

College of the Sequoias

Welcomes you



College of the Sequoias is proud to provide college level education and support services to the residents of Tulare and Kings Counties. Our faculty and staff are committed to providing you with an excellent educational experience. Regardless of your need, you will find classes and programs that enhance your earning power, increase your awareness of the issues facing our society, and enrich your appreciation of the arts, sciences, and all forms of human achievement.

As you explore our curriculum which is presented in this catalog, we encourage you to aim high, have lofty aspirations, and challenge yourself to achieve your full learning potential. Our faculty and staff are here to help you every step of the way—from deciding which classes and programs to pursue, to assisting you in succeeding in class, to providing a full and enjoyable experience of college life.

When you are on campus, stop by the Sequoia building and say hello. I am always interested in the insights and experiences of students who attend COS!

William Scroggins, 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

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

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:

John Bratsch, Dean, Human Resource Services
Equal Employment Opportunity 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
(559) 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 persons with disabilities. 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 persons with disabilities.

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

Students with disabilities attending College of the Sequoias are able to receive instructional materials in alternate formats to assist them in achieving academic success. Alternate formats include audio, (books on tape, CD, or MP 3). Braille, electronic text, large print, or tactile graphics (raised lines representing graphics, diagrams of pictures). In additional, members of the community who may possess a disability may request COS published materials in alternate formats.

College of the Sequoias
is an equal opportunity employer.

2007-2009

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 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, (10 Commercial Blvd, Novato, CA 94949, telephone (415) 506-0234, Fax (415) 506-0238), 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.

ALTERNATIVE FORMATS

College of the Sequoias recognizes its obligation to provide overall program and physical accessibility throughout the College for persons with disabilities. 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 persons with disabilities.

COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT
915 South Mooney Boulevard
Visalia, California 93277
(559) 730-3700

Published by the Board of Trustees

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College of the Sequoias Foundation

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



Dave Cargill
Cover and Maps

Gail Robinson
Catalog Design and Edit and Miscellaneous Photographs

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See us on the World Wide Web at <http://cos.edu>

Academic Calendar

Fall Semester, 2007:

August 13, 2007 to December 18, 2007

April 30-August 12	Fall Open WEB & Telephone Registration for All Eligible Students
July 30-August 12	Fall WEB & Telephone Registration for High School Accelerated Students
August 13	Fall Semester Begins
August 13-26	Fall Late WEB & Telephone Registration With Instructor Add Codes
August 26	Last Day to Add Classes; Last Day to Drop a Class Without a "W" and be Eligible to Request a Refund
September 3	Labor Day Holiday (no classes)
October 19	Fall Final Drop Date-Drop Classes by WEB or Telephone Access System-does not apply to short-term classes; each short-term class has its own drop date
November 12	Veterans' Day Holiday (no classes)
November 21-23	Thanksgiving Holiday (no classes)
November 30	2008/2009 Scholarship Application Deadline (4:45 pm)
November 30	Last Day to File for Associate Degree for Fall 2007
December 12-18	Fall Final Exams
December 18	Fall Semester Ends
December 18	Last Day to Make Up Incomplete "I" Grades for Fall 2006 Semester
December 19-January 13	Recess Between Semesters

Admission Applications and Registration on the Web at www.cos.edu

Spring Semester, 2008:

January 14, 2008 to May 22, 2008

September 3, 2008	WEB Admission Applications Begin for Spring 2008 at www.cos.edu
November 26	Spring WEB & Telephone Priority Registration for Continuing Students Begins
December 10, 2007-January 13, 2008	Spring WEB & Telephone Priority Registration for All Eligible Students
December 17, 2007-January 13, 2008	Spring WEB & Telephone Registration for High School Accelerated Students
January 14	Spring Semester Begins
January 14-28	Spring Late WEB & Telephone Registration With Instructor Add Codes
January 21	Martin Luther King, Jr. Day Holiday (no classes)
January 28	Last Day to Add Classes; Last Day to Drop a Class Without a "W" and be Eligible to Request a Refund
February 8	Lincoln Day Holiday (no classes)
February 18	Washington Day Holiday (no classes)
March 2	Cal Grant Financial Aid Deadline for New and Transferring Students
March 14	Last Day to File for Associate Degree for Spring 2008
March 17-21	Spring Break (no classes)
March 28	Spring Final Drop Date-Drop Classes by WEB or Telephone Access System
May 16-22	Spring Final Exams
May 22	Commencement; Spring Semester Ends
May 22	Last Day to Make Up Incomplete "I" Grades for Spring 2007 Semester

Academic Calendar

Fall Semester, 2008:

August 11 to December 16, 2008

February 4, 2008	WEB Admission Applications Begin for Summer/Fall 2008 at www.cos.edu
April 14	Fall/Summer WEB & Telephone Priority Registration for Continuing Students Begins
April 28, 2008	High School Graduates Priority Registration Begins
May 12-August 10	Fall/Summer Open WEB & Telephone Registration for Eligible Students
May 19-June 15	Summer WEB & Telephone Registration for Eligible Students
July 28-August 10	Fall WEB & Telephone Registration for High School Accelerated Students
August 11	Fall Semester Begins
August 11-24	Fall Late WEB & Telephone Registration With Instructor Add Codes
August 24	Last Day to Add Classes; Last Day to Drop a Class Without a "W" and be Eligible to Request a Refund
September 1	Labor Day Holiday (no classes)
October 17	Fall Final Drop Date - Drop Classes by WEB or Telephone Access System
November 10	Veterans' Day Holiday (no classes)
November 25	2009/2010 Scholarship Application Deadline (4:45 pm)
November 25	Last Day to File for Associate Degree for Fall 2008
November 26-28	Thanksgiving Holiday (no classes)
December 10-16	Fall Final Exams
December 16	Fall Semester Ends
December 16	Last Day to Make Up Incomplete "I" Grades for Fall 2007 Semester
December 17-January 11	Recess Between Semesters

Admission Applications and Registration on the Web at www.cos.edu

Spring Semester, 2009:

January 12, 2009 to May 21, 2009

September 1	WEB Admission Applications Begin for Spring 2009 at www.cos.edu
December 1	Spring WEB & Telephone Priority Registration for Continuing Students Begins
December 15-January 11	Spring Open WEB & Telephone Registration for All Eligible Students
December 22-January 11	Spring WEB & Telephone Registration for High School Accelerated Students
January 12	Spring Semester Begins
January 12-26	Spring Late WEB & Telephone Registration With Instructor Add Codes
January 19	Martin Luther King, Jr. Day Holiday (no classes)
January 26	Last Day to Add Classes; Last Day to Drop a Class Without a "W" and be Eligible to Request a Refund
February 13	Lincoln Day Holiday (no classes)
February 16	Washington Day Holiday (no classes)
March 2	Cal Grant Financial Aid Deadline for New and Transferring Students
March 20	Last Day to File for Associate Degree for Spring 2007
March 20	Spring Final Drop Date - Drop Classes by WEB or Telephone Access System
April 6-10	Spring Break (no classes)
May 15-21	Spring Final Exams
May 21	Commencement; Spring Semester Ends
May 21	Last Day to Make Up Incomplete "I" Grades for Spring 2008 Semester

About our college...

*Visit us
on the Web!*

<http://www.cos.edu>

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 16 acre farm, and has also purchased an additional 495 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 community college focused on student learning.

College of the Sequoias affirms that our mission is to help our diverse student population 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' mastery of basic skills and to providing programs and services that foster student success.

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 approximately 10,600 and is comprised of the following: 38% Caucasian, 43% Hispanic, 6% Asian or Pacific Islander, 4% Black, 1% American Indian, and 8% are unidentified. The current trends reflect increased enrollments of women, minorities, students who state that English is not their primary language, and students who plan to transfer, and part-time 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 25 percent in the past decade.

Faculty and Staff

College of the Sequoias has 163 full-time faculty, approximately 385 adjunct faculty, 36 administrators, 10 confidential and 214 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 Ag Farm Equipment Show as well as the Tulare County Fair attract many people each year.

Since 1990, the population of Tulare and Kings Counties has increased by almost 30% and now includes approximately 419,909 and 146,153 residents 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 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 of 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.

Economic Development Education

The ability to assess an organization's needs and deliver job-specific knowledge to workers defines the mission of the Economic Development 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 programs and 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 learning resource center; administrative and student services offices; a disabled student complex; a student union; a student health center, 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 is located at 2245 South Linwood in Visalia and 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 10 off-campus locations within the District, including the Hanford Center.

Students may register for off-campus classes through the Web and Telephone Access System.

Off-Campus Locations

COS FARM

2245 South Linwood
Visalia

CORCORAN

Corcoran High School
Whitley & Letts Avenues

CUTLER/OROSI

Cutler-Orosi Unified High School
418 Road 128

EXETER

Exeter Union High School
820 San Juan Avenue

FARMERSVILLE

Farmersville Senior Center
444 N. Gene Avenue
Farmersville Unified High School
631 Walnut

HANFORD

Hanford COS Center
12582 13th Road
Rooms: 1-9
Hanford High School
120 E. Grangeville Blvd.
Hanford West High School
1150 West Lacey Boulevard

LINDSAY

Lindsay High School
1701 East Tulare Road

TULARE

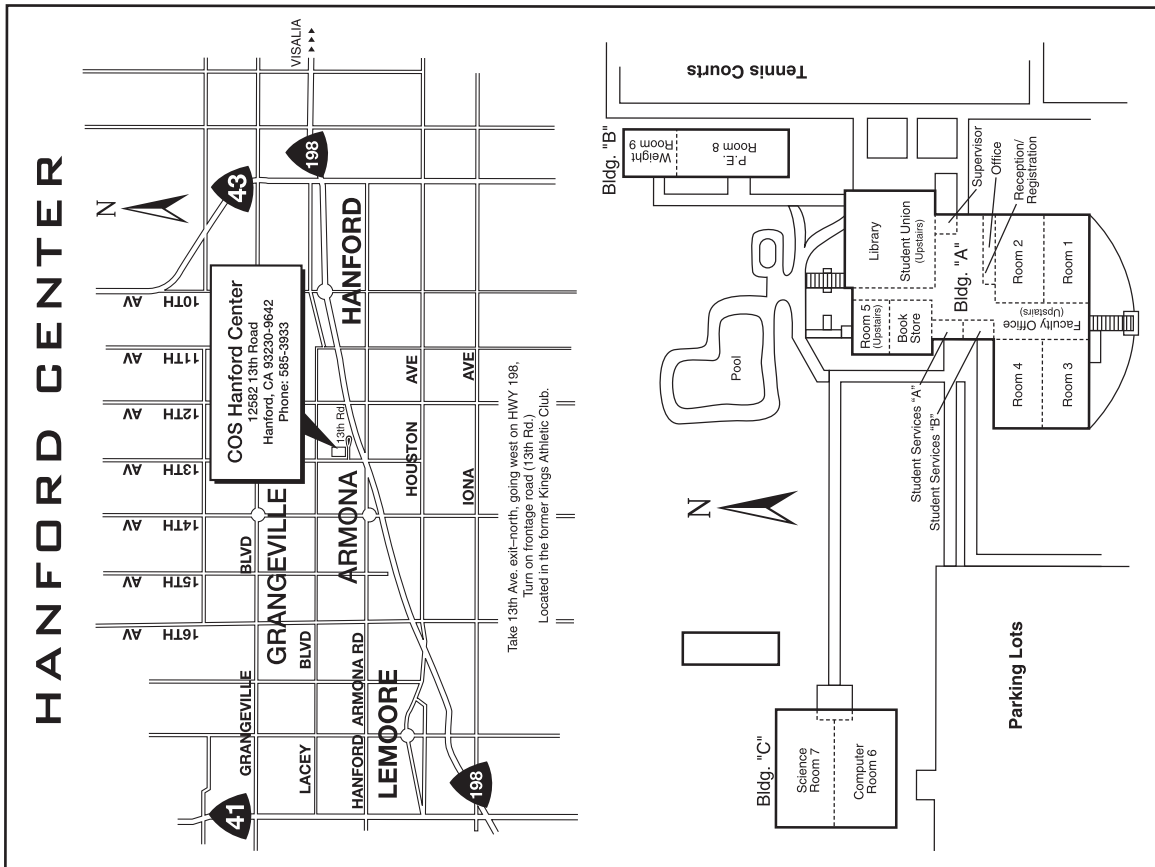
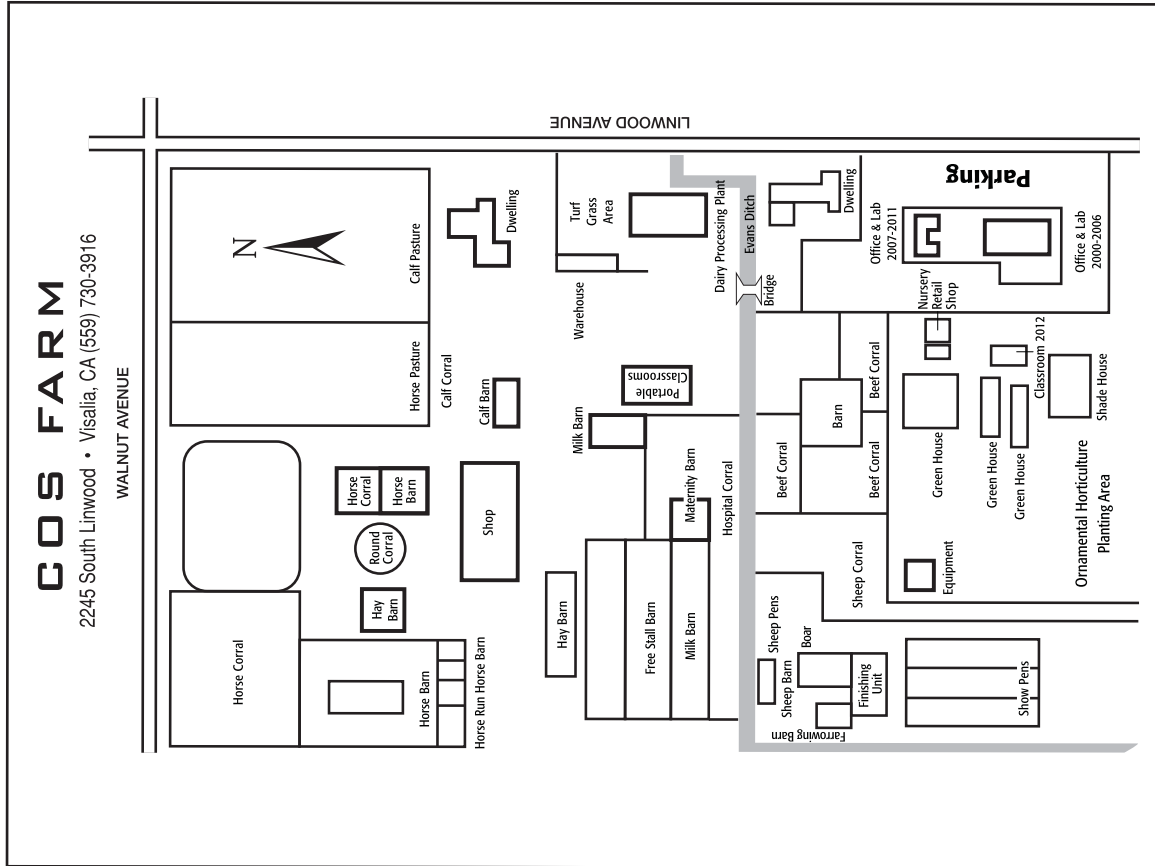
Tulare Union High School
755 East Tulare
Tulare Western High School
824 West Maple
UC Vet Center
18830 Road 112

VISALIA

El Diamante High School
5100 West Whitendale
Golden West High School
1717 Mc Auliff
Mt Whitney High School
900 S. Conyer
Redwood High School
1001 West Main Street
Sequoia High School
901 N. Mooney Blvd.
The Meadows
3900 West Tulare
Tulare Co. Office of Education
7000 Doe

WOODLAKE

Woodlake Union High School
400 West Whitney





COLLEGE of the SEQUOIAS

915 South Mooney Boulevard, • Visalia, CA 93277 • 559.730.3700 • www.cos.edu

<i>Alphabetical List</i>	<i>Bldg. Name</i>	<i>Bldg. No.</i>	<i>Grid</i>	<i>Alphabetical List</i>	<i>Bldg. Name</i>	<i>Bldg. No.</i>	<i>Grid</i>
Academic Services	Mariposa	050	I-4	Media Services	Sycamore	027	I-6
Adaptive P.E.	Dogwood	028	H-5	Nursing Division	John Muir	056	L-10
Admissions & Records	Sequoia	001	G-11	Payroll	Sequoia	001	I-12
Art Gallery	Kaweah	029	F-13	Physical Education Division	Moro	004	H-6
Assessment & Testing	Sequoia	001	H-11	Pool			G-6
ASB	Giant Forest	008	J-8	Presidents Office	Sequoia	001	I-12
Athletics	Moro	004	H-6	Purchasing	Sequoia	001	I-12
Board Room	Sequoia	001	I-12	Receiving	Blue Oak	016	E-7
Bookstore	Giant Forest	008	J-8	Scholarship Services	General Grant	020	D-12
Box Office	Sawtooth	026	K-14	Science Division	John Muir	056	L-10
Business Division	Kern	018	K-8	Social Science Division	Sycamore	024	J-6
CSUF Administration Offices/COS Center	CSUF Administration Office	049	K-7	Student Activities Office	Giant Forest	008	J-8
Cafeteria	Alta Peak	015	F-10	Student Development Center	Manzanita	033	L-6
CalWORKS Program	Manzanita	033	L-6	Student Services Center	Sequoia	001	G-11
Campus Police	Blue Oak	016	E-7	Tech Prep	Tech Prep	043	A-8
Career Center	Sequoia	001	G-11	Tennis Courts			E-5
Cashier's Office	Sequoia	001	G-11	Theatre	Sawtooth	026	K-13
Child Development Center	Live Oak	030	C-12	Tulare Federal Credit Union	Giant Forest	008	J-8
Coffee House	Coffee House	040	G-10	Tutorial Center	Lodgepole	054	F-7
Computer Services	Wolverton	053	M-8	Vocational Education Administration	General Grant	020	D-12
Consumer Family Studies Division	Tule	005	F-8				
Contract Education	Tech Prep	043	A-8	<i>Building Name</i>			<i>Banner Code</i>
Copy & Mail Services	Blue Oak	016	E-7	ALTA PEAK		ALTAPK
Counseling Center	Sequoia	001	H-12	BLUE OAK		BLUOAK
Disability Resource Center	Sycamore	027	J-6	BUCKEYE		BCKEYE
EOP&S	Sequoia	001	G-11	BUNKER		BUNKER
Emergency Phone	Sequoia	001	D-9, L-8	CEDAR		CEDAR
Facilities and Operations Office	Blue Oak	016	E-7	DOGWOOD		DGWOOD
Financial Aid	Sequoia	001	G-11	GENERAL GRANT		GRANT
Fine Arts Division	Sierra	052	J-13	Giant Forest		GIANT
Fire Tech	Sycamore	027	J-6	JOHN MUIR		JMUJR
Fiscal Services	Sequoia	001	I-12	KAWEAH		KAWEAH
Food Court	Food Court	039	J-8	KERN		KERN
Food Service	Alta Peak	015	F-10	LIVE OAK		LIVOAK
Foundation Office	General Grant	020	D-13	LODGEPOLE		LODGPL
Graphics	Blue Oak	016	E-7	MANZANITA		MNZNTA
Gymnasium	Moro	004	H-6	MARIPOSA		MARPSA
Health Center	Giant Forest	008	J-8	MONACHE		MNACHE
Human Resource Services	Buckeye	006	E-12	MORO		MORO
Industry & Technology Division	Buckeye, Cedar	006 & 007	E-11, 12	PONDEROSA		PNDRSA
Information Desk	Sequoia	001	I-12	POTWISHA		PTWSHA
Language Arts Division	Tule	005	F-8	SAN JOAQUIN		SANJQN
Lecture Hall	Ponderosa	019	K-11	SAWTOOTH		SAWTTH
Library	Lodgepole	054	F-7	SIERRA		SEQUOIA
Mailroom	Sycamore	027	J-6	TULE		SIERRA
Math/Engineering Division	Kaweah	029	F-13	VALLEY OAK		TULE
				VALLEY OAK		VOAK1
				WOLVERTON		VOAK2
				YOKUT		WLVRTN
						YOKUT



"The Tumblers"

The Tumblers were created by Sebastian Trovato and presented to College of the Sequoias by the Visalia Mall Joint Venture on October 27, 1988.

