the first semester of a two-semester introductory non-calculus based physics course. This course includes laboratory experiments in addition to lectures. It is required for premedical, pre dental, pre pharmacy, and occasionally science and math students. Topics included are statics; kinematics, dynamics of particles and rigid bodies, simple harmonic motion, and thermal physics. CAN PHYS 2.

Prerequisites: MATH 154 or equivalent college course with "C" or better.

PHYSICS 21 GENERAL PHYSICS 2 4 UNITS
Hours: 4 Lecture/Discussion
2 Lab

This is the second semester of a two-semester introductory non-calculus based physics course. This course includes laboratory experiments in addition to lectures. It is required for premedical, pre dental, pre pharmacy, and occasionally science and math students. Topics included are: electricity and magnetism, optics, modern and nuclear physics. CAN PHYS 4.

Prerequisite: PHYSICS 20 or equivalent college course with "C" or better.

Course Descriptions

PHYSICS

PHYSICS 100 INTRODUCTION TO PHYSICS 3 UNITS

Hours: 3 Lecture/Discussion

Introduction to the mathematical concepts and problem-solving techniques required for the study of Physics. Intended for Physics and Engineering majors. Does not satisfy General Education requirements.

Advisory on Recommended Preparation: MATH 70 or equivalent college course with "C" or better or eligibility for Math 61 or Math 75 as determined by COS Placement Procedures.

PLANT SCIENCE

PLNT SCI 1 INTRODUCTION TO CROP SCIENCE 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

A general survey of crop production in California. This course includes an overview of crop area and uses, current economic and market conditions, plant taxonomy and classification, and basic botany.

PLNT SCI 12 FRUIT AND NUT TREE PRODUCTION 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

An introductory course in California fruit and nut tree production. Basic cultural and management practice in nut, stone, and pome fruits are included in this course.

Advisory On Recommended Preparation: PLNT SCI 1 or equivalent college course with "C" or better.

PLNT SCI 102 ROW CROPS 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

The production principles and management practices for row crops including cotton, corn, and sugar beets in the San Joaquin Valley.

Advisory On Recommended Preparation: PLNT SCI 1 or equivalent college course with "C" or better.

PLNT SCI 103 CEREAL AND OIL CROPS 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

The production principles for small grains including sorghums and oilcrops in the San Joaquin Valley. Fundamental taxonomy, botany and cultural practices including tillage, planting, irrigation, pest control and harvesting are taught.

PLNT SCI 104 FORAGE CROPS 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

A study of the common forage crops: alfalfa, silages, permanent pastures, and natural ranges. Cultural practices to be studied will include: land preparation, irrigation needs, fertilization, seeding rates, methods of utilization, grazing silage or dry hay, and harvesting.

PLNT SCI 105 WEEDS AND WEED CONTROL 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

This course covers identification, cultural, chemical, and biological control or prevention of the major weeds affecting crops and livestock in the Tulare-Kings counties area.

PLANT SCIENCE

PLNT SCI 111 CITRUS PRODUCTION 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

Economic importance of the citrus industry. Topics include: historical development, areas of production, environmental requirements and citrus climatology, citrus botany, commercial varieties and rootstocks. Critical evaluation and comparison of citrus regions around the world. Orchard planning and development, nursery practices, tree management, pest and disease control, irrigation and fertilization, pruning, harvesting, and marketing.

PLNT SCI 113 GRAPE AND VINE PRODUCTION 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

This course is a survey of the grape industry, grape varieties, and economics with a study of the cultural practices of table and wine grape production in California.

Advisory On Recommended Preparation: PLNT SCI 1 or equivalent college course with "C" or better.

POLITICAL SCIENCE

POLI SCI 5 FEDERAL, STATE, AND LOCAL GOVERNMENT 3 UNITS

Hours: 3 Lecture/Discussion

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. CAN GOVT 2.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

POLI SCI 5H FEDERAL, STATE AND LOCAL GOVERNMENT 4 UNITS

Hours: 3 Lecture/Discussion
1 Honors Colloquium

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. In addition, this course will explore and analyze conflicting problems affecting government on the national, state, and local levels. A one hour colloquium is also required for the fourth unit of credit.

Advisory On Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better.

Limitation On Enrollment: Acceptance into the Honors Program.

POLI SCI 7 MASS COMMUNICATIONS 3 UNITS

Hours: 3 Lecture/Discussion

Cross Ref: Journalism 7

A survey course covering all media of mass communications, newspapers, radio, television, magazines, book publishing, films, and the recording industry. Students will study strengths and weaknesses of each medium, as well as the major challenges to a democratic society including censorship, sensationalism, pornography, propaganda, and monopoly. The course focuses on the interrelationship of mass media and society. CAN JOURN 4

Course Descriptions

POLITICAL SCIENCE

POLI SCI 25 CONSTITUTIONAL LAW INTERPRETATION CIVIL LIBERTIES, FACT AND FALLACY 3 UNITS
Hours: 3 Lecture/Discussion
Cross Ref: AJ 25
 Business 25

This course allows students to study and apply logic and critical thinking to written and oral communication through the study of the fundamental rights as protected by the United States Constitution. This course will develop an understanding of the role of the courts and key court cases interpreting individual rights. Studys will develop the skills to analyze others' arguments, produce their own arguments and develop solutions to problems utilizing the case study method in legal research and analysis. Students will be required to write a total of 6,000 to 8,000 words.

Advisory On Recommended Preparation: ENGLISH 1 and SPEECH 1, or equivalent college course with a "C" or better.

PSYCHOLOGY

PSYCH 1 GENERAL PSYCHOLOGY 3 UNITS
Hours: 3 Lecture/Discussion

This course involves an introduction to the field of psychology through a study of the facts and principles involved in learning, development, motivation, personality, adjustment, and the physiological bases of behavior. The basic concepts and scientific method as employed in psychology are presented. Particular emphasis is placed on those concepts which relate to an understanding of human behavior. CAN PSY 2

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

PSYCH 5 SOCIAL PSYCHOLOGY 3 UNITS
Hours: 3 Lecture/Discussion

A scientific exploration and application of the psychological basis of people's interactions with one another and the way thoughts, feelings and actions are influenced by others. Topics include: perception, roles, conformity, prejudice, aggression, altruism and groups dynamics. Social psychology is interdisciplinary—drawing on the fields of Anthropology, Psychology and Sociology.

Prerequisites: PSYCH 1 or equivalent college course with "C" or better.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

PSYCH 10 HUMAN SEXUALITY 3 UNITS
Hours: 3 Lecture/Discussion

A comprehensive introduction to the biological, psychological and sociocultural aspects of human sexual behavior.

Prerequisites: PSYCH 1 or equivalent college course with "C" or better.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

PSYCH 34 ABNORMAL PSYCHOLOGY 3 UNITS
Hours: 3 Lecture/Discussion

This course is designed to present a broad general survey of the field of abnormal psychology. It utilizes the many theoretical views of psychopathology in human behavior in order to explore the nature and development of these deviations.

Prerequisite: PSYCH 1 or equivalent college course with "C" or better.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

PSYCH 39 CHILD DEVELOPMENT 3 UNITS
Hours: 3 Lecture/Discussion
Cross Ref: Child Dev 39

A study of the child that includes cognitive, physical, moral, social, emotional and language development using a chronological approach which covers prenatal through adolescent development. The course combines theory and practical application. It is required for the State Children's Center Permit and also valuable for students in education, social services, health and law enforcement. CAN HEC 14

PSYCHOLOGY

PSYCH CHILD DEVELOPMENT 1 UNIT
39M1 Prenatal, Infancy & Toddler (Modular Training)
Total Hours: 17.5 hours SHORT TERM CLASS
Cross Ref: CHLD DEV 39M1

THIS CLASS IS U.C. TRANSFERABLE ONLY IF ALL THREE MODULES ARE COMPLETED TO EQUAL PSYCH 39, 3 UNIT CLASS.

