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# College of the Sequoias



**2002-2003 GENERAL CATALOG**

*Celebrating* over 75 years of  
building a stonger community and fulfilling students'  
dreams of a better future.

# 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 10,000 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 ensure 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



## 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.



The College of the Sequoias Community College District has made every reason-

able 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.

### Student Right-to-Know Disclosure

The Student Right-to-know (SRTK) legislation (Public Law 101-542) requires an institution to produce and publicly disclose its graduate rate and transfer rate.

These two SRTK rates have been derived from the annual IPEDs/Graduation Rate Survey performed by the California Community Colleges Chancellor's Office and are available from the Dean, Student Services in Room 103A. Copies may also be requested by calling (559) 730-3879.

### Compliance Statement

*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 and 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**

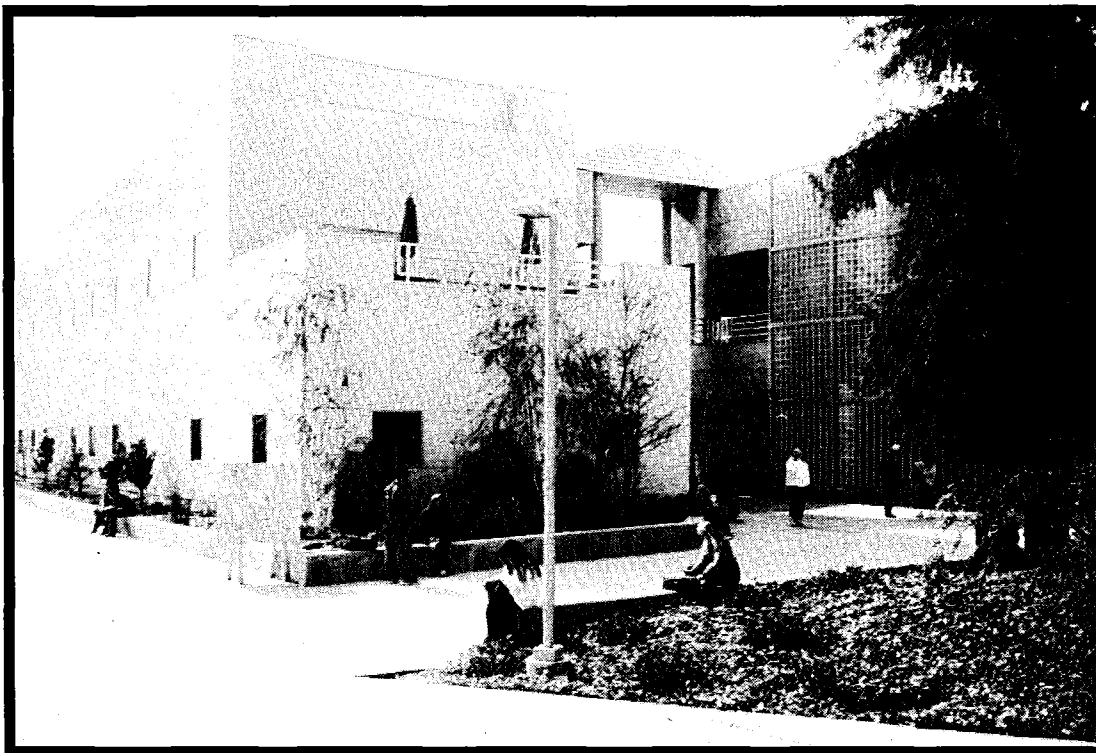
**College of the Sequoias**  
**is an equal opportunity-affirmative action employer.**

**2002-2003**

**Catalog and Announcement of Courses**

**College of the Sequoias**

A Public Community College



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. The College is an institutional accrediting body recognized by the Council for Higher Education 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**

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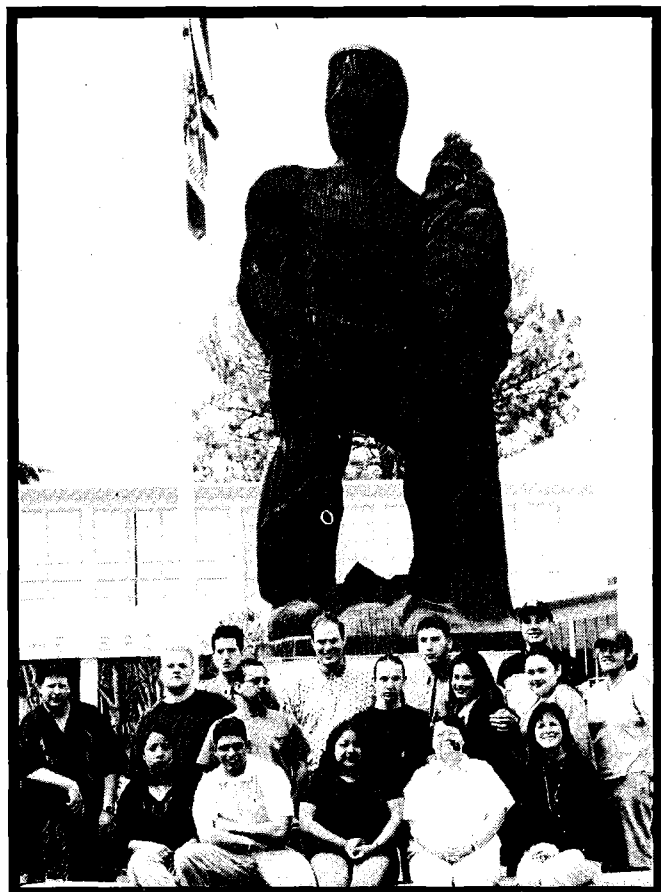
College of the Sequoias and residents of the Central San Joaquin Valley are partners in progress, each relying upon the other for strength and support. Supported by members of our District, the Foundation greatly enhances services the college provides to students.

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 Risner, Executive Director, COS Foundation at 730-3861.

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**Dave Cargill**  
Cover graphics and maps

**Johanna Vossler, Visalia Times-Delta**  
Cover Photograph  
(Pictured: Marcela Martinez, Lori Armas, Gema S. Figueroa, Elena Alcantara)

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**See us on the World Wide Web at <http://sequoias.cc.ca.us>**

# Academic Calendar

**Fall Semester, 2002**

**August 14, 2002 to December 18, 2002**

June 24-27 .....	Fall 2002 Open Telephone Registration for Eligible Students
July 22-August 2 .....	Fall 2002 Open Telephone Registration for Eligible Students
August 2 .....	Last Day to Apply for Fall Full-Time Admission
August 3 .....	Last COS Placement Test for Fall Full-Time Admission
August 5-9 .....	Fall 2002 Open Telephone and Walk-In Registration for all Eligible Students
August 7-9 .....	Fall 2002 Walk-In Registration for High School Accelerated Students
August 12-13 .....	Faculty/Staff Inservice
August 14 .....	Fall 2002 Classes Begin
August 14-27 .....	Late Telephone and Walk-In Registration/Program Changes With Instructor Add Codes
August 27 .....	Last Day to Drop a Class Without a "W" and Receive a Refund
September 2 .....	Labor Day Holiday (no classes)
September 30 .....	Last Day to File for an Associate Degree for Fall 2002
October 25 .....	Fall 2002 Final Drop Date
November 11 .....	Veterans' Day Holiday (no classes)
November 27-29 .....	Thanksgiving Holiday (no classes)
November 20 - December 6 .....	Spring 2003 Telephone Registration for Continuing Students
December 9-18 .....	Spring 2003 Open Telephone Registration for all Eligible Students
December 12-18 .....	Fall Final Exams
December 18 .....	End of Fall 2002 Semester
December 18 .....	Last Day to Make Up Incomplete "I" Grades for the Fall 2001 Semester
December 19-January 12 .....	Recess Between Semesters

**Spring Semester, 2003**

**January 13, 2003 to May 21, 2003**

November 20 - December 6 .....	Spring 2003 Telephone Registration for Continuing Students
December 9-18 .....	Spring 2003 Open Telephone Registration for all Eligible Students
January 2-3 .....	Spring 2003 Open Telephone Registration for all Eligible Students
January 3 .....	Last Day to Apply for Spring 2003 Full-Time Admission
January 4 .....	Last COS Placement Test for Spring 2003 Full-Time Admission
January 6-8 .....	Spring 2003 Walk-In Registration for All Eligible Students
January 8 .....	Spring 2003 Walk-In Registration for High School Accelerated Students
January 9-10 .....	Faculty/Staff Inservice
January 13 .....	Spring 2003 Classes Begin
January 13-January 27 .....	Late Telephone and Walk-In Registration/Program Changes With Instructor Add Codes
January 20 .....	Martin Luther King Day Holiday (No Classes/No Registration)
January 27 .....	Last Day to Drop a Class Without a "W" and Receive a Refund
February 14 .....	President's Day Holiday (No classes)
February 17 .....	Washington's Birthday Holiday (No classes)
February 28 .....	Last Day to File for an Associate Degree for Spring 2003
March 2 .....	Cal Grant Financial Aid Deadline for New and Transferring Students
March 21 .....	Spring 2003 Final Drop Date
April 14-18 .....	Spring Break (no classes)
April 28 - May 9 .....	Fall 2003 Telephone Registration For Continuing Students
May 15-21 .....	Spring 2003 Final Exams
May 21 .....	Commencement and End of Spring 2003 Semester
May 21 .....	Last Day to Make Up Incomplete "I" Grades for Spring 2002 Semester

# 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 62-acre site in 1940.

In addition to the primary campus, COS conducts an agriculture program on a 130 acre farm, and has also purchased an additional 550 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**

**College of the Sequoias:** Is a comprehensive, student-centered community college, dedicated to enhancing our diverse educational and cultural campus environment.

**College of the Sequoias:** Affirms that our mission is to help students achieve their transfer and/or occupational objectives and to advance the economic growth and global competitiveness of business and industry within our region.

**College of the Sequoias:** Is committed to supporting students' development of basic skills and to providing self-supporting community education classes, contract education and training, and related student services.

Therefore, our mission focuses on preparing students for productive work, lifelong learning, and community involvement.

### **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 10,000 and is comprised of the following: 44% Caucasian, 40% Hispanic, 4% Asian or Pacific Islander, 3% Black, 2% American Indian, and 1% Filipino; 6% are unidentified. The current trends reflect increased enrollment of women, minorities, students under twenty-one years of age 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 172 full-time faculty, some 233 adjunct faculty, 27 administrators and 201 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 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 includes approximately 370,000 residents and 132,000, 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.



## 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.

### **Programs and Services**

#### **Adult and Life-long 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 worker defines the mission of the Business and Community Education Center at 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.

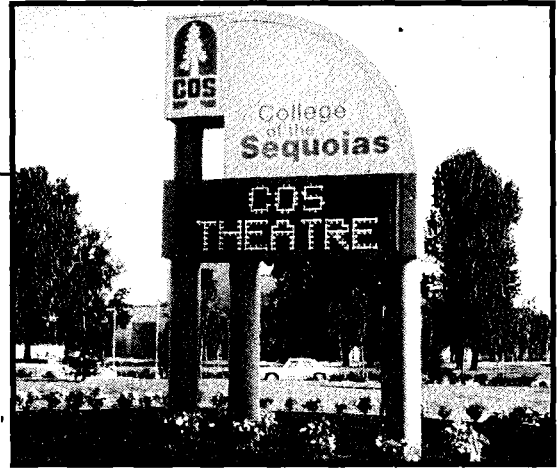
# About our college...

## College Facilities

Traditional facilities at the campus include lecture classrooms; science laboratories; computer laboratories in Art, English, Math, Business, and Nursing; a photography laboratory; a multipurpose gymnasium; a theater; an art gallery; 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 Center 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 landscape experiences while working in the unit during class laboratories or after hours at student work sites. The farm 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 include testing, orientation, counseling, registration, tutoring, and book sales. Call (559) 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 nine 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

#### **COS FARM**

2245 South Linwood  
Visalia

#### **CORCORAN**

Corcoran High School  
Whitley & Letts Avenues

#### **CUTLER/ORSI**

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

#### **TULARE**

Tulare Union High School  
755 East Tulare

Tulare Western High School  
824 West Maple

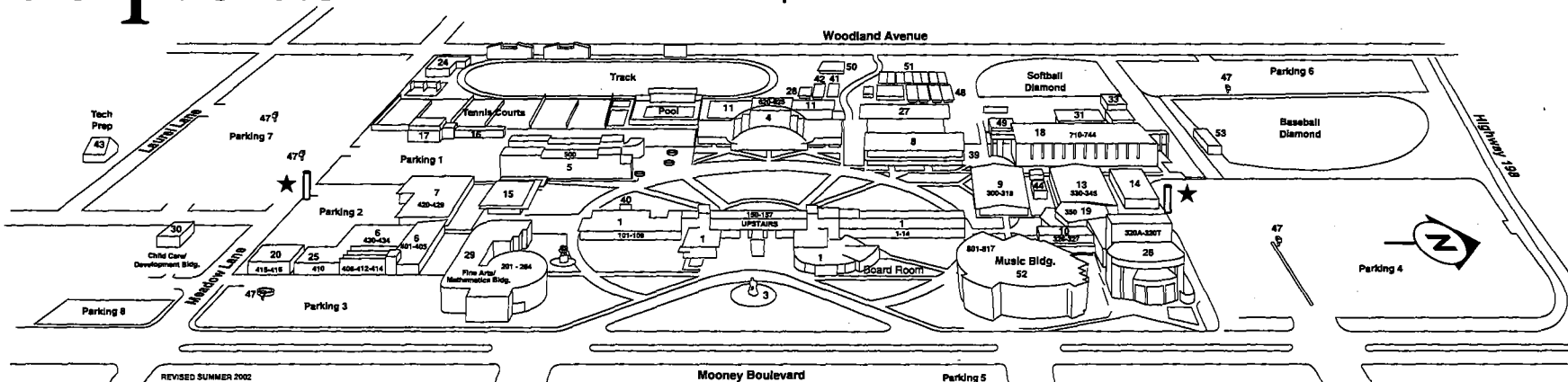
#### **WOODLAKE**

Woodlake Union High  
400 West Whitney

# College of the Sequoias

## MAIN CAMPUS

915 South Mooney Boulevard • Visalia, California 93277 • (559) 730-3700  
<http://www.cos.edu>



### NUMERICAL LIST

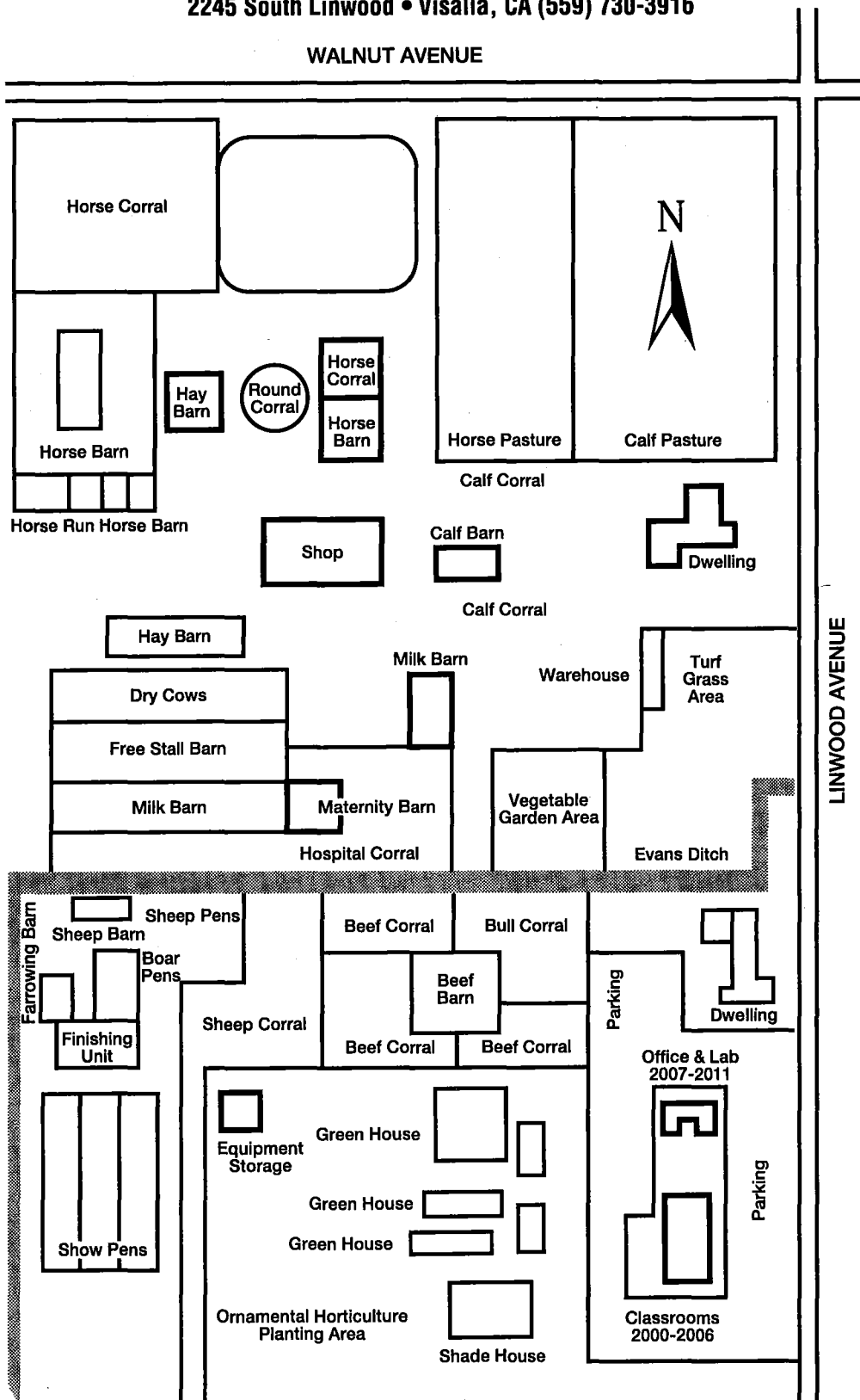
### ALPHABETICAL LIST

<ul style="list-style-type: none"> <li>1. Administrative Offices</li> <li>Board Room</li> <li>Career Center</li> <li>Cashier's Office</li> <li>Counseling</li> <li>Financial Aid</li> <li>Registration</li> <li>Science</li> <li>Student Services</li> <li>Student Activities Office</li> <li>4. Gymnasium/Athletic Office</li> <li>Women's Locker Room</li> <li>5. Consumer/Family Studies</li> <li>6. Industrial Education - East</li> <li>7. Industrial Education - West</li> <li>8. Library, Tutorial Center/Learning Center</li> <li>9. Life Sciences</li> <li>10. Old Music Building</li> <li>11. Physical Education (Gym Annex)</li> <li>13. Social Sciences</li> <li>14. Bookstore</li> <li>15. Student Union (Carl's Jr./TaCOS)</li> <li>16. Campus Police/Transportation</li> <li>17. Facilities Office/Purchasing/Warehouse</li> <li>Print Shop/Graphics</li> <li>18. Business/Foreign Language</li> <li>Criminal Justice/Computer Services</li> <li>19. Lecture Hall</li> </ul>	<ul style="list-style-type: none"> <li>20. Vocational Education</li> <li>Corporate &amp; Community Education</li> <li>24. Maintenance Shop</li> <li>25. Admissions &amp; Records</li> <li>26. Theatre</li> <li>27. Instructional Media Center</li> <li>Duplications/DRC/Mailroom</li> <li>28. Adaptive P.E.</li> <li>29. Fine Arts/Math</li> <li>30. Child Development Center</li> <li>31. Nursing Offices/Lab</li> <li>33. Student Development Center</li> <li>39. Food Court/ATM</li> <li>40. Coffee Court</li> <li>41. CalWorks No.1</li> <li>42. Classroom</li> <li>43. Applied Health Training Center</li> <li>44. Greenhouse</li> <li>45. Tennis</li> <li>46. Pool</li> <li>47. Parking Permit Machine</li> <li>48. CSUF/COS Center (FS 1-6)</li> <li>49. CSUF Administrative Office</li> <li>50. Health Center</li> <li>51. Temp Classrooms (PC 7-14)</li> <li>52. Music Building</li> <li>53. Computer Services</li> <li>★ Emergency Call Tower</li> </ul>	<ul style="list-style-type: none"> <li>Adaptive P.E. ....28</li> <li>Administration .....1</li> <li>Administration of Justice .....18</li> <li>Admissions &amp; Records .....1</li> <li>Air Conditioning Technology .....6</li> <li>Architectural Technology .....6</li> <li>Art Gallery .....29</li> <li>Assessment &amp; Testing .....1</li> <li>Athletic Training Room .....4</li> <li>Automotive Technology .....7</li> <li>Biology .....9</li> <li>Board Room .....1</li> <li>Bookstore .....14</li> <li>Box Office .....26</li> <li>Business Division .....18</li> <li>California State University</li> <li>Fresno/COS Center .....48</li> <li>Career Center .....1</li> <li>Cashier's Office .....1</li> <li>Chemistry .....1</li> <li>Child Development Center .....30</li> <li>Coffee Court .....40</li> <li>Community &amp; Corporate Education/</li> <li>Vocational Ed Administration .....20</li> <li>Computer Services .....53</li> <li>Consumer/Family Studies/Lang. Arts .....5</li> </ul>	<ul style="list-style-type: none"> <li>Counseling Center .....1</li> <li>Disability Resource Center Office .....27</li> <li>Dance Studio .....11</li> <li>Drafting Technology .....6</li> <li>EOP&amp;S .....1</li> <li>Electronics Technology .....7</li> <li>English .....5</li> <li>Facilities and Operations Office .....17</li> <li>Food Court &amp; ATM .....39</li> <li>Financial Aid .....1</li> <li>Fine Arts/Math .....29</li> <li>Foreign Language .....18</li> <li>Foundation Office .....1</li> <li>Gymnasium .....4</li> <li>Gym Annex .....11</li> <li>Health Center .....50</li> <li>Home Economics .....5</li> <li>Human Resource Services .....25</li> <li>Industry &amp; Technology .....6 &amp; 7</li> <li>Information .....1</li> <li>Instructional Media Center .....27</li> <li>Learning Disabilities Classroom .....27</li> <li>Lecture Hall .....19</li> <li>Library .....8</li> <li>Maintenance Technology .....6</li> <li>Math .....29</li> </ul>	<ul style="list-style-type: none"> <li>Mill Cabinet Lab .....7</li> <li>Music .....52</li> <li>Nursing Lab .....31</li> <li>Nursing Office .....31</li> <li>Old Music Building .....10</li> <li>Physics .....1</li> <li>Pool .....46</li> <li>Print Shop/Graphics .....17</li> <li>Police Department .....16</li> <li>Purchasing .....17</li> <li>Receiving .....17</li> <li>Scholarship Services .....1</li> <li>Science .....1 &amp; 9</li> <li>Social Sciences .....13</li> <li>Student Activities Office .....1</li> <li>Student Development Center .....33</li> <li>Student Services Center .....1</li> <li>Student Union .....15</li> <li>Tennis .....45</li> <li>Temporary Classrooms .....51</li> <li>Theatre .....26</li> <li>Transfer Center .....11</li> <li>Transportation .....16</li> <li>Veteran Services .....1</li> <li>Women's Locker Room .....4</li> <li>700 Building .....18</li> </ul>
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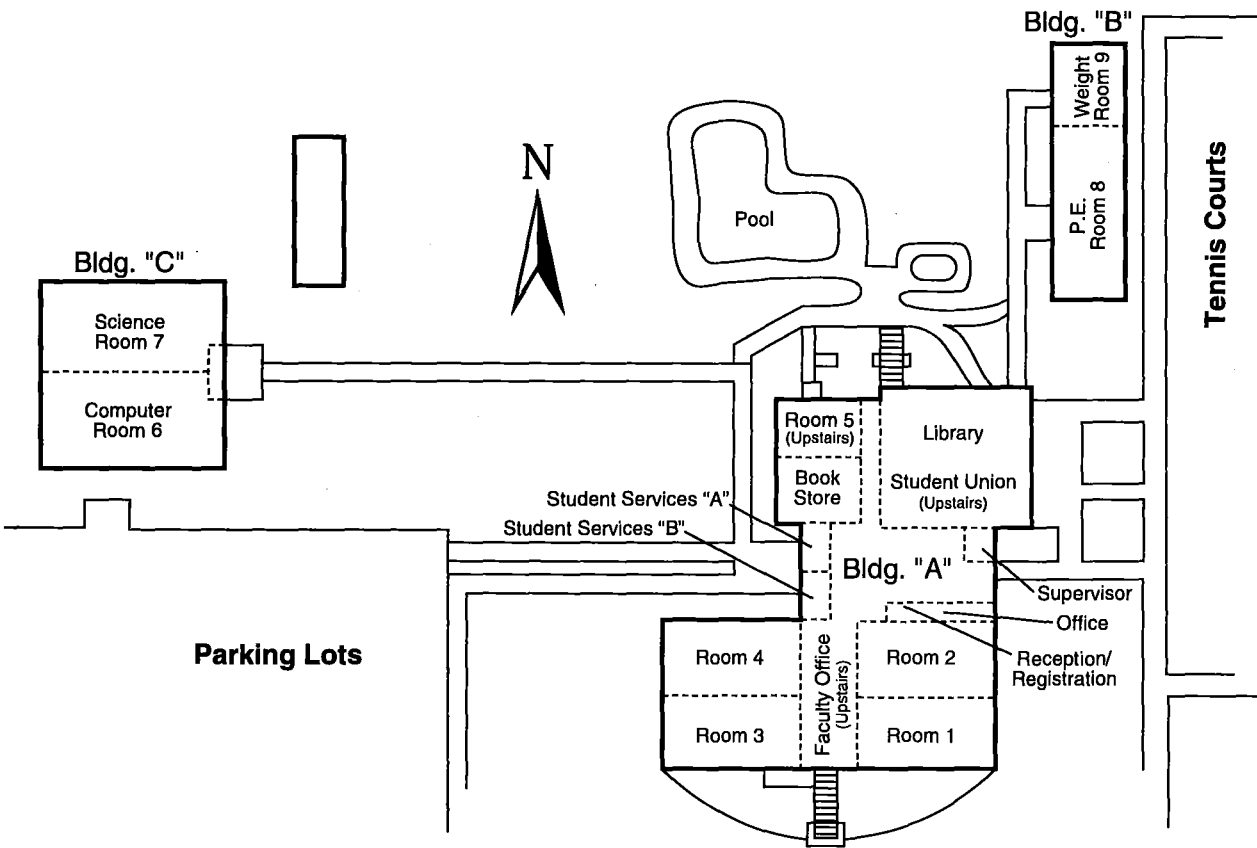
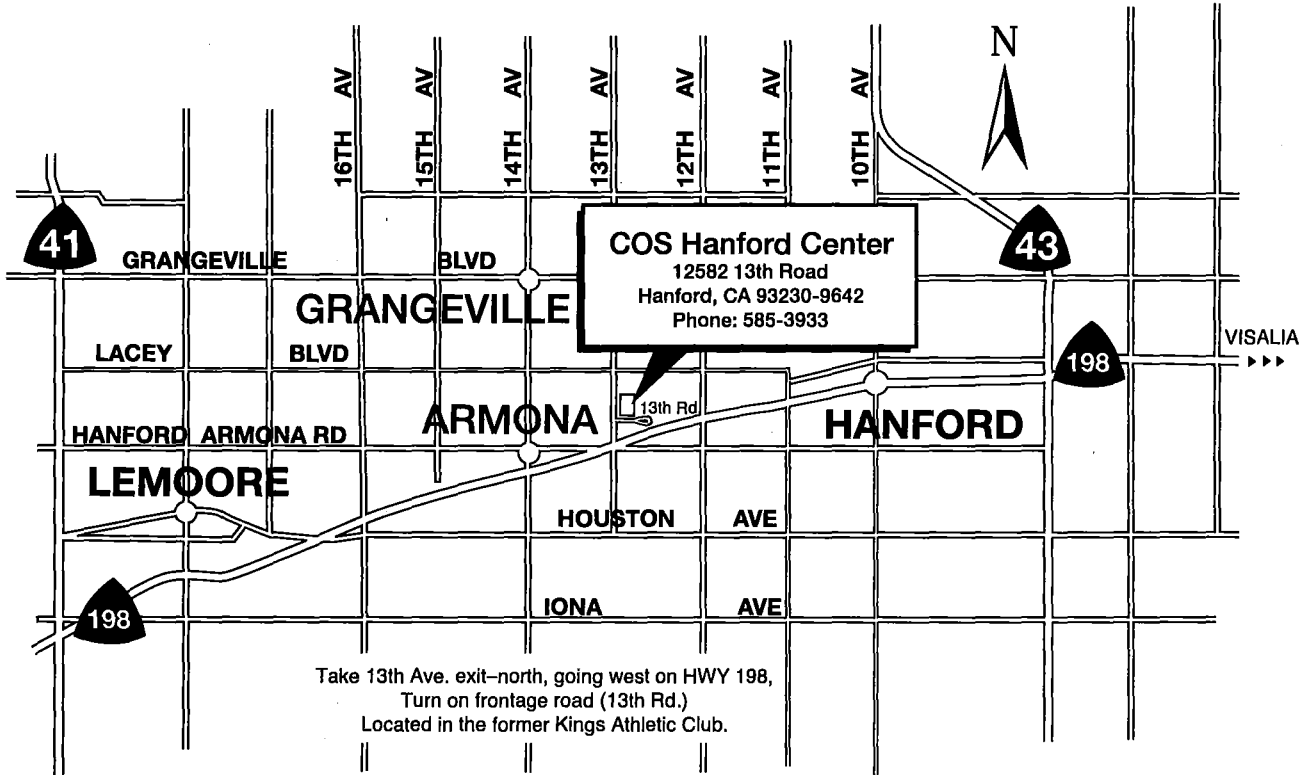
# COS Farm

2245 South Linwood • Visalia, CA (559) 730-3916

WALNUT AVENUE



# Hanford Center





"You must become the change you wish to see in the world."

Ghandi

## 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 Registration Office, Room 104. Registration is through the Telephone Access System. Information on this process will be printed in the current 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 157.

## Summary of Admission Requirements

### (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.

## Summary of Admission Requirements

### (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 may 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 admission application and high school permission form to the Admissions and Records Office for every semester of attendance. Attendance is on a space available basis only. High school accelerated students attending a class at COS are NOT considered "continuing students."

## Registration

Students use the COS Telephone Access System to register for classes by touchtone telephone. Walk-In Registration is available right before the semester begins and during late registration. Detailed information is printed in the Schedule of Classes each semester.

### **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 Dean of Student Services/Admissions and Records. 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 if required;
- (3) have the appropriate transcripts on file prior to the first day of instruction.
- (4) have attended orientation, if required.

## 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 (EC68017,680601), and has demonstrated intent to make California their permanent home.

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, they may be required to demonstrate 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.

### Waiver of Non-Resident Fees

Assembly Bill 540 (Firebaugh) provides for the waiver of the non-resident tuition if: (1) the individual has attended a California high school for three or more years; and (2) has graduated from a California high school or attained the equivalent; and has filed an affidavit with the College if he/she is an alien without lawful immigration status. Contact the Admissions and Records office with any questions.

## 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 on the written test or 50 or higher on the computerized test. 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 CLEP 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 (559) 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 international 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 may be restricted.

Transcripts of academic records and good health verification are required to qualify for admission. To be admitted, international students are required to achieve a score of at least 500 (173 for computerized test) on the written 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 international student's annual tuition fee of approximately \$4,560 (for those students enrolled in 15 units each semester) is the same as for other non-resident students. International and nonresident students must also pay the resident tuition of \$11 per unit which has been included in the \$4,560 annual tuition fee listed above. Payment of a \$100 Application Fee must be paid upon application to 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 international 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 paid with the non-resident tuition.

Federal and State financial aid or 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 indicating sufficient monies are available to pay college costs and living expenses.

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, (Dean, Student Services), in the Admissions and Records Office.

## Transcripts

Applicants under 21 years of age, must file certified transcripts of their high school record with the Admissions and Records Office at College of the Sequoias. Applicants who have attended another college or university must only file transcripts from each college or university attended showing all attempted work. College of the Sequoias grants credit for lower division work from accredited colleges or universities.

Failure to file transcripts will delay or prevent admission 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 or released to other institutions..

### 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 \$11.00 per unit is charged all students. An enrollment fee of \$5.50 is charged per 1/2 unit. The non-resident fee is an additional \$141.00 per 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 \$12 for Spring and Fall semesters and \$9 for the Summer Semester. Fee waivers are available for low income students and for religious reasons. 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. **There are no material fee refunds once the semester begins.**

## 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 \$15.00 per semester 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 semester permits are valid for summer semester.**

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, 7, 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) is charged. 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 2002-2003 is \$141 per semester unit, plus applicable enrollment fees payable each semester upon registration. The nonresident tuition fee for foreign students is \$141 per semester unit and when the student is both a citizen and a resident of a foreign country, a \$100 processing fee must accompany the application which is deductible from the tuition fee at the time of enrollment, 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.

## Payment of Fees

Payment may be made by credit card (Visa, Master Card, American Express or Discover Card), cash, check or money order. Payment over the Telephone Access System is by credit card, check, money order, agency payment (financial aid), or by any other method in person at the Cashier's Office (Room 102) or at the Hanford Center. **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
- In-state checks only
- No personal two-party checks
- Non-sufficient funds checks are turned over to Sequoia Check Collection. The non-sufficient funds check charge is \$25.00 plus customer bank charge 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 (not including short-term classes) 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 Cashier's Office located in Room 102.

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

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 and use it the following semester to 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 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 following semester.

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 Campus Police Office before refunds will be processed.
- A refund check will be mailed in 6-8 weeks.
- 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 replaced ONLY after an official police report has been made to the Campus Police 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. Transfer students must supply official transcripts from all other colleges attended. It is the responsibility of all students to compute their current grade point averages for their own guidance in determining whether their scholastic records are meeting their needs. As an example of computing a grade point average, let us assume a student undertook the subjects shown below and earned grades as indicated:

Subjects	Units		Grade	Grade Points
	Attempted	Passed		
FE	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
<b>Total</b>	<b>16</b>	<b>10</b>		<b>34</b>

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."

## Scholastic Honors

Special recognition is granted to top scholars each semester. The President of the college acknowledges, on the Deans' List, those full-time 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 full-time 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:

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:**

### MATHTEST:

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

# Admissions/Matriculation

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.

## **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.

## **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.

## **Counseling Policy (Board Policy 7025)**

*Approved 3/20/2000*

- A. *The Governing Board of the College District at each campus within the District shall provide and publicize a counseling program, which shall include, but not limited to, the following:*

1. *Academic counseling, in which the student is assisted in assessing, planning, and implementing his or her immediate and long-range academic goals.*
2. *Career counseling, in which the student is assisted in assessing his or her aptitudes, abilities, and interests, and is advised concerning the current and future employment trends.*
3. *Personal counseling, in which the student is assisted with personal, family, and or other social concerns, when that assistance is related to the student's education.*
4. *Coordination with the counseling aspects of other services to students which may exist on the campus, including, but not limited to, those services provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services.*
- B. *Counseling services will be provided for first-time students enrolled in six or more units and students on academic or progress probation or subject to dismissal. Students on probation and subject to dismissal may have units limited and courses or an educational plan prescribed subject to the professional judgement of the counselor. Students subject to academic dismissal shall be required to meet with a counselor prior to registration.*
- C. *The College is authorized to mandate counseling or advising as a condition for enrollment for selected groups of students whose needs for such services are particularly great.*

## **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 nonexempt 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.

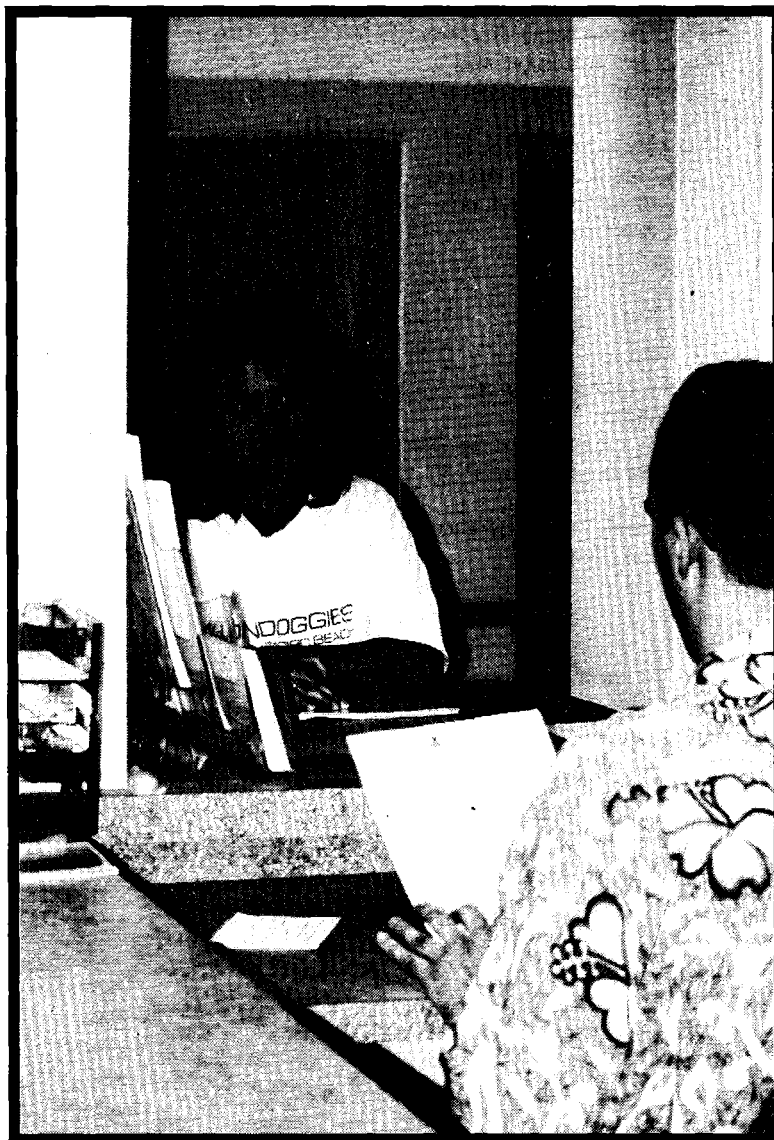
## **Appeal/Grievance Procedures**

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.



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



"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



## **Auditing Credit Classes**

No class can be taken on an audit basis at College of the Sequoias. See "Community Service Option" below for non-credit attendance.

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

## **California Articulation Number (CAN)**

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. Wait Lists do not guarantee students a seat in a class.

## **Class Wait Lists**

Wait lists are established for classes that have filled to their maximum enrollment. Students may place their name on a wait list through the COS Telephone Access System during the registration process.

## **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 \$12 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 interested in registering for Work Experience should plan on attending a registration meeting to be held on campus prior to each semester. Registration forms and course codes will be available from the Program Coordinator during this meeting.

Additional information may be obtained in the Cooperative Education Office which is located in Room 106, or by calling the Program Coordinator at 730-3742.

## **Course Repetition Policy**

Only courses which fall into the following categories may be repeated. Enrollment in two sections of the same course during the same semester 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 the course has been repeated a second time with a substandard grade received, and the student has a written recommendation from a counselor.
4. When repeating a course with an initial grade of "C" or better, the student, MUST obtain a petition and have written approval from the Dean, Admissions and Records, PRIOR to repeating a course to have the most recent grade recorded. 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.

Conditions under which a grade of "C" or better may be petitioned are:

- ➔ If the grade was affected by interruptions such as verifiable accident, illness, or other circumstances beyond the control of the student;
- ➔ If a significant lapse of time has occurred since the course was taken (usually at least one calendar year).

## 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. Petitions are available in the Admissions and Records Office, Room 107.
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 2001 class is October 26 and the last day to drop a Spring 2002 class is March 22. Students will process all drops and withdrawals 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 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 during dates listed in the Schedule of Classes under "Grades". In addition, a hard copy of grades may be obtained at no cost at any of the self-serve terminals located on campus: Room 104, COS library, COS Farm, EOP&S Office, DSPS Office, and at the COS Hanford Center. Semester grade reports are no longer mailed to students.

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.*

## "Credit/No Credit" Grading

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

"Credit" grading (.5 units) is given to IS 200, Orientation for College Success. The Learning Skills discipline is awarded "Credit" and "No Credit" grading.

## 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. A copy must be given to the student with the original record on file in the Admissions and Records Office 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 the Admissions and Records Office **at the same time as 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 load 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. Units above the maximum must be registered by walk-in.**

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 12 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 (TS 55754).

### **Unit Limitation**

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

### **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 oints 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. Dismissals occur only after the Spring semester. 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 semester cumulate GPA) if during that third semester and every subsequent semester they maintain a 2.0 semester 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 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 readmission until another semester of nonattendance has elapsed.

## **Academic Renewal**

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 renewal of a "WF" or "F" grade, conditions (1) and (2) below must be met.

- (1) Fifteen or more semester units of lower division 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 or forgiveness of "WF"/"F" grades will reside with the Dean, Admissions and Records.

## **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 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 readmission until another semester of nonattendance 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***

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, or the Dean, Admissions and Records.

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

### ***Distance Learning***

If you find it difficult to get to the COS campus for a weekly schedule of classes, our Distance Learning program may be just what you need!

COS distance learning classes allow you to complete most of the coursework outside the classroom, on your own time. Classes are offered in two formats:

- ⇒ Online classes, requiring you to have access to a computer with an email account and/or the Internet.
- ⇒ Television classes, broadcast on Channel 18, Choice TV, and Media One.

COS distance learning courses transfer to four year colleges and universities exactly like traditional classes held on campus. The coursework is equally rigorous. It's important to remember that success in distance learning classes will mean hard work on your part, plus good time management skills.

For more information, Check our web page at:

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

**College of the Sequoias  
Academic Senate  
Statement of Professional Ethics**

**Section I.**

*Community college faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.*

**Section II.**

*As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. Faculty members demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them. They protect the academic freedom of students.*

**Section III.**

*As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.*

**Section IV.**

*As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of their institutions, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decisions upon the program of the institution and give due notice of their intentions.*

**Section V.**

*As members of their community, faculty members have the rights and obligations of all citizens. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject areas, to their students, to their profession, and to their institutions. When they speak or act as private persons, they avoid creating the impression that they speak or act for their college. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.*



"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



## **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 Executive Vice President of Student Services.

## **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 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. 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 Harassment**

### **Policy**

It is the policy of the College of the Sequoias District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by the State and Federal law.

Engaging in sexual harassment (as defined below), shall be a violation of this policy for those authorized to either recommend or take personnel or academic actions affecting employees or students, or those otherwise authorized to transact business or perform other acts of services on behalf of the College of the Sequoias

### **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 unwelcome.
- 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, Human Resource Services 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))\*

## **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 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 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.*

# Students Rights and Responsibilities

## 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 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 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 CLASS.

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.

Classes may be dropped by telephone. During "drop week", drops may occur by telephone or in Room 104 by walk-in. See printed Schedule of Classes for dates and times.

## 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.

## **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 Executive Vice President, Student Services for clearance.

Materials may be posted only on bulletin boards that say "Approved for Posting" across the top. General Advertisements (for sale, roommates or transportation needed, etc.) may be placed on cards available in Student Activities.

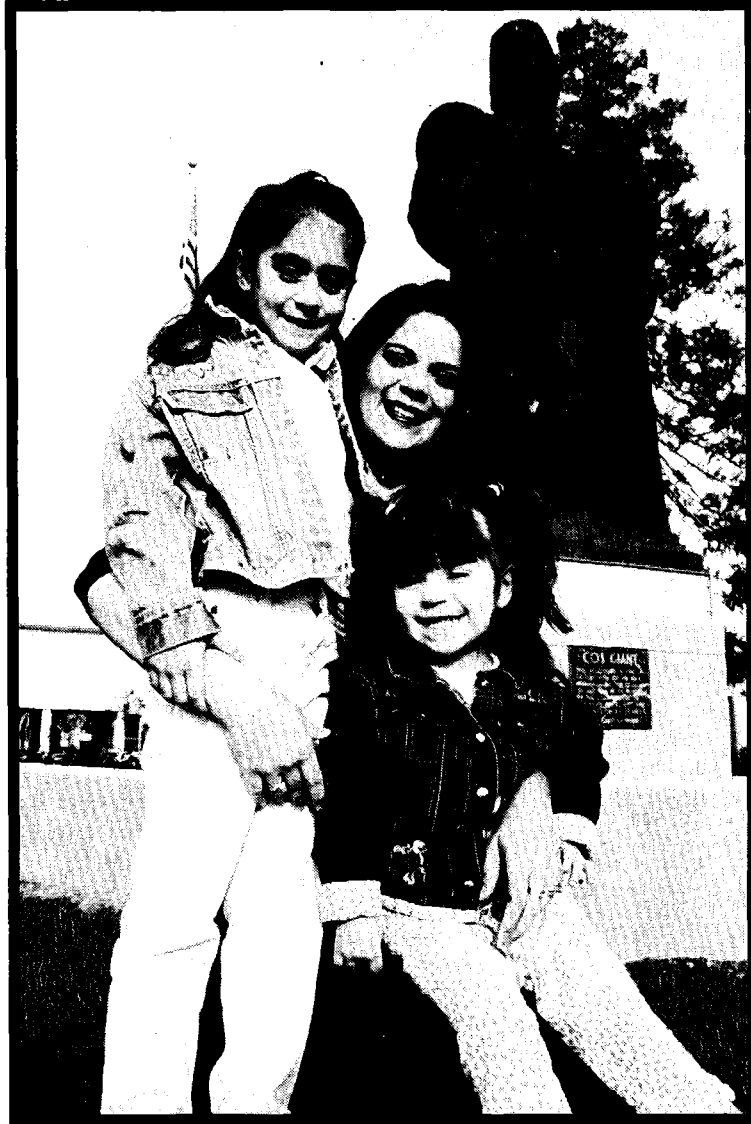
## **Student Field Trips**

### **Student Transportation**

Throughout the school year various classes will meet at off-campus locations. The college will not provide 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 not responsible nor does the district assume liability for any injuries or losses resulting from 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.



**"We are not here to enjoy the things on earth,  
but to pass them around.  
The people who do it are the happiest people you know!"**

President George Bush 41st President of the United States



"Life's most persistent  
and urgent question is:  
What are you doing for others?"

Martin Luther King, Jr.



## **Associated Student Body**

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 are 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**

### **Hours:**

Monday through Thursday	7:30 a.m. to 7 p.m.
Friday	7:30 a.m. to 4:30 p.m.
Saturday	12 noon to 4 p.m.

Audio Visual services are available in the Media Center located on the ground floor of the Instructional Media Center wing just west of the Library. In the AV Student Media Lab, students can view and listen to video tapes, videodiscs, compact discs, slide/tape programs, filmstrips and audio tapes.

As assigned by instructors, the following services are also 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 welcomes you to the College of the Sequoias. Conveniently located on campus, the bookstore carries textbooks and supplies as well as clothing, gifts, and other merchandise. Visit our web site at <http://bookstore.sequoias.cc.ca.us> for textbook information and upcoming events.

Phone in your textbook order or reserve your books on the Internet! For information, find us online at <http://bookstore.sequoias.cc.ca.us>, or call us at (559) 730-3751.

The COS Bookstore encourages you to visit the store before the semester begins to avoid the long lines during the first week of class. It would be helpful to bring a copy of your class schedule with you while shopping for your textbooks. Textbooks are arranged by department, course, instructor, and section number. Textbooks are priced on the self tags below the books.

## **Discounts**

It pays to purchase an ASB card! You will receive a coupon for new books at the COS Bookstore as well as additional discounts on all clothing and gift merchandise throughout the semester when you present your card.

Personal checks, Visa, Master Card, and Discover are accepted for payment provided a drivers license and student ID number are presented. All returned checks are turned over to Sequoias Check Collection and assessed a \$30.00 service fee.

## **Refunds and Exchanges**

A COS Bookstore receipt must be presented for any refund or exchange. Refunds on required textbooks will be given through late registration. For more information on the refund policy, visit our web site or stop by the COS Bookstore. New books must be in perfect condition to return. Books and/or software which have "shrink wrapping" must still be sealed.

## **Buy Back Policy**

The COS Bookstore will sponsor a Buy Back for students wanting to sell their books for cash. Books needed for the upcoming semester may be bought at 50% of the new price. Wholesale prices may be offered for current editions no longer needed on campus. Although a receipt is not required, you will be offered more cash back when you present your COS Bookstore receipt.

## **Hours**

### **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 7:45 a.m. - 5:00 p.m.  
Friday 7:45 a.m. - 11:30 a.m.

### **NOTE**

Extended hours during registration

The staff at the COS Bookstore is here to serve you. If you have any questions or requests, please feel free to contact us.

Beck Covington, Bookstore Manager .....	730-3821
Dorianna Gomes, Bookstore Operations Coordinator .....	730-3759
Marcy Parks, Textbook Buyer .....	730-5750
Josie Cote, Special Accounts, Programs & Scholarships .....	737-6155
Alice Hernandez, Merchandise Buyer .....	737-6131
Jim Anderson, Shipping & Receiving .....	737-4837

## **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 Campus Police 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 Campus Police 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 Campus Police 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, 7 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 Campus Police 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 Campus Police Office before refunds will be processed.
- A refund check will be mailed in 6-8 weeks.
- 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.

## Career Center

A complete career counseling program is offered to students, as well as other interested parties. The main emphasis of this program is to assist individuals in finding careers, occupations, and college majors that will contribute to a meaningful life experience. The center offers 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. The Career Center is located in the Student Services Center, Room 106.

## 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 CALWORKS/WIA 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 Activities Office, Room 112.

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 112.

An "Activity Hour" is scheduled on Tuesdays and 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 during these hours.

## 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 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 (559) 730-3741, or 730-3715. To schedule a counseling appointment on the Hanford campus, students may call (559) 585-3933.

## COS Campus Police Department

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

Other services provided by the Campus Police Department 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 Campus Police Department.

The Campus Police Department is located in Parking Lot 1 off Meadow Lane. Call 730-3999.

## **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 Disability Resource Center Office, 915 S. Mooney Boulevard, Visalia, CA, 93277, or telephone (559) 730-3805, (TTY 730-3913).

## **Disability Resource Center**

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; test accommodations; and adapted physical education. Further information may be obtained by contacting the (DRC) Disability Resource Center, 915 S. Mooney Boulevard, Visalia, CA, 93277, or telephone (559) 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 targeted recruitment to those students identified as being financially or educationally disadvantaged. Academic and personal counseling is emphasized and progress is monitored. Tutorial and supportive social services 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 Health and Human 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 CARE, 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 or call 730-3747.

Limited Financial Aid Services are offered at the Hanford Center.

## **Food Services**

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

A snack bar (food court) 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.

There is an outside seating area west of Room 104 (registration area) where there is a snack bar (coffee shop) which also serves sandwiches and a variety of drinks. The coffee shop is open from 7 a.m. to 5 p.m., Monday through Thursday, and Fridays, 7 a.m. to 2 p.m.

Carl's Jr. and a "taco bar" are 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.

## Housing Services

The Student Activities Office provides a Housing Bulletin Board to assist students in locating apartments, rooms, and houses in the local area. Anyone interested in posting a listing should stop by the Student Activities Office Room 112 or call 730-3736. The Housing Bulletin Board is located near Room 109. There are no dormitories on campus.

## 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 Thursday	8:00 a.m. - 8:30 p.m.
Friday	8:00 a.m. - 4:00 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 spreadsheet 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. 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 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 to the Periodicals Room, straight ahead.

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.

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.

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.

## **LISTO Program**

LISTO is a program designed to increase the retention and success of low-income students entering College of the Sequoias. Participants in the program enroll in a group of courses with their fellow LISTO students. These Learning Communities allow the incoming freshman or returning student the opportunity to create a support network of classmates and also to receive the attention and support needed for academic success.

## **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.

Mini-Corps Training (IS 101AD Cross Cultural Education) acquaints students with cross-cultural experiences with migrant children. The class will also provide students with the following necessary instructional tools that will support and assist migrant children in achieving success in school:

- Language Development Strategies
- Standards and Early Literacy Strategies
- Interactive Journals
- Guided Reading Strategies
- Target Teaching
- Lesson Planning Using Standards
- Leadership: Initiatives, Team/Trust Building, Risk Taking
- Development of Personal Portfolios

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 through telephone registration.

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, Test Anxiety 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, ENGL 251 in the fall and ENGL 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 120AB, 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.

## **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 the Administration Office. Contact the Scholarship Office for application deadlines.

## **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 112.

## **Student Health Center**

Services offered have evolved based on student need. Current services include blood pressure screening, T.B. skin testing, vision and hearing screening, immunizations, health counseling, pregnancy testing, psychological 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. Contact the Health Center for more information.

A \$12 health fee is charged to all COS students enrolled in units for Fall and Spring semester classes or the Community Service Option and an \$9 health fee is charged for Summer Sessions. If you have any questions, contact the Health Services Coordinator at 730-3880 or 730-3881.

## **Transfer Center**

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. The Transfer Center is located in Room 3. You can contact the Transfer Center by calling (559) 737-6177.

## **Tutorial Center**

The Tutorial Center provides individual or small-group tutoring free of charge to any student who wants to improve his/her class performance. Tutors are available for most classes. 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 Tutorial Center is located in the northeast corner of the Library Building and is open from 7:30 a.m. to 8:00 p.m., Monday through Thursday and from 7:30 a.m. to 4:30 p.m., Friday.

## **Veteran's Educational Benefits**

College of the Sequoias is approved for training of veteran students under the provisions of State and Federal law. Dependent's Educational Assistance is also available to children and dependents of service-connected disabled or service-related deceased veterans. Students planning to attend the college and request certification for Veteran Benefits should contact the Veteran's Office at (559) 730-3854 or visit office 103B 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 (559) 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.

## **Workforce Investment Act (WIA)**

The Workforce Investment Act (WIA) program receives funds from the United States Department of Labor to partner with county agencies in order to provide vocational training and support services to students who are eligible for sponsorship. Students qualify if they are:

- unemployed due to a plant closure
- unemployed
- underemployed
- economically disadvantaged.

Funding for sponsored students includes the following services: tuition, health, parking, ASB card and material fees, book and supply vouchers, child care, uniform and equipment, mileage, academic counseling, tutorial referrals and job search assistance. Students will be required to report attendance and academic progress in order to receive sponsorship. Additionally, a release authorizing access to employment verification data is required. For more information, contact the Student Development Center, PC 6 (Building 33) or call: 737-6142.

## **Work Study Program**

The Work Study programs at College of the Sequoias offer government subsidized employment in the form of part-time, temporary work for students who need additional income to help pay for their educational costs. COS provides three separate Work Study programs: CalWORKSs, State and Federal Work Study. The programs encourage recipients to participate in community service activities. For more information, please contact the Work Study Specialist, Dianna Fauvor, at 730-3856, located in the Career Center, Room 106.



"Small things, done with great love, bring joy and peace."

Mother Teresa



## **Agriculture**

Frank Tebeau, 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 1,000 cow commercial dairy, research herd and COS students will work with U C Davis Vet students. The California Dairy Products Training Institute (CDPTI) operates a dairy processing facility.

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**

Linda Kennedy, Chairperson

The mission of the Business Division is to educate and train students for employment in the business world, while also meeting the lifelong learning and retraining needs of our local community. The courses, certificates and majors offered by the division are designed to support the dual transfer and vocational missions of the College.

A broad range of transfer-level courses are available for students seeking to pursue a four-year degree. Associate of Science degrees are offered in seven different business areas. Fourteen vocational certificates, requiring from one to four semesters, are available to assist students who are interested in updating business skills or who will directly enter the job market.

## **Business**

Linda Kennedy, Chairperson

With the explosive growth in technology-based job skills requested by employers, the Division provides hands-on experience in:

*Access  
Excel  
Word  
WordPerfect  
COBOL  
Visual BASIC  
Windows/DOS  
World Wide Web  
Keyboarding Software  
ProSeries Tax Preparation Software  
West Group Legal Research & Documents Software  
FrontPage  
PageMaker  
PowerPoint  
QuickBooks*

To meet the needs for computer experience, the Business Division offers both beginning and advanced coursework. The classes are schedule during the day, evening and weekend time periods. Facilities include four state-of-the-art computer classroom/labs and a dedicated computer lab which is staffed with instructional assistants.

Students may select a concentrated field of study leading to a certificate in:

<i>Accounting</i>	<i>Law Office Clerk/Receptionist</i>
<i>Administrative Assistant</i>	<i>Legal Documents Clerk</i>
<i>Business, General</i>	<i>Marketing</i>
<i>Computer Applications</i>	<i>Paralegal</i>
<i>Computer/Information Systems</i>	<i>Real Estate</i>
<i>Computer Web Technician</i>	<i>Wordprocessing</i>
<i>Family Support Officer</i>	

Computerized Office Procedures Certificates range from 14-36 units. Additionally, students who successfully complete Individual Income Tax ACCT 282 qualify to be certified by the California Tax Education Council as tax preparers.

### **Paralegal Program**

The objective of the Paralegal Program is to train students to work in a legal office environment. The Paralegal major and certificate are approved by the American Bar Association. A paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.

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 into the program must have a high school diploma or have passed an equivalency examination. Because of the standards set by the American Bar Association, the Paralegal major and certificate place additional general education requirements for graduation. Consult the Paralegal General Education Pattern listed on the major and certificate page of paralegal in this catalog. The program includes work experience and assistance with job placement.

**Counseling, Health Services and  
Cooperative Education**

Teresa Guadiana, Chairperson

**Consumer Family Studies**

Debb Campbell, 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/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. 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.

**Counseling**

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.

The purpose of Interdisciplinary Studies 220 (orientation) for students at College of the Sequoias is to prepare students for a successful entrance into college life. With the introduction of the supportive services at the College through orientation, students become informed of the resources available to them. Students also become aware of their rights and responsibilities.

The Human Development courses demonstrate the College's commitment to provide courses in skill development. The Human Development courses provide a continuum of support and skill development related to college.

**Health Center**

Services offered have evolved from student need and will continue to expand as needed. Current services include blood pressure screening, T.B. skin testing, vision and hearing screening, immunizations, pregnancy testing, glucose screening, and nursing assessments. The Student Health Center staff will assist with counseling referrals for drug and alcohol abuse, mental health, domestic/relationship violence, eating disorders, pregnancy, family planning and illness. Alcoholics Anonymous and other support groups are coordinated by the Student Health Center. A rest area and a variety of over-the-counter medications are available for students.

Family Planning/Contraceptive Care and limited primary care services may be available at no or low costs through contract with local, mobile community clinics.

Health education information and materials are available in the Student Health Center on topics such as physical fitness, wellness, sexually transmitted diseases, AIDS, diet and nutrition. Arrangements for classroom presentations on health related topics may be scheduled through the Student Health Center.

# Divisions

## **Counseling, Health Services and Cooperative Education**

Teresa Guadiana, Chairperson

## **Fine Arts**

Cynthia Johnson, Chairperson

### **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.

Cooperative Work Experience Education is dedicated to providing education and training which affords students the opportunity to prepare for entry into the job market. Combining work experience with regular college instruction, students have the opportunity to develop skills and knowledge and to improve self-understanding by integrating classroom study with planned, supervised work experience.

### **Disability Resource Center (DRC)**

The Disabled Student Programs and Services' Office works individually with students having physical, communication and learning disabilities, acquired brain injuries and psychological disabilities to enhance their accessibility to and success in classes and activities at COS.

Services include academic, personal and vocational counseling, specially designed parking, mobility assistance, notetakers, resources for the visually impaired, specialize equipment, learning skills lab and adapted physical education.

Other services include in-class interpreters (oral, manual and total communication), specialized tutoring, and specialized telephone equipment (TTY) for the deaf and hearing impaired.

Through the provision of these services the Disability Resource Center (DRC) attempts to maximize the disabled student's potential and to facilitate success in all areas of life.

### **Extended Opportunity Programs & 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 and educationally disadvantaged. Academic and personal counseling is emphasized and progress is monitored. Tutoring, supportive social services and student advisors are available to enhance student success.

Students who are single heads of household, receiving TANF benefits, with children under 14 years of age may be eligible for additional funding under the CARE Program.

A special Summer College Readiness Program is offered to entering freshman.

The Fine Arts Division is comprised of the Art, Music, Theater Arts, Speech, Dance and Photography departments. We are continually presenting concerts, recitals, art showings, and productions to the school and the community at large. Additionally, we are actively involved with school activities such as homecoming and Graduation.

As a vital part of a well-rounded education, the Fine Arts Division offers a wide breadth and depth of courses that will satisfy and challenge the potential of each student. Among the multitude of classes in art, students can choose to take exciting courses in ceramics, stained glass or lithography. Or, for the Performing Art bound, students can choose from courses in costume and design to Shakespeare, or challenge themselves in an appreciation of a jazz course or a recital course. In our Music department, one can take courses in keyboard, composition, instrumental, and vocal and commercial music. For students interested in Speech, they can broaden their insight in courses that range from basic Public Speaking all the way to Argumentation and Debate or Intercultural communication. The Fine Arts Division has courses to meet any students' needs.

This division has recently begun a Fine Arts Foundation fund to assist us in presenting the very finest performing and visual arts we can possibly offer. Additionally, with the assistance of this fund, we can continue to stress and display quality work that is a reflection of the greatness within our faculty and students.

## ***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, 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

David Robinson, Chairperson

The Language Arts Division encompasses several departments: English, English as a Second Language, Foreign Languages, Sign Language Studies, Linguistics and Journalism. Some 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, French, or ASL fulfill foreign language requirements of the UC system as well.

Most students at COS take composition courses to fulfill either transfer or graduation requirements or to enhance their writing skills. Faculty in the English Department help students improve reading, writing and thinking abilities, all of which are necessary components in any major field of study. The composition courses vary in entry skill level from very basic writing, where students learn to develop and sharpen their writing, to the critical thinking courses, in which students tackle issues and elements of logic. In addition to the composition courses, the department offers a wealth of courses in literature from survey courses, such as Introduction to Literature, to ethnic courses, such as Chicano Literature or Native American Literature, to period literature, such as Shakespeare or American Literature. The department has been foremost in the development of teaching in cyberspace! Several courses are offered online, allowing students to meet minimally on campus and to do the majority of the coursework from their own homes. For students who need greater access to computers than the Learning Center can give them, the Language Arts Computer Lab provides ample opportunity for students to write papers, conduct research and complete Web-based assignments. Many instructors use the lab as a classroom for part of their courses. The English Department also houses the Puente Project, a transfer program for students interested in studying Latino culture and issues and in transferring to the University of California. An English major prepares a student for a number of professional opportunities—law, teaching, publishing, broadcasting, journalism, and many more. Increasingly, employers demand strong reading and writing skills of their employees, in addition to the ability to work with a variety of people successfully. The courses of study within the English Department emphasize growth and communication and the ability to live life 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, Portuguese, 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 course has recently been implemented. This course 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.

## Math and Engineering

George Woodbury, 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.

## **Nursing and Allied Health**

Cheryl Black, Chairperson

### **General Information:**

The College of the Sequoias Division of Nursing and Allied Health offers a variety of courses and programs for students interested in the health care field. Included among these are an Emergency Medical Technician course; a Certified Nursing Assistant course; a Home Health Aid course; a Pharmacy Technician Program and an Associate Degree Registered Nurse Program as well as a variety of courses designed to meet the health education needs of the community. 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 Allied Health 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 approved by the California Board of Registered Nursing and successful completion of the nursing requirements qualifies the graduate to apply to take the National Licensing 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. overall and on all required prenursing courses.

3. Completion of Nutrition 18 (Nutrition), Biology 30 (Human Anatomy), Biology 31 (Human Physiology), Biology 40 (General Microbiology), Chemistry 20 (General Chemistry), or Chemistry 30, General Biological Chemistry) English 1 (College Reading and Composition), Psychology 1 (General Psychology), Speech 1 (Fundamentals of Public Speaking) or Speech 104 (Interpersonal Communications), or Speech 8 (Group Communication) and either Sociology 1 (Introduction to Sociology), Anthropology 10 (Cultural Anthropology), or Nursing 106 (Cultural Diversity in Health and Illness) at College of the Sequoias, or equivalent classes at other accredited colleges.
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 161, a selection process is used to determine the most qualified candidates. A point system is used based upon grade point average. 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.

### **Transfer and Challenge**

The Division of Nursing may grant credit for previous nursing education. Information and advising about transfer and challenge policies is available in the Division of Nursing.

### **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.

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, is stated in the Nursing Student Handbook.

## **Nursing and Health Science**

Cheryl Black, Chairperson

## **Science**

Thea Trimble, Chairperson

### **Application Procedure**

A class is admitted to the RN program each semester. The final date for filing applications for the Fall semester is January 15, The deadline for receipt of required supporting documents is January 30. The final date for filing applications for the Spring semester is July 15. The deadline for receipt of required supporting documents is July 30.

**Applicants are encouraged to file their applications as early as possible and not wait until the deadline. Application packets are available in the nursing office.**

## **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, 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. Most recently the department has added a new sports medicine and training center which includes a fitness lab for athletes.

Through the courses offered in the Physical Education and Athletic Department, we are preparing students to meet the needs of the times.

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 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.

The Physics Department offers two series of physics courses. A three-semester calculus-based physics series is offered for those students entering the engineering fields, physics and some biology programs. A two-semester trigonometry-based physics series is designed for those students entering biological science fields.

The Science Division also offers a Laboratory Technician Certificate. This is a one-year, 17-unit certificate designed to train technicians to work in a variety of laboratory settings. Examples of the types of labs include food production, soil testing, water testing, waste treatment, and environmental testing.

## **Social Sciences**

Ron McGriff, 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. To this end, the Social Sciences Division feels it is imperative to champion the idea and ideals of diversity through our Ethnic Studies (and other classes, listed below) "inclusion" is paramount. It is part of our mission to continue to be sensitive to the ever-changing demographics of the community we serve. We continue to promote access to transfer and skills for the world of work.

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.



**"We make a living by what we get, we make a life by what we give."**

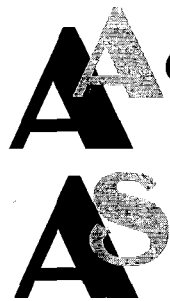
Winston Churchill



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

Unknown Author





## 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 their 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.

### The Difference Between the AA & AS Degrees

Students at College of the Sequoias who complete the appropriate requirements may earn either an Associate of Arts or an Associate of Science degree. Both degrees represent significant levels of achievement and may be used by students who plan to start their career immediately after graduating or, with proper planning and course selection, by those who plan to transfer to a four year university.

**Associate of Arts (AA) degree** is granted to students majoring in the arts, humanities, social sciences, and similar areas.

**Associate of Science (AS) degree** is granted to students majoring in agriculture, engineering, technology, the sciences, and related programs.

### 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 courses 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.
- ☐ Completion of all courses required for the desired major (see major and certificate section of this catalog for specifics).
- ☐ Eighteen units of general education including at least three (3) units from each of the areas: A through E. However, completion of the CSU or IGETC general education requirements or general education requirements at any accredited university will fulfill the COS general education, subject, and competency requirements.
- ☐ Subject requirements:
  - a. 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.
  - b. Three units of Health and Wellness. This requirement is satisfied by completion of HW 1, 7, or 104. Degrees in Registered Nursing are exempt from this requirement; Veterans are also exempt with approved DD214 or DD295.
  - c. 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 or
    - ⇒ Completion of HIST 17, 18, GOVT 5, or SSCI 276, or an equivalent course at an accredited college.
- ☐ 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 in each area by one of the following:

  - a. **Writing:**
    - ⇒ ENGL 1, 251, or BUS 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 (Score of 500 or higher on the written test and 50 or higher on the computerized test).
  - b. **Reading:**
    - ⇒ Score of 25 or higher on COS Reading Placement Test
    - ⇒ Score at equivalent level or higher on test given by Reading Department.
    - ⇒ ENGL 1, 265AB 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 (Score of 500 or higher on the written test and 50 or higher on the computerized test).

- c. Mathematics:
- ⇒ High school algebra 1 and geometry (one each) with a grade of "C" or better, or a more advanced math course with a grade of "C" or better.
  - ⇒ 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 (Score of 500 or higher on the written test and 50 or higher on the computerized test).

## Area A1 Written Communication

A minimum of three (3) units chosen from the following:

ENGL 1  
ENGL 251  
BUS 184  
CLEP English Composition or English Composition with Essay Examination. (Score of 500 or higher on the written test or 50 or higher on the computerized test).

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

## Area A2 Oral Communication and Analytical Thinking

A minimum of three (3) units chosen from the following:

AJ \*25  
AG 201  
AGMT 102  
BUS 20, \*25, 119, 295  
COMP 5, 6, 7  
ENGL 2  
ITEC 201  
JOUR \*\*7  
GOVT \*\*7, \*25  
PHIL 20, 25, 128  
SPCH 1, 4, 5, 7, 8

Any Math course numbered 1-299

CLEP College Mathematics Examination (Score of 500 or higher on the written test or 50 or higher on the computerized test).

\* AJ 25 is the same as BUS 25 and GOVT 25, and can be counted in one AREA ONLY (A2 or D)

\*\* JOUR 7 is the same as GOVT 7, and can be counted in one AREA ONLY (A2 or D)

## Area B Natural Science

A minimum of three (3) units chosen from the following:

AG 3  
OH 101  
NSCI 131, 132  
NUTR\*18  
ASTR 10; GEOG 1, 1L, CHEM 1, 2, 20, 21, 20, 253; GEOL 1, 4, 12;  
MET 1; PSCI 12, 20; PHYS 5, 6, 7, 20, 21;  
BIO 1, 2, 20, 21, 22, 25, 30, 31, 40, 60, AND ANTH 11

CLEP Natural Science Examination (Score of 500 or higher on the written test or 50 or higher on the computerized test).

\* NUTR 18 can be counted in one AREA ONLY (B or E)

## Area C Humanities

A minimum of 3 units chosen from the following:

AJ 123  
ASL (1-299)  
ANTH \*4, \*5,  
ARCH 10, 20, 21, 120, 121AC  
ART (1-299)  
BUS\* 185  
CFS \*\*6, \*\*7  
ENGL 4, 10, 15-46, 253  
FOREIGN LANGUAGES (1-299)  
ITEC \*185  
INTD 121, 124  
LING 10  
MUS (1-299)  
OH 111  
PHIL (1-299)  
SPAN 12  
DRAM (1-299)

CLEP Humanities Examination (Score of 500 or higher on the written test or 50 or higher on the computerized test).

\* ANTH 4, 5 are the same as ART 4, 5; BUS 185 same as ITEC 185

\*\* CFS 6 and 7 are the same as ART 6 and 7.

## Area D Social Behavioral Science

A minimum of three (3) units chosen from the following:

AGMT 1  
AJ 11, \*25, 114  
ANTH 10  
BUS \*25, 188  
CHLD \*\*39, 42, 158, 160  
CFS ##136  
ECON 1, 2  
ETHN 1, 2, 3, 4  
FASH 179  
GEOG 2, 3  
HIST 4, 5, 17, 18, 19, 20, 23, 31  
JOUR #7, 120  
NURS ##136  
GOVT 5, #7, \*25  
PSY 5, \*\*39  
SSCI 276, ##136, 10  
SOC 2  
SPCH 9

CLEP Social Sciences/History Examination (Score of 500 or higher on the written test or 50 or higher on the computerized test).

\* AJ 25 is the same as BUS 25 and GOVT 25, and can be counted in one AREA ONLY (D or A2).

\*\* CHLD 39 is the same as PSY 39.

# JOUR 7 is the same as GOVT 7, and can be counted in one AREA ONLY (D or A2).

## NURS 136 is the same as CFS 136 and SSCI 136 and can be counted in one AREA ONLY (D or E).

## AA Requirements for AS Graduation

### Area E Exploration

A minimum of three (3) units chosen from the following:

COMP 1-299  
CFS 80, \*26, ##136, 186  
ENGL 14AB  
HW 1, 7, \*\*60, 104, 119  
LIBR 102  
NURS 106, ##136  
NUTR #18  
PARA 101, 102  
PSY 1, 10, 133  
SSCI##136  
SOC 1, \*26  
SMED \*\*60  
PE (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.)

\* SSCI 26 is the same as CFS 26.

\*\* HW 60 is the same as SMED 60.

# NUTR 18 can be counted in one AREA ONLY (E or B)

## NURS 136 is the same as CFS 136 and SSCI 136, and can be counted in one AREA ONLY (D or E)

## 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 by a counselor 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.

### Second Degree

1. A minimum of 12 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 listed below on this page) 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.

## Catalog Rights

Students may graduate under the degree requirements in effect:

- ✓ At the time for first enrollment as long as continuous enrollment is maintained, or;
- ✓ Under the requirements in effect from the time continuous enrollment is established and maintained, or;
- ✓ 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.

**UC** Private and Independent  
**CSU**

# Transfer Planning

## Planning to Transfer?

[www.assist.org](http://www.assist.org)



Your official source for  
California articulation  
and student transfer  
information.

Students planning to transfer have a wide variety of options. The California State University with 23 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 our best attempt to provide current and pertinent information for transfer students.

## 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 Semester or Quarter:	February 1-28
Winter Quarter:	June 1-30
Spring Semester or Quarter:	August 1-31
Fall Semester or Quarter:	October 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 qualifying 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 or 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. NOTE: Projecting completion of these courses in the Summer session is no longer acceptable by most the CSU campuses 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.

For upper division transfers seeking admission to the fall term 2000 or later, the second option will not be available to establish eligibility for admission. All applicants with 56 or more transferable semester (84) quarter units will be required to have completed at least 30 semester units of courses at a level equivalent to courses that meet general education requirements. The 30 semester units must include all of the general education requirements in communication in English language (3 courses) and at least the three semester units (typically 1 course) required in mathematics.

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.

## 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 C/S Transfer Center for current information. Applications for admissions are available in the Counseling Office and the Career/Transfer Center.

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**Fall Quarter:** November 1-30  
**Winter Quarter:** January 1-31  
**Spring Quarter:** May 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 complete 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 coursework 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, with no more than 14 semester (21 quarter) units completed on a credit/no credit basis, and;
  - b. Complete the following course pattern, earning a grade of "C" or better in each course:
    - 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.

**UNIVERSITY  
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**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.)
<b>(a) History/Social Science</b>	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>(b) English</b>	Four Years	For each year of deficiency, one transferable 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.
<b>(c) Mathematics</b>	Three Years	To clear the entire deficiency, complete one of the following: a transferable mathematics course that employs the topics of intermediate algebra or; a transferable statistics course offered by either the mathematics or statistics department that has intermediate algebra as a prerequisite. (Must earn grade of "C" or better in each course.)
<b>(d) Laboratory Science</b>	Two Years	Any transferable course in a natural (physical or biological) science with at least 30 hours of laboratory (not "demonstration").
<b>(e) Language Other than English</b>	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).
<b>(f) College Preparatory Electives</b>	Two Years	For each year of deficiency: one transferable course beyond those listed above as clearing any of the "a-e" requirements; or a transferable course having as prerequisite the equivalent of two high school years in a second language; or transferable course equivalent to those that clear the "c", "d", or "e" requirement; or a transferable course of 4 or more quarter units in history, social science, or visual and performing arts. (Must earn grade of "C" or better in course.)