All Student Registration

at College of the Sequoias is completed on the WEB or on the Telephone Access System



Student WEB Resource Lab, Room 156

At College of the Sequoias you can register on the WEB at www.cos.edu or through the Telephone Access System, (559) 737-6101, Monday through Saturday, 7 am to 11 pm.

If you do not have access to a computer and/or telephone, you can access both systems on campus in Room 156, the Student Web Resource Lab and at the Hanford center.

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 107. Registration is through the Telephone Access System or over the Web. Information on these processes will be printed in the current Schedule of Classes and available in the Registration Office, Room 107.

See "Classification of Students," Extended Learning/High School Accelerated Students, for concurrent enrollment of 7th-12th grade students.

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 (730-3737).

Summary of Admission Requirements (Full-time Students, Twelve (12) or more units and students planning to take more than six (6) 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. Prior to the deadline specified in the schedule of classes, complete a COS Admissions Application on-line at www.cos.edu. Detailed instructions are printed 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. Any high school or college transcript received by College of the Sequoias becomes the property of the College and will not be released to the student or other institutions.

(Part-time Students, Six (6) or Fewer Units)

1. Prior to the deadline specified in the schedule of classes, complete a COS Admissions Application on-line at www.cos.edu. Details are printed 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 request to have the credit removed from their transcript by making this request in writing to the Dean of Admissions and Records. Please be aware that other institutions, particularly four-year colleges/universities, may evaluate your Advanced Placement credits differently. Check with an Academic Counselor or the institution to which you plan to transfer for an evaluation of your AP credits.

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.

Returning Students:

Students who have attended COS, but have missed one or more semesters (not including the summer semester).

Continuing Students:

Students who are currently enrolled.

New Students:

Students who have never attended COS.

Extended Learning/HS Accelerated Students:

7th-12th grade students are required to complete a WEB admission application and submit a 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 may use the Telephone Access System or Web Registration to register, add and drop classes.

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 physical presence 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 their home for other than a temporary purpose; and if the student was classified as a nonresident 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 nonresidents 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 nonresident 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 (3) 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 \$6,630 (for those students enrolled in 15 units each semester) is \$201.00 per unit, the same as for other nonresident students. International and nonresident students must also pay the resident tuition of \$20 per unit which has been included in the \$6,630 annual tuition fee listed above. 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 \$500 for the school year. The funds to cover the insurance should be paid with the nonresident 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 Dean of Admissions and Records (donaldrm@cos.edu).

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 file transcripts from each college or university attended. College of the Sequoias grants credit for lower division work from accredited colleges or universities.

Failure to file transcripts may 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 the student or 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 are California residents and desire to attend a community college, but who are prevented from doing so by the mandatory enrollment fee. The Board of Governors' Financial Assistance Program provides several ways to help lower-income students pay the enrollment fee. Please contact the Financial Aid Office, Room 105, for eligibility information.

Fees and Expenses

Fee assistance is available to eligible students. Eligibility information may be obtained from the Financial Aid Office, Room 105.

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.

A Student Center fee will be charged all students. The fee is \$1.00 per unit up to a maximum of \$5.00 per semester.

Enrollment Fee

An enrollment fee of \$20.00 per unit is charged all students. An enrollment fee of \$10.00 is charged per 1/2 unit. The nonresident fee is an additional \$201.00 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 Course Audit Option. The health fee is \$15 for Spring and Fall semesters and \$11 for the Summer Semester. Fee waivers are available 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.

Nonresident Tuition Fees

The nonresident tuition fee for the academic year 2007-2008 is \$201 per semester unit, plus applicable enrollment fees payable each semester upon registration. The nonresident tuition fee for foreign students is \$201 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.](#)

Note: A calculation of the 2008-2009 non-resident fee will be done in Spring 2008 per State regulations.

IMPORTANT NOTES:

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

Parking Fees (Optional)

Students wishing to park on campus must pay a fee. Parking permits are purchased on a semester basis. Spring and Fall permits are \$20.00 per semester for both full-time and part-time students. Motorcycle and Moped parking is free in designated areas. CSU Fresno students may use their Spring or Fall permit from CSU Fresno or purchase a COS permit for \$20.00. Parking permits are NOT required at the Hanford Center.

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 \$1.00 from the dispensers located in Parking Lots 1, 3, 4, 6, 7, and at the college farm.

IMPORTANT NOTES:

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

Student Center Fee

The students of College of the Sequoias approved a \$1.00 per unit (\$5.00 maximum per semester) Student Center fee. By California state law, this fee may only be used to finance, construct, enlarge, remodel, refurbish and operate the COS Campus Center. The state does not pay for student center construction at any of the colleges or universities; instead, it allows students to do so. This fee will be collected each year indefinitely.

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.

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 Web is only by credit card; payment by credit card, check, money order, agency payment (Department of Rehab, financial aid), or by any other method may occur 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:

1. Check is for the amount due only
2. Must provide photo identification and social security number
3. Imprinted checks only
4. In-state checks only
5. No personal two-party checks
6. 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.

To help you meet your educational expenses College of the Sequoias is proud to offer Nelnet as a convenient budget plan. This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free monthly payment plan is a \$15.00 per semester nonrefundable Nelnet Enrollment Fee. For more information, visit our website, www.cos.edu; look for "Admissions", then "Payment Plan" or contact our Cashier Office.

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. Students may carry a refund/credit balance and use it the following semester to avoid the \$5 handling fee.

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

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. (First two days for summer semester.)

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 730-3956.

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 must be returned to the Cashier's 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 cost as the original purchase.

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 Attempted	Units Passed	Grade	Grade Points
PE	1	1	C	2
ENGL	3	0	F	0
CHEM	5	5	A	20
GEOL 1	4	4	B	12
MATH 154	3	0	F	0
HW 1	0	0	W	0
Total	16	10		34

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

Explanation: Since Hygiene 1 was dropped with a "W," it does not count as units attempted. All other subjects which were carried count as units attempted, including Math 154 in which the grade was "F" and English 1 in which the grade was "F."

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 a semester and cumulative 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 a semester and cumulative 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. view the orientation video;
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 Counseling Office. Students who are exempt based upon the following criteria are welcome to request any service or activity from the respective departments.

At College of the Sequoias, we believe that a process of assessment, orientation and counseling/advisement, called matriculation, will help you plan and achieve your goals in college. You may choose not to participate in parts of this process if you meet any of the exemption criteria. In addition, if a class has a prerequisite or corequisite, and you have not been through the assessment process, you may be blocked from enrollment.

Assessment

All new students or students wishing to enroll in a course with a math or English prerequisite, unless exempted, are required to take placement tests in order to enroll in appropriate English and math classes. You may call (559) 730-3737 to make an appointment for a Placement test.

Orientation

All new students are expected to participate in an orientation to COS services and educational programs. Information on registration procedures, college majors and services are provided during orientations. Go to www.cos.edu to complete Web Orientation. Be sure to fill in the information and questionnaire to receive credit for orientation. You will receive .5 unit of credit for this process and will be billed accordingly.

Counseling/Advisement

New students are required and returning students are encouraged to see a counselor prior to registration. Counselors will recommend appropriate courses based on assessment results.

Counseling Policy (Board Policy 7025)

Approved 3/20/2000

1. The Governing Board of the College District at each campus within the District shall provide and publicize a counseling program, which shall include, but is not limited to, the following:
 - a. Academic counseling, in which the student is assisted in assessing, planning, and implementing his or her immediate and long-range academic goals.
 - b. 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.
 - c. 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.
 - d. 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.
2. Counseling services will be provided for first-time students enrolled in six (6) 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.
3. 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.

All students are encouraged to take advantage of matriculation at College of the Sequoias (COS). Listed below are the criteria for an exemption:

Any student who has completed an associate degree or higher is exempt from orientation, assessment and counseling. However, all students are required to meet course prerequisites, which may require placement testing.

Additional exemption criteria are as follows:

Assessment Exemption: (Note - students receiving Veterans' educational benefits must take the appropriate placement test before enrolling in remedial (300-level) Math or English courses.)

Math Test: You are exempt from the Math Test if:

1. you are not enrolling in a math class or a class that lists a math prerequisite and/or advisory **and** you are not working toward a certificate, degree or transfer program; or
2. you enroll in a Pre-Algebra Math 360 or Math 365; or
3. you present a valid college transcript demonstrating successful completion (grade "C" or higher) of math courses equivalent to courses offered at COS; or
4. you present a valid score report reflecting a score of 3,4 or 5 on the AP Calculus AB or the AP Calculus BC test.

English Test: You are exempt from the English Test if:

1. you are not enrolling in an English class or a class that lists an English prerequisite and/or advisory **and** not working towards a certificate, degree or transfer program; or
2. you present a valid college transcript demonstrating successful completion (grade "C" or higher) of English courses equivalent to courses offered at COS; or
3. you present a valid score report reflecting a score of 3, 4, or 5 on the AP Language and Composition or the AP Literature and Composition test.

Orientation Exemption:

You are exempt from the orientation requirement if:

1. you have previously participated in a COS orientation; or
2. you are transferring to COS from another college; or
3. you are enrolling in 6 units or less **and** have no plan to obtain a degree, certificate or participate in a transfer program.

Counseling Exemption:

(Note - Students receiving Title IV Financial Aid and/or Veterans' educational benefits are not exempt from counseling requirement.)

You are exempt from the counseling requirement if:

1. you are transferring to COS from another college; or
2. you are enrolling in 6 units or less **and** have no plan to obtain a degree, certificate or participate in a transfer program.

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 Counseling Office, Room 103.

Formal Procedure:

1. The student can acquire the Matriculation Exemption Form from the Counseling Office.
2. The student must return the form to the Counseling Office.
3. The staff will review forms within 24 hours of submission.
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.



The John Muir Building

The John Muir building is a state-of-the-art science instruction building designed to meet the instructional needs of COS students for the next quarter century. In addition to chemistry, geology, biology, physics and engineering labs, the building also has four large lecture rooms with built-in SMART classroom technology. The Nursing department will be housed on the first floor of the JM building while the new Nursing Building is planned and constructed.

The first classes held in this building were during the 2007 Summer sessions.

Course Audit Option

The Governing Board of College of the Sequoias has authorized the auditing of specific courses at the college. There will be a \$15.00 fee charged for each unit. It is the preference of the College that students take courses for credit and use this option ONLY when necessary (i.e., they have completed all possible repetitions that the course can legally offer). Students must also pay all health, materials and parking fees. Students enrolling for credit will have priority in all credit classes. Consent of the instructor is necessary. For a list of repeatable courses which can be taken as course audit option and the necessary paperwork which must be completed, visit the Cashier's Office or the Academic Services Office.

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 or loss of instructor. If a class is cancelled, fees will automatically be refunded and every effort will be made to reschedule students to meet their needs. Early registration and attendance of first class meetings will help ensure continuance of scheduled classes.

Class Wait Lists

Wait lists for closed classes will be reinstated beginning spring semester 2008. Refer to that semester's Schedule of Classes for details.

Cooperative Education Program- Work Experience

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 "Course Audit 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 approval of a petition by the Director, Admissions and Records, has been granted.
2. If a final course grade of "D," "F," or "NC" was received (a Petition to Repeat a Course is not required when repeating a course for the first time after receiving a D, F or NC).
3. If the course has been repeated a second time with a standard grade received, and prior approval of a petition by the Director, Admissions and Records, has been granted.
4. When repeating a course with an initial grade of "C" or better, the student MUST submit a petition and have written approval from the Director, 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:

1. If the grade was affected by interruptions such as verifiable accident, illness, or other circumstances beyond the control of the student;
2. If a significant lapse of time has occurred since the course was taken (usually at least one calendar year).
3. If the content of the course has been significantly modified/updated.

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. The Credit by Exam should NOT begin until the petition is approved.
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.
9. The deadline to complete the petition process is as follows:

Fall Semester 2007	November 2
Spring Semester 2008	April 4
Summer Semester 2008	End of 2nd Week
Fall Semester 2008	November 7
Spring Semester 2009	April 3
Summer Semester 2009	End of 2nd Week

Credit by Exam will NOT be allowed after these dates.

Dropping a Class

Withdrawals prior to the end of the second week of the semester (2nd day for Summer Semester) are not recorded on the student's transcript and the student may petition for a refund. However, students may officially drop a class or withdraw from college through the 10th week of the semester (or set date for summer sessions) with a "W" recorded on the transcript and no refund. 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. Students will process all drops and withdrawals by Web or the Telephone Access System. Check the printed Schedule of Classes or the WEB for the exact refund and final drop dates.

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 or illness, death in the immediate family, extended jury duty, job displacement, orders for active military, police or firefighting duty, and/or other circumstances which are justifiable in the judgement of the Dean, Admissions and Records. Documentation must be provided.

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 or over the Web (www.cos.edu). A hard copy of grades may be obtained at no cost from the Web (any Web accessible computer or Room 156, the Student Web Resource Lab). Semester grade reports are no longer mailed to students.

For purposes of grading and 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 at the discretion of the instructor 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 220, 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:

1. the instructor;
2. the division chairperson;
3. 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 must then be signed by the instructor, division chairperson and 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 are printed by the instructor from the Banner software program.
7. At the end of the semester, grade reports are due in 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.

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.

Once the Counselor has entered the overload into the system, the student can register for units above the maximum by telephone or the Web.

Military Service Credit

Four semester units of elective credit will be given toward graduation to any actively enrolled student submitting a DD214 that shows completion of basic training in the Armed Services of the United States and any discharge other than dishonorable. Credit is allowed in accordance with recommendations by the American Council on Education (ACE). The number of units awarded are those recommended by the Council in the *Guide to the Evaluation of Educational Experience in the Armed Services*.

In addition, up to eleven semester units of elective credit may be granted in accordance with the recommendation by the American Council on Education in the *Guide to the Evaluation of Educational Experience in the Armed Services* to actively enrolled students submitting a military transcript for lower division associate/baccalaureate level courses taken at schools in the Armed Services of the United States.

Both the DD214 and military transcript should be submitted to the College of the Sequoias, Office of Admissions and Records. Following evaluation, a maximum of fifteen semester units in electives may be earned through military service.

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., GD 160 with a "C" or better prior to attempting GD 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 (T5 55754).

Academic Probation Removal

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

Computation: Grade Point Average equals
Total Grade Points Earned divided by
Total Units attempted with Letter Grade.

Academic Dismissal Procedures

A student on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 2.0 in all units attempted in each of the three consecutive semesters which were graded on the basis of the grading scale. 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 cumulative 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 (not including summer semester). A petition for readmission is required prior to enrollment and is available from the Admissions and Records Office, Room 107. Approval for readmission will specify conditions and requirements to be met.

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 petition for readmission until another semester of nonattendance has elapsed (not including summer session).

Academic Renewal

A student may petition the Academic Review Board to have "F" grades disregarded from inclusion in the unit totals and grade points as listed on the permanent record. Prior to petitioning for the renewal of an "F" grade, conditions (1) **and** (2) below must be met.

- (1) Fifteen or more semester units of lower division college work with a 2.5 ("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 "F" grades were earned.
- (2) At least three years must have elapsed since the "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 on forgiveness of "F" grades will reside with the Dean, Admissions and Records.
- (3) A maximum of 12 units may be renewed.

The "F" grade for which academic renewal is approved remains on the student's transcript per Title 5 regulations.

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 after the second 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:
$$\frac{\text{Progress Percentage equals Total Units with "W," "I," and "NC" divided by}}{\text{Total Units Enrolled.}}$$

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 (not including summer semester). A petition for readmission is required prior to enrollment and is available from the Admissions and Records Office, Room 107. Approval for readmission will specify conditions and requirements to be met.

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 petition for readmission until another semester of nonattendance has elapsed (not including summer semester).

Unit Limitation

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

Remedial Coursework Limit

"No student shall receive more than 30 semester units (or 45 quarter units) of credit for remedial coursework." Title 5, Section 55756.5 (b). "Remedial coursework" refers to precollegiate basic skills courses.

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 only be assigned by the Dean, Admissions and Records. 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 or over the Web. Students withdrawing after the final drop date must bring documentation of approved extenuating circumstances to the Registration Office, Room 107, 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 several formats:

On-line 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.

Hybrid-a combination of online (49%) and classroom instruction (51%). Requires access to a computer with an email account and/or the Internet.

Simulcast- students are in a classroom with the instructor which is then simulcast "live" using a medium which provides an immediate opportunity for exchange between participants on another campus.

Correspondence-Text one way.

COS distance learning courses transfer to four year colleges and universities exactly like traditional classes held on campus. The coursework is equally rigorous. It is 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://www.cos.edu> or contact our Distance Education Coordinator in the COS Learning Resource Center (Lodgepole Building).

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.



Marvin Turk, Division Chair and Counselor with Student

Counselors at College of the Sequoias provide complete educational and career guidance services. They meet with students on an individual basis for a range of purposes; interpreting the assessment scores, recommending further assessment/testing, determining specific courses for immediate and future registration and developing a Student Educational Plan, which reflects the current goal of the student and identifies needs for referrals and services.

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.

Students' 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 Life and Leadership 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. Students' 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 California Education Code, Title 5 regulations, and the Code of Ethic 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 Dean 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 appeal the decision.

- (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.

Records may also be released without the student's written consent for the following reasons: (a) pursuant to a court order or lawfully issued subpoena; (b) a federal court order concerning an investigation or prosecution of terrorism; (c) to authorized representatives of state or federal agencies where that information is necessary to audit or evaluate state or federally supported programs; (d) other public or private schools where the student seeks to enroll; (e) to agencies or organizations in connection with a student's application for, or receipt of, financial aid; (f) to organizations conducting studies

for accrediting organizations or educational agencies; (g) in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons; and (h) to federal military for the purposes of recruitment.

- (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

(BOARD POLICY 4115)

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of unlawful discrimination and harassment including sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of all other forms of unlawful discrimination and harassment, including that which is based on any of the following statuses: ethnic group identification, race, color, religion, ancestry, national origin, physical or mental disability, sex (i.e., gender), sexual orientation, or the perception that a person has one or more of the foregoing characteristics. It is also illegal to retaliate against any individual for filing a complaint of unlawful discrimination or harassment or for participating in an investigation regarding such a complaint, and retaliation constitutes a violation of this policy. Sexual harassment violates state and federal laws, as well as this policy, and will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature when:

1. submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
2. submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
3. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or education environment; or
4. submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic

Students Rights and Responsibilities

standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education activities to counter discrimination and minimize and eliminate a hostile environment that impairs access to equal education opportunity [E. C. 66252].

The District shall follow the procedures that define unlawful discrimination and harassment, including sexual harassment, on campus. The District shall further follow negotiated procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding unlawful discrimination, and procedures for students to resolve complaints of sexual and other forms of discrimination and harassment. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

Prohibition of Unlawful Discrimination and Harassment (BOARD POLICY 4115)

Complaint Evaluation

When the District receives a formal, unlawful discrimination complaint filed on the form prescribed by the Chancellor's Office (see website, <http://zeus.sequoias.cc.ca.us/hrs/Personnel.html>), the District's representative will review the complaint form carefully to determine if it has been completed properly, if additional information is required, or if it is defective and must be rejected. This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

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:

1. are made, either explicitly or implicitly, a term or condition of an individual's educational status or employment;
2. are used as a basis for educational or employment decisions affecting such individual; or

3. 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:

1. 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.)
2. Continuing to express sexual interest after being informed that the interest is unwelcome.
3. 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.
4. 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.
5. 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.
6. 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 her/his 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, she/he 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

Students Rights and Responsibilities

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 may be made to the Chancellor of the California Community Colleges (§59338)*.