This course (one of three PSYCH 39 modules required for the Child Development Certificate and for U.C. transfer) studies the development of humans from conception through the end of the toddler years. It focuses on current trends, theory, history and pertinent concepts in developmental psychology. NOT open to students who have previously received credit in PSYCH 39.

PSYCH CHILD DEVELOPMENT 1 UNIT
39M2 Early Childhood Years (Modular Training)
Total Hours: 17.5 hours SHORT TERM CLASS
Cross Ref: CHLD DEV 39M2

THIS CLASS IS U.C. TRANSFERABLE ONLY IF ALL THREE MODULES ARE COMPLETED TO EQUAL PSYCH 39, 3 UNIT CLASS.

This course (one of three PSYCH 39 modules required for the Child Development Certificate and for U.C. transfer) studies the development of humans in the early childhood years, age three through age six in the areas of cognition, physical growth and development, language and social development. Includes theory, application and practice of pertinent concepts in developmental psychology. NOT open to students who have previously received credit in PSYCH 39.

PSYCH CHILD DEVELOPMENT 1 UNIT
DEV 39M3 Middle Childhood & Adolescence (Modular Training)
Total Hours: 17.5 hours SHORT TERM CLASS
Cross Ref: CHLD DEV 39M3

THIS CLASS IS U.C. TRANSFERABLE ONLY IF ALL THREE MODULES ARE COMPLETED TO EQUAL PSYCH 39, 3 UNIT CLASS.

This course (one of three PSYCH 39 modules required for the Child Development Certificate and for U.C. transfer) studies the development of humans from the middle school age years through adolescence-age six through age twenty two, in the areas of cognition, moral development, and social/emotional development. NOT open to students who have previously received credit in PSYCH 39.

PSYCH 130 INTRODUCTION TO BEHAVIOR MODIFICATION 3 UNITS
Hours: 3 Lecture/Discussion

This semester course is designed for teachers, paraprofessionals, and those pursuing a career in psychology. Student will develop skills in assessing behavior change program. This course will combine both the theoretical and practical models for understanding human behavior.

Prerequisites: PSYCH 1 or equivalent college course with "C" or better.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

PSYCH 133 PERSONAL AND SOCIAL GROWTH 3 UNITS
Hours: 3 Lecture/Lab

A practical survey of psychological principles which contribute to the individual's well being and his/her relationship with others. The main focus is on understanding the behavior and personality traits which most improve or interfere with realizing one's potential. Specific topics may include love, sex, emotions, shyness, values, and effective communication.

PSYCH 250 INTRODUCTION TO BASIC PSYCHOLOGY 3 UNITS
Hours: 3 Lecture/Discussion

This course presents the principles and findings of psychology in a manner most relevant to application by the individual in daily life. Learning, motivation, emotions, and interpersonal relations are among the many topics examined. It is not intended for transfer to a university.

Course Descriptions

REAL ESTATE

- REAL ES 140 REAL ESTATE PRINCIPLES 3 UNITS**
Hours: 3 Lecture/Discussion
 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 are explored. This course will be an aid to those planning to take the California State Real Estate Brokers or Salesman Examination but should not be contrived as a prep course in itself. The pros and cons of real estate as a career are discussed and should be a help to someone who is exploring real estate as a vocation.
- REAL ES 141 REAL ESTATE FINANCE 3 UNITS**
Hours: 3 Lecture/Discussion
 This course covers the ways to finance real estate, provisions regarding real estate financing, and the various taxation aspects of real estate finance.
Advisory On Recommended Preparation: REAL ES 140 or equivalent college course with "C" or better.
- REAL ES 142 REAL ESTATE LAW 3 UNITS**
Hours: 3 Lecture/Discussion
 This course covers the practical applications of real estate law, utilizing illustrative cases and examples designed to help avoid legal difficulties arising from real estate transactions, instruments, zoning, and planning. This course is aimed at career minded people, both already in the real estate business and those planning to enter it. This course is required for the California Real Estate Brokers examination.
Advisory On Recommended Preparation: REAL ES 140 or equivalent college course with "C" or better.
- REAL ES 143 REAL ESTATE ECONOMICS 3 UNITS**
Hours: 3 Lecture/Discussion
 Real Estate 143, Real Estate Economics, is a field of study that uses economic principles to help solve Real Estate problems. The student will be exposed to techniques in analyzing national, regional, city and neighborhood trends in an effort to interpret what effect these trends will have on the Real Estate market. This course qualifies towards the AA/AS degree, Real Estate Career Certificate Program, and the California Real Estate Brokers License.
- REAL ES 144 REAL ESTATE PRACTICE 3 UNITS**
Hours: 3 Lecture/Discussion
 This course is a study of the day-to-day operations in real estate sales and brokerage activities. The course is designed to fill one of the requirements for Real Estate Broker and covers material specific to the State of California.
Advisory On Recommended Preparation: REAL ES 140 or equivalent college course with "C" or better.
- REAL ES 145 REAL ESTATE APPRAISAL 3 UNITS**
Hours: 3 Lecture/Discussion
 This course is an introductory course in basic residential appraisal techniques emphasizing the cost, market and income approach. The student develops skills in residential appraising. This course is part of the course work necessary for the California Real Estate Broker's Examination.
Advisory On Recommended Preparation: REAL ES 140 or equivalent college course with "C" or better.

SIGN LANGUAGE

- SIGN LANG 1 BEGINNING AMERICAN SIGN LANGUAGE 1 3 UNITS**
Hours: 3 Lecture/Discussion
 Students with no prior knowledge of American Sign Language will be able to function comfortably in a variety of situations with deaf people. They will learn of the cultural differences between deaf and hearing people and appropriate behaviors for social interaction. This course covers the first half of level one of the **Signing Naturally** curriculum which emphasizes the functions of everyday communication and uses only the target language in class.
Advisory On Recommended Preparation: ENGLISH 360 or equivalent college course with "C" or better, or eligibility for ENGLISH 251 determined by COS Placement Procedures.
- SIGN LANG 2 BEGINNING AMERICAN SIGN LANGUAGE 2 3 UNITS**
Hours: 3 Lecture/Discussion
 A continuation of SLS 1: The skills introduced in SLS 1 will be expanded. Students will be able to express considerably more complicated needs and will become more adept at functioning in the Deaf community.
Prerequisite: SIGN LANG 1 or equivalent college course with "C" or better.
- SIGN LANG 3 INTERMEDIATE AMERICAN SIGN LANGUAGE 3 3 UNITS**
Hours: 3 Lecture/Discussion
 A continuation of SLS 2: The skills introduced in SLS 1 and 2 will be expanded so that students can function comfortably in a wide variety of situations in the Deaf community. Students will be able to express more complicated needs and gain greater awareness of the Deaf culture.
Prerequisite: SIGN LANG 2 or equivalent college course with "C" or better.
- SIGN LANG 4 ADVANCED AMERICAN SIGN LANGUAGE (ASL) 3 UNITS**
Hours: 3 Lecture/Discussion
 A continuation of SLS 1, 2, and 3. Emphasis on fluency in functional conversational skills in cultural context. Morphology and grammar of American Sign Language will be explored in depth.
Prerequisite: SIGN LANG 3 or equivalent college course with "C" or better.

SOCIAL SCIENCES

- SOC SCI 276 AMERICA 3 UNITS**
Hours: 3 Lecture/Discussion
 A course in which films and discussions emphasize the inter-relationship in the students' life of social, cultural, political, and economic forces in an evolutionary setting. Designed to fulfill the Social Science AA/AS degree requirement for students in the two year program. This course covers the time period from 1000 A.D. until the present.