**\* For students transferring to UC in Fall 1998 and later ALL college courses used to clear Subject Requirement deficiencies must be transferable and must be completed with a grade of "C" or better.**

## 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 Transfer Course List

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

<p><b>Accounting</b> 1, 2</p> <p><b>Administration of Justice</b> 11, 13, 14*, 25*</p> <p>* 14 and 25 combined: maximum credit allowed: one course NOTE: AJ 25 same as GOVT 25 and BUS 25</p> <p><b>Agriculture</b> 1, 3, 4</p> <p><b>Agriculture Management</b> 1</p> <p><b>American Sign Language</b> 1, 2, 3, 4</p> <p><b>Animal Science</b> 1, 2AB, 22</p> <p><b>Anthropology</b> 4, 5, 10, 11</p> <p>NOTE: ANTH 4, 5 same as ART 4, 5.</p>	<p><b>Architecture</b> 10, 11, 20, 21</p> <p><b>Art</b> 1, 2, 3, 4, 5, 6, 7, 8, 9, 10AD, 11AD, 12AD, 13AD, 15, 16AC, 17AD, 18AD, 23AD*, 25AD#</p> <p>*Maximum credit, 6 units #Maximum credit, 6 units</p> <p>NOTE: ART 4 and 5 same as ANTH 4, and 5; ART 6 &amp; 7, same as CFS 6 &amp; 7.</p> <p><b>Astronomy</b> 10</p> <p><b>Biology</b> 1, 2, 20+, 21, 22, 25, 30, 31, 40, 60*</p> <p>+No credit for BIOL 20 if taken after BIOL 1 *No credit for BIOL 60 if taken after BIOL 1 or 2</p>	<p><b>Business</b> 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 GOVT 25.</p> <p><b>Chemistry</b> 1*, 2*, 12, 13, 20*, 21*, 30*</p> <p>*CHEM 1 and 21: no credit for CHEM 21; CHEM 1 and 2, and 20 and 21 combined: maximum credit, one series; CHEM 20 and 30: maximum credit, one course</p> <p><b>Child Development</b> 39*, 42*</p> <p>NOTE: CHLD 39 same as PSY 39</p> <p><b>Consumer/Family Studies</b> 6, 7, 26, 80</p> <p>NOTE: CFS 6 &amp; 7 same as ART 6 &amp; 7; CFS 26 same as SOC 26</p>
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CALIFORNIA**

**Transfer Course List**

**Cinema Arts**  
31, 32

**Computer**  
5, 6, 7

**Dance**  
6AD, 8AD, 10AD, 12AD, 13AB, 16AB,  
41AD  
*NOTE: DANC 41AD same as MUS 97AD  
and DRAM 20AD.*

**Economics**  
1, 2

**Engineering**  
1, 2, 3, 4, 7

**English**  
1, 2, 4, 10, 14AB, 15, 16, 17,  
18, 19, 25, 30, 31, 32, 44, 45, 46

**Ethnic Studies**  
1, 2, 3, 4

**Fashion**  
12AB, 17AB, 76

**French**  
1, 2, 3, 4

**Geography**  
1, 1L, 2, 3

**Geology**  
1, 4, 12

**Government**  
5, 7, 25+  
+25 and AJ 14 combined; maximum  
credit, one course  
*NOTE: GOVT 7 same as  
JOUR 7; GOVT 25 same as AJ 25  
and BUS 25.*

**History**  
4, 5, 17, 18, 19, 20, 21, 23, 31

**Health and Wellness**  
1\*, 3, 7\*, 60\*  
\*1, 7, and 60: maximum credit allowed, one  
course  
*NOTE: HW 60 same as SMED 60*

**Independent Study**  
(See COS Counselor)

**Intercollegiate Athletics**  
1AD through 30AD  
*\*See PE (\*) for limitation*

**Journalism**  
1, 7, 20

**Linguistics**  
10

**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, 8AB, 10, 11, 13,  
20, 21, 22AD, 23AD, 30AD, 31AD,  
32AD, 34AD, 36AD, 40AD, 50AD, 52AD,  
53AD, 54AD, 55AB, 56AB, 57AD, 60AD,  
61AD, 62AD, 63AD, 65AD, 72AD, 74AD,  
76AD+, 90AD, 91AD, 92AD, 94AD, 97AD  
*+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: MUS 75AD same as PE 41AD.*

**Nutrition**  
18

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

**Philosophy**  
1, 5, 12, 13, 14, 20, 25

**Photography**  
1, 2AD

**Physical Education**  
1AD through 16AD\*, 17+, 18AD through  
26AD\*, 27, 28, 30AB through 35AB\*, 36,  
37+, 52AD through 68AD\*, 70AD through  
76AD\*  
*\*any or all of these courses combined  
with MUS 75AD or 76AD; maximum  
credit allowed, 4 units  
+Any or all of these courses  
combined: maximum credit allowed,  
8 units*

**Physical Science**  
12\*, 20\*  
*\*12, and 20 combined: maximum  
credit allowed, one course  
No credit for 12, 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

**Portuguese**  
1

**Psychology**  
1, 5, 10, 34, 39

**Sociology**  
1, 2, 26\*  
*\*Note: SOC 26 same as CFS 26*

**Social Science**  
10

# Transfer Course List



<p><b>Spanish</b> 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</p> <p><b>Speech</b> 1, 3, 4, 5, 7, 8,9</p>	<p><b>Sports Medicine</b> 40*, 60+, 70*, 71*, 72*, 73* *40, 70, 71, 72, 73 combined; maximum credit allowed, one course +60 and HW 1 &amp; 7 combined; maximum credit allowed, one course NOTE: SMED 60 same as HW 60</p>	<p><b>Drama</b> 1, 2, 3, 4, 5,6,7, 8,9,11AD, 12AB, 13AB, 14AB, 15AB,16AB, 17AB, 18AB, 19AD, 20AD, 21AD, 22AD,30AB,40AB,60</p>
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## 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 below, and parenthetically after each course description in this catalog.

<p>CAN AG 4 CAN AG 6 CAN AG 8 CAN AG 12 CAN AG 14 CAN AG 20 CAN AG 22 CAN AG 24 CAN AG 26 CAN AG 28 CAN AJ 2 CAN AJ 4</p>	<p>AGTC 101 ASCI 1 PLSI 1 ASCI 103 AG 4 ASCI 111 ASCI 112 ASCI 110 ASCI 22 DSCI 101 AJ 11 AJ 14</p>	<p>Basic Farm Mechanics Introduction to Animal Science Introduction to Crop Science Animal Nutrition Soils Beef Production and Management Sheep Production &amp; Management Swine Production &amp; Management Horse Husbandry Elements of Dairying Introduction to Criminal Justice Introduction to Criminal Law I</p>	<p>CAN AJ 6 CAN AJ 8 CAN ANTH 2 CAN ANTH 4 CAN ART 2 CAN ART 4 CAN ART 6 CAN ART 8 CAN ART 12 CAN ART 14</p>	<p>AJ 112 AJ 118 ANTH 11 ANTH 10 ART 2 ART 3 ART 17AD ART 8 ART 11AD ART 6</p>	<p>Criminal Evidence Criminal Investigations Physical Anthropology Cultural Anthropology Art History Art History Basic Ceramics Drawing Fundamentals Sculpture Color and Design</p>
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# California Articulation Number System

CAN ART 18	PHOT 1	Beginning Photography	CAN FCS 14	CHLD 39 or PSY 39	Child Development
CAN ART 20	ART 15	Printmaking + Advanced Printmaking	CAN HIST 2	HIST 4	The History of Western Civilization to 1648
CAN BIOL 4	BIOL 1	Principles of Biology	CAN HIST 4	HIST 5	The History of Western Civilization since 1648
CAN BIOL 6	BIOL 2	General Biology	CAN HIST 8	HIST 17	The People of the United States
CAN BIOL 10	BIOL 30	Human Anatomy	CAN HIST 10	HIST 18	The People of the United States
CAN BIOL 12	BIOL 31	Human Physiology	CAN JOUR 2	JOUR 1	Beginning Newswriting
CAN BIOL 14	BIOL 40	General Microbiology	CAN JOUR 4	JOUR 7 or GOVT 7	Mass Communications; Introduction
CAN BUS 2	ACCT 1	Principles of Accounting	CAN MATH 2	MATH 45	Modern Applications of Mathematics
CAN BUS 4	ACCT 2	Principles of Accounting	CAN MATH 8	MATH 154	Trigonometry
CAN BUS 12	BUS 18	Business Law	CAN MATH 16	MATH 70	Precalculus
CAN CHEM 2	CHEM 1	General Chemistry	CAN MATH 18	MATH 75	Calculus with Analytic Geometry
CAN CHEM 4	CHEM 2	General Chemistry	CAN MATH 20	MATH 76	Calculus with Analytic Geometry
CAN CHEM 6	CHEM 20	General Chemistry	CAN MATH 22	MATH 77	Calculus with Analytic Geometry
CAN CHEM 8	CHEM 21	General Organic and Biological Chemistry	CAN MATH 24	MATH 81	Differential Equations
CAN CSCI 4	MATH 15	Computer Science I	CAN MATH 26	MATH 80	Linear Algebra
CAN CSCI 8	COMP 7	Cobol Programming	CAN MATH 30	MATH 61	Survey of Calculus 1
CAN DRAM 8	DRAM 2	Fundamentals of Acting I	CAN MATH 32	MATH 62	Survey of Calculus 2
CAN DRAM 12	DRAM 13 AB	Beginning Stagecraft	CAN MUS SEQ A	MUS 4+5	Comprehensive Musicianship 1 & 2
CAN DRAM 18	DRAM 1	Introduction to the Theatre	CAN PHIL 2	PHIL 1	Introduction to Philosophy
CAN ECON 2	ECON 1	Principles of Economics I	CAN PHIL 4	PHIL 5	Ethics
CAN ECON 4	ECON 2	Principles of Economics II	CAN PHIL 6	PHIL 20	Introductory Logic
CAN ENGL 2	ENGL 1	College Reading and Composition	CAN PHYS 2	PHYS 20	General Physics
CAN ENGL 4	ENGL 4	College Composition and Literature	CAN PHYS 4	PHYS 21	General Physics
CAN ENGL 6	ENGL 14AB	Creative Writing	CAN PHYS 8	PHYS 5	Physics for Scientists and Engineers
CAN ENGL 8	ENGL 15	Survey of British Literature 1	CAN PHYS		
CAN ENGL 10	ENGL 16	Survey of British Literature 2	SEQ B	PHYS 5+6+7	Physics for Scientists and Engineers
CAN ENGL 14	ENGL 30	U.S. Literature 1	CAN PSY 2	PSY 1	General Psychology
CAN ENGL 16	ENGL 31	U.S. Literature 2	CAN SOC 2	SOC 1	Introduction to Sociology
CAN ENGR 2	ENGR 1	Graphics	CAN SOC 4	SOC 2	The Sociology of Social Problems
CAN ENGR 4	ENGR 3	Materials Science	CAN SPAN 2	SPAN 1	Elementary Spanish 1
CAN ENGR 6	ENGR 4	Alternating Current Circuits	CAN SPAN 4	SPAN 2	Elementary Spanish 2
CAN ENGR 8	ENGR 2	Statics	CAN SPAN 8	SPAN 3	Intermediate Spanish
CAN ENGR 10	ENGR 7	Surveying	CAN SPAN 10	SPAN 4	Advanced Spanish
CAN FREN 2	FREN 1	Elementary French 1	CAN SPCH 4	SPCH 1	Fundamentals of Public Speaking
CAN FREN 4	FREN 2	Elementary French 2	CAN SPCH 6	SPCH 5	Argumentation and Debate
CAN FREN 8	FREN 3	Intermediate French	CAN SPCH 8	SPCH 4	Interpersonal Communications
CAN FREN 10	FREN 4	Advanced French	CAN SPCH 10	SPCH 8	Group Communications
CAN GEOG 2	GEOG 1	Physical Geography	CAN STAT 2	MATH 21	Introduction to Statistics
CAN GEOG 4	GEOG 3	Cultural Geography			
CAN GEOL 2	GEOL 1	Physical Geology			
CAN GOVT 2	GOVT 5	Federal, State and Local Government			
CAN FCS 2	NUTR 18	Nutrition			
CAN FCS 12	CFS 26 or SOC 26	Marriage and Family Life			
CAN FCS 8	NUTR 101	Foods			



John Wooden

"It's what you learn after you know it all that counts."

# Major and Certificate Requirements

## Degrees

Students at College of the Sequoias who complete the appropriate requirements may earn either an Associate of Arts or an Associate of Science degree. Both degrees represent significant levels of achievement and may be used by students who plan to start their career immediately after graduating or, with proper planning and course selection, by those who plan to transfer to a four year university.

Associate of Arts (AA) degree is granted to students majoring in the arts, humanities, social sciences, and similar areas.

Associate of Science (AS) degree is granted to students majoring in agriculture, engineering, technology, the sciences, and related programs.

All majors are organized alphabetically on the following pages for your convenience. Specific majors can be found listed alphabetically in the index of this catalog.

## Vocational Certificate Program

College of the Sequoias Vocational Certificates are awarded to students who have satisfactorily completed a high level of technical training and meet or exceed the skills and knowledge required for employment in business or industry.

Certificates are not equal to an AS or AA degree and can usually be completed in a much shorter period of time. Certificates verify to employers that the recipient has achieved a high level of technical competency. Certificate units can also be applied toward an associate degree concurrently or at a later date.

### Certificate Policy

The College of the Sequoias will issue certificates to those students who satisfactorily complete the requirements stated in the college catalog with a "C" or better grade in each required class.

Students can petition for a waiver and/or the certificate requirements with training and/or professional experience from another institution or agency. Students must complete at least 50% of the units required for the certificate in classes offered through COS. The petition should be initiated through the division chair or department faculty in which the certificate training is available. Verification of any substitution for a required class must be attached to the certificate application.

All certificates issued by the College of the Sequoias District must be approved by the Dean of Academic Services - Vocational.

### How to Apply for a Certificate

Certificate applications are available from the Dean of Academic Services-Vocational, or the Division Chair of the division in which the coursework is provided.

The students must complete the application and attach all necessary documentation and return the application to the faculty and division chair for signatures. When signed, the application should be forwarded to the Dean of Academic Services-Vocational for approval.

## Types of Certificates

### Achievement Certificates

- **Type A** — Requires from 18-29 units
- **Type B** — Requires from 30 to 60 units

These certificates are awarded to students who have achieved the highest level of technical competency in their field and have satisfactorily completed a rigorous sequence of courses. The requirements for these certificates are based upon close articulation with business and industry.

### Skill Certificates (17 or fewer units)

Skill certificates also prepare students for employment, but have fewer unit requirements than the Career Certificates. They are highly specialized and are available in a wide variety of career and technical areas. These certificates are frequently used to upgrade or update an individual's skills for promotion or increased salary.

## Major and Certificate Listings

### Division Listing

Beginning on the adjacent page, we have listed all majors and certificates available in each division of study at College of the Sequoias.

### Alphabetical Listing

Following the "division" listing of all certificates and majors, each major and certificate is listed alphabetically.

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

# Major and Certificate Requirements

## Alphabetical Listing of All Certificates and Majors by Division

<b>Name of Major/Certificate</b>	<b>Page</b>	<b>Certificate Units</b>	<b>Units in Major</b>	<b>Associate Degree AAIAS</b>
<b>Agriculture</b>				
Agricultural Business Management	83	30	30	AS
Agricultural Pest Management	84	30	----	----
Agricultural Power Equipment Technology	85	17	----	----
Agricultural Science	86	30	30	AS
Agricultural Technology	87	30	30	AS
Animal Science	89	30	30	AS
California Dairy Products Training Institute (Concepts)	99	17	----	----
Dairy Science	116	30	30	AS
Equine Science	126	30	----	----
Floral Technology	133	30	----	----
Landscape Design	149	30	----	----
Landscape Management	150	30	30	AS
Nursery Management	164	30	30	AS
Ornamental Horticultural	165	30	30	AS
Plant Science and Industry	173	30	30	AS
Veterinary Technician	184	17	----	---
<b>Business</b>				
Accounting	79	31	31	AS
Administrative Assistant	82	30	30	AS
Business (General)	97	30	30	AS
Business Management	98	----	30	AS
Computer Applications	108	30	----	----
Computer/Information Systems	109	30	30	AS
Computer Web Technician	110	14	---	---
Computerized Office Procedures	111	30.5	30.5	AS
Family Support Officer	127	14	----	----
Interpreter Certificate (Spanish)	146	20	----	----
Law Office Clerk/Receptionist	152	14	----	----
Legal Documents Clerk	153	17	----	----
Marketing Management	156	30	----	----
Paralegal	167	55	30	AS
Real Estate	176	29	----	----
Word Processing	187	30	----	----
<b>CFS</b>				
Child Development	102	24	24	AS
Child Development, Early Childhood Education, Option II	103	26	----	----
Consumer/Family Studies	114	----	21	AS
Fashion Design	128	24	24	AS
Fashion Retailing	129	22	22	AS
Food Service 1: Basic Certificate	134	12	----	----
Food Service 2: Dietetic Service Supervisor	135	22	----	----
Food Service 3: Food Service Management	136	28	----	----
Food Service Management	136	----	28	AS

# Major and Certificate Requirements

## Alphabetical Listing of All Certificates and Majors by Division

Name of Major/Certificate	Page	Certificate Units	Units in Major	Associate Degree
				AA/AS
<b>Fine Arts</b>				
Art	92	---	23	AA
Commercial Art	107	33	----	----
Dramatic Arts: Acting Emphasis	119	----	31	AA
Dramatic Arts: Technical Emphasis	120	----	31	AA
Music: Instrumental Emphasis	160	----	31	AA
Music: Keyboard Emphasis	161	----	30	AA
Music: Theory/Composition Emphasis	162	----	30	AA
Music: Vocal Emphasis	163	----	32	AA
<i>Sequoias Theatre Conservatory (Letter of Completion)</i> <i>Theatre Arts: Acting Emphasis</i>	179	48	<i>(Not an approved major or certificate)</i>	
<i>Sequoias Theatre Conservatory (Letter of Completion)</i> <i>Theatre Arts: Technician Emphasis</i>	180	48	<i>(Not an approved major or certificate)</i>	
Speech Communication	183	----	30	AA
<b>Industry and Technology</b>				
Architecture	90	33	42	AS
Automotive Emissions Technician	94	5	....	....
Automotive Technology	95	38	38	AS
CISCO CCNA Academy	104	15	....	....
Comp TIA A+	105	17	....	....
Comp TIA Network +	106	15	....	....
Construction Inspection	112	21	----	----
Construction Technology	113	34	34	AS
Drafting Technology	118	30	40	AS
Electronics Technology	121	35	35	AS
Environmental Control Technology	125	29	29	AS
Graphic Design	139	31	43	AS
Industrial Maintenance Technology (Option A)	145	26	26	AS
Industrial Maintenance Technology (Option B)	145	30	30	AS
Microsoft MCSE	159	17	----	----
Plumbing	174	9	----	----
Programmable Logic Controllers	175	5	----	----
Waste Water Treatment	185	6	----	----
Welding	186	30	30	AS
<b>Language Arts and Communications</b>				
American Sign Language	88	----	18	AA
English	124	----	18	AA
Foreign Language Studies	137	----	21	AA
French	138	----	18	AA
Journalism	147	----	18	AA
Spanish*	182	----	21	AA
<b>Library</b>				
Library Technician	155	17	----	----

# Major and Certificate Requirements

## Alphabetical Listing of All Certificates and Majors by Division

Name of Major/Certificate	Page	Certificate Units	Units in Major	Associate Degree AAIAS
<b>Math and Engineering</b>				
Engineering	123	----	30	AS
Mathematics	157	----	26	AS
Mathematics-Science	158	----	21	AS
<b>Nursing</b>				
Certified Nursing Assistant	100	6	----	----
Emergency Medical Technician B	122	4	----	----
Home Health Aide	142	2	----	----
Pharmacy Technician	169	10	----	----
Registered Nursing	177	----	80.5	AS
<b>Physical Education</b>				
Athletic Trainer/Sports Medicine	93	----	36	AS
Dance	117	----	26	AA
Health Education	141	----	30	AA
Physical Education	170	---	30	AA
<b>Science</b>				
Biology	96	----	25	AS
Chemistry	101	----	30	AS
Laboratory Technician		17	----	----
Physics	172	----	33	AS
Physical Science	173	----	30	AS
<b>Social Sciences</b>				
Administration of Justice: Corrections Emphasis	80	----	27	AS
Administration of Justice: Enforcement Emphasis	81	----	27	AS
Human Services (Social Work)	143	36	36	AS
Social Sciences	181	----	30	AA
<b>Specialized Training</b>				
Cosmetology	115	24-40	24-40	AS
Fire Academy	130	9	---	---
Fire Technology	131	30	28	AS
Law Enforcement (Advanced Officer)	151	12	----	----
P.O.S.T. Basic Police Academy	166	18	----	----
<b>Other</b>				
Humanities	144	----	30	AA
Liberal Arts	154	----	20	AA



# Major and Certificate Requirements

## Alphabetical Listing of All Certificates and Majors

Name of Major/Certificate	Page	Certificate Units	Units in Major	Associate Degree
				AA/AS
<b>A</b>				
Accounting	79	31	31	AS
Administration of Justice: Corrections Emphasis	80	....	27	AS
Administration of Justice: Enforcement Emphasis	81	....	27	AS
Administrative Assistant	82	30	30	AS
Agricultural Business Management	83	30	30	AS
Agricultural Pest Management	84	30	....	....
Agricultural Power Equipment Technology	85	17	....	....
Agricultural Science	86	30	30	AS
Agricultural Technology	87	30	30	AS
American Sign Language	88	....	18	AA
Animal Science	89	30	30	AS
Architecture	90	33	42	AS
Art	92	....	23	AA
Athletic Trainer/Sports Medicine	93	....	36	AS
Automotive Emissions Technician	94	5	....	....
Automotive Technology	95	38	38	AS
<b>B</b>				
Biology	96	....	25	AS
Business (General)	97	30	30	AS
Business Management	98	....	30	AS
<b>C</b>				
California Dairy Products Training Institute (Concepts)	99	17	....	....
Certified Nursing Assistant	100	6	....	....
Chemistry	101	....	30	AS
Child Development	102	24	24	AS
Child Development, Early Childhood Education, Option II	103	26	....	....
CISCO CCNA Academy	104	15	....	....
Comp TIA A+	105	17	....	....
Comp TIA Network +	106	15	....	....
Commercial Art	107	33	....	....
Computer Applications	108	30	....	....
Computer/Information Systems	109	30	30	AS
Computer Web Technician	110	14	---	---
Computerized Office Procedures	111	30.5	30.5	AS
Construction Inspection	112	21	21	AS
Construction Technology	113	34	34	AS
Consumer/Family Studies	114	....	21	AS
Cosmetology	115	24-40	24-40	AS
<b>D</b>				
Dairy Science	116	30	30	AS
Dance	117	....	26	AA
Drafting Technology	118	30	40	AS
Dramatic Arts: Acting Emphasis	119	....	31	AA
Dramatic Arts: Technical Emphasis	120	....	31	AA

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# Major and Certificate Requirements

## Alphabetical Listing of All Certificates and Majors

Name of Major/Certificate	Page	Certificate Units	Units in Major	Associate Degree AA/AS
<b>E</b>				
Electronics Technology	121	35	35	AS
Emergency Medical Technician B	122	4	....	....
Engineering	123	....	30	AS
English	124	....	18	AA
Environmental Control Technology	125	29	29	AS
Equine Science	126	30	....	....
<b>F</b>				
Family Support Officer	127	14	....	....
Fashion Design	128	24	24	AS
Fashion Retailing	129	22	22	AS
Fire Academy	130	9	---	---
Fire Technology	131	30	28	AS
Floral Technology	133	30	....	....
Food Service 1: Basic Certificate	134	12	....	....
Food Service 2: Dietetic Service Supervisor	135	22	....	....
Food Service 3: Food Service Management	136	28	....	....
Food Service Management	136	....	28	AS
Foreign Language Studies	137	....	21	AA
French	138	....	18	AA
<b>G</b>				
Graphic Design	139	31	43	AS
<b>H</b>				
Health Education	141	....	30	AA
Home Health Aide	142	2	....	....
Human Services (Social Work)	143	36	36	AS
Humanities	144	---	30	AA
<b>I</b>				
Industrial Maintenance Technology (Option A)	145	26	26	AS
Industrial Maintenance Technology (Option B)	145	30	30	AS
Interpreter Certificate (Spanish)	146	20	----	----
<b>J</b>				
Journalism	147	....	18	AA
<b>L</b>				
Laboratory Technician	148	17	----	----
Landscape Design	149	30	....	....
Landscape Management	150	30	30	AS
Law Enforcement (Advanced Officer)	151	12	....	....
Law Office Clerk/Receptionist	152	14	....	....
Legal Documents Clerk	153	17	....	....
Liberal Arts	154	---	20	AA
Library Technician	155	17	....	....

29  
26  
17  
-----  
72

34  
46

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# Major and Certificate Requirements

## Alphabetical Listing of All Certificates and Majors

Name of Major/Certificate	Page	Certificate Units	Units in Major	Associate Degree
				AA/AS
<b>M</b>				
Marketing Management	156	30	....	....
Mathematics	157	....	26	AS
Mathematics-Science	158	....	21	AS
Microsoft MCSE	159	17	....	....
Music: Instrumental Emphasis	160	....	31	AA
Music: Keyboard Emphasis	161	....	30	AA
Music: Theory/Composition Emphasis	162	....	30	AA
Music: Vocal Emphasis	163	....	32	AA
<b>N</b>				
Nursery Management	164	30	30	AS
<b>O</b>				
Ornamental Horticultural Technology	165	30	30	AS
<b>P</b>				
P.O.S.T. Basic Police Academy	166	18	....	....
Paralegal	167	55	30	AS
Pharmacy Technician	169	10	....	....
Physical Education	170	....	30	AA
Physical Science	171	....	30	AS
Physics	172	....	33	AS
Plant Science	173	30	30	AS
Plumbing	174	9	....	....
Programmable Logic Controllers	175	5	....	....
<b>R</b>				
Real Estate	176	29	....	....
Registered Nursing	177	....	80.5	AS
<b>S</b>				
<i>Sequoias Theatre Conservatory</i>				
<i>Theatre Arts: Acting Emphasis (Letter of Completion)</i>	179	48	<i>(Not an approved major or certificate.)</i>	
<i>Sequoias Theatre Conservatory</i>				
<i>Theatre Arts: Technician Emphasis (Letter of Completion)</i>	180	48	<i>(Not an approved major or certificate.)</i>	
Social Sciences	181	....	30	AA
Spanish	182	....	21	AA
Speech Communication	183	....	30	AA
<b>V</b>				
Veterinary Technician	184	17	....	....
<b>W</b>				
Waste Water Treatment	185	6	....	....
Welding	186	30	30	AS
Word Processing	187	30	....	....

# Major and Certificate Requirements

## Accounting

Associate Degree   
 Certificate

**A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** 31 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

The Accounting Program is designed to prepare students to enter the work force to do bookkeeping/accounting. Without accounting, sound economic decisions could not be made, business planning and decision making would be difficult and companies could not operate. Accountants gather, record, report and interpret financial information. Career opportunities are available in government, business and industry, nonprofit organizations, and private accounting firms.

Course Numbers	Core Courses	Units
ACCT 1 or ACCT 101 ACCT 202	Principles of Accounting (4) Essentials of Accounting (5) and General Vocational Accounting (5) .....	4-10
ACCT 210	Computer Accounting .....	3
ACCT 282	Individual Income Tax .....	5
BUS 82	Introduction to Business .....	3
BUS 185	Ethics in Business and Industry .....	3
BUS 295 or BUS 119 or BUS 20	Business Mathematics (3) Quantitative Methods (3) Business Statistics .....	3
COMP 5, or COMP 130	Computer Concepts (4) Introduction to Personal Computers .....	4
COMP 138 or COMP 223AD COMP 224AD	Spreadsheet Design for Business (3) Beginning Excel (1.5) and Advanced Excel (1.5) .....	3
<b>Minimum Core Course Units: .....</b>		<b>28-34</b>

Course Number	Support Courses	Units
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Select 0-3 additional units from this list to complete the total units required.

ACCT 2	Principles of Accounting .....	4
ACCT 295	California School Accounting.....	3
BUS 174	Marketing Principles .....	3
BUS 184	Business Communications .....	3
BUS 268	Electronic Calculating .....	2
<b>Minimum Support Course Units: .....</b>		<b>0-3</b>
<b>Total Minimum Units Required: .....</b>		<b>31</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Administration of Justice: Corrections Emphasis

**A.S. Degree:** 27 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** Certificate is not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. DEGREE

The Administration of Justice program offers courses integrating theoretical and applied materials. Students may specialize in either Corrections or Law Enforcement. The curriculum is designed to prepare students for beginning paraprofessional or professional employment in criminal justice.

The Administration of Justice major offers career opportunities in many diversified local, state, federal, and private criminal justice agencies. On a local level, employment opportunities for students with a Corrections emphasis include county probation departments, halfway houses, group homes, crisis centers, juvenile halls, and victim services agencies. At the State level, employment opportunities exist with the Department of Corrections and California Youth Authority. The Federal level offers employment with federal probation and juvenile institutions.

Course Numbers	Core	Units
AJ 11	Introduction to Criminal Justice .....	3
AJ 111	Writing for Criminal Justice .....	3
AJ 114	Juvenile Delinquency .....	3
AJ 115	Criminal Law 2 .....	3
AJ 116	Probation and Parole .....	3
AJ 117	Correction, Interviewing and Counseling .....	3
AJ 121	Introduction to Corrections .....	3
<b>Total Minimum Units Required:</b> .....		<b>21</b>

Course Numbers	Support Courses	Units
<b>Select 6 additional units from this list for further study.</b>		
AJ 13	Community Relations .....	3
AJ 14	Introduction to Criminal Law 1 .....	3
AJ 25	Constitutional Law .....	3
AJ 113	Juvenile Laws and Procedures .....	3
AJ 115	Criminal Law 2 .....	3
AJ 120	Women in the Criminal Justice Field .....	3
AJ 123	Criminal Justice Ethics .....	3
AJ 160	Criminal Law Terms in Spanish .....	3
AJ 193-196	Work Experience .....	1-4
<b>Minimum Support Course Units</b> .....		<b>6</b>
<b>Total Minimum Units Required</b> .....		<b>27</b>

# Major and Certificate Requirements

## Administration of Justice: Enforcement Emphasis

Associate Degree   
Certificate

**A.S. Degree:** 27 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
(See page 56.)

**Certificate:** Certificate is not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. DEGREE

The Administration of Justice program offers courses integrating theoretical and applied materials. Students may specialize in either Corrections or Law Enforcement. The curriculum is designed to prepare students for beginning paraprofessional or professional employment in Criminal Justice.

The Administration of Justice major offers career opportunities in many diversified local, state, federal, and private criminal justice agencies.

For Administration of Justice students with a Law Enforcement emphasis, career opportunities on the local level include work in municipal police departments, county sheriffs offices, and welfare fraud. At the State level, career opportunities include state police, highway patrol, Alcohol Department, Motor Vehicles Department, Department of Justice, Fish and Game, and Forestry. Federal opportunities include the border patrol, FBI, and Secret Service.

Course Numbers	Core Courses	Units
AJ 11	Introduction to Criminal Justice .....	3
AJ 13	Community Relations .....	3
AJ 14	Introduction to Criminal Law 1 .....	3
AJ 25	Constitutional Law Interpretation .....	3
AJ 111	Writing for Criminal Justice .....	3
AJ 112	Criminal Evidence .....	3
AJ 115	Criminal Law 2 .....	3
<b>Total Minimum Units Required:</b> .....		<b>21</b>

Course Numbers	Support Courses	Units
<b>Select 6 additional units from this list for further study.</b>		
AJ 25	Constitutional Law .....	3
AJ 110	Police Patrol Procedures .....	3
AJ 113	Juvenile Laws and Procedures .....	3
AJ 114	Juvenile Delinquency .....	3
AJ 118	Criminal Investigation .....	3
AJ 119	Criminal Identification .....	3
AJ 120	Women in the Criminal Justice Field .....	3
AJ 122	Principles and Procedures for the Criminal Justice System .....	3
AJ 123	Criminal Justice Ethics .....	3
AJ 160	Criminal Law Terms in Spanish .....	3
AJ 193-196	Work Experience .....	1-4
<b>Minimum Support Course Units</b> .....		<b>6</b>
<b>Total Minimum Units Required</b> .....		<b>27</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Administrative Assistant

**A.S. Degree:** Certificate plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** The 30-unit program below with a minimum of a "C" grade in all required courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

The Administrative Assistant Program incorporates the clerical skills of filing and typing with the managerial skills of communication, time management, and administrative decision making. The strength of any well-run office is directly related to its office managers, administrative assistants, and secretaries. The administrative assistant of tomorrow must be prepared to meet the technological needs of business, using the computer to process information. The administrative assistant position often acts as a springboard for advancement within the company. Related fields include legal secretary, medical secretary, and office manager.

Course Numbers	Core Courses	Units
ACCT 1	Principles of Accounting (4)	
or ACCT 101	Essentials of Accounting (5) .....	4-5
BUS 82	Introduction to Business .....	3
BUS 271	College Keyboarding, Level 2 .....	3
BUS 184	Business Communications .....	3
BUS 188	Human Relations in Business .....	3
BUS 268	Electronic Calculating .....	2
BUS 293	Business English .....	4
BUS 295	Business Mathematics (3)	
or BUS 119	Quantitative Methods (3)	
or BUS 20	Business Statistics .....	3
COMP 5	Computer Concepts (4)	
or COMP 130	Introduction to Personal Computers .....	4
<b>Minimum Core Course Units:</b> .....		<b>29-30</b>

Course Numbers	Support Courses	Units
<b>Select additional units from this list to complete the total units required.</b>		
BUS 18	Business Law .....	4
BUS 170	Introduction to Sales .....	3
BUS 174	Marketing Principles .....	3
BUS 185	Ethics in Business and Industry .....	3
COMP 136	Word Processing Using WordPerfect .....	3
COMP 220	Essential Computer Concepts .....	1
COMP 221AD	Beginning Word .....	1.5
COMP 222AD	Advanced Word .....	1.5
COMP 227	Presentation Software for Business .....	1.5
COMP 229	Web Page Design & Development .....	3
<b>Minimum Support Course Units:</b> .....		<b>1</b>
<b>Total Minimum Units Required:</b> .....		<b>30</b>

# Major and Certificate Requirements

## Agricultural Business Management

Associate Degree   
 Certificate

- A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)
- Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

The Agriculture Business Management Program is designed to prepare students who seek a certificate or degree in the Agriculture Business Management field. The course work provides the fundamentals for entry-level job skills in Agriculture Management as well as providing degree applicable units for the Associate of Science Agricultural major degree. Some of the courses also meet transfer requirements. The COS Agriculture Business Management Certificate/Degree major provides a strong curriculum foundation for Agricultural Business students.

Course Numbers	Core Courses	Units
AGMT 1	Agriculture Economics .....	3
AGMT 102	Agriculture Sales and Marketing .....	3
AGMT 103	Introduction to Agricultural Management .....	3
AGMT 104	Agriculture Accounting .....	3
AGMT 108AB	Introduction to Agriculture Computer Applications (first semester) .....	3
AG 193	Occupational Cooperative Education/Internship .....	4
<b>Minimum Core Course Units:</b> .....		<b>19</b>

Course Numbers	Support Courses	Units
<b>Select 11 additional units from this list to complete the total units required.</b>		
AG 4	Soils .....	3
AG 194	Work Experience .....	1-4
AG 201	Agricultural Mathematics .....	3
AG 200AD	Agriculture Leadership .....	1
AGMT 108AB	Introduction to Agriculture Computer Applications (2nd semester) .....	3
AGMT 271	Agriculture Business Industry .....	3
DSCI 103	Dairy Herd Management .....	3
PLSI 1	Introduction to Plant Science .....	3
AG ---	Other Approved Agriculture Classes With Approval of Department .....	1-4
<b>Minimum Support Course Units:</b> .....		<b>11</b>
<b>Total Minimum Units Required:</b> .....		<b>30</b>



# Major and Certificate Requirements

- Associate Degree
- Certificate

## Agricultural Pest Management

**Degree:** Degree not available.  
**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.

### ACHIEVEMENT CERTIFICATE

A major/certificate in Agricultural Pest Management offers students an opportunity to develop valuable job entry skills in plant protection. Insect pests and plant diseases along with environmental and economic concerns are the primary focus of this program. Students interested in careers such as crop consultant or farm manager are encouraged to enroll in this area of study. Many of the courses will count as lower division requirements for advanced degrees in crop and plant science.

Course Numbers	Core Courses	Units
AG 3	Economic Entomology .....	3
AG 4	Soils .....	3
AG 105	Fertilizers .....	3
AG 125	Principles of Pesticide Use .....	3
AGMT 108AB	Introduction to Agriculture Computer Applications (1st semester) .....	3
PLSI 1	Introduction to Plant Science .....	3
PLSI 105	Weeds and Weed Control.....	3
AG 193	Occupational Cooperative Education/Internship (1st semester) .....	3
<b>Minimum Core Course Units:</b> .....		<b>24</b>

Course Numbers	Support Courses	Units
<b>Select 6 additional units from this list to complete the total units required.</b>		
AG 200AD	Agriculture Leadership .....	1
AG 201	Agricultural Mathematics .....	3
AGMT 102	Agricultural Sales and Marketing .....	3
AGMT 108AB	Introduction to Agriculture Computer Applications (2nd semester) .....	3
AGTC 108	Irrigation .....	3
PLSI 12	Fruit and Nut Tree Production .....	3
PLSI 102	Row Crops.....	3
PLSI 111	Citrus Production .....	3
PLSI 113	Grape and Vine Production .....	3
AG ---	Other Approved Agriculture Classes With Approval of Department.....	3
<b>Minimum Support Course Units:</b> .....		<b>6</b>
<b>Total Minimum Units Required:</b> .....		<b>30</b>

# Major and Certificate Requirements

## Agricultural Power Equipment Technology

Associate Degree   
Certificate

**Degree:** Degree not available  
**Certificate:** 17 unit program below with a minimum of a "C" grade in all courses.

### SKILL CERTIFICATE

The Agricultural Power Equipment Technology Program prepares the student to enter the highly technical field of Power Equipment Technology. Studies include operation, service, repair and maintenance of modern agricultural equipment. Practical hands-on lessons as well as modern theory are stressed. Careers include shop technician, service manager, equipment operator, equipment sales, and field service technician. Many of the courses are transferable to universities for degrees in related agricultural mechanics fields.

Course Numbers	Core Courses	Units
AG 193	Occupational Cooperative Education/Internship (1-4) .....	2
AGTC 213AC	Hydraulics Principles and Applications .....	3
AGTC 214	Outdoor Power Equipment .....	3
AGTC 215AD	Outdoor Power Equipment Application .....	2
AGTC 216AC	Applied Hydraulics .....	2
<b>Minimum Core Course Units:</b> .....		<b>12</b>

Course Numbers	Support Courses	Units
<b>Select 5 additional units from this list to complete the total units required.</b>		
AGMT 108AB	Introduction to Agricultural Computer Applications .....	3
AGTC 104	Farm Machinery .....	3
AGTC 106AD	Agriculture Welding .....	3
AGTC 111	Agricultural Equipment Maintenance and Technology .....	2
AUTO 109	Air Conditioning .....	3
WELD 161	Oxy-Acetylene Welding .....	4
<b>Minimum Support Course Units:</b> .....		<b>5</b>
<b>Total Minimum Units Required:</b> .....		<b>17</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Agricultural Science

**A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ***ACHIEVEMENT CERTIFICATE***

The major/certificate in Agricultural Sciences and Education is designed for a student who seeks employment as a general agriculturist or teacher in the agricultural education field. The generalized curriculum gives students a broad base in agricultural education that includes agriculture management, animal agriculture, agriculture technology, ornamental horticulture, and plant science.

Course Numbers	Core Courses	Units
AGMT 1	Agricultural Economics .....	3
AGMT 108AB	Introduction to Agriculture Computer Applications .....	3
AGTC 101	Basic Farm Mechanics .....	3
ASCI 1	Introduction to Animal Science .....	3
ASCI 123	Horse Production .....	2
DSCI 101	Elements of Dairy .....	3
OH 101	Basic Ornamental Horticulture .....	3
WEXP 193	Occupational Cooperative Education/Internship .....	1
<b>Minimum Core Course Units: .....</b>		<b>21</b>

Course Numbers	Support Courses	Units
<b>Select 9 additional units from this list to complete the total units required.</b>		
AG 4	Soils .....	3
AG 201	Agricultural Math .....	3
AG 200AD	Agriculture Leadership .....	1
AGMT 108AB	Introduction to Agriculture Computer Applications .....	3
AGMT 271	Agricultural Business Industry .....	3
PLSI 1	Introduction to Plant Science .....	3
AG 193	Occupational Cooperative Education/Internship (1-4) [1st semester] .....	1-4
AG ---	Other Approved Agriculture Classes With Approval of Department .....	1-4
<b>Minimum Support Course Units: .....</b>		<b>9</b>
<b>Total Minimum Units Required: .....</b>		<b>30</b>

# Major and Certificate Requirements

## Agricultural Technology

Associate Degree

Certificate

**A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

Agriculture is highly mechanized, and production agriculture cannot exist without technology and machinery. Agricultural Technology 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 agricultural technology students. Jobs are available on farms, sales and service of farm equipment, equipment manufacturing, ag mechanics, and welding. All major universities offering agriculture programs offer advanced courses in all fields of Agricultural Technology.

Course Numbers	Core Courses	Units
AGMT 108AB	Introduction to Agriculture Computer Applications .....	3
AGTC 101	Basic Farm Mechanics .....	3
AGTC 103	Farm Power .....	3
AGTC 106AD	Agriculture Welding (1st and 2nd semesters) .....	3
AGTC 111	Equipment Maintenance .....	2
AGTC 209AD	Small Engines .....	2
AGTC 210AD	Agriculture Project Construction .....	3
WELD 162	Shielded Metal Arc Welding .....	4
AG 193	Occupational Cooperative Education/Internship (1st semester) .....	2
<b>Minimum Core Course Units: .....</b>		<b>25</b>

Course Numbers	Support Courses	Units
<b>Select 5 additional units from this list to complete the total units required.</b>		
AG 200AD	Agriculture Leadership .....	1
AG 201	Agricultural Mathematics .....	3
AGMT 102	Agriculture Sales and Marketing .....	3
AGTC 108	Irrigation .....	3
AGTC 271	Agricultural Mechanics, Skills and Projects .....	3
DSCI 200AB	Dairy Mechanics .....	2
WELD 173	Stainless Steel Welding .....	2
AG ---	Other Approved Agriculture Classes With Approval of Department (1-3) .....	3
<b>Minimum Support Course Units: .....</b>		<b>5</b>
<b>Total Minimum Units Required: .....</b>		<b>30</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## American Sign Language

**A.A. Degree:** 18 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate :** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

The major in American Sign language offers students the opportunity to learn a new language in an entirely different mode of communication. ASL is the primary language of Deaf people in the United States. Other languages use voice, hearing and writing, but ASL will develop your ability to communicate effectively in the visual mode. Moreover, you will be exposed to the richness of the unique culture of Deaf people. When you learn a second language, you also gain a greater insight into your own language and culture. You will discover possible new career opportunities, enrich your travel experiences and enhance your own visual communication techniques.

Core requirements are designed to provide basic knowledge and understanding of the language and culture of Deaf people, including their history and social mores. These courses provide a solid basic foundation for entry into any career in a Deaf-related field. COS students have gone on to careers as interpreters, basic ASL instructors, counselors, audiologists, speech pathologists, community service personnel and other related careers.

Course Numbers	Core Courses	Units
ASL 2	Beginning ASL .....	3
ASL 3	Intermediate ASL .....	3
ASL 4	Advanced ASL .....	3
<b>Minimum Core Course Units: .....</b>		<b>9</b>

Course Numbers	Support Courses	Units
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Select 9 units from this list to complete the total units required.

ASL 110AD	Beginning Interpreting .....	4
ASL 1	Beginning ASL 1 .....	3
DRAM 2	Fundamentals of Acting 1 .....	3
ENGL 17	Native American Literature .....	3
FREN 1,2, or 3	French .....	4-12
HIST 23	Mexican-American History .....	3
SOC 1	Introduction to Sociology .....	3
SOC 2	Sociology of Social Problems .....	3
SPAN 1	Elementary Spanish .....	4
SPAN 2	Elementary Spanish .....	4
SPAN 3	Intermediate Spanish .....	4
SPCH 9	Intercultural Communication .....	3
<b>Minimum Support Course Units: .....</b>		<b>9</b>
<b>Total Minimum Units Required: .....</b>		<b>18</b>

# Major and Certificate Requirements

## Animal Science

Associate Degree   
 Certificate

**A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

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, 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 vocational agriculture teachers, animal nutritionists, animal health technicians, meat inspectors or plant managers, and in sales and services.

Course Numbers	Core Courses	Units
AGMT 108AB	Introduction to Agriculture Computer Applications .....	3
ASCI 1	Introduction to Animal Science .....	3
ASCI 103	Animal Nutrition .....	3
ASCI 110	Swine Production .....	3
ASCI 111	Beef Cattle Production .....	3
ASCI 112	Sheep Production .....	3
AG 193	Occupational Cooperative Education/Internship .....	3
<b>Minimum Core Course Units: .....</b>		<b>21</b>

Course Numbers	Support Courses	Units
<b>Select 9 additional units from this list to complete the total units required.</b>		
AG 200AD	Agriculture Leadership .....	1
AG 201	Agricultural Mathematics .....	3
AGMT 1	Introduction to Agriculture Economics .....	3
ASCI 104	Animal Diseases and Sanitation .....	3
ASCI 105AD	Preparing Livestock for Shows and Sales .....	2
ASCI 107	Introduction to Meat Science .....	3
VT 109	Introduction To Veterinary Technology .....	3
ASCI 271	Advanced Llama Training .....	1
PLSI 1	Introduction to Plant Science .....	3
AG ---	Other Approved Agriculture Classes With Approval of Department (1-4) .....	3
<b>Minimum Support Course Units: .....</b>		<b>9</b>
<b>Total Minimum Units Required: .....</b>		<b>30</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Architecture

- A.S. Degree:** Architecture courses (42 units) with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)
- Certificate:** 33 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

Architecture integrates social, cultural, technological, and aesthetic issues. Introductory courses in the field are appropriate for the general education of students of any major.

### ACHIEVEMENT CERTIFICATE

The certificate in Architecture provides the knowledge and skills necessary for successful employment as a draftsman/CAD technician in architectural or engineering firms, or in related construction fields.

Course Numbers	Core Courses	Units
<b>First Semester:</b>		
ARCH 10	Introduction to Architecture & Environmental Design .....	3
ARCH 20	Introduction to Graphics & Perspective .....	3
ARCH 112	Architect Digital Design I .....	4
ARCH 160	Materials of Construction .....	3
DRFT 114	Introduction to AutoCAD .....	4
<b>Second Semester:</b>		
ARCH 11	Environmental Design Fundamentals .....	3
ARCH 21	Basic Graphics .....	3
ARCH 113	Architect Digital Design II .....	4
ARCH 131	Light Wood Frame Construction .....	3
ARCH 161AD	Computer Assisted Architectural Detailing (First semester) .....	3
<b>Minimum Certificate Core Course Units:</b> .....		<b>33</b>

### ASSOCIATE DEGREE

The degree in Architecture provides the basis for further study and employment in all aspects of environmental design, and enables students to transfer with credit in their major to university programs of architecture, interior design, planning, landscape architecture, product design, and civil engineering. It also provides the skills necessary for immediate employment in a technical capacity in architecture and allied professions.

Course Numbers	Core Courses	Units
<b>First Semester:</b>		
ARCH 10	Introduction to Architecture & Environmental Design .....	3
ARCH 20	Introduction to Graphics and Perspective .....	3
ARCH 112	Architect Digital Design I .....	4
ARCH 160	Materials of Construction .....	3
DRFT 114	Introduction to AutoCAD .....	4
<b>Second Semester:</b>		
ARCH 11	Environmental Design Fundamentals .....	3
ARCH 21	Basic Graphics .....	3
ARCH 113	Architect Digital Design II .....	4
ARCH 131	Light Wood Frame Construction .....	3
ARCH 161AD	Computer Assisted Architectural Detailing (First semester) .....	3
<b>Third Semester:</b>		
ARCH 112	Architect Digital Design I .....	4
Support Course	Refer to listing on next page .....	3
<b>Fourth Semester:</b>		
ARCH 113	Architect Digital Design II .....	4
ARCH 120	Freehand Drawing .....	3
ARCH 221AC	Perspective Alternatives (First semester) .....	3
<b>Minimum Support Course Units:</b> .....		<b>3</b>
<b>Total Minimum Units Required for AS:</b> .....		<b>42</b>

*Refer to next page for Support Course listing*

# Major and Certificate Requirements

## Architecture

Associate Degree   
 Certificate

**Course Numbers      Support Courses      Units**

Select additional units from this list for further study.

### ARCHITECTURE

ARCH 151	Independent Study .....	3
ARCH 161AD	Computer Assisted Architectural Detailing (Third and fourth semesters) .....	3
ARCH 190AD	Supervised Practice .....	1-4
ARCH 221AC	Perspective Alternatives (Second and third semesters) .....	3

### ART

ART 2	Art History .....	3
ART 3	Art History .....	3
ART 6	Color and Design .....	3
ART 8	Drawing Fundamentals .....	3
ART 23AD	Macintosh Basics for Artists and Designers .....	3
ART 25AD	Digital Imaging for Artists .....	3
ART 124AD	Web Imaging for Artists and Designers .....	3
ART 126AD	Fractal Design Painter for Artists .....	3

### COMPUTER

COMP 139	Windows .....	3
COMP 140	Windows and DOS .....	3
COMP 227	Presentation Software for Business .....	1.5
COMP 228	Introduction to the World Wide Web .....	1
COMP 229	Web Page Design and Development .....	3

### CONSTRUCTION TECHNOLOGY

CT 134	Residential Construction Estimating .....	2
CT 135	Blueprint Reading/Residential Construction .....	3
CT 172	Building Codes .....	3

### DRAFTING

DRFT 100	Applied Drawing .....	3
DRFT 115	Advanced AutoCAD .....	4
DRFT 116AD	AutoCAD Applications .....	4
GD 159	Adobe Illustrator .....	4
DRFT 160	Graphic Design .....	4
DRFT 170AD	Computer Animation and Rendering (Second, third and fourth semesters) .....	4

### INTERIOR DESIGN

INTD 121	Interior Design Fundamentals .....	3
INTD 122	Space Planning Fundamentals .....	3
INTD 124	History of Furnishings .....	3

### LIBRARY

LIBR 102	Internet Information Resources .....	1
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### ORNAMENTAL HORTICULTURE

OH 7	Landscape Design .....	3
OH 106	Landscape Drafting .....	3
OH 107	Landscape Structures .....	3
OH 108	Landscape Construction .....	3

### SPECIAL TOPICS

All Special topics courses numbered 199	All Disciplines listed above .....	1-4
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**Minimum Support Course Units for Associate Degree: ..... 3**  
**Total Minimum Units Required for Associate Degree: ..... 42**



# Major and Certificate Requirements

- Associate Degree
- Certificate

## Art

**A.A. Degree:** Core courses (12 units) plus support courses below (12 units) with a minimum grade of "C" in all courses, **plus** General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

The Art program is designed to prepare students to enter the fields of studio art, graphic communication, or art history and to provide transfer Art majors the opportunity to achieve an AA degree in the student's area of specialization. While a baccalaureate degree is the minimal recommended preparation for those considering professional careers related to these fields, the completion of the suggested program will demonstrate commitment to the field. In addition, it will provide comprehensive preparation for upper division work and/or attainment of a degree supportive of attempts to gain entry-level employment in graphic design or as a free-lance artist.

Course Numbers	Core Courses	Units
ART 1	Art Appreciation .....	3
ART 6	Color and Design (Basic) .....	3
ART 8	Drawing Fundamentals .....	3
ART 11AD	Sculpture .....	3
<b>Minimum Core Course Units: .....</b>		<b>12</b>

Course Numbers	Support Courses	Units
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**Select 11 additional units from this list to complete the total units required.**  
**Student desiring to specialize in 2-D, 3-D, or Digital Arts should emphasize elective courses within these fields.**

ART 2	History of Art (3)	3
or ART 3	History of Art .....	3
ART 4	Precolumbian Art of Mesoamerica (3)	3
or ART 5	Precolumbian Art of South America .....	3
ART 7	Color and Design (advanced) .....	3
ART 9	Drawing Composition .....	3
ART 10AD	Figure Drawing .....	3
ART 11AD	Sculpture .....	3
ART 12AD	Watercolor Painting .....	3
ART 13AD	Studio Painting .....	3
ART 15	Printmaking .....	2
ART 16AB	Advanced Printmaking .....	2
ART 17AD	Basic Ceramics .....	3
ART 18AD	Ceramic Design .....	3
ART 23AD	Macintosh Basics for Artists and Beginners .....	3
ART 25AD	Digital Imaging for Artists .....	3
ART 101AD	Introductory Crafts .....	3
ART 105AD	Basic Metalcraft Welding & Forging .....	3
ART 111AB	Exhibition Design, Gallery .....	3
ART 119AD	Beginning Stained Glass .....	3
ART 121AC	Serigraphy/Screen Printing .....	3
ART 126AD	Fractal Design Painter for Artists .....	3
ART 127	Introduction to Printmaking .....	3
ART 128AD	Lithography .....	3
ART 212AD	Photorealism .....	3

**Minimum Support Course Units: .....** 12

**Total Minimum Units Required: .....** 24

# Major and Certificate Requirements

## Athletic Trainer/Sports Medicine

Associate Degree   
 Certificate

**A.S. Degree:** 36 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
 (See page 56.)

**Certificate:** Certificate is not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. DEGREE

This program is designed to prepare the student to administer appropriate procedures in the prevention, care and rehabilitation of athletic injuries. Students who successfully complete the program may transfer to a four-year institution to continue their education in fulfillment of the requirements of the National Athletic Trainers Association.

Course Numbers	Core Courses	Units
BIOL 30	Human Anatomy .....	4
BIOL 31	Human Physiology .....	4
CHEM 20	General Chemistry .....	4
HW 3	Standard First Aid .....	3
NUTR 18	Nutrition .....	3
SMED 40	Care & Prevention of Athletic Injury .....	3
SMED 60	Concepts in Health & Fitness .....	3
SMED 70	Fall Sports .....	2
SMED 71	Spring Sports .....	2
SMED 72	Advanced Fall Sports .....	2
SMED 73	Advanced Spring Sports .....	2
<b>Minimum Core Course Units: .....</b>		<b>32</b>

Course Numbers	Support Courses	Units
<b>Select 4 additional units from this list to complete the total units required.</b>		
ANTH 10	Cultural Anthropology .....	3
CHEM 21	Organic/Biological Chemistry .....	4
HW 1	Personal & Community Health .....	3
HW 104	Drugs & Society .....	3
PSYC 1	General Psychology .....	3
SMED 180AD	Applications for Sports Medicine .....	2-8
SMED 280AD	Policies and Procedures for Sports Medicine .....	2
<b>Minimum Support Course Units: .....</b>		<b>4</b>
<b>Total Minimum Units Required: .....</b>		<b>36</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Automotive Emissions Technology

**A.S. Degree:** Degree not available.  
**Certificate:** 5 units in the course listed below with a minimum of a "C" grade.

**IMPORTANT NOTE:** Prerequisites to this Certificate are the Basic Automotive Technology Certificate, or a minimum 15 semester units from the AUTO 101, 102, 108 and 133 classes in general engine performance. Additional support courses may be taken to develop the required skills and knowledge needed to complete this certificate.

### SKILL CERTIFICATE

This program offers pre-employment vocational training for the student desiring full-time work as a Smog Check Technician.

Course Numbers	Core Courses	Units
AUTO 263AD	Clean Air Car Course .....	2.5
AUTO 264AD	Advanced Clean Air Car Course .....	2.5
<b>Minimum Core Course Units: .....</b>		<b>5</b>

Course Numbers	Support Courses	Units
AUTO 112	Advanced Automotive Fuel Injection .....	3.0
AUTO 122	Advanced Engine Performance Diagnosis .....	3.0
AUTO 201AD	ASE Certification Preparation .....	1.5
AUTO 202	Automotive Fuel Injection .....	3.0
<b>Minimum Support Course Units .....</b>		<b>0</b>
<b>Total Minimum Units Required .....</b>		<b>5</b>

# Major and Certificate Requirements

## Automotive Technology

Associate Degree   
 Certificate

**A.S. Degree:** 38 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
 (See page 56.)

**Certificate:** 38 units in courses listed below with a minimum of a "C" grade in all classes.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

This program offers pre-employment vocational training for the student desiring full-time work in automotive service and repair. All classes are designed to meet national certification standards for ASE testing. Instructors fully qualified both by shop experience as master technicians and by training as instructors conduct all technical classes in lecture, demonstration and laboratory sections. An advisory committee, composed of employers and working technicians, assists the college in maintaining a program geared to current needs of the trade.

The basic Automotive Technology Certificate Program is designed to be completed in one year. Since the courses offer skill-paths from the most basic automotive fundamentals and principles to advanced automotive theory and design, students should take the classes in a progressive order to properly complete the program.

The Associate of Science degree in Automotive Technology is a two-year course of study including lecture, demonstration and laboratory instruction, all emphasizing fundamental mechanical principles and applications.

*ALL BEGINNING students must take AUTO 100 and 101. AUTO 100 and 101 may be taken with AUTO 102, 104, 105, 106, and 109. AUTO 107 cannot be taken until 106 is completed. AUTO 108 and 113 cannot be taken until 100, 101, and 102 are completed. AUTO 108 and 113 should be taken concurrently. A student may also complete a certificate in three (3) semesters by following a prescribed course of study.*

Course Numbers	Core Courses	Units
<b>First Semester:</b>		
AUTO 100	Safety, Bench-Work and Service Procedures .....	2
AUTO 101	Automotive Electrical and Electricity .....	4
AUTO 102	Automotive Fuel and Cooling Systems .....	3
AUTO 104	Automotive Power Train Systems .....	3
AUTO 105	Automotive Brakes and Braking Systems .....	3
AUTO 263AD	Clean Air Car Course .....	2.5
<b>Second Semester:</b>		
AUTO 106	Automotive Automatic Transmissions .....	4
AUTO 108	Automotive Engine Tune-Up .....	5
AUTO 109	Automotive Air Conditioning and Accessories .....	3
AUTO 113	Automotive Computerized Engine Control .....	3
AUTO 115	Automotive Steering, Suspension and Alignment .....	3
AUTO 264AD	Advanced Clean Air Car Course .....	2.5
<b>Minimum Core Course Units:</b> .....		<b>38</b>

Course Numbers	Support Courses	Units
<b>Select additional units from this list for further study.</b>		
ACCT 287	Accounting for Businesses .....	3
AUTO 103	Automotive Engines .....	4
AUTO 107	Advanced Automotive Transmissions .....	3
AUTO 112	Advanced Automotive Electronic Fuel Injection .....	4
AUTO 122	Advanced Engine Performance Diagnosis .....	3
AUTO 265	Electrical and Alternative Fuel Vehicles .....	1.5
AUTO 190AD	Automotive Supervised Practice .....	1-3
AUTO 201AD	ASE Certification Preparation Course .....	1.5
AUTO 202	Automotive Electronic Fuel Injection .....	3
WELD 161	Oxyacetylene Welding .....	4
<b>Minimum Support Course Units:</b> .....		<b>0</b>
<b>Total Minimum Units Required:</b> .....		<b>38</b>

# Major and Certificate Requirements

- Associate Degree  
 Certificate

## Biology

**A.S. Degree:** 25 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. DEGREE

The Biology major provides the student with some of the background necessary to pursue upper division study in a wide variety of biological fields, including premedicine, predentistry, prepharmacy, physiology, science teaching, research, marine biology, biotechnology and field ecology. The lower division Biology major requirements at most four-year institutions include a year each of organic chemistry, calculus and physics. Though these courses are not required for the COS Biology major, the student is strongly advised to complete most of these courses prior to transferring. A fully prepared biology major may complete the required biology courses and the support courses (organic chemistry, calculus and physics) in two years. However, most students choose to spread the course work over a longer period. There are few jobs available, other than as a laboratory assistant, for students who have completed only the courses required for the A.S. Degree level Biology major. Nearly all jobs in the biological science field require at least a B.A. or B.S. degree and often require a graduate degree.

Course Numbers	Core Courses	Units
BIOL 1& 2	Principles of Biology .....	10
<b>Minimum Core Course Units:</b> .....		<b>10</b>

Course Numbers	Support Courses	Units
----------------	-----------------	-------

**Select 15 additional units (one course minimum from each group) to complete the total units required**

<b>Group 1:</b>		
MATH 21	Introduction to Statistics .....	4
MATH 70	Precalculus .....	5
MATH 75	Calculus With Analytic Geometry .....	5
<b>Group 2:</b>		
BIOL 40	General Microbiology .....	4
CHEM 1	General Chemistry .....	5
CHEM 2	General Chemistry .....	5
CHEM 12	Organic Chemistry .....	5
CHEM 13	Organic Chemistry .....	5
CHEM 20	General Chemistry .....	4
CHEM 21	General Chemistry .....	4
PHYS 5	Physics For Scientists and Engineers 1 .....	4
PHYS 6	Physics For Scientists and Engineers 2 .....	4
PHYS 7	Physics For Scientists and Engineers 3 .....	4
PHYS 20	General Physics 1 .....	4
PHYS 21	General Physics 2 .....	4
<b>Minimum Support Course Units:</b> .....		<b>15</b>
<b>Total Minimum Units Required:</b> .....		<b>25</b>

# Major and Certificate Requirements

## **Business, General**

Associate Degree   
 Certificate

**A.S. Degree:** 30 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
 (See page 56).

**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### **ACHIEVEMENT CERTIFICATE**

Students completing the General Business 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. Supervision skills are very important to all organizations. Students seeking a General Business A. S. Degree may take the General Business Certificate requirement plus General Education and graduation requirements for an A.S. Degree in Business Management.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
BUS 18	Business Law .....	4
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 .....	3
COMP 130	Introduction to Personal Computers .....	4
COMP 227	Presentation Software for Business .....	1.5
COMP 228	Introduction to the World Wide Web .....	1
<b>Minimum Core Course Units:</b> .....		<b>25.5</b>

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select 5 additional units from this list to complete the total units required.</b>		
ACCT 101	Essentials of Accounting .....	5
BUS 174	Marketing Principles .....	3
BUS 231	Starting a New Business .....	3
BUS 267	Career Management .....	3
COMP 140	Windows and DOS .....	3
COMP 229	Web Page Design and Development .....	3
WEXP 193	Occupational Cooperative Education/Internship - 1st semester .....	1-4
WEXP 194	Occupational Cooperative Education/Internship - 2nd semester .....	1-4
WEXP 195	Occupational Cooperative Education/Internship - 3rd semester .....	1-4
WEXP 196	Occupational Cooperative Education/Internship - 4th semester .....	1-4
<b>Minimum Support Course Units:</b> .....		<b>4.5</b>
<b>Total Minimum Units Required:</b> .....		<b>30</b>

# Major and Certificate Requirements

Associate Degree

Certificate

## ***Business Management***

**A.S. Degree:** 30 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
(See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ***A.S. DEGREE***

- The Associate Degree will be granted upon the completion of 60 units chosen from courses numbered 1 to 299 and the following requirements:

A certificate in Business, General or:

Marketing Management Certificate plus General Education and graduation requirements.

- Students planning to transfer to a four-year school are encouraged to review specific requirements with a counselor and check the major sheet of the university they plan to attend.

# Major and Certificate Requirements

## California Dairy Products Training Institute (Concepts)

Associate Degree   
 Certificate

**A.S. Degree:** Degree not available.  
**Certificate:** 17 units in courses listed below with a minimum of a "C" grade in all courses.

### SKILL CERTIFICATE

The California Dairy Products Training Institute (CDPTI) Certificate is designed for students who seek a certificate in the Dairy Processing field. The course work provides the fundamentals for job entry-level skills in the dairy processing field. The COS CDPTI Certificate is a very popular one with students and provides a framework for careers in dairy food processing leading to employment.

Course Numbers	Core Courses	Units
AGMT 108AB	Introduction to Ag Computer Applications .....	3
DPTI 201	Fluid Stream .....	1
DPTI 202	GMP/Sanitation .....	1
DPTI 203	Industrial Safety .....	1
DPTI 204	Sensory Evaluation & Grading .....	1
DPTI 205	HACCP/Food Safety .....	1
DPTI 206	Human Resources .....	1
DPTI 207	Process Equipment & Engineering .....	1
DPTI 208	Laboratory Skills .....	1
DPTI 209	Dairy Products and Marketing .....	1
DPTI 210	Transportation .....	1
DPTI 211	Cheese & Whey Processing .....	1
DPTI 212	Warehousing (Dry and Refrigerated) .....	1
DPTI 220	Dairy Industry Internship .....	2
<b>Total Minimum Units Required: .....</b>		<b>17</b>



# Major and Certificate Requirements

- Associate Degree
- Certificate

## Certified Nursing Assistant

**A.S. Degree:** Degree not available.  
**Certificate:** 6 units in courses listed below with a minimum of a "C" grade in all courses.

### SKILL CERTIFICATE

The certificate offered by the Division of Nursing and Health Science is issued by the State of California through the Department of Health Services. The program offered is a single course which prepares the student to receive a certificate permitting practice as a Certified Nurses Assistant. Jobs are plentiful and offered at many sites throughout the college district.

To qualify for the state certificate, the student must pass the course with a grade of "C" or better, and successfully pass a state examination to verify competence in the area. Fingerprint clearance by the Department of Justice is required. Specific information about the criminal record review involved may be obtained from the Division office.

Course Numbers	Core Courses	Units
NURS 351	Certified Nursing Assistant .....	6
	<b>Total Minimum Units Required: .....</b>	<b>6</b>

# Major and Certificate Requirements

## Chemistry

Associate Degree   
 Certificate

**A.S. Degree:** 30 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
 (See page 56.)

**Certificate:** Certificate is not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. DEGREE

The Chemistry major provides the student with the background necessary to pursue upper division study in chemistry. Students should check for additional specific requirements at four-year institutions, particularly in the math and physics courses required.

Employment opportunities with an A.S. in chemistry may be limited to those employers that use chemical testing for quality control and/or need a laboratory technician.

Course Numbers	Core Courses	Units
CHEM 1	General Chemistry -----	5
CHEM 2	General Chemistry -----	5
CHEM 12	Organic Chemistry -----	5
CHEM 13	Organic Chemistry -----	5
<b>Minimum Core Course Units: -----</b>		<b>20</b>

Course Numbers	Support Courses	Units
<b>Select 10 additional units from this list.</b>		
BIOL 1	Principles of Biology -----	5
BIOL 20	Frontiers in Biology -----	4
MATH 61 or MATH 75	Calculus (3) Calculus (5) -----	3 or 5
PHYS 5 or PHYS 20	General Physics (4) General Physics -----	4
<b>Minimum Support Course Units: -----</b>		<b>10</b>
<b>Total Minimum Units Required: -----</b>		<b>30</b>

# Major and Certificate Requirements

Associate Degree

Certificate

## Child Development

**A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** 24 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

Increased attention is being focused on the educational needs and potential of children, from birth through adolescence. Students trained in Child Development will have a direct impact on these children. As more parents enter the work force and need early childhood programs, there is growing need for trained men and women who have a sound understanding of the social, emotional, physical, cognitive, and creative needs of children. Employment opportunities include jobs in privately and publicly funded child care programs, family child care, and school ages programs. The Child Development Program provides the twelve units required by the State for a Child Development Permit, as well as degree, transfer, and certificate classes.

Course Numbers	Core Courses	Units
CHLD 39	Child Development .....	3
CHLD 42	Child, Family and Society .....	3
CHLD 134	Child Abuse .....	2
CHLD 140	Principles of ECE .....	3
CHLD 141	Practices in ECE .....	3
CHLD 148	Child Health and Safety .....	3
CHLD 158	Cultural Diversity in ECE .....	3
	<b>Minimum Core Course Units:</b> .....	<b>20</b>

Course Numbers	Support Courses	Units
<b>Select 4 additional units from this list to complete the total units required.</b>		
CHLD 112	Children's Nutrition .....	3
CHLD 135	Music Experiences in ECE .....	1
CHLD 136	Children's Literature .....	3
CHLD 137	Science Experiences in ECE .....	1
CHLD 138	Science Experiences in School-Age Education .....	1
CHLD 142	Mentor Teacher .....	2
CHLD 143	Administration of ECE .....	3
CHLD 144	Advanced Administration of ECE .....	3
CHLD 145	Parenting .....	3
CHLD 146	Exceptional Child .....	3
CHLD 147	Infant/Toddler .....	3
CHLD 149AB	Creative Activities .....	2
CHLD 152	School Age Child Care .....	3
CHLD 153	Creative Movement for the Classroom .....	1
CHLD 154	Introduction to Early Intervention .....	3
CHLD 155	Child Guidance .....	3
CHLD 156	Family Day Care Management .....	1
CHLD 157	Family Day Care Principles & Practices .....	1
CHLD 159	Child Development Permits: Professional Growth Training .....	2
CHLD 160	Literacy/Language in Children .....	3
CHLD 163	After-School Programs .....	4
CHLD 164	Family Child Care MT .....	2
CHLD 238	Food Experience With Young Children .....	1
CHLD 239	Introduction to Child Development .....	2
CHLD 242	The Socialization of the Child .....	2
CHLD 249	Introduction to Preschool Activities .....	2
CHLD 199	Topics Courses .....	1
	<b>Minimum Support Course Units:</b> .....	<b>4</b>
	<b>Total Minimum Units Required:</b> .....	<b>24</b>

# Major and Certificate Requirements

## Child Development, Early Childhood Education, Option II

Associate Degree   
 Certificate

**Degree:** Degree Not Available.  
**Certificate:** 26 units in courses listed below with a minimum of a "C" grade in all courses.

### ACHIEVEMENT CERTIFICATE

Current legislation has mandated that young children with special needs, who are high risk or disabled, be served starting at birth in natural environments. Teachers and practitioners who work in Early Childhood Education and Care Giving settings require training and experience with specific course work related to Early Intervention and Early Childhood Special Education. The Early Childhood Special Education Option 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.

Core Courses	Course Names	Units
CHLD 39	Child Development .....	3
CHLD 42	Child, Family and Society .....	3
CHLD 140	Principles of ECE .....	3
CHLD 146	Exceptional Child .....	3
CHLD 147	Infant/Toddler .....	3
CHLD 148	Child Health and Safety .....	3
CHLD 154	Introduction to Early Intervention .....	3
CHLD 158	Cultural Diversity in ECE .....	3
CHLD 193	Cooperative Work Experience in Early Intervention and Special Education .....	2***
<b>Total Minimum Units Required:</b> .....		<b>26</b>

\*\*\*One unit of Work Experience MUST BE in an Early Intervention setting working with infants and toddlers who are high risk or disabled, and must be supervised by an approved practitioner in the field. The other unit of Work Experience will be done at a center based Special Education classroom, supervised by a professional with appropriate California Special Education credentials.

# Major and Certificate Requirements

- Associate Degree  
 Certificate

## CISCO CCNA Academy

**Degree:** Degree not available.  
**Certificate:** 15 units in courses listed below with a minimum of a "C" grade in all courses.

### SKILL CERTIFICATE

This program offers entry-level vocational training for students desiring employment as a network designer or technician, and preparation for students who wish to pursue advanced study in information technology. The course of study combines lecture and laboratory instruction, and includes the theory and analysis of LAN and WAN computer networks, network design, programming routers and switches, installing, configuring, upgrading, troubleshooting, and repairing computer networks with CISCO internet working devices. Career Opportunities include: network technician or engineer; help desk; network administrator; trainer; consultant; and network designer.

Course Numbers	Core Courses	Units
IT 130AC	CISCO Academy 1 -----	3
IT 131AC	CISCO Academy 2 -----	3
IT 132AC	CISCO Academy 3 -----	3
IT 133AC	CISCO Academy 4 -----	3
<b>Minimum Core Course Units: -----</b>		<b>12</b>

Course Numbers	Support Courses	Units
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The following courses may be taken as electives for this certificate, or may be substituted for core courses. Permission to substitute these or other courses must be obtained from the division. These electives are suggested to enhance one's career opportunities.

**Select 3 additional units from this list to complete the total units required.**

IT 110	PC Troubleshooting and Repair -----	3
IT 111AC	Comp TIA A+ Exam Preparation -----	4
IT 120	Computer Networking Fundamentals -----	3
IT 121AC	Comp TIA Network + Exam Preparation -----	3
IT 122AC	Computer Network Administration -----	3
IT 123AC	TCP/IP and IP Routing -----	3
IT 140AC	MCSE Windows 2000 Pro -----	2
IT 141AC	MCSE Windows 2000 Server -----	2
COMP 5	Computer Concepts -----	4
COMP 6	Basic Programming -----	3
COMP 132	Advanced DOS -----	2
COMP 133	Database Processing -----	3
COMP 140	Windows and DOS -----	3
ELEC 111	Microprocessor/PCL Fundamentals -----	3
ELEC 112	Microprocessor Applications -----	4
<b>Minimum Support Course Units: -----</b>		<b>3</b>

**Total Minimum Units Required: ----- 15**

# Major and Certificate Requirements

## Comp TIA A+

Associate Degree   
 Certificate

**Degree:** Degree not available.  
**Certificate:** 17 units in courses listed below with a minimum of a "C" grade in all courses.

### SKILL CERTIFICATE

This program offers entry-level vocational training for students desiring employment as a computer service technician, and preparation for students who wish to pursue advanced study in information technology. The course of study combines lecture and laboratory instruction, and includes the theory and analysis of computer operation, installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems.

Course Numbers	Core Courses	Units
IT 110	PC Troubleshooting and Repair -----	3
IT 111AC	Comp TIA A+ Exam Preparation -----	4
COMP 5	Computer Concepts -----	4
COMP 140	Windows and DOS -----	3
<b>Minimum Core Course Units: -----</b>		<b>14</b>

Course Numbers	Support Courses	Units
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The following courses may be taken as electives for this certificate, or may be substituted for core courses. Permission to substitute these or other courses must be obtained from the division. These electives are suggested to enhance one's career opportunities.

**Select 3 additional units from this list to complete the total units required.**

IT 120	Computer Networking Fundamentals -----	3
IT 121AC	Comp TIA Network + Exam Preparation -----	3
IT 122AC	Computer Network Administration -----	3
IT 123AC	TCP/IP and IP Routing -----	3
IT 130AC	CISCO Academy 1 -----	3
IT 131AC	CISCO Academy 2 -----	3
IT 132AC	CISCO Academy 3 -----	3
IT 133AC	CISCO Academy 4 -----	3
IT 140AC	MCSE Windows 2000 Pro -----	2
IT 141AC	MCSE Windows 2000 Server -----	2
COMP 6	Basic Programing -----	3
COMP 132	Advanced DOS -----	2
COMP 133	Database Processing -----	3
ELEC 111	Microprocessor/PCL Fundamentals -----	3
ELEC 112	Microprocessor Applications -----	3
<b>Minimum Support Course Units: -----</b>		<b>3</b>
<b>Total Minimum Units Required: -----</b>		<b>17</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Comp TIA Network +

**Degree:** Degree not available.  
**Certificate:** 15 units in courses listed below with a minimum of a "C" grade in all courses.

### SKILL CERTIFICATE

This program offers entry-level vocational training for students desiring employment as a network designer or technician, and preparation for students who wish to pursue advanced study in information technology. The course of study combines lecture and laboratory instruction, and includes the theory and analysis of LAN and WAN computer networks, network design, programming routers and switches, installing, configuring upgrading, troubleshooting, and repairing computer networks with CISCO internet working devices. Career Opportunities include: network technician or engineer; help desk; network administrator; trainer; consultant; and network designer.

Course Numbers	Core Courses	Units
IT 120	Computer Networking Fundamentals -----	3
IT 121AC	Comp TIA Network + Exam Preparation -----	3
IT 122AC	Computer Network Administration -----	3
IT 123AC	TCP/IP and IP Routing -----	3
<b>Minimum Core Course Units: -----</b>		<b>12</b>

Course Numbers	Support Courses	Units
<b>Select 3 additional units from this list to complete the total units required.</b>		
COMP 5	Computer Concepts -----	4
COMP 6	Basic Programing -----	3
COMP 132	Advanced DOS -----	2
COMP 133	Database Processing -----	3
COMP 140	Windows and DOS -----	3
ELEC 111	Microprocessor/PCL Fundamentals -----	3
ELEC 112	Microprocessor Applications -----	3
IT 110	PC Troubleshooting and Repair -----	3
IT 111AC	Comp TIA A+ Exam Preparation -----	4
IT 130AC	CISCO Academy 1 -----	3
IT 131AC	CISCO Academy 2 -----	3
IT 132AC	CISCO Academy 3 -----	3
IT 133AC	CISCO Academy 4 -----	3
IT 140AC	MCSE Windows 2000 Pro -----	2
IT 141AC	MCSE Windows 2000 Server -----	2
<b>Minimum Support Course Units: -----</b>		<b>3</b>
<b>Total Minimum Units Required: -----</b>		<b>15</b>

# Major and Certificate Requirements

## Commercial Art

Associate Degree   
 Certificate

**Degree:** Degree not available.  
**Certificate:** 33 units in courses listed below with a minimum of a "C" grade in all courses.

### ACHIEVEMENT CERTIFICATE

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.

Course Numbers	Core Courses	Units
ART 1	Art Appreciation .....	3
ART 6	Color and Design (Basic) .....	3
ART 8	Drawing Fundamentals .....	3
ART 15	Beginning Printmaking	
or ART 127	Introduction to Printmaking .....	3
ART 23AD	Macintosh Basics for Artists and Designers .....	3
PHOT 1	Beginning Photography .....	3
DRFT 160	Graphic Design .....	4
DRFT 151	Independent Study (Computer Illustration) (2)	
or DRFT 251	Independent Study (Computer Illustration) .....	2
<b>Minimum Core Course Units:</b> .....		<b>24</b>

Course Numbers	Support Courses	Units
<b>Select 9 additional units from this list to complete the total units required.</b>		
ART 9	Drawing Composition .....	3
ART 10AD	Figure Drawing (3) .....	3-12
ART 12AD	Watercolor Painting (3) .....	3-12
ART 13AD	Studio Painting (3) .....	3-12
ART 16	Advanced Printmaking .....	2
ART 25AD	Digital Imaging for Artists (3) .....	3-12
ART 121AC	Serigraphy/Screen Printing (3) .....	3-9
ART 126AD	Fractal Design Painter for Artists (3) .....	3-12
ART 174AB	Fashion Illustration (3) .....	3-6
<b>Minimum Support Course Units:</b> .....		<b>9</b>
<b>Total Minimum Units Required:</b> .....		<b>33</b>



# Major and Certificate Requirements

- Associate Degree  
 Certificate

## Computer Applications

**Degree:** Degree not available.  
**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.

### ACHIEVEMENT CERTIFICATE

Students with a Computer Applications certificate or degree will be prepared for entry-level positions requiring computer application skills.

Course Numbers	Core Courses	Units
BUS 82	Introduction to Business (3)	
<i>or</i> BUS 184	Business Communications .....	3
COMP 5	Computer Concepts (4)	
<i>or</i> COMP 130	Introduction to Personal Computers .....	4
COMP 133	Database Processing .....	3
COMP 136	Word Processing Using WordPerfect (3)	
<i>or</i> COMP 221AD	Beginning Word (1.5) and	
COMP 222AD	Advanced Word (1.5) .....	3
COMP 138	Spreadsheet Design for Business (3)	
<i>or</i> COMP 223AD	Beginning Excel (1.5) and	
COMP 224AD	Advanced Excel (1.5) .....	3
COMP 140	Windows and DOS .....	3
<b>Minimum Core Course Units: .....</b>		<b>19</b>

Course Numbers	Support Courses	Units
<b>Select 11 additional units from this list to complete the total units required.</b>		
ART 23	Macintosh Basics for Artists and Designers .....	3
BUS 174	Marketing Principles .....	3
BUS 188	Human Relations in Business .....	3
COMP 6	Programming Fundamentals .....	3
COMP 135	Desktop Publishing for Business .....	4
COMP 108	Programming Concepts (Java) .....	4
COMP 210	Computer Accounting .....	3
COMP 227	Presentation Software for Business .....	1.5
COMP 228	Introduction to the World Wide Web .....	1
COMP 229	Web Page Design and Development .....	3
COMP 230	Java Script/XML .....	3
DRFT 114	Introduction to AutoCAD .....	4
DRFT 170AD	Computer Animation and Rendering .....	4
ELEC 113	PC Troubleshooting/Repair .....	4
<b>Minimum Support Course Units: .....</b>		<b>11</b>
<b>Total Minimum Units Required: .....</b>		<b>30</b>

# Major and Certificate Requirements

## Computer/Information Systems

Associate Degree   
 Certificate

- A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)
- Certificate** 30 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

Students with a Computer and Information Systems certificate or degree will be prepared for entry-level computer positions such as data entry, technical support, and office positions involving computer skills.