Further Appeal Options

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

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

Code of Student Conduct

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

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

Students 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 and the next class/activity 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 Dean of Student Services and 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.

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.** NONATTENDANCE DOES NOT RELEASE THE STUDENT FROM THIS RESPONSIBILITY.

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 through the Telephone Access System or online through Web Registration.

Eating

Eating is allowed in the Student Union (Carl's Junior, Tacos); the food courts 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 on Campus

The District has determined that smoking and use of tobacco products will be limited to designated areas only. The sale and advertising of cigarettes and tobacco products on the College campus is prohibited.

Any student or employee who violates this policy will be subject to disciplinary action.

In an effort to provide a healthy, productive work and learning environment, the Superintendent/President will assure that students and employees alike have access to information regarding programs that reduce tobacco product use initiation, reduce consumption, and/or support cessation efforts.

(Reference: Government Code 7596-7598; 19994.30-19994.33; Education Code 76030-76037.)

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 Life and Leadership Office for posting or distribution of any materials on campus. If there is any question of appropriateness, materials may be referred to the Dean of 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 the Student Life and Leadership Office.

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, caravans, 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.



Debbie Douglass, Coordinator, Student Life and Leadership

Associated Student Body

By becoming active in the COS Associated Student Body you will develop leadership skills in the following areas:

1. Team Building
2. Time Management
3. Conflict Resolution
4. Decision Making
5. Establish Goals and Objectives
6. Communication Skills
7. Public Relation Skills
8. Networking on Campus and in the Community

You can become a student representative on campus committees and have a voice on student issues by registering for IS 102AD, Student Government & Leadership. This class meets Tuesdays and Thursdays, 11 am to 12 pm. It is a two unit class.

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, Student Body Ambassador, and Student Board of Trustees member.

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

Bookstore- The "Official" Campus 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 college memorabilia.

The COS Bookstore encourages you to visit the bookstore before the semester begins. Textbooks are arranged by department, course, instructor, and section number. Textbooks are priced on the shelf tags below the books. The COS Bookstore also offers different options for purchasing textbooks:

Buy your textbooks online! <http://bookstore.cos.edu>
Sign up for FACTS - Textbook Payment Plan

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

Terms

Refunds : Dates will be posted each semester.

Refunds or exchanges for books purchased for short-term classes must be returned on or before the first day of class; a COS Bookstore receipt must be presented for any refund or exchange; new books must be in perfect condition to return; a refund will not be issued if books are written in, unwrapped, soiled or stickers are removed.

Buy Back Policy

You can sell your books back at the COS Bookstore. Wholesale prices may be offered during the semester. At the end of the semester, your books may be worth up to 50% of the new price IF they are being used again on campus AND the bookstore needs additional quantities. If

the bookstore does not need your book, a wholesale price MAY be offered.

Dates and times will be posted at the bookstore and around campus. The bookstore cannot guarantee the buy back of any book at any time.

The staff at the COS Bookstore is here to serve you. If you have any questions or requests, please feel free to contact the Bookstore by phone at 730-3751 or by email.

Dorianna Mendieta, Bookstore Manager

doriannam@cos.edu

Karyl Johnson, Bookstore Operations Coordinator

karylj@cos.edu

Josie Cote, Special Accounts, Programs & Scholarships

josiec@cos.edu

Jim Anderson, Shipping & Receiving

jima@cos.edu

CalWORKs

The CalWORKs program assists welfare recipient students and those in transition off of welfare to achieve long-term self-sufficiency through coordinated student services including: academic, vocational, & personal counseling, advocacy on welfare to work related issues, CalWORKs peer support groups, CalWORKs work study, job placement assistance, paid child care assistance, and referrals to on & off campus resources. For further information, students may call (559)730-3864, visit the Student Development Center (Bldg. 33), or check the web at www.cos.edu/calworks.

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 the Campus Police Office.

Students wishing to park on campus must pay a fee for a semester parking permit. The cost is \$20 for full-time and part-time students. Permits must be paid for at the Cashier's Office. Business hours are 7:45 a.m. to 4:30 p.m., Monday through Friday.

Students not wishing to purchase semester parking permit may purchase one-day parking passes for \$1.00 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:

1. Apply for parking refunds at the Cashier's Office in Room 102.
2. A \$3 service fee will be deducted from all full-time and part-time permit refunds.
3. Parking permits must be returned to the Cashier's Office before refunds will be processed.

4. A refund check will be mailed in 6-8 weeks.
5. 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 is accredited by the National Association for the Education of Young children. NAEYC administers the largest and most widely recognized accreditation system for all types of early childhood schools and childcare centers.

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 students, staff, and the public.

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 Life and Leadership Office located in the Student Center.

Any group which wants to be organized at COS must be chartered through the Associated Student Body. Forms are obtained in the Student Life and Leadership Office located in the Student Center.

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.

Cooperative Agencies Resources for Education (CARE)

The Cooperative Agencies Resources for Education (CARE) Program at College of the Sequoias (COS) serves Extended Opportunity Programs and Services (EOPS) students as they seek to break the welfare-dependency cycle by supporting them to complete college-level educational or training programs so that they may become more employable and economically self-sufficient.

For more information, please contact the CARE Office at the following address: College of the Sequoias, CARE Office, 915 South Mooney Boulevard, Room 108, Visalia, CA 93277; Telephone: (559) 730-3818; FAX: (559) 737-4860; or online: www.cos.edu/eops.

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

Student 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 our business office at 730-3726 and for emergencies ONLY call 730-3999.

Disability Resource Center

The Disability Resource Center provides individualized services to enhance students' access to, and achievement in, all classes and activities offered at COS.

The Disability Resource Center serves COS students with a variety of disabilities, including: students with mobility, vision and other health impairments; students with hearing and speech difficulties; students with learning disabilities that affect acquiring, storing and/or retrieving information; students who have acquired brain injuries; developmentally delayed learners with potential for measurable achievement in college; and students with psychological disabilities.

Services include: alternate media (audio, Braille, large print, tactile graphics); assessment (Ability to Benefit, competency, learning disability, placement); assistance with taking notes and test, disability--related counseling; equipment loan (Alpha smarts, luggage carts, tape recorders and more); liaison/referral both on and off-campus; Sign Language interpreters; special classes (academic support, adaptive computer technology, adaptive PE, and learning skills); special parking, and more.

Extended Opportunity Programs and Services (EOPS)

The Extended Opportunity Programs and Services (EOPS) at College of the Sequoias (COS) has been charged with the responsibility to recruit and successfully retain college students of educationally and socioeconomically disadvantaged backgrounds from throughout Kings and Tulare Counties. The primary purpose of the EOPS Program is to prepare students to transfer to a four-year university or complete an Associate's Degree of vocational certificate in order to acquire meaningful employment as a result of their educational experience at COS.

For more information, please contact the EOPS Office at the following address: College of the Sequoias, EOPS Office, 915 South Mooney Boulevard, Room 108, Visalia, CA 93277; Telephone: (559) 730-3818; FAX: (559) 737-4860; or online: www.cos.edu/eops.

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 105 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 Tacos 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 Life and Leadership 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 Life and Leadership Office located in the Student Center or call 730-3736. The Housing Bulletin Board is located in the breezeway. There are no dormitories on campus.

Instructional Media Services

Hours:

Monday through Thursday	7:30 a.m. to 6 p.m.
Friday	7:30 a.m. to 4:30 p.m.

Located on the ground floor of the Instructional Media Center building, Instructional Media Services provides audiovisual materials and equipment to faculty, staff and students. A student media lab is available for students to view videos, DVD or tape, and listen to audio cassettes and CDs as assigned by instructors. In addition, IMS offers AV equipment for check out, makes overhead projector transparencies and edits video projects.

IMS operates a full function TV Studio and supports a TV Production class. Two state-of-the-art distance education classrooms are maintained and operated by IMS.

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 Resource Center

Learning Resource Center

Monday through Thursday	7:30 am - 8:00 p.m.
Friday	7:30 am - 4:00 p.m.
Saturday	12:00 pm - 4:00 p.m.

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

In the fall of 2004 College of the Sequoias opened its new Learning Resource Center. It is a state-of-the-art facility equipped to meet the needs of students and faculty in the Information Age. Its 53,000 square feet of floor space has everything that a traditional library has and much more.

On the first floor there are over 100 computers for student use, some in the Computer Commons and others in the Tutorial Center. In the Tutorial Center students can receive assistance from a trained student tutor or use computer based tutoring programs. Online catalogs provide access to the book collection.

Staff members are available at strategic locations to assist students in navigating this hi-tech world. Reference librarians are available for research assistance, and the circulation staff assists with the check-out and check-in of books and other resources. The Computer Commons staff assists students using the computers. Also located on the first floor are current periodicals, the reference and legal collections, and listening and viewing stations for microforms. And when students are done researching and doing their school work, there is a lounge area where they can go to just relax and read a good book.

The second floor holds most of the book collection, as well as bound volumes of back issues of periodicals. There are also tables, study carrels, and group study rooms where students can find a quiet place to work or read. There are two classrooms, one a distance learning classroom and the other a library classroom. Both of these rooms have the latest computer and audiovisual equipment. A meeting room and staff work area round out the second floor.

At College of the Sequoias' Learning Resource Center students will find a welcome atmosphere for learning. They will find the ideal combination of up to date instructional technology, print and online resources, and personal service to help them achieve their educational goals.

Limited library services are also available at the Hanford Center. Students can access the COS computer catalog and use it to request delivery of up to four books per week to the Hanford Center.

Computer Commons

The Computer Commons is located in the Learning Resource Center.

Computer Commons Hours*

Monday through Thursday	8:00 am - 8:00 p.m.
Friday	8:00 am - 4:00 p.m.
Saturday	12:00 pm - 4:00 p.m.

The Computer Commons* is closed during holiday weekends **and** school breaks. Summer school hours will be posted at the entrance.

The Computer Commons, with 72 computers networked with a wide variety of library resources and course tutorials, plus word processing, graphic, and spread sheet applications, Internet access, and Blackboard is open to all COS students, faculty and staff once they've registered for a free account. Librarians and Computer Commons staff are on hand if students need help in registration. Guidelines for appropriate Computer Commons computer use are posted in the Computer Commons. Computer Commons computers are for instructional use only-- games are not permitted.

LISTO Program

LISTO (Liberal and Integral Studies for Transfer Opportunity) is a program dedicated to academic achievement to facilitate transferring successfully to a four-year university. LISTO is a word that can be translated as "Ready" or "Smart" in Spanish--a fitting acronym to represent the goals of the program. The program is targeted toward low-income students who may need assistance transitioning to post-secondary education. Participating in LISTO involves enrolling in specific learning communities that help build academic and social networks between students, faculty and staff. Students also enroll in concurrent courses designed to accelerate the transfer process to a four-year university. During the next five years LISTO will also be establishing SMART classes, interactive classes offered through interactive media, in conjunction with Porterville College. For more information, please see our website at www.cos.edu.listo.

California Mini-Corps Program

The California Mini-Corps Program is designed to assist college students who are interested in teaching and would like to dedicate their professional careers to helping migrant students who are enrolled in elementary through high school. The two primary objectives of the program are: (1) to provide instructional services to migrant pupils who are failing or at risk of failing and have experienced an interrupted school year; and (2) to increase the number of bilingual teaching professionals who are sensitive to the needs of migrant children.

For more information, please contact the California Mini-Corps Program at the following address: College of the Sequoias, California Mini-Corps Program, 915 South Mooney Boulevard, Laurel House, Visalia, CA 93277; Telephone: (559) 730-3958.

Orientation Services

Orientation is a required activity for all newly matriculated students at College of the Sequoias. A comprehensive orientation program includes general information and runs approximately one hour for which each student will earn a half unit of credit and be charged for a half unit, \$13.00. Non-resident students must pay the half unit fee of \$13.00 plus the \$78.50 nonresident fee. The student orientation may be viewed on-line at www.cos.edu. The questionnaire and information which appear at the end of the orientation must be completed and submitted electronically to receive credit for the orientation. Following application, assessment, and orientation, a student may contact the counseling office to arrange a meeting with a Counselor for the development of a Student Education Plan. A student is then ready to register for classes either on-line at www.cos.edu or by telephone at (559) 737-6101. Telephones and computers are available for use with the COS matriculation process in Room 156. A matriculation exemption is granted if the student has previously participated in a COS orientation, or is transferring to COS from another college; or is enrolling in six units or less and has no plans to obtain a degree, certificate, or participate in a transfer program.

Puente Project

What is the Puente Project?

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 their communities as leaders and mentors to succeeding generations. Puente students sign up for a transfer program that will help them to develop necessary skills to accomplish their goals.

There are four main components to the program:

English instruction: Puente students will be enrolled in two consecutive accelerated writing courses-English 251 for the fall semester and English 1 in the spring. Both courses focus on Latino authors, culture, and issues.

Counseling: Puente students work closely with their Puente counselor until they graduate. The counselor tracks their progress and helps students to make the right choices through their college experience. In addition to the English courses, students will enroll concurrently in Human Development 120AB, a study skills course.

Mentoring: Each Puente student will be paired with a mentor from the professional community. Students will be required to meet with mentors on a regular basis for sharing of experiences, job shadowing, and networking.

Activities: Puente students are required to attend a statewide conference and to take field trips to a variety of UC campuses, attend lectures, plan social events, and become involved in the Puente Club events. Students considering applying to enter the program should work no more than 20 hours per week, so that they will be able to take advantage of all the project has to offer. Students will be asked to be available on some Thursday evenings for program activities.

For more information contact: Teresa Guadiana, Counselor (559) 730-3957; teresag@cos.edu or Joni Jordan, English Instructor (559) 730-3957; jj@jonijordan.com.

Scholarship Program

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

Eligibility information, applications, and a Scholarship Directory may be obtained from the Scholarship Office located in Room 416. 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 Life and Leadership Office in the Student Center, Room 123.

Student Employment Office

College of the Sequoias offers on and off-campus student employment. Numerous off-campus jobs in local businesses are listed in the Transfer/Career Center/Student Employment Office, along with on-campus, temporary, part-time student worker positions. Student help is

funded by various departments and programs, including Federal Work Study, CalWORKSs Work Study and EOPS Work Study. For more information, contact Work Study Specialist, Dianna Favor at 730-3856, located in the Transfer/Career Center/Student Employment Office, Room 106.

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 \$13 health fee is charged to all COS students enrolled in units for Fall and Spring semester classes and an \$10 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 services include: regularly scheduled visits by representatives from four-year colleges and universities; workshops; assistance with completing applications; and catalogs and a reference library. The Center is located in the Student Services Center, Room 106. You can contact the Center by calling (559) 730-3730.

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 Learning Resource Center and is open from 7:30 a.m. to 8:00 p.m., Monday through Thursday and from 7:30 a.m. to 4:00 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 Veterans' Office at (559) 730-3854 or visit Room 4 to receive information regarding required forms and procedures.

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.

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: Federal, CalWORKS, and EOPS. 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 Student Employment Office, Room 106.



Learning Resource Center

In the Fall of 2004 College of the Sequoias opened its new Learning Resource Center. It is a state-of-the-art facility equipped to meet the needs of students and faculty in the Information Age. Its 53,000 square feet of floor space has everything that a traditional library has and much more.



Karen Roberts, Division Chair
Nursing and Allied Health

Division Chairs for each division are elected by their peers and then appointed by the Superintendent/ President. Not only are they instructors at the College, they play a major role in planning at the College. By design, the duties of Division Chairs are to foster and assist in representing to administration information and concerns, and goals of the members of the division. A few of their responsibilities are the coordination of division committees; facilitate faculty input to schedule building and course selection; provide orientation for new staff members in division related matters; assist and advise members of the division in the preparation and monitoring of the division budget and on the purchase of technical or instructional materials; and represent the College to the community.

Divisions

Agriculture

David DeSilva, Chairperson

Agriculture is the largest industry in California. College of the Sequoias is nestled against the foothills of the scenic Sierra Nevadas, in the heart of Tulare County, which is among the top agriculture-producing counties in the nation.

A wide variety of educational and career opportunities is available for all agriculture students at COS, including Vocational and Skill Certificates, Associates Degrees and general education classes in preparation for transfer to a four-year college or university. The Agriculture Program at COS also offers evening, short-term and online classes designed for individuals who seeks to upgrade existing skills.

Faculty in the Agriculture Program are experts in their disciplines and are dedicated to helping students learn. Adjunct faculty are practicing professionals in their fields whose teaching abilities and expertise enhance the educational experience for all students.

Supervised work experience is an integral part of instruction in the Agriculture Program and provides interaction with professionals in many areas of the industry.

The College serves as the headquarters for the Collegiate Agriculture Leadership Conference, which offers leadership training for students and a statewide competition in a variety of skill-based training. Clubs representing every agricultural major are an important and active presence on campus. They include, among others, Ag Council, Ag Ambassadors, Ag Business Ag Technology, Livestock, Airy, Equine, Ornamental Horticulture, Floriculture and Plant Science. Students may also participate in Livestock and Dairy Judging Teams or they may audition for the only community college Varsity Women's Equestrian Team in the State. By participating in clubs or other extracurricular activities, our students develop invaluable skills that will serve them throughout their lives.

We look forward to the relocation of the COS Agriculture Laboratory from its current facility in Visalia to a brand new facility in Tulare. Some construction on the lab has already begun. The completed farm lab facility will house livestock and equine facilities, a shared commercial dairy, a full-service plan nursery and green houses, acreage for varied student enterprise crops, as well as formal classrooms. The California Dairy Products Training Institute (CDPTI) operates a dairy processing plant.

Business

Lucy DeCaro, 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 is 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

Lucy DeCaro, Chairperson

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

Access
Excel
Word
Java
Visual BASIC
Windows/DOS
World Wide Web
Keyboarding Software
ProSeries Tax Preparation Software
Lexis Legal Research
FrontPage
InDesign
PowerPoint
QuickBooks

To meet the needs for computer experience, the Business Division offers both beginning and advanced course work. The classes are scheduled 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:

Accounting
Administrative Assistant
Banking (pending State approval)
Bookkeeping (pending State approval)
Business, General
Computer Applications/Computer Information Systems (pending State approval)
Computerized Office Procedures
Law Office Clerk/Receptionist
Legal Secretary
Marketing
Paralegal
Real Estate
Word Processing

Computerized office procedures certificates range from 17-38 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 prepare students for careers as paralegals. 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. The program includes work experience and assistance with job placement.

Consumer Family Studies

Beckee Hobson, 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 life styles, expand horizons, develop creative talents, explore alternate methods of using resources and update everyday skills and knowledge.

Areas of Study

The Child Development department provides courses leading to work in private child care programs and preschools and courses to earn a Child Development Permit for employment in state or federally funded programs. Additional course work is offered for infant/toddler care, administration for director qualifications, and for a Special Education option. Students may obtain a 24 or 26 credit certificate, an AS degree in Child Development and/or classes for a transfer option. Child Development 42 will fulfill a CSU, Area D and IGETC Area 4 transfer general education course; CFS 80 will fulfill a CSU Area E and IGETC Area 4 transfer general education course; and Child Development 39 will fulfill a CSU Area D or E and IGETC Area 4 transfer general education course.

The Nutrition and Culinary Department offers three culinary Certificates at 8, 14, and 21 units for students to obtain or upgrade employment in the food service industry. The Nutrition 18 course will fulfill the COS Area B (science) or E general education course for an AA/AS degree. NUTR 20 is a transfer course that will fulfill COS general education Area D, a CSU transfer Area D3, and IGETC transfer Area 4 general education course.

The Fashion program provides classes for persons interested in fashion merchandising, fashion design, clothing construction. These classes lead to an AA/AS degree and/or transfer to a four year program. Two vocational certificates: Fashion Design and Fashion Merchandising are available.