SOCIOLOGY

- SOC 1 INTRODUCTION TO SOCIOLOGY 3 UNITS**
Hours: 3 Lecture/Discussion
 Sociology 1 is an introductory course covering basic principles and concepts, including culture, personality, social inequality, institutions, population and ecology, and social change. CAN SOC 2.
Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

Course Descriptions

SOCIOLOGY

SOC 2 THE SOCIOLOGY OF SOCIAL PROBLEMS 3 UNITS

Hours: 3 Lecture/Discussion

This course covers a broad array of topics that analyze and explain the dynamics of many different social problems. The student will examine the American system of government, the quality of education, the modern family, the rich and the poor, patterns of ethnic relations, health and illness, gender inequality, sexual behavior, drugs and drug addiction, causes and distribution of crime, personal violence, urbanization, population dynamics, the environmental crisis, and the causes and consequences of warfare. CAN SOC 4.

Advisory On Recommended Preparation: ENGLISH 1 or equivalent college course with "C" or better.

SOC 26 MARRIAGE AND FAMILY LIFE 3 UNITS

Hours: 3 Lecture/Discussion

Cross Ref: CFS 126

An introductory course to marriage and family life. This course will emphasize the following topics: dating, marriage, changing roles, communication skills, family planning, human sexuality, parenting, divorce and remarriage. CAN HEC 12.

SPANISH

SPANISH 1 ELEMENTARY SPANISH 1 4 UNITS

Hours: 4 Lecture/Discussion

Spanish 1 is an introductory course in understanding, speaking, reading and writing Spanish. This course is designed for students who are transferring to four-year universities with foreign language requirements. It is also useful for students interested in bilingual education or any field which involves Spanish. CAN SPAN 2.

SPANISH 2 INTERMEDIATE SPANISH 2 4 UNITS

Hours: 4 Lecture/Discussion

Spanish 2 is the second course in a four-course series. It teaches students to communicate at a basic level in Spanish. Students build on the skills they have learned in Spanish 1 while continuing to study the culture and language of the Hispanic world. CAN SPAN 4.

Prerequisites: SPANISH 1 or equivalent college course with "C" or better, or one year of high school Spanish with "C" or better, or equivalent skills as determined by department assessment.

SPANISH 3 INTERMEDIATE SPANISH 3 4 UNITS

Hours: 4 Lecture/Discussion

Spanish 3 is an intermediate course in a four-course series. It teaches students to communicate on a sophisticated level, both orally and in writing. It builds on concepts learned in Spanish 1 and 2. It also improves student's reading ability and provides dialogue on cultural topics. CAN SPAN 8.

Prerequisites: SPANISH 2 or equivalent college course with "C" or better, or one year of high school Spanish with "C" or better, or equivalent skills as determined by department assessment.

SPANISH 4 INTERMEDIATE SPANISH 4 4 UNITS

Hours: 4 Lecture/Discussion

Spanish 4 is the most advanced course in this four-course series. It teaches students to communicate fluently in Spanish. Fluency is achieved through review of Spanish 1, 2 and 3 and the added study of advanced grammar (including accents and punctuation). Conversation is an important component of this class and centers around current events in Hispanic countries. CAN SPAN 10.

Prerequisites: SPANISH 3 or equivalent college course with "C" or better, or three years of high school Spanish with "C" or better, or equivalent skills as determined by department assessment.

SPANISH

SPANISH 12 HISPANIC LITERATURE 3 UNITS

Hours: 3 Lecture/Discussion

An interpretive analysis of Hispanic literature since the turn of the 20th Century. Through directed readings, discussions and writing, the students critique and analyze so as to interpret the prominent themes among Hispanic writers. This course analyzes the relationships between the genres which reflect the expression of Hispanic culture.

Prerequisites: SPANISH 4 or equivalent college course with "C" or better, or permission of department.

SPANISH 22 SPANISH 2 FOR BILINGUAL STUDENTS 4 UNITS

Hours: 4 Lecture/Discussion

This course is designed to improve the written and oral communication skills of Spanish-speaking students. It is equivalent to Spanish 2, although more emphasis is placed on reading and writing for the native speaker.

Prerequisite: Student should have a bilingual background; and SPANISH 1 or equivalent college course with "C" or better, or two years of high school Spanish with "C" or better, or permission of department.

SPANISH 23 SPANISH 3 FOR BILINGUAL STUDENTS 4 UNITS

Hours: 4 Lecture/Discussion

A continuation of Spanish 22. This course is for native speakers who wish to improve their written and oral communication skills. It is equivalent to Spanish 3.

Advisory on Recommended Preparation: SPANISH 22 or equivalent college course with "C" or better, or permission of the department.

SPANISH 24 SPANISH 4 FOR BILINGUAL STUDENTS 4 UNITS

Hours: 4 Lecture/Discussion

A continuation of Spanish 23. This course is for native speakers who wish to improve their written and oral communication skills.

Advisory on Recommended Preparation: SPANISH 23 or equivalent college course with "C" or better, or permission of the department.

SPANISH 360a-b COURT INTERPRETING 3 UNITS

Hours: 3 Lecture/Discussion

Spanish language equivalents to American legal terminology is presented in an overview of procedures, common misdemeanors and common felonies. Familiarization with the Rules of Court and the role of the interpreter is covered as well as the implementation of the various techniques of interpreting within role playing.

SPECIAL TOPICS

SPEC TOPICS 99 SPECIAL TOPICS 1-4 UNITS

Hours: Variable

Special topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credits may be earned in 99 transfer level.

SPEC TOPICS 199 SPECIAL TOPICS 1-4 UNITS

Hours: Variable

Special topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credits may be earned in 199 transfer level.

Course Descriptions

SPECIAL TOPICS

SPECIAL TOPICS 299 **1-4 UNITS**

Hours: Variable

Special topics are specialized studies or projects that are especially designed by instructors and students to enrich the learning experience in a discipline. Credit in Special Topics 299 is non-transferable.

SPEECH

SPEECH 1 FUNDAMENTALS OF PUBLIC SPEAKING **3 UNITS**

Hours: 3 Lecture/Discussion

Speech 1 is an introductory course in Public Speaking. This course covers a variety of formal Public Address styles and formats. This course offers students an opportunity to learn and practice specific skills needed for effective public speaking. CAN SPCH 4.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

SPEECH 3 ORAL INTERPRETATION **3 UNITS**

Hours: 3 Lecture/Discussion

Speech 3 is designed to introduce students to the techniques of understanding and interpreting prose, poetry and dramatic selections, as well as criticism and appreciation of oral literature.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

SPEECH 4 INTERPERSONAL COMMUNICATIONS **3 UNITS**

Hours: 3 Lecture/Discussion

Introduction to the basic concepts of Interpersonal Communication by providing students with insights into their own effectiveness as a communicator and deal with the application of effective interpersonal communication behavior in personal and professional life. Specific skills in active listening, Conflict resolution perceptions, non-verbal communication and self concept will be addressed. CAN SPCH 8.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

SPEECH 5 ARGUMENTATION AND DEBATE **3 UNITS**

Hours: 3 Lecture/Discussion

Speech 5 is an introductory course in argumentation and debate. This course covers research into, and critical analysis of, major public issues. This course will provide practice in persuasive speaking and formal debate, with emphasis on research, organization, logical proof, and effective presentation. The student will also learn how to understand and avoid fallacies in persuasive presentations. CAN SPCH 6.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures; and SPEECH 1 or equivalent college course with "C" or better.