Course Numbers	Core Courses	Units
BUS 82	Introduction to Business .....	3
COMP 5	Computer Concepts (4)	
or COMP 130	Introduction to Personal Computers .....	4
COMP 6	Programming Fundamentals .....	3
COMP 133	Database Processing .....	3
COMP 138	Spreadsheet Design for Business (3)	
or COMP 223AD	Beginning Excel (1.5) and	
COMP 224AD	Advanced Excel (1.5) .....	3
COMP 140	Windows and DOS .....	3
IT 110	PC Troubleshooting/Repair .....	3
COMP 108	Programming Concepts (Java) .....	4
	<b>Minimum Core Course Units: .....</b>	<b>26</b>

Course Numbers	Support Courses	Units
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Select 4 additional units from this list to complete certificate.

ACCT 101	Essentials of Accounting (5)	
or ACCT 1	Principles of Accounting .....	4 or 5
BUS 184	Business Communications .....	3
BUS 185	Ethics in Business and Industry .....	3
BUS 188	Human Relations in Business .....	3
COMP 132	Advanced DOS .....	3
COMP 135	Desktop Publishing for Business .....	4
COMP 136	Word Processing Using WordPerfect .....	3
COMP 210	Computer Accounting .....	3
COMP 227	Presentation Software for Business .....	1.5
COMP 228	Introduction to the World Wide Web .....	1
COMP 229	Web Page Design & Development .....	3
COMP 230	Java Script/XML .....	3
IT 120	Computer Networking Fundamentals .....	3
	<b>Minimum Support Course Units: .....</b>	<b>4</b>
	<b>Total Minimum Units Required: .....</b>	<b>30</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Computer Web Technician

**Degree:** Degree not available.  
**Certificate:** The 14 core units listed below with a minimum of a "C" grade, plus the Computer Applications Certificate or the Computer and Information Systems Certificate for a total of 44 units.

### SKILL CERTIFICATE

Students with a Computer Web Technician certificate will be prepared for a variety of entry-level computer positions so important in today's business world. This course of study includes a foundation of computer applications, including courses that specialize in designing, creating, and maintaining Web sites and intranets.

Course Numbers	Core Courses	Units
COMP 229	Web Page Design and Development .....	3
COMP 230	Java Script/XML .....	3
DRFT 160	Graphic Design .....	4
<b>Minimum Core Course Units: .....</b>		<b>10</b>

Course Numbers	Support Courses	Units
<b>Select 4 additional units from this list for the certificate.</b>		
ART 23AD	Macintosh Basics for Artists and Designers .....	3
BUS 174	Marketing Principles .....	3
BUS 184	Business Communications (3) .....	3
BUS 185	Ethics in Business and Industry .....	3
BUS 231	Starting a New Business .....	3
IT 110	PC Troubleshooting/Repair .....	4
IT 120	Computer Networking Fundamentals .....	3
ENGL 1	College Reading and Composition (Applied Writing Theorem) .....	3
ENGL 251	Fundamentals of College Writing .....	3
WRK EXP 193	Work Experience: Web Development Internship .....	1-4
<b>Minimum Support Course Units: .....</b>		<b>4</b>
<b>Computer and Information Systems certificate .....</b>		<b>30</b>
<b>Total Minimum Units Required: .....</b>		<b>44</b>

# Major and Certificate Requirements

## Computerized Office Procedures

Associate Degree   
 Certificate

- A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)
- Certificate:** 30.5 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

The Computerized Office Procedures Program teaches a wide variety of skills such as compiling reports, organizing data, preparing statements, writing letters, and working with computers. Research shows that a high percentage of all new jobs are in the general office field. With the service sector of our economy growing rapidly, there is a large demand for persons trained in computerized office procedures. Students should be able to find entry-level employment in all phases of business including jobs as clerk typists, receptionists, and word processing operators.

Course Numbers	Core Courses	Units
BUS 271	College Keyboarding, Level 2 .....	3
BUS 184	Business Communications .....	3
BUS 188	Human Relations in Business .....	3
BUS 268	Electronic Calculating .....	2
BUS 293	Business English .....	4
BUS 295	Business Math (3)	
or BUS 119	Quantitative Methods (3)	
or BUS 20	Business Statistics .....	3
COMP 5	Computer Concepts (4)	
or COMP 130	Introduction to Personal Computers .....	4
COMP 136	Word Processing Using WordPerfect (3)	
or COMP 221AD	Beginning Word (1.5) and	
COMP 222AD	Advanced Word (1.5) .....	3
COMP 140	Windows and DOS .....	3
COMP 227	Presentation Software for Business .....	1.5
COMP 228	Introduction to the World Wide Web .....	1
<b>Minimum Core Course Units: .....</b>		<b>30.5</b>

Course Numbers	Support Courses	Units
BUS 82	Introduction to Business .....	3
BUS 185	Ethics in Business and Industry .....	3
BUS 260	Career Dressing .....	1
COMP 133	Database Processing .....	3
COMP 135	Desktop Publishing for Business .....	4
COMP 138	Spreadsheet Design for Business .....	3
COMP 220	Essential Computer Concepts .....	1
COMP 229	Web Page Design & Development .....	3
<b>Minimum Support Course Units: .....</b>		<b>0</b>
<b>Total Minimum Units Required: .....</b>		<b>30.5</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## **Construction Inspection**

**A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** 21 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### **ACHIEVEMENT CERTIFICATE**

The Construction Inspection certificate is offered to students majoring in Building Construction who desire employment in the field of building construction and supervision. The classes can be taken in any order.

The following courses may be taken in any order the student wishes.

Course Numbers	Core Courses	Units
CT 170AD	Concrete Inspection .....	3
CT 171AD	Wood & Metal Inspection .....	3
CT 172AD	Building Codes .....	3
CT 173AD	Electrical Inspection .....	3
CT 174AD	Mechanical Inspection .....	3
CT 175AD	Plumbing Inspection .....	3
CT 176AD	Architecture Inspection .....	3
<b>Total Minimum Units Required: .....</b>		<b>21</b>

# Major and Certificate Requirements

## Construction Technology

Associate Degree   
 Certificate

- A.S. Degree:** 34 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)
- Certificate:** 34 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

The Construction Technology Program is designed to provide 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, building materials sales person or manager. Students in this program will enroll in four nine-week (approximately) classes each worth seven units and six units of support classes. A student may enroll at any of the nine week starting points. The program consists of classroom instruction which deals with 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.

Course Numbers	Core Courses	Units
CT 121AB	Residential Construction I .....	7
CT 122AB	Residential Construction II .....	7
CT 123AB	Residential Construction III .....	7
CT 124AB	Residential Construction IV .....	7
<b>Minimum Core Course Units:</b> .....		<b>28</b>

Course Numbers	Support Courses	Units
<b>Select 6 additional units from this list to complete the total units required.</b>		
CT 132	Basic Construction Systems .....	3
CT 130	Managing Residential Construction .....	3
CT 134	Residential Construction Estimating .....	3
CT 135	Blueprint Reading/Residential Construction .....	3
CT 138	Contractors License Law .....	3
CT 190AD	Supervised Practice .....	1-3
CT 205AB	Plumbing .....	3
CT 270AB	Residential Wiring .....	3
DRFT 114	Introduction to AutoCAD .....	4
<b>Minimum Support Course Units:</b> .....		<b>6</b>
<b>Total Minimum Units Required:</b> .....		<b>34</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Consumer/Family Studies

**A.S. Degree:** 21 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. DEGREE

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 help 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 with a wide-ranging field with career opportunities in teaching, dietetics, fashion merchandising and design, consumer affairs, family counseling and adult and child services.

Core Courses	Course Names	Units
CFS 80 <i>or</i> CHLD 39	Life-Span Development (3) Child Development (3) .....	3
CFS 186	Personal Management/Consumer Economics .....	3
FASH 160AB <i>or</i> FASH 161AB	Clothing Construction (3) Tailoring (3) .....	3
CHLD 42 <i>or</i> CHLD 158	Child, Family & Society-DS2 (3) Cultural Diversity in ECE .....	3
INTD 121 <i>or</i> CFS 6	Interior Design Fundamentals (3) Color and Design .....	3
NUTR 101 NUTR 18	Basic Foods .....	3
	Nutrition .....	3
	<b>Total Minimum Units Required: .....</b>	<b>21</b>

# Major and Certificate Requirements

## Cosmetology

Associate Degree   
 Certificate

**A.S. Degree:** Certificate units with a minimum grade of a "C" plus General Education and graduation requirements. (See page 154)  
**Certificate:** 24-40 units with a minimum grade of a "C" in all courses.

### ACHIEVEMENT CERTIFICATE

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, physiology and chemical composition of skin and nails, and disorders and diseases of the skin, scalp and hair.

After passing the state licensing exam, cosmetologists have career opportunities as beauticians, beauty shop owners, and specialty fields such as electrologists and manicurists. The certificate requires 1600 hours to complete.

Course Numbers	Core Courses	Units
COSM 261	Cosmetology .....	6-12
COSM 262	Cosmetology .....	6-12
COSM 263AB (A)	Cosmetology .....	6-8
COSM 263AB (B)	Cosmetology .....	6-8
<b>Total Minimum Units Required:</b> .....		<b>24-40</b>

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, 263AB (A) and 263AB (B). 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



# Major and Certificate Requirements

- Associate Degree
- Certificate

## Dairy Science

**A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

The Dairy Science Program 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 dairy management as well as providing degree applicable units for the Associate in Science degree with a major in Dairy Science. Many Dairy Science courses transfer to four-year universities and are required lower division classes. The COS Dairy Science Certificate/Degree major provides a framework for students interested in the dairy industry.

Course Numbers	Core Courses	Units
AGMT 108AB	Introduction to Agriculture Computer Applications (1st semester) .....	3
DSCI 101	Elements of Dairy .....	3
DSCI 102	Principles of Milk Production .....	3
DSCI 103	Commercial Dairy Management .....	3
DSCI 104	Breeding & Selection .....	3
DSCI 108	Dairy Nutrition .....	3
DSCI 200	Dairy Mechanics .....	2
AG 193	Occupational Cooperative Education/Internship (1st semester) .....	3
<b>Minimum Core Course Units:</b> .....		<b>23</b>

Course Numbers	Support Courses	Units
<b>Select 7 additional units from this list to complete the total units required.</b>		
AG 201	Agricultural Mathematics .....	3
AG 200AD	Agriculture Leadership .....	1
AG	Other Approved Agriculture Classes With Approval of Department .....	1-4
AGMT 108AB	Introduction to Agriculture Computer Applications (2nd semester) .....	3
DSCI 105AD	Dairy Judging (1-4) .....	4
DSCI 106AB	Dairy Products Technology .....	3
PLSI 104	Forage Crops .....	3
<b>Minimum Support Course Units:</b> .....		<b>7</b>
<b>Total Minimum Units Required:</b> .....		<b>30</b>

# Major and Certificate Requirements

## Dance

Associate Degree   
 Certificate

**A.A. Degree:** 26 units with a minimum "C" grade in all required courses, **plus** General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

Dance comes from the inner self and the need to communicate. Before there was written work, there was dance. This course of study provides the person who loves dance with the training to go on to a four-year institution. The Dance major will find jobs in private studios, recreation programs, YMCA's and schools, directing dance programs, drill teams, and cheerleading squads. They may find employment at entertainment parks such as Disneyland, Universal Studios, or Six Flags, or with semi-professional or professional theater companies or dance companies throughout the United States. Some dancers specialize in Dance therapy, offering a holistic approach to healing.

Course Numbers	Core Courses	Units
ART 1	Art Appreciation .....	3
DANC 6AD	Choreography .....	1
DANC 8AD	Beginning Ballet .....	1
DANC 10AD	Modern Dance .....	1
DANC 12AB	Beginning Jazz .....	1
DANC 13AD	Advanced Jazz .....	1
DANC 16AD	Beginning Tap .....	1
DRAM 2	Fundamentals of Acting .....	3
DRAM 12AB	Costuming .....	3
DRAM 17AB	Make up .....	3
HW 1	Personal & Community Health .....	3
MUS 10	Appreciation of Music History .....	3
<b>Minimum Core Course Units:</b> .....		<b>24</b>

Course Numbers	Support Courses	Units
<b>Select 2 additional units from this list to complete the total units required</b>		
DANC 41AD	Musical Theater Performance .....	2
HW 3	Standard First Aid .....	3
HW 40	Care & Prevention of Athletic Injuries .....	3
HW 60	Concepts of Health & Fitness .....	3
PE 36	Introduction to Physical Education .....	3
PE 188	Peak Performance for Athletes .....	3
<b>Minimum Support Course Units:</b> .....		<b>2</b>
<b>Total Minimum Units Required:</b> .....		<b>26</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Drafting Technology

**A.S. Degree:** 40 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses. (See page 54)  
**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

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.

Course Numbers	Core Courses	Units
<b>First Semester</b>		
ARCH 20	Introduction to Graphics and Perspective .....	3
COMP 139	Windows .....	2
GD 100	Applied Drawing .....	3
GD 114	Introduction to AutoCAD .....	4
<b>Second Semester</b>		
ARCH 131	Light Wood Frame Construction .....	3
ARCH 161AD	Computer Assisted Architectural Detailing .....	3
GD 115	Advanced AutoCAD .....	4
<b>Minimum Core Course Units:</b> .....		<b>22</b>

Course Numbers	Support Courses	Units
<b>Select 8 (certificate) or 18 (A.S. Degree) additional units from this list to complete the total units required.</b>		
ARCH 21	Basic Graphics .....	3
ARCH 160	Materials of Construction .....	3
COMP 228	Introduction to the World Wide Web .....	1
COMP 229	Web Page Design and Development .....	3
GD 116AD	Computer Assisted Architectural Detailing .....	3
GD 151AD	Independent Study .....	1-9
GD 190AD	Supervised Practice .....	1-12
GD 199	Special Topics .....	1-12
GD 159	Adobe Illustrator .....	2
GD 160	Graphic Design .....	4
WEXP 191-196	Work Experience .....	1-6
<b>Minimum Support Course Units for Certificate:</b> .....		<b>9</b>
<b>Total Maximum Units Required for a Certificate:</b> .....		<b>30</b>
<b>Minimum Support Course Units for Degree:</b> .....		<b>19</b>
<b>Total Maximum Units Required for a Degree:</b> .....		<b>40</b>

# Major and Certificate Requirements

## Dramatic Arts: Acting

Associate Degree   
 Certificate

**A.A. Degree:** 31 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

The Dramatic Arts program is a two-year course of study designed to prepare students to enter all fields of Theatre; i.e., set design and construction, lighting, costuming, make-up and acting. Emphasis is placed upon the practical application of classroom learning into fully realized stage productions. The Dramatic Arts program has two areas of emphasis, each with its own requirements: Acting and Technical.

Course Numbers	Core Courses	Units
DRAM 1	Introduction to the Theatre .....	3
DRAM 2	Fundamentals of Acting I .....	3
DRAM 3	Fundamentals of Acting 2 .....	3
DRAM 4	Intermediate Acting 1 .....	3
DRAM 5	Intermediate Acting 2 .....	3
DRAM 6	Shakespeare .....	3
DRAM 19AB	Theatre Workshop I (2 semesters/2 units each) (4)	
or DRAM 21AD	Theatre Arts Workshop II (2) .....	2 or 4
<b>Minimum Core Course Units:</b> .....		<b>20-22</b>

Course Numbers	Support Courses	Units
<b>Select 8 or 10 additional units from this list to complete the total units required.</b>		
DRAM 12AB	Costuming .....	3
DRAM 13 AB	Beginning Stage Lighting .....	3
DRAM 17 AB	Makeup .....	3
DRAM 7	Acting Shakespeare .....	3
DRAM 8	History of Theater and Drama .....	3
DRAM 19AD	Theater Workshop 1 (2)	
or DRAM 21AD	Theater Workshop 2 .....	2
DRAM 20AD	Music Theatre Performance .....	2
DRAM 22AD	One Act Play Production .....	2
DRAM 30AB	Stage Movement/Stage Combat .....	3
DRAM 40AB	Musical Theatre .....	3
DRAM 180AD	Communication Strategies .....	2
DRAM 202AD	Acting for the Camera .....	1
<b>Minimum Support Course Units:</b> .....		<b>8-10</b>
<b>Total Minimum Units Required:</b> .....		<b>31</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Dramatic Arts: Technical

**A.A. Degree:** 31 units below with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

The Dramatic Arts program is a two-year course of study designed to prepare students to enter all fields of Theatre; i.e., set design and construction, lighting, costuming, makeup, and acting. Emphasis is placed upon the practical application of classroom learning into fully realized stage productions. The Dramatic Arts Program has two areas of emphasis, each with its own requirements: Acting and Technical.

Course Numbers	Core Courses	Units
DRAM 1	Introduction to the Theatre .....	3
DRAM 2	Fundamentals of Acting I .....	3
DRAM 12AB	Costuming (1 semester) .....	3
DRAM 13AB	Beginning Stagecraft (1 semester) .....	3
DRAM 15AB	Beginning Stage Lighting (1 semester) .....	3
DRAM 17AB	Makeup (1 semester) .....	3
DRAM 19AB or DRAM 22AD DRAM 21AD	Theatre Workshop I (2 semesters/2 units each)(4) One Act Play Production (2) and Theatre Arts Workshop II (2) .....	4
<b>Minimum Core Course Units:</b> .....		<b>22</b>

Course Numbers	Support Courses	Units
<b>Select 9 additional units from this list to complete the total units required.</b>		
DRAM 6	Shakespeare .....	3
DRAM 8	History of theater and Drama .....	3
DRAM 12AB	Costuming (2 <sup>nd</sup> semester) .....	3
DRAM 13AB	Stagecraft (2 <sup>nd</sup> semester) .....	3
DRAM 14AB	Intermediate Stagecraft (both semesters) .....	6
DRAM 15AB	Beginning Stage Lighting (2 <sup>nd</sup> semester) .....	3
DRAM 16AB	Intermediate Stage Lighting (both semesters) .....	6
DRAM 17AB	Makeup (2 semester) .....	3
DRAM 18AB	Advanced Theatre Crafts .....	3
DRAM 20AD	Music Theatre Performance .....	2
DRAM 22AD	One Act Play Production .....	2
DRAM 180AD	Communication Straragies .....	2
<b>Minimum Support Course Units:</b> .....		<b>9</b>
<b>Total Minimum Units Required:</b> .....		<b>31</b>

# Major and Certificate Requirements

## Electronics Technology

Associate Degree   
 Certificate

- A.S. Degree:** 35 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
 (See page 56.)
- Certificate:** 35 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### CERTIFICATE

This program offers pre-employment vocational training for students desiring employment in the electronics industry, and preparation for students who wish to pursue advanced study at a four-year college. The two-year course of study combining lecture and laboratory instruction, and includes theory and analysis of basic electronics and electronic circuits. Use of test equipment and troubleshooting techniques are emphasized in all classes. Employment opportunities are available in communications, consumer products servicing, microprocessor-based systems, and manufacturing.

Course Numbers	Core Courses	Units
ELEC 101	Direct Current Circuits .....	5
ELEC 102	Alternating Current Circuits .....	5
ELEC 103	Semiconductor Circuits .....	5
ELEC 104	Communication Circuits .....	5
ELEC 110	Digital Circuits .....	3
ELEC 111	Microprocessors/PLC Fundamentals .....	3
ELEC 112	Microprocessor Applications .....	4
ELEC 114	Operational Amplifier Circuits .....	3
<b>Minimum Core Course Units: .....</b>		<b>33</b>

Course Numbers	Support Courses	Units
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The following courses may be taken as electives for this certificate, or may be substituted for core courses. Permission to substitute these or other courses must be obtained from the division. These electives are suggested to enhance one's career opportunities. Select two additional units from this list to complete the total units required.

ELEC 105	Industrial Fabrication and Design .....	3
IT 110	PC Troubleshooting and Repair .....	3
IT 111AC	Comp TIA A+ Exam Preparation .....	4
IT 120	Computer Networking Fundamentals .....	3
IT 121AC	Comp TIA Network + Exam Preparation .....	3
IT 122AC	Computer Network Administration .....	3
IT 123AC	TCP/IP and IP Routing .....	3
IT 130AC	CISCO Academy 1 .....	3
IT 131AC	CISCO Academy 2 .....	3
IT 132AC	CISCO Academy 3 .....	3
IT 133AC	CISCO Academy 4 .....	3
IT 140AC	MCSE Windows 2000 Pro .....	2
IT 141AC	MCSE Windows 2000 Server .....	2
CT 270AB	Residential Wiring .....	3
ITEC 273	Electrical Motor Controls .....	2

**Total Support Course Units Required for Associate of Science Degree ..... 2**

**Total Minimum Units Required for Associate of Science Degree: ..... 35**

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Emergency Medical Technician B

**A.S. Degree:** Degree is not available.  
**Certificate:** 4 units in courses listed below with a minimum of a "C" grade in all courses.

### SKILL CERTIFICATE

The certificate offered by the Division of Nursing and Health Science is issued by the Tulare County Department of Emergency Services. The program offered is a single course which prepares the student to receive a certificate permitting practice as an Emergency Medical Technician. Jobs are plentiful and offered at many sites throughout the college district.

To qualify for the certificate, the student must pass the course with a grade of "C" or better, and will be required to successfully pass an examination to verify competence in the area.

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 (formerly EMT 1) 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 EMTs enter nursing and other advanced health care fields after they have learned about career possibilities through their work as an EMT. Call the Nursing and Health Science Division Office for more information (730-3732).

Course Numbers	Core Courses	Units
EMT 251B	Emergency Medical Technician B .....	4
	<b>Total Minimum Units Required:</b> .....	<b>4</b>

# Major and Certificate Requirements

## Engineering

Associate Degree   
 Certificate

**A.S. Degree:** 30 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
 (See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. DEGREE

Students receiving the associate degree in engineering usually transfer to four year institutions to complete their bachelors degree in engineering. Employment opportunities will depend on the area of specialization and the economic state of the various industries hiring those specializations. For this reason students are urged to gain as broad an exposure to the field as possible.

Course Numbers	Core Courses	Units
ENGR 1	Graphics .....	3
ENGR 2	Statics .....	3
ENGR 3	Materials Sciences .....	3
PHYS 5	Physics for Scientists and Engineers 1 .....	5
PHYS 6	Physics for Scientists and Engineers 2 .....	5
PHYS 7	Physics for Scientists and Engineers 3 .....	5
ENGR 110	Introduction to Engineering .....	1
MATH 76	Calculus 2 .....	5
<b>Minimum Core Course Units: .....</b>		<b>30</b>

Course Numbers	Support Courses	Units
<b>Student are strongly encouraged to complete the following courses as well.</b>		
MATH 77	Calculus 3 .....	3
MATH 80	Linear Algebra .....	3
MATH 81	Differential Equations .....	5
<b>Minimum Support Course Units: .....</b>		<b>0</b>
<b>Total Minimum Units Required: .....</b>		<b>30</b>



# Major and Certificate Requirements

- Associate Degree
- Certificate

## English

**A.A Degree:** 18 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** Certificate is not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

English with a Literature Emphasis serves the needs of students who plan to major in English at the four-year level. Four-year institutions presume a broad exposure to literature in their upper division students, just the kind of background our general literature courses offer.

Students may also find this major helpful if they plan to work in education, publishing and editing, journalism, humanities-based careers, pre law, theater or the entertainment fields. Students completing this major will find their lives enriched as often motifs and themes of great literature undergird the philosophies of and provide insight into other disciplines.

Course Numbers	Core Courses	Units
ENGL 2	Logic and Composition .....	3
ENGL 4	Introduction to Literature .....	3
<b>Minimum Core Course Units: .....</b>		<b>6</b>

Course Numbers	Support Courses	Units
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Select 12 units from this list to complete the total units required.

ENGL 10	Chicano Literature .....	3
ENGL 14AB	Creative Writing .....	3-6
ENGL 15	British Literature I .....	3
ENGL 16	British Literature II .....	3
ENGL 17	Native American Literature .....	3
ENGL 18	Black Literature .....	3
ENGL 19	Women's Literature .....	3
ENGL 25	Asian-American Literature .....	3
ENGL 30	American Literature I .....	3
ENGL 31	American Literature II .....	3
ENGL 32	The Bible as Literature .....	3
ENGL 44	World Literature I .....	3
ENGL 45	World Literature II .....	3
ENGL 46	Shakespeare .....	3
<b>Minimum Support Course Units: .....</b>		<b>12</b>
<b>Total Minimum Units Required: .....</b>		<b>18</b>

**NOTE:** A sequence of history courses may be required for the Literature major at a UC. Please check with your counselor for details.

# Major and Certificate Requirements

## Environmental Control Technology

Associate Degree   
 Certificate

- A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)
- Certificate:** 29 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

This educational program is designed to prepare a person who possesses appropriate aptitudes for entry into employment or advanced study in the several areas of air conditioning. Students should have a broad understanding of the principles of science and mathematics. 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. A student may complete a certificate in one year by following a prescribed course of study.

Course Numbers	Core Courses	Units
<b>First Semester</b>		
ECT 180	Electricity and Controls for HVAC .....	4
ECT 181	Basic Air Conditioning .....	10
<b>Second Semester</b>		
ECT 182	Advanced Air Conditioning/Refrigeration Commercial/Domestic .....	12
ITEC 142	Air Conditioning Sheet Metal .....	3
<b>Minimum Core Course Units:</b> .....		<b>29</b>

Course Numbers	Support Courses	Units
The following courses may be substituted for required courses. Permission to substitute must be obtained from the division. These electives are suggested to enhance one's career opportunities.		
ACCT 287	Accounting for Service Businesses .....	3
CT 270AB	Residential Wiring .....	3
DRFT 200	Beginning Mechanical Drawing .....	2
ECT 190AD	Supervised Practice .....	1-3
ECT 200	Introduction to Industrial Ammonia Refrigeration .....	3
ECT 201	Advanced Ammonia Refrigeration .....	3
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 .....	2
ITEC 143	Advanced Air Conditioning Duct Sheet Metal .....	3
ITEC 273	Electric Motor Controls .....	2
WELD 161	Oxy-Acetylene Welding .....	4
ECT 265	Air Cond Control Systems .....	2
<b>Minimum Support Course Units:</b> .....		<b>0</b>
<b>Total Minimum Units Required:</b> .....		<b>29</b>

# Major and Certificate Requirements

- Associate Degree  
 Certificate

## Equine Science

**Degree:** Degree not available.  
**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all course

### ACHIEVEMENT CERTIFICATE

The Equine Science Program includes classes in many phases of the horse industry. Students will have the opportunity to train their own horses, along with the college owned stock. Many universities offer courses in Equine Science which will lead to degrees in this field. The employment outlook for students who complete this course of study is bright. Careers include horse trainer, breeder, nutritionist, and horse health care technician.

Course Numbers	Core Courses	Units
AGMT 108AB	Introduction to Agriculture Computer Applications(first semester) .....	3
ASCI 22	Horse Husbandry .....	3
ASCI 104	Animal Disease and Sanitation .....	3
ASCI 120AD	Basic Equitation (1st semester) .....	2
ASCI 120AD	Basic Equitation (2nd semester) .....	2
ASCI 121AD	PE for the Equestrian .....	1
ASCI 123	Horse Production .....	2
ASCI 124AB (A)	Colt Breaking .....	2
ASCI 124AB (B)	Colt Breaking .....	2
WEXP 193	Occupational Cooperative Education/Internship (1st semester) .....	2
<b>Minimum Core Course Units: .....</b>		<b>22</b>

Course Numbers	Support Courses	Units
<b>Select 8 additional units from this list to complete the total units required.</b>		
AG 201	Agricultural Mathematics .....	3
AG	Other Approved Agriculture Classes With Approval of Department .....	3
AGMT 102	Agricultural Sales and Markeing .....	3
ASCI 227	The Snaffle Bit Futurity .....	1
ASCI 228	Bits and Biting .....	1
ASCI 229	Equine Racing Industry .....	1
ASCI 271	Advanced LLama Training .....	1
<b>Minimum Support Course Units: .....</b>		<b>8</b>
<b>Total Minimum Units Required: .....</b>		<b>30</b>

# Major and Certificate Requirements

## Family Support Officer

Associate Degree   
 Certificate

**Degree:** Degree not available.  
**Certificate:** A minimum of 14 units below with a minimum of a "C" grade in all courses. Established Fall, 1998.

### SKILL CERTIFICATE

This certificate is designed to equip students to establish, enforce and modify family support court orders. This certificate program may be completed within one semester and is part of a legal career ladder offered at COS. Advanced steps on the ladder include legal documents clerk and paralegal. Though the ladder is designed to equip the student to perform increasingly complex job skills, the student may pursue any of the legal career certificates or majors without completing the others.

Students seeking the Family Support Officer Certificate will learn basic computer skills, legal terminology and family support collection procedures including the software used by many California Family Support Divisions. The student must complete the courses or typing certificate under all six areas of competency listed below with a "C" grade or better.

**I. Keyboarding Competency:**

Course Number	Core Course Title	Units
BUS 270	College Keyboarding, Level 1 .....	3

or Typing certificate within the last 6 months verifying a typing speed of 25 CWPM -5 min.  
 (Contact a local Adult School or a COS keyboarding instructor for an appointment)

**II Computer Competency:**

Course Number	Core Course Title	Units
COMP 220	Essential Computer Concepts (1)	
or COMP 140*	Windows and DOS (3)	
or COMP 130*	Introduction to Personal Computers (4)	
or COMP 5*	Computer Concepts .....	1-4

**III. Legal Terminology:**

Course Number	Core Course Title	Units
PARA 102*	Legal Terminology .....	2

**IV. Law Office Procedure Competency:**

Course Number	Core Course Title	Units
PARA 110*	Legal Ethics, Management and Interviewing .....	3
and WEXP 193	Work Experience .....	1

(Additional work experience units are available under the support classes below) Contact the Work Experience Coordinator the first week of classes.

**V. Family Support Collection Procedures:**

Course Number	Core Course Title	Units
PARA 240	Family Support Officer Training .....	4

**VI. Suggested Support Classes to complete the 12 unit minimum:**

Course Number	Core Course Title	Units
COMP 140*, 130*, or 5*	.....	3 or 4
PARA 101*	Introduction to Paralegalism .....	3
WEXP 194	Work Experience .....	1 to 3

\*Asterisk indicates courses that apply toward Paralegal Degree.

**Legal Career Ladder at College of the Sequoias**

One Semester: Law Office Clerk/Receptionist or Family Support Officer  
 Two Semesters: Legal Documents Clerk  
 Three or four Semesters: Paralegal Degree - Approved by the American Bar Association.

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Fashion Design

**A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** 24 units in courses listed below with a minimum of a "C" grade.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

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, and marketing. 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.

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, sample maker, production manager, shipping manager, manufacturer's sales representative, dressmaker, and alterationist.

Course Numbers	Core Courses	Units
FASH 160AB	Clothing Construction .....	3
FASH 161AB	Tailoring .....	3
FASH 174AB	Fashion Illustration .....	3
FASH 175M1	Fashion Image .....	1.5
FASH 175M2	Fashion Image .....	1.5
FASH 76	Introduction to Textiles .....	2
FASH 177	Introduction to Merchandising .....	3
SPCH 1	Fundamentals of Speech .....	3
<b>Minimum Core Course Units:</b> .....		<b>20</b>

Course Numbers	Support Courses	Units
<b>Select additional units from this list to complete the total units required.</b>		
CFS 6	Color & Design .....	3
FASH 12AB	Costuming .....	3
FASH 164	The World of Fashion .....	2
FASH 162	Creative Pattern Design .....	3
<b>Minimum Support Course Units:</b> .....		<b>4</b>
<b>Total Minimum Units Required:</b> .....		<b>24</b>

# Major and Certificate Requirements

## **Fashion Retailing**

Associate Degree

Certificate

**A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** 22 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

*A Certificate and/or A.S. Degree can be awarded under Business or Consumer/Family Studies*

### **ACHIEVEMENT CERTIFICATE**

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, and marketing. 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 in fashion retailing include retail sales, buyer or manager, fashion coordinator, fashion consultant, display specialist, public relations, teacher, plus related opportunities such as fashion journalism, advertising, and manufacturer's sales representative.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
BUS 82	Introduction to Business .....	3
BUS 170	Introduction to Retail Sales .....	3
FASH 175M1	Fashion Image .....	1.5
FASH 175M2	Fashion Image .....	1.5
FASH 177	Introduction to Merchandising .....	3
WEXP 191	Occupational Cooperative Education .....	1
<b>Minimum Core Course Units: .....</b>		<b>13</b>

<b>Course Numbers</b>	<b>Support Courses</b>	<b>Units</b>
<b>Select 6 additional units from this list to complete the total units required.</b>		
BUS 185	Ethics in Business and Industry .....	3
BUS 174	Marketing Principles .....	3
BUS 184	Business Communication .....	3
CFS 6	Color & Design .....	3
FASH 164	The World of Fashion .....	2
FASH 174AB	Fashion Illustration .....	3
FASH 76	Introduction to Textiles .....	2
<b>Minimum Support Course Units: .....</b>		<b>9</b>
<b>Total Minimum Units Required: .....</b>		<b>22</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Fire Academy

**Certificate:** 9 units awarded in the below listed course.  
**Degree:** Degree not available.

### SKILL CERTIFICATE

**Course Description:** 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.

**Objectives:** To provide the student with technical information relating to the functions and responsibilities of the fire service and to develop manipulative skills in fire department operations and use of related equipment, which will provide the knowledge necessary for the student to perform as an entry-level fire fighter in any fire department in the State of California.

**Methods of Assessment:** Short Answer Test, Problem Solving, and Skill Demonstration.

**Evaluation:** The method of evaluating personal and interpersonal conduct is the daily grade sheet. Students will be given a daily participation grade by the Academy Staff. This grade will be a compilation of the instructor's impression of each cadet's personal conduct, team work, physical capabilities, cooperation and appearance. These grades will be compiled on the same basis as a quiz.

**Limitation on Enrollment:** Current affiliation with a fire service agency AND proof of completion of a breathing apparatus "fit test" OR Ability to provide protective clothing ("turn-out" gear) AND Medical clearance by a licensed physician or Physician's Assistant to wear a self-contained breathing apparatus (SCBA).

**Topics:**

- Fire fighter safety • Fire extinguishers • Fire behavior • S.C.B.A (Self-contained Breathing Apparatus)
- Fire control • Ground ladders • ICS • Wildland (Control 6) • Forcible entry • Hazardous Materials • Fire Prevention
- Hose & Appliances • Streams/Nozzles • Ropes & Knots • Auto extrication • Building construction
- Salvage/Overhaul • Rescue • Protection systems • Emergency Care • Confined space • Ventilation

Course Number	Core Course	Units
FIRE 170	Basic Fire fighter 1 Academy .....	9
	<b>Minimum Units</b> .....	<b>9</b>

**Please note:** Completion of *only* the Fire Fighter 1 Academy will not meet the minimum qualifications for Fire Service agencies for employment. Students should pursue either the 30 unit certificate in Fire Technology or an Associate degree in Fire Technology.

# Major and Certificate Requirements

## Fire Technology

Associate Degree   
 Certificate

**A.S. Degree:** 28 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
 (See page 56.)

**Certificate:** 30 units with a minimum grade of a "C" in all courses.

### ACHIEVEMENT CERTIFICATE

The Fire Technology program at COS is designed to increase the professional knowledge and skills of people presently employed in fire protection fields as well as prepare others interested in careers related to fire-fighting or safety in private industry, insurance agencies and government. COS offers the in-service firefighter a chance to improve himself professionally to be prepared for promotions to positions of higher responsibility and pay. The student, by completing 30 units of study in this area, including the five core courses, will earn a Certificate of Completion. Or the student can earn an AS degree by completing a combination of the approved Fire Technology and COS graduation requirements.

Fire fighting offers many career opportunities for graduates including positions in municipal fire departments, county departments, fire protection districts, and more than 250 California state fire protection agencies. There are also employment opportunities in forestry agencies, correctional institutions, military bases, and numerous federal agencies. Specialists are also in demand by industry and by such agencies as the Insurance Service Office, Underwriters Laboratory, National Fire Protection Association, and the insurance industry.

Course Numbers	Core Courses	Units
<b>SECTION A:</b>		
<b>FIRE PREVENTION (must choose a minimum of 9 units)</b>		
FIRE 157	Fire Prevention Technology .....	3
FIRE 161	S.F.M. Fire Prevention 1A .....	2
FIRE 162	S.F.M. Fire Prevention 1B .....	2
FIRE 163	Fire Protection Equipment & Systems .....	3
FIRE 164	S.F.M. Fire Prevention 1C .....	2
FIRE 182	Building Construction for Fire Protection .....	3
FIRE 252	S.F.M. Fire Investigation 1A .....	2
FIRE 253	S.F.M. Fire Investigation 1B .....	2
	<b>Minimum Section A Core Course Units: .....</b>	<b>9</b>
<b>SECTION B:</b>		
<b>FIRE SUPPRESSION (must choose a minimum of 9 units)</b>		
FIRE 155	Fire Behavior and Combustion .....	3
FIRE 156	Fire Service Hydraulics .....	3
FIRE 159	Fire Protection Organization .....	3
FIRE 170	Fire Academy (max. 9 units accepted) .....	9
FIRE 173	S.F.M. Fire Command 1A .....	2
FIRE 174	S.F.M. Fire Command 1B .....	2
FIRE 176	Truck Operations Academy .....	3
FIRE 182	Building Construction for Fire Protection .....	3
	<b>Minimum Section B Core Course Units: .....</b>	<b>9</b>
<b>SECTION C:</b>		
<b>EMERGENCY MEDICAL CARE (must choose a minimum of 4 units)</b>		
EMT 251B	Emergency Medical Technician B .....	4
	<b>Minimum Section C Core Course Units: .....</b>	<b>4</b>
<b>Section D:</b>		
<b>ADDITIONAL RELATED FIRE TECHNOLOGY COURSES</b>		
<b>(choose additional units from Fire Technology courses listed above or below to equal 30 or more units to complete the certificate)</b>		
FIRE 125	Fund of Fire Apparatus and Equipment .....	3

Continued on the next page.



# Major and Certificate Requirements

- Associate Degree
- Certificate

## Fire Technology

FIRE 171	S.F.M. Fire Instructor 1A .....	2
FIRE 172	S.F.M. Fire Instructor 1B .....	2
FIRE 277	S.F.M. Fire Management 1 .....	2
FIRE 267	S.F.M. Fire Control 6 (Wildland Fire) .....	.5
	<b>Minimum Section D Core Course Units: .....</b>	<b>8</b>
	<b>Optional Electives Units: .....</b>	<b>1.5</b>
	<b>Total Minimum Units Required: .....</b>	<b>30</b>

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.

### A.S. DEGREE

Fire Technicians work within the fire service protecting people from fires, responding to emergencies, and providing social, economic, and environmental benefits to rural and urban citizens. Careers within the fire service include areas such as fire prevention, fire suppression, and management. These careers are formulated within a traditional and often "paramilitary" organization having a definitive chain of command. Some career options include:

- Urban Firefighter • Rural Firefighter • Wildland Firefighter • Hazardous Materials Technician • Fire Apparatus Operator/Driver
- Law/Code Enforcement • Company Officer • Supervisor (Some career options may require classes beyond the Associate Degree level.)

Course Numbers	Core Courses	Units
FIRE 155	Fire Behavior and Combustion .....	3
FIRE 157	Fire Prevention Technology .....	3
FIRE 159 ~	Fire Protection Organization (prerequisite course) .....	3
FIRE 163	Fire Protection Equipment & Systems .....	3
FIRE 182	Building Construction for Fire Protection .....	3
	<b>Minimum Core Course Units: .....</b>	<b>15</b>

Course Numbers	Support Courses	Units
	Select 13 additional units from this list to meet <b>minimum qualifications</b> for employment as a firefighter.	
FIRE 170	Basic Firefighter 1 Academy .....	9
EMT 251B	Emergency Medical Technician B .....	4
	<b>Minimum Support Course Units: .....</b>	<b>13</b>
	<b>Total Minimum Units Required: .....</b>	<b>28</b>

~ Delivered on an "as needed" basis determined by the Tulare/Kings Counties Fire Chiefs Association and the Tulare/Kings Counties Fire Training Officers Association

**Note: Due to the fact that fire technology is a small program and courses are taught only in the evening, it is difficult for students to complete all the required courses in a two-year time frame.**

# Major and Certificate Requirements

## Floral Technology

Associate Degree   
 Certificate

**Degree:** Degree not available.  
**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.

### ACHIEVEMENT CERTIFICATE

The Floral Technology Program is designed for those seeking occupations in the floral industry. The sale of cut flowers, houseplants, dried, and silk flowers has increased rapidly in recent years. This is because of increased population and family income, and also because of increased interest in the use of flowers.

Course Numbers	Core Courses	Units
AGMT 108AB	Introduction to Agriculture Computer Applications(first semester) .....	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 .....	3
WEXP 193	Occupational Cooperative Education/Internship (1st semester) .....	3
<b>Minimum Core Course Units: .....</b>		<b>24</b>

Course Number	Support Courses	Units
<b>Select 6 additional units from this list to complete the total units required.</b>		
AG 201	Agricultural Mathematics .....	3
AGMT 102	Agricultural Sales and Marketing .....	3
OH 7	Landscape Design .....	3
OH 104	Nursery Practices .....	3
OH 105	Plant Propagation .....	3
OH 106	Landscape Drafting .....	3
OH 129	Horticulture/Floral Business Management .....	3
OH 271	Basic Horticulture Skills .....	3
AG	Other Approved Agriculture Classes With Approval of Department .....	3
<b>Minimum Support Course Units: .....</b>		<b>6</b>
<b>Total Minimum Units Required: .....</b>		<b>30</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Food Service 1: Basic Certificate

**Degree:** Degree not available.

**Certificate:** 12 units in courses listed below with a minimum of a "C" grade in all required courses.

### SKILL CERTIFICATE

Students in this field will find a wide variety of entry-level employment opportunities in the restaurant industry, schools, hospitals, day care centers for the young and the elderly and other commercial food facilities and residential health facilities. The Food Service I - Basic Certificate offers students an introduction to and basic skills for the food service industry.

Course Numbers	Core Courses	Units
NUTR 18	Nutrition .....	3
NUTR 101	Foods (3)	
<i>or</i>		
NUTR 105	Professional Cooking I .....	3
NUTR 107	Sanitation and Safety .....	2
NUTR 201	Introduction to Food Service & Nutrition Professions .....	1
NUTR 301	Food Service & Nutrition Skills I .....	1
NUTR 302	Food Service & Nutrition Skills II .....	1
NUTR 351	Hospitality: Wait Staff .....	1
<b>Total Minimum Units Required:</b> .....		<b>12</b>

# Major and Certificate Requirements

## Food Service 2: Dietetic Service Supervisor

Associate Degree   
Certificate

**Degree:** Degree not available.  
**Certificate:** 22 units in courses listed below with a minimum of a "C" grade in all courses.

### ACHIEVEMENT CERTIFICATE

Employment opportunities are available in hospitals, skilled nursing facilities, residential health facilities and other food service institutions.

The Food Service II - Dietetic Service Supervisor Certificate is designed to meet the requirements of the California Department of Health Services to become a qualified Dietetic Service Supervisor.

Course Numbers	Core Courses	Units
NUTR 18	Nutrition .....	3
NUTR 105	Professional Cooking I .....	3
NUTR 107	Sanitation and Safety .....	2
NUTR 108	Introduction to Food Service Management .....	3
NUTR 111	Dietetic Service Supervisor Work Experience .....	2
NUTR 113	Dietetics .....	3
NUTR 201	Introduction to Food Service & Nutrition Professions .....	1
NUTR 202	Professionalism in the Workplace .....	3
NUTR 301	Food Service & Nutrition Skills I .....	1
NUTR 302	Food Service & Nutrition Skills II .....	1
<b>Total Minimum Units Required:</b> .....		<b>22</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Food Service 3: Food Service Management

- A.S. Degree:** 28 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)
- Certificate:** 28 units in courses listed below with a minimum of a "C" grade in all courses.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

Students in this field will find a wide variety of employment opportunities in the restaurant industry, day care centers for the young and the elderly, other commercial food facilities, and residential health facilities. This certificate provides culinary experiences for the student interested in culinary careers. An A.S. Degree provides the educational foundation for supervisory positions in food service.

Course Numbers	Core Courses	Units
NUTR 18	Nutrition .....	3
NUTR 101	Foods .....	3
NUTR 105	Professional Cooking I .....	3
NUTR 106	Professional Cooking II .....	3
NUTR 107	Sanitation and Safety .....	2
NUTR 108	Introduction to Food Service Management .....	3
NUTR 120	Cultural Foods .....	3
NUTR 201	Introduction to Food Service & Nutrition Professions .....	1
NUTR 202	Professionalism in the Workplace .....	3
NUTR 301	Food Service & Nutrition Skills I .....	1
NUTR 302	Food Service & Nutrition Skills II .....	1
NUTR 351	Hospitality: Wait Staff .....	1
<b>Minimum Core Course Units:</b> .....		<b>27</b>

Course Numbers	Support Courses	Units
<b>Select 1 additional unit from this list to complete the total units required.</b>		
ACCT 1	Principles of Accounting .....	4
BUS 82	Introduction to Business .....	3
BUS 174	Marketing Principles .....	3
BUS 188	Human Relations in Business .....	3
BUS 230	Supervision - Management for the First Line Supervisor .....	3
COMP 5	Computer Concepts .....	4
COMP 130	Introduction to Personal Computers Operations .....	4
COMP 136	Word Processing Using WordPerfect .....	3
COMP 139	Windows and DOS .....	2
COMP 221AD	Beginning Word (1.5) .....	1.5
COMP 223AD	Excel (1.5) .....	1.5
NUTR 109	Food Service Experience (1-4)	
<i>or</i>		
NUTR 111	Dietetic Service Supervisor Work Experience (2) .....	1-4
<b>Minimum Support Course Units:</b> .....		<b>1</b>
<b>Total Minimum Units Required:</b> .....		<b>28</b>

# Major and Certificate Requirements

## Foreign Language Studies

Associate Degree   
 Certificate

- A.A. Degree:** 21 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)
- Certificate:** Certificate is not available.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

By studying different languages (French, Spanish, and ASL), the student gains an appreciation for various cultures and the ability to communicate in each one. Many career opportunities are available for a student who is multilingual. Business, foreign trade, education, banking, travel, and interpreting are some of the possibilities.

Course Numbers	Core Courses	Units
<b>Select one level four class from this group (3-4 units):</b>		
ASL 4	Advanced American Sign Language (3)	
or FREN 4	Advanced French (4)	
or SPAN 4	Advanced Spanish (4) .....	3 or 4
<b>Select one level two class from a language different than the level four (3-4 units):</b>		
ASL 2	Beginning American Sign Language (3)	
or FREN 2	Intermediate French (4)	
or SPAN 2	Intermediate Spanish (4) .....	3 or 4
<b>Minimum Core Course Units: .....</b>		<b>6-8</b>

Course Numbers	Support Courses	Units
<b>Select 13-15 additional units from this list to complete the total units required</b>		
ART 3	Art History .....	3
ART 4, 5	Pre-Columbian Art .....	3/3
ASL 1, 2, 3	Beginning through Intermediate Sign Language .....	3/3/3
ENGL 10	Chicano Literature .....	3
ENGL 44	World Literature .....	3
ENGL 45	World Literature .....	3
FREN 1, 2, 3	Elementary and Intermediate French .....	4/4/4
GEOG 2	World Regional Geography .....	3
GEOG 3	Cultural Geography .....	3
HIST 4	History of Western Civilization .....	3
HIST 5	History of Western Civilization .....	3
HIST 23	Mexican-American History .....	3
PHIL 11	Development of Western Civilization .....	3
SPAN 1, 2, 3,	Elementary and Intermediate Spanish .....	4/4/4
SPAN 12	Hispanic Literature .....	3
<b>Minimum Support Course Units: .....</b>		<b>13-15</b>
<b>Total Minimum Units Required: .....</b>		<b>21</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## French

**A.A. Degree:** 18 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** Certificate is not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

A major in French at COS allows students to gain understanding of a new language and culture, and, by comparison, greater insight and appreciation for their own language and culture. A second language expands students' research capacities and facilitates participation in the international communications systems. Knowing French will enhance students' opportunities to be involved in, or employed by, international businesses, banking systems, journalism, cultural and medical exchanges, government agencies, and in education.

Course Numbers	Core Courses	Units
FREN 2	Elementary French .....	4
FREN 3	Intermediate French .....	4
FREN 4	Advanced French .....	4
<b>Minimum Core Course Units:</b> .....		<b>12</b>

Course Numbers	Support Courses	Units
<b>Select 3 additional units from this list</b>		
ENGL 44	World Literature .....	3
ENGL 45	World Literature .....	3
HIST 4	The History of Western Civilization to 1648 .....	3
HIST 5	The History of Western Civilization Since 1648 .....	3
<b>Select 3 additional units from this list to complete the total units required</b>		
ART 2	Art History .....	3
ART 3	Art History .....	3
ENGL 44	World Literature .....	3
ENGL 45	World Literature .....	3
FREN 1	Beginning French .....	4
GEOG 2	World Regional Geography .....	3
GEOG 3	Cultural Geography .....	3
HIST 4	The History of Western Civilization to 1648 .....	3
HIST 5	The History of Western Civilization Since 1648 .....	3
PHIL 5	Ethics .....	3
PHIL 25	Critical Thinking .....	3
<b>Minimum Support Course Units:</b> .....		<b>6</b>
<b>Total Minimum Units Required:</b> .....		<b>18</b>

# Major and Certificate Requirements

## Graphic Design

Associate Degree   
 Certificate

**A.S. Degree:** 43 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
 (See page 56.)

**Certificate:** 31 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

The Graphic Design Certificate Program is a dynamic program that requires constant updating and change. The accelerated growth in the communication field and the exponential developments in computer technology requires this change. The program is directed to remain on the cutting-edge of these technological innovations. The classes may change from one semester to the next because new and exciting things develop in this and other departments. Ideally, this program will meet the needs of all students wishing to enter into the graphic design workforce. Students always have totally different experiences and motivation so some students may enroll in advanced classes not on this list. Classes can be substituted by division approval to meet scheduling needs.

Course Numbers	Core Courses	Units
<b>First Semester</b>		
ART 25AD	Digital Imaging for Artists (First semester)	3
COMP 135	Desktop Publishing	4
GD 159	Adobe Illustrator	2
DRFT 160	Graphic Design	4
COMP 229	Webpage Design and Development	3
<b>Second Semester</b>		
DRFT 161AD	Graphic Design Application (First semester)	4
DRFT 162AD	Integrated Graphics	4
DRFT 163	Digital Mechanicals	3
DRFT 170AD	Computer Animation	4
<b>Minimum Core Course Units:</b>		<b>31</b>

### ASSOCIATE OF SCIENCE DEGREE

Course Numbers	Core Courses	Units
<b>First Semester</b>		
GD 159	Adobe Illustrator	2
DRFT 160	Graphic Design	4
ART 25AD	Digital Imaging for Artists (First semester)	3
DRFT 170AD	Computer Animation	4
<b>Second Semester</b>		
DRFT 161AD	Graphic Design Applications (First semester)	4
DRFT 162AD	Integrated Graphics (First semester)	4
COMP 135	Desktop Publishing	4
<b>Third Semester</b>		
DRFT 161AD	Graphic Design Applications (Second semester)	4
DRFT 162AD	Integrated Graphics (Second semester)	4
COMP 229	Web Page Design and Development	3
<b>Fourth Semester</b>		
DRFT 161 AD	Graphic Design Applications (Third semester)	4
DRFT 163	Digital Mechanicals	3
<b>Minimum Core Course Units:</b>		<b>43</b>

*Refer to next page for Support courses*



# Major and Certificate Requirements

- Associate Degree
- Certificate

## Graphic Design

Course Numbers	Support Courses	Units
ART 23AD	Macintosh Basis for Artists and Designers .....	3
ART 25AD	Digital Imaging for Artists .....	3-12
ART 124AD	Web Imaging for Artists & Designers .....	3
ART 126AD	Fractal Design Painter .....	3
COMP 139	Windows .....	2
COMP 227	Presentation Software .....	1.5
COMP 228	Introduction to World Wide Web .....	1
DRFT 151AD	Independent Study (Graphic Design) .....	1-9
DRFT 170AD	Computer Animation .....	4-12
DRFT 190AD	Supervised Practice .....	1-12
DRFT 199	Special Topics .....	1-12
ITEC 185	Ethics in Business and Industry .....	3
LIBR 102	Internet Information Resources .....	1
WEXP 191-196	Work Experience .....	1-6
<b>Minimum Support Course Units for an A.S. Degree: .....</b>		<b>0</b>
<b>Minimum Support Course Units for a Certificate: .....</b>		<b>0</b>
<b>Minimum Units Required for an A.S. Degree; .....</b>		<b>43</b>
<b>Minimum Units Required for a Certificate: .....</b>		<b>31</b>

# Major and Certificate Requirements

## Health Education

Associate Degree   
 Certificate

**A.A. Degree:** 30 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
 (See page 56.)

**Certificate:** Certificate not available.

**Transfer:** Preparation requirements for the Health related major vary from university to university. Some of the courses included in this program may fulfill transfer requirements. Students planning to transfer to a four-year school are encouraged to review specific requirements with a counselor and check the major sheet of the university they plan to attend.

### A.A. DEGREE

The Health Education major will enable students to develop a background to pursue a career in any of the health fields. The area of Public Health provides employment opportunities in hospitals, rehabilitation centers, geriatric facilities, and sales of medical supplies. In Community Health, employment is available through OSHA, HAZMAT, mosquito abatement, pest control, and environmental control agencies. In the private sector, employment opportunities include sales and promotion, pest control businesses, and environmental control agencies. Students who transfer to a four-year institution may pursue a Bachelors degree in Health Science and a Masters degree in Public Health.

Course Numbers	Core Courses	Units
CHLD 148	Child Health & Safety .....	3
HW 1	Personal & Community Health .....	3
HW 3	Standard First Aid .....	3
HW 60	Concepts in Health & Fitness .....	3
HW 119	Nutrition for Fitness .....	3
NURS 106	Cultural Diversity in Health .....	3
PSYC 1	General Psychology .....	3
SOC 1	Introduction to Sociology .....	3
<b>Minimum Core Course Units:</b> .....		<b>24</b>

Course Numbers	Support Courses	Units
<b>Select 6 additional units from this list to complete the total units required.</b>		
HW 104	Drugs & Society .....	3
HW 7	Sports Health .....	3
SMED 40	Care and Prevention of Athletic Injuries .....	3
<b>Minimum Support Course Units:</b> .....		<b>6</b>
<b>Total Minimum Units Required:</b> .....		<b>30</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Home Health Aide

**Certificate:** 2 units in the course listed below with a minimum of a "C" grade.  
**Degree:** Degree not available.

### SKILL CERTIFICATE

This Home Health Aide course is offered for those individuals who have already completed the Certified Nursing Assistance course.

The certificate offered by the Division of Nursing and Health Science is issued by the State of California through the Department of Health Services. The program offered is a single course which prepares the student to receive a certificate permitting practice as a Home Health Aide. Careers include Emergency Medical Technician A, Nursing Assistant, and Home Health Aide. Jobs are plentiful and offered at many sites throughout the college district.

To qualify for the state certificate, the student must pass the course with a grade of "C" or better. Fingerprint clearance by the Department of Justice may be required. Specific information about the criminal record review involved may be obtained from the Nursing and Health Science Division office.

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
NUR 352	Home Health Aide .....	2
	<b>Total Minimum Units Required: .....</b>	<b>2</b>

# Major and Certificate Requirements

## Human Services (Social Work)

Associate Degree   
 Certificate

**A.S. Degree:** 36 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
 (See page 56.)

**Certificate:** 36 units with a minimum grade of a "C" in all required courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. DEGREE

Communities today require a variety of social services to provide for the economic and emotional needs of those in difficulty. Agencies on a variety of levels require trained individuals to provide such services. Some of these programs have positions available for those with two years of college instruction. The Human Service program prepares students to work in a community setting or beginning 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.

Course Numbers	Core Courses	Units
COMP 5	Computer Concepts(4)	
<i>or</i> COMP 130	Introduction to Personal Computers .....	4
CFS 186	Personal Management/Consumer Economics (3)	
<i>or</i> BUS 297	Personal Finance .....	3
HSRV 120	Introduction to Social Welfare .....	3
HSRV 121	Interviewing .....	4
HSRV 122	Introduction of Human Services .....	3
HSRV 228	Alcoholism, Intervention, Treatment, and Recovery .....	2
HSRV 229	Physical & Psychological Aspects of Drug Use .....	2
PSYC 1	General Psychology .....	3
PSYC 10	Human Sexuality .....	3
SOC 26	Marriage and Family Life .....	3
WEXP 193	Human Services Work Experience/Internship .....	2
WEXP 194	Human Services Work Experience/Internship .....	2
WEXP 195	Human Services Work Experience/Internship .....	2
<b>Minimum Core Course Units:</b> .....		<b>36</b>

Course Numbers	Support Courses	Units
<b>Select additional units from this list for further study.</b>		
WEXP 196	Human Services Work Experience/Internship .....	1-4
<b>Minimum Support Course Units:</b> .....		<b>0</b>
<b>Total Minimum Units Required:</b> .....		<b>36</b>

# Major and Certificate Requirements

Associate Degree

Certificate

## Humanities

**A A. Degree:** 30 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
(See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

The program in Humanities provides an interdisciplinary approach to education. The major surveys relationships among philosophy, literature, music, architecture, sculpture and painting. Students explore interrelationships among arts and ideas. This solid grounding in the liberal arts helps graduates who plan to continue in professional careers such as teaching, library, museum or curatorial work.

Select 30 units from among the following disciplines. Select transfer courses from at least four different disciplines listed below :

Anthropology  
Art  
Ethnic Studies  
History  
Literature  
Music  
Philosophy  
Theater Arts  
Advanced level Foreign Language

**Total Minimum Units Required:** ..... 30

# Major and Certificate Requirements

## Industrial Maintenance Technology

Associate Degree   
 Certificate

- A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)
- Certificate:** **Option A:** 26 units in courses listed below with a minimum of a "C" grade in all courses.  
**Option B:** 30 units in courses listed below with a minimum of a "C" grade in all courses. (EVENING)
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### **ACHIEVEMENT CERTIFICATE MAINTENANCE TECHNICIAN, 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. A certificate is awarded upon successful completion of two semesters.

Course Numbers	Core Courses	Units
<b>First Semester</b>		
ITEC 100	Industrial Maintenance Technology, Option A .....	13
<b>Second Semester</b>		
ITEC 101	Industrial Maintenance Technology, Option A .....	13
<b>Minimum Core Course Units</b> .....		<b>26</b>
Course Numbers	Support Courses	Units
ITEC 185	Ethics in Business and Industry .....	3
SPCH 4	Interpersonal Communications .....	3
<b>Minimum Support Course Units</b> .....		<b>0</b>
<b>Total Minimum Units Required:</b> .....		<b>26</b>

### **ACHIEVEMENT CERTIFICATE MAINTENANCE TECHNICIAN, OPTION B (EVENING)**

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, programmable logic controllers, motor control, and other maintenance areas. Work experience is required to meet the requirements for a certificate.

Course Numbers	Core Courses	Units
ITEC 105AD	Industrial Maintenance Technology (4 units/4 semesters) .....	16
ITEC 193-196	Work Experience .....	14
<b>Minimum Core Course Units</b> .....		<b>30</b>
Course Numbers	Support Courses	Units
ITEC 273	Electrical Motor Controls .....	2
ITEC 274	Electrical Motor Controls-Prog Controllers .....	2
<b>Minimum Support Course Units</b> .....		<b>0</b>
<b>Total Minimum Units Required:</b> .....		<b>30</b>

# Major and Certificate Requirements

- Associate Degree  
 Certificate

## Interpreter (Spanish)

**A.S. Degree:** Degree not available.  
**Certificate:** 20 units in courses listed below with a minimum of "C" grade in all required courses.

### ACHIEVEMENT CERTIFICATE

This certificate is designed to be completed within two semesters enabling students to prepare for the three California Judicial Council/Administrative Office of the Courts Certified Interpreter Exam in English and Spanish. This Certificate demonstrates that a minimum competency in oral and written translation in English and Spanish has been obtained by the student for use in a variety of governmental and medical settings.

*Note: This certificate has a minimum of 20 units and students must complete at least one or more courses or equivalent competencies under each of the four following areas of competency with a "C" or better. The Spanish Department will assist Students in finding placements for practicing interpreting skills.*

#### I. English Competency:

Course Numbers	Core Courses	Units
BUS 293 or ENGL 251 or ENGL 1	Business English Fundamentals of College Writing College Reading & Composition .....	3

#### II. Spanish Competency:

Course Number	Core Course	Units
SPAN 4	Advanced Spanish* .....	4

#### III. Interpreting Competency:

Course Numbers	Core Courses	Units
SPAN 280	Interpreters Written Exam Prep (Fall Semester) .....	1
SPAN 281AD	Interpreting Skill in Spanish (Spring Semester) .....	3

#### IV. Vocabulary & Terminology:

Course Numbers	Core Courses	Units
ENGL 280	Vocabulary Building for Tests .....	1
SPAN 180	Legal/Medical Terms in Spanish (Fall Semester) .....	3
PARA 102	Legal Terminology .....	2
BUS 256	Medical Terminology .....	3
<b>Minimum Core Course Units</b> .....		<b>20</b>

Course Numbers	Support Courses	Units
AJ 112	Criminal Evidence .....	3
AJ 115	Criminal Law II .....	3
PARA 101	Introduction to Paralegalism .....	3
PARA 236	Administrative Law .....	3
<b>Minimum Support Course Units</b> .....		<b>0</b>
<b>Total Minimum Units Required:</b> .....		<b>20</b>

\*Fluency in Spanish as determined by departmental assessment.

# Major and Certificate Requirements

## Journalism

Associate Degree   
 Certificate

**A.A. Degree:** 18 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
 (See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

This major is designed for students who plan to pursue a higher degree in media communications as well as those who plan to secure employment with area newspapers, public relations firms, advertising firms, or non-profit agencies. It is also appropriate for those seeking jobs requiring photography or computer skills, and for those interested in law, criminal justice, graphic arts, and web page design. This major offers several options. Language skills are heavily emphasized.

Course Numbers	Core Courses	Units
ENGL 2	Logic and Composition .....	3
JOUR 1	Writing for the Media .....	3
JOUR 7	Mass Communication .....	3
JOUR 103AD	Newspaper Production (1st semester) .....	4

**Minimum Core Course Units:** ..... 13

Course Numbers	Support Courses	Units
<b>Select 2-4 additional units from this list:</b>		
JOUR 103AD	Newspaper Production (2nd semester) .....	4
JOUR 104AD	Editorial Board .....	2
JOUR 110AD	Photo-journalism .....	3

**Select 3-4 additional units from this list to complete the total units required:**

ART 23AD	Macintosh Basics Art/Design .....	2
CINA 31	Motion Picture Appreciation .....	2
CINA 32	Motion Picture Appreciation .....	2
COMP 229	Web Page Development .....	3
DRAM 101AD	Introduction to TV Production .....	3
DRFT 160	Graphic Design .....	3
DRFT 161AD	Graphic Design Application .....	4
GOVT 25	Constitutional Law .....	3
JOUR 103AD	Newspaper Production (3rd & 4th semesters) .....	4/4
JOUR 104AD	Editorial Board .....	2/2/2/2
JOUR 110AD	Photo-journalism .....	3/3/3/3
SPCH 1	Fundamentals of Public Speaking .....	3
SPCH 5	Argumentation and Debate .....	3
SPCH 4	Interpersonal Communication .....	3

**Minimum Support Course Units:** ..... 5

**Total Minimum Units Required:** ..... 18



# Major and Certificate Requirements

- Associate Degree  
 Certificate

## Laboratory Technician

**Degree:** Degree not available  
**Certificate:** 17 (13) units in courses listed below with a minimum of a "C" grade in all courses.

### SKILL CERTIFICATE

The Laboratory Technician Program will provide the student with the necessary educational and technical background to work in a laboratory setting. Students will learn basic cell biology and general biological chemistry. The laboratory courses will train students in proper laboratory practices and the use of laboratory instrumentation.

Course Numbers	Core Courses	Units
BIOL 60	Introduction to Cell Biology .....	3
CHEM 30	General and Biological Chemistry .....	5
BIOL/CHEM 180	Lab Techniques & Practices .....	2
BIOL/CHEM 185	Applied Lab Practices .....	2
BIOL 270	Microbiology Techniques .....	1
MATH 200	Beginning Algebra** .....	4
<b>Minimum Core Course Units:</b> .....		<b>17 (13)</b>

Course Numbers	Support Courses	Units
<b>Select additional units from this list for further study.</b>		
DPTI 202	GMP Sanitation .....	1
DPTI 203	Industrial Safety .....	1
DPTI 208	Laboratory Techniques .....	2
<b>Minimum Support Course Units:</b> .....		<b>0</b>
<b>Total Minimum Units Required:</b> .....		<b>17 (13)</b>

\*\* MATH 200 requirement may be waived if student is eligible for MATH 230 as determined by COS placement procedures.

# Major and Certificate Requirements

## Landscape Design

Associate Degree   
 Certificate

**Degree:** Degree not available.  
**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all required courses.

### ACHIEVEMENT CERTIFICATE

The certificate in Landscape Design 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. Career opportunities include golf course design, park design, and public area designs. Most universities offering agriculture programs also offer degrees in related Horticulture areas.

Course Numbers	Core Courses	Units
OH 2	Plant Identification 1 .....	3
OH 3	Plant Identification 2 .....	3
OH 7	Landscape Design .....	3
OH 106	Landscape Drafting .....	3
OH 108	Landscape Construction .....	3
OH 109	Landscape Maintenance .....	3
OH 118	Xeriscape .....	3
WEXP 193	Occupational Cooperate Education/Internship (1st semester) .....	3
<b>Minimum Core Course Units: .....</b>		<b>24</b>

Course Numbers	Support Courses	Units
<b>Select 6 additional units from this list to complete the total units required.</b>		
AG	Other Approved Agriculture Classes With Approval of Department .....	3
AGMT 108AB	Introduction to Agriculture Computer Applications. (1st semester) .....	3
OH 101	Basic Ornamental Horticulture .....	3
OH 105	Plant Propagation .....	3
OH 119	Interiorscapes .....	3
OH 120	Diseases of Ornamentals .....	3
OH 121	Plant Combination Theory .....	3
OH 271	Basic Horticulture Skills .....	3
<b>Minimum Core Course Units: .....</b>		<b>6</b>
<b>Total Minimum Units Required: .....</b>		<b>30</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Landscape Management

**A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

The certificate in Landscape Management develops skill and knowledge in the management of residential, commercial, and industrial landscapes and gardens. The field of landscape management is one of the fastest growing occupations in the nation and particularly in the San Joaquin Valley. This program prepares students for work as landscape contractors, turf managers, grounds maintenance managers, pest control operators, and landscape water auditors. Heavy emphasis is placed on plant culture and care, disease and pest management, turf culture, and water management. Many of the required courses will transfer to universities.

Course Numbers	Core Courses	Units
AGMT 108AB	Introduction to Ag Computers .....	3
AGTC 209AD	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 Systems .....	3
OH 122	Pests of Ornamentals .....	3
WEXP 193	Occupational Cooperative Education/Internship (1st semester) .....	3
<b>Minimum Core Course Units: .....</b>		<b>27</b>

Course Numbers	Support Courses	Units
<b>Select 3 additional units from this list to complete the total units required.</b>		
AG 103AC	Applied Agricultural Practicum .....	3
AG 201	Agricultural Mathematics .....	3
AG	Other Approved Agriculture Classes With Approval of Department .....	3
AGMT 108AB	Introduction to Agriculture Computer Applications (1st semester) .....	3
OH 101	Basic Ornamental Horticulture .....	3
OH 105	Plant Propagation .....	3
OH 118	Xeriscape .....	3
OH 119	Interiorscapes .....	3
OH 120	Diseases of Ornamentals .....	3
OH 121	Plant Combination Theory .....	3
OH 271	Basic Horticulture Skills .....	3
<b>Minimum Support Course Units: .....</b>		<b>3</b>
<b>Total Minimum Units Required: .....</b>		<b>30</b>

# Major and Certificate Requirements

## Law Enforcement (Advanced Officer)

Associate Degree   
Certificate

**Degree:** Degree not available.  
**Certificate:** The 12 units below a minimum of a "C" grade and the P.O.S.T. Basic Police Academy Certificate (18 units) for a total of 30 units.

### ACHIEVEMENT CERTIFICATE

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 program equips students with the skills and knowledge to enter this highly rewarding field. The Law Enforcement program provides in-service 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 (AJ 200 Modules 1-4 in sequence), plus a minimum of 12 units from any combination of the other courses listed below.

Course Numbers	Core Courses	Units
<b>Select from this list below to complete the 12 units required.</b>		
AJ 203	Traffic Collision Investigation .....	3
AJ 204	Supervisory Techniques .....	5
AJ 213	Interviewing/Interrogation Techniques .....	1.5
AJ 214	Arrest and Control Techniques .....	1
AJ 215	Drug Symptomology and Enforcement .....	1
AJ 216	Search Warrant Preparation .....	5
AJ 217	Radar Operation .....	5
AJ 299	Topics Courses .....	5-4
<b>Minimum Core Course Units: .....</b>		<b>12</b>

Course Numbers	Required Support Courses	Units
AJ 200M1	Basic Police Academy - Module 1 .....	2.5
AJ 200M2	Basic Police Academy - Module 2 .....	4
AJ 200M3	Basic Police Academy - Module 3 .....	5
AJ 200M4	Basic Police Academy - Module 4 .....	6.5
<b>P.O.S.T. Basic Academy Certificate: .....</b>		<b>18</b>
<b>Total Minimum Units Required: .....</b>		<b>30</b>

*\*Special note: The College is in the process of waiting for Chancellors' Office approval for the increase of units on this certificate.*

# Major and Certificate Requirements

- Associate Degree  
 Certificate

## Law Office Clerk/Receptionist

**Degree:** Degree not available.  
**Certificate:** 14 units in courses listed below with a minimum of a "C" grade in all courses and completion of a typing certificate. Established Fall, 1997.

### SKILL CERTIFICATE

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 certificate majors without completing the others. 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 has a minimum of 14 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 6 months verifying a typing speed of 45 CWPM -5 min.  
 (Contact a local Adult School or a COS keyboarding instructor for an appointment)

**II. Computer Competency:**

Course Number	Course Title	Units
COMP 140*	Windows and DOS (3)	
or COMP 136	WordPerfect (3)	
or COMP 221 + 222	Beginning and Advanced Word (1.5 and 1.5=3)	
or COMP 5*	Computer Concepts (4)	
or COMP 130*	Introduction to Personal Computers (4) .....	3 or 4

**III. Legal Terminology /Procedure:**

Course Number	Course Title	Units
PARA 101*	Introduction to Paralegalism .....	3
and PARA 102*	Legal Terminology .....	2

**IV. Law Office Procedure Competency:**

Course Number	Course Title	Units
PARA 110*	Legal Ethics, Management & Interviewing .....	3
WEXP 193 (optional)	Work Experience .....	1-4

**V. Writing Competency:**

Course Number	Course Title	Units
BUS 293	Business English (4)	
or BUS 184	Business Communications (3)	
or ENGL 251	Fundamentals of College Writing (3)	
or ENGL 1*	College Reading/Composition (3) .....	3 or 4

\* Asterisk indicates courses that apply toward the Paralegal Degree.

**Legal Career Ladder at College of the Sequoias**  
 One Semester: Law Office Clerk/Receptionist or Family Support Officer  
 Two Semesters: Legal Documents Clerk  
 Three or four Semesters: Paralegal Degree - Approved by the American Bar Association.

# Major and Certificate Requirements

## Legal Documents Clerk

Associate Degree   
 Certificate

**Degree:** Degree not available.  
**Certificate:** 17 units with a minimum of a "C" grade in all courses and completion of a typing certificate. Established Fall, 1997.

### SKILL CERTIFICATE

This certificate program is designed to be completed within two semesters. Upon completion of the certificate program a student will be qualified to obtain an entry-level document-processing position in a law office. Students will learn the process of civil or family law litigation, discovery, and how to draft basic legal documents with the use of Judicial Council computerized forms. This certificate program is part of a three-step legal career ladder offered at COS. The other two steps on the ladder include step one, Law Office Clerk or Family Support Officer Certificates; and step three, a Paralegal degree. 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. Although the three-step ladder is designed to train the student to perform increasingly complex job skills, the student may pursue any of the four career certificates or majors without completing the others. This certificate requires meeting each of the following six areas of competency with a "C" grade or better and a **minimum of 17 units of credit**.

**I. Keyboarding Competency: (First Semester)**

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

**II. Computer Competency: (One course either semester)**

Course Number	Course Title	Units
COMP 140*	Windows & DOS (3)	
or COMP 136	WordPerfect (3)	
or COMP 221 + 222	Beginning & Advanced Word (1.5 and 1.5=3) (3)	
or COMP 5*	Computer Concepts (4)	
or COMP 130*	Introduction to Personal Computers (4) .....	3 or 4

**III. Legal Terminology /Procedure: (First Semester)**

Course Number	Course Title	Units
PARA 101*	Introduction to Paralegalism .....	3
and PARA 102*	Legal Terminology .....	2

**IV. Writing Competency: (First Semester)**

Course Number	Course Title	Units
BUS 293	Business English (4)	
or BUS 184	Business Communications (3)	
or ENGL 251	Fundamentals of College Writing (3)	
or ENGL 1*	College Reading/Composition (3) .....	3 or 4

**V. Law Office Procedure Competency: (Second Semester)**

Course Number	Course Title	Units
PARA 110*	Legal Ethics, Management and Interviewing .....	3

**VI. Litigation Competency: (Second Semester)**

Course Number	Course Title	Units
PARA 103*	Civil Procedures I (4)	
or PARA 237*	Family Law (3) .....	3 or 4
	(PARA 101 is a corequisite for both courses)	

\*Asterisk indicates courses that apply toward the Paralegal Degree

#### Legal Career Ladder at College of the Sequoias

One Semester: Law Office Clerk/Receptionist or Family Support Officer

Two Semesters: Legal Documents Clerk

Three or four Semesters: Paralegal Degree - Approved by the American Bar Association.

# Major and Certificate Requirements

Associate Degree

Certificate

## ***Liberal Arts***

**A.A. Degree:** See below.

**Certificate:** Certificate not available.

### **A.A. DEGREE**

#### ***Liberal Arts Transfer AA***

Completion of the CSU or IGETC GE requirements or GE requirements at any accredited university and the balance of 60 units in electives numbered 1-199.

#### ***Liberal Arts Associate Degree***

Completion of the COS GE and graduation requirements, and the balance of 60 units in electives numbered 1-299.

# Major and Certificate Requirements

## Library Technician

Associate Degree   
 Certificate

**Degree:** Degree not available.  
**Certificate:** 17 units in the courses listed below with a minimum grade of "C" in all courses.

### SKILL CERTIFICATE

Today, more than ever, libraries provide a variety of resources to help people of all ages read, learn and connect with resources that are needed for school, work or personal fulfillment. Libraries have become the navigator for exploration in the world of information. Electronic catalogs, on-line databases, and networks provide almost unlimited access to this world.

The COS Library Technician Certificate leads to employment in school, college or public libraries as library technicians, library media clerks, or library media specialist.

Course Numbers	Support Courses	Units
<b><u>First Semester</u></b>		
LIBR 201	Introduction to Libraries .....	2
LIBR 202	Collection Development .....	2
<b><u>Second Semester</u></b>		
LIBR 203	Technical Services .....	3
LIBR 204	School/Children's Services .....	3
<b><u>Third Semester</u></b>		
LIBR 205	Library Media Services .....	2
LIBR 206	Public Service/Reference .....	3
<b>Minimum Core Course Units .....</b>		<b>15</b>

Course Numbers	Support Courses	Units
<b>Select 2 to 5 units from the following courses.</b>		
LIBR 101	Library Research Strategies .....	1
LIBR 102	Internet Information Resources .....	1
WEXP 193	Library Work Experience .....	1
WEXP 194	Library Work Experience .....	2
WEXP 195	Library Work Experience .....	3
<b>Minimum Support Course Units .....</b>		<b>2</b>
<b>Total Minimum Units Required: .....</b>		<b>17</b>



# Major and Certificate Requirements

- Associate Degree
- Certificate

## Marketing Management

**Degree:** Degree not available.  
**Certificate:** The 30-unit program below with a minimum of a "C" grade in all courses.

### ACHIEVEMENT CERTIFICATE

Marketing is a wide-ranging concept, involving much more than advertising and promoting products. Students in this program study project development, distribution, pricing, research and sales. Any job in retailing, wholesale or service industries requires a working knowledge of marketing. Approximately one out of three jobs is directly or closely related to marketing.

Entry level jobs exist with manufacturers, service firms, wholesalers, retailers, advertising agencies, consulting firms, and private and public nonprofit organizations such as hospitals. Students seeking an A.S. Degree in Business Management may take the Marketing Management Certificate requirements plus the General Education and graduation requirements.