The Consumer Family Studies Division also includes Education courses. EDUC 150, Introduction to Teaching, fulfills the CSU Teacher Credential admission requirement for on-site school observation.

Fine Arts

Jeff Seaward, Chairperson

The Fine Arts Division includes the following Departments: Art, Dance, Drama, Music, Photography, and Speech Communication. The division actively sponsors a plethora of art shows, musical concerts, and plays providing students an avenue to express themselves in a variety of artistic endeavors.

The following Associate of Arts Degrees and Certificates are offered:

Associate of Arts Degree:

- Art
- Dance
- Dramatic Arts: Acting
- Dramatic Arts: Technical
- Music: Instrumental
- Music: Keyboard
- Music: Theory/Composition
- Music: Vocal
- Speech Communication

Certificate

- Commercial Art
- Commercial Music

Performing Arts Organizations

- Chamber Singers
- Commercial Music/Recording Studio
- Community Band
- Concert Band
- Concert Choir
- Dance Arts Productions
- Fall Plays
- Jazz Bands
- Music Theater
- Student One Acts
- Symphony Orchestra
- Youth Symphony

Industry and Technology

John Winterton, 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

Louise Culver, 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 an 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. 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 22-23) 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

Ross Rueger, Chairperson

The Mathematics Department consists of caring instructors who are dedicated to helping students at the College of the Sequoias reach their goals. The department offers basic math courses for remediation, general education courses, and courses designed for math, science, and engineering majors. An Associate Degree is offered in Mathematics which is designed to prepare students to transfer to a university with a solid foundation in mathematics. The department facilities include two computer labs which are available for walk-in use by students enrolled in math courses.

The Engineering Department offers the first two years of courses necessary for engineering students. 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. An Associate Degree in Engineering is offered which provides the solid foundation in engineering that universities desire in their transfer students. Engineering students are also frequently given the opportunity to participate in projects and competitions to enhance their coursework.

Nursing and Allied Health

Karen Roberts, Chairperson

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 Certificate; a Nursing Assistant Certificate; a Phlebotomy Certificate; a Pharmacy Technician Certificate and an Associate Degree Registered Nurse Major as well as a variety of courses designed to meet the health education needs of the community. Educational programs are planned to help students maximize their 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 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 held for all students interested in nursing education. Dates and times are available in the division office, the counseling office and on the division website.

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.

Physical Education

Irv Pankey, 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 and Wellness, 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.

Science

Dan Shelly, Chairperson

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

Science

Dan Shelly, Chairperson

The Science Division also offers a Natural Science course (NSCI 131). This course is specifically designed for Liberal Studies students who intend to transfer to CSU Fresno. It covers topics in chemistry and physics.

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.

Social Sciences

Debra Hansen, Chairperson

MISSION STATEMENT: "The Social Science Division instructional programs provide students with quality learning opportunities in 12 disciplines through a variety of teaching modalities, including traditional classroom instruction, online, TV and correspondence programs. The 12 disciplines are: Administration of Justice, Anthropology, Economics, Ethnic Studies, Geography, History, Human Services, Philosophy, Political Science, Psychology, Social Science, and Sociology. Student learning outcomes for all Social Science courses include enhancing each student's learning experience within the educational setting, promoting lifelong learning, preparing students for transfer to institutions of higher learning, preparing students for the workplace and in the community at large, and empowering students to improve their lives in their personal, civic and professional pursuits."

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.

Student Services

Marvin Turk, Chairperson

Mission Statement

The mission of Student Services is to empower students to achieve personal, academic and vocational success through self-evaluation, skillful decision-making, careful planning and commitment.

Student Services

Marvin Turk, Chairperson

Counseling

Counselors at College of the Sequoias provide complete educational and career guidance services. They meet with students on an individual basis for a range of purposes: interpreting the assessment scores, recommending further assessment/testing, determining specific courses for immediate and future registration and developing a Student Educational Plan, which reflects the current goal of the student and identifies needs for referrals and services. Students wishing to change their goal should see a counselor to revise their Student Educational Plan. 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 Interdisciplinary Studies 220 (college orientation) 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 provide an opportunity for students to develop career decision making and college success skills.

Disability Resource Center

The Disability Resource Center (DRC) works individually with students who have physical, communication, and learning disabilities, acquired brain injuries and psychological disabilities to enhance their access and success in classes and activities at COS.

Services include academic, personal and vocational counselling, specially designated parking, mobility assistance, note takers, extra time and other testing accommodations, and specialized equipment. The DRC offers courses through a learning skills lab, a high the center and an adaptive P.E. Program.

Other services include in-class sign language interpreters specialized tutoring and telephone equipment (TTY) for deaf and hearing impaired students.

Students with disabilities attending College of the Sequoias are able to receive instructional materials in alternate formats to assist them in achieving academic success. Alternate formats include audio, (books on tape, CD, or MP3), Braille, electronic text, large print, or tactile graphics (raised lines representing graphics, diagrams of pictures). In addition, members of the community who have disabilities may request COS publications in alternate formats.

Through the provision of these services, the DRC attempts to maximize the student's potential and to facilitate success in college.

Extended Opportunity Programs & Services (EOPS)

Extended Opportunity Programs and Services (EOPS) 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.

Student Services
Marvin Turk, Chairperson

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.

Puente Project

The Puente Project counselor provides services to educationally underserved students in order to increase their opportunity to transfer to a university and become future leaders in their communities. The Puente counselor teaches courses, counsels students, and works with mentors in the community.

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 Transfer/ Career Center or call 730-3742.



William Garcia, Director,
Extended Opportunity Programs and
Services/Cooperative Agencies
Resources for Education

Washington, D.C., June 26, 2007, College of the Sequoias administrator, William Garcia, was recognized as an E. (Kika) de la Garza Fellow in the U.S. Department of Agriculture's (USDA'S) Hispanic-Serving Institutions National Program (HSINP). Mr. Garcia is one of 20 administrators/faculty from Hispanic-Serving educational institutions so name.

The USDA fellows program was established in 1998 as part of the USDA-Hispanic Association of Colleges and Universities (HACU) Leadership Group, a national body appointed by the Secretary of Agriculture and the President of HACU, a San Antonio, Texas-based associated founded in 1986. The goal of the program is to advance USDA's relationship with participating HSIs and enhance fellows' professional growth, while fostering workforce diversity and strengthening the nation's capacity to provide high quality education and increased opportunities for Hispanic-Americans.

Fellows, who were selected by the USDA through a competitive process, work collaboratively with USDA scientists and managers in Washington, D.C. to learn more about research and management issues and to collaborate with the USDA on food security, biotechnology, landscape horticulture and agribusiness.



Greg Keen, Articulation Officer

What is ASSIST?

ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. **ASSIST** is the official repository of articulation for California's colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California.

The **ASSIST** acronym stands for Articulation System Stimulating Interinstitutional Student Transfer.

ASSIST is available at www.assist.org.

AA General Education Philosophy AS 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:

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

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:

1. 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. **Exception: ENGL 251 is the only English 200-level course that counts toward graduation.**
2. Completion of all courses required for the desired major (see major and certificate section of this catalog for specifics).
3. 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.
4. 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:
 1. Completion of a one-year high school Civics, U.S. History and/or Government course with a minimum grade of "C" or better in both semesters or
 2. Completion of HIST 17, 18, GOVT 5, or SSCI 276, or an equivalent course at an accredited college.
5. 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:**
 1. ENGL 1, 251, or BUS 184 at COS or an equivalent course at an accredited college with a grade of "C" or better.
 2. 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:**
 1. Score of 85 or higher on the COMPANION Reading Placement test.
 2. Score of 85 or higher on the CPT Computerized Reading Placement Test
 3. ENGL 1, 265AB at COS or an equivalent course at an accredited college with a grade of "C" or better.
 4. 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:
1. 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.
 2. 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.
 3. Pass Math competency exam with a successful score (at least 70 percent)
 4. 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
AG201
AGMT 102
BUS 20, *25, 119, 295
COMP 5, 6, 7
ENGL 2
ITEC 201
JOUR **7
GOVT **7, *25
PHIL 20, 25
COMM 1, 4, 5, 7, 8, 112
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 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, 70, 71, 120, 121AC
ART (1-299)**
BUS* 185
CFS *6, *7
DRAM (1-299)
ENGL 4, 10, 15-46, 253
ETHN #1, #2, #3, #4
FOREIGN LANGUAGES (1-299)
HIST #25
ITEC *185
INTD 121, 124
LING 10, 111
MUS (1-299)
OH 111
PHIL (1-299)
PORT 1, 2
SPAN 12
WELD *105AC
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; WELD 105AC same as ART 105AC

ETHN 1, 2, 3, 4 & HIST 25 CAN BE COUNTED IN ONE area ONLY C or D

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, 5
FASH 179
GEOG 2, 3
GOVT 5, ##7, *25
HIST 4, 5, 17, 18, 23, 24, #25
JOUR ##7, 120
NUTR **20
PSY 5, **39
SSCI 276, **136, 10
SOC 2
COMM 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)

** NUTR 20 and CHLD 39 (same as PSY 39) and CFS 136 (same as SSCI 136) can be counted in one AREA ONLY (D or E)

ETHN 1, 2, 3, 4 & HIST 25 can be counted in one AREA ONLY (C or D)

JOURN 7 (same as GOVT 7) can be counted in one AREA ONLY (D or A2)

AA AS Requirements for Graduation

AREA E EXPLORATION

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

CHLD **39
COMP 1-299
CFS 80, *26, **136, 186
ENGL 14AB
HW 1, 7, *60, 104, *119
LIBR 102
NURS 106
NUTR #18, **20, *119
PARA 101, 102
PSY 1, 10, **39, 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.)

* HW 60 same as SMED 60; HW 119 same as NUTR 119 and PE 119; SOC 26 same as CFS 26

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

** NUTR 20 and CHLD 39 (same as PSY 39) and CFS 136 (same as SSCI 136) 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. **Note: Except for ENGL 251, English 200-level courses do not count toward the Associate degree.**

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 of 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



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:

- 1 Selecting a career goal
- 2 Selecting an appropriate major to meet your career goal
- 3 Selecting an appropriate college or university
- 4 Planning and completing an appropriate transfer program
- 5 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

Some campuses may restrict enrollment of lower division transfer students due to heavy enrollment pressure. You are eligible for admission with fewer than 60 transferable semester (90 quarter) units if: you have a grade point average of 2.0 (C) or better in all transferable units attempted, are in good standing at the last college or university attended, and meet the admission requirements for first-time freshmen, i.e., you have completed with a grade of "C" or better each of the courses in the comprehensive pattern of college preparatory subject requirements and have a qualifiable eligibility index. If you do not complete all the subject requirements in high school, appropriate college courses may be used to make up the missing subjects. Nonresidents must meet the eligibility index for nonresidents.

Some campuses may require lower-division transfer students to have completed English composition and general education mathematics prior to transfer. Contact your campus of choice to determine whether there are admission limits on the number of lower-division transfer students.

Upper Division Transfer Requirements

If you have completed at least 60 transferable semester (90 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 if:

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); most CSU campuses require completion of these four courses by Spring for Fall transfer, and by Summer for Spring transfer.

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.

General Education Certification for Transfer to CSU

**THE
CALIFORNIA STATE
UNIVERSITY**

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

**AREA A
ORAL AND WRITTEN COMMUNICATION
AND CRITICAL THINKING
(9 UNITS MINIMUM)**

Choose one course from each section.

- A1** Oral Communication COMM 1, 4, 7, 8, ##112
- A2** Written Communication ENGL1
- A3** Critical Thinking ENGL 2, PHIL 25, 20;
 BUS #25*, COMM 5

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

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

BUS 25 same as AJ 25 and GOVT 25

COMM 112 same as BUS 112

**AREA B
NATURAL SCIENCES AND MATHEMATICS
(9 UNITS MINIMUM)**

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

- Group 1 (B1) Physical Science**
AG 4, ASTR 10; GEOG 1, 11; CHEM 2, 20, 21, 30;
GEOLOGY 1, 4, 12, MET 1; PSCI 20;
PHYS 5, 6, 7, 20, 21
- Group 2 (B2) Life Science**
BIOL 1, 2, 20, 21, 22, 25, 30, 31, 40, 60;
ANTH 11; PLSI 1
- Group 3 (B4) Mathematics**
MATH 10, 11, 21, 45, 61, 62, 70, 75, 76, 77,
80, 81, 154; BUS 20, 119

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

**AREA C
ARTS, LITERATURE, PHILOSOPHY
AND FOREIGN LANGUAGE
(9 UNITS MINIMUM)**

The nine units must include at least one course from Groups 1 and 2.

- Group 1 (C1) Arts (Art, Dance, Music, Theatre)**
ART 1, 2, 3, #4, #5, #6, #7, 8
CINA 31, 32, DRAM1, 2, 3, 6*, 8, 9;
MUS 1, 4, 5, 6, 7, 10, 11, 13
- Group 2 (C2) Humanities (Philosophy, Foreign Language)**
AJ 123
ASL 1, 2, 3, 4
BUS# 185
ETHN 1*, 2*, 3*, 4*
FREN 1, 2, 3, 4,
HIST 25*
LING 10, 111
PHIL 1, 5, 12, 13, 14, 17
PORT 2
SPAN 1, 2, 3, 4, 22, 23, 24
ENGL 4, 10, 15, 16, 17, 18, 19, 25, 30, 31, 44, 45, 46
SPAN 12, DRAM 6*

ART 4, 5 same as ANTH 4, 5; ART 6, 7, same as CFS 6, 7; BUS 185 same as ITEC 185.

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

THE CALIFORNIA STATE UNIVERSITY

General Education Certification for Transfer to CSU

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

**AREA D
HISTORICAL, POLITICAL, AND
ECONOMIC INSTITUTIONS
(9 UNITS MINIMUM)**

The nine units must include at least one course from from Groups 1 and 2.

**GROUP 1 (D8) AMERICAN INSTITUTIONS
GOVT 5**

**GROUP 2 (D6) AMERICAN INSTITUTIONS
HIST 17, 18**

GROUP 3

- (D1): ANTH 10
- (D2): ECON 1,2, AGMT 1
- (D3): ETHN 1*,2*,3*, 4*,5
- (D4): SSCI 10
- (D5): GEOG 2,3
- (D6): HIST 4, 5, 23, 24, 25*
- (D7): PSY 5, COMM 9, NUTR 20*
- (D8): GOVT #7, BUS #25*
- (D9): CHLD #39, 42, PSY#39
- (D0): AJ 11, 114, SOC 2, 23, 43

CHLD 39 same as PSY 39; GOVT 7 same as JOUR 7; BUS 25 same as AJ 25 and GOVT 25.
* Courses with asterisks can be counted in ONE AREA ONLY.

**AREA E
UNDERSTANDING AND
SELF-DEVELOPMENT
(3 UNITS MINIMUM)**

PSY 1, 10, 133; SOC 1, #26; NUTR 18, 20*; CFS 80, #26, #136,186; ENGL 14AB; HW 1, 7, 104; NURS 106, SSCI #136.

SOC 26 is the same as CFS 26;
CFS 136 is the same as SSCI 136.
* Courses with astericks can be counted in ONE AREA ONLY.

American Institutions Requirement

All CSU graduates must complete coursework in U.S. History, Constitution, and American Ideals as required by Section 40404 of Title 5 of the Administrative Code. This requirement may be fulfilled at COS for 22 of the 23 CSU campuses by completing GOVT 5 and either HIST 17,18 as part of the General Education Certification. Some CSU campuses will not allow these courses to meet both the general education requirement and the American Institutions requirement. See a COS counselor for details.

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

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM FOR TRANSFER TO CSU AND UC

AREA 1

ENGLISH COMMUNICATION

(CSU-SELECT ONE COURSE FROM EACH GROUP -9 UNITS MINIMUM)
(UC-SELECT ONE COURSE FROM GROUP A AND ONE COURSE FROM GROUP B -6 UNITS MINIMUM)

- Group A** **English Composition**
1 course, 3 semester units
ENGL 1
- Group B** **Critical Thinking-English Composition**
1 course, 3 semester units
ENGL 2, PHIL 25
- Group C** **Oral Communication (CSU Requirement Only)**
1 course, 3 semester units
COMM 1, 8

AREA 2

MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

(1 COURSE, MINIMUM, 3 SEMESTER UNITS)

MATH 21*, 70, 75, 76, 77, 80, 81; BUS 20*

AREA 3

ARTS AND HUMANITIES

(SELECT AT LEAST 3 COURSES, WITH AT LEAST ONE COURSE FROM GROUP A AND ONE COURSE FROM GROUP B.)

- Group A** **Art**
ART1, 2, 3, #4, #5*; MUS 4*, 5*, 6, 7, 10, 11; 13
DRAM 1, 6**, 8, 9
- Group B** **Humanities**
ASL 3
ENGL 4, 10, 15, 16, 17, 18, 19, 25, 30, 31, 44,
45*, 46
ETHN 1**, 2**, 3**, 4**
HIST 4, 5, 17+, 18+, 23, 25
LING 10
PHIL 1, 5, 12, 13, 14, 17
SPAN 3*, 4*, 12, 23*, 24*
FREN 3, 4
DRAM 6**, 60

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

** Courses may be counted in ONE AREA ONLY

ART 4 and 5 are the same as ANTH 4 and 5.

AREA 4

SOCIAL AND BEHAVIORAL SCIENCES

(MINIMUM OF 9 SEMESTER UNITS)

Select at least three courses from at least two disciplines.

AGMT 1; ANTH 10
CFS 26#, 80
CHLD 39#, 42
ECON 40, 50
ETHN 1**, 2**, 3**, 4**, 5
GEOG 2, 3
GEOL 4
GOVT 5+, 7#, SOC 1, 2, 26#
HIST 24
JOUR 7#
NUTR 20
PSY 1, 5, 10, 34, 39#
SOC 1, 2, 23, 26#, 43
SSCI 10
COMM 9

GOVT 7 is the same as JOUR 7

PSY 39 is the same as CHLD 39

CFS 26 is the same as SOC 26

** Courses may be counted in ONE AREA ONLY

AREA 5

PHYSICAL & BIOLOGICAL SCIENCES

(MINIMUM 2 COURSES, 7-9 SEMESTER UNITS)

SELECT AT LEAST ONE COURSE EACH FROM GROUPS A AND B. AT LEAST ONE COURSE MUST INCLUDE A LABORATORY. (LABS ARE UNDERLINED)

Group A Physical Sciences

CHEM 1*, 2*, 5, 12*, 13*, 20*, 21*, 30*,
PHYS 5*, 6*, 7*, 20*, 21*
ASTR 10; GEOG1, 1L; GEOL 1L, 12
MET 1; PSCI 12*, 20*

Group B Biological Sciences

BIOL 1, 2, 20*, 21*, 22*, 30, 31, 40, 60;
ANTH11

**INTERSEGMENTAL
GENERAL EDUCATION
TRANSFER CURRICULUM
FOR TRANSFER TO
CSU AND UC**

Language Other Than English
(UC Requirement only)

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

- ASL 1,2,3,4**
- FREN 2,3,4**
- PORT 2**
- SPAN 2,3,4,22,23,24**

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

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

GROUP 1
GOVT 5+

GROUP 2
HIST 17+, 18+

- * *Indicates that number of transfer units may be limited by UC. Please consult the "University of California Transfer Course List," located in this catalog for transfer unit limitations.*
- + *If course is used to meet the CSU Graduation Requirement in U.S. History, Constitution, and American Ideals it can NOT also be used to meet IGETC Requirements.*

CSU

UC

Catalog Rights

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

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

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

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

Priority Application Filing Period

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

**UNIVERSITY
OF
CALIFORNIA**

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

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

Eligibility for Transfer

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, or were identified by the University during the senior year in high school as being eligible under the Eligibility in the Local Context (ELC) Program, 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 15-course Subject Requirement, you must take transferable college courses in the missing subjects, earn a "C" or better in each required course and maintain a 2.0 GPA in all transferable coursework to be eligible for transfer.
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 60 semester (90quarter) units of transferable college credit with a grade point average of at least 2.4 (2.8 for nonresidents); NO more than 14 semester/21 quarter units may be taken (pass/not pass), and;
 - b. Complete the following seven transferable college courses, earning a grade of "C" or better in each course:
 1. two transferable college courses (3 semester or 4-5 quarter units each) in English composition, and;
 2. one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning, and;
 3. 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 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.)
(a) History/Social Science	Two Years	For a deficiency in U.S. History/Civics/American Government, a transferable college course of three 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 three or more semester units in world history, cultures, and geography.
(b) English	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 include substantial composition.
(c) Mathematics	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.
(d) Laboratory Science	Two Years	For each year of deficiency, a transferable course in a natural (physical or biological) science with at least 30 hours of laboratory (not "demonstration").
(e) Language Other than English	Two Years	To clear entire deficiency, any transferable course or courses held by the college or university to be equivalent to two years of high school language (excluding conversation).
(f) Visual and Performing Arts	One Year	Any transferable (3) semester (4) quarter unit course that clearly falls within one of four Visual/Performing Arts disciplines: dance, drama/theater, music or visual art.
(g) College Preparatory Electives	One Year	One transferable course beyond those listed above as clearing any of the "a-f" 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 three or more semester (4 or more quarter) units in history, social science, or visual and performing arts.