SPEECH 7 PERSUASION **3 UNITS**

Hours: 3 Lecture/Discussion
6 Homework

This course was designed to create an understanding of the constant persuasive messages that permeate modern life. While based deeply in persuasive theory, this course will also allow students to apply the material to personal and professional endeavors by director application of the theory in the classroom and life.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

SPEECH

SPEECH 8 GROUP COMMUNICATION **3 UNITS**

Hours: 3 Lecture/Discussion

An introductory course in Group Communication. Almost all decision-making in our society occurs in groups, and this course provides the student with the knowledge of how the group process works. The student will learn group dynamics, structures, and the importance of maintaining structured agendas to complete task-oriented group discussions. The student will also learn how to use substantive conflict to meet both the needs of the group and the individual group members. CAN SPECH 10.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

SPEECH 9 INTERCULTURAL COMMUNICATION **3 UNITS**

Hours: 3 Lecture/Discussion
6 Homework

This course will provide the student with an understanding of the different cultures in our country by providing an insight into the communicative behaviors each culture possesses. A variety of cultures will be studied, with specific emphasis placed on the different skills in verbal and nonverbal communications, communication climates and language interpretation of those cultures.

Advisory On Recommended Preparation: ENGLISH 251 or equivalent college course with "C" or better, or eligibility for ENGLISH 1 determined by COS Placement Procedures.

SPEECH 301 BASIC FUNDAMENTALS OF COMMUNICATION **3 UNITS**

Hours: 3 Lecture/Discussion

This is one of a series of courses designed to help students develop competence and confidence necessary for successful college study in both academic and vocational courses. This course involves the study and practice of everyday life. It provides communication skills in the specific areas of public speaking, group discussion, oral interpretation, and interpersonal relationships. This course will help students prepare for all collegiate disciplines.

SPORTS MEDICINE

SMED 40 THE CARE AND PREVENTION OF ATHLETIC INJURIES **3 UNITS**

Hours: 3 Lecture/Discussion
1 Lab

This course partially fulfills the regulations and requirements of the National Athletic Trainers Association Certificate. The course is open and recommended for all students who have an interest in learning about sport(s) injuries and their prevention and management.

SMED 60 CONCEPTS IN HEALTH AND FITNESS **3 UNITS**

Hours: 3 Lecture/Discussion
Cross Ref: HEALTH AND WELLNESS 60

An examination of recommended health practices and concerns. Emphasis is on basic understanding of critical health and fitness issues and applying these to everyday living.

SMED 70 SPORTS MEDICINE, FALL SPORTS **2 UNITS**

Hours: 1 Lecture/Discussion
4 Lab

Exposure to immediate recognition and treatment of sports injuries unique to fall sports. Emphasis on rehabilitation and taping techniques to enable athletes to return to competition.

Advisory On Recommended Preparation: SMED 40 and HW 3 or equivalent college courses with "C" or better.

Course Descriptions

SPORTS MEDICINE

SMED 71 SPORTS MEDICINE, SPRING SPORTS 2 UNITS

**Hours: 1 Lecture/Discussion
4 Lab**

The study and exposure to immediate recognition and treatment of sports injuries unique to spring sports. Emphasis will be placed on rehabilitation and taping techniques to aid in healing of the body and returning the athlete to competition.

Advisory On Recommended Preparation: SMED 40 and HW 3 or equivalent college courses with "C" or better.

SMED 72 SPORTS MEDICINE ADVANCED, FALL SPORTS 2 UNITS

**Hours: 1 Lecture/Discussion
4 Lab
3 Homework**

This course will give students additional exposure to the immediate recognition and treatment of sports injuries unique to Fall sports. Students will have hands-on experience and will be able to apply different techniques in the treatment of injuries. This course is for those students who will transfer to a four-year college in Physical Education, Sports Medicine or related Health area.

Advisory On Recommended Preparation: SMED 40, 70 and HW 3 or equivalent college courses with "C" or better.

SMED 73 ADVANCED SPORTS MEDICINE SPRING SPORTS 2 UNITS

**Hours: 1 Lecture/Discussion
4 Lab
3 Homework**

This course will give students additional exposure to immediate recognition and treatment of sports injuries unique to spring sports. Students will have hands-on experience and will be able to apply different techniques in the treatment of injuries.

This course is for those students who will transfer to a four-year college in Physical Education, Sports Medicine or related Health area.

Advisory On Recommended Preparation: SMED 40, 71 and HW 3 or equivalent college courses with "C" or better.

SMED 180a-d APPLICATION OF SPORTS MEDICINE PRINCIPLES 2 UNITS

Hours: 8 Lab

This course partially fulfills the requisites and requirements of the National Athletic Trainers Association Certification. Each candidate must present documentation of attaining at least 1,500 hours of athletic training experience under direct supervision of an NATA certified athletic trainer. Of these 1,500, at least 1,000 must be attained in a traditional athletic setting at the interscholastic, intercollegiate sports level. The course will give the opportunity to apply the principles of Athletic Training during practice and competition. Emphasis on pre-and post-practice and competition techniques and procedures. All student hours are supervised by the instructor during practices and competitive events.

Advisory On Recommended Prerequisites: SMED 40 and HW 3 or equivalent college courses with "C" or better.

SUPERVISED PRACTICE

190a-d SUPERVISED PRACTICE 1-3 UNITS

Hours: 3-9 Lab

Under the supervision of an instructor, selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling and other employment or volunteer situations where the student is expected to take a leadership role.

Prerequisite: Permission of the department.

THEATRE ARTS

THR ART 1 INTRODUCTION TO THE THEATRE 3 UNITS

Hours: 3 Lecture/Discussion

This course is intended as a critical analysis of theatre from an audience perspective. Elements of play production from the dramatic structure, style and historical perspective of the script to the final presentation before an audience will be explored. Attendance at College Theatre Arts productions is required. Scheduled field trips to other Theatre productions. CAN DRAM 18.

THR ART 2 FUNDAMENTALS OF ACTING I 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

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. CAN DRAM 8

THR ART 3 FUNDAMENTALS OF ACTING II 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

This course is designed to exercise the separate parts of the composite art of acting which includes thought, emotion, and specific movement and vocal techniques. Emphasis is placed on the appraisal and analysis of stage techniques, acting theories, and practices in performance from experimental dramas and the theater of the absurd. The ultimate goal is to develop a firm foundation in basic acting techniques.

THR ART 4 INTERMEDIATE ACTING I 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

This course is designed as an advanced level of study of acting proficiency and technique begun in Theater Arts 2 and 3. Class lecture, discussion, and scene work focus on text and character analysis, clarity of characterization, vocal and physical expressiveness and emotional release. Acting scene material is taken from the plays of the classical Greek Theater, William Shakespeare and the Restoration comedies of the 18th Century.

Advisory On Recommended Preparation: THR ART 2 and 3 or equivalent college courses with "C" or better, or recommendation of department.

THR ART 5 INTERMEDIATE ACTING II 3 UNITS

**Hours: 3 Lecture/Discussion
1 Lab**

Continuation of Theatre Arts 4 in which play texts are studied and presented with concentration on in-depth analysis of subject material, intensity of action, freedom of emotional release, and clarity of expression. Acting scenes are chosen from European and American play of the late nineteenth century through the social dramas of the 1930's. Students may enroll in this course without having taken Theatre Arts 4.

Advisory On Recommended Preparation: THR ART 2 and 3 or equivalent college courses with "C" or better, or recommendation of department.

THR ART 6 SHAKESPEARE 3 UNITS

**Hours: 3 Lecture/Discussion
6 Homework**

Theater Arts 6 is an introductory course that stresses student involvement with the literary and dramatic aspects of Shakespeare's works through the use of video, lecture, student reports, oral reports, and text analysis. It will also treat the playwright's life, times, sources, and influences on his work.

Course Descriptions

THEATRE ARTS

THR ART 7 ACTING SHAKESPEARE 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab
5 Homework

This course is designed as an advanced level of study of Shakespearean acting proficiency and techniques. Class lecture, discussion, and scene work focus on text and character analysis, clarity of characterization, vocal and physical expressiveness and emotional release.

Prerequisite: THTR ARTS 2 or 3 or 4, **AND** THTR ARTS 106 or equivalent college courses with "C" or better.