Course Numbers	Core Courses	Units
BUS 18	Business Law .....	4
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 .....	3
COMP 5	Computer Concepts (4)	
or COMP 130	Introduction to Personal Computers .....	4
COMP 227	Presentation Software for Business .....	1.5
COMP 228	Introduction to the World Wide Web .....	1
<b>Minimum Core Course Units:</b> .....		<b>25.5</b>

Course Numbers	Support Courses	Units
<b>Select 5 additional units from this list to complete the total units required.</b>		
ACCT 101	Essentials of Accounting .....	5
BUS 170	Introduction to Sales .....	3
BUS 231	Starting a New Business .....	3
COMP 140	Windows & DOS .....	3
COMP 229	Web Page Design & Development .....	3
WEXP 193	Occupational Cooperative Education/Internship (1st semester) .....	1-4
WEXP 194	Occupational Cooperative Education/Internship (2nd semester) .....	1-4
WEXP 195	Occupational Cooperative Education/Internship (3rd semester) .....	1-4
WEXP 196	Occupational Cooperative Education/Internship (4th semester) .....	1-4
<b>Minimum Support Course Units:</b> .....		<b>4.5</b>
<b>Total Minimum Units Required:</b> .....		<b>30</b>

# Major and Certificate Requirements

## Mathematics

Associate Degree   
 Certificate

**A.S. Degree:** 26 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
 (See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. DEGREE

The focus of the required core and support courses for this A.S. Degree are relevant to a student who will transfer to a four-year institution in the field of mathematics and/or a related science. It is not realistic to think that a student that has completed these degree requirements will terminate his or her education with the A.S. Degree to seek employment.

Course Numbers	Core Courses	Units
MATH 75	Calculus 1 .....	5
MATH 76	Calculus 2 .....	5
MATH 77	Calculus 3 .....	3
MATH 15 or 16	Computer Science 1 .....	3
<b>Minimum Core Course Units: .....</b>		<b>16</b>

Course Numbers	Support Courses	Units
<b>Select 10 additional units from this list to complete the total units required.</b>		
MATH 18	Computer Science 2 .....	3
MATH 80	Linear Algebra .....	3
MATH 81	Differential Equations .....	5
PHYS 5	Physics for Scientists and Engineers 1 .....	4
<b>Minimum Support Course Units: .....</b>		<b>10</b>
<b>Total Minimum Units Required: .....</b>		<b>26</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Mathematics - Science

**A.S. Degree:** 21 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. DEGREE

The Science and Math major provides the student with some of the introductory courses that make up the lower division requirements of a variety of science majors. In order to develop marketable skills in one of the disciplines of science, the student must plan on the lower division requirements for a discipline-specific major such as physics, chemistry or biology, and then complete the upper division courses for that major at a four-year campus. There are very few entry level jobs for individuals with only these courses.

Course Numbers	Core Courses	Units
<b>Select <u>TWO</u> of the following science sequences from this list to complete the total units required</b>		
BIOL 1	Principles of Biology <i>and</i>	
BIOL 2	General Botany .....	5/5
CHEM 1	General Chemistry <i>and</i>	
CHEM2	General Chemistry .....	5/5
PHYS 20	General Physics 1 <i>and</i>	
PHYS 21	General Physics 2 .....	4/4
PHYS 5	Physics For Scientists and Engineers 1 (4) <i>and</i>	
PHYS 6	Physics For Scientists and Engineers 2 (4) <i>and</i>	
PHYS 7	Physics For Scientists and Engineers 3 (4) .....	4/4/4
<b>Minimum Core Course Units: .....</b>		<b>18-20</b>

Course Numbers	Support Courses	Units
<b>Select one course from this list to complete the total units required</b>		
MATH 61	Survey of Calculus .....	3
<i>or MATH 75</i>	Calculus With Analytic Geometry 1(5)	
<i>or MATH 75 &amp; 76</i>	Calculus With Analytic Geometry 1 & 2 .....	5/5
<b>Minimum Support Course Units: .....</b>		<b>3-10</b>
<b>Total Minimum Units Required: .....</b>		<b>21</b>

# Major and Certificate Requirements

## Microsoft MCSE

Associate Degree   
 Certificate

**Degree:** Degree not available  
**Certificate:** 17 units in courses listed below with a minimum of a "C" grade in all required courses.

### SKILL CERTIFICATE

This program offers advanced vocational training for students desiring employment as a network administrator of Information Technology manager, and preparing for students who wish to pursue advanced study in Information Technology. The course of study combines lecture and laboratory instruction, to study of Microsoft networking software. The topics include network operating systems, server software, network security, Active Directory, and Network Infrastructure. Career Opportunities include: network administrator or engineer, help desk, trainer, consultant, and network designer.

Course Numbers	Core Courses	Units
IT 140AC	MCSE Windows 2000 Pro .....	2
IT 141AC	MCSE Windows 2000 Server .....	2
IT 142AC	MCSE Network Structure .....	3
IT 143AC	MCSE Active Directory .....	3
IT 144AC	MCSE Network Security .....	3
IT 190AD	IT Supervised Practice .....	2
<b>Minimum Core Course Units:</b> .....		<b>15</b>

Course Numbers	Support Courses	Units
<b>Select 2 units from this list to complete the total units required</b>		
IT 110	PC Troubleshooting & Repair .....	3
IT 111AC	CompTIA A+ Exam Preparation .....	4
IT 120	Computer Networking Fundamentals .....	3
IT 121AC	CompTIA Network+ Exam Preparation .....	3
IT 122AC	Network Administration .....	3
IT 123AC	TCP/IP and IP Routing .....	3
IT 130AC	CISCO Academy 1 .....	3
IT 131AC	CISCO Academy 2 .....	3
IT 132AC	CISCO Academy 3 .....	3
IT 133AC	CISCO Academy 4 .....	3
COMP 5	Computer Concepts .....	4
COMP 6	BASIC Programming .....	3
IT 190AD	Supervised Practice .....	2
<b>Minimum Support Course Units:</b> .....		<b>2</b>
<b>Total Minimum Units Required:</b> .....		<b>17</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Music: Instrumental

**A.A Degree:** 31 units listed below with a minimum grade of "C" plus General Education and graduation requirements for a total of 60 units. The AA degree in music will not be awarded until the student has met these requirements to the satisfaction of the music faculty. Please see the music faculty member in the Instrumental Emphasis area for more details.

(See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

The Associate of Arts degree in Music provides the Music major with the necessary course work and skills to transfer to upper division institutions or prepare for jobs as studio musicians, independent instrumental/vocal instructors, accompanists, church organists, and choral directors.

The Music program offers four areas of emphasis: instrumental, vocal, keyboard, and theory/composition. All music majors must perform in the student recital both semesters, scheduled in May and December.

All music majors are advised to enroll in a piano class upon entrance into the department. Organ class may be substituted. Students with previous piano training may challenge the requirement with a member of the keyboard faculty. Failure to satisfy the challenge exam will result in continued registration in a piano/organ class. For a Bachelor of Arts degree from a four-year institution, each student majoring in music must enroll in a piano class until the departmental piano proficiency examination is passed or the Bachelor of Arts degree in Music will be denied.

Course Numbers	Core Courses	Units
MUS 4***	Comprehensive Musicianship I .....	5
MUS 5	Comprehensive Musicianship II .....	5
MUS 6	Comprehensive Musicianship III .....	5
MUS 7	Comprehensive Musicianship IV .....	5
MUS 54AD****	Symphony Orchestra (4 semesters, 2 units each) (8)	
or MUS 74AD****	Concert Band 1 (4 semesters, 2 units each)	
or MUS 175AD****	Concert Band 2 (4 semesters, 2 units each) .....	8
<b>Minimum Core Course Units:</b> .....		<b>28</b>

*Note: Comprehensive Musicianship must be taken concurrently with Symphony Orchestra or Concert Band.*

Course Numbers	Support Courses	Units
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Select 3 additional units from this list to complete the total units required.

MUS 20	Piano 1 .....	1
MUS 21	Piano 2 .....	1
MUS 22AD	Intermediate & Advanced Piano .....	1
MUS 60AD	Brass Instruments .....	1-4
MUS 61AD	Percussion Instruments .....	1-4
MUS 62AD	Woodwind Instruments .....	1-4
MUS 72AD	Jazz Ensemble 1 .....	2-8

**Minimum Support Course Units:** ..... 3

**Total Minimum Units Required:** ..... 31

\*\*\*Music 4 has an advisory of Music 1.

\*\*\*\*Enrollment in Music 54AD, 74AD, and 175AD require a departmental audition.

# Major and Certificate Requirements

## Music: Keyboard

Associate Degree   
 Certificate

**A.A. Degree:** 30 units listed below with a minimum grade of "C" plus General Education and graduation requirements for a total of 60 units. The AA degree in music will not be awarded until the student has met these requirements to the satisfaction of the music faculty. Please see the music faculty member in the Keyboard Emphasis area for more details. (See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

The Associate of Arts degree in Music provides the music major with the necessary course work and skills to transfer to upper division institutions or prepare for job opportunities such as studio musicians, independent instrumental/vocal instructors, accompanists, church organists, and choral directors.

The Music Program offers four areas of emphasis: instrumental, vocal, keyboard, and theory/composition. All music majors must perform in the student recital both semesters, scheduled in May and December.

All music majors are advised to enroll in a piano class upon entrance into the department. Organ class may be substituted. Students with previous piano training may challenge the requirement with a member of the keyboard faculty. Failure to satisfy the challenge exam will result in continued registration in a piano/organ class. For a Bachelor of Arts degree from a four-year institution, each student majoring in music must enroll in a piano class until the departmental piano proficiency examination is passed or the Bachelor of Arts degree in Music will be denied.

Course Numbers	Core Courses	Units
MUS 4***	Comprehensive Musicianship I .....	5
MUS 5	Comprehensive Musicianship II .....	5
MUS 6	Comprehensive Musicianship III .....	5
MUS 7	Comprehensive Musicianship IV .....	5
MUS 20	Piano I (1)	
or MUS 21	Piano 2 (1)	
or MUS 22AD	Intermediate and Advanced Piano .....	1
	<i>Performance in the student recital both semesters (May/December)</i>	
	<b>Minimum Core Course Units:</b> .....	<b>21</b>

Course Numbers	Support Courses	Units
<b>Select 6 additional units from this list to complete the total units required</b>		
MUS 21	Piano 2 .....	1
MUS 22A**	Intermediate/Advanced Piano (1)	
or MUS 23A	Organ I .....	1
MUS 22B	Intermediate/Advanced Piano (1)	
or MUS 23B	Organ II .....	1
MUS 22C	Intermediate/Adv Piano (1)	
or MUS 23C	Organ III .....	1
MUS 22D	Intermediate/Advanced Piano (1)	
or MUS 23D	Organ IV .....	1
or MUSIC 34AD; 53AD; 174AD	Two ensemble performance classes: Choir, Band, Orchestra, etc. ....	2-4
<b>Select 3 additional units from this list to complete the total units required.</b>		
MUS 10	Appreciation of Music History and Literature .....	3
MUS 11	Appreciation of Jazz .....	3
MUS 13	Music of the World .....	3
	<b>Minimum Support Course Units:</b> .....	<b>9</b>
	<b>Total Minimum Units Required:</b> .....	<b>30</b>

\*\*\*Music 4 has an advisory of Music 1 and Music 22A has an advisory of Music 21.

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Music: Theory/Composition

**A.A. Degree:** 30 units listed below with a minimum grade of "C" plus General Education and graduation requirements for a total of 60 units. The AA degree in music will not be awarded until the student has met these requirements to the satisfaction of the music faculty. Please see the music faculty member in the Theory/Composition Emphasis area for more details. (See page 56.)

**Certificate** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

The Associate of Arts degree in Music provides the music major with the necessary course work and skills to transfer to upper division institutions or prepare for job opportunities such as studio musicians, independent instrumental/vocal instructors, accompanists, church organists and choral directors.

The Music Program offers four areas of emphasis: instrumental, vocal, keyboard, and theory/composition. All music majors must perform on the student recital both semesters, scheduled in May and December.

All music majors are advised to enroll in a piano class upon entrance into the department.

Course Numbers	Core Courses	Units
MUS 4***	Comprehensive Musicianship I .....	5
MUS 5	Comprehensive Musicianship II .....	5
MUS 6	Comprehensive Musicianship III .....	5
MUS 7	Comprehensive Musicianship IV .....	5
MUS 20	Piano I (1)	
or MUS 21	Piano 2 (1)	
or MUS 22AD	Intermediate & Advanced Piano .....	1
	Performance in the student recital both semesters (May/December)	
	<b>Minimum Core Course Units: .....</b>	<b>21</b>

Course Numbers	Support Courses	Units
<b>Select 9 additional units from this list to complete the total units required.</b>		
MUS 21	Piano 2 .....	1
MUS 22AD	Intermediate & Advanced Piano .....	1
MUS 126AD	Computerized Audio 1:Midi.....	2
MUS---	Three or more music performance courses within a single area:	
	Instrumental, vocal, or keyboard. ....	6
	Student should have a major instrument/voice, especially at the lower division level	
	<b>Minimum Support Course Units: .....</b>	<b>9</b>
	<b>Total Minimum Units Required: .....</b>	<b>30</b>

\*\*\*Music 4 has an advisory of Music 1.

# Major and Certificate Requirements

## Music: Vocal

Associate Degree   
 Certificate

**A.A Degree:** 32 units listed below with a minimum grade of "C" **plus** General Education and graduation requirements for a total of 60 units. The AA degree in music will not be awarded until the student has met these requirements to the satisfaction of the music faculty. Please see the music faculty member in the Vocal Emphasis area for more details. (See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

The Associate of Arts degree in Music provides the music major with the necessary course work and skills to transfer to upper division institutions or prepare for jobs as studio musicians, independent instrumental/vocal instructors, accompanists, church organists and choral directors. The Music Program offers four areas of emphasis: instrumental, vocal, keyboard, and theory/composition. All music majors must perform on the student recital both semesters, scheduled in May and December.

All Music majors are advised to enroll in a piano class upon entrance into the department.

Course Numbers	Core Courses	Units
MUS 4***	Comprehensive Musicianship I .....	5
MUS 5	Comprehensive Musicianship II .....	5
MUS 6	Comprehensive Musicianship III .....	5
MUS 7	Comprehensive Musicianship IV .....	5
MUS 31AD	Intermediate Voice .....	1
	Performance in the student recital both semesters (May/December)	
MUS 34AD****	Concert Choir (4 semesters, 2 units each) .....	8
<b>Minimum Core Course Units:</b> .....		<b>29</b>

Course Numbers	Support Courses	Units
<b>Select 3 additional units from this list to complete the total units required.</b>		
MUS 20	Piano 1 (1)	
or MUS 21	Piano 2 (1)	
or MUS 22AD	Intermediate & Advanced Piano .....	1
MUS 36AD ****	Chamber Singers (third and fourth semesters, 2 units each) .....	2-8
MUS 31AD	Intermediate Voice (second through fourth semesters) .....	1-4
<b>Minimum Support Course Units:</b> .....		<b>3</b>
<b>Total Minimum Units Required:</b> .....		<b>32</b>

\*\*\*Music 4 has an advisory of Music 1 and Music 31AD has an advisory of Music 30AD.

\*\*\*\*Enrollment in Music 34AD and Music 36AD requires a departmental audition.

Note: Music 36AD requires concurrent enrollment in Music 34AD.



# Major and Certificate Requirements

- Associate Degree
- Certificate

## Nursery Management

**A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

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 greenhouses, 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. Many of these required courses will transfer to universities.

Course Numbers	Core Courses	Units
AGMT 108AB	Introduction to Agriculture Computer Applications (1st semester) .....	3
OH 2	Plant Identification 1 .....	3
OH 3	Plant Identification 2 .....	3
OH 7	Landscape Design .....	3
OH 101	Basic Ornamental Horticulture .....	3
OH 104	Nursery Practices .....	3
OH 105	Plant Propagation .....	3
OH 109	Landscape Maintenance .....	3
WEXP 193	Occupational Cooperative Education/Internship .....	3
<b>Minimum Core Course Units:</b> .....		<b>27</b>

Course Numbers	Support Courses	Units
<b>Select 3 additional units from this list to complete the total units required.</b>		
AG 3	Entomology .....	3
AG 4	Soils .....	3
AGMT 103	Introduction to Agricultural Management .....	3
AGMT 104	Agricultural Accounting .....	3
AGMT 108AB	Introduction to Agriculture Computer Applications (2nd semester) .....	3
OH 106	Landscape Drafting .....	3
OH 118	Xeriscape .....	3
OH 119	Interiorscape .....	3
OH 129	Horticulture/Floral Business Management .....	3
OH 271	Basic Horticulture Skills .....	3
AG	Other Approved Agriculture Classes With Approval of Department .....	3
<b>Minimum Support Course Units:</b> .....		<b>3</b>
<b>Total Minimum Units Required:</b> .....		<b>30</b>

## Ornamental Horticulture

 Associate Degree 

 Certificate 

**A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

Ornamental Horticulture Technology continues to be one of California's fastest growing industries. Students learn to grow and arrange plants and flowers, preparing for work in nursery production and operations, landscape drafting, design and construction, and plant care and maintenance. Many former COS students are now employed in ornamental horticulture and related agriculture fields as floral designers, cut flower growers, plant propagators, retail florists, production foremen, plant inspectors, pest control operators, and garden writers. Many of the courses will transfer to universities.

Course Numbers	Core Courses	Units
AGMT 108AB	Introduction to Ag 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 .....	3
WEXP 193	Occupational Cooperative Education/Internship (1st semester) .....	3

**Minimum Core Course Units: ..... 27**

Course Numbers	Support Courses	Units
<b>Select 3 additional units from this list to complete the total units required.</b>		
AG 3	Economic Entomology .....	3
AG 4	Soils .....	3
AG 103AC	Applied Agriculture Practicums .....	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 121	Plant Combination Theory .....	3
OH 123	Silk and Dried Floral Design .....	3
OH 271	Basic Horticulture Skills .....	3
AG *	Other Approved Agriculture Classes With Approval of Department .....	3

**Minimum Support Course Units: ..... 3**

**Total Minimum Units Required: ..... 30**

# Major and Certificate Requirements

- Associate Degree
- Certificate

## **P.O.S.T. Basic Police Academy**

**Degree:** Degree not available.  
**Certificate:** The 18 unit program below with a minimum of a "C" grade in all courses.\*

### **ACHIEVEMENT CERTIFICATE**

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, intoxilizer, officer survival, community relations, patrol procedures, investigation, traffic enforcement, cultural awareness, and criminal law. Students must be in good physical health, over 18 years of age, and have no felony record.

Course Numbers	Core Courses	Units
AJ 200M1	Basic Police Academy - Module 1 .....	2.5
AJ 200M2	Basic Police Academy - Module 2 .....	4
AJ 200M3	Basic Police Academy - Module 3 .....	5
AJ 200M4	Basic Police Academy - Module 4 .....	6.5
<b>Total Minimum Units Required (860 hrs) :</b> .....		<b>18</b>

- All applicants must:**
- Be in good physical health
  - Be 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 convictions
  - Have a valid California drivers license
  - Pass the academy pretest
  - Have a California Department of Justice Fingerprint Clearance to possess a firearm

A material fee is charged in addition to normal college fees.

Interested persons should contact the law enforcement training department, (559) 730-3752, prior to registering for the course and for details of the application process.

**Prerequisite:** Passing score on the P.O.S.T. 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.

**\*Special note: The College is in the process of waiting for Chancellors' Office approval for the increase of units from 12 to 18 on this certificate.**

# Major and Certificate Requirements

## Paralegal

Associate Degree   
 Certificate

*Approved by the American Bar Association. Established Fall, 1984*

The Associate of Science degree in Paralegalism requires at least 60 units of satisfactory work, only four of which can be "Internship". Thirty units must be selected from the core and support paralegal courses listed below. Students must select 18 General Education units and 2 computer courses from the courses listed on this page. A legal assistant or paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. 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.

**Admissions Requirement:** A student admitted to the program must have a high school diploma or the equivalent as established by the department.

**Certificate:** 55 units. Available **only** with approved general education course work listed on the next page (18 units plus computer requirement courses) or an Associate Degree or a Bachelor's Degree plus 30 units of Paralegal courses and required computer courses.

**A.S. Degree:** 30 paralegal units listed below, plus the computer requirements and general education courses approved for the paralegal major as well as other graduation requirements such as Math, U. S. History and Health and Wellness courses for a total of 60 units.

**Transfer:** This is **NOT** a four-year transfer program or a Prelaw program. Preparation requirements for a law major vary from university to university. Some of the courses included in this program may fulfill transfer requirements. Students planning to transfer to a four-year school are encouraged to review specific requirements with a counselor and check the major sheet of the university they plan to attend.

Course Numbers	Core Courses	Units
PARA 101	Introduction to Paralegalism (F/S)* .....	3
PARA 102	Legal Terminology (F/S)* .....	2
PARA 103	Civil Procedure I (F/S)* .....	4
PARA 104	Civil Procedure II (S)* .....	3
PARA 105	Legal Research & Writing I (F/S)* .....	4
PARA 110	Legal Ethics, Management, and Interviewing (F/S)* .....	3
PARA 193	Internship (F/S)* .....	2
PARA 237	Family Law (F/S)* .....	3
<b>Minimum Core Course Units:</b> .....		<b>24</b>

*\*(F/S means the course is offered in the Fall and Spring)*

Course Numbers	Support Courses	Units
PARA 206	Advances in Legal Research .....	3
PARA 232	Wills, Trusts and Elder Law .....	2
PARA 233	Probate Procedures .....	2
PARA 235	Bankruptcy .....	1
PARA 236	Administrative Law .....	3
PARA 160	Criminal Law Terms in Spanish .....	1
PARA 194	Internship .....	1,2,3
PARA 299	Topics in the Law .....	1,2,3
ACCT 1, 101, or 287	Accounting .....	4,5,3
BUS 18	Business Law .....	4
<i>(Only one Administration of Justice course is allowed)</i>		
AJ 112	Criminal Evidence (3) .....	3
or AJ 115	Criminal Law II .....	3
<b>Minimum Support Course Units:</b> .....		<b>6</b>

Course Numbers	Computer Course Requirements (two courses) one from each list.	Units
COMP 5 or COMP 130	Computer Concepts (4) or Intro to Personal Computer Operations (4) .....	4
COMP 136 or COMP 140	Word Process Using WordPerfect(3) or Windows and DOS (3) .....	3
or COMP 221AD & 223AD	Beginning Word and Beginning Excel (1.5 + 1.5=3) .....	3
<b>Minimum Computer Course Requirement Units:</b> .....		<b>7</b>

**Continued on the next page.**

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Paralegal

*Approved by the American Bar Association. Established Fall, 1984*

### GENERAL EDUCATION FOR PARALEGAL MAJOR

**Take one class from each area (18 units plus required computer courses) :**

**(Plus graduation requirements such as Math, US History and Health and Wellness)**

- Area A1:** English 1; CLEP English Examination (Test 1) Note: Grade of "C" or higher required in area A1
- Area A2:** English 2; Journalism 7; Government 7, 25; Philosophy 20, 25; Speech 1, 4, 5, 7, 8
- Area B:** Any science course on the CSU or IGETC GE Pattern; CLEP Natural Science Examination (Test III) (*Lab Science recommended*)
- Area C:** Anthropology 4, 5; Art 1, 2, 3; English 4, 10, 15-46; Music 10, 11, 13; Foreign Language (1-199); Philosophy (1-199); Sign Language (1-199) Spanish 12; CLEP Humanities Examination (Test IV)
- Area D:** AJ11, 114; Anthropology 10; Government 5, 7, 25; Psychology 5, 39; Economics 1, 2; Geography 2, 3; Sociology 2 History 4, 5, 17, 18, 19, 20, 23, 31; CLEP Social Science/History Examination (Test II)
- Area E:** Any additional 3 units from any of the above listed courses OR Psychology 1, Soc. 1, 26.

<b>SUGGESTED SCHEDULE</b>	
<b>for Paralegal Students Seeking an AS Degree in Paralegalism - 60 Units</b>	
<p><b>First Semester</b></p> <p>PARA 101 ..... 3</p> <p>PARA 102 ..... 2</p> <p>COMP 5, 130 ..... 4</p> <p>Area A1 (ENGL 1) ..... 3</p> <p>Area A2 (Speech) ..... 3</p> <p>HW 1, 7, 104 ..... 3</p> <p>Keyboarding ..... 1-3</p>	<p><b>Second Semest</b></p> <p>PARA 103 ..... 4</p> <p>PARA 110 ..... 3</p> <p>Area B (Science) ..... 3</p> <p>Area C (PHIL 20,25) ..... 3</p> <p>COMP 140,136 or 221 and 223 ..... 3</p>
<p><b>Please note:</b> Third semester Paralegal courses cannot be taken until computer courses and at least 18 units of General Education credit are completed or concurrently taken with the advanced courses.</p>	
<p><b>Third Semester</b></p> <p>PARA 105 ..... 4</p> <p>PARA 193 ..... 1</p> <p>Paralegal Elective ..... 3 (Admin Law or Wills/Probate)</p> <p>GE &amp; Grad Requirements ..... 6</p>	<p><b>Fourth Semester</b></p> <p>PARA 104 (Spring only) ..... 3</p> <p>PARA 237 ..... 3</p> <p>Paralegal Internship ..... 1</p> <p>Paralegal Electives ..... 3</p> <p>GE or Elective ..... 6</p>

<b>SUGGESTED SCHEDULE</b>		
<b>for Paralegal Students Who Have already Completed GE Courses - 37 Units</b>		
<b>First Semester</b>	<b>Second Semester</b>	<b>Summer or Third Semester</b>
<p>PARA 101</p> <p>PARA 102</p> <p>PARA 103</p> <p>PARA 110</p> <p>COMP 5, 130</p> <p><b>Total 16</b></p>	<p>PARA 104 (Spring only)</p> <p>PARA 105</p> <p>PARA 193 (Internship)</p> <p>PARA 237</p> <p>COMP 140, 136, or 221 and 223</p> <p><b>Total 15</b></p>	<p>PARA Electives (4 Units)</p> <p>PARA 194 (Internship)</p> <p><b>Total 6</b></p>
<p>The Paralegal Department requires students take their English, Computer, and General Education courses early in their college schedule. Research and Writing should not be taken until ENGL 1 is completed. Paralegal internship should not be taken until students have enrolled in PARA 103; it should be taken the last two semesters before graduation.</p>		
<p>The General Education areas A-E must be satisfied from courses listed on the Paralegal General Education Pattern found on this page. The courses in parentheses are recommendations only.</p>		

# Major and Certificate Requirements

## Pharmacy Technician

Associate Degree   
Certificate

**Degree:** Degree not available.

**Certificate:** The 10 unit program below with a minimum of a "C" grade in all courses.

### SKILL CERTIFICATE

This is a 10 unit Pharmacy Technician certificate program that can be completed in two (2) semesters. The program will prepare the student for an entry level position as a Pharmacy Technician in a retail or hospital pharmacy. After successful program completion, the student is eligible for California State Pharmacy Technician registration.

The curriculum for this program is adapted from the "Model Curriculum for Pharmacy Technician Training" which was developed by the American Society of Health-System Pharmacists under the guidance of a steering committee comprised of representatives from the American Association of Colleges of Pharmacy, the American Pharmaceutical Association, the Pharmacy Technicians Educators Council, and the American Association of Pharmacy technicians. Copyright ASHP 1996.

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
PT 210	Introduction to Health Systems .....	1
PT 211	Pharmacy Technician Theory 1 .....	3
PT 212	Pharmacy Technician Practice 1 .....	1
PT 220	Pharmacy Technician Practice 2 .....	2
PT 221	Pharmacy Technician Theory 2 .....	1
PT 222	Pharmacy Technician Externship .....	2
<b>Total Minimum Units Required: .....</b>		<b>10</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Physical Education

**A.A. Degree:** 30 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

The Physical Education major may find employment in recreational programs or transfer to a four-year institution to become qualified as an instructor or to pursue a career in athletic coaching.

Course Numbers	Core Courses	Units
BIOL 30	Anatomy .....	4
BIOL 31	Physiology .....	4
HW 1	Personal & Community Health .....	3
HW 3	Standard First Aid .....	3
HW 60/SMED 60	Concepts of Health & Fitness .....	3
HW 119	Nutrition for Fitness (3)	
or NUTR 119	Nutrition for Fitness .....	3
PE 36	Introduction to Physical Education .....	3
PE Activity	Minimum of 4 units in PE Activity .....	4
<b>Minimum Core Course Units:</b> .....		<b>27</b>

Course Numbers	Support Courses	Units
<b>Select additional 3 units from this list to complete the total units required.</b>		
HW 7	Sports Health .....	3
IA 131AD	Intercollegiate Equestrian/Women .....	1
PE 37	Introduction to Coaching .....	2
PE 113AD	Conditioning for Baseball .....	1
PE 124AD	Conditioning for Softball .....	1
PE 188	Peak Performance for Athletes .....	3
SMED 40	Care & Prevention of Athletic Injuries .....	3
<b>Minimum Support Course Units:</b> .....		<b>3</b>
<b>Total Minimum Units Required:</b> .....		<b>30</b>

# Major and Certificate Requirements

## Physical Science

Associate Degree   
 Certificate

**A.S. Degree:** 30 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
 (See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. DEGREE

The Physical Science major provides the student with a full range of lower division courses in the physical sciences. This major will not replace lower division coursework necessary for discipline-specific majors in chemistry, geology, or physics. Employment opportunities would be limited to employers requiring entry level skills in the applied physics/sciences.

Course Numbers	Core Courses	Units
CHEM 1	General Chemistry .....	5
CHEM 2	General Chemistry .....	5
PHYS 20 and PHYS 21	General Physics 1(4) General Physics 2 (4) .....	8
or PHYS 5 PHYS 6 PHYS 7	Physics for Scientists and Engineers 1 (4) Physics for Scientists and Engineers 2 (4) Physics for Scientists and Engineers 3 (4) .....	12
GEOL 1	Physical Geology .....	4
MATH 75 or MATH 21	Calculus with Analytic Geometry 1(5) Introduction to Statistics (4) .....	4 or 5
<b>Minimum Core Course Units: .....</b>		<b>26</b>

Course Numbers	Support Courses	Units
<b>Select 4 additional units from this list to complete the total units required.</b>		
MET 1	Elementary Meteorology .....	3
MATH 76	Calculus with Analytic Geometry 2 .....	5
GEOL 12	Environmental Geology .....	3
BIOL 1 or BIOL 20	Principles of Biology (5) Frontiers in Biology (4) .....	4 or 5
GEOG 1	Physical Geography .....	3
<b>Minimum Support Courses .....</b>		<b>4</b>
<b>Total Minimum Units Required .....</b>		<b>30</b>



# Major and Certificate Requirements

- Associate Degree
- Certificate

## Physics

**A.S. Degree:** 33 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** Certificate is not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. DEGREE

The primary benefit of this degree to the student would be the ability to transfer to a four-year institution with less difficulty. This type of focus is generally an enhancement to a student's transcript and resume. Employment opportunities with the A.S. Degree would be limited to employers requiring apprentice level skills in applied mathematics and/or physics.

Course Numbers	Core Courses	Units
MATH 75	Calculus With Analytic Geometry 1 .....	5
MATH 76	Calculus With Analytic Geometry 2 .....	5
MATH 77	Calculus With Analytical Geometry 3 .....	3
MATH 80	Linear Algebra .....	3
MATH 81	Differential Equations .....	5
PHYS 5	Physics For Scientists and Engineers 1 .....	4
PHYS 6	Physics For Scientists and Engineers 2 .....	4
PHYS 7	Physics For Scientists and Engineers 3 .....	4
<b>Total Minimum Units Required:</b> .....		<b>33</b>

# Major and Certificate Requirements

## Plant Science

Associate Degree

Certificate

**A.S. Degree:** Certificate courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

One of the greatest challenges to mankind is to produce enough food and fiber for future generations. To meet this need, students in the Plant Science Program study 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, and cultivation of crops. Good job opportunities exist in farming, irrigation and crop production as well as related industries such as equipment sales, fertilizers, plant protection and consulting. Major universities offering agriculture programs offer a variety of courses that will lead to degrees in Plant Science.

Course Numbers	Core Courses	Units
AG 3	Economic Entomology .....	3
AG 4	Soils .....	3
AG 105	Fertilizer .....	3
AGTC 108	Irrigation .....	3
AGMT 108AB	Introduction to Agriculture Computer Applications (1st semester) .....	3
PLSI 1	Introduction to Plant Science .....	3
WEXP 193	Occupational Cooperative Education/Internship (1st semester) .....	3
<b>Minimum Core Course Units: .....</b>		<b>21</b>

Course Numbers	Support Courses	Units
<b>Select 9 additional units from this list to complete the total units required.</b>		
AG 200AD	Agriculture Leadership .....	1
AGTC 104	Farm Machinery .....	3
PLSI 12	Fruit and Nut Tree Production .....	3
PLSI 102	Row Crops .....	3
PLSI 103	Cereals and Oil Crops .....	3
PLSI 104	Forage Crops .....	3
PLSI 105	Weeds and Weed Control .....	3
PLSI 111	Citrus Production .....	3
PLSI 113	Grape and Vine Production .....	3
AG	Other Approved Agriculture Classes With Approval of Department .....	3
<b>Minimum Support Course Units: .....</b>		<b>9</b>
<b>Total Minimum Units Required: .....</b>		<b>30</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## **Plumbing**

**Degree:** Degree not available.  
**Certificate:** 9 units in courses listed below with a minimum of a "C" grade in all courses.

### **SKILL CERTIFICATE**

This certificate program is designed to prepare students to enter the plumbing installation and repair industry.

Course Numbers	Core Courses	Units
CT 175AD	Plumbing Inspection .....	3
CT 205AB	Plumbing .....	3+3
<b>Minimum Core Course Units: .....</b>		<b>9</b>

# Major and Certificate Requirements

## **Programmable Logic Controllers**

Associate Degree   
Certificate

**Degree:** Degree not available.  
**Certificate:** 5 units in courses listed below with a minimum of a "C" grade in all courses.

### **SKILL CERTIFICATE**

This certificate program will provide students knowledge and hands on training in the use of programmable logic controllers. Training materials use Allen-Bradley RS Logix programming.

<b>Course Numbers</b>	<b>Core Courses</b>	<b>Units</b>
ITEC 274	Electric Motor Controls Programmable Controllers .....	2
ITEC 276	Maintenance Technology .....	3
	<b>Minimum Core Course Units:</b> .....	<b>5</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Real Estate

**Degree:** Degree not available.  
**Certificate:** 29 units in courses listed below with a minimum of a "C" grade in all courses.

### ACHIEVEMENT CERTIFICATE

The COS Real Estate program gives introductory training which is helpful in studying for the state Real Estate license, and it provides continuing education for people seeking license renewal.

Real Estate is an exciting and energetic business with large amounts of money at stake. Real estate professionals bring together buyers and owners of property to work transactions. Working under the supervision of a real estate broker, they sell, exchange, and rent real estate for clients. Tasks include obtaining "listings" (agreements to sell property), locating potential customers, making appraisals, showing property, negotiating agreements, renting and managing property, and developing new building projects.

Course Numbers	Core Courses	Units
BUS 18	Business Law .....	4
BUS 185	Ethics in Business and Industry .....	3
COMP 130	Introduction to Personal Computers .....	4
COMP 229	Web Page Design & Development .....	3
REAL 140	Real Estate Principles .....	3
REAL 141	Real Estate Finance (3)	
or REAL 142	Real Estate Law .....	3
REAL 143	Real Estate Economics .....	3
REAL 144	Real Estate Practice .....	3
REAL 145	Real Estate Appraisal .....	3
<b>Minimum Core Course Units:</b> .....		<b>29</b>

Course Numbers	Support Courses	Units
<b>Select additional units from this list for further study.</b>		
ACCT 101	Essentials of Accounting (5)	
or ACCT 1	Principles of Accounting (4) .....	4 or 5
BUS 231	Starting a New Business .....	3
COMP 140	Windows and DOS .....	3
COMP 228	Introduction to the World Wide Web .....	1
SPCH 1	Fundamentals of Public Speaking .....	3
REAL 146	Property Management .....	3
<b>Minimum Support Course Units:</b> .....		<b>0</b>
<b>Total Minimum Units Required:</b> .....		<b>29</b>

# Major and Certificate Requirements

## Registered Nursing

Associate Degree   
 Certificate

**A.S. Degree:** 80.5 units with a minimum "C" grade plus General Education and graduation requirements. (see page 54)  
**Certificate:** Certificate is not available.  
**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.S. DEGREE

The Registered Nursing major at College of the Sequoias is a two-year program leading to an A.S. Degree. The program is approved by the California Board of Registered Nursing, and successful completion of the requirements qualifies the graduate to sit for the National Licensing Examination for Registered Nurses. The successful R.N. may begin employment in a wide variety of entry level positions. Jobs are readily available and there is full employment for those who choose to work. Graduates of this program are readily accepted at university-level baccalaureate programs and enter into upper division nursing courses.

High school preparation for Nursing should include a good foundation in math, science and English. Job shadowing is available at local hospitals. A career ladder exists: C.N.A. to L.V.N. to R.N. to B.S.N. to M.S.N. Starting pay is \$18 to \$20 per hour for three to four 12 hour shifts per week.

Admission Requirements: 1. Graduation from an accredited high school or GED equivalency. 2. GPA of 2.5 or higher over all and on all required pre-nursing courses. 3. All qualified candidates may apply. 4. See page 54.

#### Prerequisites (must be taken before program admission):

Course Numbers	Core Courses	Units
BIOL 30	Human Anatomy .....	4
BIOL 31	Human Physiology^ .....	4
BIOL 40	General Microbiology # .....	4
CHEM 20	General Chemistry @ .....	4
or CHEM 30	General and Biological Chemistry**** .....	5
ENGL 1	College Reading and Composition*** .....	3
NUTR 18	Nutrition .....	3
PSYC 1	General Psychology* .....	3
SOC 1	Introduction to Sociology*(3) .....	
or ANTH 10	Cultural Anthropology (3)* .....	
or NURS 106	Cultural Anthropology .....	3
SPCH 1	Fundamentals of Public Speaking* (3) .....	
or SPCH 4	Interpersonal Communications (3)* .....	
or SPCH 8	Group Communication .....	3
	<b>Minimum Prerequisite Units: .....</b>	<b>31</b>

#### Other courses required for graduation (A.S. Degree):

<b>GENERAL EDUCATION</b>	<b>Humanities Course (COS Area C) .....</b>	<b>3</b>
HIST 17	The People of the United States*(3) .....	
or HIST 18	The People of the United States* (3) .....	
or GOVT 5	Federal State and Local Government .....	3*
	<b>Additional Required Units for A.S. Degree: .....</b>	<b>6</b>

#### Nursing courses--taken after admission into the program:

NURS 161	Maintaining Optimal Wellness .....	11
NURS 162	Promoting Optimal Wellness .....	10.5
NURS 163	Promote & Restore Wellness 1** .....	9
NURS 164	Promote & Restore Wellness 2 .....	8
NURS 165	Promote & Restore Wellness 3** .....	2
NURS 166	Nursing Leadership .....	3
	<b>Minimum Required Course Units: .....</b>	<b>43.5</b>
	<b>Total minimum Units Required: .....</b>	<b>80.5</b>

Refer to next page for details on nursing courses taken after admission into the program.

# Major and Certificate Requirements

- Associate Degree  
 Certificate

## Registered Nursing

**A.S. Degree:** 80.5 units with a minimum "C" grade plus General Education and graduation requirements. (see page 54)

**Certificate:** Certificate is not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

The nursing courses listed on the previous page begin fall 2002 with phasing out of the current RN curriculum as follows below.

Fall 2002	NURS 161	Delet NURS 101 and NURS 122
Spring 2003	NURS 162	Delet NURS 102
Fall 2003	NURS 163 & NURS 165	Delet NURS 103
Spring 2004	NURS 164 & NURS 166	Delet NURS 104

- \* *Recommended Preparation: ENGL 251 or equivalent college level course with "C" or better, or eligibility for ENGL 1 per COS Placement Test.*
- \*\* *Corequisite: NURS 163 and NURS 165 are taken the same semester*
- \*\*\* *NURS 160 for LVN to RN/Transfer/Advanced Placement status student (this student does not take NURS 161 & NURS 162).*
- \*\*\*\* *Prerequisite: ENGL 251 with a "C" or better, or eligibility for ENGL 1 per COS Placement Procedures.*
- @ *MATH 200 or 205 with "C" or eligibility for MATH 230 per COS Placement Procedures. Recommended preparation: CHEM 253 or equivalent college course with "C" or better, or high school chemistry with "C" or better in both semesters.*
- ^ *Advisory on Recommended Preparation: Completion of MATH 200 or placement in MATH 230 as determined by the COS Placement Procedures.*
- # *Advisory on Recommended Preparation: BIOL 30 and CHEM 1 or 20 or equivalent course with "C" or better.*
- # *Prerequisite: CHEM 20 or equivalent course with "C" or better and any college level biology course.*

# Major and Certificate Requirements

## Sequoia Theatre Conservatory Theatre Arts/Acting

Letter of Completion

**Please Note:** This is not an approved major or certificate program which has been approved by the College of the Sequoias Community College District. Interested students should contact the Fine Arts Department.

**Letter of Completion:** Completion of either one of the two, forty-eight unit programs below with a minimum grade of "C" in all courses.

### LETTER OF COMPLETION

The Sequoia Theatre Conservatory is designed for the career-oriented theatre student. This **two year** training program is rigorous and disciplined, with a curriculum established to meet the vocational demands of the profession. Students are encouraged to develop their own unique personal resources in an atmosphere of mutual trust and support. The conservatory environment places a premium on personal discipline, high standards, and a positive attitude.

The Conservatory program offers two emphases, each with its own set of requirements: acting and technical. The **Acting emphasis** includes a wide range of acting styles and techniques such as Musical Theatre and Shakespeare. The **Technical emphasis** includes experience in all aspects of theatre work behind the scenes such as lighting design and set construction. In addition, flexible enrollment options will prepare transfer-track students for successful entry into the most prestigious university theatre programs in the country.

Course Numbers	Core Courses	Units
DRAM 1	Introduction to the Theatre .....	3
DRAM 2	Fundamentals of Acting I .....	3
DRAM 3	Fundamentals of Acting 2 .....	3
DRAM 4	Intermediate Acting 1 .....	3
DRAM 5	Intermediate Acting 2 .....	3
DRAM 6	Shakespeare .....	3
DRAM 130AB	Stage Movement/Stage Combat .....	4
DRAM 140AB	Musical Theatre .....	3
DRAM 180AD	Communication Strategies (4 semesters/2 units each) .....	8
<b>Minimum Core Course Units:</b> .....		<b>33</b>

Course Numbers	Support Courses	Units
<b>Select 15 additional units from this list to complete the total units required.</b>		
DANC 6AD	Choreography .....	3
DRAM 8	History of Theater and Drama .....	3
DRAM 12AB	Costuming (First semester) .....	4
DRAM 13AB	Beginning Stagecraft (First semester) .....	3
DRAM 15AB	Beginning Stage Lighting (First semester) .....	3
DRAM 17AB	Make-up (First semester) .....	3
DRAM 19AB	Theatre Arts Workshop I (2 semesters/2 units each) .....	4
DRAM 21AB	Theatre Arts Workshop II (2 semesters/2 units each) .....	4
DRAM 101AD	Introduction to TV Production .....	2
DRAM 20AB	Musical Theatre Performance .....	4
DRAM 202	Acting for the Camera .....	1
MUS 30AD	Voice .....	3
<b>Minimum Support Course Units:</b> .....		<b>15</b>
<b>Total Minimum Units Required:</b> .....		<b>48</b>



# Major and Certificate Requirements

Letter of Completion

## Sequoia Theatre Conservatory Theatre Theatre Arts/Technician

**Please Note:** This is not an approved major or certificate program which has been approved by the College of the Sequoias Community College District. Interested students should contact the Fine Arts Department.

**Letter of Completion:** Completion of either one of the two, forty-eight unit programs below with a minimum grade of "C" in all courses.

### LETTER OF COMPLETION

The Sequoia Theatre Conservatory is designed for the career-oriented theatre student. This **two year** training program is rigorous and disciplined, with a curriculum established to meet the vocational demands of the profession. Students are encouraged to develop their own unique personal resources in an atmosphere of mutual trust and support. The conservatory environment places a premium on personal discipline, high standards, and a positive attitude.

The Conservatory Program offers two emphases, each with its own set of requirements: acting and technical. The **Acting emphasis** includes a wide range of acting styles and techniques such as Musical Theatre and Shakespeare. The **Technical emphasis** includes experience in all aspects of theatre work behind the scenes such as lighting design and set construction. In addition, flexible enrollment options will prepare transfer-track students for successful entry into the most prestigious university Theatre programs in the country.

Course Numbers	Core Courses	Units
DRAM 1	Introduction to the Theatre .....	3
DRAM 2	Fundamentals of Acting I .....	3
DRAM 12AB	Costuming .....	3
DRAM 13AB	Stagecraft .....	3
DRAM 14AB	Intermediate Stagecraft .....	3
DRAM 15AB	Beginning Stage Lighting .....	3
DRAM 16AB	Intermediate Stage Lighting .....	3
DRAM 17AB	Make-up .....	3
DRAM 19AB	Theatre Arts Workshop I (2 semesters/2 units each) .....	4
DRAM 21AB	Theatre Arts Workshop II (2 semesters/2 units each) .....	4
<b>Minimum Core Course Units:</b> .....		<b>32</b>

Course Numbers	Support Courses	Units
<b>Select 16 additional units from this list to complete the total units required.</b>		
ART 2	Art History .....	3
ART 3	Art History .....	3
DRAM 3	Fundamentals of Acting 2 .....	3
DRAM 6	Shakespeare .....	3
DRAM 20AB	Musical Theatre Performance .....	2
DRAM 101AD	Introduction to TV Production .....	4
DRAM 130AB	Stage Movement/Stage Combat .....	4
DRAM 140AB	Musical Theatre .....	3
<b>Minimum Support Course Units:</b> .....		<b>16</b>
<b>Total Minimum Units Required:</b> .....		<b>48</b>

# Major and Certificate Requirements

## Social Science

Associate Degree

Certificate

**A.A. Degree:** 30 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units.  
(See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

A multidiscipline curriculum for students with a wide range of interests in human problems, the Social Sciences major is designed to provide a liberal arts education and supply insights and tools for a variety of employment opportunities in government services, business, commerce, and industry. It may also lead to advanced degrees and elementary and secondary teaching qualifications in the area of social studies or any of the social sciences.

Course Numbers	Core Courses	Units
GEOG 2	World Regional Geography .....	3
HIST 17	The People of the United States (3)	
<i>or</i> HIST 18	The People of the United States .....	3
PHIL 25	Critical Thinking .....	3
PSYC 1	General Psychology .....	3
GOVT 5	Federal, State, and Local Government .....	3
SOC 1	Introduction to Sociology .....	3
<b>Minimum Core Course Units:</b> .....		<b>18</b>

Course Numbers	Support Courses	Units
<b>Select 12 units from this list to complete the total units required.</b>		
AJ 11	Introduction to Criminal Justice .....	3
ANTH 10	Cultural Anthropology .....	3
ECON 1	Principles of Economics .....	3
ETHN 1	Black American Studies .....	3
ETHN 2	American Indian Studies .....	3
ETHN 3	Mexican American Studies .....	3
ETHN 4	Asian American Studies .....	3
GEOG 3	Cultural Geography .....	3
HIST 17	The People of the United States (3)	
<i>or</i> HIST 18	The People of the United States .....	3
PHIL 5	Ethics .....	3
<b>Minimum Support Course Units:</b> .....		<b>12</b>
<b>Total Minimum Units Required:</b> .....		<b>30</b>

# Major and Certificate Requirements

- Associate Degree  
 Certificate

## Spanish

**A.A. Degree:** 21 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

Many career opportunities are available for students who are proficient in both English and Spanish. After completing an A.A. degree in Spanish, a student is able to engage in conversation, understand the essential points of a narrative or explanation, read and comprehend some literature and most factual information addressed to a general reader, and write summaries, descriptions or events, and correspondence. Business, finance, education, health care, social services, travel, and interpreting are some of the fields that a student could enter with a Spanish major.

Course Numbers	Core Courses	Units
HIST 23	Mexican-American History .....	3
SPAN 4	Advanced Spanish .....	4
SPAN 12	Hispanic Literature .....	3
<b>Minimum Core Course Units:</b> .....		<b>10</b>

Course Numbers	Support Courses	Units
<b>Select 11 additional units from this list to complete the total units required.</b>		
ART 4, 5	Pro-Columbian Art .....	3/3
ENGL 10	Chicano Literature .....	3
GEOG 3	Cultural Geography .....	3
SPAN 1	Elementary Spanish .....	4
SPAN 2	Elementary Spanish .....	4
SPAN 3	Intermediate Spanish .....	4
SPAN 22	Spanish for Bilingual Students .....	4
SPAN 23	Spanish for Bilingual Students .....	4
<b>Minimum Support Course Units:</b> .....		<b>11</b>
<b>Total Minimum Units Required:</b> .....		<b>21</b>

# Major and Certificate Requirements

## Speech Communication

Associate Degree   
 Certificate

**A.A. Degree:** 30 units in courses with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** Certificate not available.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### A.A. DEGREE

The Speech Program is designed to prepare students to continue studies toward a B.A. degree in Speech Communication or enter the work force with competent communication skills. Employment opportunities can be very diverse from College Professor in Speech Communications, to Public Relations or Personnel Officer within a corporation, to a career in Mass Communications such as radio and television.

Course Numbers	Core Courses	Units
SPCH 1	Fundamentals of Public Speaking .....	3
SPCH 3	Oral Interpretation .....	3
SPCH 4	Interpersonal Communication .....	3
SPCH 5	Argumentation and Debate .....	3
SPCH 7	Persuasion .....	3
SPCH 8	Group Communication .....	3
SPCH 9	Intercultural Communication .....	3
<b>Minimum Core Course Units:</b> .....		<b>21</b>

Course Numbers	Support Courses	Units
<b>Select 9 additional units from this list to complete the total units required.</b>		
PHIL 10	Development of Western Philosophy .....	3
PHIL 25	Critical Thinking .....	3
MATH 21	Introduction to Statistics .....	4
SPCH 151AD	Independent Study in Speech Communication .....	2-3
<b>Minimum Support Course Units:</b> .....		<b>9</b>
<b>Total Minimum Units Required:</b> .....		<b>30</b>

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Veterinary Technician

**Degree:** Degree not available.  
**Certificate:** The 17-unit program below with a minimum of a "C" grade in all courses.

### SKILL CERTIFICATE

The Veterinary Technician program gives students entry level training in animal health care. Instruction is offered in nutrition, diseases and sanitation, small animal care, as well as basic livestock handling. Upon completion of the coursework and after completing state licensing criteria, students may find employment as veterinary technicians and veterinary assistants. Many of the courses are transferable to universities for degrees in Animal Science areas.

Course Numbers	Course Names	Units
ASCI 104	Animal Diseases and Sanitation .....	3
VT 109	Intro To Veterinary Technology .....	3
ASCI 113	Farm Animal Biology .....	3
ASCI 115	Infectious Diseases of Small Animals .....	3
ASCI 116	Veterinary Office Practices .....	3
AG 193	Occupational Cooperative Education/Internship (1-3) [1st semester] .....	2
<b>Minimum Core Course Units: .....</b>		<b>17</b>

Course Numbers	Support Courses	Units
<b>Select additional units from this list for further study.</b>		
BIOL 22	Animal Biology/Lab .....	3
ASCI 110	Swine Production .....	3
ASCI 111	Beef Production .....	3
ASCI 112	Sheep Production .....	3
ASCI 123	Horse Production .....	3
<b>Minimum Support Course Units: .....</b>		<b>0</b>
<b>Total Minimum Units Required: .....</b>		<b>17</b>

# Major and Certificate Requirements

## Waste Water Treatment

Associate Degree   
Certificate

**Degree:** Degree not available.  
**Certificate:** 6 units in courses listed below with a minimum of a "C" grade in all courses.

### SKILL CERTIFICATE

This certificate program is designed to prepare students for the California State Certification Exams in Water Treatment Operator and Wastewater Treatment Plant Operator.

Course Numbers	Core Courses	Units
ITEC 220	Water Treatment Fundamentals .....	3
ITEC 221	Wastewater Treatment Fundamentals .....	3
	<b>Total Minimum Units Required: .....</b>	<b>6</b>

For more information, please contact:  
Dean, Vocational Education, (559) 730-3808, or  
Division Chairperson for Industry and Technology, (559) 730-3777.

# Major and Certificate Requirements

- Associate Degree
- Certificate

## Welding Technology

**A.S. Degree:** The 30-unit program below with a minimum of a "C" grade in all required courses, **plus** General Education and graduation requirements for a total of 60 units. (See page 56.)

**Certificate:** 30 units in courses listed below with a minimum of a "C" grade in all courses.

**Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

### ACHIEVEMENT CERTIFICATE

California is one of the leading employers of welders in the United States. Qualified welders are needed both in our valley agriculture industries and in our urban industries. The Welding Technology Certificate can lead to careers in food processing installation, fabrication in a variety of industries, construction, and repair.

Course Numbers	Core Courses	Units
AG 193	Occupational Cooperative Education/Internship .....	1
AGTC 210AD	Agriculture Project Construction .....	3
WELD 161	Oxy-Acetylene Welding .....	4
WELD 162	Shielded Metal Arc Welding .....	4
WELD 171	Advanced Welding I .....	4
WELD 172	Advanced Welding II .....	4
WELD 181	Blueprint Reading/Ferrous Metal .....	3
<b>Minimum Core Course Units:</b> .....		<b>23</b>

Course Numbers	Support Courses	Units
<b>Select 7 additional units from this list to complete the total units required.</b>		
AG 193	Occupational Cooperative Education/Internship .....	1-3
AGTC 101	Basic Farm Mechanics .....	3
AGTC 106AD	Agriculture Welding .....	3
AGTC 212AD	Welding Power Source & App .....	1
SPCH 4	Interpersonal Communications .....	3
WELD 105AC	Basic Metalcraft Welding & Forging .....	3
WELD 106	Forging & Wrought Iron .....	2
WELD 173	Stainless Steel Welding .....	2
WELD 274	Aluminum Welding .....	2
<b>Minimum Support Course Units:</b> .....		<b>7</b>
<b>Total Minimum Units Required:</b> .....		<b>30</b>

# Major and Certificate Requirements

## Word Processing

Associate Degree   
 Certificate

**Degree:** Degree not available.  
**Certificate:** The 30-unit program below with a minimum of a "C" grade in all courses.

### ACHIEVEMENT CERTIFICATE

The Word Processing Program teaches concepts, procedures, and terminology, as well as the skills necessary to operate computers. To be prepared for the information explosion in today's high tech office, the employee must be prepared to produce high-quality written documents. By becoming computer proficient, students completing this program will 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.

Course Numbers	Core Courses	Units
BUS 271	College Keyboarding, Level 2 -----	3
BUS 184	Business Communications -----	3
BUS 293	Business English -----	4
COMP 135	Desktop Publishing for Business -----	4
COMP 136	Word Processing Using WordPerfect -----	3
COMP 140 or COMP 221AD	Windows & DOS (3) Beginning Word (1.5) -----	3 or 1.5
COMP 222AD	Advanced Word -----	1.5
COMP 227	Presentation Software for Business -----	1.5
COMP 228	Introduction to the World Wide Web -----	1
<b>Minimum Core Course Units:</b> -----		<b>22.5-24</b>

Course Numbers	Support Courses	Units
<b>Select additional units from this list to complete the total units required.</b>		
BUS 82	Introduction to Business -----	3
BUS 188	Human Relations in Business -----	3
BUS 260	Career Dressing -----	1
BUS 268	Electronic Calculating -----	2
COMP 220	Essential Computer Concepts -----	1
COMP 229	Web Page Design and Development -----	3
<b>Minimum Support Course Units:</b> -----		<b>6-7.5</b>
<b>Total Minimum Units Required:</b> -----		<b>30</b>





"A teacher affects eternity; he can never tell, where his influence stops. "

Henry Brooks Adams



"How wonderful it is  
that nobody need wait a single moment  
before starting to improve the world."

Anne Frank

***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.

<b>Course Numbers</b>	<b>Explanation</b>
1-99 .....	Courses accepted by the University of California System (See UC Transfer Course List for unit limitations). 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.

## 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 interrelationships; and the analysis of financial activities for sole proprietorship, partnerships and corporations. **Advisory on Recommended Preparation:** Sophomore standing (at least 30 college units completed.). CAN BUS 2.

### 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. **Advisory on Recommended Preparation:** ACCT 1 or equivalent college course with "C" or better. CAN BUS 4.

### 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 owners equity elements of professional, service, and merchandising businesses.

### ACCT 202 GEN VOCATIONAL ACCOUNTING 5 UNITS

Hours: 5 Lecture/Discussion

This course continues to apply the fundamental accounting equation to additional, more mature and complex topics of business that might be encountered by a full charge accountant, office manager, general manager or owner. **Advisory on Recommended Preparation:** ACCT 101 or 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 COMPUTER ACCOUNTING 3 UNITS

Hours: 3 Lecture/Discussion

Materials Fee: \$6.00

Equivalent Course: COMP 210.

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 101 or 1 or equivalent college course with "C" or better; and microcomputer experience.

### 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 are also included. 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 agents office, the Internal Revenue Service, the California State Franchise Tax Board, a state licensed tax preparers office, or in their own office.

### ACCT 287 ACCOUNTING FOR SERV 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 owners equity elements of professional and/or service businesses.

## ACCOUNTING

### ACCT 292 FUND OF GOVERNMENTAL ACCOUNT 3 UNITS

Hours: 3 Lecture/Discussion

Fundamentals of Governmental Accounting is an introduction to governmental or fund accounting. The student will learn basic accounting principles and practices as they apply to governmental and not-for-profit organizations. **Advisory on Recommended Preparation:** Keyboarding/ten key calculator experience helpful.

### ACCT 295 CALIFORNIA SCHOOL ACCOUNTING 3 UNITS

Hours: 3 Lecture/Discussion

California School Accounting is an introduction to accounting for California public schools. The student will learn accounting and reporting processes unique to kindergarten through twelfth grade public schools. **Advisory on Recommended Preparation:** Keyboarding/10-key experience, ACCT 101, ACCT 292, and 202, or ACCT 1, or one year accounting experience. (ACCT 292 preferred.)

## ADMINISTRATION OF JUSTICE

### AJ 11 INTRO 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 (the police, courts and corrections) and criminal offenders. 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 between the criminal justice system and the community.

### AJ 14 INTRO TO CRIMINAL LAW I 3 UNITS

Hours: 3 Lecture/Discussion

The historical development and philosophy of law and its constitutional provisions, definitions, classification of crimes 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 INTERPRET 3 UNITS

Hours: 3 Lecture/Discussion

Equivalent Course: BUS 025, GOVT 025.

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. 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:** ENGL 1 and SPCH 1 or equivalent college courses with "C" or better.

### 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. This course 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.

# Course Descriptions

## ADMINISTRATION OF JUSTICE

- 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 administration 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 of and degrees of evidence and rules governing admissibility. Judicial decisions interpreting individual rights and case studies are also taught. CAN AJ 6.
- AJ 113 JUVENILE LAWS & 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 delinquents, including formal agency dealing with delinquent behavior and community based programs designed for the prevention of delinquency.
- AJ 115 CRIMINAL LAW 2 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/PAROLE 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 This 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 CORRECTION/INTERVIEW/COUNSEL 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 Philosophy and techniques of interviewing and counseling used in probation, parole and corrections. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.**
- AJ 118 CRIMINAL INVESTIGATION 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 The 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**  
 The theory and practice in the study of fingerprint identification, description of persons, the history of criminal investigation, and modus operandi and its application to individual characteristics. The study of new techniques used in suspect and victim criminal investigation.

## ADMINISTRATION OF JUSTICE

- AJ 120 WOMEN IN CRIMINAL JUSTICE 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 INTRO TO 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 PRINC/PROC OF CRIM JUS SYSTM 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's procedures from initial entry to final disposition, and the relationship each segment maintains with the rest of the system.
- AJ 123 CRIMINAL JUSTICE ETHICS 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 This course allows students to examine and discuss various ethical issues and values of concern to Administration of Justice professionals. Topics include principles of justice with ethical applications in policing, in the courts, in corrections and in the profession. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS placement procedures.**
- AJ 160 CRIM LAW TERMS IN SPANISH 1 UNIT**  
**Hours: 1 Lecture/Discussion**  
**Equivalent Course: PARA 160, SPAN 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: SPAN 2 or equivalent college course with "C" or better, or 2 years of high school Spanish with "C" or better, or equivalent bilingual background.**
- AJ 200M1 BASIC POLICE ACADEMY, MODULE 1 2.5 UNITS**  
**Hours: 50 Lecture/Discussion**  
**30 Lab**  
**Materials Fee: \$17.00**  
 This is the first module of a four-module series leading to completion of the Basic Police Academy Course. The course will survey the following topics: professional orientation, criminal law, rules of evidence, laws of arrest, arrest methods, use of force, community relations, and handgun shooting techniques. **Advisory on Recommended Preparation: Because this course requires strenuous lifting, reaching, falling, and range of motion activities, students should be free of any medical or physical conditions which could be aggravated by participating in the course. Students must participate fully in order to successfully complete the course. Limitations on Enrollment: 1. Passing score on the POST Entry Level Reading and Writing Test; 2. High school diploma or GED; 3. No felony convictions; 4. Valid California driver's license; 5. Medical clearance by a licensed physician; 6. Fingerprint clearance from the California Department of Justice; 7. Possession of all required equipment, uniforms, supplies and materials; 8. Payment of all enrollment, material and subsidiary fees.**

## ADMINISTRATION OF JUSTICE

### AJ 200M2 BASIC POLICE ACADEMY, MODULE 2 4 UNITS

Hours: 112 Lecture/Discussion  
20 Lab

Materials Fee: \$4.50

This is the second module of a four-module series leading to completion of the Basic Police Academy Course. The course will contain advanced discussion of several topics surveyed in Module 1, including laws of arrest, use of force, firearms, professional orientation and physical control of arrested persons. This module will focus intensively on such topics as report writing, First Aid, CPR, advanced firearms, and statewide information systems. **Advisory on Recommended Preparation:** Because this course requires strenuous lifting, reaching, falling, and range of motion activities, students should be free of any medical or physical conditions which could be aggravated by participating in the course. Students must participate fully in order to successfully complete the course. **Limitation on Enrollment:** 1. Passing score on the POST Entry Level Reading and Writing Test; 2. High School diploma or GED; 3. No felony convictions; 4) Valid California Driver's License; 5) Medical clearance by a licensed physician; 6. Fingerprint clearance from the California Department of Justice; 7. Possession of all required equipment, uniforms, supplies and materials; 8. Payment of all enrollment, material and subsidiary fees; 9. Satisfactory completion of AJ 200M1.

**Prerequisites:** (AJ 200M1) or equivalent college course with "C" or better.

### AJ 200M3 BASIC POLICE ACADEMY, MODULE 3 5 UNITS

Hours: 223 Lecture/Discussion  
60 Lab

Materials Fee: \$4.00

This is the third module of a four-module series leading to completion of the Basic Police Academy Course. Students who complete this module may be appointed by law enforcement agencies as Level II Reserve Peace Officers. This module will emphasize such areas as preparation of crime and arrest reports, California Criminal law, and continue discussion of preliminary investigation of various crimes. **Advisory on Recommended Preparation:** Because this course requires strenuous lifting, reaching, falling, and range of motion activities, students should be free of any medical or physical conditions which could be aggravated by participating in the course. Students must participate fully in order to successfully complete the course. **Limitation on Enrollment:** 1. Passing score on the POST Entry Level Reading & Writing Test; 2. High School Diploma or GED; 3. No felony convictions; 4. Valid California Driver's License; 5. Medical clearance by a licensed physician; 6. Fingerprint clearance from the California Department of Justice; 7. Possession of all required equipment, uniforms, supplies and materials; 8. Payment of all enrollment, material and subsidiary fees; 9. Satisfactory completion of AJ 200M1 and AJ 200M2; 10. Current certification (within the last 3 years) in First Aid and CPR training requirements for public safety personnel as prescribed by the State of California Emergency Medical Services Authority and set forth in the California Code of Regulations, Title 22, Division 9, Chapter 1.5, Sections 100005-100028; 11. Current certification (within the last three years) in PC 832 Training Requirements.

**Prerequisites:** (AJ 200M1 and AJ 200M2) or equivalent college courses with "C" or better.

## ADMINISTRATION OF JUSTICE

### AJ 200M4 BASIC POLICE ACADEMY, MODULE 4 6.5 UNITS

Hours: 322 Lecture/Discussion  
83 Lab

Materials Fee: \$5.50

This is the final module of the four-module format of the POST Basic Police Academy. The course will contain advanced discussion of several topics surveyed in previous modules, including vehicle operations, arrest and control techniques, and preliminary investigation. This module will emphasize such areas as physical training, exercise and scenario testing, and preparation of crime and arrest report narratives related to the scenarios. **Limitation on Enrollment:** 1. Passing score on the POST Entry Level Reading and Writing Test; 2. Passing score on the POST Level 1 Entrance Examination; 3. High school diploma or GED; 4. No felony convictions; 5. Valid California Driver's License; 6. Medical clearance by a licensed physician; 7. Fingerprint clearance from the California Department of Justice; 8. Possession of all required equipment, uniforms, supplies and materials; 9. Payment of all enrollment, material and subsidiary fees 10. Satisfactory completion of AJ 200M1, AJ 200M2, AJ 200M3; 11. Current (within the last 3 years) certification in First CPR training requirements for public safety personnel as prescribed by the Emergency Medical Services authority, Title 22, Division 9, Chapter 1.5, Sections 100005-100028; 12. Current (within the last 3 years) certification in PC 832 Training Requirements.

**Prerequisites:** (AJ 200M1 and AJ 200M2 and AJ 200M3) or equivalent college courses with "C" or better.

### 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. Topics include: Review of the California Collision Investigation Manual, court decisions pertaining to liability, collision scene management, collision scene evidence and correct completion of the report. **Advisory on Recommended Preparation:** AJ 200M1 and AJ 200M2 and AJ 200M3 and AJ200M4) or equivalent college course with "C" or better, or recommendation of department.

### AJ 204 SUPERVISORY TECHNIQUES 5 UNITS

Hours: 80 Lecture/Discussion  
Materials Fee: \$10.00

This course satisfies a state mandate for the training of law enforcement first-line supervisors. Topics include: values, ethics, professional performance appraisal and corrective counseling.

**Prerequisites:** (AJ 200M1 and AJ 200M2 and AJ 200M3 and AJ 200M4) or AJ 200 or equivalent college courses with "C" or better.

### AJ 208 PC 832 (NON FIREARMS) 2 UNITS

Hours: 32 Lecture/Discussion  
8 Lab

Materials Fee: \$2.00

Designed to satisfy the curriculum standards of the Commission on Peace Officers Standards and Training (POST) as required by Penal Code Section 832. It is required for probation officers, correctional officers, and other diverse peace officer classifications who are not required to carry sidearms.

### AJ 209 PC 832/AGENCY FIREARMS 1.5 UNITS

Hours: 16 Lecture/Discussion  
8 Lab

Materials Fee: \$5.00

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 sidearm.

**Prerequisites:** (AJ 208) or equivalent college course with "C" or better.

# Course Descriptions

## ADMINISTRATION OF JUSTICE

- AJ 210 LEVEL 3-RESERVE OFFICER TRNG 3 UNITS**  
**Hours:** 6 Lecture/Discussion  
 2 Lab  
**Materials Fee:** \$20.00  
 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.
- AJ 211 LEVEL 2-RESERVE OFFICER TRNG 5 UNITS**  
**Hours:** 8 Lecture/Discussion  
 16 Activity  
**Materials Fee:** \$20.00  
 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 2 Reserve Peace Officers.  
**Prerequisites:** (AJ 210) or equivalent college course with "C" or better.
- AJ 212 LEVEL 1-RESERVE OFFICER TRNG 3 UNITS**  
**Hours:** 8 Lecture/Discussion  
**Materials Fee:** \$20.00  
 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 1 Reserve Peace Officers. Material Fee: \$20.00.  
**Prerequisites:** (AJ 211) or equivalent college course with "C" or better.
- AJ 213AB INTERVIEW & INTERROGATION 1 UNIT**  
**Hours:** 20 Lecture/Discussion  
 4 Lab  
**Materials Fee:** \$7.00  
 This course presents practical approaches and techniques for conducting interviews and interrogations for people interested in a career in the public safety professions. The course will end with practical application and scenario testing. This course may be repeated once. **Advisory on Recommended Preparation:** AJ 200 or AJ 200M1, AJ 200M2, AJ 200M3, and AJ 200M4 or equivalent college course with a "C" or better.
- AJ 214AC ARREST & CONTROL TECHNIQUES 1 UNIT**  
**Hours:** 16 Lecture/Discussion  
 16 Activity  
**Materials Fee:** \$7.00  
 This course presents an optimal set of techniques to physically subdue unarmed, but violently resisting persons. The instruction methods are a blend of martial arts and wrestling techniques. All are designed and taught to involve the minimal use of force needed to accomplish control. This course may be repeated two times to review and enhance techniques. **Advisory on Recommended Preparation:** Because this course requires strenuous lifting, reaching, falling, and range of motion activities, students should be free of any medical or physical conditions which could be aggravated by participating in the course. All students must participate fully in order to successfully complete the course. **Prerequisites:** (AJ 200M1 and AJ 200M2 and AJ 200M3 and AJ 200M4) or AJ 200 or equivalent college courses with "C" or better.
- AJ 215 DRUG SYMPTOMOLOGY 1 UNIT**  
**Hours:** 16 Lecture/Discussion  
 8 Lab  
**Materials Fee:** \$14.00  
 This course addresses the signs, symptoms, packaging and concealment of opiates and other illicit drugs. It also discusses the physical and psychological affects of narcotics. The course will conclude with discussions of clandestine laboratories and courtroom testimony. **Advisory on Recommended Preparation:** AJ 200 or AJ 200M1 and AJ 200M2, AJ 200M3, and AJ 200M4, or equivalent college course with a grade of "C" or better.

## ADMINISTRATION OF JUSTICE

- AJ 216AB SEARCH WARRANT PREPARATION .5 UNITS**  
**Hours:** 4 Lecture/Discussion  
 20 Activity  
 This course will impart basic skills for preparing search warrants and affidavits, working with magistrates, serving non-high risk warrants, and preparing warrant returns. Students will apply lecture material by preparing, simulated search warrant packages. The student will need access to a word processing computer or a typewriter in order to complete course required assignments. This course may be repeated once. **Advisory on Recommended Preparation:** Successful completion of AJ 200 or AJ 200M1, AJ 200M2, AJ 200M3, and AJ 200M4 or equivalent college level course.
- AJ 217 RADAR OPERATOR .5 UNITS**  
**Hours:** 4 Lecture/Discussion  
 20 Activity  
 This course will certify law enforcement officers to operate police traffic radar devices. Topics include history, theory and laws relating to traffic radar operation. Emphasis will be upon the practical use of radar, setup, equipment calibration, and courtroom testimony. Students will need calculators capable of cosine and tangent functions. **Advisory on Recommended Preparation:** Successful completion of AJ 200 or AJ 200M1, AJ 200M2, AJ 200M3, and AJ 200M4, or equivalent college course.
- AJ 301 PRACTICAL LAW 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
**Equivalent Course:** 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 313AB BASIC ACADEMY PREPARATION 3 UNITS**  
**Hours:** 64 Lecture/Discussion  
 20 Lab  
 This course stresses the integration of reading, writing, and study skills with concepts of cultural awareness and law enforcement professional values and ethics. This course is designed for students with intermediate level reading and writing skills as demonstrated by completion of ENGL 382, an equivalent course, or through instructor evaluation of a writing sample. The intent of this course is to assist students with developing the requisite skills for entering and completing the Basic Police Training Academy. This course may be repeated one time. **Advisory on Recommended Preparation:** ENGL 382, or equivalent college course with "C" or better, or eligibility for ENGL 383, determined by COS placement procedures.
- AJ 320AD 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 may be repeated three times.
- AJ 321 SIDE HANDLE BATON .5 UNITS**  
**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.).
- AJ 360 APPLIED MATH/LEGAL CAREERS 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
**Equivalent Course:** PARA 360.  
 This is a non-degree applicable math course designed to improve student's math skills in a legal career contextual setting. Students will improve their practical problem solving skills covering topics covered by the COS Math Competency Test.

## AGRICULTURAL MANAGEMENT

**AGMT 1 INTRODUCTION TO AG ECONOMICS 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

Agriculture Management 1 is the first course in the Agriculture Management Certificate Program at COS. The 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.

**AGMT 102 AG SALES AND MARKETING 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

This course covers the selling technique as it relates to the agriculture industry. Agriculture selling strategies and approaches are emphasized. Market 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.

**AGMT 103 INTRO TO AG MANAGEMENT 3 UNITS**  
**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 with emphasis on the agribusiness organization and management process.

**AGMT 104 AGRICULTURE ACCOUNTING 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

**Materials Fee: \$5.00**

Principles of agricultural accounting systems and types of records, their use and how to compute and use measures of earnings and cost of production to improve agribusiness efficiency. Also included are farm income tax, Social Security, and employee payroll records.

**AGMT 106 DAIRY INDUSTRIES TOUR 1 UNIT**  
**Hours: 26 Lab**

The course is designed for agriculture business management and dairy science students as part of the Agriculture Business Management and Dairy Science Certificate programs at COS. The course will offer students an opportunity to visit various organizations within the agriculture industries in a field study atmosphere.

**AGMT 108AB INTRO TO AG COMPUTER APPLICA 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

**Materials Fee: \$10.00**

This course is an introduction to Agriculture Computer Applications using the latest in Windows 95, Microsoft Word and Microsoft Excel technology. Students will also be instructed in the use of INTERNET and other computer software applications used in the agricultural industry. This course may be repeated one time.

**Advisory on Recommended Preparation: The ability to type 20 wpm.**

**AGMT 271 ORIENTATION TO AG BUS INDUST 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course is designed to be an introductory course in the exploration of career choices in the agriculture industry. The basics of careers in agricultural sales, management crops, animal science, accounting and leadership will be covered.  
**Advisory on Recommended Preparation: Recommended 20 words per minute typing skills.**

## AGRICULTURAL TECHNOLOGY

**AGTC 101 BASIC FARM MECHANICS 3 UNITS**  
**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 farm shops. CAN AG 4.

**AGTC 102AD FARM EQUIPMENT CONSTRUCTION 2 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

This 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. This course may be repeated three times.

**AGTC 103 FARM POWER 3 UNITS**  
**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.

**AGTC 104 FARM MACHINERY 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

A study in the basic principles for modern farm equipment including the operation, service, repairs, and maintenance. Lectures, demonstrations, and lab work will include theory and practical operations 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.

**AGTC 105AD FARM STRUCTURES 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

Farm structures is an introductory course in planning and designing various types of farm buildings necessary to agricultural enterprises. This course is designed to give students a basic understanding of characteristics, types, and costs of construction materials used in farm buildings. This is a practical course in building metal or wood frame buildings. This course may be repeated three times.

**AGTC 106AD AGRICULTURE WELDING 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

A study of the fundamental principles and practices of welding used in Agriculture construction, fabrication and repair. All positions, joint types, hard surfacing, cutting, brazing, SMAW, GMAW, and OFW will be studied. This course may be repeated three times.

**AGTC 107 FARM SURVEYING 3 UNITS**  
**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.

**AGTC 108 IRRIGATION 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

A 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 and salt problems will be an important part of the study.



# Course Descriptions

## AGRICULTURAL TECHNOLOGY

**AGTC 111 AG EQUIP MAINTENANCE & TECHN 2 UNITS**  
**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.

**AGTC 112 INTRODUCTION TO PRECISION AG 1 UNIT**  
**Hours:** 16 Lecture/Discussion

Precision Agriculture is an emerging high technology agricultural management system. This course will provide an overview of new satellite and computer based technologies that are used as tools to increase farm yields and reduce costs.

**AGTC 113 PRECISION AGRICULTURE 1 UNIT**  
**Hours:** 16 Lecture/Discussion

Precision agriculture will cover the emerging technology of geographic information systems (GIS) as it relates to variable rate application technology and other computer applications for modern agriculture.

**AGTC 200AD PRO TECH SERVICE PROTOCOL 1 UNIT**  
**Hours:** 14 Lecture/Discussion  
 8 Lab

This course is for students in the John Deere Pro Tech training program. Class will cover services, diagnostic procedures, and operations of John Deere equipment. This course can be repeated three times.

**AGTC 209AD SMALL ENGINES & EQUIPMENT 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 2 Lab

A study in the basic principles of modern small engines, lawn and garden equipment. Operation, service, repair and safety will be covered in lecture and lab assignments. This course may be repeated three times.

**AGTC 210AD AG PROJECT CONSTRUCTION 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 1 Lab

**Materials Fee: \$15.00**

This is an introductory course designed to give students a basic understanding of the mechanics and technology of fabrication. This class will study the characteristics, types, and costs of construction materials for their use in Agriculture and industrial equipment fabrication. This course may be repeated three times.

**AGTC 212AD WELDING POWER SOURCES/APPLIC 1 UNIT**  
**Hours:** 17.5 Lecture/Discussion

This is a 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. This course may be repeated three times.

**AGTC 213AC HYDRAULICS PRIN AND APPLICA 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 1 Lab

This is an introduction to the principles and the various designs and systems in hydraulics. Application of hydraulics to both farm and light industrial equipment is emphasized. Design, application, operation, adjustment, and maintenance of hydraulic units are studied. This course may be repeated two times.

**AGTC 214 OUTDOOR POWER EQUIPMENT 3 UNITS**  
**Hours:** 3 Lecture/Discussion

This is a course in the theory of operation, diagnosis and repair, predelivery procedures, including assembly and adjustment of attachments and add on accessories of small power equipment utilized in lawn, turf, garden, and the rental equipment industry. This course may be repeated three times.

## AGRICULTURAL TECHNOLOGY

**AGTC 215AD OUTDOOR POWER EQUIPMENT APPLIC 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 1 Lab

This course provides students technical knowledge and hands on experience in the operation and repair of small gas and diesel engines. This course may be repeated three times.