*** For students transferring to UC in Fall 1998 and later ALL college courses used to clear Subject Requirement deficiencies must be transferable 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>Accounting 1, 2</p> <p>Administration of Justice 11, 13, 14*, 25*</p> <p><i>* 14 and 25 combined: maximum credit allowed: one course</i> <i>NOTE: AJ 25 same as GOVT 25 and BUS 25</i></p> <p>Agriculture 1, 3, 4</p> <p>Agriculture Management 1</p> <p>American Sign Language 1, 2, 3, 4</p> <p>Animal Science 1, 2AB, 22</p> <p>Anthropology 4, 5, 10, 11</p> <p><i>NOTE: ANTH 4, 5 same as ART 4, 5.</i></p>	<p>Architecture 10, 11, 20, 21, 70, 71</p> <p>Art 1, 2, 3, 4, 5, 6, 7, 8, 9, 10AD, 11AD, 12AD, 13AD, 15, 16AC, 17AD, 18AD, 23AD*, 25AD#, 32AD</p> <p><i>*Maximum credit, 6 units</i> <i>#Maximum credit, 6 units</i></p> <p><i>NOTE: ART 4 and 5 same as ANTH 4, and 5; ART 6 & 7, same as CFS 6 & 7.</i></p> <p>Astronomy 10</p> <p>Biology 1, 2, 20+, 21, 22, 25, 30, 31, 40, 60*</p> <p><i>+No credit for BIOL 20 if taken after BIOL 1</i> <i>*No credit for BIOL 60 if taken after BIOL 1 or 2</i></p> <p>Business 18, 20*, 25, 82</p> <p><i>* BUS 20 and MATH 21 combined; maximum credit allowed, one course</i> <i>NOTE: BUS 25 same as AJ 25 and GOVT 25.</i></p>	<p>Chemistry 1*, 2*, 12, 13, 20*, 21*, 30*</p> <p><i>*1, 2, 20, 21, and 30 combined: maximum credit: 2 courses.</i></p> <p>Child Development 39, 42</p> <p><i>NOTE: CHLD 39 same as PSY 39</i></p> <p>Consumer/Family Studies 6, 7, 26, 80</p> <p><i>NOTE: CFS 6 & 7 same as ART 6 & 7; CFS 26 same as SOC 26</i></p> <p>Cinema Arts 31, 32</p> <p>Computer 5, 6, 7, 8, 9</p> <p>Computer Science 1, 2</p> <p>Dance 6AD, 8AD, 10AD, 12AD, 13AB, 16AB, 41AD <i>NOTE: DANC 41AD same as MUS 97AD and DRAM 20AD.</i></p>
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Transfer Course List

Drama

1, 2, 3, 4, 5, 6, 8, 9, 11AD, 12AB, 13AB, 14AB, 15AB, 16AB, 17AB, 18AB, 19AD, 20AD, 21AD, 22AD, 30AB, 40AB, 60

Earth Science

1

Economics

1, 2

Engineering

1, 2, 3, 4, 7

English

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

Ethnic Studies

1, 2, 3, 4, 5

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, 23, 24, 25

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 31AD
See PE () for limitation

Journalism

1, 7, 20

Linguistics

10

Mathematics

10**, 11**, 21*, 45, 70, 75, 76, 77, 80, 81
*21 and BUS 20 combined: maximum credit allowed, one course
**10 and 11 combined: maximum credit allowed, one course

Meteorology

1

Music

1++, 4++, 5++ 6, 7, 10, 11, 13, 20, 21, 22AD, 23AD, 30AD, 31AD, 32AD, 34AD, 35AD, 36AD, 40AD, 41AD, 50AD, 53AD, 54AD, 55AB, 56AB, 57AD, 60AD, 61AD, 62AD, 63AD, 65AD, 66AD, 72AD, 73AD, 74AD, 75AD, 76AD+, 90AD, 91AD, 92AD, 93AD, 94AD, 95AD, 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, 20

Ornamental Horticulture

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

Philosophy

1, 5, 12, 13, 14, 17, 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 89AD*
*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

20*
No credit for 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, 2

Psychology

1, 5, 10, 34, 39
Note: PSY 39 same as CHLD 39

Sociology

1, 2, 23, 26*, 43
*Note: SOC 26 same as CFS 26

Social Science

10

Spanish

1, 2, 3, 4, 12, 22*, 23*, 24*
*22 is equivalent to 2: maximum credit allowed, one course; 23 is equivalent to 3: maximum credit allowed, one course; 24 is equivalent to 4: maximum credit allowed, one course

Transfer Course List

**UNIVERSITY
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<p>Communication 1, 3, 4, 5, 7, 8,9</p>	<p>Sports Medicine 40*, 60+ +60 and HW 1 & 7 combined; maximum credit allowed, one course <i>NOTE: SMED 60 same as HW 60</i></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 16 CAN AG 20 CAN AG 22 CAN AG 24 CAN AG 26 CAN AG 28 CAN AJ 2 CAN AJ 4 CAN AJ 6</p>	<p>AGTC 101 ASCI 1 PLSI 1 ASCI 103 AG 4 AGTC 103 ASCI 111 ASCI 112 ASCI 110 ASCI 22 DSCI 101 AJ 11 AJ 14 AJ 112</p>	<p>Basic Farm Mechanics Introduction to Animal Science Introduction to Crop Science Animal Nutrition Soils Farm Power Beef Production and Management Sheep Production & Management Swine Production & Management Horse Husbandry Elements of Dairying Introduction to Criminal Justice Introduction to Criminal Law I Criminal Evidence</p>	<p>CAN AJ 8 CAN ANTH 2 CAN ANTH 4 CAN ART 2 CAN ART 4 CAN ART 6 CAN ART 8 CAN ART 10 CAN ART 12 CAN ART 14 CAN ART 16 CAN ART 18 CAN ART 20</p>	<p>AJ 118 ANTH 11 ANTH 10 ART 2 ART 3 ART 17AD ART 8 ART 13AD ART 11AD ART 6 ART 7 PHOT 1 ART 15</p>	<p>Criminal Investigations Physical Anthropology Cultural Anthropology Art History Art History Basic Ceramics Drawing Fundamentals Studio Painting Sculpture Color and Design Advanced Color and Design Beginning Photography Printmaking + Advanced Printmaking</p>
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California Articulation Number System

CAN ART 24	ART 10AD	Figure Drawing	CAN HIST 4	HIST 5	The History of Western Civilization since 1648
CAN BIOL 4	BIOL 1	Principles of Biology	CAN HIST 8	HIST 17	The People of the United States
CAN BIOL 6	BIOL 2	General Biology	CAN HIST 10	HIST 18	The People of the United States
CAN BIOL 10	BIOL 30	Human Anatomy	CAN JOUR 2	JOUR 1	Beginning Newswriting
CAN BIOL 12	BIOL 31	Human Physiology	CAN JOUR 4	JOUR 7 or GOVT 7	Mass Communications; Introduction
CAN BIOL 14	BIOL 40	General Microbiology	CAN KINE/PE 2	PE 36	Introduction to PE
CAN BUS 2	ACCT 1	Principles of Accounting	CAN KINE/PE 8	HW 3	Standard First Aid
CAN BUS 4	ACCT 2	Principles of Accounting	CAN KINE/PE 10	PE 28	Water Safety Instructor
CAN BUS 6	COMP 5	Computer Concepts	CAN MATH 2	MATH 45	Modern Applications of Mathematics
CAN BUS 12	BUS 18	Business Law	CAN MATH 4	MATH 10	Structure and Concepts 1
CAN CHEM 2	CHEM 1	General Chemistry	CAN MATH 8	MATH 154	Trigonometry
CAN CHEM 4	CHEM 2	General Chemistry	CAN MATH 16	MATH 70	Precalculus
CAN CHEM 6	CHEM 20	General Chemistry	CAN MATH 18	MATH 75	Calculus with Analytic Geometry
CAN CHEM 8	CHEM 21	General Organic and Biological Chemistry	CAN MATH 20	MATH 76	Calculus with Analytic Geometry
CAN CSCI 4	MATH 15	Computer Science I	CAN MATH 22	MATH 77	Calculus with Analytic Geometry
CAN CSCI 8	COMP 7	Cobol Programming	CAN MATH 24	MATH 81	Differential Equations
CAN CSCI 6	COMP 6	Programming fundamentals	CAN MATH 26	MATH 80	Linear Algebra
CAN DRAM 8	DRAM 2	Fundamentals of Acting I	CAN MATH 30	MATH 61	Survey of Calculus 1
CAN DRAM 12	DRAM 13 AB	Beginning Stagecraft	CAN MATH 32	MATH 62	Survey of Calculus 2
CAN DRAM 14	DRAM 17AB	Makeup	CAN MATH 34	MATH 61	Survey of Calculus 1
CAN DRAM 18	DRAM 1	Introduction to the Theatre	CAN MUS 2	MUS 4	Theory & Musicianship 1
CAN ECON 2	ECON 50	Principles of Economics I	CAN MUS 4	MUS 5	Theory & Musicianship 2
CAN ECON 4	ECON 40	Principles of Economics II	CAN MUS 6	MUS 6	Theory & Musicianship 3
CAN ENGL 2	ENGL 1	College Reading and Composition	CAN MUS 22	MUS 20	Piano 1
CAN ENGL 4	ENGL 4	College Composition and Literature	CAN MUS 24	MUS 21	Piano 2
CAN ENGL 6	ENGL 14AB	Creative Writing	CAN PHIL 2	PHIL 1	Introduction to Philosophy
CAN ENGL 8	ENGL 15	Survey of British Literature 1	CAN PHIL 4	PHIL 5	Ethics
CAN ENGL 10	ENGL 16	Survey of British Literature 2	CAN PHIL 6	PHIL 20	Introductory Logic
CAN ENGL 14	ENGL 30	U.S. Literature 1	CAN PHYS 2	PHYS 20	General Physics
CAN ENGL 16	ENGL 31	U.S. Literature 2	CAN PHYS 4	PHYS 21	General Physics
CAN ENGR 2	ENGR 1	Graphics	CAN PHYS 8	PHYS 5	Physics for Engineers 1
CAN ENGR 4	ENGR 3	Materials Science	CAN PHYS 12	PHYS 7	Physics for Engineers 2
CAN ENGR 6	ENGR 4	Alternating Current Circuits	CAN PHYS 14	PHYS 6	Physics for Engineers 3
CAN ENGR 8	ENGR 2	Statics	CAN PSY 2	PSY 1	General Psychology
CAN ENGR 10	ENGR 7	Surveying	CAN SOC 2	SOC 1	Introduction to Sociology
CAN FREN 2	FREN 1	Elementary French 1	CAN SOC 4	SOC 2	The Sociology of Social Problems
CAN FREN 4	FREN 2	Elementary French 2	CAN SPAN 2	SPAN 1	Elementary Spanish 1
CAN FREN 8	FREN 3	Intermediate French	CAN SPAN 4	SPAN 2	Elementary Spanish 2
CAN FREN 10	FREN 4	Advanced French	CAN SPAN 8	SPAN 3	Intermediate Spanish
CAN GEOG 2	GEOG 1	Physical Geography	CAN SPAN 10	SPAN 4	Advanced Spanish
CAN GEOG 4	GEOG 3	Cultural Geography	CAN SPCH 4	COMM 1	Fundamentals of Public Speaking
CAN GEOG 6	GEOG 1+1L	Physical Geography + Lab	CAN SPCH 6	COMM 5	Argumentation and Debate
CAN GEOL 2	GEOL 1	Physical Geology	CAN SPCH 8	COMM 4	Interpersonal Communications
CAN GEOL 4	GEOL 4	Earth History	CAN SPCH 10	COMM 8	Group Communications
CAN GOVT 2	GOVT 5	Federal, State and Local Government	CAN STAT 2	MATH 21	Introduction to Statistics
CAN FCS 2	NUTR 18	Nutrition			
CAN FCS 12	CFS 26 or SOC 26	Marriage and Family Life			
CAN FCS 8	NUTR 101	Foods			
CAN FCS 10	FASH 160AB	Clothing Construction			
CAN FCS 14	CHLD 39 or PSY 39	Child Development			
CAN HIST 2	HIST 4	The History of Western Civilization to 1648			



COS Student, Tiffany Vigario, with patient at Kaweah Delta Hospital.

Did you know...

70% of the nurses in Kings and Tulare Counties were trained and received their degrees at College of the Sequoias?

The Central Valley faces an unprecedented Registered Nurse shortage. Currently in California, there are over 14,000 RN vacancies. College of the Sequoias provides the only Registered Nursing program in Kings and Tulare Counties and has for the last 30 years. During this period of time, COS has graduated 1,650 nurses and has provided over 70% of the nurses currently practicing in these counties. In the last three years, the college has received over \$655,000 from area hospitals to increase the size of the RN program.

Several local hospitals and the Foundation for Medical Care have joined together to do even more. In a historic collaboration, working through the Hospital Council of Northern and Central California, Corcoran Hospital, Tulare District Hospital, Kaweah-Delta Hospital and Adventist Health Hospitals (Hanford Community and Central Valley Hospitals) have pledged over 1 million dollars to help the college expand its current program of admitting 100 student nurses to 180 nursing students per year. The College of the Sequoias Board of Trustees, as its contribution, has agreed to hire two new nursing faculty members, each year for the next three years. The six new faculty members will allow for the additional students without sacrificing the integrity of the program or the success of the graduates. With these commitments made by the College and the hospitals, the partnership is an extraordinary illustration of the medical community and a community college joining together to help solve a major problem in our region.

The need for nurses will only increase as we face an aging and ever older population. Additional funding may come from Kings and Tulare Counties Workforce Investment Boards, as well as private donations. Currently, the College has two grant applications in progress; the President's High Growth Job training Initiative for up to \$2 million and the Governor's Nurse Education Initiative for up to \$1.5 million. This willingness to participate, by many segments of the community, indicates the resolve of the partners to solve this enormous problem that confronts our society.

College of the Sequoias has an outstanding faculty and administration in the Nursing Program and this partnership exhibits the faith the medical community has in its graduates.

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 alphanetically 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 (18-60 units)

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.

Achievement Certificates

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.

Alphabetical Listing of All Certificates and Majors

Name of Major/Certificate	Page	Certificate Units	Associate Degree	
			Units in Major	AA/AS
A				
Accounting	79	31	31	AS
Administration of Justice	80	30	30	AS
Administrative Assistant	81	28	28	AS
Agricultural Business Management	82	18	18	AS
Agricultural Enterprise -Forage Crops	83	5-11
Agricultural Enterprise-Row Crops	84	5-11
Agricultural Pest Management	85	17
Agricultural Power Equipment Technology	86	15
Agricultural Science	87	17	17	AS
Agricultural Technology	88	18	18	AS
American Sign Language	89	18	AA
Animal Science	90	21	21	AS
Architectural Design	91	16
Architectural Drafting	92	16
Architectural History	93	6
Architectural Visual Communication	94	12
Architecture	95	50	AS
Art	96	18	AA
Athletic Trainer/Sports Medicine	97	36	AS
Automotive Air Conditioning Technology	98	12
Automotive Brake Systems	99	12
Automotive Chassis Technology	100	12
Automotive Electrical Technology	101	12
Automotive Emissions Technology	102	13.5
Automotive Engine Performance	103	22
Automotive Engine Technology	104	14
Automotive Power Train Systems Technology	105	18
Automotive Technology (Basic)	106	38	38	AS
B				
Banking	107	26
Biology	108	25	AS
Bookkeeping	109	18
Business (General)	110	34	34	AS
Business Management	111	30	AS
C				
Chemistry	112	30	AS
Child Development	113	24	24	AS
Child Development, Early Childhood Education, Option II	114	26
CISCO CCNA Academy	115	17
Commercial Art	116	33
Commercial Music	117	17
Communication Studies (formerly Speech)	118	12	30	AA
Comp TIA A+	119	17
Comp TIA Network +	120	17
Computer Applications/Information Systems	121	37
Computerized Office Procedures	122	27.5-29	27.5-29	AS
Construction Inspection	123	21	21	AS
Construction Technology	124	46	46	AS
Consumer/Family Studies	125	21	AS
Cosmetology	126	24-40	24-40	AS
D				
Dairy Food Processing (Calif Dairy Products Training)	127	15
Dairy Science	128	21	21	AS

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
D				
Dance	129	26	AA
Drafting (Mechanical)	130	18	48	AS
Dramatic Arts: Acting Emphasis	131	31	AA
Dramatic Arts: Technical Emphasis	132	31	AA
E				
Educational Paraprofessional	133	47
Electrician Training Program	134	32
Electronics Technology	135	35	35	AS
Emergency Medical Technician B	136	4
Engineering	137	38	AS
English	138	18	AA
Environmental Control Technology	139	29	29	AS
Equine Science	140	17
F				
Family Child Care Mentor Training	141	2
Fashion Design	142	20	20	AS
Fashion Merchandising	143	19	19	AS
Fire Academy	144	12
Fire Technology	145	30	31	AS
Floral Technology	147	19
Food Services, Advanced Skills	148	21
Food Services, Basic Skills	149	8
Food Services, Intermediate	150	14
Foreign Language Studies	151	21	AA
French	152	18	AA
G				
Graphic Design	153	31	43	AS
H				
Health Education	154	30	AA
Human Services (Social Work)	155	36	36	AS
Humanities	156	30	AA
I				
Industrial Maintenance Technology (Option A)	157	26	26	AS
Industrial Maintenance Technology (Option B)	157	30	30	AS
Interpreter Certificate (Spanish)	158	17
J				
Journalism	159	18	AA
L				
Laboratory Technician	160	13-17
Landscape Design	161	18
Landscape Management	162	30	30	AS
Law Enforcement (Advanced Officer)	163	10
Law Office Clerk/Receptionist	164	14
Legal Secretary	165	17
Liberal Arts	166	20	AA
Library Technician	167	17