THR ART 11a-d REHEARSAL AND PERFORMANCE 3 UNITS
Hours: SHORT TERM CLASS (A total of 6 weeks)
15 Activity

Rehearsal and performance in COS Summer Repertory Theater. This course provides study and exploration in all aspects of play production involving the actor and technician in order to develop acting capabilities and technical skills and disciplines. Productions will be presented for public performance. Enrollment is for the duration of the audition, preparation, and presentation phases of production. CAN DRAM 16--includes Thr Art 11a only.

THR ART 12 a-b COSTUMING 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab
4 Activity
Cross Ref: Fashion 12a-b

A study of the principles and practice of costume construction from pattern to completed garments. Construction techniques, fabrics, basic patterns, wardrobe plotting, and historical styles. Additional hours required to work on crews for college productions.

THR ART 13a-b BEGINNING STAGECRAFT 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab
4 Activity

A survey is made through lecture, demonstration and laboratory experience of all technical phases of scene production including construction, painting, rigging, placement, and manipulation of stage scenery and properties. Additional hours required for crew work on college production. CAN DRAM 12 (includes THTR ART 13a only)

THR ART 14a-b INTERMEDIATE STAGECRAFT 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab
4 Activity

This course is designed as an intermediate class for the student who has completed Theatre Arts 13a-b. The student will continue the study of Stagecraft by being assigned the added responsibilities of construction crew and production staff leadership. Individual design, construction, and organizational problems as well as scene shop and theatre maintenance techniques will be assigned. Additional hours required for crew work on college productions.

Advisory On Recommended Preparation: THR ART 13a or equivalent college course with "C" or better.

THR ART 15a-b BEGINNING STAGE LIGHTING 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab

This course introduces the student to the basic concepts of theatre lighting. Study includes the operation of stage lighting, the planning and rigging. Additional hours are required for crew work on college productions.

THEATRE ARTS

THR ART 16a-b INTERMEDIATE STAGE LIGHTING 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab

The student will continue the study of Stage Lighting by being assigned the added responsibilities of lighting crew and production staff leadership. Individual design rigging and organizational problems, as well as lighting instrument and control system maintenance and operation techniques, will be assigned. Additional hours required.

Prerequisite: THR ART 15a or equivalent college course with "C" or better.

THR ART 17a-b MAKEUP 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab
4 Activity

Cross Ref: Fash 17a-b

This course is designed to introduce the student to the basic techniques and materials of theatrical makeup. Additional hours required to work on crews for college productions.

THR ART 18a-b ADVANCED THEATRE CRAFTS 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab

This course studies the function and application of design principles in the theatre crafts: stagecraft, stage lighting, costuming and makeup. Additional lab hours are required: work in leadership roles as production crew leaders on college Theatre Arts and Dance productions.

Advisory On Recommended Preparation: Recommendation by department.

THR ART 19a-d THEATRE WORKSHOP I 2 UNITS
Hours: 120 hour course

Experience in drama and theatre from classical Greek through 19th Century. This will be accomplished through active participation in major dramatic productions. Includes training and experience in acting, costuming, make-up, set design, scenery, props, and lighting.

THR ART 20a-d MUSICAL THEATRE PERFORMANCE: THEATRE 2 UNITS
Hours: 120 hour course

Cross Ref: Music 97a-d, Dance 41a-d

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

THR ART 21a-d THEATRE WORKSHOP II 2 UNITS
Hours: SHORT TERM CLASS (A total of 120 hours)

Experience in drama and theatre from Classical Greek through 19th Century. This will be accomplished through active participation in major dramatic productions. Includes training and experience in acting, costuming, make-up, set design, scenery, props, and lighting.

THR ART 22 ONE ACT PLAY PRODUCTION 2 UNITS
Hours: 1 Lecture/Discussion
4 Lab
3 Homework

This course is designed to introduce the student to the background, function and techniques of stage direction and play production leading to the staging of a one-act play before an audience. Included in the course will be an investigation of the principles involved in script selection and interpretation, the fundamentals of casting, elements of design, rehearsal techniques, blocking, aims and conduct, acting and script analysis rehearsal scheduling and the preparation of a director's prompt book.

Advisory on Recommended Preparation: THTR ARTS 1 or equivalent college course with a "C" or better; THTR ARTS 2, 3, 4, or 5 or equivalent college course with a "C" or better; THTR ARTS 12, 13, or 15 or equivalent course with a "C" or better.

Course Descriptions

THEATRE ARTS

THR ART 30a-b **STAGE MOVEMENT/STAGE COMBAT** **2 UNITS**
Hours: **1 Lecture/Discussion**
 3 Lab
 2 Homework

This course is designed as an introduction of the function and the application of stage movement and stage combat as it applies to the actor and theatrical productions. It may be repeated once.

THR ART 40a-b **MUSICAL THEATRE** **3 UNITS**
Hours: **3 Lecture/Discussion**
 1 Lab
 5 Homework

This course is designed as an introduction to the fundamental skills and knowledge that musical theatre students must apply to performance situations. The course also examines musical theatre as an art form and studies its place in history as well as contemporary culture. This course may be repeated one time.

Advisory on recommended Preparation: MUSIC 30a and THTR ARTS 2 or equivalent college courses with "C" or better.

THR ART 60 **AFRICAN-AMERICAN THEATER** **3 UNITS**
Hours: **3 Lecture/Discussion**

This class is an interpretive survey of the history, impact and current direction of African-American Theatre. The contributions of African-American playwrights, actors and directors will be studied. Students will learn basic acting techniques and exercises through analyzing and presenting scenes in class.

THR ART 101a-d **INTRODUCTION TO TV PRODUCTION** **4 UNITS**
Hours: **3 Lecture/Discussion**
 1 Lab
 2 Activity
 6 Homework

This course, which is an introduction to all aspects of television production, will combine lecture, studio experience at locations such as TV production sites, distance learning sites, and independent work. Specifically, it will cover producing, directing, camera work, graphics, editing and writing. Students will be required to submit a completed video tape which reflects their efforts in all aspects of the course as their final class project. This course may be repeated three times.

THR ART 120a-d **WORLD THEATRE AND DANCE** **3 UNITS**
Hours: **Total Course Hours: 252 Hours**
 36 Lecture/Discussion
 216 Lab

Cross Ref: DANCE 120a-d

A critical analysis of the Performing Arts (Theatre, Dance, etc.) from an Audience perspective. Elements of Play and Dance Production from the dramatic structure, style, and historical perspective of the Script to the final presentation before an Audience will be explored. Students will travel to London, New York City, or other sites to attend Play and Dance Performances; Backstage Excursions, Museums; for a two-week stay. Fee will cover round trip air fare, transfer to and from airport, hotel room, and some theatre tickets.

THR ART 170 **MODELING** **3 UNITS**
Hours: **3 Lecture/Discussion**
Cross Ref: Fashion 170

An introduction to the modeling industry and the roles of models and agencies. Instruction will include experience in basic fashion and photographic techniques; portfolio preparation; stage and photographic makeup; runway techniques; posture, gesture and movement and participation in a fashion production. Students will also analyze and evaluate personal diet, nutrition and exercise, skin care and makeup.

WELDING

WELDING 105a-c **BASIC METALCRAFT WELDING & FORGING** **3 UNITS**
Hours: **3 Lecture/Discussion**
 3 Lab
 3 Homework

Cross Ref: ART 105a-c

Instruction for women and men in metalcraft welding and forging techniques, basic tools for welded craft projects and sculptures, and construction of abstract shapes and finished sculptures.

WELDING 161 **OXY-ACETYLENE WELDING** **4 UNITS**
Hours: **3 Lecture/Discussion**
 3 Lab
 6 Homework

Introduction in oxy-acetylene welding, braze welding, brazing, soldering, flame spraying, and flame cutting of common ferrous and non-ferrous sheet, plate, and pipe. The safe use of apparatus and personal safety in the welding environment is taught. Properties of ferrous materials and destructive testing of welding materials complete the program.