**AGTC 216AC APPLIED HYDRAULICS 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 1 Lab

Theory, principles, application, diagnostics, repairs and testing of hydraulic circuits and components of modern equipment. This course is repeatable two times.

**AGTC 217 POWER TECHN SKILLS/PRACTICES 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 1 Lab

An introduction to the skills of the Diesel Mechanic and Agriculture Power Mechanic. Ignition, fuel systems, and operation of both gas and diesel engines will be covered. Emphasis is on diagnostic and repair skills.

**AGTC 218 POWER TRAINS 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 1 Lab

A study of the power train from clutch to final drive. It includes a study of clutch type, torque converters, transmissions, and final drives. Troubleshooting and servicing of these components will be stressed in this course.

**AGTC 271 AG MECH SKILLS & PRACTICES 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 1 Lab

This course is an introductory course in Ag Mechanics. Its curriculum is basic and is intended for the student that has no, or very little, Ag Mechanic experience. Basic skills will be taught in safety, hand and power tool use, welding, plumbing and measurement.

## AGRICULTURE

**AG 1 AG, SOCIETY & ENVIRONMENT 3 UNITS**  
**Hours:** 3 Lecture/Discussion

An overview of the science, history, and practice of modern agriculture. This course is designed for students with no previous agriculture background who would like to develop a better understanding of the industry. Special emphasis will be given to the relationship between agriculture, society and environment in California. Field trips are part of this course. **Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 as determined by COS placement procedures.**

**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

This course provides a basic knowledge of the physical, chemical, and biological properties of soils and their characteristics. The course includes factors of: fundamental soil properties, soil and plant relationships, principles of soil formation, fertilizers and soil management, salinity, pH, erosion management, and non-agricultural uses. CAN AG 14.

## AGRICULTURE

<b>AG 103AC</b>	<b>APPLIED AG PRACTICUMS</b>	<b>2 UNITS</b>
<b>Hours:</b>	<b>2 Lecture/Discussion</b> <b>2 Lab</b>	
<p>This course is designed to prepare students as crop and This course is designed to prepare students as crop and plant production managers, landscape foreman and nursery plant managers. Students design, and manage their own practicum managers. Students design and manage their own under supervision of the instructor. This course is practicum under supervision of the instructor. This course repeatable two times.</p>		
<b>AG 105</b>	<b>FERTILIZERS</b>	<b>3 UNITS</b>
<b>Hours:</b>	<b>2 Lecture/Discussion</b> <b>2 Lab</b>	
<p>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. <b>Advisory on Recommended Preparation: AG 4 or equivalent college course with "C" or better.</b></p>		
<b>AG 106</b>	<b>CAREER OPPORTUN FOR WOMEN/AG</b>	<b>2 UNITS</b>
<b>Hours:</b>	<b>2 Lecture/Discussion</b> <b>2 Lab</b>	
<p>Women in Agriculture is a lecture course designed to introduce women to the vast amount of job opportunities and careers in the agricultural industry. The students will experience first hand a variety of fields within agriculture including ornamental horticulture, equine, dairy science and agricultural businesses in general. This course is an introduction to the agricultural curriculum offered at College of the Sequoias intended for women who want to experience the many different fields of agriculture, and pursue a career which utilizes their skills and interests.</p>		
<b>AG 125</b>	<b>PRINCIPLES OF PESTICIDE USE</b>	<b>3 UNITS</b>
<b>Hours:</b>	<b>3 Lecture/Discussion</b>	
<p>Principles of pesticide use is part of the agriculture pest management curriculum at COS. The course is designed to assist persons seeking agriculture pest control licensing and provide continuing education for currently licensed persons. Knowledge gained of pesticide laws and regulations, makes this course extremely important for persons preparing for a career in the production of food and fiber.</p>		
<b>AG 200AD</b>	<b>AG LEADERSHIP</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>1 Lecture/Discussion</b>	
<p>The objective of the course is to build leadership skills in students. Through the COS Agriculture Ambassador Program, students will learn team building, speaking ability, self-confidence and communication skills. This course may be repeated three times.</p>		
<b>AG 201</b>	<b>AGRICULTURAL MATHEMATICS</b>	<b>3 UNITS</b>
<b>Hours:</b>	<b>3 Lecture/Discussion</b> <b>1 Lab</b>	
<p>Practical problem solving utilizing basic algebraic techniques in soils, crops, dairy, horticulture, livestock, poultry, and fees; discounts and interests, percentages, linear measurements, area, volume, metric measures, rations and proportions and their application in today's agriculture. This course prepares students to attain the College of the Sequoias competency certification for mathematics. A successful score (at least 70%) in the final examination for this course will meet the College of the Sequoias requirement for mathematics (computation) competency.</p>		
<b>AG 205</b>	<b>CAREERS IN THE AG INDUSTRY</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>1 Lecture/Discussion</b>	
<p>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.</p>		
<b>AG 206</b>	<b>PESTICIDE REGULATIONS</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>16 Lecture/Discussion</b>	
<p>This course is an outline of California's pesticide laws and regulations. Critical areas of compliance with the laws and regulations, restricted material use and handling will be covered. Preparation for State licensing test will be stressed.</p>		

## AGRICULTURE

<b>AG 207</b>	<b>PESTICIDES FOR LANDSCAPES</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>16 Lecture/Discussion</b>	
<p>This course is specifically directed to the landscaper or gardener. Students will be instructed in IPM, pests, weeds, vertebrates, diseases and other issues facing the professional in work situations. This class will prepare the student to take the State license examination in the category of landscape maintenance for the QAC or QAL.</p>		
<b>AG 208</b>	<b>PLANT AG &amp; PESTICIDES</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>16 Lecture/Discussion</b>	
<p>This course is specifically directed to the grower, advisor, or the handler using pesticides. Students will be instructed in IPM, pests, weeds, vertebrates, diseases, and other issues facing the agricultural community. This class will prepare the student to take the state license examination in the category of plant agriculture for the QAC or QAL.</p>		
<b>AG 209</b>	<b>RESID &amp; INDUST PEST CONTROL</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>16 Lecture/Discussion</b>	
<p>This course is specifically directed to the warehouse, fumigator, or persons in industry using pesticides. Students will be instructed in IPM, pests, weeds, vertebrates, diseases and other issues facing the stored product pests. This class will prepare the student to take the state license examination in the category of residential, industrial and institutional for the QAC or QAL.</p>		
<b>AG 210</b>	<b>FOREST AND RIGHT-OF-WAY</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>16 Lecture/Discussion</b>	
<p>This course is specifically directed to those persons using pesticides in forestry and right-of-way situations. Students will be instructed in IPM, pests, weeds, vertebrates, diseases, and other issues facing these areas. This class will prepare the student to take the State license examination in the category of Forestry and Right-of-Way for the QAC or QAL.</p>		
<b>AG 230</b>	<b>UNDERSTAND PARLIAMENTARY PRO</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>12 Lecture/Discussion</b> <b>8 Lab</b>	
<p>A short course designed to familiarize student with parliamentary law. The course will cover rules of parliamentary procedure, use motions and proper methods in conducting a meeting.</p>		
<b>AG 280</b>	<b>WOOL &amp; FIBER APPLICATION</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>18 Lecture/Discussion</b>	
<p>This is a basic course in the study and application of material fiber, including wool, mohair and cotton. The selection, grading and processing of fiber will be covered. Processing on the home front including washing, carding, and basic spinning will be covered.</p>		
<b>AG 301AD</b>	<b>VECTOR CONTROL I</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>16 Lecture/Discussion</b> <b>4 Activity</b>	
<p>A course of regional training for public agency Vector Control personnel to meet biannual State certification requirements. This course may be repeated three times. <b>Limitation on Enrollment:: Prospective or certified local public health Vector Control personnel, or by permission of division faculty.</b></p>		
<b>AG 363</b>	<b>SPANISH FOR FARMERS</b>	<b>2 UNITS</b>
<b>Hours:</b>	<b>2 Lecture/Discussion</b> <b>1 Lab</b>	
<p>A course for farmers/growers or anyone working in agriculture with Spanish speaking workers.</p>		
<b>AMERICAN SIGN LANGUAGE</b>		
<b>ASL 1</b>	<b>BEG AMER SIGN LANG 1</b>	<b>3 UNITS</b>
<b>Hours:</b>	<b>3 Lecture/Discussion</b>	
<p>Students with no prior knowledge of American Sign Language will learn to function comfortably in a variety of situations with deaf people. <b>Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS Placement Procedures.</b></p>		

# Course Descriptions

## AMERICAN SIGN LANGUAGE

- ASL 2**      **BEG AMERICAN SIGN LANG 2**      **3 UNITS**  
**Hours:**      **3 Lecture/Discussion**  
 A continuation of ASL 1. The skills introduced in ASL 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.  
**Prerequisites:** (ASL 1) or equivalent college course with "C" or better.
- ASL 3**      **INTER AMER SIGN LANG**      **3 UNITS**  
**Hours:**      **3 Lecture/Discussion**  
 Continuation of ASL 2. The skills introduced in ASL 1 and 2 will be expanded to the point where students can function comfortably in a wide variety of situations in the Deaf community.  
**Prerequisites:** (ASL 2) or equivalent college course with "C" or better.
- ASL 4**      **ADV AMER SIGN LANG**      **3 UNITS**  
**Hours:**      **3 Lecture/Discussion**  
 A continuation of ASL 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.  
**Prerequisites:** (ASL 3) or equivalent college course with "C" or better.
- ASL 110AD**      **SIGN LANGUAGE INTERPRETING**      **4 UNITS**  
**Hours:**      **4 Lecture/Discussion**  
 Introduction to the profession of sign language interpretation, emphasizing a professional code of ethics applied to real situations. Training will develop skills from consecutive to simultaneous interpreting. Advanced techniques will include legal, medical, educational, mental health, religious, and deaf/blind interpreting. Course may be repeated three times.  
**Prerequisites:** (ASL 4) or equivalent college course with "C" or better.

## ANIMAL SCIENCE

- ASCI 1**      **INTRO 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 adaptation of the more important breeds of livestock are discussed, along with job opportunities in animal agriculture. It is a required course that can be applied toward the Animal Science Certificate. CAN AG 6.
- ASCI 2AB**      **LIVESTOCK SELECTION/EVALUATN**      **3 UNITS**  
**Hours:**      **3 Lecture/Discussion**  
                  **1 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 repeatable one time.
- ASCI 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. CAN AG 26.
- ASCI 101AD**      **LIVESTOCK 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 for and feed beef cattle, swine, and sheep species with instructor approval. Other skills learned will be feeding your stock, exhibiting and general livestock work. This class may be repeated three times.

## ANIMAL SCIENCE

- ASCI 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, and the economics in feeding and purchasing feeds by nutritive values. **Advisory on Recommended Preparation:** ASCI 1; And AG 201 or MATH 230, or equivalent college courses with "C" or better. CAN AG 12.
- ASCI 104**      **ANIMAL DISEASES & SANITATION**      **3 UNITS**  
**Hours:**      **3 Lecture/Discussion**  
                  **1 Lab**  
 Animal Science 104 is a study of the common diseases and parasites of livestock. Cause, symptoms, prevention, and treatment of common diseases and parasites found in livestock, are taught in this course.
- ASCI 105AD**      **PREPAR LIVESTK SALES/SHO**      **2 UNITS**  
**Hours:**      **2 Lecture/Discussion**  
                  **2 Lab**  
 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. This course may be repeated three times.
- ASCI 107**      **INTRO 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.
- ASCI 108AB**      **MEAT GRADING AND SELECTION**      **2 UNITS**  
**Hours:**      **4 Lecture/Discussion**  
                  **56 Activity**  
 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 out-of-state. This course may be repeated once.
- ASCI 110**      **SWINE PRODUCTION & MANAGEM'T**      **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. CAN AG 24.
- ASCI 111**      **BEEF PRODUCTION & 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. CAN AG 20.
- ASCI 112**      **SHEEP PRODUCTION & MANAGEM'T**      **3 UNITS**  
**Hours:**      **3 Lecture/Discussion**  
                  **1 Lab**  
 A study of sheep production in California with a special emphasis on basic management practices. CAN AG 22.
- ASCI 113**      **FARM ANIMAL BIOLOGY**      **3 UNITS**  
**Hours:**      **3 Lecture/Discussion**  
                  **1 Lab**  
 This course is an introduction to the scientific concepts of farm animal biology. The objective of the course is to familiarize students with basic biology concepts of farm animals. Laboratory exercise will include hands-on training of the anatomy and physiology of farm animals for those students seeking employment or advanced degrees in the animal sciences.

## ANIMAL SCIENCE

### ASCI 114 ADVANCED SWINE MANAGEMENT 3 UNITS

Hours: 3 Lecture/Discussion  
1 Lab

An in-depth analysis of pork production and marketing systems. This course will emphasize the business and management skills, as well as the technology needed to operate a modern successful swine ranch.

Prerequisites: ASCI 110 or equivalent college course with "C" or better.

### ASCI 115 INFECT DISEASES/SM ANIMALS 3 UNITS

Hours: 3 Lecture/Discussion  
1 Lab

This course is designed to acquaint the student with clinical recognition, treatment, control and prevention of diseases in small animals. Common domestic animals will be the main focus with some discussion of exotic and laboratory animal species. Interpretation of implementation of effective therapies will be stressed.

### ASCI 116 VETERINARY OFFICE PRACTICES 3 UNITS

Hours: 3 Lecture/Discussion  
1 Lab

This course is designed to teach the skills that are necessary to operate the Veterinary business office. Client communications, routine vaccinations, preventative medicine procedures and appropriate computer skills will be covered.

### ASCI 120AD BASIC EQUITATION 2 UNITS

Hours: 2 Lecture/Discussion  
2 Lab

The students 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 both bareback and 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. This class may be repeated three times.

### ASCI 121AD PE FOR THE EQUESTRIAN 1 UNIT

Hours: .5 Lecture/Discussion  
1.5 Activity

Equivalent Course: PE 121AD.

A one unit activity course designed to improve the individuals overall fitness through an understanding and application of the basic principles and techniques of equitation. This course is repeatable three times.

### ASCI 123 HORSE PRODUCTION 3 UNITS

Hours: 3 Lecture/Discussion  
1 Lab

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.

### ASCI 124AB COLT BREAKING 2 UNITS

Hours: 2 Lecture/Discussion  
2 Lab

Materials Fee: \$5.00

This course is designed to give students hands-on experience in breaking horses safely and under control, also will provide the student a broad basis for decision making concerning the type of tack they should use, and condition of the tack with regards to safety. Considerable time will be spent on ground work, learning the proper method of driving and lounging so the colt has a solid foundation from which to start its riding career. All of the students will ride their colts at the end of the class. This course may be repeated once.

### ASCI 225 EQUINE INDUSTRY 1 UNIT

Hours: 40 Activity

This required field trip will include visitations to several facilities that produce, raise, and sell horses on a commercial basis. Students will also visit the nation's largest independent breed association offices and magazine that handles the advertising and marketing for thousands of breeders.

## ANIMAL SCIENCE

### ASCI 226 EQUINE REPRODUCTIVE MGMT 1 UNIT

Hours: 12 Lecture/Discussion  
8 Lab

This equine science course will cover reproduction of the horse. Artificial insemination including semen handling and mare estrus cycle management will be used thoroughly.

### ASCI 227 THE SNAFFLE BIT FUTURITY 1 UNIT

Hours: 12 Lecture/Discussion  
8 Lab

This equine science course will cover aspects of the Snaffle Bit Futurity including rules, regulations, scoring and how these are applied during the various Futurity competitions.

### ASCI 228 BITS & BITTING 1 UNIT

Hours: 12 Lecture/Discussion  
8 Lab

This Equine Science course will cover the aspects of all major bits, how to use them and what makes them work.

### ASCI 229 EQUINE RACING INDUSTRY 1 UNIT

Hours: 12 Lecture/Discussion  
8 Lab

This Equine Science class will be a study of the California Racing Industry, including track operations, management, rules of the horse race and the racing regulatory structure. This course includes a mandatory field trip.

### ASCI 260 SHEEP EXHIBITING PREP/SHOW 1 UNIT

Hours: 18 Lecture/Discussion

This short course is designed for the student, 4-H leaders and FFA advisors, who exhibit either market or breeding sheep. Livestock show ethics and rules, fitting equipment and techniques, and conditioning of sheep will be covered. Students may bring their own sheep or lab sheep will be available.

### ASCI 270 LLAMA MANAGEMENT & USES 1 UNIT

Hours: 17.5 Lecture/Discussion

This course is designed to create an understanding of the llama. While based deeply in 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.

### ASCI 271 ADVANCED LLAMA TRAINING 1 UNIT

Hours: 8 Lecture/Discussion  
9.5 Lab

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.

### ASCI 272 LIVESTOCK INDUSTRY INTRO 3 UNITS

Hours: 3 Lecture/Discussion  
1 Lab

This class is an introductory course to the Livestock Industry. Topics will include exploration of breeds, products, markets and management skills. This course is for the novice stockperson.

## ANTHROPOLOGY

### ANTH 4 PRE-COL. CULTURE/MESO. 3 UNITS

Hours: 3 Lecture/Discussion

Equivalent Course: ART 4.

A survey of the major cultures of MesoAmerica from the Early Hunters Stage until the European Conquest. This 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.

# Course Descriptions

## ANTHROPOLOGY

**ANTH 5 PRE-COL. CULT./CEN.,S.AMER 3 UNITS**

**Hours: 3 Lecture/Discussion**

**Equivalent Course: 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 these people's philosophy, religion, politics, history, and economics.

**ANTH 10 CULTURAL ANTHROPOLOGY 3 UNITS**

**Hours: 3 Lecture/Discussion**

Cultural Anthropology is a multi-disciplinary subject encompassing the studies of extinct and extant cultures around the world. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS placement procedures. CAN ANTH 4.**

**ANTH 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. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. CAN ANTH 2.**

## ARCHITECTURE

**ARCH 10 INTRO ARCH & ENVIRN DESIGN 3 UNITS**

**Hours: 2 Lecture/Discussion  
2 Lab**

Introduction to creative problem solving within the professional fields of environmental design, specifically: architecture, engineering, landscape architecture, interior design, construction, city, urban, and regional planning. The elements and principles of design and design processes are introduced as a basis for architectural analysis.

**ARCH 11 ENVIROMENTAL DESIGN FUND 3 UNITS**

**Hours: 2 Lecture/Discussion  
2 Lab**

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 INTRO TO GRAPHICS & PERSPECT 3 UNITS**

**Hours: 2 Lecture/Discussion  
2 Lab**

**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**

**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 112 ARCHITECT DIGITAL DESIGN 1 4 UNITS**

**Hours: 3 Lecture/Discussion  
3 Lab**

**Materials Fee: \$8.00**

An introductory course of professional computer software and techniques utilized to facilitate the architectural design process and problem solving. Its goal is to enhance design ability utilizing the electronic media's interactive processes of conceptualization, visualization, expression through drawing, and graphic presentation. Techniques explored include digital analysis, conceptual studies, dimensional orthographics, and three dimensional modeling and rendering. **Advisory on Recommended Preparation: COMP 5 or COMP 130, and ARCH 10 and ARCH 11, or equivalent college course with "C" or better, or equivalent skills as determined by division assessment.**

**ARCH 113 ARCHITECT DIGITAL DESIGN 2 4 UNITS**

**Hours: 3 Lecture/Discussion  
3 Lab**

**Materials Fee: \$8.00**

An advanced course of professional computer software and techniques utilized to facilitate the architectural design process and problem solving. Its goal is to enhance design ability utilizing the electronic media's interactive processes of conceptualization, visualization, expression through drawing, and graphic presentation. Techniques explored include three dimensional modeling and rendering, desktop formats, digital hybrids, and multimedia. **Advisory on Recommended Preparation: COMP 5 or COMP 130, and ARCH 10, ARCH 11, and ARCH 112, or equivalent college courses with "C" or better, or equivalent skills as determined by division assessment.**

**ARCH 120 FREEHAND DRAWING 3 UNITS**

**Hours: 2 Lecture/Discussion  
2 Lab**

This is the initial course in freehand drawing. It is an extensive 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 commutative 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 CONSTRUCT 3 UNITS**

**Hours: 3 Lecture/Discussion  
3 Lab**

**Materials Fee: \$10.00**

Introduction to residential and light commercial building construction and construction documents including typical materials and systems, methods, codes, and cost estimating.

**ARCH 160 MATERIALS OF CONSTRUCTION 3 UNITS**

**Hours: 3 Lecture/Discussion**

An introduction to the materials and systems of materials used in building construction. This 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.

**ARCH 161AD COMPUTER ASST ARCH DETAILING 3 UNITS**

**Hours: 2 Lecture/Discussion  
3 Lab**

**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-added visualization and form generation as design tools, computer rendering techniques and the application of computer animation for real-time simulation and walk-throughs. This course may be repeated three times.

## ARCHITECTURE

### ARCH 221AC PERSPECTIVE ALTERNATIVES 3 UNITS

Hours: 3 Lecture/Discussion  
3 Lab

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. This course may be repeated twice.

## ART

### ART 1 ART APPRECIATION 3 UNITS

Hours: 3 Lecture/Discussion

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/ANCIENT-GOTHIC 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/GOTHIC-MODERN 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-COL. ART/MESO AMER. 3 UNITS

Hours: 3 Lecture/Discussion

Equivalent Course: ANTH 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 people's philosophy, religion, politics, history, and economics. Included are the Olmec, Zapotec, Tajin, Mixtec, Maya and Aztec.

### ART 5 PRE-COL. CULT./CEN.,S. AMER. 3 UNITS

Hours: 3 Lecture/Discussion

Equivalent Course: ANTH 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 people's philosophy, religion, politics, history, and economics.

### ART 6 COLOR AND DESIGN 3 UNITS

Hours: 1 Lecture/Discussion

5 Activity

Materials Fee: \$10.00

Equivalent Course: CFS 6.

This is a basic course in art with a primary purpose of familiarizing the students with elements and principles of design. It includes fundamental concepts of line, value, color shape/form, space, texture, and color in two dimensions. CAN ART 14.

### ART 7 ADVANCED COLOR AND DESIGN 3 UNITS

Hours: 1 Lecture/Discussion

5 Activity

Materials Fee: \$10.00

Equivalent Course: CFS 7.

ART 7 is a intermediate level course on visual dynamics. This course will study what makes a strong composition in a two-dimensional artwork and explores giving form to ideas on the two-dimensional plane. This course also covers color theory and will study the effects of different color harmonies. **Advisory on Recommended Preparation: ART/CFS 6 or equivalent college course with "C" or better.**

## ART

### ART 8 DRAWING FUNDAMENTALS 3 UNITS

Hours: 1 Lecture/Discussion  
5 Activity

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, using various media. This course is strongly recommended for beginning art majors and persons wishing to develop non-verbal communication skills. CAN ART 8.

### ART 9 DRAWING COMPOSITION 3 UNITS

Hours: 1 Lecture/Discussion  
5 Activity

Materials Fee: \$10.00

A second semester drawing course exploring the expressive and compositional aspects of drawing.

**Prerequisites: ART 008 or equivalent college course with "C" or better.**

### ART 10AD FIGURE DRAWING 3 UNITS

Hours: 1 Lecture/Discussion  
5 Activity

Materials Fee: \$10.00

This class provides students the opportunity to learn ways of visually interpreting the human figure. Both traditional and contemporary styles and techniques will be explored. Students will work from live models and other sources. This course is repeatable three times.

**Prerequisites: (ART 8) or equivalent college course with "C" or better.**

### ART 11AD SCULPTURE 3 UNITS

Hours: 1 Lecture/Discussion  
5 Lab

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

### ART 12AD WATERCOLOR PAINTING 3 UNITS

Hours: 2 Lecture/Discussion  
2 Lab

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 may be repeated three times.

**Advisory on Recommended Preparation: ART/CFS 6 or ART 8 or equivalent college course with "C" or better.**

### ART 13AD STUDIO PAINTING 3 UNITS

Hours: 1 Lecture/Discussion  
5 Activity

Lecture and studio practice in the theory, techniques, and styles of easel painting. Emphasis on oil and acrylic mediums. This course may be repeated three times.

**Advisory on Recommended Preparation: ART/CFS 6 and ART 8 or equivalent college courses with "C" or better.**

### ART 15 BEGINNING PRINTMAKING 3 UNITS

Hours: 1 Lecture/Discussion  
5 Activity

Materials Fee: \$30.00

This is a course in the basics of intaglio, relief, and monotype printmaking. Relief techniques covered will include traditional woodcut and/or linocut printing. Monotype processes will include color printing. Basic intaglio techniques will include collagraph, mezzotint, alternative-ground (non-toxic) etching, and non-toxic photo intaglio. CAN ART 20.

# Course Descriptions

## ART

### ART 16AC ADVANCED PRINTMAKING 3 UNITS

Hours: 1 Lecture/Discussion  
5 Activity

Materials Fee: \$30.00

This is an advanced course in intaglio, relief, and waterless-lithography printmaking. Students are encouraged to further develop their skills acquired in ART 15 or in previous printmaking experiences, and this course also introduces basic techniques in waterless-lithography and multiple-plate color printing. This course may be repeated two times.

Prerequisites: (ART 15) or equivalent college course with "C" or better.

### ART 17AD HANDBUILDING CERAMICS 3 UNITS

Hours: 1 Lecture/Discussion  
5 Lab

Materials Fee: \$20.00

This course covers 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.

### ART 18AD WHEEL THROWN CERAMICS 3 UNITS

Hours: 1 Lecture/Discussion  
5 Lab

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 17AD or an equivalent college course with a "C" or better.

### ART 23AD MACINTOSH BASIC ART/DESIGN 3 UNITS

Hours: 2 Lecture/Discussion  
4 Lab

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 three semesters. **Advisory on Recommended Preparation:** Advise ART6/CFS 6 or equivalent college course with "C" or better or recommendation of the department.

### ART 25AD DIGITAL IMAGING FOR ARTISTS 3 UNITS

Hours: 2 Lecture/Discussion  
4 Lab

Digital Imaging for Artists will enable visual artists to: explore digital image making through the processes of scanning images into the computer, creating photo collage, photo retouching and manipulation of images to final printing of the created image. Macintosh computers and state-of-the-art imaging software, particularly Adobe Photoshop, will be utilized. This course is repeatable for a maximum of three semesters. **Advisory on Recommended Preparation:** Basic computer skills as determined by departmental assessment.

### ART 101AD ARTS AND CRAFTS 3 UNITS

Hours: 2 Lecture/Discussion  
2 Lab

Materials Fee: \$20.00

This course provides an emphasis on exploratory experiences with, and the use of a wide variety of art media, techniques and applications. This course would benefit liberal arts majors, teaching majors, art majors and everyone interested in crafts. No experience in art or crafts is necessary. This course may be repeated three times.

## ART

### ART 105AC METALCRAFT WELDING/FORGING 3 UNITS

Hours: 3 Lecture/Discussion  
3 Lab

Materials Fee: \$15.00

Equivalent Course: WELD 105AC.

Instruction in metalcraft welding and forging techniques, basic tools for welded craft projects and sculpture, and construction of abstract shapes and finished sculptures. This course may be repeated two times.

### ART 111AD EXHIBITION, DESIGN, GALLERY 2 UNITS

Hours: 1 Lecture/Discussion  
2 Lab

This course covers: the theory and technique of the proper presentation of artworks; the exhibition of student, local and national professional artists work; the examination and analysis of exhibition techniques in major art galleries and museums in California. ART 111AD may be repeated three times.

### ART 119AD STAINED GLASS DESIGN 3 UNITS

Hours: 1 Lecture/Discussion  
5 Lab

Materials Fee: \$20.00

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 three times.

### ART 121AC SERIGRAPHY/SCREEN PRINTING 3 UNITS

Hours: 1 Lecture/Discussion  
5 Activity

Materials Fee: \$20.00

A basic course designed to introduce the beginning student to introductory screen printing techniques. The emphasis of the class is the traditional serigraphic printmaking process and includes screen printing, stencil printing and gum dichromate prints on a variety of substrates including paper, fabric and glass. This course may be repeated two times.

### ART 124AD WEB IMAGING /ARTISTS & DESIG 3 UNITS

Hours: 2 Lecture/Discussion  
4 Lab

This is a course for commercial artists and graphic designers which covers the principles and techniques of designing and creating images for web sites that perform optimally regardless of the end users, browser or hardware. Macintosh computers with Photoshop, Illustrator, Image Ready, GoLive and Dreamweaver will be used. This course can be repeated three times. **Advisory on Recommended Preparation:** ART 23AD or ART 25AD or ART 126AD, or equivalent college course with a "C" or better or equivalent experience with computer graphics applications.

### ART 126AD FRACTAL DESIGN PAINTER 3 UNITS

Hours: 2 Lecture/Discussion  
4 Lab

Introduction to Fractal Design painter in creating images for commercial and fine art applications. Students will explore similarities between traditional methods of art making and those found in digital work. Images will be made from a wide range of mediums then translated into computer imagery, utilizing Macintosh computers, scanners and printers. This course can be repeated three times. **Advisory on Recommended Preparation:** ART 6, or ART 8, or ART 23AD or an equivalent college course with "C" or better.

### ART 127 INTRODUCTION TO PRINTMAKING 3 UNITS

Hours: 2 Lecture/Discussion  
4 Lab

Materials Fee: \$30.00

This is a survey course in printmaking, covering relief printing, intaglio and etching, monoprint, collagraph, and lithography. It is designed to familiarize the beginning art student with the vast number of printing processes and techniques and affords intermediate and advanced students the opportunity to explore mediums that are not covered in other class offerings. **Advisory on Recommended Preparation:** ART 8 or equivalent college course with "C" or better.

## ART

### ART 128AD LITHOGRAPHY 3 UNITS

Hours: 2 Lecture/Discussion  
4 Lab

Materials Fee: \$30.00

The students will study the history and technique of lithographic processes, including traditional and contemporary methods. Students will learn both stone and aluminum plate lithography and will be challenged with techniques appropriate to their skill level. Students will explore color lithographic processes, including four color process digital lithography after completing the second semester. This class may be repeated three times. **Advisory on Recommended Preparation:** ART 8 or equivalent college course with "C" or better.

### ART 129AD WATERLESS LITHOGRAPHY 3 UNITS

Hours: 1 Lecture/Discussion  
5 Activity

Materials Fee: \$30.00

Waterless Lithography is a new non-toxic lithographic technique utilizing silicone to process plates. Students will learn to prepare plates, create and draw and/or paint on plates using media totally different from traditional lithography. Students will learn this non-toxic printmaking medium on aluminum plates and will be challenged with techniques appropriate to their skill level. This class may be repeated three times. **Advisory on Recommended Preparation:** ART 127 or ART 15 or equivalent college course with a grade of "C" or better.

### ART 174AB FASHION ILLUSTRATION 3 UNITS

Hours: 2 Lecture/Discussion  
3 Lab

Equivalent Course: FASH 174AB.

Fundamentals of fashion illustration, including a study of current fashion ideals; drawing fashion proportioned figures and faces, rendering garment details, fabrics and accessories; familiarizing students with fashion publications; preparing illustrations including layout, stylizing drawings, and matting drawings for presentation. This course may be repeated one time.

### ART 210 ART STUDY TOUR 1 UNIT

Hours: 18 Lecture/Discussion

ART 210 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 and by attending introductory lectures. The purpose of the course is to expose students, first hand, to major works of art (including painting, sculpture, and architecture). Students should consult the current schedule of classes for any additional fees.

### ART 212AD PHOTO REALISM 3 UNITS

Hours: 1 Lecture/Discussion  
5 Activity

Exploration and practice of the historical and contemporary use of photography as the subject and as an aid to painting. Beginning and advanced work in oils and/or acrylics. This course is repeatable three times. **Advisory on Recommended Preparation:** Art/CFS 6 and Art 8 or equivalent college courses with "C" or better.

## ASTRONOMY

### ASTR 10 INTRODUCTION TO ASTRONOMY 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:** ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 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, BENCHWRK & SERV PROCE 2 UNITS

Hours: 2 Lecture/Discussion  
2 Lab

AUTO100 is the first course in the Automotive Program and is recommended 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, service and parts sales and the "Write it Right" program from the Bureau of Automotive Repair.

### AUTO 101 AUTO ELECT/ELECTRONIC SYSTEMS 4 UNITS

Hours: 3 Lecture/Discussion  
4 Lab

AUTO 101 is a study course of the automotive electrical and electronic systems. Instruction covers the inspections, testing and repair of the total electrical system and component parts. The lab portion of the course is conducted in a service and repair type atmosphere which allows the students to receive as much hands-on experience as possible.

**Corequisites:** AUTO 100 unless previously completed with a "C" or better or an equivalent college course with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

### AUTO 102 FUEL AND COOLING SYSTEMS 3 UNITS

Hours: 2 Lecture/Discussion  
4 Lab

AUTO 102 is 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.

**Corequisites:** AUTO 100 and 101 unless previously completed with a "C" or better, or equivalent college courses with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

### 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 AUTO 101) or equivalent college courses with "C" or better.

### AUTO 104 AUTOMOTIVE POWER TRAIN 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 transmission operation and repair; drive shaft, differential and drive axle operation and repair.

**Corequisites:** AUTO 100 and 101 unless previously completed with a "C" or better, or equivalent college course with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

### AUTO 105 AUTO BRAKES/BRAKING SYSTEMS 3 UNITS

Hours: 2 Lecture/Discussion  
4 Lab

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 for service and repair procedures will be included.

**Corequisites:** AUTO 100 and 101 unless previously completed with a "C" or better, or equivalent college courses with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment.



# Course Descriptions

## AUTOMOTIVE TECHNOLOGY

**AUTO 106 AUTOMATIC TRANSMISSIONS 4 UNITS**  
Hours: 2 Lecture/Discussion  
6 Lab

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.

**Corequisite:** AUTO 100 or equivalent college courses with a "C" or better.

**Prerequisites:** AUTO 101 or equivalent college course with "C" or better.

**AUTO 107 ADVANCED AUTO TRANSMISSIONS 3 UNITS**  
Hours: 2 Lecture/Discussion  
4 Lab

AUTO 107 is 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 and AUTO 101 and AUTO 106) or equivalent college courses with "C" or better.

**AUTO 108 AUTOMOTIVE ENGINE TUNE-UP 5 UNITS**  
Hours: 3 Lecture/Discussion  
6 Lab

Instruction in advanced electrical theory, related to the entire electrical system transistor ignition and regulation. Transistor distributor and alternator overhaul. Tuneup and trouble-shooting of the engine and related circuits.

**Prerequisites:** (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).

**AUTO 109 AIR CONDITION AND ACCESSORIES 3 UNITS**  
Hours: 2 Lecture/Discussion  
4 Lab

Instruction in most automotive accessories with emphasis in heating and air conditioning system diagnosis and repair.

**Prerequisites:** 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 ADV AUTOMOTIVE FUEL INJECTION 3 UNITS**  
Hours: 3 Lecture/Discussion  
1 Lab

An in-depth study of automotive fuel injection systems and related emission control devices. **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

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 AUTO STEERING, ALIGN & SUSPEN 3 UNITS**  
Hours: 2 Lecture/Discussion  
4 Lab

New concepts and procedures as well as the fundamentals affecting the service and maintenance of vehicle front and rear suspension, alignment, and steering systems. 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.

**Corequisites:** AUTO 100 and 101 unless previously completed with a "C" or better, or equivalent college courses with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

## AUTOMOTIVE TECHNOLOGY

**AUTO 122 ADV ENGINE PERFORM DIAGNOSIS 3 UNITS**  
Hours: 3 Lecture/Discussion  
1 Lab

This course provides advanced diagnostic and troubleshooting skills for automotive service technicians. The design, function and operation of modern test equipment such as Lab Scopes, Scan Tools and Digital Multimeters will be included. **Advisory on Recommended Preparation:** AUTO 101, 102, 113, 108 and 202 or equivalent college courses with "C" or better.

**AUTO 201AD ASE CERTIFICATION PREPARATION 1.5 UNITS**  
Hours: 36 Lecture/Discussion

Instruction and examinations in engines, transmissions, steering, suspension, brakes, electrical, heating, air conditioning and tune-up. Preparation for the National Institute for Automotive Service Certification. This course may be repeated three times. **Advisory on Recommended Preparation:** Completion of appropriate automotive courses or equivalent knowledge and skills learned through experience.

**AUTO 202 AUTOMOTIVE FUEL INJECTION 3 UNITS**  
Hours: 3 Lecture/Discussion

AUTO 202 is 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. **Advisory on Recommended Preparation:** AUTO 100 and 101 with a "C" or better, or equivalent college courses with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

**AUTO 263AD CLEAN AIR CAR COURSE 2.5 UNITS**  
Hours: 36 Lecture/Discussion  
27 Lab

The Basic Clean Air Car Course is a certification course designed as preparation for students to take the Bureau of Automotive repair's Basic Smog Check Technician licensing examination. ANY STUDENT MAY TAKE THIS COURSE, BUT MAY NOT BE CERTIFIED AS ELIGIBLE TO TAKE THE STATE LICENSING EXAMINATION. This course may be repeated three times. **Advisory on Recommended Preparation:** AUTO 100, 101, 102, 108 and 113 or equivalent college courses with a "C" or better; or one year of automotive experience in the engine performance and emissions area; or related equivalent skills and knowledge as determined by departmental assessment.

**AUTO 264AD ADVANCED CLEAN AIR CAR COURSE 2.5 UNITS**  
Hours: 36 Lecture/Discussion  
27 Lab

The Advanced Clean Air Course is a certification course designed to prepare students to take the Bureau of Automotive Repair Advanced Smog Check Technician licensing examination. It will cover BAR 97 Transition Training, Advanced Emissions Diagnostics Training and Enhanced Area Inspection and Test Procedure Training. This course may be repeated three times. **Advisory on Recommended Preparation:** AUTO 263AD or equivalent college courses with a "C" or better, or equivalent: a Automotive Technology Certificate from an accredited institution or trade school, a Basic Clean Air Car Course Certification, ASE A-6, A-8, and L1 Certifications or a current Basic Smog Check Technician License.

**AUTO 265 ELECT & ALTERNA FUEL VEHICLE 1.5 UNITS**  
Hours: 18 Lecture/Discussion  
9 Lab

A study of alternative fuels and electric powered vehicles that are available and in use in the transportation industry today. This course of study will include the following; electric vehicles, compressed natural gas (cng), ethanol, methanol, and liquified petroleum gas (lpg). This course will explain legislative and regulatory policies concerning alternative fuel vehicles.

**AUTO 267 AUTO WHEEL ALIGNMENT/SERVICE 2 UNITS**  
Hours: 2 Lecture/Discussion  
1 Lab

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

## AUTOMOTIVE TECHNOLOGY

**AUTO 300 AUTO FAMILIARIZATION 1.5 UNITS**  
**Hours: 2 Lecture/Discussion**  
**1 Lab**

AUTO 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.

## BIOLOGY

**BIOL 1 PRINCIPLES OF BIOLOGY 5 UNITS**  
**Hours: 3 Lecture/Discussion**  
**6 Lab**

BIOL 1 is the first semester of a two course introductory sequence for biology majors. The course covers the principles and applications of basic chemistry, biochemistry, cell structure and function, homeostasis, cell division, molecular and Mendelian genetics, cellular respiration, plus the taxonomy, development, comparative structure, organ system functions and behavior of animals. The philosophy and methods of science, and experimental design are emphasized. **Advisory on Recommended Preparation: CHEM 1 or 20 or equivalent college course with "C" or better. CAN BIOL 4.**

**BIOL 2 PRINCIPLES OF BIOLOGY 5 UNITS**  
**Hours: 3 Lecture/Discussion**  
**6 Lab**

The second semester of a general principles course for biology majors. Topics covered include microbiology, the comparative anatomy, physiology, phylogeny and taxonomy of plants. Population genetics, the mechanisms of evolution, the principles of population and community ecology, and community interactions are also considered. Laboratory exercises include several local field trips. **Advisory on Recommended Preparation: CHEM 1,20, or equivalent college courses with "C" or better. CAN BIOL 6.**

**Prerequisites: (BIOL 1) or equivalent college course with "C" or better.**

**BIOL 20 FRONTIERS IN BIOLOGY 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**

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 BIOL 1. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.**

**BIOL 21 PLANT BIOLOGY 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**2 Lab**

This is a general principles course in plant biology for the non-biology 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 BIOL 2. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.**

**BIOL 22 ANIMAL BIOLOGY 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**2 Lab**

A general principles course in animal biology designed to meet the needs of a transfer student who is not a life-science major. Field trips are part of the course. **Advisory On Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.**

## BIOLOGY

**BIOL 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. Field trips are part of course. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.**

**BIOL 30 HUMAN ANATOMY 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**

A general survey course designed to acquaint the beginning student with enough anatomical principles necessary to understand the basic structure of the human body. **CAN BIOL 10.**

**BIOL 31 HUMAN PHYSIOLOGY 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**

BIOL 31 is a course designed to acquaint the beginning student with enough physiological principles necessary to understand the basic functioning of the human body. Laboratory experiments and exercises are designed to reinforce theories and processes described in lecture and to introduce students to basic physiological scientific investigation. **Advisory on Recommended Preparation: BIOL 30; and CHEM 1,20, or 30, or equivalent college courses with "C" or better. CAN BIOL 12.**

**BIOL 40 GENERAL MICROBIOLOGY 0 - 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. **Advisory on Recommended Preparation: CHEM 20 or equivalent college course with "C" or better; and any college level biology course. CAN BIOL 14.**

**BIOL 60 INTRODUCTION TO CELL BIOLOGY 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This is a general course in cell biology for non-biology majors. The basic biochemistry, structures, functions, genetics, growth and development of animals, plant and microbial cells will be covered.

**BIOL 180 LAB TECHNIQUES & PRACTICES 2 UNITS**  
**Hours: 1 Lecture/Discussion**  
**3 Lab**

This course introduces students to the techniques and practices used in laboratory settings. Topics will include lab safety, separation techniques, and measurements using a variety of instruments. Care and maintenance of instruments are also covered in the course. This is a required course for the Laboratory Technician Certificate. **Advisory on Recommended Preparation: Completion of, or co-enrollment in a transfer level Chemistry course.**

**BIOL 185 APPLIED LAB PRACTICES 2 UNITS**  
**Hours: 1 Lecture/Discussion**  
**3 Lab**

Students will work individually and in groups to solve independent laboratory research problems. Students will utilize proper protocols, and instrumentation to produce and collect data. They will analyze the experimental data and document their work in laboratory reports. Prerequisite may be waived with any transfer level Chemistry course with lab with "C" or better.

**Prerequisites: (BIOL 180 or CHEM 180) or equivalent college courses with "C" or better.**

**BIOL 200 CALIFORNIA NATURAL HISTORY 3 UNITS**  
**Hours: 3 Lecture/Discussion**

A study of the natural history of California with emphasis on Central California, from the Sierras to the ocean. Topics include California geology, meteorology, geography, botany, ecology and zoology. Weekend field trips are part of the course.

# Course Descriptions

## BIOLOGY

**BIOL 270 MICROBIOLOGY TECHNIQUES 1 UNIT**  
**Hours: 1 Lecture/Discussion**  
**2 Lab**

This course will teach an introduction to basic microbiology techniques. These will include microscope usage, staining methods, isolation and cultivation of bacteria and fungi, media preparation and microbial screening tests.

## BUSINESS

**BUS 18 BUSINESS LAW 4 UNITS**  
**Hours: 4 Lecture/Discussion**

This course is recommended for most business majors. It includes an introduction to the U.S. legal system; the relation of ethics to law; administrative, criminal, tort, and labor law; and legal aspects of international trade. Emphasis is on the study of the law of contracts and agency with case studies; discussion and analysis. CAN BUS 12.

**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. A high level of mathematical sophistication and dedication is required for successful completion of this course. Prerequisite may be waived with eligibility determined by COS Placement Procedures.  
**Prerequisites: (MATH 230) or equivalent college course with "C" or better.**

**BUS 25 CONSTITUTIONAL LAW INTERPRET 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**Equivalent Course: AJ 025, GOVT 025.**

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. Students will develop the skills to analyze other's 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: ENGL 1 and SPCH 1 or equivalent college courses with "C" or better.**

**BUS 82 INTRODUCTION TO BUSINESS 3 UNITS**  
**Hours: 3 Lecture/Discussion**

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; and the structure of American business. **Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 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 may be waived with eligibility determined by COS Placement Procedures.  
**Prerequisites: or (MATH 230) or equivalent college course with "C" or better.**

## 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: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS Placement Procedures.**

**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 keyboarding. Provides an opportunity to demonstrate speed and accuracy as well as his/her understanding of typical office problems such as keyboarding letters, legal documents, manuscripts, and business forms. **Advisory on Recommended Preparation: BUS 270 or equivalent college course with a "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: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS Placement Procedures.**

**BUS 171 APPLIED PROF 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.

**BUS 174 MARKETING PRINCIPLES 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course provides basic understanding of marketing principles as well as training and experience in planning, producing, storing, promoting, selling and distribution of commodities.

**BUS 184 BUSINESS COMMUNICATIONS 3 UNITS**  
**Hours: 3 Lecture/Discussion**

**Materials Fee: \$5.00**

Business communication theory will be introduced. The student will learn the techniques of written and oral communications helpful in handling common business transactions, letters, memos, reports. **Advisory on Recommended Preparation: ENGL 251 or BUS 293 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures; and computer word processing skills.**

**BUS 185 ETHICS IN BUSINESS & INDUSTRY 3 UNITS**  
**Hours: 3 Lecture/Discussion**

**Equivalent Course: ITEC 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.

# Course Descriptions

## BUSINESS

### BUS 188 HUMAN RELATIONS IN BUSINESS 3 UNITS

Hours: 3 Lecture/Discussion

Students will become acquainted with those accepted patterns of behavior and performance standards which will enhance their skills in the workplace. The student learner will be exposed to management techniques applicable in his/her business, domestic, personal, and social life. Discussion and classroom material explores possible problems and solutions in management and employee relationships. This course is a general education course in personnel relations which will be of value to both the business and nonbusiness student. **Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better, or eligibility for Engr 1 as determined by COS Placement Procedures.

### BUS 230 SUPERVISN,MGMT/1ST LINE SUPR 3 UNITS

Hours: 3 Lecture/Discussion

This course is designed to begin the process leading to a career in supervision or the first step toward higher management. Topics include obtaining and training an employee, appraising employee performance, counseling employees, handling discipline and grievances, understanding the group dynamics of an organization, understanding unions, coping with ethics and institutional politics, increasing productivity, and self-appraisal. **Advisory on Recommended Preparation:** ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS Placement Procedures.

### BUS 231 STARTING A NEW BUSINESS 3 UNITS

Hours: 3 Lecture/Discussion

This course assists students who wish to become small business owners or managers. Topics include development of a business plan, marketing, financing, accounting and management. **Advisory on Recommended Preparation:** Any general business class or previous business experience.

### BUS 256 MEDICAL TERMINOLOGY 3 UNITS

Hours: 3 Lecture/Discussion

This course is designed to provide a foundation for the understanding of medical terminology using simple, non-technical explanations of medical terms. The fundamentals of word analysis are explained to make the understanding of complex terminology easier. **Advisory on Recommended Preparation:** ENGL 360 or equivalent college course with a "C" or better, or eligibility for ENGL 251 determined by COS Placement Procedures.

### BUS 258 PEOPLE, PROCED, TECH OFF PRO 4 UNITS

Hours: 4 Lecture/Discussion

Materials Fee: \$3.00

Designed to help the office professional become familiar with protocol, routines and procedures encountered in today's automated office. In addition, this course is designed to sensitize students to cultural differences, familiarize the students with various responsibilities he/ she may have to assume, as well as to review the skills that are needed to obtain and retain employment in the automated office. **Advisory on Recommended Preparation:** ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS Placement Procedures; computer word processing skills; and intermediate keyboarding skills.

### BUS 260 CAREER DRESSING 1 UNIT

Hours: 1 Lecture/Discussion

Equivalent Course: FASH 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 and color/image consulting vocational certificates, and the AA Degree in Home Economics with a fashion merchandising major.

## BUSINESS

### BUS 265 RETAIL CAREER PREPARATION 1 UNIT

Hours: 1 Lecture/Discussion

This course will help students prepare for employment in retail and sales. Instruction will emphasize job search techniques, resume, application and correspondence related to job search, interview and portfolio presentation skills. The course provides the skills and concepts necessary to facilitate successful on-site work experience. Portfolio preparation and interview skills will also be enhanced towards the end of the certificate program. **Advisory on Recommended Preparation:** It is advised for students to take this course the same semester they take WEXP 193.

### BUS 266 PROFESSIONAL EMPLOYMENT PREP 3 UNITS

Hours: 3 Lecture/Discussion

This course is designed to increase the student's understanding of researching jobs and organizations, employment interviewing, getting a job, professional development, including communication skills by presenting theories, techniques, and principles behind these skills. **Advisory on Recommended Preparation:** ENGL 251 or BUS 293 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

### BUS 267 CAREER MANAGEMENT 3 UNITS

Hours: 3 Lecture/Discussion

This course will address critical skills that new employees should possess in order to contribute to a company's profitability. Emphasis will be on soft skills which will develop personal and life skills, self-understanding, work culture, effective communications, problem solving, teamwork, self-improvement, customer service, stress and money management.

### BUS 268 ELECTRONIC CALCULATING 2 UNITS

Hours: 2 Lecture/Discussion

Materials Fee: \$4.00

This course introduces the student to the ten-key pad. Students will develop speed and accuracy using the touch method, review the principles of arithmetic, and transfer the skills to the solution of business problems. **Advisory on Recommended Preparation:** BUS 395 or MATH 360 or equivalent college course with "C" or better, or recent completion of an arithmetic class.

### BUS 270 COLLEGE KEYBOARDING LEVEL 1 3 UNITS

Hours: 2 Lecture/Discussion

2 Lab

Materials Fee: \$5.00

College Keyboarding is a course designed to help students develop the strong keyboarding skills they need today along with the specific word processing, Internet, and general computer application skills they will need for tomorrow. The On-line Learning option includes lesson slides, quizzes, web links, enrichment material, flash cards, interactive exercises, and on-line reference of model documents.

### BUS 271 COLLEGE KEYBOARDING LEVEL 2 3 UNITS

Hours: 2 Lecture/Discussion

2 Lab

Materials Fee: \$5.00

Business 271 is an intermediate course with emphasis on business correspondence, forms, table, 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 270 or equivalent college course with a "C" or better, or one year of previous typing instruction.

### BUS 293 BUSINESS ENGLISH 4 UNITS

Hours: 4 Lecture/Discussion

BUS 293 is a lecture/discussion class that is designed to help the business student become more proficient in and more comfortable with the use of the English language. It provides a complete review of and practice in using the fundamentals of English grammar: parts of speech, spelling, sentence structure, punctuation, and vocabulary building. **Advisory on Recommended Preparation:** ENGL 360 or equivalent college course with a "C" or better or eligibility for ENGL 251 determined by COS placement procedures.

# 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 general business 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 360AC ELEMENTARY KEYBOARDING 1 UNIT**  
Hours: 9 Lecture/Discussion  
17 Lab  
Materials Fee: \$5.00  
This course 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 may be repeated twice.

**BUS 361AC ELEM KEYBOARDING FOR ESL 1 UNIT**  
Hours: 9 Lecture/Discussion  
17 Lab  
Materials Fee: \$5.00  
This course 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 may be repeated twice. **Limitation on Enrollment: Limited to students enrolled in the ESL program.**

**BUS 395 REV/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

**CHEM 1 GENERAL CHEMISTRY 5 UNITS**  
Hours: 3 Lecture/Discussion  
6 Lab  
A study of the fundamental theories and laws of chemistry with an 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. CHEM 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. The Math prerequisite may be waived with eligibility for MATH 21, 45, 61, 70, 75, 154 as determined by COS Placement Procedures. CAN CHEM 2. **Prerequisites: CHEM 20 or CHEM 253 and MATH 230 or MATH 235, or equivalent college courses with "C" or better.**

## CHEMISTRY

**CHEM 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. **Prerequisites: (CHEM 1) or equivalent college course with "C" or better.**

**CHEM 12 ORGANIC CHEMISTRY 5 UNITS**  
Hours: 3 Lecture/Discussion  
6 Lab  
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 majors, premedical, pre dental students, and medical technicians. Emphasis on structural and functional group chemistry studies from a synthetic and mechanistic point of view. **Prerequisites: (CHEM 2) or equivalent college course with "C" or better.**

**CHEM 13 ORGANIC CHEMISTRY 5 UNITS**  
Hours: 3 Lecture/Discussion  
6 Lab  
This is a continuation of CHEM 12, a comprehensive study of organic chemistry. The course, taught at a sophomore level, is primarily for chemistry, biochemistry majors, premedical, pre dental 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 biochemistry, mass spectrometry and ultraviolet/visible spectroscopy. **Prerequisites: CHEM 12 or equivalent college course with "C" or better.**

**CHEM 20 GENERAL CHEMISTRY 4 UNITS**  
Hours: 3 Lecture/Discussion  
3 Lab  
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. The prerequisite may be waived with eligibility for MATH 230 as determined by COS Placement Procedures. CAN CHEM 6 **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.** **Prerequisites: or (MATH 200 or MATH 205 or MATH 215) or equivalent college courses with "C" or better.**

**CHEM 21 ORGANIC/BIOLOGICAL CHEMISTRY 4 UNITS**  
Hours: 3 Lecture/Discussion  
3 Lab  
Introduction to the basic concepts, nomenclature and reaction of organic and biochemical compounds, including hydrocarbons, alcohols, ethers, carbonyl compounds, amines, their derivatives, and carbohydrates, lipids, amino acids, and proteins. CHEM 21 is the second semester of a full-year college chemistry course. The full-year is designed to meet the needs of the science related or non-science major. CAN CHEM 8. **Prerequisites: (CHEM 20) or equivalent college course with "C" or better.**

**CHEM 30 GENL & BIOLOGICAL CHEMISTRY 5 UNITS**  
Hours: 4 Lecture/Discussion  
3 Lab  
The theme of this course is the molecular basis of life. It will cover essential concepts of inorganic, organic, and biochemistry. Inorganic topics include atomic theory, stoichiometry and solution chemistry. Topics for organic and biochemistry are chosen to enhance the basic understanding of living processes. **Advisory on Recommended Preparation: MATH 200, 205, or 215 or equivalent courses with "C" or better, or eligibility for MATH 230 as determined by COS Placement Procedures.**

# Course Descriptions

## CHEMISTRY

**CHEM 180 LAB TECHNIQUES & PRACTICES 2 UNITS**

**Hours:** 1 Lecture/Discussion  
3 Lab

This course introduces students to the techniques and practices used in laboratory settings. Topics will include lab safety, separation techniques, and measurements using a variety of instruments. Care and maintenance of instruments are also covered in the course. This is a required course for the Laboratory Technician Certificate. **Advisory on Recommended Preparation:** Completion of or co-enrollment in a transfer level chemistry course.

**CHEM 185 APPLIED LAB PRACTICES 2 UNITS**

**Hours:** 1 Lecture/Discussion  
3 Lab

**Equivalent Course:** BIOL 185.

Students will work individually and in groups to solve independent laboratory research problems. Students will utilize proper laboratory protocols, and instrumentation to produce and collect data. They will analyze the experimental data and document their work in laboratory reports.

**Prerequisites:** (BIOL 180 or CHEM 180) or equivalent college courses with "C" or better.

**CHEM 253 INTRO SCIENCE OF CHEMISTRY 3 UNITS**

**Hours:** 3 Lecture/Discussion  
2 Lab

This is a one-semester elementary class for students who have never taken high school chemistry or whose previous work in chemistry did not prepare them for CHEM 20. The course will prepare students for success in CHEM 20 by giving them a basic background in matter, energy, chemical reactions, measurements, formula writing, nomenclature, chemical calculations and a review of elementary algebra. **Advisory on Recommended Preparation:** MATH 200 or 205 or 215 or equivalent college course with "C" or better, or eligibility for Math 230 as determined by COS Placement Procedures.

## CHILD DEVELOPMENT

**CHLD 39 CHILD DEVELOPMENT-DS 1 3 UNITS**

**Hours:** 3 Lecture/Discussion

**Equivalent Course:** PSY 39.

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 FSC 14.

**CHLD 42 CHILD, FAMILY & SOCIETY-DS2 3 UNITS**

**Hours:** 3 Lecture/Discussion

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 centers.

**CHLD 112 CHILDREN'S NUTRITION 3 UNITS**

**Hours:** 3 Lecture/Discussion

**Equivalent Course:** NUTR 112.

A survey course on 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 and human development.

**CHLD 134 CHILD ABUSE 2 UNITS**

**Hours:** 2 Lecture/Discussion

A study of child abuse that will include detection, reporting requirements, causes, prevention and treatment. Students will learn/develop knowledge related to understanding the impact of abuse on children. Community resources for prevention and treatment will be presented as well as information on healthy family dynamics.

## CHILD DEVELOPMENT

**CHLD 135 MUSIC EXPERIENCES IN ECE-DS3 1 UNIT**

**Hours:** 17 Lecture/Discussion

This course investigates various methods of using musical experiences with children and evaluates the benefits of music activities. Topics include themes, creating and using musical instruments, songs and finger plays. Course is appropriate for teachers, aides, childcare providers, as well as parents.

**CHLD 136 CHILDREN'S LITERATURE-DS3 3 UNITS**

**Hours:** 3 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 137 SCIENCE EXPERIENCES IN ECE-DS3 1 UNIT**

**Hours:** 1 Lecture/Discussion

This course investigates the various methods of integrating science experience and activities throughout the early childhood curriculum. Emphasis is placed on creating positive, age-appropriate activities, to excite children's interest in science in the world around them.

**CHLD 138 SCIENCE EXP IN SCHOOL-AGE ED 1 UNIT**

**Hours:** 17 Lecture/Discussion

This course provides an overview of science activities appropriate for the school-age environment. Students participate in preparation and completion of various science activities. The theory behind the science activities is also covered. Students will develop materials and methods appropriate for the school-age child.

**CHLD 140 PRIN IN EARLY CHILD ED-DS3 3 UNITS**

**Hours:** 2 Lecture/Discussion  
3 Lab

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. **Limitation on Enrollment:** A T.B. test clearance must be obtained prior to participation in lab exercises.

**CHLD 141 PRACT IN EARLY CHILD ED-DS3 3 UNITS**

**Hours:** 2 Lecture/Discussion  
3 Lab

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. **Limitation on Enrollment:** A T.B. test clearance must be obtained prior to participation in lab exercises.

**Prerequisites:** (CHLD 140) or equivalent college course with "C" or better.

**CHLD 142 MENTOR TEACHER 2 UNITS**

**Hours:** 2 Lecture/Discussion

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. **Advisory on Recommended Preparation:** Complete AA or AS in Child Development or have a valid California Children's Center Permit.

**Prerequisites:** (CHLD 141 and CHLD 144) or equivalent college courses with "C" or better.

**CHLD 143 ADMIN OF EARLY CHLDHD ED-DS6 3 UNITS**

**Hours:** 3 Lecture/Discussion

Course focuses on administering programs for children with special emphasis on the management of child care programs, including program planning, organization, budgeting, personnel policies, record keeping, legal requirements and regulatory agencies. Required for Child Care Center Director. CHLD 143/144 meet the State Supervisor Permit. **Advisory on Recommended Preparation:** CHLD 141 or equivalent college course with "C" or better.

**Prerequisites:** (CHLD 140) or equivalent college course with "C" or better.

# Course Descriptions

## CHILD DEVELOPMENT

- CHLD 144 ADV ADMIN ERLY CHLDHD ED-DS6 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 An advanced course in administration of quality early childhood education, including time management, staff development, parents and staff handbooks goal setting, marketing, evaluation and accreditation. Fulfills the State requirement for Child Care Center Director. CHLD 143 and 144 together fulfill requirements for a California site Supervisor permit. **Advisory on Recommended Preparation: CHLD 141 or equivalent college course with "C" or better.**  
**Prerequisites: (CHLD 143) or equivalent college course with "C" or better.**
- CHLD 145 PARENTING 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 The course studies topics pertaining to parenting such as attachment, appropriate guidance techniques, parenting styles, conflict resolutions, parenting children with special needs, parent/child interaction and home environment.
- CHLD 146 EXCEPTIONAL CHILD 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 A study of characteristics of children with disabilities. Focus will be on etiology, legislation, curriculum, interventions, role of the teacher and family issues. CHLD DEV 146 fills 3 of the required 12 units for ECE employment in California and is required for the Child Development - Option II, Early Childhood Special Education Certificate.
- CHLD 147 INFANT/TODDLER-CHLD CARE-DS4 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 Study of the development and care of the infant/toddler. Includes areas of social/emotional development, nutrition, cognitive/motor development, limit setting and language development. Socializing among children/families of diverse backgrounds, play and natural environments appropriate for the typically and atypically developing child will be explored.
- CHLD 148 CHILD HEALTH/SAFETY-DS7 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. This course can be applied toward the 12 basic units required for employment in child care centers and the State Children's Center Permit.
- CHLD 149AB CREATIV ACTIV YOUNG CHLD-DS3 2 UNITS**  
**Hours: 2 Lecture/Discussion**  
**1 Lab**  
**Materials Fee: \$5.00**  
 This course is designed to prepare students in Child Development in the planning and preparation of a wide variety of creative activities for use with young children. It has an emphasis on age and developmentally appropriate practice. Students will study creative theory and prepare materials for classroom use, focusing on various curriculum areas as well as the seasons and holidays. This course may be repeated one time.
- CHLD 152 SCHOOL-AGE CHILD CARE-DS5 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 This course is a study of child care provision for school-age children. The content includes an overview of the physical, social and cognitive development of school-age children. This course investigates a variety of enrichment activities as well as curriculum development.
- CHLD 153 CREATIVE MOVEMENT CLASSROOM 1 UNIT**  
**Hours: 17 Lecture/Discussion**  
 This course investigates various methods of incorporating movement experiences into the early childhood school age classroom curriculum. The class includes the study of creativity, locomotor skills, and perceptual motor development. Appropriate for teachers, care providers, parents and child development students.

## CHILD DEVELOPMENT

- CHLD 154 INTRO 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 development curriculum.
- CHLD 155 CHILD GUIDANCE 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 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 156 FAMILY CHILD CARE MANAGEMENT 1 UNIT**  
**Hours: 16 Lecture/Discussion**  
 This is an introductory course designed to meet the training needs of family child care providers. This course combines theory and practical application to introduce licensing guidelines, health and safety practices, record keeping, developing business policies, support services and procedures unique to family child care.
- CHLD 157 FAMILY DAY CARE PRINC/PRACT 1 UNIT**  
**Hours: 16 Lecture/Discussion**  
 This is an introductory course designed to meet the training needs of family child care providers. This course combines theory and practical application to introduce daily routines for family child care, parent/provider relationships, problem-solving techniques, growth and development, discipline techniques, resources and avoiding provider burnout.
- CHLD 158 CULTURAL DIVERSITY IN ECE 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 Explores cultural and language acquisition issues that relate to the education of diverse populations of children, and acquaints students with non-bias multicultural teaching strategies and curriculum suitable for young children.
- CHLD 159 PERMITS:PROFESSIONAL GROWTH 2 UNITS**  
**Hours: 36 Lecture/Discussion**  
 This is an introductory course designed to provide training to child development students on the Child Development Permits issued by California Commission on Teacher Credentialing. Training will also include information to help the students develop their professional growth plans, complete the renewal process and identify resources.
- CHLD 160 LITERACY/LANGUAGE IN CHILD 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 This course provides a theoretical framework for how humans acquire language and literacy from early childhood through adulthood. It will provide practical information for developing language and literacy classroom programs which will enhance language development, second language acquisition and cognitive/academic development in culturally diverse contexts. (Approved for Distance Learning.)
- CHLD 163 AFTER-SCHOOL PROGRAMS 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**  
 A study of and practicum in literacy/numeracy based after-school enrichment programs held in schools. It is designed to include social and cognitive development of school-age children, curriculum development, enrichment activities and classroom management. Lab experience includes direct contact with children in after-school programs at elementary schools. **Limitation on Enrollment: A T.B. test clearance must be obtained prior to participation in lab exercises.**

# Course Descriptions

## CHILD DEVELOPMENT

**CHLD 164 FAMILY CHILD CARE MT 2 UNITS**  
**Hours: 36 Lecture/Discussion**  
This is an introductory course designed to study the philosophy and techniques of working with adults in a family child care home. Emphasis will be on communication, staff development, licensing and professionalism in family child care. Students must pass this course to become a Family Child Care Mentor. **Limitation on Enrollment: Students must be experienced, licensed family child care providers.**

**CHLD 238 FOOD EXPER W/YOUNG CHILDREN 1 UNIT**  
**Hours: 16 Lecture/Discussion**  
This course explores and develops food experiences which can be incorporated into the learning environment of young children. It will include safety and sanitation with young children, recipe development for nonreaders, and simple preparation techniques.

**CHLD 239 INTRODUCTION TO CHILD DEV 2 UNITS**  
**Hours: 36 Lecture/Discussion**  
Overview of the child care profession. Philosophical/theoretical basis for age appropriate curriculum for young children. Includes licensing requirements and standards for quality preschool programs. Units will apply toward a state certification. One hour observation required at COS Child Development Center or mentor site.

**CHLD 242 SOCIALIZATION OF THE CHILD 2 UNITS**  
**Hours: 36 Lecture/Discussion**  
Course covers the early childhood classroom, family and community and their effects on the socialization of the child, including diverse families, and community resources. Class time will focus on developmentally appropriate environment in child care programs. Units apply toward a state certificate in child care.

**CHLD 249 INTRO PRESCHOOL ACTIVITIES 2 UNITS**  
**Hours: 36 Lecture/Discussion**  
Course prepares students for employment in child care or continued education in child development. Focus is on planning, preparing materials and presenting curricular activities that are developmentally appropriate. Emphasis is on activities, developing and managing learning centers for an ECE environment. Credits apply towards state certificate.

## CINEMA ARTS

**CINA 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 esthetic 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.

**CINA 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. CINA 32 is offered only in spring semester, covers contemporary film 1930 to present, with emphasis on international films.

## COMPUTER

**COMP 5 COMPUTER CONCEPTS 4 UNITS**  
**Hours: 4 Lecture/Discussion**  
**Materials Fee: \$6.00**  
COMP 5 introduces students to: computer hardware and software systems, impact of computers on society, ethical issues, application of computer technology in many career fields. Students learn to use a microcomputer and applications software packages-word processing, spreadsheet, database and presentation programs. (Approved for Distance Learning.) **Advisory on Recommended Preparation: Keyboarding speed of 20 cwpm.**

**COMP 6 PROGRAMMING FUNDAMENTALS 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**2 Lab**  
**Materials Fee: \$6.00**  
COMP 6 Programming Fundamentals introduces students to problem analysis and programming techniques for preparing computerized solutions using Visual Basic. The student analyzes and defines the problem, plans and selects the appropriate procedures, and utilizes the correct programming language commands leading to solution for typical business scenarios. **Advisory on Recommended Preparation: COMP 5 or 130 or equivalent college course with "C" or better (at a minimum COMP 5 or 130 should be taken concurrently; keyboarding speed of 20 cwpm).**

**COMP 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. **Advisory on Recommended Preparation: COMP 5 or 131 or equivalent college course with "C" or better (at a minimum COMP 5 or 131 should be taken concurrently); keyboarding speed of 20 cwpm. CAN CSCI 8.**

**COMP 108 PROGRAMMING CONCEPTS (JAVA) 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**2 Lab**  
**Materials Fee: \$4.00**  
This is an advanced computer class designed to teach students how to plan and program typical business problems utilizing a high-level, block structured JAVA language. **Advisory on Recommended Preparation: COMP 5 or COMP 130 or equivalent college course with "C" or better; and keyboarding speed of 20 cwpm.**

**COMP 130 INTRO TO PERSONAL COMPUTERS 4 UNITS**  
**Hours: 4 Lecture/Discussion**  
**Materials Fee: \$6.00**  
This beginning course in microcomputers is designed for students who wish to learn how to use a computer. Topics include an introduction to computer concepts, Windows and DOS, and word processing, spreadsheet, and database applications. Most transfer business students should take COMP 5 instead of COMP 130, and COMP 130 is not recommended for students who have completed COMP 5 **Advisory on Recommended Preparation: Keyboarding speed of 20 cwpm.**

**COMP 131 BEGINNING DOS 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**Materials Fee: \$6.00**  
COMP 131 is a first semester lecture/lab 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 system. No previous computer operating experience is required. 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.**



# Course Descriptions

## COMPUTER

- COMP 132 ADVANCED DOS 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
1 Lab  
**Materials Fee:** \$6.00  
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, interpret errors in the DOS environment, and attack and solve specific problems found in the DOS environment. **Advisory on Recommended Preparation:** COMP 131 or equivalent college course with "C" or better.
- COMP 133 DATABASE PROCESSING 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
**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:** COMP 130 and 131 or equivalent college courses with "C" or better; and keyboarding speed of 20 cwpm.
- COMP 135 DESKTOP PUBLISHING FOR BUS 4 UNITS**  
**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 Aldus PageMaker Software. 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 the method to produce masters for reproduction. **Advisory on Recommended Preparation:** COMP 131 or equivalent college course with "C" or better; and ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS Placement Procedures; intermediate keyboarding skills.
- COMP 136 WORD PROCESSING/WORDPERFECT 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
**Materials Fee:** \$6.00  
The course is designed to teach the student the Word Perfect word processing program. The pace of the course assumes the student has an entry-level typing skill. This course requires additional computer time. **Advisory on Recommended Preparation:** ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS Placement Procedures; computer experience; intermediate keyboarding skills.
- COMP 138 SPREADSHEET DESIGN FOR BUS 3 UNITS**  
**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. **Advisory on Recommended Preparation:** Keyboarding speed of 20 cwpm and microcomputer experience.
- COMP 139 WINDOWS 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
**Materials Fee:** \$6.00  
Designed to teach the Windows software program. Students will learn beginning to advanced features of Windows including getting started and exploring Windows, managing programs, managing files, using Write, using Paintbrush, transferring data between applications, 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:** COMP 131 or equivalent college course with "C" or better; and keyboarding speed of 20 cwpm.

## COMPUTER

- COMP 140 WINDOWS AND DOS 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
**Materials Fee:** \$5.00  
COMP 140, Operation Systems: Windows and DOS, 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.
- COMP 210 MO-COMPUTER ACCOUNTING 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
**Materials Fee:** \$6.00  
**Equivalent Course:** ACCT 210.  
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. **Advisory on Recommended Preparation:** ACCT 201 or 1 or equivalent college course with "C" or better; and microcomputer experience.
- COMP 220 ESSENTIAL COMPUTER CONCEPTS 1.0 UNITS**  
**Hours:** 1 Lecture/Discussion  
**Materials 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.
- COMP 221AD BEGINNING WORD 1.5 UNITS**  
**Hours:** 1.5 Lecture/Discussion  
**Materials Fee:** \$4.00  
This course is designed to teach the beginning fundamentals of the Word, word processing program. Students will produce business and personal documents using the appropriate Word formatting techniques. This course may be repeated three times. **Advisory on Recommended Preparation:** Eligibility for ENGL 251, computer experience, and intermediate keyboarding skills.
- COMP 222AD ADVANCED WORD 1.5 UNITS**  
**Hours:** 1.5 Lecture/Discussion  
**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 ENGL 251; COMP 221 or equivalent college course with "C" or better, or equivalent experience with Word; intermediate keyboarding skills.
- COMP 223AD BEGINNING EXCEL 1.5 UNITS**  
**Hours:** 1.5 Lecture/Discussion  
**Materials Fee:** \$4.00  
This course is designed to teach the beginning fundamentals of the 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. This course may be repeated three times. **Advisory on Recommended Preparation:** Keyboarding speed of 20 cwpm.
- COMP 224AD ADVANCED EXCEL 1.5 UNITS**  
**Hours:** 1.5 Lecture/Discussion  
**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 COMP 223 or equivalent college course with "C" or better, or equivalent experience with Excel; keyboarding speed of 20 cwpm; and MATH 360 or BUS 395 or equivalent college course with "C" or better.

# Course Descriptions

## COMPUTER

- COMP 227 PRESENTATION SOFTWARE 1.5 UNITS**  
**Hours:** 1.5 Lecture/Discussion  
**Materials Fee:** \$5.00  
 This course will teach 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.
- COMP 228 INTRO TO WORLD WIDE WEB 1 UNIT**  
**Hours:** 18 Lecture/Discussion  
**Materials Fee:** \$3.00  
 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 the Web, searching for and locating appropriate Web pages, downloading files, and sending and receiving electronic mail. **Advisory on Recommended Preparation:** COMP 5, COMP 130, or COMP 140 with a "C" or better or familiarity with microcomputers and Windows.
- COMP 229 WEB PAGE DESIGN & DEVELOPMENT 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
**Materials Fee:** \$5.00  
 This course emphasizes the design and creation of Web pages. Students will learn how to use a Web publishing software program, such as Microsoft Front Page, to create professionally looking Web sites. Content includes creating original Web images, adding animation, and publishing the finished site on a Web server. **Advisory on Recommended Preparation:** COMP 220, COMP 228, LIBR 102, or experience with Windows and the Internet.
- COMP 230 JAVA SCRIPT/XML 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 2 Lab  
 This course teaches students to use JavaScript and advanced HTML techniques to add functionality including scrolling messages, animations and dynamic images, data input forms, pop-up forms, pop-up windows, and interactive quizzes to web pages. **Advisory on Recommended Preparation:** COMP 229 or equivalent college course with a "C" or better.
- COMP 304 INTRO TO THE SPREADSHEET 1 UNIT**  
**Hours:** 9 Lecture/Discussion  
 17 Lab  
**Materials Fee:** \$5.00  
 This course is designed for college students who want to learn general spreadsheet skills for business and personal use. It should satisfy any accounting or other area requirement for spreadsheet knowledge. **Advisory on Recommended Preparation:** Keyboarding speed of 20cwpm.
- COMP 306AC INTRO TO WORDPERFECT 1 UNIT**  
**Hours:** 9 Lecture/Discussion  
 17 Lab  
**Materials Fee:** \$5.00  
 This course is designed to introduce students to the Word Perfect 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 may be repeated twice. **Advisory on Recommended Preparation:** Keyboarding speed of 20 cwpm.
- COMP 307AC INTRO TO WORDPROCESS FOR ESL 1 UNIT**  
**Hours:** 9 Lecture/Discussion  
 17 Lab  
**Materials Fee:** \$5.00  
 This course is a lecture/lab which is designed to introduce ESL students to a word processing program. Students will learn how to create basic documents as well as the correct document formatting for letters and reports. This course is repeatable two times. **Advisory on Recommended Preparation:** Keyboarding speed of 20 cwpm. **Limitation on Enrollment:** Limited to students enrolled in the ESL program. It will be taught in the classroom designated for the ESL student. The Business Division offers COMP 306 for all other students and the courses are the same.

## COMPUTER

- COMP 311AD BEGINNING COMPUTER USE .05 UNITS**  
**Hours:** 18 Lab  
**Equivalent Course:** LS 311AD.  
 This course is designed for students who are new to computer use. Skills necessary for formatting and creating documents will be introduced, as well as basic Internet navigation. This course may be repeated three times.

## CONSTRUCTION TECHNOLOGY

- CT 100 DRAWING/BLDG CONSTRUCTION I 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 2 Lab  
**Materials Fee:** \$5.00  
 The fundamentals of architectural drafting, blueprint reading, details, symbols, codes and specifications are covered. **Advisory on Recommended Preparation:** CT 104 and 114 should be taken concurrently.
- CT 101 DRAWING/BLDG CONSTRUCTION II 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 2 Lab  
**Materials Fee:** \$5.00  
 This course is a required course in drawing for all building trades students. The fundamentals of architectural drafting, blueprint reading, details, symbols, codes and specifications are covered. **Advisory on Recommended Preparation:** CT 100, 104, and 114 or equivalent college courses with "C" or better. CT 105 and 115 should be taken concurrently.
- CT 104 CARPENTRY I, RESID CONSTRUCT 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 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:** CT 100 and 114 should be taken concurrently.
- CT 105 CARPENTRY 2, RESID CONSTRUC 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 This is the second course in residential construction that covers various phases of house building as they occur on the job. Drywall, interior finish work, and exterior finish work are the primary subjects in this course. **Advisory on Recommended Preparation:** CT 100, 104, 114, or equivalent college course with "C" or better. CT 101 and 115 should be taken concurrently.
- CT 108 ADV CARPENTRY 1, ROOF FRAMING 3 UNITS**  
**Hours:** 2 Lecture/Discussion  
 4 Lab  
 A study of the fundamental concepts, principles, and applications of roof framing covering the many phases of: roof design, planing and estimating, safety, use of materials, trade nomenclature, the identification of proper use and maintenance of 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:** CT 101, 105, 115, or equivalent college course with "C" or better. CT 118 should be taken concurrently.
- CT 109 ADV CARPENTRY 2, STAIR BLDG 3 UNITS**  
**Hours:** 2 Lecture/Discussion  
 4 Lab  
 A study of the fundamental concepts, principles, and applications of stair building, estimating, and lot descriptions. **Advisory on Recommended Preparation:** CT 100, 104, 105, 108, 114 and 115 or equivalent college courses with "C" or better, or equivalent trade experience and recommendation of department. CT 119 should be taken concurrently.

# Course Descriptions

## CONSTRUCTION TECHNOLOGY

**CT 114 RESIDENTIAL CONSTRUCTION 1 4 UNITS**  
**Hours:** 2 Lecture/Discussion  
 6 Lab

This is the first class in the Construction Technology program that provides hands-on learning through the process of constructing a house which includes building layout, construction of foundation floor wall, ceiling and roof framing systems, roof covering, plumbing, window and door installation, and insulation. **Advisory on Recommended Preparation:** CT 100 and 104 should be taken concurrently.