Alphabetical Listing of All Certificates and Majors

Name of Major/Certificate	Page	Certificate Units	Units in Major	Associate Degree
				AA/AS
M				
Marketing Management	168	30
Mathematics	169	25	AS
Mathematics-Science	170	21	AS
Microsoft MCSE	171	17
Music: Instrumental Emphasis	172	31	AA
Music: Keyboard Emphasis	173	31	AA
Music: Theory/Composition Emphasis	174	31	AA
Music: Vocal Emphasis	175	31	AA
N				
Nursery Management	176	30	30	AS
Nursing Assistant	177	6
O				
Ornamental Horticulture	178	30	30	AS
Ornamental Horticulture: Retail Nursery Skills Option	179	12
P				
P.O.S.T. Basic Police Academy	180	30
Paralegal	181	38	30	AS
Peripheral IV Skills	183	.5
Pharmacy Technician	184	10
Phlebotomy Technician	185	3.5
Physical Education	186	30	AA
Physical Science	187	30	AS
Physics	188	33	AS
Plant Science	189	18	18	AS
Plumbing	190	9
Programmable Logic Controllers	191	5
R				
Real Estate	192	28
Registered Nursing	193	80.5	AS
S				
<i>Sequoias Theatre Conservatory</i>				
<i>Theatre Arts: Acting Emphasis (Letter of Completion)</i>	196	48	<i>(Not an approved major or certificate.)</i>	
<i>Sequoias Theatre Conservatory</i>				
<i>Theatre Arts: Technician Emphasis (Letter of Completion)</i>	197	48	<i>(Not an approved major or certificate.)</i>	
Social Sciences	198	30	AA
Spanish (<i>For Spanish Interpreter see "Interpreter"</i>)	199	21	AA
T				
Transfer Studies	200	60	AA
V				
Veterinary Technician	201	17
W				
Waste Water Treatment	202	6
Welding	203	23	23	AS
Word Processing	204	30

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
Agriculture				
Agricultural Business Management	82	18	18	AS
Agricultural Enterprise - Forage Crops	83	5-11
Agricultural Enterprise-Row Crops	84	5-11
Agricultural Pest Management	85	17
Agricultural Power Equipment Technology	86	15
Agricultural Science	87	17	17	AS
Agricultural Technology	88	18	18	AS
Animal Science	90	21	21	AS
Dairy Food Processing (Calif Dairy Products Training)	127	15
Dairy Science	128	21	21	AS
Equine Science	140	17
Floral Technology	147	19
Landscape Design	150	18
Landscape Management	162	30	18	AS
Nursery Management	176	30	30	AS
Ornamental Horticulture	178	30	30	AS
Ornamental Horticulture: Retail Nursery Skills Option	179	12
Plant Science	189	18	18	AS
Veterinary Technician	201	17
Business				
Accounting	79	31	31	AS
Administrative Assistant	81	28	28	AS
Banking	107	26
Bookkeeping	109	18
Business (General)	110	34	34	AS
Business Management	111	30	AS
Computer Applications/Information Systems	121	37
Computerized Office Procedures	122	27.5-29	27.5-29	AS
Interpreter Certificate (Spanish)	158	17
Law Office Clerk/Receptionist	164	14
Legal Secretary	165	17
Marketing Management	168	30
Paralegal	181	38	30	AS
Real Estate	192	28
Word Processing	204	30
CFS				
Child Development	113	24	24	AS
Child Development, Early Childhood Education, Option II	114	26
Consumer/Family Studies	125	21	AS
Educational Paraprofession	133	47
Family Childcare Mentor Training	141	2
Fashion Design	142	20	20	AS
Fashion Merchandising	143	19	19	AS
Food Services, Advanced Skills	148	21
Food Services, Basic	149	8
Food Services, Intermediate Skills	150	14

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
Fine Arts				
Art	96	18	AA
Commercial Art	116	33
Commercial Music	117	17
Communication Studies (formerly Speech)	118	12	30	AA
Dramatic Arts: Acting Emphasis	131	31	AA
Dramatic Arts: Technical Emphasis	132	31	AA
Music: Instrumental Emphasis	172	31	AA
Music: Keyboard Emphasis	173	31	AA
Music: Theory/Composition Emphasis	174	31	AA
Music: Vocal Emphasis	175	31	AA
<i>Sequoias Theatre Conservatory (Letter of Completion)</i>				
<i>Theatre Arts: Acting Emphasis</i>	196	48	<i>(Not an approved major or certificate)</i>	
<i>Sequoias Theatre Conservatory (Letter of Completion)</i>				
<i>Theatre Arts: Technician Emphasis</i>	197	48	<i>(Not an approved major or certificate)</i>	
Industry and Technology				
Architectural Design	91	16
Architectural Drafting	92	16
Architectural History	93	6
Architectural Visual Communication	94	12
Architecture	95	50	AS
Automotive Air Conditioning Technology	98	12
Automotive Brake Systems	99	12
Automotive Chassis Technology	100	20
Automotive Electrical Technology	101	12
Automotive Emissions Technology	102	13.5
Automotive Engine Performance	103	22
Automotive Engine Technology	104	14
Automotive Power Train Systems Technology	105	18
Automotive Technology (Basic)	106	38	38	AS
CISCO CCNA Academy	115	17
Comp TIA A+	119	17
Comp TIA Network +	120	17
Construction Inspection	123	21
Construction Technology	124	46	46	AS
Drafting (Mechanical)	130	18	48	AS
Electrician Training Program	134	32
Electronics Technology	135	35	35	AS
Environmental Control Technology	139	29	29	AS
Graphic Design	153	31	43	AS
Industrial Maintenance Technology (Option A)	157	26	26	AS
Industrial Maintenance Technology (Option B)	157	30	30	AS
Microsoft MCSE	171	17
Plumbing	190	9
Programmable Logic Controllers	191	5
Waste Water Treatment	202	6
Welding	203	23	23	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
Language Arts and Communications				
American Sign Language	89	18	AA
English	138	18	AA
Foreign Language Studies	151	21	AA
French	152	18	AA
Journalism	159	18	AA
Spanish (<i>For Spanish Interpreter see Business</i>)	199	21	AA
Library				
Library Technician	167	17
Math and Engineering				
Engineering	137	38	AS
Mathematics	169	25	AS
Mathematics-Science	170	21	AS
Nursing				
Emergency Medical Technician B	136	4
Nursing Assistant	177	6
Peripheral IV Skills	183	0.5
Pharmacy Technician	184	10
Phlebotomy Technician	185	3.5
Registered Nursing	193	80.5	AS
Physical Education				
Athletic Trainer/Sports Medicine	97	36	AS
Dance	129	26	AA
Health Education	154	30	AA
Physical Education	186	30	AA
Science				
Biology	108	25	AS
Chemistry	112	30	AS
Laboratory Technician	160	17
Physical Science	187	30	AS
Physics	188	33	AS
Social Sciences				
Administration of Justice	80	30	30	AS
Human Services (Social Work)	155	36	36	AS
Social Sciences	198	30	AA
Specialized Training				
Cosmetology	126	24-40	24-40	AS
Fire Academy	144	12
Fire Technology	145	30	31	AS
Law Enforcement (Advanced Officer)	163	10
P.O.S.T. Basic Police Academy	180	30
Other				
Humanities	156	30	AA
Liberal Arts	166	20	AA
Transfer Studies	200	60	AA

Accounting

- 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
ACCT 1	Principles of Accounting (4) <i>and</i>	
ACCT 2	Principles of Accounting (4)	
<i>or</i> ACCT 101	Essentials of Accounting (5) <i>and</i>	
ACCT 202	General Vocational Accounting (5)	8-10
ACCT 210/COMP 210	Computer Accounting	3
ACCT 282	Individual Income Tax	5
 Choose Three (3) from the following courses:		
BUS 82	Introduction to Business (3)	
<i>and/or</i> BUS 100	Career Strategies (3)	
<i>and/or</i> BUS 185	Ethics in Business and Industry (3)	
<i>and/or</i> BUS 188	Human Relations in Business (3)	9
BUS 20	Business Statistics (3)	
<i>or</i> BUS 119	Quantitative Methods (3)	
<i>or</i> BUS 295	Business Mathematics (3)	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
Minimum Core Course Units:		31
Course Number	Support Courses	Units
BUS 112/SPCH 112	Public Speaking for Business	4
BUS 174	Marketing Principles	3
BUS 184	Business Communications	3
BUS 268	Electronic Calculating	2
BUS 293	Business English	4
BUS 297	Personal Finance	3
COMP 5	Computer Concepts (4)	
<i>or</i> COMP 130	Introduction to Personal Computers (4)	4
WEXP 193 I-196 I	Business Work Experience (1st through 4th semesters)	1-4
Minimum Support Course Units:		0
Total Minimum Units Required:		31

Administration of Justice

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

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

ACHIEVEMENT CERTIFICATE

The Administration of Justice program prepares students for beginning paraprofessional or professional employment in criminal justice. The Administration of Justice major offers career opportunities in diverse local, state, federal and private criminal justice agencies. On the local level, employment opportunities for students include county probation departments, halfway houses, group homes, crisis center, juvenile halls, municipal police departments, county sheriff offices, and welfare fraud and victim services agencies. At the State level employment may be with federal probation, juvenile institutions, state police, highway patrol, Alcohol Department, Motor Vehicles Department, Department of Justice, Fish and Game, and Forestry, Federal opportunities include the border patrol and Department of Justice. The major is preparatory for further education to meet employment requirements for agencies such as the FBI, Customs, and Secret Services.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core	Units
AJ 11	Introduction to Criminal Justice	3
AJ 13	Community Relations	3
AJ 14	Criminal Law 1	3
AJ 112	Legal Aspects of Evidence	3
AJ 118	Criminal Investigation	3
Minimum Core Course Units:		15

Course Numbers	Support Courses	Units
Select 15 additional units from this list for major and certificate requirements.		
AJ 25	Constitutional Law	3
AJ 111	Writing for Criminal Justice	3
AJ 113	Juvenile Laws and Procedures	3
AJ 114	Juvenile Delinquency	3
AJ 115	Criminal Law 2	3
AJ 120	Women in Criminal Justice Field	3
AJ 122	Criminal Justice Procedures	3
AJ 123	Criminal Justice Ethics	3
AJ 125	Leadership and Supervision	3
AJ 145	Terrorism and Freedom	3
AJ 155	The Study of Public Safety	3
AJ 199	Special Topic Courses	Vary
WEXP 193 J - 196 J	Work Experience	1-4

Corrections Emphasis

AJ 116	Probation and Parole	3
AJ 117	Corrections/Counseling	3
AJ 121	Introduction to Corrections	3
AJ 130	Legal Aspects of Corrections	3

Enforcement Emphasis

AJ 110	Police Patrol	3
AJ 119	Criminal Identification	3

Minimum Support Course Units..... 15

Total Minimum Units Required 30

This certificate is pending approval through the California Community College Chancellor's Office. Students are encouraged to check with Division Chairs for any recent changes to required or support courses for this certificate.

Administrative Assistant

- A.S. Degree:** Certificate **plus** General Education and graduation requirements for a total of 60 units. (See Page 56.)
Certificate: The 28-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 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
BUS 82	Introduction to Business	3
BUS 271	College Keyboarding, Level 2 (3)	
<i>or</i> COMP 136	Word Processing (3)	
BUS 188	Human Relations in Business (3)	3
BUS 184	Business Communications	3
BUS 185	Ethics in Business & Industry	3
BUS 188	Human Relations in Business	3
BUS 268	Electronic Calculating	2
BUS 293	Business English	4
BUS 20	Business Statistics (3)	
<i>or</i> BUS 119	Quantitative Methods (3)	
<i>or</i> BUS 295	Business Mathematics (3)	3
COMP 5	Computer Concepts (4)	
<i>or</i> COMP 130	Introduction to Personal Computers (4)	4
Minimum Core Course Units:		28
Course Numbers	Support Courses	Units
BUS 18	Business Law	4
BUS 100	Career Strategies	3
BUS 112/SPCH 112	Public Speaking for Business	4
BUS 170	Introduction to Sales	3
BUS 174	Marketing Principles	3
COMP 227	Presentation Software for Business	1.5
COMP 229	Web Page Design & Development	3
WEXP 193 I- 196 I	Business Internship/Work Experience	1-4
Minimum Support Course Units:		0
Total Minimum Units Required:		28

Agricultural Business Management

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

Certificate: 18 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

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 (1st semester)	3
WEXP 193 F	Agricultural Occupational Cooperative Education/Internship	3
	Minimum Support Course Units:	0
	Total Minimum Units Required:	18

Agricultural Enterprise Forage Crops

A.S. Degree: Degree not available.
Certificate: 5-11 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.

SKILL CERTIFICATE

Adhering to the philosophy of "learn by doing," this certificate will provide classes for students to take that will provide the opportunity to apply classroom instruction. This course will utilize the school farm laboratory in actual production of a forage crop. This certificate will provide students opportunity to share in the profit from the sale of a forage crop produced in the course of this certificate. A student must complete this certificate to share in the profits from the sale of the forage crop.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AG 117AD	Agriculture Enterprise	3
AG 116AD	Agriculture Enterprise Lab-Forage Crops	2-8
Minimum Units Required:		5-11

Agricultural Enterprise Row Crops

A.S. Degree: 5-11 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.

SKILL CERTIFICATE

Adhering to the philosophy of "learn by doing," this certificate will provide classes for students to take that will provide the opportunity to apply classroom instruction. This course will utilize the school farm laboratory in actual production of a row crop. This certificate will provide students opportunity to share in the profit from the sale of a row crop produced in the course of this certificate. A student must complete this certificate to share in the profits from the sale of the row crop.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
AG 117AD	Agriculture Enterprise	3
AG 115AD	Ag Enterprise Lab-Row Crops.....	2-8
	Total Minimum Units Required:	5-11

Agricultural Pest Management

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

SKILL CERTIFICATE

Students who earn a Skill Certificate in Agriculture Pest Management have met practical and theoretical competencies in plant protection. The listed courses meet licensing requirements for Pest Control Advisors and provide a basic understanding of pest management in crop and nursery production.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
AG 3	Economic Entomology	3
AG 125	Principles of Pesticide Use	3
AG 206	Pesticide Regulations	1
AG 207	Pesticides for Landscapes	1
AG 208	Plant Ag and Pesticides	1
AG 209	Residential/Industrial Pest Control	1
AG 210	Forest and Right-of-Way	1
PLSI 110	Integrated Pest Management	3
WEXP 193 F	Agricultural Occupational Cooperative Education/Internship (1st semester)	3
Total Minimum Units Required:		17

Agricultural Power Equipment Technology

Degree: Degree not available
Certificate: 15 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AGTC213AC	Hydraulics Principles and Applications	3
AGTC214	Outdoor Power Equipment	3
AGTC216AC	Applied Hydraulics	2
AGTC217	Power Technician Skills/Practices	2
AGTC218AB	Power Trains	3
WEXP 193 F	Agricultural Occupational Cooperative Education/Internship, 1st semester	2

Minimum Core Course Units: 15

Course Numbers	Support Courses	Units
Select additional units from this list for further study.		
AGTC202AD	Farm Equipment Construction	3
AGTC215AD	Outdoor Power Equipment Application	2

Minimum Support Course Units: 0

Total Minimum Units Required: 15

Agricultural Science

- A.S. Degree:** Certificate courses (17) with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See Page 56.)
- Certificate:** 17 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.

SKILL CERTIFICATE

Students earning a Skill Certificate in Agricultural Science have met practical and theoretical competencies in general agricultural sciences. The listed courses provide an overview of food and fiber systems in agriculture and serve as a core for other study areas in agriculture.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AGMT 1	Ag Economics	3
AGMT 108AB	Introduction to Ag Computer Applications	3
ASCI 1	Introduction to Animal Science	3
OH 101	Basic Ornamental Horticulture	3
PLSCI 1	Introduction to Plant Science	3
WEXP 193 F	Agricultural Work Experience (1st semester)	2
Minimum Core Course Units:		17

Course Numbers	Support Courses	Units
For further study, choose from the courses listed below:		
AG 1	Ag, Society and the Environment	3
AG 3	Economic Entomology	3
AGMT 102	Ag Sales and Marketing	3
OH 120	Diseases of Ornamentals	3
PLSCI 110	Integrated Pest Management	3
Minimum Support Course Units:		0
Minimum Units Required:		17

Agricultural Technology

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

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AGTC 103	Farm Power	3
AGTC 106AD	Agriculture Welding	3
AGTC 201AD	Ag Project Construction	3
AGTC 209AD	Small Engines and Equipment	2
WELD 152	Shielded Metal Arc Welding	4
WEXP 193 F	Ag Work Experience (1st semester)	3
Minimum Core Course Units:		18

Course Numbers	Support Courses	Units
Select additional units from this list for further study.		
AG 200AD	Ag Leadership	1
AGTC 271	Agricultural Mechanics, Skills and Practices	3
AGTC 108	Irrigation	2
AGTC 105AD	Farm Structures	3
Minimum Support Course Units:		0
Total Minimum Units Required:		18

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 American Sign Language 2	3
ASL 3	Intermediate American Sign Language	3
ASL 4	Advanced American Sign Language	3
Minimum Core Course Units:		9

Course Numbers	Support Courses	Units
Select 9 units from this list to complete the total units required.		
ASL 110AD	Sign Language Interpreting	4
ASL 1	Beginning American Sign Language 1	4
DRAM 2	Fundamentals of Acting 1	3
ENGL 17	Native American Literature	3
FREN 1,2, or 3	Elementary French 1 & 2, Intermediate French 3 (4 units each)	4
HIST 23	Mexican-American	3
PORT 1	Elementary Portuguese	4
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
SPAN 1	Beginning Spanish	4
SPAN 2	Elementary Spanish 2	4
SPAN 3	Intermediate Spanish	4
COMM 9	Intercultural Communication	3
Minimum Support Course Units:		9
Total Minimum Units Required:		18

Animal Science

A.S. Degree: Certificate courses (21) 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 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

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 and Management	3
ASCI 111	Beef Production and Management	3
ASCI 112	Sheep Production and Management	3
WEXP 193 F	Agricultural Occupational Cooperative Education/Internship (1st semester)	3

Minimum Core Course Units:..... 21

Course Numbers	Support Courses	Units
Select additional units from this list for further study.		
AG 201	Agricultural Mathematics	3
ASCI 2AB	Livestock Selection and Evaluation	3
ASCI 104	Animal Diseases and Sanitation	3
VT 109	Introduction to Veterinary Technology	3

Minimum Support Course Units:..... 0

Total Minimum Units Required: 21

Architectural Design

A.S. Degree: Degree not available.
Certificate: 16 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.

SKILL CERTIFICATE

The skill certificate in Architectural Design provides knowledge and skills related to architectural design. This skill certificate creates a foundation of understanding in architectural design necessary for further in depth study in architecture.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
ARCH 10	Architectural Design 1	4
ARCH 11	Architectural Design 2	4
ARCH 112	Architect Digital Design 1	4
ARCH 113	Architect Digital Design 2	4
Total Units Required:		16

Architectural Drafting

- A.S. Degree:** Degree not available.
Certificate: 16 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.

SKILL CERTIFICATE

The skill certificate in Architectural Drafting provides knowledge and skills necessary for successful employment as an architectural draftsman/CAD technician in an architectural or engineering firm, or related construction fields.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
DRFT 114	Introduction to CAD	4
ARCH 160	Constructional Materials/Methods	3
ARCH 161	Architectural Detailing	3
ARCH 162	Conceptual Structural Analysis	3
ARCH 163	Construction Documents	3
	Total Minimum Units Required:	16

Note: The Mechanical Drafting Achievement Certificate is offered through the Drafting Technology Department.

Architectural History

A.S. Degree: Degree not available.
Certificate: 6 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.

SKILL CERTIFICATE

The skill certificate in Architectural History provides knowledge in architectural history from the Prehistoric period through the 21st Century, in addition to Pre-Columbian Americas. This skill certificate creates a foundation of understanding in architectural history necessary for further in depth study in architecture.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
ARCH 70	Architecture History 1	3
ARCH 71	Architecture History 2	3
	Total Minimum Units Required:	6

Architectural Visual Communication

A.S. Degree: Degree not available.
Certificate: 12 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.

SKILL CERTIFICATE

The skill certificate in Architectural Visual Communication provides knowledge, and the skills related to architectural visual communication (architectural graphics). This skill certificate creates a foundation of understanding in architectural visual communication necessary for further in depth study in architecture.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
ARCH 20	Visual Communication 1	3
ARCH 21	Visual Communication 2	3
ARCH 120	Freehand Drawing	3
ARCH 121AC	Perspective Alternatives	3
	Total Minimum Units Required:	12

Architecture

- A.S. Degree:** Architecture courses (50 units) with a minimum "C" grade plus General Education (18 units) and graduation requirements for a total of 68 units. (See Page 56.) **** ARCH 10,20,21,70,71, 120 and 121AC can be used for General Education.**
- Certificate:** The Architecture Program offers four skill certificates. All courses require a minimum grade of "C". Refer to the following Skill certificates: Architectural Drafting, 16 units; Architectural Design, 16 units; Architectural Visual Communications, 12 units; and Architectural History, 6 units.
- Transfer Students:** Transfer preparation varies from university to university. Meet with a COS counselor to review requirements.