WELDING 162 **SHIELDED METAL ARC WELDING** **4 UNITS**
Hours: **3 Lecture/Discussion**
 3 Lab
 6 Homework

Instruction in machine flame cutting, shielded metal arc welding using E6010, E6011, E6013, E7014, and E7024 electrodes, air carbon arc cutting, weld testing, properties and identification of ferrous metals. I

Prerequisites: WELDING 161. or equivalent college course with "C" or better.

WELDING 171 **ADVANCED WELDING** **4 UNITS**
Hours: **3 Lecture/Discussion**
 3 Lab
 6 Homework

This course is a continuation of the basic concepts of science as applied to welding and non-destructive testing. Theory of electricity, magnetism, atomic structure, and thermodynamics as used by technicians.

Prerequisites: WELDING 162 or equivalent college course with "C" or better.

WELDING 172 **ADVANCED WELDING** **4 UNITS**
Hours: **3 Lecture/Discussion**
 3 Lab
 6 Homework

Instruction in advanced gas tungsten arc welding, flux cord arc welding (gas shielded and self-shielded wires), modern shielding gas technology, non-ferrous filler metals, submerged arc welding, resistance spot welding, introduction to ferrous metallurgy and destructive testing of welded materials.

Prerequisites: WELDING 171 or equivalent college course with "C" or better.

WELDING 181 **BLUEPRINT READING AND FERROUS METALLURGY** **3 UNITS**
Hours: **3 Lecture/Discussion**

The fundamentals of blueprint reading relating to welded components and assemblies utilizing the American Welding Society weld symbol designations. Shop drawings and free hand sketches are interpreted. Ferrous metal properties, characteristics and identification groups are determined through destructive and non-destructive testing methods.

Course Descriptions

WELDING

WELDING 364a-d WELDING TOPICS 1-3 UNITS

**Hours: (8-24) Lecture
(16-48) Lab**

A year round open entry and open exit course in a specific metals and plastics joining process. Within the lecture, various fusion processes will be demonstrated using laboratory training to develop a proficient skill level.

Prerequisites: Basic welding skills test will be administered by the department in accordance with the topics covered to qualify students in both safety procedures and shop rules.

WORK EXPERIENCE

WRK EXP 191 GENERAL WORK EXPERIENCE 1-3 UNITS

Hours: 5-15 Lab

Student employed on a job that is not directly related to their college major can earn up to three units each semester for two semesters, or a maximum of six units. The student must have the approval of the Coordinator of Cooperative Education or his designee and the employer must agree to evaluate the student's performance.

WRK EXP 192 GENERAL WORK EXPERIENCE 1-3 UNITS

Hours: 5-15 Lab

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 Coordinator of Cooperative Education or his designee and the employer must provide expanded learning opportunities which add to the student's job skills/knowledge.

Prerequisite: WRK EXP 191 or equivalent college course with a passing grade.

WRK EXP 193 OCCUPATIONAL COOPERATIVE EDUCATION/INTERNSHIP 1-4 UNITS

Hours: 5-20 Lab per week

This course is conducted to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. Student must contact the Office of Cooperative Education to register.

WRK EXP 194 OCCUPATIONAL COOPERATIVE EDUCATION/INTERNSHIP 1-4 UNITS

Hours: 5-20 Lab per week

This second semester class, like Work Exp 193, allows students employed on a job directly related to their college major or career goal to earn up to four units. The student must contact the Office of Cooperative Education and the employer must agree to provide new/expanded learning opportunities.

Prerequisite: WRK EXP 193 or equivalent college course with a passing grade.

WRK EXP 195 OCCUPATIONAL COOPERATIVE EDUCATION/INTERNSHIP 1-4 UNITS

Hours: 5-20 Lab per week

This third semester offering is designed for students who have opportunities to gain expanded learning beyond that experienced in Occupational Cooperative Education 193 and 194. The learning opportunities must be directly related to their college major or career goal. Students must receive permission of the Office of Cooperative Education.

Prerequisites: WRK EXP 194 or equivalent college course with a passing grade.

WORK EXPERIENCE

WRK EXP 196 OCCUPATIONAL COOPERATIVE EDUCATION/INTERNSHIP 1-4 UNITS

Hours: 5-20 Hours per week

The fourth semester of Occupational Cooperative Work Experience Education is limited to those who are able to establish new/expanded Measurable Learning Objectives beyond those experienced in Occupational Cooperative Work Experience Education 193, 194, and 195 on a job related to their major or career goal. Students enrolling in this class must have the permission of the Coordinator of Cooperative Education or his designee.

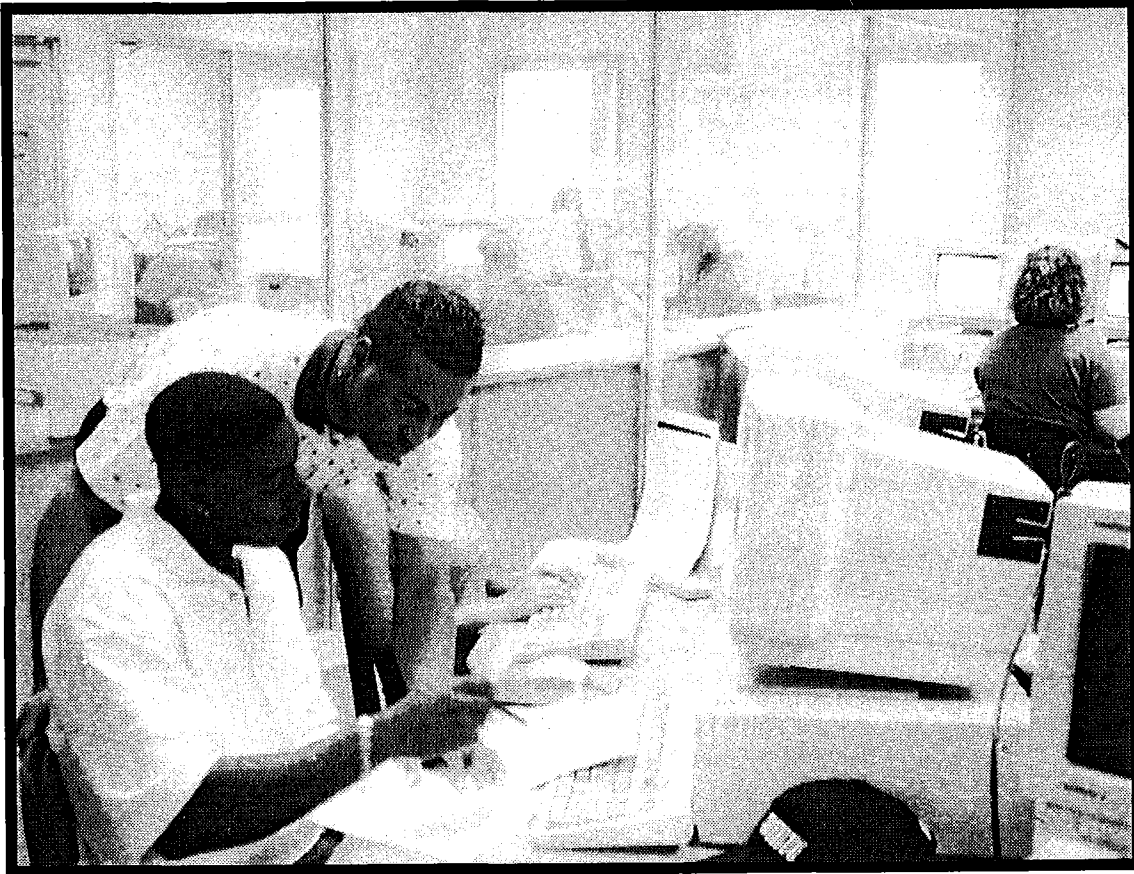
Prerequisite: WRK EXP 195 or equivalent college course with a passing grade.