**CT 115 RESIDENTIAL CONSTRUCTION 2 4 UNITS**  
**Hours:** 2 Lecture/Discussion  
 6 Lab

The second class in the Construction Technology program that provides hands-on learning through the process of 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:** CT 100, 104 and 114 or equivalent college courses with "C" or better. CT 101 and 105 should be taken concurrently.

**CT 118 RESIDENTIAL CONSTRUCTION 3 4 UNITS**  
**Hours:** 3 Lecture/Discussion  
 3 Lab

An advanced study of the fundamental concepts, principles, and applications 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. **Advisory on Recommended Preparation:** CT 100, 101, 104, 105, 114, and 115 or equivalent college courses with "C" or better, or equivalent trade experience and recommendation of department. CT 108 should be taken concurrently.

**CT 119 RESIDENTIAL CONSTRUCTION 4 4 UNITS**  
**Hours:** 3 Lecture/Discussion  
 3 Lab

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:** CT 118 or equivalent college course with "C" or better, or equivalent trade experience and recommendation of department. CT 109 should be taken concurrently.

**CT 121AB RESIDENTIAL CONSTRUCTION 1 7 UNITS**  
**Hours:** 90 Lecture/Discussion  
 121.5 Lab

**Materials Fee: \$3.00**

This course, one of four nine-week courses, covers safety; building systems, materials and layout; framing layout and construction; drafting equipment and techniques; cabinet systems, nomenclature and materials. Students will participate in construction of a single-family house both on the job and in the classroom. This course may be repeated one time.

**CT 122AB RESIDENTIAL CONSTRUCTION 2 7 UNITS**  
**Hours:** 90 Lecture/Discussion  
 121.5 Lab

**Materials Fee: \$3.00**

This course is one of a nine-week course, covers wall and roof framing layout and construction, roof coverings, insulation, floor plan design and drafting and cabinet layout and joinery. Students will participate in of a single-family house both on the job and in the classroom. This course may be repeated one time.

**CT 123AB RESIDENTIAL CONSTRUCTION 3 7 UNITS**  
**Hours:** 90 Lecture/Discussion  
 121.5 Lab

**Materials Fee: \$3.00**

This course, one of four nine-week courses, covers windows; installation and finish of interior walls; exterior wall finish; job site safety; drafting foundation and roof plans; layout and construction of cabinets. Students will participate in construction of a single-family house both on the job and in the classroom. This course may be repeated one time.

## CONSTRUCTION TECHNOLOGY

**CT 124AB RESIDENTIAL CONSTRUCTION 4 7 UNITS**  
**Hours:** 90 Lecture/Discussion  
 121.5 Lab

**Materials Fee: \$3.00**

This course, one of four nine-week courses, covers interior door trim and finish; exterior siding and trim; job site safety; drafting of sections, electrical plans and elevations; cabinet installation and trim. Students will participate in construction of a single-family house both on the job and in the classroom. This course may be repeated one time.

**CT 125 FUNDAMENTAL REMODELING 4 UNITS**  
**Hours:** 3 Lecture/Discussion  
 3 Lab

This course will cover framing, plumbing, electrical, insulation, drywall, finish carpentry, and painting. Designed for persons interested in remodeling, from the novice to the experienced builder.

**CT 130 MANAGING RESIDENT CONSTRUCT 3 UNITS**  
**Hours:** 2 Lecture/Discussion  
 2 Lab

This course prepares a student for employment in the construction industry management or supervision level. Students will study construction resources, manager's relationship with engineers, upper management internal operations, subcontractors, regulatory officials and utility companies. Students will work with managers from the construction industry. **Advisory on Recommended Preparation:** CT 121, 122, 123, 124, COMP 130, or equivalent college course with "C" or better, or equivalent skills and knowledge as determined by division assessment.

**CT 132 BASIC CONSTRUCTION SYSTEMS 3 UNITS**  
**Hours:** 3 Lecture/Discussion

This course deals with basic building systems including structural concrete, steel and wood, their applications in construction, building codes, regulations, safety and quality management. This course leads to employment in the construction industry or to a university Construction Management Program. **Advisory on Recommended Preparation:** CT 121,122,123,124; COM 130, or equivalent college courses with a "C" or better, or equivalent skills as determined by division assessment.

**CT 134 RESIDENTIAL CONST ESTIMATING 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 1 Lab

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.

**CT 135 BLUEPRINT READING/RES CONSTR 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 1 Lab

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 maintenance engineers. Formerly BLD TR 130.

**CT 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. CT 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 students interested in the laws governing the construction trade. Formerly BLD TR 138.

# Course Descriptions

## CONSTRUCTION TECHNOLOGY

**CT 149AD CAREERS-WOMEN CABINETMAKING 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**

The 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. This course may be repeated three times.

**CT 150 FUNDAMENTALS/CABINETMAKING 1 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**

A study of the fundamental concepts, principles, and applications of cabinet making 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.

**CT 151 CABINETMAKING 3 - LAYOUT/TEC 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 topics. This course is an invaluable career asset for people interested in the cabinetmaking, woodworking, or furniture making fields. **Advisory on Recommended Preparation: CT 150 and 160 or equivalent college course with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment. CT 160 should be taken concurrently.**

**CT 160 CABINETMAKING 2 (TOOLS/MILL) 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, hand power tools and machines used in the cabinet shop. **Advisory on Recommended Preparation: CT 150 or equivalent college course with "C" or better (at a minimum CT 150 should be taken concurrently), or equivalent skills as determined by division assessment.**

**CT 161 CABINETMAKING 4 (CAB CONSTR) 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**4 Lab**

A study of the concepts, principles, and applications of cabinetmaking and millwork. 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 project house cabinets. This course is an invaluable career asset for people interested in cabinet making or furniture making fields. It is of great value to the person pursuing a career in graphic design, interior decorating, architecture or construction. It would also be a value to the individual just wanting to remodel, build, or buy a home. **Advisory on Recommended Preparation: CT 150 and 160 or equivalent college courses with "C" or better. CT 151 should be taken concurrently.**

## CONSTRUCTION TECHNOLOGY

**CT 162AB BASIC CABINETMAKING 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**

This course includes the 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, the study of woodworking techniques, cabinet and milling details and drawings, various methods of layout and the construction of cabinets. This course may be repeated one time. **Advisory on Recommended Preparation: Construction experience or department recommendation.**

**CT 163AB COMMERCIAL CABINET CONSTRUCT 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**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. This course may be repeated one time. **Advisory on Recommended Preparation: Construction experience or department recommendation.**

**CT 170AD CONCRETE INSPECTION 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course is for persons engaged in supervision and inspection of building construction. Principles of concrete: engineering, materials, placement and construction are covered. This course can be repeated three times.

**CT 171AD WOOD & METAL INSPECTION 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course is for persons engaged in supervision and inspection of building construction. Principles of wood, metal, masonry and paving are covered. This course can be repeated three times.

**CT 172AD BUILDING CODES 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course is for persons engaged in supervision and inspection of building construction. The Uniform Building Code and the California Building code will be studied. This course can be repeated three times.

**CT 173AD ELECTRICAL CODES 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course is for persons engaged in supervision and inspection of building construction. Topics will include: methods and techniques used in electrical plan review, related math and field inspection of electrical systems. This course is repeatable three times.

**CT 174AD MECHANICAL INSPECTION 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course is for persons engaged in supervision and inspection of building construction. Topics to be covered are: methods and techniques used in plan review, related math and field inspection of mechanical systems. This course can be repeated three times.

**CT 175AD PLUMBING INSPECTION 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course is for persons engaged in supervision and inspection of building construction. Topics covered are methods and techniques of plumbing systems, the plumbing code and field inspection and supervision of plumbing projects. This course can be repeated three times.

**CT 176AD ARCHITECTURE INSPECTION 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course is for persons engaged in supervision and inspection of building construction. Topics covered are engineering, symbols, model codes and related math. This course can be repeated three times.

# Course Descriptions

## CONSTRUCTION TECHNOLOGY

**CT 180 MULTI RESIDENT FIRE SPRINKLR 2 UNITS**  
**Hours: 1.5 Lecture/Discussion**  
**1 Lab**

Trains and educates the student to inspect and/or design fire sprinkler systems for homes, apartments and motels.

**CT 205AB PLUMBING 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**3 Lab**

This is a basic course in plumbing for individuals who wish to pursue a plumbing career or for their general knowledge. This course teaches basic plumbing theory, materials and installation procedures. This is done in the classroom and through the plumbing of a house. This course is repeatable one time.

**CT 270AB RESIDENTIAL WIRING 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course covers theory and application of electrical principals and practices currently used in the design and installation of residential electrical systems. The students will learn circuit design criteria, and proper methods of component installation for main service entrance panels, sub-panels, and branch circuits with multiple switching locations utilizing the applicable codes and regulations. This course is repeatable one time.

## CONSUMER/FAMILY STUDIES

**CFS 6 COLOR AND DESIGN 3 UNITS**  
**Hours: 1 Lecture/Discussion**  
**5 Activity**

**Materials Fee: \$10.00**

**Equivalent Course: ART 006.**

Basic course in art with a primary purpose of familiarizing the students with elements and principles used in design art. Fundamental concepts of form, shape, line and color in 2nd and 3rd dimensions. CAN ART 14.

**CFS 7 ADVANCED COLOR AND DESIGN 3 UNITS**  
**Hours: 1 Lecture/Discussion**  
**5 Activity**

**Materials Fee: \$10.00**

**Equivalent Course: ART 7.**

ART 7 is an intermediate level course on visual dynamics. This course will study what makes a strong composition in a two-dimensional artwork and explores giving form to ideas on the two-dimensional plan. This course also covers color theory and will study the effects of different color harmonies. **Advisory on Recommended Preparation: ART/CFS 6 or equivalent college course with a "C" or better. CAN ART 16.**

**CFS 26 MARRIAGE AND FAMILY LIFE 3 UNITS**  
**Hours: 3 Lecture/Discussion**

**Equivalent Course: SOC 26.**

This course covers the following topics in marriage and family: dating and mate-selection, communication and conflict resolution, dual career families, human sexuality, family planning, parenthood, divorce and remarriage, changing gender roles and family economics. CAN FSC 12.

**CFS 80 LIFESPAN 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. The interrelationship of heredity and environment in these areas and the effect on human development will be explored. Major topics include, human behavior, theories, sexuality, nutrition, health and stress.

**CFS 136 INTRODUCTION TO AGING 3 UNITS**  
**Hours: 3 Lecture/Discussion**

**Equivalent Course: NURS 136, SSCI 136.**

An introductory course covering topics in gerontology/aging; demographics, theories, concepts, perspectives, and research, including biophysical, psychosocial, cultural, political, and ethnic topics which impact individuals, families, and society.

## CONSUMER/FAMILY STUDIES

**CFS 186 PERSONAL MGMT/CONSUMER ECON 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course is designed to approach financial management from a personal point of view. Topics include, budgeting, use of personal credit, selection of consumer goods and services, such as insurance, autos, housing and durable goods. A valuable course for all students that provides important tools for success.

**CFS 401 POSITIVE DISCIPLINE 0 UNITS**  
**Hours: 9 Lecture/Discussion**

This interactive class, designed for foster parents and relative care providers, will address basic parenting skills, including punishment versus discipline and methods of intervention such as time-outs, disapproval, natural and logical consequences, and behavioral penalties.

**CFS 402 BEHAVIOR & ANGER MANAGEMENT 0 UNITS**  
**Hours: 9 Lecture/Discussion**

This class, designed for foster parents and relative care providers, will address the dynamics of maladaptive and adaptive behaviors, fundamentals of anger, and strategies/concepts to manage and redirect for positive outcomes.

**CFS 403 INTERPERSONAL SKILLS 0 UNITS**  
**Hours: 10 Lecture/Discussion**

This course, designed for foster youth, will address interpersonal skills, including relationships, values and morals, communication, and conflict resolution and problem-solving. The class will also discuss methods for stopping the cycle of abuse/domestic violence and the benefits and pitfalls of reunification based on personal life goals, career goals and values.

**CFS 404 PARENTING WITH LOVE & LOGIC 0 UNITS**  
**Hours: 9 Lecture/Discussion**

This interactive class, designed for foster parents and relative care providers, will provide students with instruction on the Parenting and Love and Logic techniques for dealing with the challenging child, helping that child to become joyful, productive and responsible.

**CFS 405 NUTRITION & COOKING 0 UNITS**  
**Hours: 6 Lecture/Discussion**  
**6 Lab**

This course, designed for foster youth, will include basic nutrition, menu planning, grocery budgeting and shopping, food safety practices, table etiquette, and teamwork. Students will have hands-on practice in food handling, cooking (microwave, cook top, and oven), and table setting and etiquette.

**CFS 406 AGES & STAGES 0 UNITS**  
**Hours: 9 Lecture/Discussion**

This class, designed for foster parents and relative care providers, will introduce the ages and stages concept of child development to students, enabling them to identify when a child's behavior is normal for their age. Students will also learn some techniques for modifying or managing behaviors, and to recognize if there may be developmental, physical, or mental health issues which need to be professionally assessed.

**CFS 407 FKCE FIRST AID & SAFETY/CPR 0 UNITS**  
**Hours: 5 Lecture/Discussion**  
**3 Lab**

This course, designed for foster parents and relative care providers, will provide students with Pediatric Medic First Aid & CPR Training and two-year certification to give basic emergency care in the event of an injury or sudden illness, until the victim can receive professional medical assistance. **Limitation on Enrollment: This class is open only to Foster Parents who are licensed, or who are pending licensure, through Kings or Tulare counties, or kinship care providers.**

## CONSUMER/FAMILY STUDIES

**CFS 408** ILP FIRST AID & SAFETY/CPR 0 UNITS  
**Hours:** 5 Lecture/Discussion  
 3 Lab

This course, designed for foster youth, will provide students with provide students with Pediatric Medic CPR & Firsts Aid training and two-year certification to give basic emergency care in the event of an injury or sudden illness, until the victim can receive professional medical assistance. **Limitation on Enrollment: This course is open only to current or former foster youth who are eligible to the Independent Living Program.**

**CFS 413** REACTIVE ATTACHMENT DISORDER 0 UNITS  
**Hours:** 8 Lecture/Discussion

The course will study Reactive Attachment Disorder, including causes, normative attachment process, bonding, brief and loss, emotional and social problems, and behaviors. Additionally, discussion will include assessment techniques and behavior interventions that foster parents/ caregivers can use.

## COSMETOLOGY

**COSM 261** BASIC COSMETOLOGY 6 - 12 UNITS  
**Hours:** 5 Lecture/Discussion  
 25 Lab

A study of basic scientific theories and techniques as they apply to cosmetology. **Limitation On Enrollment: Admission to a Cosmetology School accredited by the National Accreditation Commission of Cosmetology, Arts and Sciences which has contracted with College of the Sequoias.**

**COSM 262** INTERMEDIATE COSMETOLOGY 6 - 12 UNITS  
**Hours:** 5 Lecture/Discussion  
 25 Lab

A study of intermediate scientific theories and techniques as they apply to cosmetology. **Limitation On Enrollment: Admission to a Cosmetology School accredited by the National Accreditation Commission of Cosmetology, Arts and Sciences which has contracted with College of the Sequoias. Prerequisite may be waived with 500 hours of cosmetology training. Prerequisites: COSM 261 or equivalent college course with "C" or better.**

**COSM 263AB** ADVANCED COSMETOLOGY 6 - 8 UNITS  
**Hours:** 5 Lecture/Discussion  
 25 Lab

COSM 263AB is a 10 week course that includes the advanced study and performance of scientific theories and techniques applied 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. This course may be repeated once.

**Prerequisites: (COSM 261 or COSM 262) or equivalent college courses with "C" or better.**

## DAIRY PROCESSING TRAINING INSTITUTE

**DPTI 201** FLUID STREAM 1 UNIT  
**Hours:** 18 Lecture/Discussion

This is the first class in a group of twelve classes. It introduces the student to the basic elements of routing and uses of fluid milk throughout the dairy plant. Demonstrations of how fluids are utilized. Process flow from incoming raw milk throughout the plant to pasteurized finished products.

**DPTI 202** GMP AND SANITATION 1 UNIT  
**Hours:** 18 Lecture/Discussion

Introduction to Dairy Plant Sanitation, Good Manufacturing Practices (GMP) guidelines and implementation, chemicals, pH and their roles in functional cleaning of the dairy plant and associated equipment.

## DAIRY PROCESSING TRAINING INSTITUTE

**DPTI 203** INDUSTRIAL SAFETY 1 UNIT  
**Hours:** 18 Lecture/Discussion

Introduction to the elements of industrial safety as it relates to a dairy processing facility. Topics to be covered, illness and injury prevention, confined space entry, lock-out tag-out programs, hazard communication programs, and industrial lift programs.

**DPTI 204** SENSORY EVALUATION 1 UNIT  
**Hours:** 18 Lecture/Discussion

This course is designed to develop the students skills for sight, taste, smell and touch, to evaluate various dairy products. Course content follows the California Agriculture Teaching Association Curriculum Code used for Career Development Events.

**DPTI 205** HACCP AND FOOD SAFETY 1 UNIT  
**Hours:** 18 Lecture/Discussion

An introduction to Hazardous Analysis Critical Control Point programs in the dairy processing facility. Importance of HACCP programs and identification of Critical Control Points. Class will demonstrate how to set up and implement a HACCP program.

**DPTI 206** HUMAN RESOURCES 1 UNIT  
**Hours:** 18 Lecture/Discussion

This course is designed to prepare students for employment procedures when applying for a position in the Dairy Food Processing industry. Students will learn resume preparation, interviewing skills, and techniques that are unique to the Dairy Processing industry.

**DPTI 207** PROCESS EQUIPMENT & ENGINEER 1 UNIT  
**Hours:** 18 Lecture/Discussion

Introduction and identification of equipment used in the processing facility. Function, cleaning, sanitizing and maintenance of processing equipment. How to perform equipment teardowns for inspections. Discussions of required Regulatory Licensing.

**DPTI 208** LABORATORY SKILLS 1 UNIT  
**Hours:** 18 Lecture/Discussion

This course will introduce students to common tests performed in the dairy laboratory. Identification of various equipment used in the dairy lab, proper safety, and chemical disposal will be stressed. DPTI 208 is designed for the plant technician, not a laboratory technician.

**DPTI 209** DAIRY PRODUCTS AND MARKETING 1 UNIT  
**Hours:** 18 Lecture/Discussion

Introduction of the standards of identity of milk and dairy foods, introduction of elementary dairy products, as well as marketing and handling will be covered in this course.

**DPTI 210** TRANSPORTATION 1 UNIT  
**Hours:** 18 Lecture/Discussion

Introduction of aspects in raw milk pick-up, routing, transportation to the milk plant, loading and transporting of finished/packaged dairy products will be covered.

**DPTI 211** CHEESE & WHEY PROCESSING 1 UNIT  
**Hours:** 18 Lecture/Discussion

Introduction of aspects in the art of cheesemaking. Elementary techniques of whey processing will also be covered.

**DPTI 212** WAREHOUSING/DRY-REFRIGERATED 1 UNIT  
**Hours:** 18 Lecture/Discussion

Students will be introduced to all aspects in routing, storage, and rotation of finished/packaged dairy products, outline of pest control management essentials, and introduction of quality issues surrounding all raw material.

**DPTI 213** SPECIALTY CHEESE MAKING 2 UNITS  
**Hours:** 2 Lecture/Discussion  
 2 Lab

This is a course in the technique and art of specialty cheesemaking. Students will develop skills needed in cheesemaking and whey processing.

# Course Descriptions

## DAIRY PROCESSING TRAINING INSTITUTE

**DPTI 214 MILK PASTEURIZATION 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 2 Lab

In this course students will apply all aspects of the milk pasteurization process. Operation of the HTST (High Temperature Short Time) pasteurizer, all State, Local and Federal pasteurization regulations and preparation for successfully passing the State Milk Pasteurization Test, will be stressed.

**DPTI 218 MARKETING DAIRY PRODUCTS 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 2 Lab

One of a series of classes in applied dairy food manufacturing. The application of marketing will deal with all aspects of consumer point sales of dairy products. The course will deal with milk quality issues as they relate to retail marketing of products.

## DAIRY SCIENCE

**DSCI 101 ELEMENTS OF DAIRYING 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 1 Lab

DSCI 101 is a part of the dairy science curriculum at COS. It is the first in a sequence of six dairy courses currently being offered in the agriculture program. The course is designed to give students an insight into the dairy industry in Tulare County. Both dairy and non-dairy majors are encouraged to take the course because of the large number of career opportunities in the dairy field. CAN AG 28.

**DSCI 102 PRINCIPLES/MILK PRODUCTION 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 1 Lab

This course 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.

**DSCI 103 COMMERCIAL DAIRY HERD MGT 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 1 Lab

**Materials Fee: \$5.00**

DSCI 103 is part of the Dairy Science curriculum at COS. The course is designed to give students a broad basis for decision-making in commercial dairy operations. Cost of production, herd health, milk pricing, and use of computer programs makes this course very important for students preparing for a career in the dairy industry.

**DSCI 104 BREEDING/SELECTION 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 1 Lab

**Materials Fee: \$5.00**

A course designed to instruct students how to select, evaluate, and breed dairy cattle. Use of computer software programs, cow and bull evaluation, and analysis techniques are covered. Use of insemination in the dairy industry is covered along with embryo transplantation, splitting, and gene splicing.

**DSCI 105AD DAIRY CATTLE JUDGE/SELECTION 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. Students will also have the opportunity to fit dairy cattle for contests and exhibit them at various shows. This course can be repeated three times.

## DAIRY SCIENCE

**DSCI 106AB INTRO TO DAIRY PRODUCTS TECH 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. This course can be repeated one time.

**DSCI 107AD PRACTICAL SKILLS IN DAIRYING 1 UNIT**  
**Hours:** 1 Lecture/Discussion  
 2 Lab  
 1 Activity

DSCI 107AD 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. This course differs from Agricultural Work Experience in that it is designed specifically for dairy majors and applies toward a dairy certificate. A similar course is offered at Cal Poly State University where a student can take up to 12 quarter units by working on the college dairy in a similar fashion. This course can be repeated three times.

**DSCI 108 DAIRY NUTRITION 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 1 Lab

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.

**DSCI 200 APPLIED MEC IN DAIRY SCIENCE 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 2 Lab

This 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

**DANC 6AD CHOREOGRAPHY 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 1.5 Activity

Choreography is an introductory course in the study of elements and form of movement theories as applied to the art of creating dance. This course may be repeated three times.

**DANC 8AD 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. This course can be repeated three times.

**DANC 10AD MODERN DANCE 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 1.5 Activity

This course is an introduction to 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. This course can be repeated three times.

# Course Descriptions

## DANCE

**DANC 12AD 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. This course can be repeated three times.

**DANC 13AB ADVANCED JAZZ DANCE** 1 UNIT  
**Hours:** 1 Lecture/Discussion  
 2 Activity

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. This course can be repeated one time. **Advisory on Recommended Preparation: DANC 12AD or equivalent college course with "C" or better, or recommendation by the department.**

**DANC 16AB 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. This course can be repeated one time.

**DANC 41AD MUSICAL THEATER PERF-DANCE** 2 UNITS  
**Hours:** 120 Activity

**Equivalent Course: DRAM 20AD, MUS 97AD.**  
 Experience dance, music, drama and theater through active participation in a major musical production. Includes training and experience in all facets of the theater. This course can be repeated three times.

**DANC 118AD SOCIAL DANCE** 1 UNIT  
**Hours:** .5 Lecture/Discussion  
 1.5 Activity

An introductory course on social dance skills and the development of various dance styles including ballroom, swing, contemporary, and country-western dance. Skills and proficiency are enhanced by supervised repetition and practice within class periods. This course may be repeated three times.

**DANC 120AD WORLD THEATRE & DANCE** 3 UNITS  
**Hours:** 36 Lecture/Discussion  
 216 Activity

**Equivalent Course: DRAM 120AD.**  
 This course includes readings, lectures, and discussions on the theory and practice of playwriting, theatre and dance history, choreography, producing, acting, dancing, directing, criticism, theatre architecture, set design, costume design, light design, and the use of props for the performing arts of theatre and dance. Also offered as DRAM 120AD. This course can be repeated three times.

## DRAMA

**DRAM 1 INTRO 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. CAN DRAM 18.

**DRAM 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.

## DRAMA

**DRAM 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.

**DRAM 4 INTERMEDIATE ACTING I** 3 UNITS  
**Hours:** 2 Lecture/Discussion  
 2 Lab

This course is designed as an advanced level of study of acting proficiency and technique begun in DRAM 2 and 3. Class lecture, discussion, and scenework 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 Theatre, William Shakespeare and the Restoration comedies of the 18 century. **Advisory on Recommended Preparation: DRAM 2 and 3 or equivalent college courses with "C" or better, or recommendation of department.**

**DRAM 5 INTERMEDIATE ACTING II** 3 UNITS  
**Hours:** 2 Lecture/Discussion  
 2 Lab

Continuation of DRAM 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 plays of the late nineteenth century through the social dramas of the 1930's. Students may enroll in this course without having taken DRAM 4. **Advisory on Recommended Preparation: DRAM 2 and 3 or equivalent college courses with "C" or better, or recommendation of department.**

**DRAM 6 SHAKESPEARE** 3 UNITS  
**Hours:** 3 Lecture/Discussion

DRAM 106 is an introductory course that stresses student involvement with the literary and dramatic aspects of Shakespeare's work through the use of video, lecture, student reports, and text analysis. It will also treat the playwright's life, times, sources, and influences on his work.

**DRAM 7 ACTING SHAKESPEARE** 3 UNITS  
**Hours:** 3 Lecture/Discussion  
 1 Lab

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.  
**Prerequisites: (DRAM 2 or DRAM 3 or DRAM 4 and DRAM 6) or equivalent college courses with "C" or better.**

**DRAM 8 HISTORY OF THEATRE AND DRAMA** 3 UNITS  
**Hours:** 3 Lecture/Discussion

A survey of the history of theatre arts including literature, staging, style and practice emphasizing the relationship between theatre and its impact on and reflection of its cultural context within Western, Asian, South American and African cultures from prehistory to the 17th Century.

**DRAM 9 HISTORY OF THEATRE AND DRAMA** 3 UNITS  
**Hours:** 3 Lecture/Discussion

A survey of the history of theatre arts including literature, staging, style and practice emphasizing the relationship between theatre and its impact on and reflection of its cultural context within Western, Asian, South American and African cultures from the 17th Century to the present.



# Course Descriptions

## DRAMA

- DRAM 11AD REHEARSAL AND PERFORMANCE 3 UNITS**  
**Hours:** 90 Activity  
 Rehearsal and performance in COS summer repertory theatre. (Six hours activity per week) This course may be repeated three times.  
**Limitation on Enrollment: Audition by department.**
- DRAM 12AB COSTUMING 3 UNITS**  
**Hours:** 2 Lecture/Discussion  
 2 Lab  
 4 Activity  
**Equivalent Course: FASH 12AB.**  
 Principles and practice of costume construction from pattern to completed garments. This course can be repeated one time.
- DRAM 13AB 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 productions. This course can be repeated one time. CAN DRAM 12.
- DRAM 14AB INTERMEDIATE STAGECRAFT 3 UNITS**  
**Hours:** 2 Lecture/Discussion  
 2 Lab  
 4 Activity  
 Designed as an intermediate class for the student who has completed DRAM 13AB. This course may be repeated one time. **Advisory on Recommended Preparation: DRAM 13AB or equivalent college course with "C" or better.**
- DRAM 15AB 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. Additional hours are required for crew work on college productions. This course can be repeated one time.
- DRAM 16AB INTERMEDIATE STAGE LIGHTING 3 UNITS**  
**Hours:** 2 Lecture/Discussion  
 2 Lab  
 Students will continue the study of Stage Lighting by being assigned the added responsibilities of lighting crew and production staff leadership. This course can be repeated one time. **Advisory on Recommended Preparation: DRAM 15AB or equivalent college course with "C" or better.**
- DRAM 17AB MAKEUP 3 UNITS**  
**Hours:** 2 Lecture/Discussion  
 2 Lab  
 4 Activity  
**Equivalent Course: FASH 17AB.**  
 This course is designed to introduce the student to the basic techniques and materials of makeup: Theatrical, TV, photos, special occasions, business and evening. This course can be repeated one time.
- DRAM 18AB ADVANCED THEATRE CRAFTS 3 UNITS**  
**Hours:** 2 Lecture/Discussion  
 2 Lab  
 Studies the function and application of design principles in the theatre crafts: stagecraft, stage lighting, costuming and makeup. This course can be repeated one time. **Advisory on Recommended Preparation: Recommendation of department.**

## DRAMA

- DRAM 19AD THEATRE WORKSHOP 1 2 UNITS**  
**Hours:** 120 Activity  
 Experience in drama and theatre through active participation in major dramatic productions. Includes training and experience in acting, costuming, make-up, set design, scenery, props, and lighting. This course can be repeated three times.
- DRAM 20AD MUSICAL THEATRE PERF-THEATRE 2 UNITS**  
**Hours:** 120 Activity  
**Equivalent Course: DANC 41AD, MUS 97AD.**  
 Experience in drama and theatre through active participation in major musical and dramatic productions. This course can be repeated three times.
- DRAM 21AD THEATER WORKSHOP 2 2 UNITS**  
**Hours:** 120 Activity  
 Experience in 20th Century Contemporary Theater through active participation in major dramatic productions. Includes training and experience in acting, costuming, make-up, set design, scenery, props, and lighting. This course can be repeated three times.
- DRAM 22AD ONE ACT PLAY PRODUCTION 2 UNITS**  
**Hours:** 1 Lecture/Discussion  
 4 Lab  
 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. This course may be repeated three times. **Advisory on Recommended Preparation: DRAM 1 or equivalent college course with a "C" or better; DRAM 2, 3, 4, or 5 or equivalent college course with "C" or better; DRAM 12, 13, or 15 or equivalent course with "C" or better.**
- DRAM 30AB STAGE MOVEMENT/STAGE COMBAT 2 UNITS**  
**Hours:** 1 Lecture/Discussion  
 3 Lab  
 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. This course can be repeated one time.
- DRAM 40AB MUSIC THEATER 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 1 Lab  
 This course is designed as an introduction to the fundamental skills and knowledge that musical theater students must apply to performance situations. The course also examines musical theater as an art form and studies its place in history as well as contemporary culture. This course can be repeated one time. **Advisory on Recommended Preparation: MUS 30AB and DRAM 2 or equivalent college courses with "C" or better.**
- DRAM 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.
- DRAM 101AD INTRO TO TV PRODUCTION 4 UNITS**  
**Hours:** 3 Lecture/Discussion  
 1 Lab  
 2 Activity  
 This course will combine lecture, studio experience at locations such as TV production sites, distance learning sites, and independent work. Specifically, it covers 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 can be repeated three times.

# Course Descriptions

## DRAMA

### DRAM 102AB WRIT PROFESSIONAL SCREENPLAY 3 UNITS

Hours: 3 Lecture/Discussion

This course is designed to introduce students to the fundamentals of developing and writing screenplays for film and television. The course emphasizes story, plot, characterization, dialogue, structure, script format, and writing process. Other topics are designed to introduce students to the contemporary Hollywood film environment. This course may be repeated one time. **Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.

### DRAM 120AD WORLD THEATRE & DANCE 3 UNITS

Hours: 36 Lecture/Discussion  
216 Activity

**Equivalent Course:** DANC 120AD.

This course includes readings, lectures, and discussions on the theory and practice of playwriting, theatre and dance history, choreography, producing, acting, dancing, directing, criticism, theatre architecture, set design, costume design, lighting design, and the use of props for the performing arts of theatre and dance. This course can be repeated three times.

### DRAM 170 MODELING 3 UNITS

Hours: 3 Lecture/Discussion

**Equivalent Course:** FASH 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.

### DRAM 180AD COMMUNICATION STRATEGIES 2 UNITS

Hours: 2 Lecture/Discussion

This course is designed to offer students enrolled in the Sequoias Theatre Conservatory an opportunity to learn and exercise professional responsibility skills in the context of college level theatre. These responsibilities may include production analysis, theatre management, time management, conflict management, creating a video portfolio to be used in the theatrical classroom and as an employment resume, as well as public communication relation strategies. This course may be repeated three times. **Limitation on Enrollment:** Admittance into the Sequoias Theatre Conservatory.

### DRAM 202AD ACTING FOR THE CAMERA 1 UNIT

Hours: 9 Lecture/Discussion  
24 Lab

This course teaches On Camera Acting Techniques. It familiarizes the student with movement and performance in front of the camera (3/3 shot, medium shot, close up, reversal, pan, walk in shot, two shot). The course is equally helpful for the student who intends to go into the motion picture directing field. The course is repeatable three times. **Advisory on Recommended Preparation:** Some acting experience, either in college, high school or community theater.

## ECONOMICS

### ECON 1 PRINCIPLES OF ECONOMICS 1 3 UNITS

Hours: 3 Lecture/Discussion

A study of the principle 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 MATH 205, or MATH 215 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.

## ECONOMICS

### ECON 2 PRINCIPLES OF ECONOMICS 2 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. **CAN ECON 4. Advisory on Recommended Preparation:** MATH 200 or MATH 205, or MATH 215 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

### ELEC 101 DIRECT CURRENT CIRCUITS 5 UNITS

Hours: 4 Lecture/Discussion  
4 Lab

**Materials Fee:** \$5.00

This is the introductory class in the COS Electronics program. It offers training for students entering the electronics field. **Advisory on Recommended Preparation:** MATH 200 or MATH 205 or MATH 215 or equivalent college course with "C" or better, or one year high school algebra with "C" or better; and ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. ELEC 110 should be taken concurrently.

### ELEC 102 ALTERNATING CURRENT CIRCUITS 5 UNITS

Hours: 4 Lecture/Discussion  
4 Lab

**Materials Fee:** \$5.00

This is the second semester in the COS Electronics program. It offers continued training for students entering the electronics field. 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 of obtaining F.C.C. general radio telephone license or its equivalent.

**Prerequisites:** (ELEC 101) or equivalent college course with "C" or better or equivalent skills and knowledge as determined by departmental assessment.

### ELEC 103 SEMICONDUCTOR CIRCUITS 5 UNITS

Hours: 4 Lecture/Discussion  
4 Lab

**Materials Fee:** \$5.00

This is a course in the third of four semesters in the COS Electronics program. It includes lecture and laboratory projects including: solid state devices, power supplies, audio circuits, and use of test equipment for testing and trouble-shooting.

**Prerequisites:** (ELEC 102) or equivalent college course with "C" or better.

### ELEC 104 COMMUNICATION CIRCUITS 5 UNITS

Hours: 4 Lecture/Discussion  
4 Lab

**Materials Fee:** \$5.00

This is a 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:** (ELEC 103) or equivalent college course with "C" or better.

# Course Descriptions

## ELECTRONICS

**ELEC 105**    **INDUST FABRICATION & DESIGN**    **3 UNITS**

**Hours:**    2 Lecture/Discussion  
              2 Lab

**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:** (ELEC 101 or ELEC 110) or equivalent college courses with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

**ELEC 110**    **DIGITAL CIRCUITS**    **3 UNITS**

**Hours:**    2 Lecture/Discussion  
              2 Lab

**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.

**ELEC 111**    **MICROPROCESSOR/PLC FUNDAMENT**    **3 UNITS**

**Hours:**    2 Lecture/Discussion  
              2 Lab

**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:** (ELEC 101 and ELEC 110) or equivalent college courses with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

**ELEC 112**    **MICROPROCESSOR APPLICATIONS**    **4 UNITS**

**Hours:**    3 Lecture/Discussion  
              3 Lab

**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:** (ELEC 101 and ELEC 110) or equivalent college courses with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

**ELEC 114**    **OPERATIONAL AMPLIFI CIRCUITS**    **3 UNITS**

**Hours:**    2 Lecture/Discussion  
              2 Lab

**Materials Fee:**    \$3.00

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:** (ELEC 102 and ELEC 103) or equivalent college courses with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

## EMERGENCY MEDICAL TECHNICIAN

**EMT 251**    **EMERGENCY MEDICAL TECH B**    **4 UNITS**

**Hours:**    3 Lecture/Discussion  
              4.5 Lab

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). Development of skills in recognition of symptoms of illness and/or injury and proper procedures for emergency care are emphasized. This course is recommended for anyone involved in public safety. To receive certification by Tulare county, the student must have a valid CPR card and be 18 years old.

## ENGINEERING

**ENGR 1**    **GRAPHICS**    **3 UNITS**

**Hours:**    3 Lecture/Discussion  
              3 Lab

A descriptive geometry course with an introduction to CAD as it applies to the solution of engineering problems. **Advisory on Recommended Preparation:** MATH 70 or equivalent college course with a "C" or better and concurrent enrollment in MATH 75. CAN ENGR 2.

**ENGR 2**    **STATICS**    **3 UNITS**

**Hours:**    3 Lecture/Discussion

The study of rigid bodies in static equilibrium when acted upon by forces and couples in two and three dimensional space. Included are equilibrium of rigid bodies, trusses, frames and machines, as well as the calculation of centers of mass, centroids, friction and moments of inertia. Additional topics which may be covered include distributed forces in cables and beams, mass moments of inertia, and virtual work. CAN ENGR 8.

**Prerequisites:** (MATH 76 and PHYS 5) or equivalent college courses with "C" or better.

**Corequisites:** MATH 77.

**ENGR 3**    **MATERIALS**    **3 UNITS**

**Hours:**    3 Lecture/Discussion  
              2 Lab

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:** (PHYS 5 and CHEM 1 and ENGL 1 and MATH 75) or equivalent college courses with "C" or better.

**ENGR 4**    **ALTERNATING CURRENT CIRCUITS**    **4 UNITS**

**Hours:**    3 Lecture/Discussion  
              3 Lab

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:** (PHYS 6 and MATH 77) or equivalent college courses with "C" or better.

**Corequisites:** MATH 81, PHYS 7.

**ENGR 7**    **SURVEYING**    **3 UNITS**

**Hours:**    2 Lecture/Discussion  
              3 Lab

An introduction to the techniques of calculation and instrument use in field measurements involved in the horizontal and vertical control of civil engineering projects. CAN ENGR 10.

**Prerequisites:** (MATH 70) or equivalent college course with "C" or better.

**Corequisites:** MATH 075.

**ENGR 110**    **INTRODUCTION TO ENGINEERING**    **1 UNIT**

**Hours:**    1 Lecture/Discussion

An exploration of the field of engineering, including major disciplines and career opportunities, ethical and legal aspects of the profession, and case studies of the major phases of engineering work. Development of academic skills needed for the engineering major. **Advisory on Recommended Preparation:** MATH 230 or higher or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

## ENGLISH

- ENGL 1 College Reading & Composition 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 Refines students' conventional oral and written expression through analysis, discussion and production of various techniques of organization, style, clarity and research. The class also emphasizes close reading of expository writing. Students will be expected to write 6,000 to 8,000 words. Prerequisite may be waived with eligibility for ENGL 1 as determined by COS Placement Procedures.  
 CAN ENGL 2. (Approved for Distance Learning.)  
**Prerequisites: (ENGL 251) or equivalent college course with "C" or better.**
- ENGL 2 LOGIC AND COMPOSITION 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 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.  
 (Approved for Distance Learning.)  
**Prerequisites: (ENGL 1) or equivalent college course with "C" or better.**
- ENGL 4 COLLEGE COMPOSITION & LIT 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 Introduction to literature, including the short story, the novel, poetry, and drama, through close reading and analysis of literature and literary theory, discussion, research and writing. CAN ENGL 4. (Approved for Distance Learning.)  
**Prerequisites: (ENGL 1) or equivalent college course with "C" or better.**
- ENGL 10 CHICANO LITERATURE 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 The course studies Chicano literature through poetry, short stories, essays, drama, and novels, which are used as a means of providing a panoramic view of the Chicano experience in today's society. Emphasis will be placed on the contemporary Chicano period.  
**Prerequisites: (ENGL 1) or equivalent college course with "C" or better.**
- ENGL 14AB CREATIVE WRITING 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 An introduction to writing short stories, poems and plays. While professional writing will be discussed and correctness of standard English will be required, emphasis will be on class discussion about student writing. This course may be repeated one time. (Approved for Distance Learning 5/15/2002). CAN ENGL 6.  
**Prerequisite: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.**
- ENGL 15 SURVEY OF BRITISH LIT 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.  
**Prerequisites: (ENGL 1) or equivalent college course with "C" or better.**
- ENGL 16 SURVEY OF BRITISH LIT 2 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 the Romantic Period to the present. CAN ENGL 10.  
**Prerequisites: (ENGL 1) or equivalent college course with "C" or better.**
- ENGL 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.  
**Prerequisites: (ENGL 1) or equivalent college course with "C" or better.**

## ENGLISH

- ENGL 18 BLACK AMERICAN LITERATURE 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 An interpretive survey of Black American Literature from the Colonial period to the present time. Through specified readings, introspective discussions, and writing, students examine, familiarize themselves with, and critically analyze the works of acclaimed Black American writers. Themes and styles vary from classical 18th century writers to writers dialect, from religious verse to voices of protest.  
**Prerequisites: (ENGL 1) or equivalent college course with "C" or better.**
- ENGL 19 WOMEN IN LITERATURE 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 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.  
**Prerequisites: (ENGL 1) or equivalent college course with "C" or better.**
- ENGL 25 ASIAN-AMERICAN LITERATURE 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 This course explores the images and issues of Asian-Americans in fiction, myths, essays, autobiographies, and poetry. Students are encouraged to connect the course material to their own life experiences through close reading and analysis of texts, and discussion and writing about related cultural ideas.  
**Prerequisites: (ENGL 1) or equivalent college course with "C" or better.**
- ENGL 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: (ENGL 1) or equivalent college course with "C" or better.**
- ENGL 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.  
**Prerequisites: (ENGL 1) or equivalent college course with "C" or better.**
- ENGL 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.  
**Prerequisites: (ENGL 1) or equivalent college course with "C" or better.**
- ENGL 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.  
**Prerequisites: (ENGL 1) or equivalent college course with "C" or better.**
- ENGL 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.  
**Prerequisites: (ENGL 1) or equivalent college course with "C" or better.**

# Course Descriptions

## ENGLISH

**ENGL 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.  
**Prerequisites: (ENGL 1) or equivalent college course with "C" or better.**

**ENGL 111 HYPERTEXT: THEORY & PRACTICE 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**  
Hypertext: Theory and Practice introduces students theoretical, practical, and aesthetic aspects of writing for electronic media such as the World Wide Web and multimedia presentations. Students will develop skills in the design and implementation of hypertext documents.  
**Prerequisites: (ENGL 1) or equivalent college course with "C" or better.**

**ENGL 200AD WRITING LAB .5 - 1 UNITS**  
**Hours: 1.5 TO 3 Lab**  
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. This course can be repeated three times.

**ENGL 223AD WRITING CENTER CONSULTING 2 UNITS**  
**Hours: 1 Lecture/Discussion**  
**2 Lab**  
Instruction and guided practice in effective peer consulting. Use of reader-based feedback and active learning strategies to assist students to become better writers. Areas for study include theory of composition, writing centers, and writing across the curriculum. Designed to be taken concurrently with hands-on work as a writing consultant. Repeatable three times. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.**

**ENGL 251 FUND COLLEGE WRITING 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
This course emphasizes close reading and writing as processes that result in compositions appropriate for the work world and for transfer level study. **Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of the department.**

**ENGL 253 READING FOR ENRICHMENT 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
This course is designed to improve the student's ability to read effectively, perceptively, and with enjoyment. Intended for those who plan to complete their formal education at the Associate degree or certificate level. Includes study of vocabulary, central themes and main ideas, major and minor details, facts and inferences. Book reports and outside reading required.

**ENGL 265AB FUNDAMENTALS OF READING 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**  
This course is designed to develop analytical reading skills and reading fluency as preparation for success in college courses. It features the relationship between reading, writing, and critical thinking. It stresses the need to adjust reading strategies to reading purposes. May be taken concurrently with ENGL 251 to provide students will skills for undertaking ENGL 1. May be repeated once. **Advisory on Recommended Preparation: Recommendation through COS Placement Procedures, or recommendation of department.**

**ENGL 280 VOCABULARY BUILDING FOR TESTS 1 UNIT**  
**Hours: 1 Lecture/Discussion**  
This vocabulary building course assists students preparing for the State of California Court Interpreter examination and other standardized tests such as the SAT, ACT, GRE, and LSAT. Strategies for discerning the meaning of words through roots, suffixes and prefixes are covered as well as other test taking tips.

## ENGLISH

**ENGL 310AD VOCABULARY ENRICHMENT .5 UNITS**  
**Hours: 9 Lecture/Discussion**  
This course provides instruction aimed at supplementing college vocabulary enrichment, which is requisite for success in regular academic and vocational courses as well as enhanced life skills. This course can be repeated three times.

**ENGL 360AB READING & WRITING SKILLS 6 UNITS**  
**Hours: 6 Lecture/Discussion**  
**1 Lab**  
This course is designed to move students toward college level reading and writing. It includes: basic sentence structure, writing, vocabulary improvement, critical reading, thinking and study skills. Students will read varied materials and practice systematic approaches to paragraphs, essays, and other prose writing. This course may be repeated once. **Advisory on Recommended Preparation: ENGL 370 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of department, or skilled competencies as determined by departmental assessment.**

**ENGL 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 nonfiction. 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.

**ENGL 370 BASIC ENGLISH SKILLS 6 UNITS**  
**Hours: 6 Lecture/Discussion**  
**1 Lab**  
The first course in a developmental, pre-collegiate sequence designed to review basic grammar, sentence structure, and paragraphs; it also includes improvement in vocabulary, reading comprehension, and study skills. **Advisory on Recommended Preparation: Recommendation through COS Placement procedures, or recommendation of department.**

## ENGLISH AS A SECOND LANGUAGE

**ESL 300 ESL BEG LVL 1 WRITING/GRAMMAR 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**  
This course is suitable for the true beginner with little or no knowledge of English grammar and writing conventions. Students focus on writing at the sentence level. The course is designed to provide an introduction to English grammar and writing skills to enable students to function minimally in basic English academic and vocational situations. **Advisory on Recommended Preparation: Recommendation through COS Placement Procedures or recommendation by the department. Concurrent registration in ESL 301 (or appropriate ESL Reading/Vocabulary course) is strongly recommended.**

**ESL 301 ESL BEG LVL 1 READING/VOCAB 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
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. **Advisory on Recommended Preparation: Recommendation through COS Placement Procedures or recommendation of the department. Concurrent registration in ESL 300 (or appropriate ESL Writing/Grammar course) is strongly recommended.**

## ENGLISH AS A SECOND LANGUAGE

## ENGLISH AS A SECOND LANGUAGE

**ESL 310**      **ESL BEG LVL 2 WRITING/GRAMMAR**      **4 UNITS**  
**Hours:**      **3 Lecture/Discussion**  
                  **3 Lab**

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 in basic English academic and vocational situations. **Advisory on Recommended Preparation: ESL 300 or equivalent college course with a "C" or better, or eligibility determined by COS Placement Procedures, or recommendation by the department. Concurrent registration in ESL 311 (or appropriate ESL Reading/Vocabulary course is strongly recommended).**

**ESL 311**      **ESL BEG LVL 2 READ/VOCABULARY**      **3 UNITS**  
**Hours:**      **3 Lecture/Discussion**

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. **Advisory on Recommended Preparation: ESL 301 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of the department. Concurrent registration in ESL 310 (or appropriate ESL Writing/Grammar course) is strongly recommended.**

**ESL 312AB**      **ESL BEG PRONUCIATION/SPEAKING**      **2 UNITS**  
**Hours:**      **2 Lecture/Discussion**

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. **Advisory on Recommended Preparation: Recommendation through COS Placement Procedures or recommendation of the department. Concurrent registration in ESL writing and reading classes is strongly recommended.**

**ESL 320**      **ESL INTERM LVL 1 WRIT/GRAM**      **4 UNITS**  
**Hours:**      **3 Lecture/Discussion**  
                  **3 Lab**

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 in intermediate English academic and vocational situations. **Advisory on Recommended Preparation: ESL 310 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of the department. Concurrent registration in ESL 321 (or appropriate ESL Reading/Vocabulary course) is strongly recommended.**

**ESL 321**      **ESL INTERMED LVL 1 READ/VOCAB**      **3 UNITS**  
**Hours:**      **3 Lecture/Discussion**

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. **Advisory on Recommended Preparation: ESL 311 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation by the department. Concurrent registration in ESL 320 (or appropriate ESL Writing/Grammar course) is strongly recommended.**

**ESL 330**      **ESL INTERMED LVL 2 WRITING/GRAMMAR**      **4 UNITS**  
**Hours:**      **3 Lecture/Discussion**  
                  **3 Lab**

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 student to function in intermediate to low advanced English academic and vocational situations. **Advisory on Recommended Preparation: ESL 320 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of the department. Concurrent registration in ESL 331 (or appropriate ESL Reading/Vocabulary course) is strongly recommended.**

**ESL 331**      **ESL INTERMED LVL 2 READ/VOCAB**      **3 UNITS**  
**Hours:**      **3 Lecture/Discussion**

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 the student can comprehend and respond to written and spoken English in intermediate to advanced academic and vocational situations. **Advisory on Recommended Preparation: ESL 321 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of the department. Concurrent registration in ESL 330 (or appropriate ESL Writing/Grammar) course is strongly recommended.**

**ESL 332AB**      **ESL INTERMED PRONUCIA/SPEAK**      **2 UNITS**  
**Hours:**      **2 Lecture/Discussion**

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. **Advisory on Recommended Preparation: ESL 312B or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation by the department. Concurrent registration in ESL writing and reading classes is strongly recommended.**

**ESL 340**      **ESL ADV LVL 1 WRITING/GRAMMAR**      **4 UNITS**  
**Hours:**      **3 Lecture/Discussion**  
                  **3 Lab**

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. **Advisory on Recommended Preparation: ESL 330 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of the department. Concurrent registration in ESL 341 (or appropriate ESL Reading/Vocabulary course) is strongly recommended.**

**ESL 341**      **ESL ADV LVL 1 READING/VOCAB**      **3 UNITS**  
**Hours:**      **3 Lecture/Discussion**

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 the student can comprehend and respond to written and spoken English in advanced academic and vocational situations. **Advisory on Recommended Preparation: ESL 331 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of the department. Concurrent registration in ESL 340 (or appropriate ESL Writing/Grammar course) is strongly recommended.**

# Course Descriptions

## ENGLISH AS A SECOND LANGUAGE

**ESL 350**      **ESL ADV LVL 2 WRITING/GRAMMAR**      **4 UNITS**  
**Hours:**      **3 Lecture/Discussion**  
                  **3 Lab**

This course is suitable for the advanced student with demonstrated knowledge and experience in English grammar and writing. The course is designed to review and refine grammar for application in writing projects to enable the student to successfully transition into mainstream course work. **Advisory on Recommended Preparation:** ESL 340 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of the department. Concurrent registration in ESL 351 (or appropriate ESL Reading/Vocabulary course) is strongly recommended.

**ESL 351**      **ESL ADV LVL 2 READING/VOCAB**      **3 UNITS**  
**Hours:**      **3 Lecture/Discussion**

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 the student can successfully transition into mainstream coursework. **Advisory on Recommended Preparation:** ESL 341 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of the department. Concurrent registration in ESL 350 (or appropriate ESL Writing/Grammar course) is strongly recommended.

**ESL 352AB**      **ESL ADV PRONUNCIATION/SPEAK**      **2 UNITS**  
**Hours:**      **2 Lecture/Discussion**

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. **Advisory on Recommended Preparation:** ESL 332AB or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures, or recommendation of the department. Concurrent registration in ESL writing and reading classes is strongly recommended.

## ENVIRONMENT CONTROL TECHNOLOGY

**ECT 180**      **ELECT & CONTROLS FOR HVAC**      **4 UNITS**  
**Hours:**      **4 Lecture/Discussion**  
                  **2 Lab**

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**

**Materials Fee: \$20.00**

ECT 181 is an introductory lecture and demonstration course in residential air conditioning, refrigeration and heating that covers applied 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**      **ADV AIR COND/REFRIG COM/DOM**      **12 UNITS**  
**Hours:**      **10 Lecture/Discussion**  
                  **10 Lab**

**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.

## ENVIRONMENTAL CONTROL TECHNOLOGY

**ECT 200**      **INTRO INDUST AMMONIA REFRIG**      **3 UNITS**  
**Hours:**      **3 Lecture/Discussion**

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. **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**      **ADV 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. **Advisory on Recommended Preparation:** ECT 200 or equivalent college course with "C" or better, or employment (past or current) by an industrial ammonia facility.

**ECT 260**      **BASIC REFRIGERATION**      **2 UNITS**  
**Hours:**      **2 Lecture/Discussion**  
                  **1 Lab**

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 troubleshoot and diagnose electrical problems. In addition, proper brazing techniques, tools and safety practices are taught as applied to various other trades.

**ECT 261**      **INTRO TO AIR COND/REFRIG C/D**      **2 UNITS**  
**Hours:**      **2 Lecture/Discussion**  
                  **1 Lab**

An introductory course offered in Environmental Control Technology that covers commercial and domestic air conditioning, and refrigeration theory. The students will study the practical wiring circuits and diagnosing of 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 students 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 & CONTROLS**      **2 UNITS**  
**Hours:**      **2 Lecture/Discussion**  
                  **1 Lab**

ECT 262 is 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 safety, 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 REFRIG SYS CONTROL**      **2 UNITS**  
**Hours:**      **2 Lecture/Discussion**  
                  **1 Lab**

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. **Advisory on Recommended Preparation:** ECT 260 or equivalent college course with "C" or better, or equivalent training/ experience.

## ENVIRONMENT CONTROL TECHNOLOGY

**ECT 265 AIR COND CONTROL SYSTEMS 2 UNITS**  
**Hours: 2 Lecture/Discussion**  
**1 Lab**

ECT 265 is a basic controls course designed to introduce the students to a wide variety of HVAC/R control systems. Control applications will be discussed in depth to give the students an understanding of pneumatic, electronic, and digital control systems. **Advisory on Recommended Preparation: ECT 260 and ECT 261 with "C" or better; or equivalent college course with "C" or better; or equivalent skills and knowledge as determined by department assessment.**

## ETHNIC STUDIES

**ETHN 1 BLACK AMERICAN STUDIES 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course uses an interdisciplinary approach to Black Studies covering periods of social, cultural and historical development. Topics include African civilization, slavery, the Diaspora, abolition, reconstruction, segregation, Harlem Renaissance, and the Civil Rights Movement. Field trips are part of this course. **Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS placement procedures.**

**ETHN 2 AMERICAN INDIAN STUDIES 3 UNITS**  
**Hours: 3 Lecture/Discussion**

Using an interdisciplinary approach, this course will focus on the historical, social, religious, ecological, economic, and artistic characteristics of various Indian Nations, as well as, U.S. Government policy toward Indians. Special attention will be given to San Joaquin Valley Indians. Field trips are part of this course. **Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS placement procedures.**

**ETHN 3 MEXICAN-AMERICAN STUDIES 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course studies the Mexican-American community and culture in American society. Using an interdisciplinary approach (anthropology, history, sociology, literature, art and music), the course will examine Mexican- American contributions and conflicts in American society. Also studied are the pre-colombian roots of Chicano-Mexican heritage. **Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS placement procedures.**

**ETHN 4 ASIAN AMERICAN STUDIES 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course studies the Asian immigrant experience in the United States (Southeast Asian, Chinese, Japanese, Korean, and Filipino). Using an interdisciplinary approach (social, historical, religious, geographic, economic, linguistic, and artistic), special attention will be given to major immigrant populations in the San Joaquin Valley (Laotian, Hmong, Mien, and Lahu). **Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS Placement Procedures.**

**ETHN 105 AMERICAN ETHNIC ORIGINS 3 UNITS**  
**Hours: 3 Lecture/Discussion**

An examination of the various ethnic groups that came to America from Europe. Topics include; motives for migration, immigration, assimilation, social mobility, social change and the creation of our modern multicultural society. Special attention will be given to the migration of Euro-Americans into the San Joaquin Valley. **Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS Placement Procedures.**

## FASHION

**FASH 12AB COSTUMING 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**2 Lab**  
**4 Activity**

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. This course can be repeated one time.

**FASH 17AB MAKEUP 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**2 Lab**  
**4 Activity**

This course is designed to introduce the student to the basic techniques and materials of makeup: theatrical, TV, photos, special occasions, business and evening. Topics include facial shape, hair arrangement, skin care and makeup for various races and skin types. Additional hours required to work on crews for college Theatre Arts and Dance productions. This course can be repeated one time.

**FASH 76 INTRODUCTION TO TEXTILES 2 UNITS**  
**Hours: 2 Lecture/Discussion**

An introductory course in basic textiles, designed for fashion design, retailing and interior design students. It will cover fibers, fabric manufacturing, finishes, care, storage and appropriate application and selection. Required for fashion certificates.

**FASH 160AB 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 beginning and experienced seamstresses. Open to all interested students. One field trip to a local fabric store is required for the course. This course may be repeated one time.

**FASH 161AB 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 is on garment fit, quality construction and pattern selection. Clothing construction experience is required. A field trip to a local fabric store is required for the course. May be repeated once. **Advisory on Recommended Preparation: Previous clothing construction experience.**

**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 in clothing design, i.e., fashion majors, those who are interested in sewing for themselves, or who have fitting problems. **Advisory on Recommended Preparation: FASH 160AB, FASH 161 AB, or equivalent college course with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.**

**FASH 164 THE WORLD OF FASHION 2 UNITS**  
**Hours: 2 Lecture/Discussion**

An overview of the ever-changing world of fashion and the multifaceted fashion industry. Topics include the evolution of 20th century fashion, fashion designers and trendsetters, design development, fashion forecasting, consumer demand, the global marketplace, and careers in fashion.

**FASH 167 APPLIED COLOR THEORY 2 UNITS**  
**Hours: 2 Lecture/Discussion**  
**1 Lab**

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 students in developing a sensitive and discriminating eye for making color choices. Attention is given to the selection of an individualized color palette.



# Course Descriptions

## FASHION

**FASH 168 ADVANCED COLOR THEORY 2 UNITS**  
**Hours: 2 Lecture/Discussion**  
**1 Lab**

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**

**Equivalent Course: DRAM 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, and skin care and makeup.

**FASH 174AB FASHION ILLUSTRATION 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**3 Lab**

**Equivalent Course: ART 174AB.**

Fundamentals of fashion illustration, including a study of current fashion ideals; drawing fashion proportioned figures and faces, rendering garment details, fabrics and accessories; familiarizing students with fashion publications; preparing illustrations including layout, stylizing drawings, and matting drawings for presentation. This course may be repeated one time.

**FASH 175M1 FASHION IMAGE-DESIGN ELEMENTS 1.5 UNITS**  
**Hours: 1.5 Lecture/Discussion**

This course 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**

This course 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 INTRO TO FASHION MERCHANDISE 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 home economics with a fashion merchandising or fashion design major.

**FASH 178 VISUAL MERCHANDISING/PROMOTION 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**3 Lab**

**Materials Fee: \$10.00**

Visual merchandising and promotion is part of a basic two year program designed to provide students with a strong educational background to enter the fashion merchandising field. Required for the Fashion Merchandising Vocational Certificate, AA Degree in Home Economics with a Fashion Merchandising Major, and the Interior Design Major in Home Economics.

**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.

## FASHION

**FASH 250AD THE ART OF QUILT MAKING 2 UNITS**  
**Hours: 1 Lecture/Discussion**  
**3 Lab**

This course will include quilt design, color, fabric selection, analyzing and drafting patterns, calculating yardage, cutting, piecing, quilting, and finishing the quilt. The importance of quilting as an art form, the cultural aspects of quilting, and computer design of quilts will be explored. This class can be repeated three times.

**FASH 260 CAREER DRESSING 1 UNIT**  
**Hours: 1 Lecture/Discussion**  
**Equivalent Course: 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. Career Dressing is a required course for the fashion design and color/image consulting vocational certificates, and the AA Degree in Home Economics with a fashion merchandising major.

**FASH 261AD PRIN/CLOTHING CONSTRUCTION 1 UNIT**  
**Hours: 3 Lab**  
**Equivalent Course: BUS 260.**

Basic clothing construction principles for individuals pursuing careers in the fashion industry, applying for a certificate or AA/AS degree in fashion, and/or wishing to construct clothing. Professional, custom, and speed techniques for developing skills in clothing construction are covered as well as fit with an emphasis on developing manipulative skills. This course may be repeated three times.

**FASH 265 RETAIL CAREER PREPARATION 1 UNIT**  
**Hours: 1 Lecture/Discussion**  
**Equivalent Course: BUS 265.**

This course will help students prepare for employment in retail and sales. Instruction will emphasize job search techniques, resume, application, and correspondence related to job search, interview, and portfolio presentation skills. The course provides the skills and concepts necessary to facilitate successful on-site work experience. Portfolio preparation and interview skills will also be enhanced towards the end of the certificate program. **Advisory on Recommended Preparation: It is advised for students to take this course the same semester they take Work Experience 193.**

**FASH 266AB ADVANCED SEWING TECHNIQUES 1 UNIT**  
**Hours: 3 Lab**

This is a skills oriented class in advanced clothing construction techniques, that includes garment fitting, tailoring, and sewing specialty fabrics. It is designed for students pursuing careers in the fashion industry, or for those who wish to construct clothing for themselves and others. This course may be repeated one time. **Advisory on Recommended Preparation: Experience in the construction of clothing or completion of one semester of FASH 261AD.**

**FASH 267AB ADVANCED SERGER TECHNIQUES 1 UNIT**  
**Hours: 3 Lab**

Specialized class in serger construction for individuals pursuing careers in fashion. Professional custom and speed techniques for developing skills in clothing construction are emphasized as well as serger stitching techniques that include overlock and coverlock. Course can be repeated one time. **Advisory on Recommended Preparation: FASH 261AD, FASH 360AD or equivalent college course with "C" or better or equivalent skills as determined by departmental assessment.**

**FASH 360AD PRIN 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. This course can be repeated three times.

**FASH 361 COLOR SELECTION 1 UNIT**  
**Hours: 18 Lecture/Discussion**

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 on contemporary color theories.

## FIRE TECHNOLOGY

**FIRE 125 FUND FIRE APPARATUS/EQUIPMENT 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 Student will learn driving laws, driving technique, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance.

**FIRE 155 FIRE BEHAVIOR & 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. It covers the basic physical laws of fire combustion and extinguishing processes. It is part of the series of courses recommended by the Chancellor's Office for students in California Community Colleges.

**Prerequisites: (FIRE 159) or equivalent college course with "C" or better.**

**FIRE 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 159) or equivalent college courses with "C" or better.**

**FIRE 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.

**Prerequisites: (FIRE 159) or equivalent college course with "C" or better.**

**FIRE 159 FIRE PROTECTION ORGANIZATION 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 Provides an 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 161 S.F.M.-FIRE PREVENTION 1A 2 UNITS**  
**Hours: 40 Lecture/Discussion**  
 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.

**FIRE 162 S.F.M.-FIRE PREVENTION 1B 2 UNITS**  
**Hours: 40 Lecture/Discussion**  
 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.

**Prerequisites: (FIRE 161) or equivalent college course with "C" or better.**

## FIRE TECHNOLOGY

**FIRE 163 FIRE PROTECTION EQUIP/SYSTEM 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.

**Prerequisites: (FIRE 159) or equivalent college course with "C" or better.**

**FIRE 164 FIRE PREVENTION 1C 2 UNITS**  
**Hours: 40 Lecture/Discussion**  
 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.

**Prerequisites: (FIRE 161 and FIRE 162) or equivalent college courses with "C" or better.**

**FIRE 170 BASIC FIRE FIGHTER 1 ACADEMY 9 UNITS**  
**Hours: 8 Lecture/Discussion**  
**8 Lab**  
 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. In order to comply with State Fire Marshal guidelines, this class must meet for 18 weeks to complete required number of hours for Fire Fighter 1 Certificate. **Limitation Request on Enrollment: Current affiliation with a fire service agency and proof of completion of a breathing apparatus "fit test": OR ability to provide protective clothing ("turn-out" gear) and medical clearance by a licensed physician or Physician's Assistant to wear a self-contained breathing apparatus (SCBA).**

**FIRE 171 S.F.M. FIRE INSTRUCTOR 1A 2 UNITS**  
**Hours: 40 Lecture/Discussion**  
 This course is recommended for Fire Service personnel who have training responsibilities within their fire department. Techniques of Fire Service Instruction 1A 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 172 S.F.M. FIRE INSTRUCTOR 1B 2 UNITS**  
**Hours: 40 Lecture/Discussion**  
 This 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 the relate to teaching both manipulative skills and technical information in the fire service.

**Prerequisites: (FIRE 171) or equivalent college course with "C" or better.**

**FIRE 173 S.F.M. FIRE COMMAND 1A 2 UNITS**  
**Hours: 40 Lecture/Discussion**  
 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 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 per the California Fire Service Training and Education System Policy Text.**

# Course Descriptions

## FIRE TECHNOLOGY

**FIRE 174 S.F.M. FIRE COMMAND 1B 2 UNITS**  
**Hours: 40 Lecture/Discussion**  
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.  
**Prerequisites:** (FIRE 173) or equivalent college course with "C" or better.

**FIRE 176 TRUCK OPERATIONS ACADEMY 3 UNITS**  
**Hours: 37 Lecture/Discussion**  
**44 Lab**  
This course focuses on aerial apparatus (truck) operations which includes: aerial physics; ground ladder construction, inspection, repair, and evolutions; high rise building command procedures; elevator construction and rescue techniques; special rescue considerations for aerial apparatus and standard truck equipment. Prerequisite may be waived with Fire Fighter 1 Certificate. **Advisory on Recommended Preparation: Currently employed fire fighter or volunteer with a minimum of 1 year experience. Limitation Request on Enrollment: Students must provide own turnout and safety gear, SCBA and spare bottle. Each participating department must supply one chain saw.**  
**Prerequisites:** (FIRE 170) or equivalent college course with "C" or better.

**FIRE 182 BLD CONSTR FOR FIRE PROTECTN 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
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.

**FIRE 252 S.F.M. FIRE INVESTIGATION 1A 2 UNITS**  
**Hours: 40 Lecture/Discussion**  
Fire Investigation 1A 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. (40-hour course). **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.**

**FIRE 253 S.F.M. FIRE INVESTIGATION 1B 2 UNITS**  
**Hours: 40 Lecture/Discussion**  
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 exercises will assist to develop skill and understanding of the legal and investigative procedures. (40-hour course)  
**Prerequisites:** (FIRE 252) or equivalent college course with "C" or better.

**FIRE 267 CSFM FIRE CONTROL 6 .5 UNITS**  
**Hours: 16 Lecture/Discussion**  
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 specialize subject of wildland fire control. It is part of the package funded by the Chancellor's Office. This class provides the students 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.**

## FIRE TECHNOLOGY

**FIRE 277 S.F.M. FIRE MANAGEMENT 1 2 UNITS**  
**Hours: 34 Lecture/Discussion**  
**14 Lab**  
Reviews management styles of leadership and through the use of in-action exercises, simulations, and case studies, allows each student to experience how these basic principles can be effectively applied for on-the-job results. This course is one of the State Fire Marshal training classes needed for Fire Officer certification. **Advisory on Recommended Preparation: Completion of nine (9) units in Fire Technology or presently employed as a fire fighter or serving as a volunteer fire fighter.**

## FOSTER CARE

**FC 499 FOSTER CARE TOPIC COURSES Variable UNITS**  
**Hours: Variable**  
Special topic courses in Foster Care. Check with the Consumer/Family Studies Division for more information or the Foster Care Program Coordinator.

## FRENCH

**FREN 1 ELEMENTARY FRENCH 1 4 UNITS**  
**Hours: 4 Lecture/Discussion**  
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 every day topics, activities, and culture. CAN FREN 2.

**FREN 2 ELEMENTARY FRENCH 2 4 UNITS**  
**Hours: 4 Lecture/Discussion**  
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 diacritics. It also strengthens and broadens the student knowledge of topics, activities and culture of the French speaking world. Prerequisite may be waived with one year of high school French with a "C" or better, or equivalent skills as determined by departmental assessment. CAN FREN 4.  
**Prerequisites:** (FREN 1) or equivalent college course with "C" or better.

**FREN 3 INTERMEDIATE FRENCH 4 UNITS**  
**Hours: 4 Lecture/Discussion**  
The third course of a four series of courses in French in which reading, listening and writing skills are strengthened by the exposure to and the analysis of contemporary texts and French media sources. Prerequisite may be waived with two years of high school French with a "C" or better, or equivalent skills as determined by departmental assessment. CAN FREN 8.  
**Prerequisites:** (FREN 2) or equivalent college course with "C" or better.

**FREN 4 ADVANCED FRENCH 4 UNITS**  
**Hours: 4 Lecture/Discussion**  
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. Prerequisite may be waived with three years of high school French with a "C" or better, or equivalent skills as determined by departmental assessment. CAN FREN 10.  
**Prerequisites:** (FREN 3) or equivalent college course with "C" or better.

## 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. **Advisory on Recommended Preparation:** MATH 200, MATH 205, or MATH 215 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures; and ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. CAN GEOG 2.

**GEOG 1L PHYSICAL GEOGRAPHY LAB CLASS 1 UNIT**  
**Hours: 3 Lab**  
 This is an OPTIONAL lab for the Geography 1 lecture course. Observations, computer projects, experiments, and a field trip are designed to familiarize students with techniques used in physical geography. **Advisory on Recommended Preparation:** MATH 200 or MATH 205, or MATH 215 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures; and ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. **Corequisites:** GEOG 1.

**GEOG 2 WORLD REGIONAL GEOGRAPHY 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 Aspect 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. **Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

**GEOG 3 CULTURAL GEOGRAPHY 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 A general background to cultural geography including topics such as population, cultural origins, settlement patterns, economic and political systems, resources, man-environment relationships, and map interpretations. It is not necessary to take GEOG 1 or 2 to take GEOG 3. **Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. CAN GEOG 4.

## GEOLOGY

**GEOG 1 PHYSICAL GEOLOGY 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**  
 A study of the physical activities that work to change the surface of the earth. Included are topics about stream activities, earthquakes, landslides, 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. **Advisory on Recommended Preparation:** MATH 200, or MATH 205 or MATH 215 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures; and ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. CAN GEOG 2.

**GEOG 4 EARTH HISTORY 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**  
 This course examines the geologic evidence for the major events in Earth's turbulent history including: the formation of the crust, atmosphere, and oceans; the tectonic history of the continents; mass extinctions and the record of life on earth. Lab exercises include: fossil and rock identification, basic principles of geologic time and stratigraphy, and geologic map interpretation. **Advisory on Recommended Preparation:** MATH 200, MATH 205, or MATH 215 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures; and ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## GEOLOGY

**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, 205, or 215 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures; and ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

**GEOG 251 GEOLOGY OF THE MOJAVE DESERT 1 UNIT**  
**Hours: 6 Lecture/Discussion**  
**18 Lab**  
**6 Activity**  
 A two-day (overnight) field trip introducing the geology of the Mojave Desert. Major themes include tectonics and structure, mineral resources and mining, and energy resources. Some geologic features will be discussed enroute, while extended stops, that include some hiking, allow closer examination of phenomena such as faults, volcanoes, mines, and solar power plants. Prerequisites and corequisites may be waived with equivalent college courses with a "C" or better. **Prerequisites:** Must have completed or be enrolled in GEOG 1, GEOG 4, or GEOG 12.

**GEOG 252 GEOLOGY OF THE CENTRAL COAST 1 UNIT**  
**Hours: 6 Lecture/Discussion**  
**18 Lab**  
**6 Activity**  
 A two-day (overnight) field trip introducing the geology of the Central Coast. Major themes include tectonics, geologic hazards, energy and water resources, pollution, and coastline and surficial processes. Some features will be discussed en route, while extended stops, that include some hiking, allow closer examination of phenomena (e.g., San Andreas Fault and Morro Rock). Prerequisites and corequisites may be waived with equivalent college courses with a "C" or better. **Prerequisites:** Must have completed or be enrolled in GEOG 1, GEOG 4, or GEOG 12.

## GOVERNMENT

**GOVT 5 FEDERAL, STATE & LOCAL GOVT 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. **Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. CAN GOVT 2.

**GOVT 7 MASS COMMUNICATIONS 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**Equivalent Course: JOUR 007.**  
 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 JOUR 4.

# Course Descriptions

## GOVERNMENT

### GOVT 25 CONSTITUTIONAL LAW INTERPRET 3 UNITS

Hours: 3 Lecture/Discussion

Equivalent Course: AJ 025, BUS 025.

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. Students will develop the skills to analyze other's arguments, produce their own arguments and develop solutions to problems utilizing the case study methods in legal research and analysis. Students will be required to write a total of 6,000 to 8,000 words. **Advisory on Recommended Preparation:** ENGL 1 and SPCH 1 or equivalent college course with "C" or better.

## GRAPHIC DESIGN (FORMERLY DRAFTING TECHNOLOGY)

### GD 100 APPLIED DRAWING 3 UNITS

Hours: 3 Lecture/Discussion  
3 Lab

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 required in all drafting technology certificate and degree programs. It is a recommended course for all engineering and industrial technology students. Formerly DRFT 100. **Advisory on Recommended Preparation:** GD 200 or equivalent college course with "C" or better.

### GD 114 INTRODUCTION TO AUTOCAD 4 UNITS

Hours: 3 Lecture/Discussion  
3 Lab

Materials Fee: \$10.00

This is a course that introduces students to the basic concepts and applications of computer assisted drafting. Each student will use the computer to solve a series of simple drafting problems in architectural, electrical, mechanical, and technical illustrations. From the vast menu, the student will use multiple options and initialize selected commands to generate simple graphic documents. The student will learn to make decisions based upon previous input and predicted output by becoming adept at using all the menu options necessary to complete various drawings. Formerly DRFT 114.

**Prerequisite:** GD 100 or equivalent college course with a "C" or better; or equivalent skills as determined by departmental assessment.

### GD 115 ADVANCED AUTOCAD 4 UNITS

Hours: 3 Lecture/Discussion  
3 Lab

Materials Fee: \$10.00

This course is designed to provide students with a methodology to rapidly generate accurate and scientifically correct pictorial images. To supplement and amplify working drawings and to visualize conceptual designs are typical of the problems constantly facing today's designers. A systematic approach to solving these problems is combined with computer technology and allows efficient and accurate pictorial images to be generated. The students are continually developing problem solving skills by utilizing both drawing knowledge and computer technology. Formerly DRFT 115.

**Prerequisites:** (GD 114) or equivalent college course with "C" or better; or equivalent skills as determined by departmental assessment.

### GD 116AD AUTOCAD APPLICATIONS 4 UNITS

Hours: 3 Lecture/Discussion  
2 Lab

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. This course can be repeated three times. Formerly DRFT 116AD.

**Prerequisites:** (GD 115) or equivalent college course with "C" or better.

## GRAPHIC DESIGN

### GD 130 INTRO COMPUTER ASST CABINET 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 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. Formerly DRFT 130.

### GD 131 ADV COMPUTER ASSIST CABINET 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. Formerly DRFT 131.

**Prerequisites:** GD 130 or equivalent college course with "C" or better.

### GD 159 ADOBE ILLUSTRATOR 2 UNITS

Hours: 2 Lecture/Discussion  
2 Lab

This course is designed to provide working knowledge and skills, required for graphic designers and illustrators, in the use of Adobe Illustrator using a PC. Formerly DRFT 159.

### GD 160 GRAPHIC DESIGN 4 UNITS

Hours: 3 Lecture/Discussion  
2 Lab

Materials Fee: \$10.00

A study of graphic design theory, elements, principles, and methodology as used in graphic communication industry, taught through actual commercial applications. The students interested in art, design and any field of graphic communications will find this course an invaluable asset. Formerly DRFT 160.

### GD 161AD GRAPHIC DESIGN APPLICATION 4 UNITS

Hours: 3 Lecture/Discussion  
3 Lab

Materials 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 may be waived with equivalent college course with "C" or better. This course can be repeated three times. Formerly DRFT 161AD.

**Prerequisites:** (GD 160) or equivalent college course with "C" or better.

### GD 162AD INTEGRATED GRAPHICS 4 UNITS

Hours: 3 Lecture/Discussion  
3 Lab

Materials Fee: \$10.00

Integrating design processes as they relate to graphic design utilizing computer image generation skills and knowledge in the conceptualization, refinement, analysis, evaluation, and implementation of multi-media graphic design. This course may be repeated three times. Formerly DRFT 162AD. **Advisory on Recommended Preparation:** GD 161AD or ART 25AD or equivalent college course with a "C" or better; or recommendation by the I&T Division.

### GD 163 DIGITAL MECHANICALS 3 UNITS

Hours: 2 Lecture/Discussion  
4 Lab

This course is designed to provide working knowledge and skills required for graphic designers and pre-press professionals utilizing Adobe InDesign software. Formerly DRFT 163. **Advisory on Recommended Preparation:** GD 160 or equivalent college course with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

## GRAPHIC DESIGN

**GD 170AD COMPUTER ANIMATION/RENDERING 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**

**Materials 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 on the personal computer with Autodesk Animator Pro and 3-D Studio. The animated presentations will be played on personal computers or output to videotape 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. This course can be repeated three times. Formerly DRFT 170AD.

**GD 200 BEGINNING MECHANICAL DRAWING 2 UNITS**  
**Hours: 2 Lecture/Discussion**  
**2 Lab**

A rapid comprehensive coverage of the fundamentals of mechanical drawing and modern drafting practices, 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 field. Formerly DRFT 200.

## HEALTH AND WELLNESS

**HW 1 PERSONAL & COMMUNITY HEALTH 3 UNITS**  
**Hours: 3 Lecture/Discussion**

A general course including the facts necessary for maintenance of physical and mental health. The subject matter covers holistic health, mental health, stress management, physical health and nutrition, infectious and noninfectious diseases, sexually transmitted diseases, lifestyles, and drugs in our society.

**HW 3 STANDARD FIRST AID 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course 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. Certificates will be issued with a fee paid to the American Red Cross when requirements are met.