ASSOCIATE OF SCIENCE 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
<u>ARCHITECTURAL DESIGN</u>		
ARCH 10	Architectural Design 1	4
ARCH 11	Architectural Design 2	4
ARCH 112	Architect Digital Design 1	4
ARCH 113	Architect Digital Design 2	4
Minimum Units Required		16
<u>ARCHITECTURAL DRAFTING</u>		
DRFT 114	Introduction to CAD	4
ARCH 160	Construction Materials/Methods	3
ARCH 161	Architectural Detailing	3
ARCH 162	Conceptual Structural Analysis	3
ARCH 163	Construction Documents	3
Minimum Units Required		16
<u>ARCHITECTURAL HISTORY</u>		
ARCH 70	Architecture History 1	3
ARCH 71	Architecture History 2	3
Minimum Units Required		6
<u>ARCHITECTURAL VISUAL COMMUNICATION</u>		
ARCH 20	Visual Communication 1	3
ARCH 21	Visual Communication 2	3
ARCH 120	Freehand Drawing	3
ARCH 121AC	Perspective Alternatives	3
Minimum Units Required		12
Total Minimum Core Units Required for AS:		50

Art

- A.A. Degree:** Core courses (18 units) plus support courses below (14 units) with a minimum grade of "C" in all courses (32 units), *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 specializing in printmaking, drawing, painting, digital arts, three dimensional arts as well as art history. While a baccalaureate degree is the minimal recommended preparation for this major, the successful completion of this program will demonstrate commitment to the field. In addition, it will provide comprehensive preparation for upper division work.

Course Numbers	Core Courses	Units
ART 2	Art History/Ancient-Gothic	3
ART 3	Art History/Gothic-Modern	3
ART 6/CFS 6	Color and Design	3
ART 8	Drawing Fundamentals	3
ART 23AD	Macintosh Basics for Artists (first semester)	3
ART 32AD	3D Design (first semester)	3
	Minimum Core Course Units:	18

Course Numbers	Support Courses	Units
Select 14 additional units from this list to complete the total units required. Student desiring to specialize can do so in the following areas:		

Emphasis in Art History:

ART 4/ANTH 4	Precolumbian Art of Mesoamerica	3
ART 5	Precolumbian Culture/Central and South America	3
ART 111AB	Exhibition Design, Gallery	2

Emphasis in Ceramics and/or Sculpture:

ART 32AD	3D Design (second semester)	3
ART 11AD	Sculpture	3
ART 17AD	Handbuilding Ceramics	3
ART 18AD	Wheel Thrown Ceramics	3
ART 119AD	Stained Glass Design	3

Emphasis in Digital Arts:

ART 23AD	Macintosh Basics for Artists	3
ART 25AD	Digital Imaging for Artists	3
ART 124AD	Web Imaging for Artists	3
ART 126AD	Digital Painting	3
ART 130AC	Digital Printmaking	3

Emphasis in Drawing and Painting:

ART 7	Advanced Color and Design	3
ART 9	Drawing Composition	3
ART 10AD	Figure Drawing	3
ART 13AD	Studio Painting	3

Emphasis in Printmaking:

ART 7	Advanced Color and Design	3
ART 9	Drawing Composition	3
ART 15	Beginning Printmaking	3
ART 16AC	Advanced Printmaking	3
ART 121AC	Serigraphy/Screen Printing	3
ART 128AD	Lithography	3
ART 129AD	Waterless Lithography	3
ART 130AC	Digital Printmaking	3

Minimum Support Course Units: **14**

Total Minimum Units Required: **32**

Athletic Trainer/Sports Medicine

- 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	Introduction to General Chemistry	4
HW 3	Standard First Aid	3
NUTR 18	Nutrition	3
SMED 40	Introduction to Sports Injuries	3
SMED 60	Concepts in Health & Fitness	3
SMED 150AD	Practicum in Sports Medicine (2), four semesters	8
Minimum Core Course Units:		32

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

Automotive Air Conditioning Technology

A.A. Degree: Degree not available
Certificate: 12 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.

SKILL CERTIFICATE

This program offers pre-employment vocational training and primary skills for certification for the student desiring full-time employment as an Air Conditioning Service and Repair Technician. All classes are designed to meet national certification and training standards for ASE testing and certification. It is expected that the student will develop job entry knowledge and skills necessary for the proper maintenance and repair of automotive air conditioning and heating systems. A student may complete a certificate in one year by following the prescribed course of study.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AUTO 130	Introduction to Automotive Technology	3
AUTO 136	Automotive Electrical Systems	5
AUTO 137	Automotive Air Conditioning	4
Minimum Core Course Units:		12

Course Numbers	Support Courses	Units
Select additional units from this list for further study.		
AUTO 138	Automotive Engine Performance	6
AUTO 143	Advanced Auto Computer Control Systems	4
Minimum Support Course Units:		0
Total Minimum Units Required:		12

Automotive Brake Systems

A.A. Degree: Degree not available
Certificate: 12 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.

SKILL CERTIFICATE

This program offers pre-employment vocational training and primary skills for certification for the student desiring full-time employment as an Automotive Brake Systems Service and Repair Technician. All classes are designed to meet national certification and training standards for ASE testing and certification. It is expected that the student will develop job entry knowledge and skills necessary for the proper maintenance and repair of automotive brake systems. A student may complete a certificate in one year by following the prescribed course of study.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AUTO 130	Introduction to Automotive Technology	3
AUTO 135	Automotive Brake Systems	4
AUTO 136	Automotive Electrical Systems	5
Minimum Core Course Units:		12

Course Numbers	Support Courses	Units
Select additional units from this list for further study.		
AUTO 134	Automotive Suspension/Steering Systems	4
Minimum Support Course Units:		0
Total Minimum Units Required:		12

Automotive Chassis Technology

- A.A. Degree:** Degree not available
Certificate: 20 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 and primary skills for certification for the student desiring full-time employment as a technician at an exhaust, brake, tire and wheel, alignment and suspension repair facility. Completion of this certificate also provides the students the knowledge and skills necessary to obtain the ASE Underbody (X1) certification.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AUTO 130	Introduction to Automotive Technology	3
AUTO 134	Automotive Suspension/Steering Systems	4
AUTO 135	Automotive Brake Systems	4
AUTO 136	Automotive Electrical Systems	5
WELD 161	Oxyacetylene Welding	4
Minimum Core Course Units:		20

Course Numbers	Support Courses	Units
Select additional units from this list for further study.		
AUTO 254	Automotive Information Systems	2
Minimum Support Course Units:		0
Total Minimum Units Required:		20

This certificate is pending approval through the California Community College Chancellor's Office. Students are encouraged to check with Division Chairs for any recent changes to required or support courses for this certificate.

Automotive Electrical Technology

A.A. Degree: Degree not available
Certificate: 12 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.

SKILL CERTIFICATE

This program offers pre-employment vocational training and primary skills for certification for the student desiring full-time employment as an Electrical Systems Service and Repair Technician in the Automotive industry. All classes are designed to meet national certification and training standards for ASE testing and certification. It is expected that the student will develop job entry knowledge and skills necessary for proper maintenance, service and repair of automotive electrical and electronic systems. A student may complete a certificate in one year by following the prescribed course of study.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AUTO 130	Introduction to Automotive Technology	3
AUTO 136	Automotive Electrical Systems	5
AUTO 143	Advanced Automotive Computer Control Systems	4
Minimum Core Course Units:		12

Course Numbers	Support Courses	Units
Select additional units from this list for further study.		
AUTO 138	Automotive Engine Performance	6
AUTO 142	Automotive Fuel and Emissions	4
Minimum Support Course Units:		0
Total Minimum Units Required:		12

Automotive Emissions Technology

A.S. Degree: Degree not available.
Certificate: 13.5 units in the course listed below with a minimum of a "C" grade.

SKILL CERTIFICATE

This program offers pre-employment vocational training and primary certification for the student desiring full-time employment as a Smog Check Technician. After successful program completion, the student may be eligible for the Bureau of Automotive Repair Certification Testing as a Smog Check Technician.

IMPORTANT NOTE: Prerequisites to this certificate are the Basic Automotive Technology Certificate, or at a minimum 14 semester units from the AUTO 130, 136, an 138 classes in the general engine electrical, fuel systems, emissions and engine performance areas. Additional support courses may be taken to help develop the required skills and knowledge to complete this certificate.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AUTO 142	Automotive Fuel and Emissions	4
AUTO 143	Advanced Auto Computer Control Systems	4
AUTO 263AD	Basic Clean Air Car Course	3.0
AUTO 264AD	Advanced Clean Air Car Course	2.5
Minimum Core Course Units:		13.5

Course Numbers	Support Courses	Units
Select additional units from this list for further study.		
AUTO 130	Introduction to Automotive Technology	3
AUTO 136	Automotive Electrical Systems	5
AUTO 138	Automotive Engine Performance	6
AUTO 190AD	Automotive Supervised Practice	1-3
AUTO 201AD	ASE Certification Preparation	1.5
AUTO 253AD	BAR Alternative Training Course	3
AUTO 254	Automotive Information Systems	2
AUTO 265	Alternate Fuel Systems	2
Minimum Support Course Units		0
Total Minimum Units Required		13.5

Automotive Engine Performance

A.S. Degree: Degree not available.
Certificate: 22 units in the course listed below with a minimum of a "C" grade.

ACHIEVEMENT CERTIFICATE

This program offers pre-employment vocational training and primary skills for certification for the student desiring full-time employment as an Engine Performance Specialist Technician. All classes are designed to meet national certification and training standards for ASE testing and certification. It is expected that the student will develop job entry knowledge and skills necessary for the proper maintenance, service and repair of engine and power train control systems. A student may complete a certificate in one year by following the prescribed course of study.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AUTO 130	Introduction to Automotive Technology	3
AUTO 136	Automotive Electrical Systems	5
AUTO 138	Automotive Engine Performance	6
AUTO 142	Automotive Fuel and Emissions	4
AUTO 143	Advanced Automotive Computer Control Systems	4
Minimum Core Course Units:		22

Course Numbers	Support Courses	Units
Select additional units from this list for further study.		
AUTO 253AD	BAR Alternative Training	3
AUTO 254	Automotive Information Systems	2
AUTO 263AD	Basic Clean Air Car Course	3
AUTO 264AD	Advanced Clean Air Car Course	2.5
AUTO 265	Alternate Fuel Vehicles	2
Minimum Support Course Units:		0
Total Minimum Units Required:		22

This certificate is pending approval through the California Community College Chancellor's Office. Students are encouraged to check with Division Chairs for any recent changes to required or support courses for this certificate.

Automotive Engine Technology

A.S. Degree: Degree not available.
Certificate: 14 units in the course listed below with a minimum of a "C" grade.

SKILL CERTIFICATE

This program offers pre-employment vocational training and primary skills for certification for the student desiring full-time employment as a technician in an automotive machine shop facility. The skills and knowledge acquired will assist the student in preparation of obtaining the ASE Master Machinist Certification. All classes are designed to meet national certification and training standards for ASE testing and certification.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AUTO 130	Introduction to Automotive Technology	3
AUTO 131	Automotive Engine Systems	4
AUTO 136	Automotive Electrical Systems	5
AUTO 254	Automotive Information Systems	2
Minimum Core Course Units:		14

Course Numbers	Support Courses	Units
Select additional units from this list for further study.		
AUTO 201AD	ASE Certification Preparation	1.5
Minimum Support Course Units:		0
Total Minimum Units Required:		14

Automotive Power Train Systems Technology

A.S. Degree: Degree not available.
Certificate: 18 units in the course listed below with a minimum of a "C" grade.

ACHIEVEMENT CERTIFICATE

This program offers pre-employment vocational training and primary skills for certification for the student desiring full-time employment in automotive service and repair in the area of power train systems which include automatic and manual transmission and clutch repair facilities. All classes are designed to meet national certification and training standards for ASE testing and certification.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AUTO 130	Introduction to Automotive Technology	3
AUTO 132	Automotive Automatic Transmissions	4
AUTO 133	Automotive Power Train Systems	4
AUTO 136	Automotive Electrical Systems	5
AUTO 254	Automotive Information Systems	2
Total Units Required:		18

This certificate is pending approval through the California Community College Chancellor's Office. Students are encouraged to check with Division Chairs for any recent changes to required or support courses for this certificate.

Automotive Technology (Basic)

- 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 that is progressive in meeting the current needs of the industry and trade.

The Basic Automotive Technology Certificate Program is designed to be completed in one year. These courses are offered from the basic skills-path in automotive fundamentals and principles to the advanced theory, design and operation. These classes should be taken in a progressive order to properly complete the program.

Course Numbers	Core Courses	Units
AUTO 130	Introduction to Automotive Technology	3
AUTO 131	Automotive Engines	4
AUTO 132	Automotive Automatic Transmissions	4
AUTO 133	Automotive Power Train Systems	4
AUTO 134	Automotive Steering and Suspension Systems	4
AUTO 135	Automotive Brake Systems	4
AUTO 136	Automotive Electrical Systems	5
AUTO 137	Automotive Air Conditioning	4
AUTO 138	Automotive Engine Performance	6
Minimum Core Course Units:		38

Course Numbers	Support Courses	Units
Select additional units from this list for further study.		
AUTO 142	Automotive Fuels and Emissions	4
AUTO 143	Advanced Automotive Computer Control Systems	4
AUTO 190AD	Automotive Supervised Practice	1-3
AUTO 201AD	ASE Certification Preparation	2
AUTO 253AD	BAR Alternative Training Course	3
AUTO 254	Automotive Information Systems	2
AUTO 263AD	Automotive Basic Clean Air Car Course	3
AUTO 264AD	Automotive Advanced Clean Air Car Course	2.5
AUTO 265	Alternative Fuel Vehicles	2
AUTO 299	Automotive Topic Courses: BAR Update Training Course	1
WELD 161	Oxyacetylene Welding	4
Minimum Support Course Units:		0
Total Minimum Units Required:		38

Banking

A.S. Degree: Degree not available.
Certificate: 26 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 certificate is designed to equip the student with knowledge and skill needed for an entry-level position in the banking industry.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
BUS 82	Introduction to Business	3
BUS 184	Business Communications	3
BUS 195	Ethics in Business and Industry	3
BUS 240	Banking Skills	2
BUS 268	Electronic Calculating	2
BUS 295	Business Mathematics	3
COMP 5 or COMP 130	Computer Concepts (4) Introduction to Personal Computers (4)	4
Minimum Core Course Units:		20

Course Numbers	Support Courses	Units
Select 6 additional units from this list to complete the requirements for this certificate.		
BUS 100	Career Strategies	3
BUS 112/SPCH 112	Public Speaking for Business	4
BUS 174	Marketing Principles	3
BUS 188	Human Relations in Business	3
BUS 230	Supervision, Management/1st Line Supervisor	3
BUS 293	Business English	4
BUS 297	Personal Finance	3
WEXP 193 I- 196 I	Business Internship/Work Experience	1-4
Minimum Support Course Units:		6
Total Minimum Units Required:		26

This certificate is pending approval through the California Community College Chancellor's Office. Students are encouraged to check with Division Chairs for any recent changes to required or support courses for this 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	Principles of Biology	5
BIOL 2	Principles of Biology	5
Minimum Core Course Units:		10

Course Numbers	Support Courses	Units
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Select 15 additional units (one course minimum from each group) to complete the total units required

Group 1:

MATH 21	Introduction to Statistics	4
MATH 70	Precalculus	5
MATH 75	Calculus 1	5

Group 2:

BIOL 40	General Microbiology	4
CHEM 1	General Chemistry	5
CHEM 2	General Chemistry	5
CHEM 12	Organic Chemistry	5
CHEM 12L	Organic Chemistry Laboratory 1	2
CHEM 13	Organic Chemistry	5
CHEM 13L	Organic Chemistry Laboratory 2	2
CHEM 20	Introduction to General Chemistry	4
CHEM 21	Organic/Biological Chemistry	4
PHYS 5	Physics for Engineers 1	4
PHYS 6	Physics for Engineers 2	4
PHYS 7	Physics for Engineers 3	4
PHYS 20	General Physics 1	4
PHYS 21	General Physics 2	4

Minimum Support Course Units: 15

Total Minimum Units Required: 25

Bookkeeping

A.S. Degree: Degree not available.
Certificate: 18 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

Students completing the Bookkeeping Certificate will have the necessary skills to perform the basic bookkeeping requirements of the general business office.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
ACCT 1	Principles of Accounting (4)	
<i>or</i> ACCT 101	Essentials of Accounting (5)	4-5
ACCT 210/COMP 210	Computer Accounting	3
BUS 20	Business Statistics (3)	
<i>or</i> BUS 119	Quantitative Methods (3)	
<i>or</i> BUS 295	Business Mathematics (3)	3
BUS 100	Career Strategies	3
BUS 268	Electronic Calculating	2
COMP 138	Spreadsheet Design for Business (3)	
<i>or</i> COMP 223AD	Beginning Excel (1.5)	
<i>and</i> COMP 224AD	Advanced Excel (1.5)	3
Minimum Core Course Units:		18
Course Numbers	Support Courses	Units
BUS 185	Ethics in Business and Industry	3
BUS 188	Human Relations in Business	3
Minimum Support Course Units:		0
Total Minimum Units Required:		18

This certificate is pending approval through the California Community College Chancellor's Office. Students are encouraged to check with Division Chairs for any recent changes to required or support courses for this certificate.

Business, General

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

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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
BUS 18	Business Law	4
BUS 82	Introduction to Business	3
BUS 100	Career Strategies	3
BUS 184	Business Communication	3
BUS 185	Ethics in Business and Industry	3
BUS 188	Human Relations in Business	3
BUS 112/SPCH 112	Public Speaking for Business	4
BUS 293	Business English	4
BUS 20	Business Statistics (3)	
<i>or</i> BUS 119	Quantitative Methods (3)	
<i>or</i> BUS 295	Business Mathematics (3)	3
COMP 5	Computer Concepts (4)	
<i>or</i> COMP 130	Introduction to Personal Computers (4)	4
Minimum Core Course Units:		34

Course Numbers	Support Courses	Units
ACCT 1	Principles of Accounting	4
ACCT 101	Essentials of Accounting	5
BUS 155	E-Commerce	3
BUS 174	Marketing Principles	3
BUS 230	Supervision Management for the First-Line Supervisor	3
BUS 231	Starting a New Business	3
BUS 271	College Keyboarding Level 2	3
BUS 297	Personal Finance	3
COMP 140	Computer Operating System	3
COMP 227	Presentation Software for Business	1.5
COMP 229	Web Page Design and Development	3
WEXP 193 I - 196 I	Business Internship/Work Experience	1-4
Minimum Support Course Units:		0
Total Minimum Units Required:		34

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.