Course Descriptions



*"Success does not consist in never making mistakes
but in never making the same one a second time."*

George Bernard Shaw



*"A leader takes people where they want to go.
A great leader takes people where they don't necessarily
want to go, but ought to be."*

Rosalynn Carter

Division Chairpersons

Larry Dutto
Division of Agriculture

Barbara Reynolds
Division of Consumer/Family Studies

Dennis Badvaganian
Division of Business

Marlene Taber
Division of Fine Arts

Richard Shirk
Division of Industry and Technology

Michelle Hester-Reyes
Division of Language Arts and
Communications

Dennis Morley
Division of Science and Engineering

Norma Freeborn
Division of Nursing and Health Science

Sharon Black
Division of Counseling, Health Services, and
Work Experience

Tracy Myers
Division of Physical Education,
Health/Wellness and Athletics

Dorothea Trimble
Division of Science

Francis O. Beck
Division of Social Sciences

ADAMS, DAVID
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AMARAL, LINDA
DANCE
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ANDERSON, KENNETH W.
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University

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AYTMAN, GWENETTE
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State University

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CALLAN, LAWRENCE
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M.S., University of Colorado, Boulder

CAMPBELL, DEBORAH
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M.S., California State University, Fresno

CHANCE, STEPHEN
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Automotive Technology,
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CLEVELAND, WILLIAM R.

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ENSIGN, PAT

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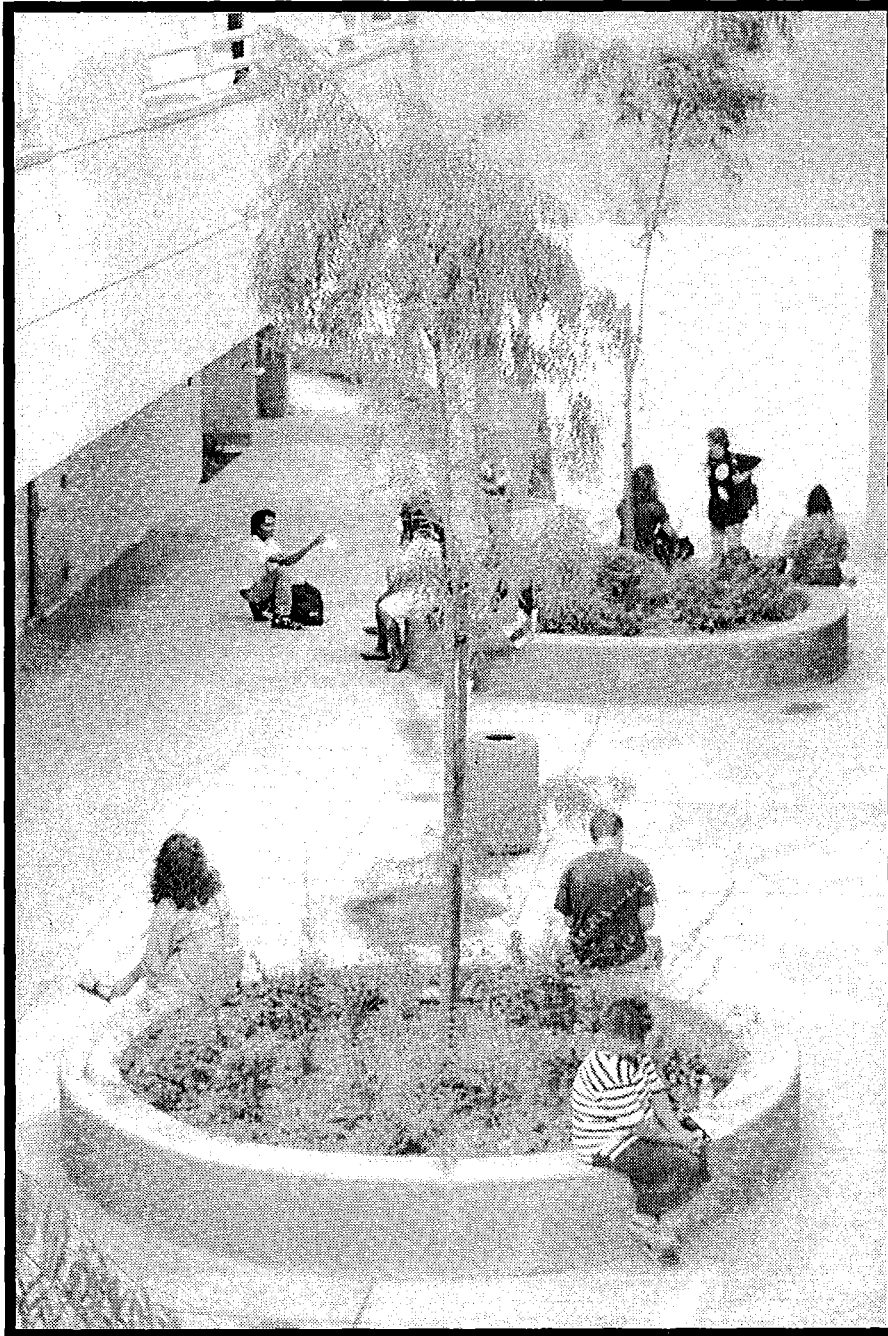
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"Well done is better than well said."

Benjamin Franklin

Index

A

AAJAS DEGREE

Philosophy for the Associate Degree	46
Requirements for Graduation	46
Degree Guidelines	47
Graduation Application	48
Competency Certification.....	48
Second Degree	48

Academic Dismissal

Procedures	26
Academic Calendar	6
Academic Forgiveness	26
Academic Probation/ Removal	25-26
Academics	21
Access to Students' Official Records	31
Accounting Courses	141
Adaptive PE Courses	205
Administration of Justice Courses	141
Administrators, college	4
Admission Requirements (Full-time Students)	14
Admission Requirements (Part-time Students)	14
Admissions & Records	13
Advanced Placement	14
Agricultural Management Courses	144
Agricultural Mechanics	145
Agriculture Courses	144
Agriculture Division	62
Air Force ROTC	146
AmeriCorps Program	38
Animal Science Courses	146
Anthropology Courses	147
Appeal/Grievance Procedures	19
Architecture Courses	148
Art Courses	149
Associated Student Body	38
Astronomy Courses	151
Attendance	34
Audio Visual	38
Auditing Credit Classes	22
Automotive Technology Courses	151

B

Biology Courses	154
Board of Trustees	4
Bookstore	38
Building Trades Courses	129
Business Courses	158
Business Division	62

C

CARE	40
CSU, Graduation Requirements	50
California Articulation Number System	59

CALIFORNIA STATE UNIVERSITY 50

Initial Application filing period	50
Eligibility for Transfer	50
General Ed Requirements	50
General Ed Certification for Transfer to CSU	51
American Institutions Requirement	52

Campus Map	11
Campus Parking	38
CAN	59
Career Center	38
Catalog Rights	49

CERTIFICATE PROGRAM..... 71

Certificate Policy	72
Certificates of Completion	72
Certificates of Participation	72

Agriculture 73

Agriculture Business Management ...	74
Agriculture Science & Education	75
Agriculture Technology	76
Animal Science	77
Dairy Science	78
Equine Science	79
Floral Technology	80
Landscape Management	82
Nursery Management	83
Ornamental Horticulture Technology	84
Plant science	85
Welding	86

Business 87

Accounting	88
Administrative Assistant	89
Computer and Information Systems	90
Computer Applications	91
Computerized Office Procedures	92
Law Office Clerk/Receptionist (One Semester)	93
Legal documents Clerk (Two Semesters)	94
Marketing	95
Real Estate	96
Supervision	97
Web Technician Certificate	98
Word Processing	99

C

CERTIFICATE PROGRAM (Continued)