**HW 7 SPORTS HEALTH 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This class covers the same basic subject matter as HW 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 consequence of using alcohol, tobacco and anabolic steroids and other drugs are explained in terms of their effects of human performance.

**HW 60 CONCEPTS IN HEALTH & FITNESS 3 UNITS**  
**Hours: 3 Lecture/Discussion**

**Equivalent Course: SMED 060.**

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.

**HW 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. Concomitant learning results in a wide variety of subjects being covered, i.e., Alcohol & Traffic Safety, Antibiotics and Venereal Disease, Weight Loss and Over-the-Counter diet pills, Anabolic Steroids and Exercise.

## HEALTH AND WELLNESS

**HW 119 NUTRITION FOR FITNESS 3 UNITS**  
**Hours: 3 Lecture/Discussion**

**Equivalent Course: NUTR 119, PE 119.**

This course is designed to acquaint students with nutritional needs of athletes and the relationship between nutrition and fitness. Students are required to use the computer, Internet and basic math skills to calculate nutritional needs. Topics include human energy, nutrient groups body composition, and supplement use.

## HIGH TECHNOLOGY (ENABLER)

**HT 310AD ADAPTED COMPUTER TECHNOLOGY 1 - 3 UNITS**  
**Hours: 1 TO 3 Lecture/Discussion**  
**2 TO 6 Lab**

Students with various disabilities will acquire and implement basic computer skills with personalized adapted computer 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. **Limitation on Enrollment: Eligible disability. This course can be repeated three times.**

**HT 311AD ADVANCED ADAPTED COMPUTERS 1 - 3 UNITS**  
**Hours: 1 TO 3 Lecture/Discussion**  
**2 TO 6 Lab**

'Designed for students with acquired brain injuries or visual, physical, communication or learning disabilities, this course provides advanced training in the use of adapted computer technology, keyboarding, word processing, spreadsheets and/or databases to enhance students' ability to access and use individualized microcomputer environments. This course can be repeated three times.

**Prerequisites: (HT 310AD) or (ESKL 310AD) or equivalent college courses with "C" or better.**

## HISTORY

**HIST 4 HIST OF WEST CIVIL TO 1648 3 UNITS**  
**Hours: 3 Lecture/Discussion**

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. **Advisory On Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. CAN HIST 2.**

**HIST 5 HIST WEST CIVIL SINCE 1648 3 UNITS**  
**Hours: 3 Lecture/Discussion**

The second of an optional two-semester course sequence which surveys the development of Western Civilization covering events from 1648 to the present. **CAN HIST 4. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.**

**HIST 17 PEOPLE OF THE UNITED STATES 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course is a survey of American society from colonial beginnings to 1865. **CAN HIST 8. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.**

**HIST 18 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. **CAN HIST 10. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.**

# Course Descriptions

## HISTORY

- HIST 19 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 Pre-Columbian period to the end of the wars for independence. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.**
- HIST 20 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: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.**
- HIST 21 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. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.**
- HIST 23 MEXICAN AMERICAN 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: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 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. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.**

## HUMAN DEVELOPMENT

- HDEV 100 CAREER PLANNING 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
An introduction to career/life planning including an exploration of interests, skills, values, personality traits, past experiences and life stages. Students will develop a career/life plan using gathered self-information, decision-making strategies and an awareness of psychological, sociological and physiological factors related to career/life satisfaction.
- HDEV 120AB STUDENT SUCCESS 2 UNITS**  
**Hours: 2 Lecture/Discussion**  
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. This course may be repeated once.
- HDEV 122AD PEER COUNSELING 3 UNITS**  
**Hours: 2 Lecture/Discussion  
2 Lab**  
Focuses on interpersonal communication and interaction skills within the setting of student-to-student advising. This course can be repeated three times. **Advisory on Recommended Preparation: PSY 1 or equivalent college course with "C" or better; and ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.**

## HUMAN DEVELOPMENT

- HDEV 230 COLLEGE SUCCESS SKILLS 1 UNIT**  
**Hours: 1 Lecture/Discussion**  
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.
- HDEV 240 WINNING AT MATH 2 UNITS**  
**Hours: 2 Lecture/Discussion**  
A course designed for students who would like assistance with test taking and study skills. Topics include reduction of math anxiety, self-motivation, self-awareness, self-management and accepting personal responsibility.
- HDEV 251AC CAREER DEVELOPMENT 1 UNIT**  
**Hours: 1 Lecture/Discussion**  
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. This course can be repeated two times.
- HDEV 258 SUMMER COLLEGE READINESS 3 UNITS**  
**Hours: 54 Lecture/Discussion**  
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 Request on Enrollment: Acceptance into the Extended Opportunity Program & Services Summer Readiness Programs.**
- HDEV 307AD STUDENT SUCCESS STRATEGIES .5 UNITS**  
**Hours: 4 Lecture/Discussion  
12 Lab**  
**Equivalent Course: LS 307AD.**  
This course is designed to provide the student with individualized instruction regarding strategies and accommodations for college study skills including: textbook reading, notetaking, test taking and time management. This course may be repeated three times.

## HUMAN SERVICES

- HSRV 120 INTRO 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.
- HSRV 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 children, the handicapped, and the aged will be included. It is recommended that HSRV 123 be taken in conjunction with this course content.
- HSRV 122 INTRO OF HUMAN SERVICES 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
A study of the field of social work as it applies to meeting community and individual social problems through social agency intervention. It covers a range of social issues and their solutions in such areas as marital, mental health, crime, drugs, medical care, and education.

## HUMAN SERVICES

**HSRV 228 ALCOHOL INTERV TREAT & RECOV 2 UNITS**

**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.

**HSRV 229 PHYS & PSYCHO ASPECTS DRUG 2 UNITS**

**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.

## INDEPENDENT STUDY

**ALL DISCIPLINES**

**151AD INDEPENDENT STUDY 1-3 UNITS**

**Hours: 54-162**

**TRANSFER STATUS-CSU TRANSFERABILITY**

Independent Study is offered throughout the curriculum. 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. The 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 courses in the selected subject area. In addition, students must file and Independent Study form obtained from the Admissions Office to obtain approval to enroll.**

**ALL DISCIPLINES**

**251AD INDEPENDENT STUDY 1-3 UNITS**

**Hours: 54-162**

**NON-TRANSFER STATUS**

Independent Study is offered throughout the curriculum. 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. The 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 courses in the selected subject area. In addition, students must file and Independent Study form obtained from the Admissions Office to obtain approval to enroll.**

## INDUSTRY AND TECHNOLOGY

**ITEC 100 INDUST MAINT TECH OPTION A 13 UNITS**

**Hours: 8 Lecture/Discussion**

**17 Lab**

**Materials Fee: \$7.00**

ITEC 100 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 areas of: basic electricity, machine tool operation, acetylene and MIG welding, hydraulics/pneumatics, and mechanics.

**ITEC 101 INDUST MAINT TECH OPTION A 13 UNITS**

**Hours: 8 Lecture/Discussion**

**17 Lab**

**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 required to earn a certificate in Industrial Maintenance Technology. Prerequisite may be waived with equivalent skills and knowledge as determined by department assessment.

**Prerequisites: (ITEC 100) or equivalent college course with "C" or better.**

## INDUSTRY AND TECHNOLOGY

**ITEC 105AD INDUST MAINT TECH-OPTION B 4 UNITS**

**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. This course is repeatable three times.

**ITEC 142 AIR CONDITIONING SHEET METAL 3 UNITS**

**Hours: 3 Lecture/Discussion**

**3 Lab**

General sheet metal theory 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.

**ITEC 143 ADV AIR COND DUCT SHEET METL 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: ITEC 142 or equivalent college course with "C" or better.**

**ITEC 160 INTRO TECH COMPUTER APPLICAT 2 UNITS**

**Hours: 2 Lecture/Discussion**

**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.

**ITEC 185 ETHICS IN BUSINESS & INDUSTR 3 UNITS**

**Hours: 3 Lecture/Discussion**

**Equivalent Course: BUS 185.**

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, and discrimination.

**ITEC 220 WATER TREATMENT FUNDAMENTALS 3 UNITS**

**Hours: 3 Lecture/Discussion**

Basic methods for providing safe public drinking water are presented. Main underlying concepts of mathematics and science are introduced. Course fulfills specialized training requirements and prepares students for grades 1 and 2 water treatment operator certification exam administered by California Department of Health Services.

**ITEC 221 WASTEWATER TREATMENT FUNDAML 3 UNITS**

**Hours: 3 Lecture/Discussion**

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 requirements which, in conjunction with required experience, qualifies students to take the State Water Resources Control Board (SWRCB) grades 1 and 2 wastewater treatment plant operator (WWTPO) exams. Course prepares students for SWRCB WWTPO grades I and II exams.



# Course Descriptions

## INDUSTRY AND TECHNOLOGY

**ITEC 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. **Advisory on Recommended Preparation: Basic electrical and mechanical knowledge; and computer literacy.**

**ITEC 274 ELEC MOTOR CONTRL/PROG CONTR 2 UNITS**  
**Hours: 2 Lecture/Discussion**  
**1 Lab**

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 programing of motor controllers. The student will learn how to design ladder diagrams from a hard wired diagram or from a sequence of operations.

**ITEC 276 ADVANCED PLCs 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course teaches the student advanced features of electrical motor controls as accomplished through the use of the Programmable Logic Controller and the use of Wonderware software as the Human-Machine-Interface. Prerequisite may be waived with equivalent skills and knowledge as determined by departmental assessment.

**Prerequisites: (ITEC 274) or equivalent college course with "C" or better.**

**ITEC 278 INDUSTRIAL PREV MAINTENANCE 1 UNIT**  
**Hours: 18 Lecture/Discussion**  
**6 Lab**

This course is to be taken with the courses in the Industrial Maintenance Program to satisfy the requirements for a certificate. The course presents the initial preparation, installation, and operation of the type of preventative maintenance program encountered in an industrial environment for the planned, and unplanned repair of machinery. Corequisite may be waived if previously completed with a "C" or better.

**Corequisites: ITEC 101 or ITEC 105AD.**

## INFORMATION TECHNOLOGY

**IT 110 PC TROUBLESHOOTING & REPAIR 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**2 Lab**

**Materials Fee: \$12.00**

This course will introduce students to methods used to upgrade and repair personal computers. Topics include: how to identify parts of the PC, software and hardware tools for repairing PCs, adding and removing components, loading operating systems and software applications, and PC troubleshooting.

**IT 111AC COMP TIA A+ EXAM PREPARATION 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**

**Materials Fee: \$19.00**

This is a advanced PC repair course, intended to prepare students to pass the Comp TIA A+ professional exam. Students will be working hands-on with microcomputer components, operating systems, and application software, configuring PCs for optimal performance. This course may be repeated two times.

**IT 120 COMPUTER NETWORKING FUNDAMTL 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course 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, troubleshooting, and repair of networks and network hardware, components and peripherals.

## INFORMATION TECHNOLOGY

**IT 121AC COMP TIA NETWORK + EXAM PREP 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**

**Materials Fee: \$18.00**

This advanced course will prepare students for the Comp TIA Network Plus Exam. Topics include: the proper care, maintenance, and use of networking software, tools, and equipment; network terminology and protocols; LANs, WANs, and OSI models; cabling and cabling tools; IP addressing; and network standards. This course may be repeated two times. **Advisory on Recommended Preparation: IT 110 and IT 111AC, and COMP 5 or COMP 130 or equivalent college courses with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment.**

**IT 122AC NETWORK ADMINISTRATION 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**

**Materials Fee: \$16.00**

This is an advanced computer networking course using Microsoft Windows NT Workstation and Server. Students will load NT Workstation/Server then create and administrate an NT 4.0 network. Students will also be introduced to diagnostic software, and troubleshooting and repair of networks and network hardware, components and peripherals. The course is repeatable two times. **Advisory on Recommended Preparation: IT 110 and IT 111 AC, and COMP 5 or COMP 130 or equivalent college courses with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment.**

**IT 123AC TCP/IP AND IP ROUTING 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

**Materials Fee: \$16.00**

This is an advanced course for TCP/IP internet working in the COS Network Academy Certificate program. Instruction includes: OSI and TCP/IP models and protocol stacks; subnetting and supernetting; IP packets; routers; IP routing; routed and routing protocols: DHCP; WINS; DNS and application layer protocols and programs. This course may be repeated two times. Prerequisite may be waived with equivalent skills and knowledge as determined by departmental assessment. **Prerequisites: (IT 121AC) or equivalent college course with "C" or better.**

**IT 130AC CISCO ACADEMY 1 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**2 Lab**

**Materials Fee: \$12.00**

This is the first of four classes in the Information Technology CISCO Academy Certificate Program. Instruction includes: safety; networking; protocols; standards; LANs; WANs; OSI models; cabling; cabling tools; routers; Ethernet; IP addressing and network standards. This course may be repeated two times.

**IT 131AC CISCO ACADEMY 2 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**2 Lab**

**Materials Fee: \$12.00**

This is the second of four courses in the Information Technology CISCO Academy Certificate program. Instruction includes, but is not limited to: interfacing routers, networking terminology and protocols; network testing; programming and configuring routers, IP addressing and subnetting; and internet working router protocols. This course can be repeated two times. Prerequisite may be waived with equivalent skill and knowledge as determined by department assessment. **Advisory on Recommended Preparation: Students must have access to the Internet at home, work, or school for viewing the online curriculum supplied by CISCO Systems, and for Internet homework assignments.**

**Prerequisites: (IT 130AC) or equivalent college course with "C" or better.**

## INFORMATION TECHNOLOGY

**IT 132AC CISCO ACADEMY 3 3 UNITS**

**Hours:** 2 Lecture/Discussion  
2 Lab

**Materials Fee:** \$12.00

This is the third course in the Information Technology CISCO Academy Certificate program. Instruction includes; switching technologies; routing terminology and protocols; interface standards; programming and configuration of routers; VLANs; IP addressing and network standards. This course can be repeated two times. Prerequisite may be waived with equivalent skills and knowledge as determined by departmental assessment. **Advisory on Recommended Preparation: Students must have access to the Internet at home, work, or school for viewing the online curriculum supplied by CISCO Systems, and for Internet homework assignments.**

**Prerequisites:** (IT 131AC) or equivalent college course with "C" or better.

**IT 133AC CISCO ACADEMY 4 3 UNITS**

**Hours:** 2 Lecture/Discussion  
2 Lab

**Materials Fee:** \$12.00

This is the fourth course in the Information Technology CISCO Academy Certificate Program. Instruction includes: LAN switching; WAN encapsulation methods; ISDN routing; programming and configuration of routers; network security; and UNIX interoperability. This course may be repeated two times. Prerequisite may be waived with equivalent skills and knowledge as determined by departmental assessment. **Advisory on Recommended Preparation: Students must have access to the Internet at home; work; or school for viewing the online curriculum supplied by CISCO systems, and for internet homework assignments.**

**Prerequisites:** (IT 132AC) or equivalent college course with "C" or better.

**IT 140AC MCSE WINDOWS 2000 PRO 2 UNITS**

**Hours:** 2 Lecture/Discussion  
2 Lab

**Materials Fee:** \$12.00

This course will prepare students to pass Microsoft Windows 2000 Professional Exam #70-210. This course will provide an overview of the Windows 2000 networking family, as well as: installation; file systems; profiles and policies; security; protocols; internetworking; remote access; printing; and trouble shooting. This course is repeatable two times. Prerequisite may be waived with equivalent skills and knowledge as determined by department assessment. **Advisory on Recommended Preparation: COMP 140 and COMP 5 or COMP 130, or equivalent college courses with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment.**

**Prerequisites:** (IT 111AC) or equivalent college course with "C" or better.

**IT 141AC MCSE WINDOWS 2000 SERVER 2 UNITS**

**Hours:** 2 Lecture/Discussion  
2 Lab

**Materials Fee:** \$12.00

This course prepares students to take the Microsoft Windows 2000 Server certification exam 70-215. The course focuses on selecting server and client hardware, installing and configuring a server, printing services, remote access services, interoperating on a network, setting up for the Internet, monitoring and tuning a server, and trouble shooting problems. This course is repeatable two times. Prerequisite may be waived with Comp TIA A+ Certificate, or equivalent skills and knowledge as determined by department assessment. **Advisory on Recommended Preparation: COMP 140 and COMP 5 or COMP 130 or equivalent college courses with a "C" better, or equivalent skills and knowledge as determined by department.**

**Prerequisites:** (IT 111AC) or equivalent college course with "C" or better.

## INFORMATION TECHNOLOGY

**IT 142AC MCSE NETWORK STRUCTURE 3 UNITS**

**Hours:** 2 Lecture/Discussion  
2 Lab

**Materials Fee:** \$12.00

This course prepares students to take the Microsoft exam #70-216: implementing and Administering a Microsoft Windows 2000 Network Infrastructure and Microsoft Exam #70-221: Designing a Microsoft Windows 2000 Network Infrastructure. The course focuses on analyzing business and technical requirements, TCP/IP strategies, DFS strategies, Configuration of IIS, WAN interconnectivity, and trouble-shooting. This course can be repeated two times. **Advisory on Recommended Preparation: IT 141 or equivalent college course with "C" or better, or permission of the department.**

**IT 143AC MCSE ACTIVE DIRECTORY 3 UNITS**

**Hours:** 2 Lecture/Discussion  
2 Lab

**Materials Fee:** \$12.00

This course prepares students to take the Microsoft Exams #70-217 and #70-219. The course focuses on installing and configuring a server, Active Directory services, monitoring and tuning an Active Directory, and troubleshooting. This course can be repeated two times. **Advisory on Recommended Preparation: IT 141 or equivalent college course with "C" or better, or permission of the department.**

**IT 144AC MCSE NETWORK SECURITY 3 UNITS**

**Hours:** 2 Lecture/Discussion  
2 Lab

**Materials Fee:** \$12.00

This course prepares students for the Microsoft Exam #70-220. This course focuses on protecting networks from security risks, installing and configuring a security system, designing a security plan, assessing security risks, internet security, monitoring and auditing secure assets, recovering from security breaks, and troubleshooting. This course may be repeated two times. **Advisory on Recommended Preparation: IT 141 or equivalent college course with "C" or better, or permission of the department.**

## 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 risk, and the various operation of insurance companies. **Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 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 the individuals, how to identify these exposures, and the various insurance contracts used in the personal insurance field. **Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS Placement Procedures.**

**Prerequisites:** (INS 121) or equivalent college course with "C" or better.

# Course Descriptions

## INTERCOLLEGIATE ATHLETICS

**IA 1AD INTERCOL MEN'S BASEBALL 2 UNITS**  
**Hours:** 1 Lecture/Discussion  
 9 Activity

Designed for the student who excels in athletic ability and wishes to compete at a high level of baseball against other California community colleges. This course can be repeated three times.

**IA 2AD INTERCOL MEN'S BASKETBALL 1 UNIT**  
**Hours:** 1 Lecture/Discussion  
 4 Activity

An advanced skill course for male students who want to participate in an intercollegiate basketball program. This course can be repeated three times.

**IA 3AD INTERCOL WOMEN'S BASKETBALL 1 UNIT**  
**Hours:** 1 Lecture/Discussion  
 4 Activity

An advanced skill course for female students who want to participate in an intercollegiate basketball program. This course can be repeated three times.

**IA 6AD INTERCOL 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. This course can be repeated three times.

**IA 7AD INTERCOL GOLF 2 UNITS**  
**Hours:** 1 Lecture/Discussion  
 9 Activity

Designed for the student/athlete who wishes to play competitive golf on an intercollegiate golf team competing against teammates and other community colleges. This course can be repeated three times.

**IA 8AD INTERCOL WOMEN'S SOFTBALL 2 UNITS**  
**Hours:** 1 Lecture/Discussion  
 9 Activity

Designed for the student/athlete who wishes to play competitive women's softball on an intercollegiate softball team competing against teammates and other community colleges. This course can be repeated three times.

**IA 10AD INTERCOL WOMEN'S GOLF 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 8 Activity

Women's Intercollegiate Golf is designed for the student/athlete who wishes to play competitive golf on an Intercollegiate golf team competing against teammates and other community colleges. This course may be repeated three times.

**IA 11AD INTERCOL MEN'S TENNIS 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. This course can be repeated three times.

**IA 12AD INTERCOL WOMEN'S TENNIS 2 UNITS**  
**Hours:** 1 Lecture/Discussion  
 9 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. This course can be repeated three times.

**IA 15AD INTERCOL 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. This course can be repeated three times.

## INTERCOLLEGIATE ATHLETICS

**IA 16AD INTERCOL WOMEN'S VOLLEYBALL 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 8 Activity

Designed to introduce advanced skills necessary for playing competitive volleyball. This course can be repeated three times. **Advisory on Recommended Preparation:** Enrollment by recommendation of the department.

**IA 23AD INTERCOL 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 contributes to a team effort as well. This course can be repeated three times.

**IA 24AD INTERCOL CROSS COUNTRY 2 UNITS**  
**Hours:** 1 Lecture/Discussion  
 9 Activity

This class is designed for the student/athlete who is interested in competing in Intercollegiate Cross Country. The course involves daily practices as well as participating 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. This course can be repeated three times.

**IA 29AD INTERCOL SWIMMING 2 UNITS**  
**Hours:** 1 Lecture/Discussion  
 9 Activity

This class is designed for the student/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 compete successfully at the community college level. This course can be repeated three times.

**IA 30AD INTERCOL 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 can be repeated three times.

**IA 131AD INTERCOL WOMEN'S EQUESTRIAN 1 UNIT**  
**Hours:** 1 Lecture/Discussion  
 4 Activity

PE 131AD is a course for female students who want to participate in an intercollegiate equestrian program. Advanced techniques in equestrian, both western and English skills of riding used in intercollegiate competition will be stressed. Off area time will be required for travel. This course may be repeated three times.

## INTERDISCIPLINARY STUDIES

**IS 101AD CROSS CULTURAL EDUCATION 2 UNITS**  
**Hours:** 2 Lecture/Discussion

This course is designed to acquaint students with cross cultural experiences with migrant children. This course can be repeated three times.

## INTERDISCIPLINARY STUDIES

**IS 102AD STUDENTS IN GOV'T & LEADRSHP 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 procedures, organizations, publicity, finance, and the development of leadership qualities through participation in campus governance and administration of the student activities program. This course may be repeated three times. **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 110AD SUPPLEMENTAL 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 off campus. This course can be repeated three times. **Advisory on Recommended Preparation: ENGL 1 or equivalent college course with a "C" or better; and "C" or better in COS course or equivalent for which the student wishes to offer supplemental instruction.**

**IS 150 INTRO TO TEACHING 2 UNITS**  
**Hours: 1 Lecture/Discussion**  
**2 Lab**

An exploratory field experience course providing a general orientation to duties and responsibilities of 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: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS Placement Procedures.**

**IS 220 ORIENTATION/COLLEGE SUCCESS .5 UNITS**  
**Hours: 6 Lecture/Discussion**  
**3 Lab**  
**3 Activity**

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.

**IS 230 CBEST TEST PREPARATION 1 UNIT**  
**Hours: 18 Lecture/Discussion**

This course will prepare those entering the teaching profession to take the CBEST test. It will focus on developing test taking skills and not acquisition of new knowledge in content areas. **Advisory on Recommended Preparation: Completion of college level English and mathematics.**

## INTERIOR DESIGN

**INTD 121 INTERIOR DESIGN FUNDAMENTALS 3 UNITS**  
**Hours: 3 Lecture/Discussion**

Examination and application of color and design principles, interior materials, and furnishing 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.

**INTD 122 SPACE FUNDAMENTALS 3 UNITS**  
**Hours: 1 Lecture/Discussion**  
**6 Lab**

Examination and application of space planning, including electrical systems, lighting, architectural systems in creating functional and aesthetically pleasing environments. Emphasis is on the psychological, social and physical needs for people in relation to their environments. Designed to meet FIDER standards.

## INTERIOR DESIGN

**INTD 124 HISTORY OF FURNISHINGS 3 UNITS**  
**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.

## JOURNALISM

**JOUR 1 WRITING FOR THE MEDIA 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**2 Lab**

A comprehensive approach to learning the fundamentals of all phases of production of news and feature stories including source development; interviewing techniques; writing, organizing, and editing a story for publication; and development of news judgment. Prerequisite may be waived if eligible for ENGL 1 as determined by COS Placement Procedures. CAN JOUR 2.

**Prerequisites: (ENGL 251) or equivalent college course with "C" or better.**

**JOUR 7 MASS COMMUNICATION 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**Equivalent Course: GOVT 007.**

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 JOUR 4.

**JOUR 20 SOCIETY & CULTURE IN FILM/TV 3 UNITS**  
**Hours: 3 Lecture/Discussion**

The study of how the mass medium of film and television treats, ethnic, gender, political, and other social and cultural issues.

**JOUR 103AD NEWSPAPER PRODUCTION 4 UNITS**  
**Hours: 2 Lecture/Discussion**  
**7 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. This course may be repeated three times. **Advisory on Recommended Preparation: ENGL 251; JOUR 1 or equivalent.**

**JOUR 104AD EDITORIAL BOARD 2 UNITS**  
**Hours: 2 Lecture/Discussion**  
**3 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 news gathering. This course may be repeated three times. **Advisory on Recommended Preparation: JOUR 1 and 103AD or equivalent college course with "C" or better.**

**JOUR 110AD PHOTO JOURNALISM 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**3 Lab**

**Materials Fee: \$20.00**

**Equivalent Course: PHOT 110AD.**

A course designed for students who would like practical publication experience and an opportunity to publish their photographs in the school newspaper. This course may be repeated three times. **Advisory on Recommended Preparation: PHOT 1 or equivalent college course with "C" or better.**

# Course Descriptions

## LEARNING SKILLS

**LS 301AD COMPUTATION 1 - 3 UNITS**  
**Hours: 3 TO 9 Lab**  
Designed for the student with learning deficits in computation. Remediation plans will be based on assessment of individual need and learning style. This course may be repeated three times. **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.**

**LS 302AD EXPRESSION 1 - 3 UNITS**  
**Hours: 3 TO 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. This course may be repeated three times. **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.**

**LS 303AD DECODING/LANGUAGE 1 - 3 UNITS**  
**Hours: 3 TO 9 Lab**  
Designed for the student with learning deficits in reading/language skills. Remediation plans will be based on assessment of individual needs and learning style. This course may be repeated three times. **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.**

**LS 304AD ORGANIZATION 1 - 3 UNITS**  
**Hours: 3 TO 9 Lab**  
Designed for the student with study skills needs and/or tutoring needs for mainstream classes. A structured study skills program covering outlining, organization, note taking skills and application of these skills, along with a secluded, quiet study area, including instruction in word processing, will be provided. This course may be repeated three times. **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.**

**LS 305AD SEQUENCING 1 - 3 UNITS**  
**Hours: 3 TO 9 Lab**  
Designed for the student with deficits in sequential memory affecting spelling. This course may be repeated three times. **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.**

**LS 306 LEARNING SKILLS/ASSESSMENT .5 UNITS**  
**Hours: 9 Lecture/Discussion**  
This course introduces students to individualized strategies that will assist them with achieving academic success in college. Assessments administered will provide students with information regarding learning styles, academic strengths and weaknesses, and determine eligibility for disabilities services. **Limitation Request on Enrollment: Students must obtain approval from the Disability Resource Center (DRC) to enroll in this course.**

**LS 307AD STUDENT SUCCESS STRATEGIES .5 UNITS**  
**Hours: 4 Lecture/Discussion**  
**12 Lab**  
**Equivalent Course: HDEV 307AD.**  
This course is for students who have a verifiable disability. It is designed to provide the student with individualized instruction regarding strategies and accommodations for textbook reading, vocabulary development, note taking, test taking, organization, time management, conducting research and writing papers, which are requisite skills for success in regular academic and vocational courses. This course may be repeated three times. **Limitation Request on Enrollment: Students must receive services from the DRC office or obtain approval from a DRC counselor to enroll in this course.**

## LEARNING SKILLS

**LS 308AD INSTRUCTIONAL SUPPORT 1 - 3 UNITS**  
**Hours: 3 TO 9 Lab**  
This is a course designed for students with verified disabilities. Students will receive assistance with their academic courses and/or improve academic skills affected by their disability. This course is offered for the CR/NC grade option only. This course may be repeated three times. **Limitation Request on Enrollment: Students must receive services or approval from the Disability Resource Center.**

**LS 309AD INDEPENDENT LIVING SKILLS 1 UNIT**  
**Hours: 2 Lab**  
This course is designed for students who are developmentally delayed learners; skills necessary for living independently will be introduced. The students will have the opportunity to learn the skills necessary for decision-making, budgeting, acquiring housing, preparing for a vocation, accessing community resources, planning for proper nutrition, becoming educated consumers and utilizing appropriate social skills, which are requisite skills for vocational courses. This course may be repeated three times. **Limitation Request on Enrollment: Students must receive services from the DRC office or obtain approval from a DRC counselor to enroll in this course.**

**LS 310AD VOCABULARY ENRICHMENT .5 UNITS**  
**Hours: 9 Lecture/Discussion**  
This course provides instruction aimed at supplementing college vocabulary skills. Students will learn a variety of strategies for vocabulary enrichment, which is requisite for success in regular academic and vocational courses. This course may be repeated three times.

**LS 311AD BEGINNING COMPUTER USE .5 UNITS**  
**Hours: 18 Lab**  
This course is designed for students who are new to computer use. Skills necessary for formatting and creating documents will be introduced, as well as basic Internet navigation. This course may be repeated three times.

## LIBRARY

**LIBR 101 LIBRARY RESEARCH STRATEGIES 1 UNIT**  
**Hours: 18 Lecture/Discussion**  
This course offers instruction and practice in the use of the card and online catalogs, reference books, periodical indexes, and other library materials, based on an understanding of research problem analysis.

**LIBR 102 INTERNET INFORM RESOURCES 1 UNIT**  
**Hours: 18 Lecture/Discussion**  
Internet Information Resources is an introductory course teaching students how to browse and locate and evaluate Internet information especially the World Wide Web for personal use as well as for research papers.

**LIBR 103 EVAL INFORMATION SOURCES 1 UNIT**  
**Hours: 16 Lecture/Discussion**  
LIBR 103 teaches students how to determine the information requirements for the research question, problem, or issue at hand, and how to analyze and evaluate printed and electronic information sources, with special attention to evaluation and critical treatment of information received from the Internet and the mass media.

**LIBR 201 INTRODUCTION TO LIBRARIES 2 UNITS**  
**Hours: 32 Lecture/Discussion**  
LIBR 201 will cover an introduction to the exciting field of library science, including the philosophy of library service, the history and types of libraries, organization and operation of libraries, and the role of the Library Media Technician. Basic skills necessary for employment in any type of library will be covered.

**LIBR 202 COLLECTION DEVELOPMENT 2 UNITS**  
**Hours: 32 Lecture/Discussion**  
LIBR 202 will cover an introduction to the publishing industry, principles of collection development, bibliographic searching, accounting and budgeting principles, an overview of ordering, receiving and claiming procedures, and weeding the library collection. **Advisory on Recommended Preparation: LIBR 201 or equivalent college course with a grade of "C" or better.**

# Course Descriptions

## LIBRARY

**LIBR 203 TECHNICAL SERVICES 3 UNITS**  
**Hours: 48 Lecture/Discussion**  
 LIBR 203 will cover current practices in cataloging and processing of library materials, the Dewey Decimal, Library of Congress, and Sears systems of classification, and filing rules for library materials. The use of electronic and on-line bibliographic resources, the repair and care of resources, and serials management will also be included. **Advisory on Recommended Preparation:** LIBR 201 or equivalent college course with a grade of "C" or better.

**LIBR 204 SCHOOL/CHILDREN'S SERVICES 3 UNITS**  
**Hours: 48 Lecture/Discussion**  
 LIBR 204 will cover Children's and School library services. Emphasis will be on the practical use of books and media in library media centers, book talking, storytelling techniques, reading incentive programs, and children's literature. Students will learn about connecting library resources to the curriculum and collaborating with teachers to create resource rich lessons. **Advisory on Recommended Preparation:** LIBR 201 or equivalent college course with a grade of "C" or better.

**LIBR 205 LIBRARY MEDIA SERVICES 2 UNITS**  
**Hours: 32 Lecture/Discussion**  
 LIBR 205 provides in-depth study of a wide variety of media services and materials within a library setting including the Internet, compact disk, laser disk, telecommunications, video, and hypermedia. Students will learn programming using media and processing and circulating methods. Intellectual freedom, censorship, privacy, and copyright issues will also be presented. **Advisory on Recommended Preparation:** LIBR 201 and LIBR 203 or equivalent college course with a grade of "C" or better.

**LIBR 206 PUBLIC SERVICE/REFERENCE 3 UNITS**  
**Hours: 48 Lecture/Discussion**  
 LIBR 206 covers library circulation systems, bibliographies, standard print and computer based reference, patron service skills, volunteer recruiting and supervising, library promotion, and handling of problem patrons. **Advisory on Recommended Preparation:** LIBR 201 or equivalent college course with a grade of "C" or better.

**LIBR 223AB COLLEGE LEVEL TUTOR TRAINING 1 UNIT**  
**Hours: 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. 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.

**LIBR 423 TUTOR TRAINING 0 UNITS**  
**Hours: 1 Lab**  
 Students who have demonstrated mastery of content in one or more college courses are eligible to serve as tutors. This course is designed to develop basic skills needed to function successfully as a tutor.

**LIBR 424 SUPERVISED TUTORING 0 UNITS**  
**Hours: 2 Lab**  
 Students who need specialized assistance with coursework are given tutorial assistance. Depending upon their needs, the student may be scheduled to meet individually or in small groups with a tutor who has been approved by an instructor in the area he/she is tutoring, or the student may be directed to appropriate computer programs.

## LINGUISTICS

**LING 10 INTRODUCTION TO LANGUAGE 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 The systematic study of language, including its nature, history, structure, acquisition, and use. Goals of course: to impart an understanding of the importance of language in humans' social and cultural affairs; to develop an appreciation for its diversity and complexity. **Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## MATHEMATICS

**MATH 15 COMPUTER SCIENCE 1 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**Materials Fee: \$2.00**  
 Introduction to structured programming and algorithm design using the FORTRAN language, including data types, program design, conditional control structures, looping, subroutines, and functions. Prerequisite may be waived with eligibility for MATH 61 or 75 as determined by COS Placement Procedures. CAN CSCI 4. **Prerequisites:** (MATH 70) or equivalent college course with "C" or better.

**MATH 16 COMPUTER SCIENCE 1 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**Materials Fee: \$2.00**  
 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.

**MATH 18 COMPUTER SCIENCE 2 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**Materials Fee: \$2.00**  
 Introduction to structured 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. **Prerequisites:** (MATH 15 or MATH 16) or equivalent college courses with "C" or better.

**MATH 21 INTRODUCTION TO STATISTICS 4 UNITS**  
**Hours: 4 Lecture/Discussion**  
**Materials Fee: \$2.00**  
 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. Prerequisite may be waived with eligibility determined by COS Placement Procedures. CAN STAT 2. **Prerequisites:** (MATH 230 or MATH 235) or equivalent college courses with "C" or better.

**MATH 45 MODERN APPLICATIONS OF MATH 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 This course is designed to fulfill the CSU quantitative reasoning GE requirement. The emphasis is on providing an overview of the practical applications of mathematics, and is designed primarily for non-science majors. Topics vary by instructor. Prerequisite may be waived with eligibility determined by COS Placement Procedures. CAN MATH 2. **Prerequisites:** (MATH 230 or MATH 235) or equivalent college courses with "C" or better.

**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 majors. Prerequisite may be waived with eligibility determined by COS Placement Procedures. CAN MATH 30. **Prerequisites:** (MATH 70) or equivalent college course with "C" or better.

**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. CAN MATH 32. **Prerequisites:** (MATH 61) or equivalent college course with "C" or better.

# Course Descriptions

## MATHEMATICS

- 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, analytic geometry, and roots of polynomial equations. This course is intended for students planning to take calculus. Prerequisite may be waived with eligibility determined by COS Placement Procedures. CAN MATH 16.  
**Prerequisites: (MATH 154) or equivalent college course with "C" or better.**
- MATH 75 CALCULUS W/ANALYTIC GEOM 1 5 UNITS**  
**Hours: 5 Lecture/Discussion**  
This is the first calculus course of a three semester sequence. Topics include limits, differentiation, integration and continuity of algebraic, trigonometric, inverse trigonometric, and hyperbolic functions. Applications include exponential growth, related rates, graphing, extrema, area, volume, work, and average value. Prerequisite may be waived with eligibility determined by COS Placement Procedures. CAN MATH 18.  
**Prerequisites: (MATH 70) or equivalent college course with "C" or better.**
- MATH 76 CALCULUS W/ANALYTIC GEOM 2 5 UNITS**  
**Hours: 5 Lecture/Discussion**  
This is the second calculus course of a three semester sequence. Topics include techniques of integration, improper integrals, infinite series, analytic geometry, polar coordinates and parametric equations, vectors, and three-dimensional space. Numerous applications will be covered. CAN MATH 20.  
**Prerequisites: (MATH 75) or equivalent college course with "C" or better.**
- MATH 77 CALCULUS 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, centroids and centers of gravity, and Green's, Stokes, and Divergence Theorem. Prerequisite may be waived with equivalent college course with "C" or better. CAN MATH 22.  
**Prerequisites: (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.  
**Prerequisites: (MATH 76 or MATH 62) or equivalent college courses 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 course with "C" or better.**
- MATH 110 STRUCTURE & CONCEPTS 1 4 UNITS**  
**Hours: 4 Lecture/Discussion**  
This course intended for liberal studies majors, covering critical thinking, sets and functions, numeration and computation, number theory, rational numbers, and real numbers. The emphasis of this course is in mathematical foundations of arithmetic relevant to future elementary school teachers. Prerequisite may be waived with eligibility determined by COS Placement Procedures.  
**Prerequisites: (MATH 230 or MATH 235) or equivalent college courses with "C" or better.**

## MATHEMATICS

- MATH 111 STRUCTURE & CONCEPTS 2 4 UNITS**  
**Hours: 4 Lecture/Discussion**  
This course is a continuation of Math 110. Topics include statistics, probability, geometry, measurement, transformations, congruence, and coordinate geometry. The emphasis of this course is in mathematical topics relevant to future elementary school teachers. This course is designed to meet only the math requirements of the liberal studies programs at specific CSU campuses.  
**Prerequisites: (MATH 110) or equivalent college course with "C" or better.**
- MATH 154 TRIGONOMETRY 5 UNITS**  
**Hours: 5 Lecture/Discussion**  
An intensive one-semester course in the elements of trigonometry. Prerequisite may be waived with equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures. Prerequisite may be waived with eligibility determined by COS Placement Procedures. CAN MATH 8.  
**Prerequisites: (MATH 230 or MATH 235) or equivalent college courses with "C" or better.**
- 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, and exponents. **Advisory on Recommended Preparation: MATH 360 or MATH 365 or MATH 361 or equivalent college course with "C" or better, or eligibility determined by COS Placement Procedures.**
- MATH 201 INTERM ALGEBRA PREP LAB 4 UNITS**  
**Hours: 56 Lecture/Discussion**  
**24 Lab**  
This is a four-week intensive summer course designed for incoming students to prepare for intermediate algebra. This course is appropriate for students who have an understanding of elementary algebra, but need a refresher before taking intermediate algebra. **Advisory on Recommended Preparation: Eligibility determined by COS Placement Procedures. Limitation on Enrollment: Students must participate in the SMART Program.**
- MATH 205 BEGINNING ALGEBRA 4 UNITS**  
**Hours: 5 Lecture/Discussion**  
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, and exponents. 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 the COS Placement Procedure.**
- MATH 210 ELEMENTARY ALGEBRA 1 2 UNITS**  
**Hours: 4 Lecture/Discussion**  
this is an intensive course in elementary algebra covering fundamental operations, linear equations and inequalities, systems of equations, graphing, and word problems. **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 215 ELEMENTARY ALGEBRA 2 2 UNITS**  
**Hours: 40 Lab**  
this is the second class in the elementary algebra series. This course covers factoring, rational express, exponents, radicals, and word problems. **Prerequisites: (MATH 210) or equivalent college course with "C" or better.**

## MATHEMATICS

**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 may be waived with eligibility determined by the COS Placement Procedures.

**Prerequisites:** (MATH 200 or MATH 201 MATH 205) or equivalent college courses with "C" or better.

**MATH 235 MATH 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. Prerequisites may be waived if eligibility is determined by the COS Mathematics Placement Procedures.

**Prerequisites:** (MATH 200 or MATH 201 or MATH 205) or equivalent college courses with "C" or better.

**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-degree applicable 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.**

**MATH 351 PRE-ALGEBRA ALGEBRA 4 UNITS**  
**Hours: 56 Lecture/Discussion**  
**24 Lab**

Math 351 is a non-degree applicable, arithmetic course designed for incoming students. It is a four-week course offered only in the summer. This course is appropriate for students who need more emphasis on the fundamental arithmetic topics than is allowed for in MATH 360. Topics include whole numbers, decimals, and fractions. **Advisory on Recommended Preparation: Eligibility determined by COS Placement Procedures. Limitation on Enrollment: Students must participate in the SMART Program.**

**MATH 361 ELEMENTARY ALGEBRA PREP 4 UNITS**  
**Hours: 4 Lecture/Discussion**

MATH 361 is a non-degree applicable, pre-algebra course designed for incoming students. It is a rigorous four-week course offered only in the summer. This course is appropriate for students who are familiar with arithmetic and possibly some basic algebra, but who have not mastered the topics well enough to succeed in elementary algebra. Content covers all necessary pre-algebra skills but emphasizes rational numbers and linear expressions and equations. **Advisory on Recommended Preparation: Eligibility determined by COS Placement Procedures. Limitation on Enrollment: Students must participate in the SMART Program.**

**MATH 365 ARITHMETIC AND PRE-ALGEBRA 4 UNITS**  
**Hours: 5 Lecture/Discussion**

This 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

**MET 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. An emphasis is placed on understanding the methodologies of scientific inquiry and understanding current meteorological environmental problems. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures; and MATH 200 or 205 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.**

## MUSIC

**MUS 1 MUSIC FUNDAMENTALS 3 UNITS**  
**Hours: 3 Lecture/Discussion**

This course deals with the basic elements of music; pitch and rhythm notation, scales, major and minor keys and key signatures, transposition, intervals, chords, elementary acoustics, and an introduction to the keyboard. This course is 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.

**MUS 4 COMP MUSICIANSHIP 1 5 UNITS**  
**Hours: 5 Lecture/Discussion**

An integrated approach to the study of music theory and the development of musical skills. This includes music fundamentals, the structural elements of music, eartraining, sightsinging, and keyboard musicianship. The integrated approach of this course is designed to encourage practical application of theoretical concepts. CAN MUS SEQ A includes MUS 4+5. **Advisory on Recommended Preparation: MUS 1 or equivalent college course with "C" or better; and instrumental or vocal activity, and/or class piano.**

**MUS 5 COMP MUSICIANSHIP 2 5 UNITS**  
**Hours: 5 Lecture/Discussion**

A continuation of Music 4. This course includes the study and analysis of harmony and musical form, and the development of ear training, sightsinging, and keyboard skills. Prerequisite may be waived with equivalent college course with "C" or better; and instrumental or vocal performance and/or class piano. CAN MUS SEQ A includes MUS 4+5.

**Prerequisites:** (MUS 4) or equivalent college course with "C" or better.

**MUS 6 COMP MUSICIANSHIP 3 5 UNITS**  
**Hours: 5 Lecture/Discussion**

A continuation of MUS 5. This course includes a historical-analytical-compositional approach to the study of music of the 16th through 19th Centuries, along with the development of ear training, sightsinging, and keyboard skills. Prerequisite may be waived with proven instrumental or vocal performance and/or class piano skills. **Prerequisites:** (MUS 5) or equivalent college course with "C" or better.

**MUS 7 COMP MUSICIANSHIP 4 5 UNITS**  
**Hours: 5 Lecture/Discussion**

A continuation of MUS 6. This course includes the study of the music of the late 19th and 20th Centuries. The emphasis will be on the analysis and composition of music in various styles of the past 100 years, a study of musical form, and the development of ear training, sightsinging, and keyboard skills. **Advisory on Recommended Preparation: MUS 6 or equivalent college course with "C" or better; and instrumental or vocal performance and/or class piano.**

**MUS 8AB 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 assigned in alternate semesters so that the course may be repeated once without duplication. **Advisory on Recommended Preparation: MUS 4 and 5 or equivalent college courses with "C" or better.**



# Course Descriptions

## MUSIC

- MUS 10 APPRECIATION OF HIST & LIT 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 Designed to aid the average student in developing a better understanding and an enjoyment of music. This course 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.
- MUS 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, and (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.
- MUS 13 MUSIC OF THE WORLD 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 MUS 13 includes (1) a study of the elements of music as they pertain to the world's musical traditions and styles, and (2) a regional survey of selected genres of music from the Americas, Sub-Saharan Africa, Northern Africa and the Middle East, Europe, Asia, and Pacific Islands.
- MUS 20 PIANO 1 1 UNIT**  
**Hours: 1 Lecture/Discussion**  
**1 Lab**  
 A course designed for the student who has had no previous piano training. The student will learn specific skills enabling them to read music and identify specific skills enabling them to read music and identify musical symbols on sight while performing repertoire by various composers in all periods of music.
- MUS 21 PIANO 2 1 UNIT**  
**Hours: 1 Lecture/Discussion**  
**1 Lab**  
 A course 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. **Advisory on Recommended Preparation: MUS 20 or equivalent college course with "C" or better, or one year of private piano instruction.**
- MUS 22AD INTERMEDIATE & ADV PIANO 1 UNIT**  
**Hours: 2 Lecture/Discussion**  
**1 Lab**  
 A course designed for the intermediate pianist who has had prior instruction, either privately or in the classroom. This course can be repeated three times. **Advisory On Recommended Preparation: Mus 21 or equivalent college course with "C" or better, or more than one year of private piano instruction.**
- MUS 23AD ORGAN 1,2,3, & 4 1 UNIT**  
**Hours: 2 Lecture/Discussion**  
**1 Lab**  
 Students will learn specific musical symbols on sight while performing repertoire by various composers in the areas of theatre, classical or liturgical organ music. This course can be repeated three times. **Limitation on Enrollment: Audition by department; intended for students with one year keyboard in either piano, organ, or accordion.**
- MUS 30AD BEGINNING VOICE 1 UNIT**  
**Hours: 1 Lecture/Discussion**  
**2 Lab**  
 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. This course may be repeated three times.

## MUSIC

- MUS 31AD INTERMEDIATE VOICE 1 UNIT**  
**Hours: 1 Lecture/Discussion**  
**2 Lab**  
 Studies in the technical, stylistic, and aesthetic components of singing, designed to help the individual repertoire. Intermediate Voice is a continuation of Voice (MUS 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. This course may be repeated three times. **Advisory on Recommended Preparation: MUS 30AD, or equivalent college course with "C" or better.**
- MUS 32AD WOMEN'S CHORUS 1 UNIT**  
**Hours: 2 Activity**  
 Women's chorus offers a study and performance of choral literature for treble voices 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. This course can be repeated three times. **Limitation on Enrollment: Audition by department.**
- MUS 34AD CONCERT CHOIR 2 UNITS**  
**Hours: 2 Lecture/Discussion**  
**3 Lab**  
**Materials Fee: \$5.00**  
 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 performances is required. This course may be repeated three times. **Advisory on Recommended Preparation: Audition by Department.**
- MUS 36AD CHAMBER SINGERS 2 UNITS**  
**Hours: 2 Lecture/Discussion**  
**3 Lab**  
 MUSIC 36AD is designed to provide an environment for study of choral literature, techniques and performance with experienced vocal students. This course maybe repeated three times. **Limitation on Enrollment: Audition by Department. Corequisites: MUS 34AD.**
- MUS 40AD PERFORMANCE MUSIC 1 UNIT**  
**Hours: 2 Lab**  
 Performance in music activities such as recitals, rallies, musicals, concerts, or in group 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. Course may be repeated three times. **Limitation Request on Enrollment: Audition by department.**
- MUS 50AD STRING INSTRUMENTS 1 UNIT**  
**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. This course can be repeated three times.
- MUS 52AD 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. This course can be repeated three times.  
**Limitation on Enrollment: Audition by department; intended for students who play a string instrument.**
- MUS 53AD YOUTH SYMPHONY OF SEQUOIAS 2 UNITS**  
**Hours: 1 Lecture/Discussion**  
**2 Lab**  
 The study and performance of full symphonic music. Representative works of orchestral literature from many cultures and historical periods are analyzed in context. Orchestral works are chosen to enhance and develop the knowledge and performing abilities of younger, less experienced orchestral musicians. The course may be repeated three times.

# Course Descriptions

## MUSIC

**MUS 54AD SYMPHONY ORCHESTRA 2 UNITS**  
**Hours:** 1 Lecture/Discussion  
 2 Lab

The study and performance of symphonic music. Intended for advanced musicians of orchestral instruments. This course can be repeated three times. **Limitation on Enrollment: Audition by department.**

**MUS 55AB BEGINNING CLASSICAL GUITAR 1 UNIT**  
**Hours:** 2 Lab

Beginning Classical Guitar 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.

**MUS 56AB INTERMED CLASSICAL GUITAR 1 UNIT**  
**Hours:** 2 Lab

Intermediate Classical Guitar, Music 56AB, 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 technique for both hands. The course is repeatable one time. **Advisory on Recommended Preparation: MUS 55AB or equivalent college course with "C" or better.**

**MUS 57AD ADV CLASSICAL GUITAR 2 UNITS**  
**Hours:** 6 Lab

Advanced Classical Guitar 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: MUS 56AB or equivalent college course with "C" or better or equivalent skills as determined by departmental assessment.**

**MUS 60AD BRASS INSTRUMENTS 1 UNIT**  
**Hours:** 1 Lecture/Discussion  
 1 Lab

Beginning, intermediate, and advanced instruction of brass instruments. These include: trumpet, trombone, French horn and tuba. This course can be repeated three times. **Advisory on Recommended Preparation: Knowledge of one or more instruments.**

**MUS 61AD PERCUSSION INSTRUMENTS 1 UNIT**  
**Hours:** 1 Lecture/Discussion  
 1 Lab

This course provides beginning instruction on instruments of the percussion family. These include snare drum, timpani and keyboard instruments. This course can be repeated three times. **Advisory on Recommended Preparation: Knowledge of one or more instruments.**

**MUS 62AD WOODWIND INSTRUMENTS 1 UNIT**  
**Hours:** 1 Lecture/Discussion  
 1 Lab

This class will consist of elementary instruction of a basic woodwind instrument, i.e., clarinet, saxophone, oboe, and bassoon. This course can be repeated three times. **Advisory on Recommended Preparation: Knowledge of one or more instruments.**

**MUS 63AD 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. Intended for advanced musicians of percussion instruments. This course can be repeated three times. **Limitation on Enrollment: Audition by Department.**

**MUS 65AD GUITAR ENSEMBLE 1 UNIT**  
**Hours:** 3 Lab

Guitar ensemble is designed to familiarize students with group classical guitar playing in general, and specifically to develop steady rhythm and improved sight reading. This course may be repeated three times. **Advisory on Recommended Preparation: MUS 55A or equivalent college course with a "C" or better.**

## MUSIC

**MUS 72AD JAZZ ENSEMBLE 1 2 UNITS**  
**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. This course may be repeated three times.

**MUS 74AD CONCERT BAND 1 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 3 Lab

A study and 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. The music that is rehearsed, read and performed is rarely repeated from semester to semester. Some outside travel, field trips and public performances are required. This course may be repeated three times. **Advisory on Recommended Preparation: Intended for students with high school band experience or equivalent type of experience.**

**MUS 76AD PEP BAND 1 UNIT**  
**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 course may be repeated three times. **Advisory on Recommended Preparation: Intended for advanced musicians of pep band instruments.**

**MUS 90AD COLLEGE COMMUNITY CHORUS 1 UNIT**  
**Hours:** 1 Lecture/Discussion  
 1 Lab

Open to all interested singers. The chorus offers a study and performance of choral literature from the Renaissance to the Contemporary with particular emphasis on the major choral works of the Baroque, Classical, Romantic, and Contemporary Periods. Evenings rehearsals required. This course may be repeated three times. **Advisory on Recommended Preparation: Recommended for Intermediate/advanced choral musicians.**

**MUS 91AD REHEARSAL & PERFORMANCE LAB 2 UNITS**  
**Hours:** 120 Activity

The College of the Sequoias Musical Theatre Orchestra will emphasize the rehearsal and performance techniques necessary to accompany the production of a musical. This course can be repeated three times. Short-term class. Meets 8 weeks, 15 hours per week. **Limitation on Enrollment: Audition by department; intended for advanced musicians of orchestral instruments.**

**MUS 92AD NIGHT JAZZ ENSEMBLE 1 UNIT**  
**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. This course can be repeated three times. **Limitation on Enrollment: Audition by department; intended for advanced musicians of jazz band instruments.**

**MUS 94AD COMMUNITY DANCE BAND 1 UNIT**  
**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. Intended for advanced musicians of jazz band instruments. This course can be repeated three times. **Limitation on Enrollment: Enrollment by audition or by permission of department only.**

# Course Descriptions

## MUSIC

- MUS 97AD MUSICAL THEATRE PERF-VOICE 2 UNITS**  
**Hours:** 120 Activity  
**Equivalent Course:** DANC 41AD, DRAM 20AD.  
 Experience in drama and theatre through active participation in major musical and dramatic productions. Includes training and experience in all facets of the theatre. This course can be repeated three times. This is a short-term class. Meets 8 weeks, 15 hours per week.
- MUS 111AB SIGHT/SING & BASIC FUND MUS 1 UNIT**  
**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. This course can be repeated one time.
- MUS 125AD FIELD STUDIES IN MUSIC 2 UNITS**  
**Hours:** 36 Lecture/Discussion  
 108 Lab  
 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. Course can be repeated three times. Short-term class. Meets 17 days.
- MUS 126AD COMPUTERIZED AUDIO 1: MIDI 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 2 Lab  
 This course explores the use of MIDI capable devices (including keyboard, effects professor, MIDI converters, samplers and personal computers) and associated production techniques for music composition, performance, and recording. This course may be repeated three times.
- MUS 166AD COMMUNITY SYMPHONIC BAND 1 UNIT**  
**Hours:** 2 Lab  
 A study and performance of advanced symphonic band repertory with special attention to interpretation, tone, technique, a general effect. Planned for those interested in improving their musicianship. Some outside or public performances are required. This course may be repeated three times. **Advisory on Recommended Preparation:** Intended for all advanced musicians of concert band instruments.
- MUS 173AD JAZZ ENSEMBLE 2 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 3 Lab  
 A study and performance of advanced jazz ensemble repertory with special attention to soloistic 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. This course may be repeated three times. **Advisory on Recommended Preparation:** MUS 72AD or equivalent college course or equivalent performance experience.
- MUS 174AD JAZZ COMBO 2 UNITS**  
**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. Intended for advanced musicians of jazz. This course can be repeated three times. **Limitation on Enrollment:** Audition by department.

## MUSIC

- MUS 175AD CONCERT BAND 2 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 3 Lab  
 This course is a study and performance of advanced symphonic band and wind ensemble repertory with special attention to soloistic intonation, tone, technique and general effect. All basic concepts of musicianship will be stressed with the final goal of performing in public concerts. This course can be repeated three times. **Advisory on Recommended Preparation:** Intended for students with college band experience or an equivalent type of experience or completion of MUS 74AD or equivalent experience.
- MUS 180 THE MUSIC BUSINESS 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 This course deals with the workings of the music industry, particularly the business end, career opportunities, and employability enhancement. Guest speakers will be an integral part of the course.
- MUS 181 RECORDING ARTS 1 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 3 Lab  
 Hands-on instruction for beginners in the use of multi-track recording systems, with emphasis on the development of critical listening/thinking skills in sound, recording, reproduction and technology.
- MUS 183AD 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. This course can be repeated three times. **Limitation on Enrollment:** Audition by department; intended for advanced musicians of jazz band instruments.
- MUS 193AD COLLEGE FESTIVAL CHOIR 1 UNIT**  
**Hours:** 1 Lecture/Discussion  
 1 Lab  
 An advanced large vocal group dedicated to the further study, rehearsal, and public performance of complex choral repertoire from the Middle Ages to the 21st century, including major works with orchestra. This course may be repeated three times. **Advisory on Recommended Preparation:** MUS 90AD or equivalent college choral experience.
- MUS 224AD KEYBOARD ACCOMPANIMENT 1 UNIT**  
**Hours:** 2 Lecture/Discussion  
 1 Lab  
 Involves keyboard accompaniment for small groups, such as soloist and ensembles in vocal, string, brass and the larger groups such as a symphony and chorus. This course can be repeated three times. **Limitation on Enrollment:** Audition by department.
- MUS 242AD MADRIGAL DINNER 1 UNIT**  
**Hours:** 60 Activity  
 The Madrigal Dinner is an Elizabethan/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. A Christmas theme serves as the central focus of the dinner which is traditionally presented several evenings in late November and/or early December. This course can be repeated three times. This is a short-term class meeting 15 hours per week for 4 weeks.
- MUS 270AD 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. This course can be repeated three times. **Limitation on Enrollment:** Audition by department; Intended for advanced musicians of Dixieland band instruments.

# Course Descriptions

## MUSIC

**MUS 277 MARCHING BAND OUTREACH 1 UNIT**  
**Hours: 48 Activity**

This course is designed to develop performance skills through instruction and rehearsal of marching techniques, marching maneuvers and music performance and interpretive dance skills (colorguard). This course may be repeated three times.

**MUS 293AD JAZZ ENSEMBLE 3 1 UNIT**  
**Hours: 3 Lab**

Advanced study and performance of jazz ensemble repertory for musicians aspiring to a professional level of jazz ensemble playing. Some outside travel and public performances are required. This course may be repeated three times. **Limitation Request on Enrollment: Audition by department; intended for advanced musicians of jazz band instruments.**

**MUS 294AD 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 can be repeated three times. **Limitation on Enrollment: 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 scale and chords.**

**MUS 295AD 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. Open to all interested instrumental band musicians. This course can be repeated three times. **Advisory on Recommended Preparation: Intended for all interested instrumental band musicians.**

**MUS 301 INTRODUCTION TO MUSIC 3 UNITS**  
**Hours: 3 Lecture/Discussion**

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.

**MUS 396AD SWING STYLE BIG BAND 1 UNIT**  
**Hours: 3 Lab**

This class rehearses and performs music of the big bands of the 1930's, 40's, and 50's. Some outside travel and public performances are required. This course may be repeated three times. **Limitation on Enrollment: Audition by department; intended for advanced musicians of jazz band instruments.**

**MUS 398AD JAZZ READING-INTERPRETATION 1 UNIT**  
**Hours: 3 Lab**

This course is designed to develop music reading and sight reading skills. Some new music will be presented at each meeting. After some discussion the students will read (play) the music with consideration for not only the proper interpretation of note values in time, but also paying attention to dynamics, style, articulation, balance, and blend. This course may be repeated three times. **Limitation Request on Enrollment: Enrollment by audition or permission of department. For advanced musicians of jazz band instruments.**

## NATURAL SCIENCES

**NSCI 131 CHEM & PHYSICS FOR EDUCATORS 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**2 Lab**

A general principles science course for students transferring to become Liberal Studies majors. Basic principles of chemistry and physics relevant to elementary education are stressed. Applying these topics to everyday experience is emphasized. The course is designed to meet only the science requirements of Liberal Studies programs at CSU, Fresno. Prerequisite may be waived with eligibility for MATH 230 as determined by COS placement procedures.

**Prerequisites: (MATH 200 or MATH 205 or MATH 215) or equivalent college courses with "C" or better.**

**NSCI 132 BIOL/EARTH SCI FOR EDUCATORS 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**

A general principles science course for students transferring to become Liberal Studies majors. Basic principles of earth science and biology relevant to elementary education are stressed. Applying these topics to everyday experience is emphasized. The course is designed to meet only the science requirements of Liberal Studies programs at specific CSU campuses. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.**

## NURSING

**NURS 102 REGISTERED NURSING THEORY 2 12 UNITS**  
**Hours: 6 Lecture/Discussion**  
**18 Lab**

**Materials Fee: \$46.00**

NURS 102 is a study of the application of the nursing process in meeting the human needs of the basic medical-surgical patient in the acute care setting and psychiatric patients in both in-patient and out-patient settings.

**Prerequisites: (NURS 161) or equivalent college course with "C" or better.**

**NURS 103 REGISTERED NURSING THEORY 3 12 UNITS**  
**Hours: 6 Lecture/Discussion**  
**18 Lab**

**Materials Fee: \$40.00**

Within the conceptual framework and the philosophy of the Division of Nursing and Health Science, NURS 103 will study the patient/family with advanced medical and surgical problems and perinatal needs. Prerequisites may be waived with licensure as a Licensed Vocational Nurse and acceptance into the Registered Nursing program.

**Prerequisites: (NURS 102 or NURS 161) or equivalent college courses with "C" or better.**

**NURS 104 REGISTERED NURSING THEORY 4 13 UNITS**  
**Hours: 6 Lecture/Discussion**  
**21 Lab**

**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 care 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.

**Prerequisites: (NURS 103) or equivalent college course with "C" or better.**

# Course Descriptions

## NURSING

- NURS 106 CULTURAL DIVERSITY/HEALTH CARE 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 This course is designed to introduce basic concepts of culture, language and communication, biological variation, social organization, and social interaction and change as they relate to health care. Focused on the client (individual, family, or social group), the course investigates values, beliefs, and customs as they affect health and illness behaviors. **Advisory on Recommended Preparation: ENGL 1 or equivalent college course with a "C" or better.**
- NURS 111 CLINICAL APPS PHARMACOLOGY 1 UNIT**  
**Hours: 36 Lab**  
 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.  
**Prerequisites: (NURS 161) or equivalent college course with "C" or better.**
- NURS 113 RN: THEORY PERINATAL NURSING 4 UNITS**  
**Hours: 34 Lecture/Discussion**  
**102 Lab**  
 Within the conceptual framework and philosophy of the Division of Nursing and Health Science, this course explores the perinatal patient/family in both acute and outpatient settings. This course is designed for the LVN or the advanced placement student. Prerequisite may be waived with licensure as a LVN and equivalent with "C" or better. **Limitation Request on Enrollment: Acceptance into the Registered Nursing Program. Prerequisites: (NURS 102 or NURS 161) or equivalent college courses with "C" or better.**
- NURS 114 RN: THEORY ADV MED-SURG NURS 8 UNITS**  
**Hours: 68 Lecture/Discussion**  
**204 Lab**  
 Within the conceptual framework and the philosophy of the Division of Nursing and Health Science, this course explores the patient/family with advanced medical and surgical nursing problems. This course is designed for the Licensed Vocational Nurse or the advanced placement student. Prerequisite may be waived with licensure as a Licensed Vocational Nurse and current IV certification.  
**Limitation on Enrollment: Acceptance into the RN Program.**  
**Prerequisites: (NURS 102 or NURS 161) or equivalent college courses with "C" or better.**
- NURS 116 RN THEORY: PSYCHIATRIC NURS 4 UNITS**  
**Hours: 34 Lecture/Discussion**  
**102 Lab**  
 Psychiatric Nursing is a study of the application of the nursing process to meet the human needs of the psychiatric patient in both acute care and out patient settings. Clinical experience focuses on providing physiologic and psychosocial nursing care to patients and their families who have psychiatric needs.  
**Limitation on Enrollment: Acceptance into the RN Program and advanced placement as LVN/LPT student.**
- NURS 117 RN THEORY PEDIATRIC NURSING 4 UNITS**  
**Hours: 34 Lecture/Discussion**  
**102 Lab**  
 The pediatric nursing course is a study of the nursing process centered on the human needs of children and their families in acute hospital and community settings. Clinical experience is directed toward assuming broad responsibility for providing optimal nursing care of patients, including planning, coordinating, teaching, and utilizing health care resources. This course is intended for the LVN to RN student or other advanced placement student after admission to the COS RN program.  
**Limitation on Enrollment: Acceptance into the RN Program. Prerequisite: NURS (103) or equivalent college course with a grade of "C" or better.**

## NURSING

- NURS 118 RN THEORY: LEADERSHIP & MGT 5 UNITS**  
**Hours: 34 Lecture/Discussion**  
**144 Lab**  
 This course is a study of the leadership role of the nurse. The student assumes broad responsibility for providing optimal nursing care for groups of patients, including planning, coordinating, teaching, and utilizing health care resources. It is intended for the VN to RN student or other advanced placement student after admission to the COS RN program. **Limitation on Enrollment: Acceptance into the RN program. Prerequisites: (NURS 103) or equivalent college course with "C" or better.**
- NURS 119 RN THEORY: COMMUNITY NURSING 4 UNITS**  
**Hours: 34 Lecture/Discussion**  
**102 Lab**  
 This course is a study of the nursing process centered on the client in his/ her natural environment, in the context of the family and community. The goal is to encourage health maintenance and focus on prevention and continuity of care. The course is intended for the LVN to RN or other advanced placement student after admission to the COS RN program. **Limitation on Enrollment: Acceptance into the R.N. program. Prerequisites: (NURS 103) or equivalent college course with "C" or better.**
- NURS 120 PERIOPERATIVE NURSING 4 UNITS**  
**Hours: 36 Lecture/Discussion**  
**108 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.  
**Prerequisites: (NURS 161) or equivalent college course with "C" or better.**
- NURS 125 CRITICAL CARE NURSING 4 UNITS**  
**Hours: 32 Lecture/Discussion**  
**96 Lab**  
 This course presents a study of nursing intervention focused on the needs of the critically ill client in an intensive care unit. Concepts of cardiac, respiratory, renal, neurological, endocrine, and emotional care are stressed. Students will actively care for critically ill clients with these problems during clinical lab. Prerequisite may be waived with LVN licensure and permission of the department.  
**Prerequisites: (NURS 103) or equivalent college course with "C" or better.**
- NURS 126 SUPERVISED CLINICAL PRACTICE 4 UNITS**  
**Hours: 96 Lab**  
 This clinical practice course provides additional practice to RN students who desire additional opportunities for clinical lab practice. The student will utilize the nursing process to plan and implement nursing care for a variety of clients, utilizing knowledge and skills at the student's current level of achievement. Prerequisite may be waived with LVN licensure and permission of the department.  
**Prerequisites: (NURS 161) or equivalent college course with "C" or better.**
- NURS 136 INTRODUCTION TO AGING 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**Equivalent Course: CFS 136, SSCI 136.**  
 An introductory course covering topics in gerontology/aging; demographics, theories, concepts, perspectives, and research, including biophysical, psychosocial, cultural, political, and ethnic topics which impact individuals, families, and society.
- NURS 160 TRANSITION COURSE 2 UNITS**  
**Hours: 25.5 Lecture/Discussion**  
**25.5 Lab**  
 This course is intended for the student accepted into the Registered Nursing Program with advanced placement status such as LVN to RN tract of transfer student. It consists of theoretical study and clinical application of the nursing process for the adult medical/surgical client and the mental health client. Overriding concepts are maintaining and promoting wellness. **Limitation on Enrollment: Acceptance into the Registered Nursing Program and advanced placement status such as LVN or RN tract of transfer student.**

# Course Descriptions

## NURSING

### NURS 161 MAINTAINING OPTIMAL WELLNESS 11 UNITS

Hours: 7 Lecture/Discussion  
12 Lab

Materials Fee: \$36.00

An introduction to the elements of patient centered care based on the nursing process, emphasizing assessment and the older adult. Introduces nursing program threads: caring, development, adaptation, and legal, ethical, and professional nursing. The progressive themes of the nursing program are applied through the nursing process to attain the client's optimal well-being.

**Limitation on Enrollment:** Acceptance into the Registered Nursing Program. **Prerequisites:** (BIOL 30 or BIOL 31 or BIOL 40 or CHEM 20 or NUTR 18 or ENGL 1 or PSY 1 or SPCH 1 or SPCH 4 or SPCH 8 and SOC 1 or ANTH 10 or NURS 106) or equivalent college courses with "C" or better.

### NURS 162 PROMOTING OPTIMAL WELLNESS 10.5 UNITS

Hours: 5 Lecture/Discussion  
16.5 Lab

Materials Fee: \$63.00

This course is completed during the second semester of the Registered Nursing Program. It consists of study and application of theory to clinical care of the childbearing family, including maintaining and promoting optimal wellness. It includes concepts of perinatal and pediatric care and contemporary stressors on families. The progressive themes of the nursing program are applied through the nursing process to attain the client's optimal well-being.

**Prerequisites:** (NURS 161) or equivalent college course with "C" or better.

### NURS 163 PROMOTE AND RESTORE WELLNESS 1 9 UNITS

Hours: 5 Lecture/Discussion  
12 Lab

Materials Fee: \$39.00

This third semester nursing course is a study of intermediate medical-surgical nursing principles and clinical skills which assist adult clients in promoting and restoring optimal wellness. Client care occurs in a variety of acute and community settings. The progressive themes of the nursing program are applied through the nursing process to attain the client's optimal well-being.

**Prerequisites:** (NURS 162) or equivalent college course with "C" or better.

**Corequisites:** NURS 165.

### NURS 164 PROMOTE AND RESTORE WELLNESS 2 8 UNITS

Hours: 4 Lecture/Discussion  
12 Lab

Materials Fee: \$30.00

This fourth semester nursing course is a study of complex medical-surgical nursing concepts to promote and restore wellness in complex clients. In the clinical laboratory, students will increase skills to promote and restore optimal wellness. The progressive themes of the nursing program are applied through the nursing process to attain the client's optimal well-being.

**Prerequisites:** (NURS 163) or equivalent college course with "C" or better.

### NURS 165 PROMOTE AND RESTORE WELLNESS 3 2 UNITS

Hours: 1 Lecture/Discussion  
3 Activity

Materials Fee: \$24.00

This course is completed during the third semester of the Registered Nursing Program. It consists of the study and the application of theory to the clinical care of the psychiatric client, including promoting and restoring optimal wellness. The progressive themes of the nursing program are applied through the nursing process to attain the client's optimal well-being.

**Prerequisites:** (NURS 162) or equivalent college course with "C" or better.

**Corequisites:** NURS 163.

## NURSING

### NURS 166 NURSING LEADERSHIP 3 UNITS

Hours: 9 Lecture/Discussion  
120 Lab

This is a study of the leadership role of the Registered Nurse in providing integrated, cost-effective nursing care to clients by coordinating, supervising, and collaborating with members of the health care team. This course includes theory concepts and laboratory experience.

**Prerequisites:** (NURS 163) or equivalent college course with "C" or better.

### NURS 170AD DIAGNOSTIC DATA ANALYSIS .5 UNITS

Hours: 9 Lecture/Discussion

Students will expand their knowledge and ability to analyze diagnostic data commonly encountered in the clinical laboratory. The course emphasizes application of previously learned anatomy, physiology, pathophysiology, and nursing management of the client with an altered health status. **Limitation on Enrollment:** Acceptance into the COS RN program, or Licensure as an LVN or RN. This course is repeatable three times.

### NURS 171AB ANALYZING EKG RHYTHMS .5 UNITS

Hours: 9 Lecture/Discussion

Students will expand their knowledge and ability to analyze cardiac rhythms commonly encountered in the clinical laboratory. Emphasis on the application of previously learned anatomy, physiology, pathophysiology, and nursing management of the client with an altered health status. This course may be repeated one time. **Limitation Request on Enrollment:** Acceptance into the COS RN program, of Licensure as an LVN or RN.

### NURS 233 IV CERTIFICATION - LVN 1 UNIT

Hours: 9 Lecture/Discussion  
27 Lab

Materials Fee: \$20.00

This 36 hour course prepares Licensed Vocational Nurses to initiate and maintain IV therapy and draw blood in a clinical agency. Theory and practice are provided to enable the student to assess the client, review the physician's order, plan the appropriate infusion technique, implement and evaluate the treatment and the effect upon the client. **Limitation on Enrollment:** Must be a Licensed Vocational Nurse.

### NURS 310 PREPARE/HEALTH CARE CAREERS 2 UNITS

Hours: 32 Lecture/Discussion

This course assists any new or returning college student to be successful. Assessment and application of individual learning styles are done. Learning skills such as note-taking, testing, and writing are reviewed. Basic arithmetic, problem-solving skills, library and computer resources, means to manage money, and stay healthy are discussed.

### NURS 311 PRE-NURSING SUCCESS 1 UNIT

Hours: 16 Lecture/Discussion

This course will prepare the pre-nursing student to be successful in the Nursing program. The student will refine critical thinking and problem solving skills. Arithmetic skills will be reviewed. The nursing process and care plan writing will be introduced. Community resources for the non-traditional student will be identified.

### NURS 315AD NURSING SUPPORT PROGRAM 2 UNITS

Hours: 2 Lecture/Discussion

This course is designed to support students who are having difficulty in the Registered Nursing program. The course provides assessment of learning styles, tutoring services, group support, and content review to assist students who are having difficulty meeting increasingly complex course objectives. May be repeated three times. **Limitation on Enrollment:** Enrollment in this course is by departmental assessment. Admission to the RN Program.

# Course Descriptions

## NURSING

**NURS 321 GEN'L MATH RELATED TO NURSING 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
This course focuses on the development of mathematical and analytical skills related to the delivery of drugs and solutions by registered nurses. Basic arithmetic skills are reviewed and built upon. The student taking this course will be prepared for math calculations required in nursing school.

**NURS 351 CERTIFIED NURSING ASSISTANT 6 UNITS**  
**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.

**NURS 352 HOME HEALTH AIDE 2 UNITS**  
**Hours: 40 Lecture/Discussion**  
This course is designed to prepare Certified Nursing Assistants for certification as Home Health Aides by the State of California. The certification allows the home health aide to function as an entry-level worker on a health care team in a home health agency. **Limitation on Enrollment: This course is limited to individuals who have completed a Certified Nursing Assistant class approved by the State of California.**

**NURS 400AD NURSING SKILLS LAB 0 UNITS**  
**Hours: 3 Lab**  
This course provides the student 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. This course may be repeated three times. **Limitation on Enrollment: Must be enrolled in the COS Registered Nursing Program.**

## NUTRITION

**NUTR 18 NUTRITION 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
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. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS placement procedures. CAN FSC 2.**

**NUTR 101 FOODS 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**3 Lab**  
**Materials Fee: \$25.00**  
NUTR 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 FSC 8.**

**NUTR 102 FOODS 2 2 UNITS**  
**Hours: 1 Lecture/Discussion**  
**3 Lab**  
**Materials Fee: \$10.00**  
A foods class 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.

## NUTRITION

**NUTR 105 PROFESSIONAL COOKING 1 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**3 Lab**  
**Materials Fee: \$30.00**  
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 106 PROFESSIONAL COOKING 2 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**3 Lab**  
**Materials Fee: \$30.00**  
This class is designed so that performance standards meet employer expectations and enhance students' job market value. Students will demonstrate proficiency in food service skills, i.e., food presentation, sauces, meat cookery, baking and specialty cuisine.  
**Prerequisites: (NUTR 105) or equivalent college course with "C" or better.**

**NUTR 107 SANITATION AND SAFETY 2 UNITS**  
**Hours: 32 Lecture/Discussion**  
This course provides accurate, up-to-date information for all levels of employees in all aspects of food handling. It includes laws and regulations for food safety within the rapidly growing restaurant and food service industry.

**NUTR 108 INTRO TO FOOD SERVICE MGMT 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
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 18, 105, and 107 or equivalent college courses with "C" or better.**

**NUTR 109 FOOD SERVICE EXPERIENCE 1 - 4 UNITS**  
**Hours: 5 TO 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. Verification of your last Tuberculin Skin Test must be on file with instructor before site visit occurs. **Advisory on Recommended Preparation: NUTR 101 or 105, or equivalent college courses with "C" or better.**  
**Prerequisites: (NUTR 107) or equivalent college course with "C" or better.**

**NUTR 111 DIETETIC SERVICE SUPV WK EXP 2 UNITS**  
**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. Prerequisites may be waived with three years professional cooking experience. Advisory on Recommended Preparation: NUTR 113 or equivalent college course with a grade of "C" or better.**  
**Prerequisites: (NUTR 301 and NUTR 302 and NUTR 107 and NUTR 018) and (NUTR 101 or NUTR 105) or equivalent college courses with "C" or better.**

# Course Descriptions

## NUTRITION

**NUTR 112 CHILDREN'S NUTRITION 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**Equivalent Course: CHLD 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 and human development.

**NUTR 113 DIETETICS 3 UNITS**  
**Hours: 3 Lecture/Discussion**

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. **Advisory on Recommended Preparation: NUTR 105, 107 or equivalent college courses with "C" or better.**  
**Prerequisites: (NUTR 018 and NUTR 301 and NUTR 302) or equivalent college courses with "C" or better.**

**NUTR 119 NUTRITION FOR FITNESS 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**Equivalent Course: HW 119, PE 119.**

This course is designed to acquaint students with the nutritional needs of athletes and the relationship between nutrition and fitness. Students are required to use the computer, internet and basic math skills to calculate nutritional needs. Topics include human energy, nutrient groups, body composition, and supplement use.

**NUTR 120 CULTURAL FOODS 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**3 Lab**

Examination of the cultural and social meanings of food, food behaviors and food systems. Emphasis on the regional, ethnic and religious influences on food habits. This is a general course designed for transfer students. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement test.**

**NUTR 201 INTRO TO FOOD SERV & NUTRITI 1 UNIT**  
**Hours: 17.5 Lecture/Discussion**

This course includes coverage of careers in the food service and nutrition areas, specific nutrients 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: NUTR 18 or equivalent college course with "C" or better taken previously or concurrently.**

**NUTR 202 PROFESSIONALISM IN WORKPLACE 3 UNITS**  
**Hours: 3 Lecture/Discussion**

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. **Advisory on Recommended Preparation: NUTR 105, 201 or equivalent college course with "C" or better.**  
**Prerequisites: NUTR 302 or equivalent college course with "C" or better.**

**NUTR 207 SANITATION FOR FOOD HANDLERS 1 UNIT**  
**Hours: 17 Lecture/Discussion**

Basic concepts of food service sanitation are covered. This course prepares students to take the ServSafe examination, which is given at the end of the course. Passing the ServSafe examination meets California and Tulare/Kings counties requirements for food safety certification.

**NUTR 212 MENU DESIGN 3 UNITS**  
**Hours: 48 Lecture/Discussion**

This course is an overview of menu planning for child nutrition programs. Topics will include menu planning options, nutrition standards, menu writing, student preferences, marketing and evaluation. Procedures for developing standardized products, budgetary controls and evaluating procurement and delivery systems, and meeting federal, state and local standards are covered.

## NUTRITION

**NUTR 215 CHILD NUTRITION PROGRAM MGT 3 UNITS**  
**Hours: 3 Lecture/Discussion**

Overview of the components of model child nutrition programs including the application of current child health and nutrition principles, nutrition education practices, marketing procedures, communication strategies and operation management skills. Management of nutritionally and fiscally sound child nutrition programs. Effective use of community and school partnerships.

**NUTR 301 FOOD SERVICE & NUTR SKILL 1 1 UNIT**  
**Hours: 17.5 Lecture/Discussion**

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 302 FOOD SERVICE & NUTR SKILL 2 1 UNIT**  
**Hours: 17.5 Lecture/Discussion**

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.

**NUTR 320 HEALTHY COOKING ON A BUDGET 1 UNIT**  
**Hours: 17 Lecture/Discussion**

Cooking Styles, techniques and strategies designed to promote optimal health and nutrition will be presented in several different ways.

**NUTR 321 PROVIDING GOOD FOOD/NUTRITION 1 UNIT**  
**Hours: 17 Lecture/Discussion**

This course explores and develops food experiences that can be incorporated into the learning environment for parents (or care-providers) and children. It includes safety, sanitation, basic recipe development, simple preparation techniques and general nutrition information.

**NUTR 351 HOSPITALITY: WAIT STAFF 1 UNIT**  
**Hours: 17 Lecture/Discussion**  
**17 Lab**

This course is intended to provide the student with basic skills necessary for an entry-level job as "front-of-the-house" staff in the hospitality field. "Front-of-the-house" refers to areas of a restaurant open to the public or within public view.

## ORNAMENTAL HORTICULTURE

**OH 2 PLANT IDENTIFICATION 1 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

This 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**

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. **Advisory on Recommended Preparation: OH 2 or equivalent college course with "C" or better.**

**OH 7 LANDSCAPE DESIGN 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

**Materials Fee: \$5.00**

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.



# Course Descriptions

## ORNAMENTAL HORTICULTURE

- OH 101 BASIC ORNAMENTAL HORTICULTURE 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 1 Lab  
**Materials Fee:** \$5.00  
 An introduction to ornamental horticulture and the basic skills used in the landscaping, turf management, and nursery fields. This course is an integral part of COS's extensive Ornamental Horticulture degree and certification program. It is also of great value to homeowners wishing to understand the theory and practice of horticulture in relation to landscape maintenance.
- OH 104 NURSERY PRACTICES 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 1 Lab  
**Materials Fee:** \$5.00  
 This is a course for ornamental horticulture, plant science and agriculture majors. This course studies operations and practices of commercial nurseries. It is designed to be an integral part of the COS OH degree and vocational certificate programs. This course is also appropriate for continuing education in the nursery and landscape management fields.
- OH 105 PLANT PROPAGATION 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 1 Lab  
**Materials Fee:** \$5.00  
 An agricultural 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, letters 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 is also stressed. This basic course is designed for both two year and transfer students with little or no drafting knowledge.
- OH 107 LANDSCAPE STRUCTURES 3 UNITS**  
**Hours:** 2 Lecture/Discussion  
 3 Lab  
 This is a transferable course for horticulture majors. 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.
- OH 108 LANDSCAPE CONSTRUCTION 3 UNITS**  
**Hours:** 2 Lecture/Discussion  
 3 Lab  
**Materials Fee:** \$5.00  
 A course for transfer and two-year horticulture majors that teaches the fundamentals of construction as they relate to landscape design and maintenance. This course emphasizes construction with concrete, bricks, blocks, and form building along with installation of sprinkler systems.
- OH 109 LANDSCAPE MAINTENANCE 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 1 Lab  
**Materials Fee:** \$5.00  
 Addresses the maintenance of landscaped homes, parks, schools, golf courses, plus street and highway plantings. The students study pruning, fertilization, irrigation, pest control and landscape management.

## ORNAMENTAL HORTICULTURE

- OH 110 TURFGRASS MANAGEMENT 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 1 Lab  
**Materials Fee:** \$5.00  
 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  
**Materials Fee:** \$50.00  
 A 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  
 A course for two year and certificate students. It is a requirement for the floral industries certificate. It 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  
 This is a course for two-year and certificate students. It is a requirement for the Floral Industries Certificate. It teaches advanced styling of floral designs to wear and carry, as practiced specifically in wedding bouquets, corsages, church decorations, balloons and bouquet decor.
- OH 114 HORTICULTURE INDUST/SO CALIF 1 UNIT**  
**Hours:** 40 Activity  
 OH 114 is 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. Visit to wholesalers, jobbers, display houses, advertising agencies and others working with retailers are included.
- OH 115 HORTICULTURE INDUST/N. CALIF 1 UNIT**  
**Hours:** 40 Activity  
 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.
- OH 116 HORTICULTURE INDUSTRIES/C.CA 1 UNIT**  
**Hours:** 40 Lab  
 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 class 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.

## ORNAMENTAL HORTICULTURE

**OH 118 XERISCAPE 3 UNITS**

**Hours:** 3 Lecture/Discussion  
1 Lab

**Materials Fee:** \$5.00

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

**Materials Fee:** \$5.00

A study of the principles of residential and commercial interior design relating to plant materials for aesthetic purposes is the main focus of this class.

**OH 120 DISEASES OF ORNAMENTALS 3 UNITS**

**Hours:** 3 Lecture/Discussion  
1 Lab

A course on the diagnosis, analysis and management of plant diseases. Principles of controlling diseases 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

OH 122 is a lecture and lab course on the diagnosis, analysis and management of plant pests. 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 those preparing for Pest Control Advisor's license.

**OH 123 SILK & DRIED FLORAL DESIGN 3 UNITS**

**Hours:** 2 Lecture/Discussion  
3 Lab

This course is required 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 are also included.

**OH 124 ARBORICULTURE: STUDY OF TREES 3 UNITS**

**Hours:** 2 Lecture/Discussion  
3 Lab

Students will learn basic tree anatomy and how a tree functions as a living system. With this knowledge, students will be taught to learn and understand proper tree care including pruning situations, watering techniques, fertilizers and when to fertilize, pre- and post-planting care, environmental/ climatic conditions, disease and pests, etc. Students will learn the multiple interactions and associations between plants and other plants, insects, animals, and micro organisms. Students will learn basic forensics (dissecting) of trees to determine age, injuries, rot, etc.

**OH 128 ADVANCED FLORAL DESIGN 3 UNITS**

**Hours:** 3 Lecture/Discussion  
2 Lab

This course is an advanced lecture/lab in floral design, commercial flower shop operations and advanced skills in floral design. **Advisory on Recommended Preparation:** OH 111 with a "C" or better.

## ORNAMENTAL HORTICULTURE

**OH 129 HORTICULTURE/FLORAL BUS MGT 3 UNITS**

**Hours:** 3 Lecture/Discussion  
1 Lab  
2 Activity

This course covers skills necessary to successfully manage horticulture and floriculture related businesses. Management topics include going into business, location, pricing, finance planning, advertising, personnel management, as well as merchandising strategy.

**Prerequisites:** (OH 101) or equivalent college course with "C" or better.

**OH 201AD VEGETABLE GARDENING 2 UNITS**

**Hours:** 1 Lecture/Discussion  
3 Lab

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. This course can be repeated three times.

**OH 271 INTRODUCTION TO HORTICULTURE 3 UNITS**

**Hours:** 3 Lecture/Discussion  
1 Lab

Introduction to Horticulture is designed to give students the basic concepts of the careers and opportunities in the Ornamental Horticulture industry. This introductory course is designed for students seeking to make career choices in the field of agriculture.

## PARALEGAL

**PARA 101 INTRO TO PARALEGALISM 3 UNITS**

**Hours:** 3 Lecture/Discussion

This required survey course is the initial course in a program designed to train the student for employment as a paralegal. The student is given basic knowledge of the role of a paralegal in the community, career opportunities, legal ethics, legal analysis including case briefing, introduction to the law library and exposure to various substantive and procedural areas of the law. **Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placements Procedures; and concurrent enrollment in PARA 102.

**PARA 102 LEGAL TERMINOLOGY 2 UNITS**

**Hours:** 2 Lecture/Discussion

This course, required for the paralegal major, provides an overview of the law and legal terminology. **Advisory On Recommended Preparation:** Concurrent enrollment in PARA 101.

**PARA 103 CIVIL PROCEDURES I 4 UNITS**

**Hours:** 4 Lecture/Discussion

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 necessary for a civil lawsuit using computerized Judicial Council forms and other legal software. Corequisite may be waived if previously completed with a "C" or better and/or equivalent college course with "C" or better, or equivalent skills and knowledge as determined by departmental assessment. **Advisory on Recommended Preparation:** COMP 130 and COMP 5 or equivalent college course with a "C" or better.

**Corequisites:** PARA 101.

**PARA 104 CIVIL PROCEDURES II 3 UNITS**

**Hours:** 3 Lecture/Discussion

This course expands upon the basic concepts learned in PARA 103 and is required for the paralegal major. Students draft complicated civil pleadings, discovery devices, writs and the legal documents necessary to enforce a money judgment. **Prerequisites:** (PARA 103) or equivalent college course with "C" or better.

# Course Descriptions

## PARALEGAL

### PARA 105 LEGAL RESEARCH AND WRITING 1 4 UNITS

Hours: 4 Lecture/Discussion

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 utilize both print and computerized sources to write legal memoranda and points and authorities. Corequisite may be waived if previously completed with a "C" or better, or equivalent college course with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment. **Advisory on Recommended Preparation:** ENGL 1 or equivalent college course with a "C" or better.

**Corequisites:** PARA 101.

### PARA 110 LEGAL ETHICS, MGT & INTERVIEW 3 UNITS

Hours: 3 Lecture/Discussion

This course, required for the paralegal major and other law office career certificates, is designed to assist the student in making the transition from the classroom to the law office. The course covers ethical principles, job search skills, client interviewing and law office management skills.

### PARA 160 CRIM LAW TERMS IN SPANISH 1 UNIT

Hours: 1 Lecture/Discussion

**Equivalent Course:** AJ 160, SPAN 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:** SPAN 2 or equivalent college course with "C" or better, or two years of high school Spanish with "C" or better, or equivalent bilingual background.

### PARA 206 ADVANCES IN LEGAL RESEARCH 3 UNITS

Hours: 3 Lecture/Discussion

This elective course in the paralegal major emphasizes advanced computerized legal research methods and the writing of complex legal documents. It is designed for both the paralegal student with advanced skills as well as the paralegal professional seeking continuing education. Prerequisite may be waived with equivalent skills and knowledge as mined by departmental assessment.

**Prerequisites:** (PARA 105) or equivalent college course with "C" or better.

### PARA 232 WILLS, TRUST AND ELDER LAW 2 UNITS

Hours: 2 Lecture/Discussion

This is an elective course in the paralegal major designed to familiarize the student with the legal aspects of wills, trusts, conservatorships, and elderlaw. Included is the effect of death upon property ownership, community property and the drafting of forms associated with estate planning. Corequisite may be waived if previously completed with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment. **Advisory on Recommended Preparation:** PARA 103 or equivalent college course with a "C" or better.

**Corequisites:** PARA 101.

### PARA 233 PROBATE PROCEDURES 2 UNITS

Hours: 2 Lecture/Discussion

This is an elective course in the paralegal major designed to familiarize the student with the procedures for probating an estate and settling non-probate estates. Corequisite may be waived if previously completed with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment. **Advisory on Recommended Preparation:** PARA 103 or equivalent college course with a "C" or better.

**Corequisites:** PARA 101.

### PARA 235 BANKRUPTCY 1 UNIT

Hours: 1 Lecture/Discussion

This is an elective course in the Paralegal major which provides general knowledge of the types of bankruptcy, jurisdiction, bankruptcy court procedures, duties of bankrupts and trustees, and adversary proceedings. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. **Prerequisites:** (PARA 101) or equivalent college course with "C" or better.

## PARALEGAL

### PARA 236 ADMINISTRATIVE LAW 3 UNITS

Hours: 3 Lecture/Discussion

This elective course in the paralegal major provides an overview of federal and state substantive and procedural administrative law. Students may elect to focus on immigration law, social security law, worker's compensation law or other specific government agencies. Corequisite may be waived if previously completed with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment. **Advisory on Recommended Preparation:** PARA 103 or equivalent college course with a "C" or better.

**Corequisites:** PARA 101.

### PARA 237 FAMILY LAW 3 UNITS

Hours: 3 Lecture/Discussion

This is a required course in the paralegal major 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. Corequisite may be waived if previously completed with a "C" or better or equivalent skills and knowledge as determined by departmental assessment. **Advisory on Recommended Preparation:** PARA 103 or equivalent college course with a "C" or better.

**Corequisite:** PARA 101 or equivalent college course with "C" or better.

### PARA 240 FAMILY SUPPORT OFFICER TRAIN 4 UNITS

Hours: 4 Lecture/Discussion

This is one of the required courses for the Family Support Officer Certificate introducing students to the law, procedures, and computer software used to establish and enforce child support orders.

### PARA 301 PRACTICAL LAW 2 UNITS

Hours: 2 Lecture/Discussion

**Equivalent Course:** 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.

### PARA 360 APPLIED MATH/LEGAL CAREERS 3 UNITS

Hours: 3 Lecture/Discussion

**Equivalent Course:** AJ 360.

This is a non-degree applicable math course designed to improve students' math skills in a legal career contextual setting. Students will improve their practical problem-solving skills covering topics covered by the COS Math Competency Test.

## PHARMACY TECHNICIAN

### PT 210 INTRO TO HEALTH SYSTEMS 1 UNIT

Hours: 1 Lecture/Discussion

This course is to introduce the Pharmacy Technician student to the health care system as it relates to pharmacy practice. It includes technician job responsibilities and ethics. **Limitation on Enrollment:** High school diploma or equivalent.

### PT 211 PHARMACY TECHNICIAN THEORY 1 3 UNITS

Hours: 3 Lecture/Discussion

The student will learn the use and side effect of drugs commonly used to treat diseases affecting the major body systems. This is a first semester course for the Pharmacy Technician Program. **Limitation on Enrollment:** High school diploma or equivalent.

## PHARMACY TECHNICIAN

**PT 212 PHARMACY TECHNICIAN PRACT 1 1 UNIT**  
**Hours:** 3 Lab  
**Materials Fee:** \$10.00  
 In a laboratory setting, the student will apply principles of legal standards and quality assurance in preparation of noncompounded products. Additional lab activity will demonstrate concepts from lecture related to drug preparations and routes of administration. **Limitation on Enrollment:** High school diploma or GED.

**PT 220 PHARMACY TECHN PRACTICE 2 2 UNITS**  
**Hours:** 16 Lecture/Discussion  
 48 Lab  
**Materials Fee:** \$30.00  
 This is a short term Pharmacy technician class taken the first half of the second semester of the program. The student will compound nonsterile and sterile products, hazardous products, learn database maintenance of drug distribution, and learn billing of pharmacy goods and services.  
**Prerequisites:** (PT 210 and PT 211 and PT 212) or equivalent college courses with "C" or better.

**PT 221 PHARMACY TECHNICIAN THEORY 2 1 UNIT**  
**Hours:** 1 Lecture/Discussion  
 In this second semester Pharmacy Technician class, the students will learn about the role of protocols, development of new drug products, and investigational drug products. They will learn about pharmacy ethics, professionalism, and organizations.  
**Prerequisites:** (PT 210 and PT 211 and PT 212) or equivalent college courses with "C" or better.

**PT 222 PHARMACY TECHN EXTERNSHIP 2 UNITS**  
**Hours:** 96 Lab  
 This short term Pharmacy Technician class is taken the second half of the second semester of the program. The student will do an externship in a professional pharmacy setting following policies and procedures that apply to acute, long-term, and ambulatory care practice under the supervision of a licensed pharmacist.  
**Prerequisites:** (PT 210 and PT 211 and PT 212) or equivalent college courses with "C" or better.  
**Corequisites:** PT 220, PT 221.

## PHILOSOPHY

**PHIL 1 INTRO TO PHILOSOPHY 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 This course is designed to engage students in asking basic philosophical questions. Reading philosophical writing, guided by focus questions, the student engages in critical reading and thinking. **Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. CAN PHIL 2.

**PHIL 5 ETHICS 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 A study of modern day individual and societal moral choices. Issues such as lying, abortion, charity, animal rights, and business practices will be examined through traditional and contemporary philosophical theory. Theories studied include egoism, relativism, character ethics, gender ethics, contract theory, utilitarianism, and deontology. **Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. CAN PHIL 4.

**PHIL 12 COMPARATIVE RELIGION 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 A general survey of the major religions of the world (e.g., Hinduism, Islam, Judaism, Christianity, Native American, Confucianism, Taoism). The emphasis is on a comparison of themes common to all or most religions. **Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## PHILOSOPHY

**PHIL 13 INTRO TO THE OLD TESTAMENT 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 Israel including myth and common themes in ancient religion. **Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

**PHIL 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 an historical approach, the course traces the thought and theology reflected in the New Testament writings. **Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

**PHIL 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. **Advisory on Recommended Preparation:** ENGL 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. CAN PHIL 6.

**PHIL 25 CRITICAL THINKING 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 Principles and methods of good reasoning. Topics include: argument structure, writing of argument papers, use of deductive and inductive reasoning, reasoning errors, and complications of language. Students are required to write 6,000 to 8,000 words demonstrating critical thinking in a series of increasingly sophisticated argument papers.  
**Prerequisites:** (ENGL 1 ) or equivalent college courses with "C" or better.

**PHIL 128 CLASSROOM CRITICAL THINKING 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 A critical thinking course intended for students transferring to the Liberal Studies credential program at CSU Fresno. Principles and methods of good reasoning including, identifying arguments, developing deductive/ inductive reasoning skills, assessing observation/testimony reports, common fallacies and application to K-8 teaching.  
**Prerequisites:** (IS 150) or equivalent college course with "C" or better.

## PHOTOGRAPHY

**PHOT 1 BEGINNING PHOTOGRAPHY 3 UNITS**  
**Hours:** 2 Lecture/Discussion  
 3 Lab  
**Materials Fee:** \$20.00  
 Basic principles and practices of photography. This course is designed to provide a foundation of basic knowledge for those planning a professional career in photography and who plan further advanced photographic study, or for those in other fields where an understanding of photography may be beneficial. CAN ART 18.

**PHOT 2AD ADVANCED PHOTO LABORATORY 1 UNIT**  
**Hours:** 3 Lab  
**Materials Fee:** \$20.00  
 This course 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. **Advisory on Recommended Preparation:** PHOT 1 or equivalent college course with "C" or better.

# Course Descriptions

## PHOTOGRAPHY

**PHOT 110AD PHOTO JOURNALISM 3 UNITS**  
**Hours:** 2 Lecture/Discussion  
 3 Lab

**Materials Fee: \$20.00**

**Equivalent Course: JOUR 110AD.**

A course designed for students who would like practical publication experience and an opportunity to publish their photographs in the school newspaper. This course can be repeated three times. **Advisory on Recommended Preparation: PHOT 1 or equivalent college course with "C" or better.**

**PHOT 370AD COLOR PHOTOGRAPHY 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 2 Lab

**Materials Fee: \$15.00**

Color photography is designed for those interested in color photography with a basic understanding of black and white photography. This course can be repeated three times. **Advisory on Recommended Preparation: PHOTO 1 or equivalent college course with "C" or better.**

**PHOT 371AD PORTRAIT PHOTOGRAPHY 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 2 Lab

**Materials Fee: \$15.00**

An introduction course in the area of portrait photography. The students will have the opportunity to study the various types of equipment used in portraiture and the various types of lighting used in portrait photography. This course can be repeated three times. **Advisory on Recommended Preparation: PHOTO 1 or PHOTO 370A or equivalent college course with a "C" or better.**

## PHYSICAL EDUCATION

**PE 1AD AEROBIC CONDITIONING 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 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. This course may be repeated three times.

**PE 2AD NON-IMPACT AEROBICS 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 1.5 Activity

Non-impact aerobics is designed specifically for the student who is overweight or just beginning a fitness program. Routines incorporate movements where no jumping or bouncing takes place. The non-impact aerobic phase is then followed by a series of muscle toning exercises. This course may be repeated three times.

**PE 3AD WALK/JOG FOR AEROBIC FITNESS 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 1.5 Activity

Walking/Jogging for Aerobic Fitness 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. This course may be repeated three times.

**PE 4AD 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 machine, barbells and dumbbells as the vehicle for development of the major muscle groups. This course may be repeated three times.

## PHYSICAL EDUCATION

**PE 5AB ADV STRENGTH/BODY BLDG PRINC 2 UNITS**  
**Hours:** 1 Lecture/Discussion  
 3 Activity

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 major muscle groups. Proper mechanics of exercise and safety factors are stressed. This course may be repeated one time.

**PE 9AD CONDITION FOR TRACK & 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.

**PE 10AD 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. This course may be repeated three times.

**PE 11AD CIRCUIT/STEP AEROBICS 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 1.5 Activity

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. This course may be repeated three times.

**PE 12AD ADVANCED BASEBALL 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 1 Lab  
 1.5 Activity

This course is designed for the advanced baseball player. It will prepare the student for baseball competition with physical fitness training and intra-class play. Advanced skills in throwing, fielding, batting, and pitching a baseball will be taught and practiced. This course may be repeated three times.

**PE 14AD BASKETBALL 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 1.5 Activity

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. This course may be repeated three times.

**PE 15AD FUNDAMENTALS OF FOOTBALL 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 1.5 Activity

Designed for the student/athlete competing in football at the community college level. This course may be repeated three times. **Advisory on Recommended Preparation: Referral from Department.**

**PE 16AD CONDITIONING FOR FOOTBALL 1 UNIT**  
**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. This course can be repeated three times. **Advisory on Recommended Preparation: Referral from Department.**

## PHYSICAL EDUCATION

<b>PE 17</b>	<b>THEORY OF FOOTBALL</b>	<b>2 UNITS</b>
<b>Hours:</b>	<b>2 Lecture/Discussion</b>	
This course is designed for the student with an interest in coaching football. Philosophy fundamentals, strategies and rules will be emphasized.		
<b>PE 18AB</b>	<b>BEGINNING GOLF</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>.5 Lecture/Discussion</b>	
	<b>1.5 Activity</b>	
Focus is on understanding the basic fundamentals of playing golf, learning rules and terms of the game. This course may be repeated one time.		
<b>PE 19AB</b>	<b>ADVANCED GOLF</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>.5 Lecture/Discussion</b>	
	<b>1.5 Activity</b>	
For students who wish to gain advanced golf skills. This course may be repeated one time.		
<b>PE 21AD</b>	<b>SOCCER</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>.5 Lecture/Discussion</b>	
	<b>1.5 Activity</b>	
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. This course may be repeated three times.		
<b>PE 22AD</b>	<b>ADVANCED SOFTBALL</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>.5 Lecture/Discussion</b>	
	<b>1.5 Activity</b>	
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. This course may be repeated three times.		
<b>PE 23AD</b>	<b>FUND OF FAST PITCH SOFTBALL</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>.5 Lecture/Discussion</b>	
	<b>1.5 Activity</b>	
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, fielding, batting and pitching will be taught and practiced. This course may be repeated three times.		
<b>PE 25AD</b>	<b>BASIC SWIMMING</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>.5 Lecture/Discussion</b>	
	<b>1.5 Activity</b>	
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 receive swimming stroke instruction in front crawl, back crawl, elementary backstroke, sidestroke, breaststroke and butterfly. This course may be repeated three times.		
<b>PE 26AD</b>	<b>SWIMMING FOR FITNESS</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>.5 Lecture/Discussion</b>	
	<b>1.5 Activity</b>	
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. This course may be repeated three times.		
<b>PE 27</b>	<b>BASIC LIFEGUARDING</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>2 Lecture/Discussion</b>	
	<b>2 Activity</b>	
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.		
<b>PE 28</b>	<b>WATER SAFETY INSTRUCTOR</b>	<b>2 UNITS</b>
<b>Hours:</b>	<b>2 Lecture/Discussion</b>	
	<b>2 Activity</b>	
The purpose of the Water Safety Instructor course is to train instructor candidates to teach the American Red Cross Water Safety courses.		

## PHYSICAL EDUCATION

<b>PE 30AB</b>	<b>BEGINNING TENNIS</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>.5 Lecture/Discussion</b>	
	<b>1.5 Activity</b>	
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. This course may be repeated one time.		
<b>PE 31AB</b>	<b>ADVANCED TENNIS</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>1 Lecture/Discussion</b>	
	<b>3 Activity</b>	
This course is designed for the student who is advanced at tennis and desires detail in strategy and knowledge of the game of tennis. This course may be repeated one time.		
<b>PE 33AD</b>	<b>CONDITIONING FOR TENNIS</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>.5 Lecture/Discussion</b>	
	<b>1.5 Activity</b>	
This course is designed for improvement of a tennis player's skill through dynamic resistance exercises and an aerobic training. This course may be repeated three times.		
<b>PE 34AB</b>	<b>BEGINNING VOLLEYBALL</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>.5 Lecture/Discussion</b>	
	<b>1.5 Activity</b>	
Development of basic fundamental skills in volleyball through drills and play. This course may be repeated one time.		
<b>PE 35AB</b>	<b>ADVANCED VOLLEYBALL</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>.5 Lecture/Discussion</b>	
	<b>1.5 Activity</b>	
This course is designed to introduce advanced skills necessary for playing competitive volleyball. Skills covered include basic skills, fast offense, court positioning, rolls, dives and team strategy, both offensive and defensive. This course may be repeated one time.		
<b>PE 36</b>	<b>INTRODUCTION TO PHYSICAL ED</b>	<b>3 UNITS</b>
<b>Hours:</b>	<b>3 Lecture/Discussion</b>	
This course is designed to introduce the student to Physical Education. The course includes professional foundations of Physical Education, history, philosophy, concepts, careers, and the future of the discipline. It is presented in a format that will make it valuable to anyone thinking about entering the teaching profession.		
<b>PE 37</b>	<b>INTRO TO THEORY OF COACHING</b>	<b>2 UNITS</b>
<b>Hours:</b>	<b>2 Lecture/Discussion</b>	
Designed for the student wishing to gain knowledge of coaching individual and team sports. Common problems and solutions will also be covered. <b>Advisory on Recommended Preparation: ENGL 251 or permission of the department.</b>		
<b>PE 52AD</b>	<b>ADAPTED WEIGHT TRAINING</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>.5 Lecture/Discussion</b>	
	<b>2.5 Activity</b>	
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 is provided. Trained assistants are available. This course may be repeated three times. <b>Limitation on Enrollment: Any physical limitation.</b>		
<b>PE 55AD</b>	<b>SEASONAL SPORTS FOR DISABLED</b>	<b>1 UNIT</b>
<b>Hours:</b>	<b>.5 Lecture/Discussion</b>	
	<b>2.5 Activity</b>	
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. This course may be repeated three times. <b>Limitation on Enrollment: Any physical limitation.</b>		

# Course Descriptions

## PHYSICAL EDUCATION

**PE 57AD PHYSICAL FITNESS & 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. This course may be repeated three times. **Limitation on Enrollment: Any physical limitation.**

**PE 63AD BALANCE,RHYTHM,AEROBIC DANCE 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 2.5 Activity

This is a one-unit course 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. This course may be repeated three times. **Limitation on Enrollment: Any physical limitation.**

**PE 64AD PERCEPTUAL MOTOR SKILL 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 2.5 Activity

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. This course may be repeated three times. **Limitation on Enrollment: Any physical limitation.**

**PE 66AD ARTHRITIS SELF MGT EXERCISE 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. This course can be repeated three times. **Limitation on Enrollment: Any physical limitation.**

**PE 67AD PRIN/TECHNIQUES OF BACK CARE 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 2.5 Activity

Designed for individuals with back disorders in developing an exercise program and better body mechanics to help better care for their backs. This course can be repeated three times. **Limitation on Enrollment: Any physical limitation.**

**PE 68AD SWIM & WATER AEROBICS 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 2.5 Activity

This course is designed to assist disabled 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. This course can be repeated three times. **Limitation on Enrollment: Any physical limitation.**

**PE 70AD INTRO TO SPORTS/DISABLED STUDENTS 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 2.5 Activity

This one 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 can be repeated three times. **Limitation on Enrollment: Any physical limitation.**

**PE 71AD GEN COND FOR DISABLED STUDENTS 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 2.5 Activity

This one 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. Training assistants are available. This course can be repeated three times. **Limitation Request on Enrollment: Course is designed for individuals with physical limitations.**

## PHYSICAL EDUCATION

**PE 72AD AQUA-CISE/DISABLED STUDENTS 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 2.5 Activity

This one unit course is designed to assist disabled students 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 available. Course may be repeated three times. **Limitation on Enrollment: Any physical limitation.**

**PE 73AD MODIFIED SPORTS/GAMES DISABLED 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 2.5 Activity

This course is designed for disabled students to participate and learn about various indoor/outdoor sports and games. The class will include open lab/practice, team sportsmanship, sports drills, team practice, individual skills and participation in various games. Trained assistants are available. This course may be repeated three times. **Limitation on Enrollment: Course is designed for individuals with physical limitations.**

**PE 74AD CARDIO/RESIST TRN FOR DISABLED 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 2.5 Activity

This course is designed to assist disabled students in developing and maintaining basic fine motor skills, gross motor skills, knowledge, body mechanics, flexibility, and attitudes necessary to participate in a lifetime fitness program. Individualized programming is available for each student's needs. Trained assistants are available. This course may be repeated three times. **Limitation on Enrollment: Course is designed for individuals with physical limitations.**

**PE 75AD ADAPTED FITNESS/STRETCHING 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 2.5 Activity

Designed to help disabled students develop basic fitness skills and stretching techniques. Students will gain knowledge in this area and participate in many various forms of movement. Trained assistants are available. This course may be repeated three times. **Limitation on Enrollment: Course is designed for individuals with physical and/or mental limitations.**

**PE 76AD ADAPTED CROSS TRAINING 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 2.5 Activity

This course will help assist disabled students in structuring, developing, and maintaining body development. Students will gain knowledge in cross training and participate in various activities. Trained assistants are available. This course may be repeated three times. **Limitation Request on Enrollment: Course is designed for individuals with physical and/or mental limitations.**

**PE 113AD CONDITIONING FOR BASEBALL 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 1.5 Activity

Conditioning for Baseball is a one-unit course designed to help entering student athletes make the transition from high school athletic competition to collegiate athletic competition. This course can be repeated three times.

**PE 116AD STRETCH AND TONE 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 1.5 Activity

Stretch and Tone is a class designed for all fitness levels. Students will learn how to safely and effectively strengthen and stretch the body's major muscle groups with correct form and alignment. This course may be repeated three times.

**PE 119 NUTRITION FOR FITNESS 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
**Equivalent Course: HW 119, NUTR 119.**

This course is designed to acquaint students with the nutritional needs of athletes and the relationship between nutrition and fitness. Students are required to use the computer, internet and basic math skills to calculate nutritional needs. Topics include human energy, nutrient groups, body composition, and supplement use.

## PHYSICAL EDUCATION

## PHYSICAL SCIENCE

**PE 121AD PE FOR THE EQUESTRIAN 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 1.5 Activity

**Equivalent Course:** ASCI 121AD.

A one unit activity course designed to improve the individuals overall fitness through an understanding and application of the basic principles and techniques of equitation. This course is repeatable three times.

**PE 124AD CONDITIONING FOR SOFTBALL 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 1.5 Activity

Conditioning for Softball is a one-unit course designed to help entering student/athletes make the transition from high school athletic competition to collegiate athletic competition. This course addresses fitness, nutritional and conditioning concepts and rules. Students may repeat this course three times.

**PE 132AB INTERMEDIATE TENNIS 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 1.5 Activity

This course is designed for the intermediate tennis player. It will prepare the participant for tennis competition with intra-class play and specific sport related drills to increase skill level. This course may be repeated once.

**PE 142AD VARSITY PERFOR/PEP SQD/FLAG 2 UNITS**  
**Hours:** 2 Lecture/Discussion  
 4 Activity

Designed to enhance the performing skills of the Pep Squad and provide opportunity to prepare for support of all athletic teams. Limitation on Enrollment: The member is chosen by election (judges) in order to become a part of the COS Pep Squad. This course can be repeated three times.

**PE 188 PEAK PERFORMANCE 3 UNITS**  
**Hours:** 3 Lecture/Discussion

A course to examine the psychology of sports as it relates to a variety of sport situations including, how to improve athletic performance, effects of coaching styles on athletes-self-efficacy, how to attain compliance of athletes to their rehabilitation regiment, and how to prevent injuries from a psychological perspective.

**PE 243AD CONDITIONING FOR PEP SQUAD 1 UNIT**  
**Hours:** 3 Activity

Conditioning for Varsity Performance (Pep Squad) is designed for enhance the performing skills of the Pep squad by improving cardiovascular output and muscular endurance through aerobic training and conditioning of the body. This course can be repeated three times.

**PE 301AD AQUA CALISTHENICS 1 UNIT**  
**Hours:** .5 Lecture/Discussion  
 1.5 Activity

Designed for students who wish to develop, maintain or improve their cardiovascular fitness level in an aquatic environment. No swimming skills are necessary. This course can be repeated three times.

**PE 495AD FITNESS FOR SENIOR CITIZENS 0 UNITS**  
**Hours:** 3 Activity

This course is considered mild exercise and is basically designed for older people. The course is geared to the needs of old people, 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. This course can be repeated three times.

**PSCI 12 INTRO TO PHYSICAL SCIENCE 3 UNITS**  
**Hours:** 3 Lecture/Discussion  
 2 Lab

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 ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

**PSCI 20 PHYSICAL SCIENCE 3 UNITS**  
**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 ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS Placement Procedures.

## PHYSICS

**PHYS 5 PHYSICS/SCIENTIST/ENGINEER 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 the engineering and physics majors. Topics included are statics, kinematics, dynamics of particles and rigid bodies, simple harmonic motion and mechanical properties of solids. CAN PHYS 8 OR CAN PHYS SEQ B. (Seq B includes PHYS 5,6,7) **Prerequisites:** (MATH 75) or equivalent college course with "C" or better.

**PHYS 6 PHYSICS/SCIENTISTS/ENGR 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. (Seq B includes PHYS 5,6,7) **Prerequisites:** (PHYS 5) or equivalent college course with "C" or better.

**PHYS 7 PHYSICS/SCIENTISTS/ENGR 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. (Seq B includes PHYS 5,6,7) **Prerequisites:** (PHYS 6) or equivalent college course with "C" or better.



# Course Descriptions

## PHYSICS

**PHYS 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, prepharmacy, 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.**

**PHYS 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, prepharmacy, and occasionally science and math students. Topics included are: electricity and magnetism, optics, modern and nuclear physics. CAN PHYS 4.  
**Prerequisites: (PHYS 20) or equivalent college course with "C" or better.**

## PLANT SCIENCE

**PLSI 1 INTRO TO PLANT SCIENCE 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

This course is designed to provide the students with a working knowledge of the fundamental structures and processes of plants. Principles to be applied cover plant structures, physiology, heredity, environmental relationship to growth, adaptation, and management of crops. Techniques of research, exploration of plant growth, and identification of economical crops will be included. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. CAN AG 8.**

**PLSI 12 FRUIT & NUT TREE PRODUCTION 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

An introductory course in California fruit and nut tree production. **Advisory on Recommended Preparation: PLSI 1 or equivalent college course with "C" or better.**

**PLSI 102 ROW CROPS 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

This is an optional course that can be applied toward the Crop Science Certificate. The current plant program features a wide variety of crop production courses. This course provides an introduction for gaining job entry skills into the agricultural industry which continues to grow and expand in and around Tulare County. **Advisory on Recommended Preparation: PLSI 1 or equivalent college course with "C" or better.**

**PLSI 103 CEREALS AND OIL CROPS 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

The production principles for small grains including sorghums and oil crops in the San Joaquin Valley. Fundamental taxonomy, botany and cultural practices including tillage, planting, irrigation, pest control, and harvesting.

**PLSI 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.

## PLANT SCIENCE

**PLSI 105 WEEDS AND WEED CONTROL 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**2 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.

**PLSI 110 INTEGRATED PEST MANAGEMENT 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

A study of various pest management practices used in specific agricultural crops produced in the San Joaquin Valley. Emphasis on biological, cultural, reproductive, chemical, and legal methods of control.

**PLSI 111 CITRUS PRODUCTION 3 UNITS**  
**Hours: 2 Lecture/Discussion**  
**2 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.

**PLSI 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: PLSI 1 or equivalent college course with "C" or better.**

## PORTUGUESE

**PORT 1 ELEMENTARY PORTUGUESE 4 UNITS**  
**Hours: 4 Lecture/Discussion**

PORT 1 is an introductory course in understanding, speaking, reading, and writing Portuguese. 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 Portuguese.

## PSYCHOLOGY

**PSY 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 basis of behavior. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. CAN PSY 2.**

**PSY 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 action are influenced by others, i.e., perception, roles, conformity, prejudice, aggression, altruism and group dynamics. Course is interdisciplinary and draws on the fields of Anthropology, Psychology and Sociology. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Prerequisites: (PSY 1) or equivalent college course with "C" or better.**

**PSY 10 HUMAN SEXUALITY 3 UNITS**  
**Hours: 3 Lecture/Discussion**

A comprehensive introduction to the biological, psychological and sociocultural aspects of human sexual behavior. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Prerequisites: (PSY 1) or equivalent college course with "C" or better.**

## PSYCHOLOGY

**PSY 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. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.**  
**Prerequisites: PSY 1 or equivalent college course with "C" or better.**

**PSY 39 CHILD DEVELOPMENT - DS1 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**Equivalent Course: CHLD 039.**  
 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 FSC 14.**

**PSY 130 INTRO TO BEHAVIOR MODIFICATN 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 Designed for teachers, para-professionals, and those pursuing a career in psychology. Students will develop skills in assessing behavior, developing target behaviors and implementing a behavior change program. This course will combine both the theoretical and practical models for understanding human behavior. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.**  
**Prerequisites: PSY 001 or equivalent college course with "C" or better.**

**PSY 133 PERSONAL AND SOCIAL GROWTH 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 A practical survey of psychological principles which contribute to the individual's well being and his/her relationships with others.

## REAL ESTATE

**REAL 140 REAL ESTATE PRINCIPLES 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 A general survey emphasizing basic real estate principles which traces a typical real property transaction from beginning to completion. Real property ownership and investments are explored. This course will aid those planning to take the California State Real Estate Brokers and Salesman Examination.

**REAL 141 REAL ESTATE FINANCE 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 This course presents the specific types of real estate loans and types of lending institutions and it explores many of the external forces which affect the real estate loan markets. This course is part of the course work necessary for the California Real Estate Broker's Examination. **Advisory on Recommended Preparation: REAL 140 or equivalent college course with "C" or better.**

**REAL 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 and designed to help avoid legal difficulties arising from real estate transactions, instruments, zoning, and planning. This course is required for the California Real Estate Brokers examination. **Advisory on Recommended Preparation: REAL 140 or equivalent college course with "C" or better.**

**REAL 143 REAL ESTATE ECONOMICS 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 Real Estate Economics takes a broad look at the economic atmosphere encompassing all real estate activities. The major focus of the course is to help real estate students become aware of future trends and what these trends will have on local real estate values.

## REAL ESTATE

**REAL 144 REAL ESTATE PRACTICE 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 This course is designed to acquaint students with every day real estate practice: to familiarize them with forms; on-the-job problems; and to inform them of current successful selling practices and techniques. Required by law for applicants for broker's license.  
**Advisory on Recommended Preparation: REAL 140 or equivalent college course with "C" or better.**

**REAL 145 REAL ESTATE APPRAISAL 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 Real Estate 145 is an introductory course in basic residential appraisal techniques emphasizing the cost, market and income approach of appraisal. This course is part of the course work necessary for the California Real Estate Broker's Examination. **Advisory on Recommended Preparation: REAL 140 or equivalent college course with "C" or better.**

**REAL 146 PROPERTY MANAGEMENT 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 This class is a study of the various aspects of property management as well as marketing strategies and legal issues involved in managing real property. This course is designed to fill the requirement for Real Estate Broker qualification and covers material specific to the State of California. **Advisory on Recommended Preparation: REAL 140 or equivalent college course with a "C" or better.**

## SOCIAL SCIENCE

**SSCI 10 INTRO TO WOMEN'S STUDIES 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 Interdisciplinary course which introduces men and women to women's studies and the women's movement, including the biopsychosocial, cultural, economic and political forces which define sex and gender roles in society. Emphasis is on comparing sex and gender role socialization factors among people of different ethnicities (Asian, Afro-American, Hispanic, Latin, Caucasian, Native American, etc.).

**SSCI 136 INTRODUCTION TO AGING 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**Equivalent Course: CFS 136, NURS 136.**  
 An introductory course covering topics in gerontology/aging; demographics, theories, concepts, perspectives, and research, including biophysical, psychosocial, cultural, political, and ethnic topics which impact individuals, families, and society.

**SSCI 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.

## SOCIOLOGY

**SOC 1 INTRODUCTION TO SOCIOLOGY 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 An introductory course covering basic principles and concepts, including culture, personality, social inequality, institutions, population and ecology, and social change. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. CAN SOC 2.**

**SOC 2 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. **Advisory on Recommended Preparation: ENGL 1 or equivalent college course with "C" or better. CAN SOC 4.**

# Course Descriptions

## SOCIOLOGY

**SOC 26 MARRIAGE AND FAMILY LIFE 3 UNITS**  
Hours: 3 Lecture/Discussion  
Equivalent Course: CFS 26

This course covers the following topics in marriage and family: dating and mate-selection, communication and conflict resolution, dual career families, human sexuality, family planning, parenthood, divorce, remarriage, changing gender roles, and family economics. CAN FSC 12.

## SPANISH

**SPAN 1 ELEMENTARY SPANISH 1 4 UNITS**  
Hours: 4 Lecture/Discussion

An introductory course in understanding, speaking, reading and writing Spanish. Designed for students who are transferring to four year universities with foreign language requirements. CAN SPAN 2.

**SPAN 2 ELEMENTARY SPANISH 2 4 UNITS**  
Hours: 4 Lecture/Discussion

The second course in a four-course series which teaches students to communicate at a basic level in Spanish. CAN SPAN 4. Prerequisite may be waived with one year of high school Spanish with a "C" or better, or equivalent skills as determined by departmental assessment.

Prerequisites: (SPAN 1) or equivalent college course with "C" or better.

**SPAN 3 INTERMEDIATE SPANISH 4 UNITS**  
Hours: 4 Lecture/Discussion

An intermediate course in a four-course series. It teaches students to communicate at a sophisticated level, both orally and in writing. Prerequisite may be waived with two years of high school Spanish with a "C" or better, or equivalent skills as determined by departmental assessment. CAN SPAN 8.

Prerequisites: (SPAN 2) or equivalent college course with "C" or better.

**SPAN 4 ADVANCED SPANISH 4 UNITS**  
Hours: 4 Lecture/Discussion

The most advanced course in a four-course series which teaches students to communicate fluently in Spanish. Prerequisite may be waived with three years of high school Spanish with a "C" or better, or equivalent skills as determined by departmental assessment. CAN SPAN 10.

Prerequisites: (SPAN 3) or equivalent college course with "C" or better.

**SPAN 12 HISPANIC LITERATURE 3 UNITS**  
Hours: 3 Lecture/Discussion

A study of Hispanic literature from the beginning of the 20th Century to the present. Prerequisite may be waived with equivalent skills as determined by departmental assessment.

Prerequisites: (SPAN 4) or equivalent college course with "C" or better.

**SPAN 22 SPAN 2 FOR BILINGUAL STUDENT 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 SPAN 2, although more emphasis is placed on reading and writing for the native speaker. To waive the prerequisite, students should have a bilingual background and two years of high school Spanish with a "C" or better or permission of the department.

Prerequisites: (SPAN 1) or equivalent college course with "C" or better.

**SPAN 23 SPAN 3 FOR BILINGUAL STUDENT 4 UNITS**  
Hours: 4 Lecture/Discussion

This course is for native speakers who wish to improve their written and oral communication skills. It is equivalent to SPAN 3. **Advisory on Recommended Preparation:** SPAN 22 or equivalent college course with "C" or better, or permission of department.

## SPANISH

**SPAN 24 SPAN 4 FOR BILINGUAL STUDENT 4 UNITS**  
Hours: 4 Lecture/Discussion

A continuation of SPAN 23. This course is for native speakers who wish to improve their written and oral communication skills. It is equivalent to SPAN 4. **Advisory on Recommended Preparation:** SPAN 23 or equivalent college course with "C" or better, or recommendation of the department.

**SPAN 160 CRIM LAW TERMS IN SPANISH 1 UNIT**  
Hours: 1 Lecture/Discussion

Equivalent Course: AJ 160, PARA 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:** SPAN 2 or equivalent college course with "C" or better, or 2 years of high school Spanish with "C" or better, or equivalent bilingual background.

**SPAN 180 SPANISH LEGAL/MEDICAL TERMS 3 UNITS**  
Hours: 3 Lecture/Discussion

This course provides a foundation for translating medical and legal terminology from English to Spanish. Emphasis is placed on translating non-technical explanations of medical and legal terminology, including the fundamentals of dividing terms into their structural elements. **Advisory on Recommended Preparation:** SPAN 3 or SPAN 23 or equivalent college course with "C" or better, or recommendation of the department.

**SPAN 280 INTERPRETER WRITTEN EXAM PREP 1 UNIT**  
Hours: 17 Lecture/Discussion

This course, taught in English, assists students preparing for the written portion of the State of California Court/ Administrative/Medical Interpreter examinations for all languages. Ethics and professional requirements are covered as well as strategies for preparing for the exam.

**SPAN 281AD SPANISH INTERPRETING SKILLS 3 UNITS**  
Hours: 3 Lecture/Discussion

This Spanish course prepares students for the State of California Exam for Court Interpreters. Instruction and practice in consecutive interpreting, sight translation, and simultaneous interpreting from Spanish to English and English to Spanish is included. This course may be repeated three times. **Advisory on Recommended Preparation:** SPAN 280 or equivalent college course with "C" or better, and fluency in Spanish as determined by department assessment.

## SPEECH

**SPCH 1 FUND OF PUBLIC SPEAKING 3 UNITS**  
Hours: 3 Lecture/Discussion

An introductory course which offers students an opportunity to learn and practice specific skills needed for effective public speaking. **Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. CAN SPCH 4.

**SPCH 3 ORAL INTERPRETATION 3 UNITS**  
Hours: 3 Lecture/Discussion

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:** ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## SPEECH

**SPCH 4 INTERPERSONAL COMMUNICATION 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 Interpersonal Communication provides students with insights into their own effectiveness as a communicator and to deal with the application of effective interpersonal communication behavior in personal and professional life. Specific skills in active listening, conflict resolution perceptions, non-verbal communications, and self concept will be addressed. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. CAN SPCH 4.**

**SPCH 5 ARGUMENTATION AND DEBATE 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 An introductory course in argumentation and debate. This course covers research into, and critical analysis of, major public issues. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures; and SPCH 1 or equivalent college course with "C" or better. CAN SPCH 6.**

**SPCH 7 PERSUASION 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 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 direct application of the theory in the classroom and life. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.**

**SPCH 8 GROUP COMMUNICATION 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 SPCH 8 is an introductory course in Group Communication. The student will learn group dynamics, structures, the importance of maintaining structured agendas to complete task-oriented group discussions, and how to use substantive conflict to meet both the needs of the group and the individual group members. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. CAN SPCH 10.**

**SPCH 9 INTERCULTURAL COMMUNICATION 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
 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 communication, communication climates and language interpretation of those cultures. **Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 as determined by COS placement procedures.**

## SPORTS MEDICINE

**SMED 40 CARE & PREV ATHLETIC INJURY 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 & FITNESS 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**Equivalent Course: HW 060.**  
 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.

## SPORTS MEDICINE

**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.**

**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 return the athlete to competition. **Advisory on Recommended Preparation: SMED 40 and HW 3 or equivalent college course with "C" or better.**

**SMED 72 ADVANCED FALL SPORTS 2 UNITS**  
**Hours: 1 Lecture/Discussion**  
**4 Lab**  
 This course will give students additional exposure to the immediate recognition and treatment of sports injuries unique to Fall sports. **Advisory on Recommended Preparation: SMED 40, SMED 70, and HW 3 or equivalent college course with a "C" or better..**

**SMED 73 ADV SPORTS MED/SPRING SPORTS 2 UNITS**  
**Hours: 1 Lecture/Discussion**  
**4 Lab**  
 This course will give students additional exposure to the 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 course with a "C" or better.**

**SMED 180AD APPLICATION FOR SPORTS MED 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 a 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. This course may be repeated three times. **Prerequisites: (SMED 40 or HW 3) or equivalent college courses with "C" or better.**

**SMED 280AD POLICIES/PROCED OF SPRTS MED 2 UNITS**  
**Hours: 32 Lecture/Discussion**  
 This course will cover: policies and procedures, emergency protocols, vital signs, and daily functions that are necessary for the student to work in the athletic training room. Students will develop a plan using decision-making strategies, analysis, and an awareness of the factors related to medical protocols. Students may repeat this course three times.

## SUPERVISED PRACTICE

**ALL SUBJECTS**  
**190AD 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, counselling, and other employment or volunteer situations where the student is expected to take a leadership role. Students may repeat this course three times. **Limitation on Enrollment: Permission of the department.**

# Course Descriptions

## VETERINARY TECHNICIAN

**VT 109 INTRO TO VETERINARY TECHNOLOGY 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**1 Lab**

An introductory course for students interested in the field of Veterinary Technology, which reviews training and career opportunities. Animal behavior, handling, training, and restraint will be thoroughly presented. Labs will provide opportunities for students to gain hands-on experience with domestic, farm and laboratory species. Formerly ASCI 109.

**VT 117 VETERINARY TERMINOLOGY 3 UNITS**  
**Hours: 3 Lecture/Discussion**

A course designed to acquaint the student with veterinary medical terminology. Emphasis on anatomical, diagnostic, symptomatology, and operative terms relating to individual body systems.

## WELDING

**WELD 105AC BASIC METALCRAFT WELD/FORGNG 3 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**

**Materials Fee: \$15.00**

**Equivalent Course: ART 105AC.**

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. WELD 105AC can be repeated two times.

**WELD 106 FORGING AND WROUGHT IRON 2 UNITS**  
**Hours: 2 Lecture/Discussion**  
**1 Lab**

**Materials Fee: \$15.00**

WELD 106 offers the student study and laboratory practices in the artistic working of metals. Working hot metal from the forge and wrought iron sculpture will be covered.

**WELD 161 OXY-ACETYLENE WELDING 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**

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 welded materials complete the program.

**WELD 162 SHIELDED METAL ARC WELDING 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**

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.

**Prerequisites: WELD 161 or equivalent college course with "C" or better.**

**WELD 171 ADVANCED WELDING 1 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**

This course is a continuation for 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.

**WELD 172 ADVANCED WELDING 4 UNITS**  
**Hours: 3 Lecture/Discussion**  
**3 Lab**

Instruction in advanced gas tungsten arc welding, flux cored 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.

## WELDING

**WELD 173 STAINLESS STEEL WELD/REPAIR 2 UNITS**  
**Hours: 16 Lecture/Discussion**  
**32 Lab**

This course is designed to give advanced welding students training in the practice, theory, and skill of welding stainless steel. Both repair and fabrication, as well as application to sanitary tube welding and fabrication will be covered. **Advisory on Recommended Preparation: WELD 172 or equivalent college course with "C" or better.**

**WELD 181 BLUE PRINT READ/FERROUS METAL 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.

**WELD 274 ALUMINUM WELDING 2 UNITS**  
**Hours: 36 Lecture/Discussion**  
**18 Lab**

This course is designed to give advanced welding students training in the practice, theory and skill in the welding of aluminum, both repair and fabrication, as well as application to all structural shapes and levels of alloys.

**WELD 364AD WELDING UPGRADE TOPICS 1 - 3 UNITS**  
**Hours: 8 TO 24 Lecture/Discussion**  
**16 TO 48 Lab**

Open Laboratory Experience. Welding Upgrade for Experienced Welders is an open-entry and open-exit course in metals joining processes. Requires basic welding skills test to qualify student in safety procedures and shop rules. Students should contact department prior to registration. This course may be repeated three times. **Limitation on Enrollment: 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

**WEXP 191 GENERAL WORK EXP - 1ST SEM 1 - 3 UNITS**  
**Hours: 5 TO 15 Lab**

Students 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 students must have the approval of the Coordinator of Cooperative Education or designee and the employer must agree to evaluate the student's performance. A minimum of three Measurable Learning Objectives must be established to ensure that the student will gain worthwhile job skills/knowledge.

**WEXP 192 GENERAL WORK EXP - 2ND SEM 1 - 3 UNITS**  
**Hours: 5 TO 15 Lab**

Students 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 Education or designee and the employer must provide expanded learning opportunities which add to the student's job skills/knowledge.

**Prerequisites: (WEXP 191) or equivalent college course with "C" or better.**

**WEXP 193 WORK EXPERIENCE - 1ST SEMESTER 1 - 4 UNITS**  
**Hours: 5 TO 20 Lab**

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. **Limitation on Enrollment: Students must receive permission from the Coordinator of Cooperative Education or designee to register.**

**WEXP 194 WORK EXPERIENCE -2ND SEM 1 - 4 UNITS**  
**Hours: 5 TO 20 Lab**

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. **Limitation on Enrollment: Students must receive permission from the Coordinator of Cooperative Education of his/her designee to register.**

## WORK EXPERIENCE

**WEXP 195    WORK EXPERIENCE - 3RD SEM            1 - 4 UNITS**

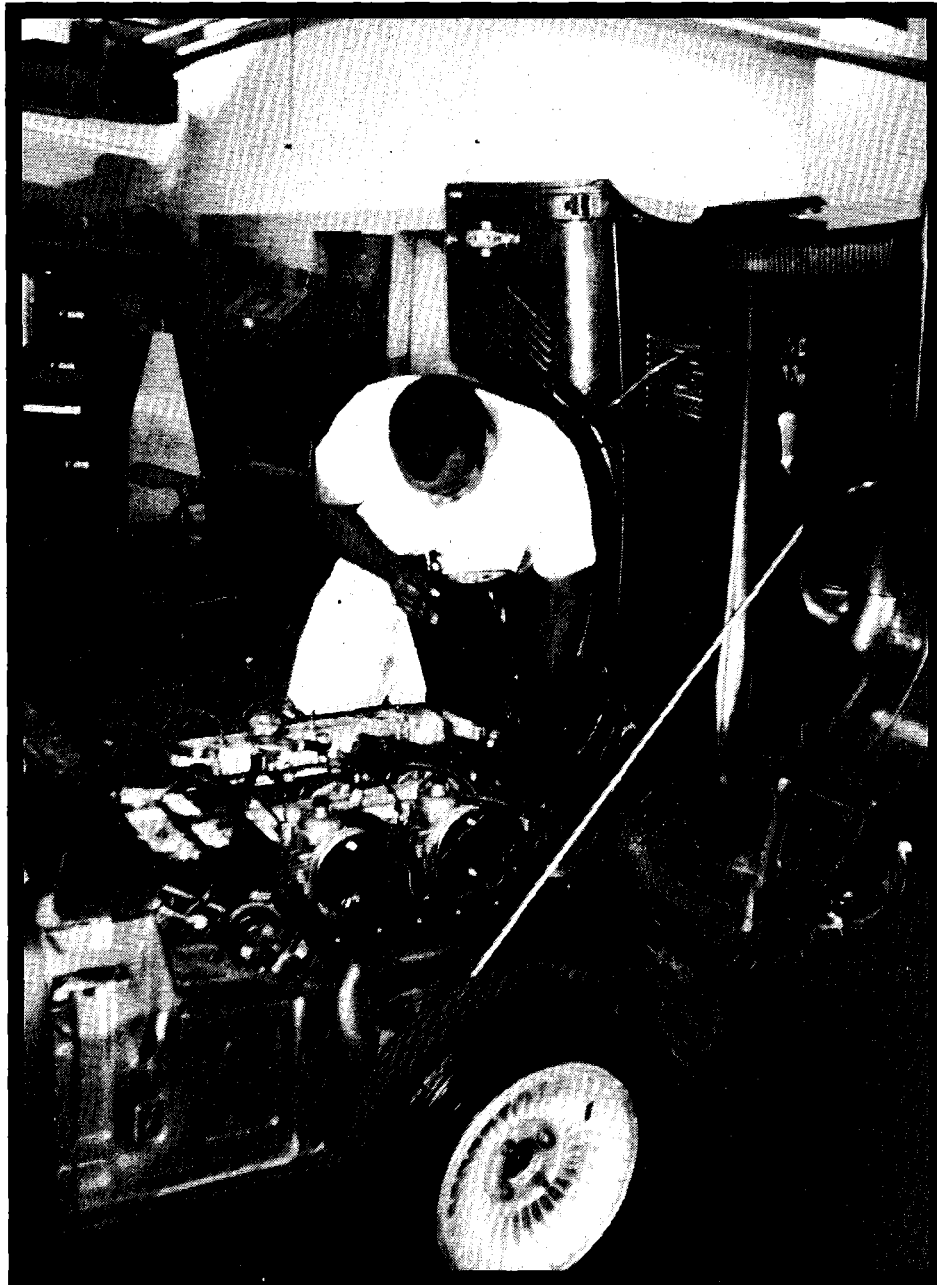
**Hours:        5 TO 20 Lab**

This third semester offering is designed for students who have opportunities to gain expanded learning beyond that experienced in Occupational Cooperative Education WEXP 193, 194. The learning opportunities must be directly related to their college major or career goal. **Limitation on Enrollment: Students must receive permission of the Coordinator of Cooperative Education or a designated instructor/coordinator to enroll.**

**WEXP 196    WORK EXPERIENCE - 4TH SEM            1 - 4 UNITS**

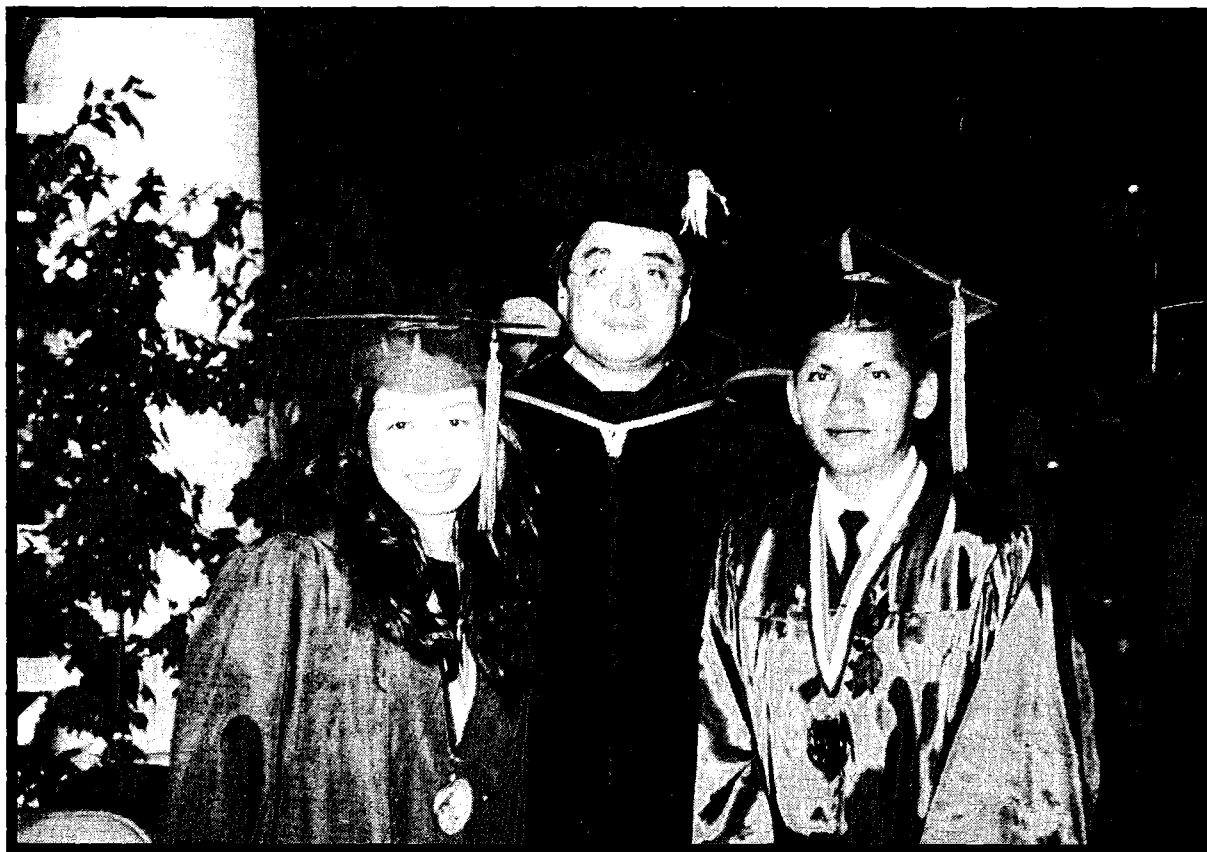
**Hours:        5 TO 20 Lab**

The fourth semester of Occupational Cooperative Work Experience is limited to those who are able to establish new/expanded Measurable Learning Objectives beyond those experienced in WEXP 193, 194, 195, and on a job related to their major or career goal. **Limitation on Enrollment: Students must receive permission of the Coordinator of Cooperative Education or designated instructor/coordinator.**



**"In proportion, as one renders service he becomes great."**

Booker T. Washington



"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



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**MACHUCA, WAYNE**

**COMPUTER SCIENCE**

A.S., B.S., Purdue University  
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**MADDOX, GENE P.**

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**MANCINI, JAMES**

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**MANNON, KIRBY**

**PHYSICAL EDUCATION**

B.A., California State University, Fresno;  
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**MARINELLI, RENEEL. MIGUEL**

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**MAUDET, MONICA**

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A.A., College of the Sequoias;  
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**MAUER, MERRILYN A.**

**HEALTH SERVICES**

A.A., College of the Sequoias;  
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**MAZZOLA, SUSAN**

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**MEDINA-GROSS, KATHERINE**

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**Agriculture**

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**MORLEY, DENNIS**

**MATHEMATICS/ENGINEERING**

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**MORRIS, CAROL J.**

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**MYERS, TRACY**

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**OWENS, MILLICENT**

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**PALOS, LETICIA**

**SPANISH**

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**PANKEY, II, IRVIN**

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**PARKER, CHARLES**

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**PARKER, GEORGE LLEN**

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B.A., M.A., California State  
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**PETERSON, RICHARD L.**

**ART**

B.F.A., Kansas City Art Institute;  
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M.B.A., California State University, Fresno

**PORTERFIELD-PYATT, CHAUMONDE**

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University, Chico

**RECTOR, JOHN**

**BUILDING TRADES**

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University, Fresno

**REDDEN, JOHN**

**MATHEMATICS**

B.A., M.S., California State  
University, Northridge

**REDDEN, TRACY**

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**REYNOSO, SALLY A.**

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M.A., California State University,  
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## Faculty

**ROBINSON, DAVID**  
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A.A., Grossmont College; B.A., San Diego State University, San Diego; M.A., University of California, Los Angeles

**ROCHA, CAROLYN**  
**NURSING**

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**SEAWARD, JEFFERY**  
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**SMITH, RUSSELL**  
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**STAVA, SHERRY**  
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**STRAW, MARIE**  
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**SWISEGOOD, GAILERD**  
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**AGRICULTURE/WELDING TECHNOLOGY**

A.S., College of the Sequoias; B.S., California State University, Fresno

**TIDWELL, PAUL**  
**ENGLISH**

B.S., Humboldt State University

**TOM, MARK**  
**MATHEMATICS**

B.A., California State University, Fresno; M.A., University of California, Santa Barbara

**TRIMBLE, DOROTHEA**  
**BIOLOGICAL SCIENCES**

B.S., M.A., University of California, Davis; Ph.D., University of Iowa

**TURK, MARVIN**  
**COUNSELING**

A.A., American River College; B.A., University of Montana; M.S., California State University, Sacramento

**TURNER, GREG**  
**ENGLISH**

A.A., College of the Sequoias; B.A., M.A., California State University, Fresno

**VASQUEZ, ROBERT**  
**ENGLISH**

B.A., California State University, Fresno; M.F.A., University of California, Irvine

**VIDALES, VERONICA**  
**SPANISH**

B.A., M.A., California State University, Fresno

**WAGNER, RICHARD**  
**ADMINISTRATION OF JUSTICE**

B.A., Wagner College, NY; M.A., Pennsylvania State University; Ph.D., Rutgers University, New Brunswick, N.J.

**WATTE, MARY A.**  
**ENGLISH/FRENCH**

B.A., University of California, Santa Barbara; M.A., California State University, Fresno

**WEISE, THOMAS**  
**SPEECH**

A.A., Fresno City College; B.A., M.A., California State University, Fresno; Ed.D., University of California, Davis

**WHEELER, NORA**  
**MATHEMATICS**

B.S., M.S., California State University, San Luis Obispo

**WILLIAMS, ANNA**  
**COUNSELING**

B.S., University of San Francisco; M.A., California State University, Fresno

**WILLIAMS, SCOTT**  
**INDUSTRIAL ENGINEERING**

B.S., California State University, Fresno

**WINTERTON, JOHNA.**  
**ELECTRONICS**

A.S., College of the Sequoias; B.S., M.A., California State University, Fresno

## Faculty

**WOODALL, JANET R.**

**NURSING**

M.S.N., Consortium of the California State  
University at Long Beach

**WOODBURY, GEORGE**

**MATHEMATICS**

B.S., U.C. Santa Barbara;  
M.S., California State University, Northridge

**WREN, HOWARD**

**COUNSELING**

A.A., Sacramento City College;  
B.A., University of California, Davis;  
M.S., California State University, Sacramento

**YAMAKAWA, LINDA**

**LIBRARIAN**

A.A., Kings River College;  
B.A., M.A., San Jose State University

## Emeritus Faculty

**ADAMS, DAVID**

Dean, Facilities & Operations  
1975-2001

**ANDERSON, VERNON A.**

Sociology, 1957-1992

**ANTHONY, BETTY**

Home Economics, 1964-1989

**AUDINO, SUSAN**

Home Economics, (1971-2002)

**BARBA, JOSEPH J.**

English, 1962-1993

**BARTON, JAMES**

Mathematics, 1969-1992

**BEARDEN, ALIA**

Physical Education, 1957-1981

**BECK, FRANK**

Social Sciences, 1975-2002

**BENNETT, LES**

Metals Technology, 1967-1988

**BERG LEROY**

Vice President, Evening College, 1962-1984

**BETTENCOURT, BILL**

Vice President, Academic  
Services; Dean, Student Services  
1967-1999

**BOCKMAN, DAVID C.**

Academic Dean  
(1977-2002)

**BRANCO, ALLEN A.**

Athletics Director  
1969-2001

**BRICKER, JOHN**

History, 1956-1981

**BRUNNER, ILA JUNE**

Nursing  
1975-1997

**BROYLES, KEN**

Automotive Technology,  
1974-1993

**BUYUKLIAN, HARRY**

Fine Arts, 1977-1989

**CABRERA, TONY**

French, 1962-1977

**CHILDS, WOODROW**

English, 1972-2001

**CLEVELAND, WILLIAM R.**

Physical Sciences, 1946-1979

**COLE, JAMES**

Psychology, 1968-1996

**CONLEY, RICHARD**

Work Experience/Business  
1968-1996

**COTTRELL, RICHARD**

Architecture, 1960-1990

**CRAIN, JOHN**

Geology/Mathematics  
1970-1997

**CROOKSHANKS, IVAN**

Superintendent/President,  
1949-1984

**DECKER, IRVING**

Social Sciences, 1972-2002

**DECKER, WILLIAM**

English, 1965-1996

**DUARTE, RUDOLPH A.**

Social Sciences, 1971-2002

**DUNN, GENE**

Building Trades,

**ENSIGN, PAT**

Nursing, 1975-1983 and  
1987-1991

**ERICKSON, DAVID**

Vice President, Administrative Services  
1990-2001

**ESSEX, WILFRID**

Chemistry, 1955-1984

**FERGUSON, ELIZABETH**

English, 1949-1983

**FINNEY, NANCY**

Librarian  
(1980-2002)

**FISCHER, CURT**

History/Anthropology, 1955-1984

**FLAHERTY, MICHAEL**

Vice President, Administrative Services;  
Business, 1966-1990

**FLATTLEY, MERLE**

Physical Education, 1973-1991

**FLY, JOHN**

Building Trades, 1961-1984

**FOTIAS, CRISTOS**

Spanish, 1949-1983

**FREEBORN, NORMA**

Nursing, 1981-2002

**FRIEDBERG, MARY NORA**

Consumer/Family Studies,  
1960-1993

**GILCREST, THOMAS**

Athletics/PE/Counseling,  
1963-1996

**GIVAN, CAROLYN**

English/Counseling, 1959-1978

**GODDARD, DON**

Music  
1990-1997

**GRUMLING, BETTY**

English, 1970-1988

**GRUMLING, HENRY**

Photography, 1962-1988

**HALL, GERRY**

Business, 1959-1982

**HALL, LINCOLN H.**

Superintendent/President; Vice President,  
Instruction, 1957-1981  
and 1984-1991

**HALL, MARCY**

Consumer/Family Studies,  
1969-1993

**HALL, ROBERT**

English, 1963-1991

**HAMILTON, DONNA**

Early Childhood Education,  
1977-1996

**HAMILTON, RICHARD**

English/Journalism, 1963-1990

**HAMILTON, WILLIAM**

Psychology, 1969-1996

**HARNER, RUTH**

Business, 1967-1992

**HEATER, MARGARET ANN** Librarian,  
1975-1993

**HETTICK, LARRIMORE**

English, 1965-1996

**HOFER, EUGENE R.**

Physical Education, 1967-2001



## Emeritus Faculty

**HOFER, FAYRENE**  
Business, 1980-1996

**HOMAN, RALPH**  
Art 1964-1997

**HOLT, BERT**  
Physical Education, 1965-1988

**HUDDLESTON, LAUNA**  
Business, 1966-1992

**ISBELL, NORM**  
Agriculture  
1984-1997

**JACKSON, SARAH**  
Nursing, 1981-1996

**JACOBSEN, RICHARD**  
Vice President, Business Services,  
1957-1984

**JENSEN, BRUCE**  
Agriculture, 1949-1984

**JOHNSON, NOBLE**  
Theater Arts, 1962-2000

**JUSTUS, LOIS**  
Nursing, 1970-1993

**KILER, FRANK**  
Metals Technology, 1948-1974

**JOHNSON, NANCY**  
Nursing, 1973-1996

**KLEINFELTER, DALE**  
Chemistry, 1963-1990

**KRUMDICK, VICTOR**  
Health/P.E./Athletics, 1963-1996

**LANG, ANNIE**  
Mathematics, 1969-1977

**LAWHORN, FRANK**  
Agriculture, 1957-1983

**LEWIS, REX**  
Business, 1960-1993

**MC CORMICK-MIRANDA, ANNE**  
Home Economics, 1966-1984

**MARCELLUS, ROBERT**  
Fine Arts, 1966-1984

**MARTIN, FRED**  
Biological Sciences, 1965-1992

**MARTIN, NOEL**  
History, 1959-1984

**MIRVISS, LYNN**  
Nursing/Administration  
1971-1998

**MORSE, GEORGE**  
English, 1965-1984

**NEELEY, DOROTHY**  
Business, 1981-1993

**PAPPAS, GEORGE**  
Speech/Drama, 1955-1984

**PARKER, ALLEN**  
Chemistry, 1957-1989

**PARLIER, JASPER**  
Automotive Technology,  
1968-1993

**PELOVSKY, GERALD M.**  
Social Sciences, 1967-2002

**PETERSON, WAINO**  
Political Science, 1965-1996

**PIETROFORE, AL**  
Fine Arts, 1957-1984

**POWELL, GEORGE**  
Building Trades/Math  
1984-1997

**ROBERTSON, GLEN**  
English, 1957-1983

**RYAN-STARMER, BEA**  
Business, 1977-1996

**SARTAIN, ROBERT**  
Engineering, 1966-1999

**SEASTROM, GREG**  
English, 1968-1996

**SCOFIELD, JAMES**  
Geography/Meteorology,  
1967-1988

**SHEWEY, JEAN**  
Physical Education, 1959-1984

**SILVA, VERNON**  
Dean, Student Services,  
1957-1983

**SINDLINGER, AL**  
Metals Technology, 1961-1990

**STROM, AGNES**  
Registrar, 1950-1977

**SWANSON, BETTY**  
Nursing, 1971-1978

**SWEENEY, ALBERT**  
English, 1963-1984

**SWISHER, JAMES**  
Mathematics, 1959-1984

**TAYLOR, ROY**  
Physical Education, 1950-1984

**THEIGE, JACK**  
Information Services, 1960-1989

**TOMASEVICH, ROBERT**  
Agriculture, 1971-1984

**VANE, R.L.**  
Social Sciences, 1965-1980

**VIEIRA, DONALD**  
Agriculture, 1965-1996

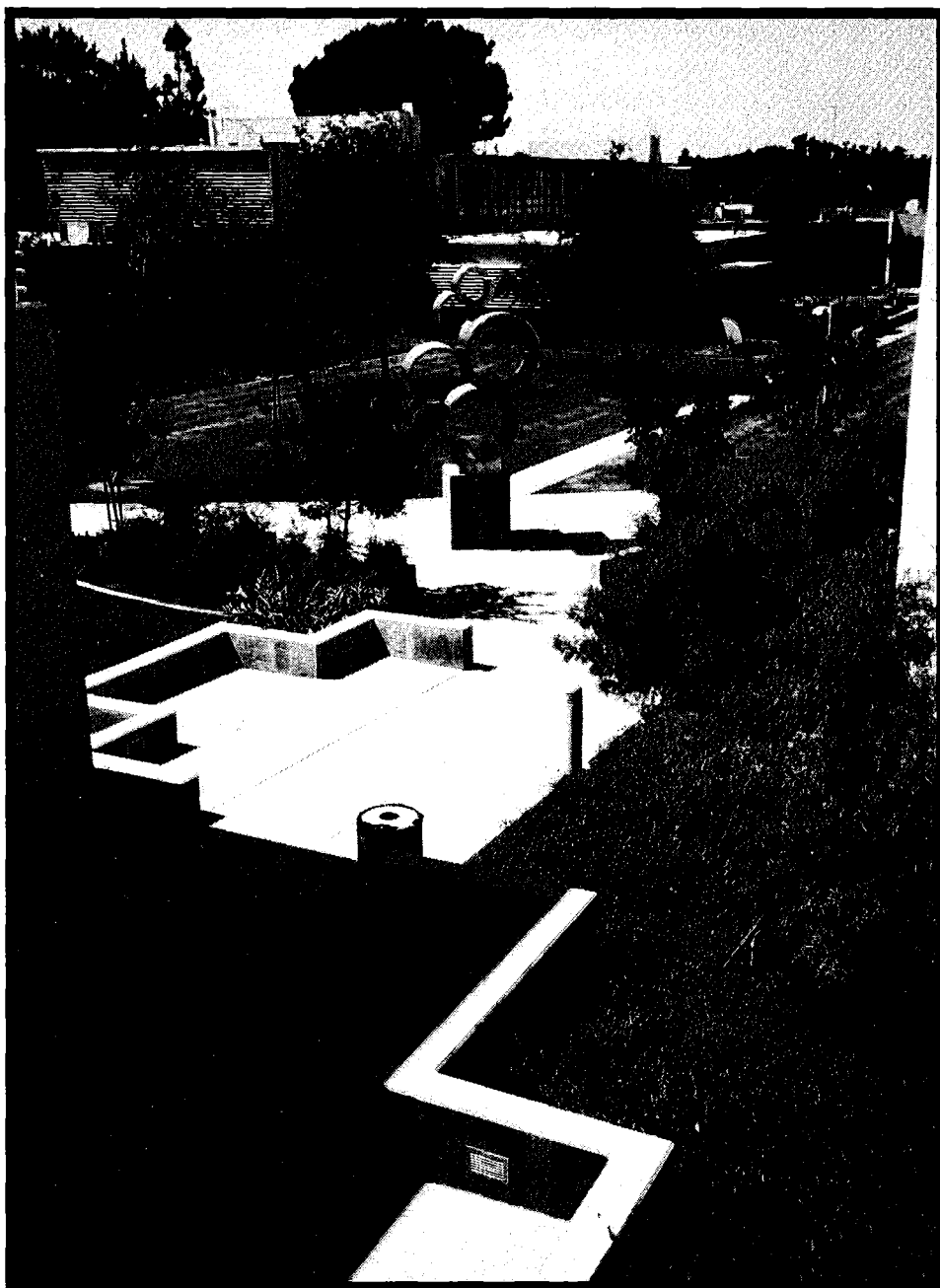
**WALKER, LEWIS**  
Librarian, 1965-1984

**WEAVER, ARLENE**  
Nursing, 1979-1988

**WEST, VERNON**  
Welding/English, 1976-1990

**WESTON, DUANE**  
Music, 1975-1990

**WICKMAN, GAYLE**  
Nursing, 1974-1993



*"Well done is better than well said."*

Benjamin Franklin

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Never before has man  
had such a great capacity to control his own environment,  
to end hunger, poverty and disease,  
to banish illiteracy and human misery.  
We have the power to make the best generation of mankind in the history of the world."

President John F. Kennedy,  
35th President of the United States