Consumer/Family Studies Division 101

Child Development	102
Child Development, Special Education Option	103
Consumer/family Studies	104
Fashion Design	105
Fashion Retailing	106
Food Service 1 - Basic Certificate	107
Food Service 2 - Dietetic Service Supervi- sor	108
Food Service 3 - Food Service Management	109

Fine Arts 111

Commercial Art	112
----------------------	-----

Industry and Technology 113

Architectural Drafting	114
Automotive Technology (Basic).....	115
Automotive Emissions Technology ..	116
Building Trades	117
Computer Graphics	118
Construction Inspection	119
Drafting Technology	120
Electronics Technology	121
Environmental Control Technology (HVAC)	122
Graphic Design	123
Industrial Maintenance Technology, Option A	124
Industrial Maintenance Technology, Option B	125
Industrial Technology	126
Plumbing	127
Waste Water Treatment	128

Nursing 129

Emergency Medical Technician	130
------------------------------------	-----

Social Science Division 131

Human Service (Social Work)	132
-----------------------------------	-----

Special Programs 133

Cosmetology	134
Fire Technology	135
Law Enforcement	136
P.O.S.T. Basic Police Academy	137
Police Reserve, PC 832	138

Chemistry Courses	160
Child Care	39
Child Development Courses	161
Children's Development Center	9
Cinema Arts Courses	164
Class Cancellations	22

C

Class Waiting Lists	22
Classification of Students	14
Clearing High-School Subjects with College Courses, UC	56
Clubs and Organizations	39
Code of Student Conduct	33
College, The	7
College Administration	4
College Level Examination Program	15
College Mission	7
College Objectives	8
Community Service Option	22
Community Services	8
Competency Certification	48
Compliance Statement	2
Computer Courses	164
Consumer/Family Studies Division	63
Consumer/Family Studies Courses	167
Cooperative Education Program /Work Experience	22
Cosmetology Courses	168
Counseling Services	39
Course Descriptions	139
Course Numbering System	140
Course Repetition Policy	22
Credit by Examination	23
Credit/No Credit Courses	22,23
Custodial Technician	168

D

Dairy Science Courses	168
Dance Courses	169
Degree Guidelines	47
Disabled Student Services	40
Distance Learning	27
Division Chairpersons	220
Divisions	61
Drafting Courses	169
Drop Fee	23
Dropping a Class	23

E

Eating	34
Economics Courses	170
Electronics Courses	170
Eligibility for Admission	14
Eligibility for Transfer, CSU	55
Emergency Medical Technician	172
Emeritus Faculty	228
Enabler Skills	172
Engineering Courses	172
English as a Second Language	175
English Courses	173

E

Enrollment Fees	16
Environmental Control Technology Classes	177
EOPS	40
Exemption Criteria for Orientation	19
Exemption Criteria for Counseling	19
Exemption Procedures	19
Extended Opportunity Programs and Services	42
Extenuating Circumstances	23

F

Facilities	9
Faculty	219
Farm	9
Farm Map	10
Fashion Courses	177
Fee Assistance	16
Fees and Expenses	16
Fine Arts Division	63
Fire Technology Courses	179
Food Services	40
Foreign Student Program	15
Foundation, COS	4
French Courses	181

G

GE Requirements, UC	57
General Activities, PE	205
General Education Certification for Transfer, CSU	51
General Education Philosophy for the Associate Degree	46
General Education Requirements, CSU	50
General Information	3
Geography Courses	181
Geology Courses	182
Grading Procedures	23
Graduation and Transfer	45
Graduation Application	48

H

Handicapped Students' Services	40
Hanford Center	9
Hanford Center Map	10
Health and Wellness Courses	182
Health Fee	16
History Courses	183
Honors Program	24

H

Human Development Courses	184
Human Services Courses	184
Humanities Courses	184
Hygiene Courses	185

I

IGETC	53
Incomplete Grades	24
Independent Study Courses	185
Independent Study	24
Index	229
Industrial Maintenance Courses	185
Industry and Technology Courses	186
Industry and Technology Division	64
Insurance Courses	187
Intercollegiate Athletics	187
Interdisciplinary Studies	188
Interior Design Courses	189
International Students	15

INTERSEGMENTAL GENERAL EDUCATION

Transfer Curriculum to CSU and UC	53
Language Other than English Requirement	54
CSU Graduation Requirements in U.S. History, Constitution, and American Ideals	54

J

Journalism Courses	189
--------------------------	-----

L

Language Arts and Communications Division	64
Learning Center	41
Learning Disabilities	189
Leaves of Absence	24
Library	41
Library Courses	190
Liquor and Drugs	34

M

Majors	67
Map, Main Campus	11
Map, College Farm	10
Material Fees	16
Math and Engineering Division	65
Mathematics Courses	190

Index

M

Matriculation Policies	18
Maximum Unit Limit	25
MESA	42
Messages	34
Meteorology Courses	192
Military Service Credit	25
Mini-Corps	42
Music Courses	192

N

Nonresident Tuition Fees	16
Nursing Courses	196
Nursing Division	65

NURSING PROGRAM	65
Admission Requirements	65
Application Procedure	65
General Information	65
Registered Nursing	65
Scholastic Requirements	65

Nutrition/Foods Courses	198
-------------------------------	-----

O

Off-Campus Locations	9
Open Access Rule	8
Orientation Services	42
Ornamental Horticulture Courses	200

P

Paralegal Courses	202
Paralegal Program	62
Parking Fees	16
Payment of Fees	17
Peace Corp Credit	25
Pets	34
Philosophy Courses	203
Photography Courses	204
Physical Education Division	66

Physical Education Courses	205
Adaptive PE	205
General Activities	205
Intercollegiate Athletics	187

Physical Science Courses	208
Physics Courses	208
Placement Test	14
Plant Science Courses	209
Political Science Courses	209
Posting of Materials	35
Prerequisites/Corequisites	25
Private Independent College	59
Probation and Dismissal	25
Programs and Services	8

P

Progress Dismissal	
Procedures	26
Progress Probation	26
Progress Probation Removal	26
Psychology Courses	210
Public Safety	40
Puente Project	42

R

Re-entry Services	42
Real Estate Courses	211
Refund Policy	17
Registration	15
Remediation	26
Report Delayed (RD)	27
Requirements for Graduation	46
Resident Regulations	15

S

Scholarship Program	43
Scholastic Honors	18
Scholastic Regulations	17
Science Division	65
Second Degree	48
Services for the Deaf and	
Hearing Impaired	39
Sexual Harassment Policy	31
Sign Language Studies Courses	211
Smoking	34
Social Sciences Division	66
Social Sciences Courses	211
Social Services/Housing	43
Sociology Courses	211
Spanish Courses	212
Special Topics	213
Speech Courses	213
Sports Medicine Courses	213
Student Activities	43
Student Bill of Rights	30
Student Field Trips	35
Student Financial Aid	
Programs	40
Student Grievance	
Procedure	30
Student Health Center	43
Student Insurance Coverage	41
Student Progress	27
Student Record Privacy	
Rights	31
Student Services	37
Students Rights and	
Responsibilities	29
Study Abroad Program	43
Supervised Practice	214

T

Table of Contents	5
Testing	18,19
Textbook and Supplies	16
The Associated Students	38
Theater Arts Courses	214
Transcripts	16
Transfer/Career Center	39
Transfer Deficiencies	27
Transfer Planning	49
Tutorial Center	43

U

Unit Limitation	25
-----------------------	----

UNIVERSITY OF CALIFORNIA

Priority Application Filing Period	55
Eligibility Requirements for Students	
Transferring to UC, Fall 1998 and	
later	55
Clearing High School Subjects with College	
Courses	56
General Ed Requirements	57
UC Transfer Course List	57

V

Varsity Sports Courses	187
Veteran Dependent's Educational Assistance	
Program	43
Veteran's Educational	
Benefits	44

W

Welding Courses	216
Withdrawal from College	27
Work Experience Courses	217