Chemistry

- 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 12L	Organic Chemistry Laboratory 1	2
CHEM 13	Organic Chemistry	5
CHEM 13L	Organic Chemistry Laboratory 2	2
Minimum Core Course Units:		24

Course Numbers	Support Courses	Units
Select 6 additional units from this list.		
BIOL 1	Principles of Biology	5
BIOL 20	Frontiers in Biology	4
MATH 75	Calculus 1	5
PHYS 5	Physics for Engineers 1 (4)	
or PHYS 20	General Physics 1 (4)	4
Minimum Support Course Units:		6
Total Minimum Units Required:		30

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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
CHLD 39/PSY 39	Child Development-DS 1	3
CHLD 42	Child, Family and Society - DS 2	3
CHLD 134	Child Abuse Prevention	3
CHLD 140	Principles of ECE - DS 3	3
CHLD 141	Practices in ECE - DS 3	3
CHLD 148	Child Health and Safety - DS 7	3
CHLD 158	Cultural Diversity in ECE - DS 3	3
Minimum Core Course Units:		21

Course Numbers	Support Courses	Units
Select 3 additional units from this list to complete the total units required.		
CHLD 112	Children's Nutrition	3
CHLD 120	Early Literacy in ECE	1
CHLD 121	Curriculum Development in ECE	1
CHLD 122	Promoting Oral Language in ECE	1
CHLD 123	Dual Language Learners in ECE	1
CHLD 135	Music Experiences in ECE - DS 3	1
CHLD 136	Children's Literature - DS 3	3
CHLD 142	Adult Supervision/Mentor DS6	2
CHLD 143	Administration of ECE - DS 6	3
CHLD 144	Advanced Administration of Childhood Education - DS 6	3
CHLD 145	Parenting	3
CHLD 146	Exceptional Child	3
CHLD 147	Infant/Toddler Childcare - DS 4	3
CHLD 149AB	Creative Activities/ Children - DS 3	2
CHLD 152	School Age Child Care-DS5	3
CHLD 154	Introduction to Early Intervention	3
CHLD 155	Child Guidance DS3	3
CHLD 156	Family Day Care Management	1
CHLD 157	Family Day Care Principles & Practices	1
CHLD 159	Child Development Permits	2
CHLD 163AD	After-School Programs	4
CHLD 164	Family Child Care Mentor	2
CHLD 210	Professional Growth Advisory Training	1
CHLD 238	Food Activities for the Child	1
CHLD 239	Introduction to Child Development	2
CHLD 242	Socialization of the Child	2
CHLD 199	Topics Courses	1
Minimum Support Course Units:		3
Total Minimum Units Required:		24

Child Development, Early Childhood Education, Option II

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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Core Courses	Course Names	Units
CHLD 39/PSY 39	Child Development	3
CHLD 42	Child, Family and Society - DS 2	3
CHLD 140	Principles of ECE - DS 3	3
CHLD 146	Exceptional Child	3
CHLD 147	Infant/Toddler Childcare - DS 4	3
CHLD 148	Child Health and Safety - DS 7	3
CHLD 154	Introduction to Early Intervention	3
CHLD 158	Cultural Diversity in ECE - DS 3	3
WEXP 193 E or	Cooperative Work Experience in Early	
WEXP 193 S	Intervention and Special Education	2***
Total Minimum Units Required:		26

****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.*

CISCO CCNA Academy

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 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

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
Minimum Core Course Units:		12

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 5 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	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	Programming Fundamentals	3
COMP 133	Database Processing	3
COMP 140	Computer Operating Systems	3
ELEC 111	Microprocessor/PCL Fundamentals	3
ELEC 112	Microprocessor Applications	4
Minimum Support Course Units:		5
Total Minimum Units Required:		17

Commercial Art

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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
ART 1	Art Appreciation	3
ART 6/CFS 6	Color and Design	3
ART 8	Drawing Fundamentals	3
ART 15	Beginning Printmaking (3)	
or ART 128AD (A)	Lithography (1st semester)	3
ART 23AD	Macintosh Basics for Artists	3
PHOT 1	Beginning Photography (3)	
or ART 23AD (B)	Macintosh Basics for Artists (2nd semester)	3
ART 25AD (A)	Digital Imaging for Artists (1st semester)	3
ART 25AD (B)	Digital Imaging for Artists (2nd semester) (3)	
or GD251	Independent Study	2
Minimum Core Course Units:		23-24

Course Numbers	Support Courses	Units
Select 9 or 10 additional units from this list to complete the total units required.		
ART 9	Drawing Fundamentals	3
ART 10AD	Figure Drawing (3)	3-12
ART 13AD	Studio Painting (3)	3-12
ART 16AC	Advanced Printmaking	2
ART 25AD (CD)	Digital Imaging for Artists (3rd-4th semesters) (3)	3-6
ART 121AC	Serigraphy/Screen Printing (3)	3-9
ART 126AD	Digital Painting (3)	3-12
ART 128AD (AB)	Lithography (1st-2nd semesters)	3-6
Minimum Support Course Units:		9-10
Total Minimum Units Required:		33

Commercial Music

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

SKILL CERTIFICATE

The Commercial Music Program teaches students how to connect and operate a variety of digital and analog audio equipment specifically related to the recording studio. Though focused on recording, the program will prepare students to work as Audio Technicians in a variety of environments including, but not limited to: recording studios, churches, theaters, and convention spaces.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
MUS 1	Music Fundamentals	3
MUS 126AD	Computerized Audio 1: Midi (1st semester)	2
MUS 127	Computerized Audio Production 2	3
MUS 180	The Music Business	2
MUS 181	Recording Arts 1	2
MUS 182	Recording Arts 2	3
Minimum Core Course Units:		15

Course Numbers	Support Courses	Units
Select 2 additional units from this list to complete the total units required.		
MUS 20AD	Piano 1	1
MUS 21AD	Piano 2	1
MUS 22AD	Intermediate and Advanced Piano (1st semester)	2
MUS 34AD	Concert Choir	2
MUS 41AD	Applied Music Lessons	1
MUS 74AD	Concert Band 1	2
Minimum Support Course Units:		2
Total Minimum Units Required:		17

Communication Studies (formerly Speech)

- 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:** 12 units in core 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.A. DEGREE AND SKILL CERTIFICATE

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
COMM 1	Fundamentals of Public Speaking	3
COMM 4	Interpersonal Communication	3
COMM 5	Argumentation and Debate	3
COMM 7	Persuasion	3
COMM 8	Group Communication	3
COMM 9	Intercultural Communication	3
Minimum Core Course Units for Certificate:		12
Minimum Core Course Units for Major:		21

Course Numbers	Support Courses	Units
Select 9 additional units from this list to complete the total units required.		
PHIL 25	Critical Thinking	3
MATH 21	Introduction to Statistics	4
COMM 112/BUS 112	Public Speaking for Business	4
COMM 151AD	Independent Study in Speech Communication	2-3
Minimum Support Course Units:		9
Total Minimum Units Required:		30

Comp TIA A+

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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

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	Computer Operating Systems	3
Minimum Core Course Units:		14

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	Programming Fundamentals	3
COMP 133	Database Processing	3
ELEC 111	Microprocessor/PCL Fundamentals	4
ELEC 112	Microprocessor Applications	3
Minimum Support Course Units:		3
Total Minimum Units Required:		17

Comp TIA Network +

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 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

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

Minimum Core Course Units: ----- 12

Course Numbers	Support Courses	Units
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Select 5 additional units from this list to complete the total units required.

COMP 5	Computer Concepts -----	4
COMP 6	Programming Fundamentals -----	3
COMP 133	Database Processing -----	3
COMP 140	Computer Operating Systems -----	3
ELEC 111	Microprocessor/PCL Fundamentals -----	3
ELEC 112	Microprocessor Applications -----	4
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

Minimum Support Course Units: ----- 5

Total Minimum Units Required: ----- 17

Computer Applications/Information Systems

Degree: Degree not available.
Certificate: 37 units in courses listed below with a minimum of a "C" grade in all courses.

ACHIEVEMENT CERTIFICATE

Students with a Computer Applications/Information Systems Certificate will be prepared for entry-level positions requiring computer applications skills. Students must earn a Word Processing Certificate prior to earning the Computer Applications/Information Systems Certificate.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
See Page 204	Word Processing Certificate	17
BUS 112/SPCH 112	Public Speaking for Business (4)	4
BUS 188	Human Relations in Business	3
COMP 133	Database Processing	3
COMP 135	Desktop Publishing for Business	4
COMP 138	Spreadsheet Design for Business	3
COMP 229	Web Page Design and Development	3

Minimum Core Course Units: 37

Course Numbers	Support Courses	Units
<i>or</i> BUS 20	Business Statistics (3)	3
<i>or</i> BUS 119	Quantitative Methods (3)	
<i>or</i> BUS 295	Business Mathematics (3)	
BUS 82	Introduction to Business	3
BUS 100	Career Strategies	3
BUS 185	Ethics in Business and Industry	3
COMP 210/ACCT 210	Computer Accounting	3
COMP 227AD	Presentation Software for Business	1.5
IT 110	PC Trouble Shooting/Repair	3
WEXP 193 I-196 I	Business Internship/Work Experience	1-4

Minimum Support Course Units: 0

Total Minimum Units Required: 37

This certificate is pending approval through the California Community College Chancellor's Office. Students are encouraged to check with Division Chairs for any recent changes to required or support courses for this certificate.

Computerized Office Procedures

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: 27.5-29 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

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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
BUS 271	College Keyboarding, Level 2 (3)	
or COMP 136	Word Processing (3)	3
BUS 184	Business Communications	3
BUS 188	Human Relations in Business	3
BUS 268	Electronic Calculating	2
BUS 293	Business English	4
BUS 20	Business Statistics (3)	
or BUS 119	Quantitative Methods (3)	
or BUS 295	Business Mathematics (3)	3
COMP 5	Computer Concepts (4)	
or COMP 130	Introduction to Personal Computers (4)	4
COMP 140	Computer Operating System	3
BUS 112/SPCH 112	Public Speaking for Business (4)	
or COMP 227	Presentation Software for Business (1.5) and	
COMP 228	Introduction to the World Wide Web (1) = (2.5)	2.5-4
Minimum Core Course Units:		27.5-29

Course Numbers	Support Courses	Units
Select additional units from this list for further study.		
BUS 82	Introduction to Business	3
BUS 155	E-Commerce	3
BUS 185	Ethics in Business and Industry	3
COMP 133	Database Processing	3
COMP 135	Desktop Publishing for Business	4
COMP 138	Spreadsheet Design for Business	3
COMP 220	Essential Computer Concepts	2
COMP 229	Web Page Design & Development	3
Minimum Support Course Units:		0
Total Minimum Units Required:		27.5-29

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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

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 Codes	3
CT 174AD	Mechanical Inspection	3
CT 175AD	Plumbing Inspection	3
CT 176AD	Architecture Inspection	3
Total Minimum Units Required:		21

Construction Technology

- A.S. Degree:** 46 units with a minimum "C" grade plus General Education and graduation requirements for a total of 60 units. (See Page 56.)
- Certificate:** 46 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
CT 114AB	Residential Construction 1	5
CT 115AB	Residential Construction 2	5
CT 118AB	Advanced Residential Construction 1	5
CT 119AB	Advanced Residential Construction 2	5
CT 100AB	Construction Drawing/Design Analysis 1	4
CT 101AB	Construction/Drawing Design Analysis 2	4
CT 104AB	Construction Theory/Practice 1	4
CT 105AB	Construction Theory/Practice 2	4
CT 150	Fundamentals/Cabinet Making 1	4
CT 160	Cabinet Making 2 (tools/mill)	4
Minimum Core Course Units:		44

Course Numbers	Support Courses	Units
Select 2 additional units from this list to complete the total units required.		
CT 108	Advanced Carpentry 1, Roof Framing	3
CT 109	Advanced Carpentry 2, Stair Building	3
CT 113AB	Residential Construction/Pre Frame	4
CT 130	Managing Residential Construction	3
CT 132	Basic Construction Systems	3
CT 135	Blueprint Reading/Residential Construction	2
CT 138	Contractors License Law	3
CT 190AD	Supervised Practice	1-3
CT 205AB	Plumbing	3
CT 270AB	Residential Wiring	3
Minimum Support Course Units:		2
Total Minimum Units Required:		46

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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
CFS 80	Life-Span Development (3)	
<i>or</i> CHLD 39/PSY 39	Child Development (3)	3
CHLD 42	Child, Family & Society-DS2	3
CFS 6/ART 6	Color and Design	3
FASH 160AB	Clothing Construction (3)	
<i>or</i> FASH 161AB	Tailoring (3)	3
FASH 164	The World of Fashion	2
FASH 166	Fashion Collection Development	1
NUTR 18	Nutrition	3
NUTR 101	Foods (3)	
<i>or</i> NUTR 20	Cultural Foods	3
Total Minimum Units Required:		21

Cosmetology

A.S. Degree: Certificate units with a minimum grade of a "C" plus General Education and graduation requirements. (See Page 56)

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	Basic Cosmetology	6-12
COSM 262	Intermediate Cosmetology	6-12
COSM 263AB (A)	Advanced Cosmetology	6-8
COSM 263AB (B)	Cosmetology	6-8
Total Minimum Units Required:		24-40

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. Students 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

Dairy Food Processing (California Dairy Products Training Institute)

A.S. Degree: Degree not available.
Certificate: 15 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

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	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

Minimum Core Course Units: 15

Course Numbers	Support Courses	Units
DPTI213	Specialty Cheese Making	2
DPTI214	Milk Pasteurization	2
DPTI218	Market Dairy Products	2

Total Support Units Required: 0

Total Minimum Units Required: 15

Dairy Science

A.S. Degree: Certificate courses (21) 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 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AGMT 108AB	Introduction to Agriculture Computer Applications (1st semester)	3
DSCI 101	Elements of Dairying	3
DSCI 102	Principles of Milk Production	3
DSCI 103	Commercial Dairy Herd Management	3
DSCI 104	Breeding & Selection of Dairy Cattle	3
DSCI 108	Dairy Nutrition	3
WEXP 193 F	Agricultural Occupational Cooperative Education/Internship (1st semester)	3
Minimum Core Course Units:		21

Course Numbers	Support Courses	Units
Select additional units from this list for further study.		
AG201	Agricultural Mathematics	3
AG200AD	Agriculture Leadership	1
AGMT 108AB	Introduction to Agriculture Computer Applications (2nd semester)	3
DSCI 105AD	Dairy Cattle Judging/Selection	4
DSCI 106AB	Introduction to Dairy Production Technology	3
DSCI 200	Applied Mechanics in Dairy Science	2
PLSI 104	Forage Crops	3
Minimum Support Course Units:		0
Total Minimum Units Required:		21

Dance

- 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 12AD	Jazz Dance	1
DANC 13AB	Advanced Jazz Dance	1
DANC 16AB	Beginning Tap Dance	1
DRAM 2	Fundamentals of Acting 1	3
DRAM 12AB	Costuming	3
DRAM 17AB	Make up	3
HW 1	Personal & Community Health	3
MUS 10	Music Appreciation	3

Minimum Core Course Units: 24

Course Numbers	Support Courses	Units
Select 2 additional units from this list to complete the total units required		
DANC 41AD	Musical Theater Performance-Dance	2
HW 3	Standard First Aid	3
HW 60	Concepts of Health & Fitness	3
PE 36	Introduction to Physical Education	3
PE 188	Peak Performance	3

Minimum Support Course Units: 2

Total Minimum Units Required: 26

Drafting (Mechanical)

A.S. Degree: Drafting Technology courses (48 units) with a minimum "C" grade plus General Education (18 units) and graduation requirements for a total of 66 units.

Certificate: 18 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

The Career Certificate (Type A) in Mechanical Drafting provides knowledge, and the skills necessary for successful employment as a mechanical draftsman/CAD technician in a manufacturing company or related industrial fields.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
DRFT 112	Mechanical Drafting 1	3
DRFT 113	Mechanical Drafting 2	3
DRFT 114	Introduction to CAD	4
DRFT 115	Advanced CAD	4
DRFT 116AD	CAD Applications	4
Minimum Certificate Core Course Units:		18

DRAFTING TECHNOLOGY - ASSOCIATE OF SCIENCE DEGREE

Course Numbers	Support Courses	Units
First Semester		
DRFT 114	Introduction to CAD	4
ARCH 20	Visual Communication 1	3
COMP 139	Windows	2
GD 159	Adobe Illustrator	2
Second Semester		
DRFT 112	Mechanical Drafting 1 (Formerly DRFT 200)	3
DRFT 115	Advanced CAD	4
ARCH 120	Freehand Drawing	3
ARCH 161AD	Architectural Detailing (1st Semester)	3
Third Semester		
DRFT 116AD	CAD Applications (1st Semester)	4
ARCH 160	Construction Materials & Methods	3
COMP 229	Web Page Design and Development	3
COMP 228	Introduction to the World Wide Web	1
Fourth Semester		
DRFT 113	Mechanical Drafting 2 (Formerly DRFT 100)	3
DRFT 116AD	CAD Applications (2nd Semester)	4
ARCH 161AD	Computer Assisted Architectural Detailing (2nd Semester)	3
ARCH 163	Construction Documents	3
Total Minimum Units Required for AS:		48

Dramatic Arts: Acting

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, 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 1	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 19AD	Rehearsal and Performance 1 (2 semesters/2 units each) (4)	
<i>or</i> DRAM 21AD	Rehearsal and Performance 2 (2)	2 or 4
Minimum Core Course Units:		20-22

Course Numbers	Support Courses	Units
Select 8 or 10 additional units from this list to complete the total units required.		
DRAM 12AB/FASH 12AB	Costuming	3
DRAM 13 AB	Beginning Stagecraft	3
DRAM 17 AB/FASH 17AB	Makeup	3
DRAM 8	History of Theater and Drama	3
DRAM 19AD	Rehearsal and Performance 1 (2)	
<i>or</i> DRAM 21AD	Rehearsal and Performance 2	2
DRAM 20AD	Music Theatre Rehearsal and Performance	2
DRAM 22AD	One-Act Play Production	2
DRAM 30AB	Stage Movement/Stage Combat	2
DRAM 40AB	Musical Theatre	3
DRAM 102AB	Writing the Professional Screenplay	3
DRAM 180AD	Communication Strategies	2
DRAM 202AD	Acting for the Camera	1
Minimum Support Course Units:		8-10
Total Minimum Units Required:		31

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 1	3
DRAM 12AB/FASH 12AB	Costuming (1 semester)	3
DRAM 13AB	Beginning Stagecraft (1st semester)	3
DRAM 15AB	Beginning Stage Lighting (1st semester)	3
DRAM 17AB/FASH 17AB	Makeup (1st semester)	3
DRAM 19AD	Rehearsal and Performance 1 (1st and 2nd semesters/2 units each) (4)	
or DRAM 22AD	One-Act Play Production (2) and	
DRAM 21AD	Rehearsal and Performance 2 (2)	4
Minimum Core Course Units:		22

Course Numbers	Support Courses	Units
Select 9 additional units from this list to complete the total units required.		
DRAM 6	Shakespeare	3
DRAM 8	History of Theater and Drama	3
DRAM 12AB	Costuming (2 nd semester)	3
DRAM 13AB	Stagecraft (2 nd semester)	3
DRAM 14AB	Intermediate Stagecraft (both 1st and 2nd semesters)	6
DRAM 15AB	Beginning Stage Lighting (2 nd semester)	3
DRAM 16AB	Intermediate Stage Lighting (both 1st and 2nd semesters)	6
DRAM 17AB	Makeup (2 nd semester)	3
DRAM 18AB	Advanced Theatre Crafts	3
DRAM 20AD	Music Theatre Rehearsal and Performance	2
DRAM 22AD	One-Act Play Production	2
DRAM 180AD	Communication Strategies	2
Minimum Support Course Units:		9
Total Minimum Units Required:		31

Educational Paraprofessional

A.A. Degree: Degree Not Available.
Certificate: 47 units listed below with a minimum of a "C" grade in all courses

ACHIEVEMENT CERTIFICATE

The Educational Paraprofessional Certificate Program is designed to prepare individuals to work in K-12 educational facilities as paraprofessionals in instructional programs. Many people in this occupation work directly in the classroom assisting the teacher, while others work at schools in libraries, instructional media/resource centers or in special programs. Support courses are taken to complete the unit certificate requirement and can be chosen to support the area in which the paraprofessional desires to work.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
CHLD 39/PSY 39	Child Development-DS 1	3
CHLD 152	School Age Child Care-DS 5	3
CHLD 160	Literacy and Language in Child	3
CHLD 136	Children's Literature - DS 3	3
MATH 360	Pre-Algebra (Or higher level math course)	4
IS 241	Math Learning	2
ENGL 360	Reading and Writing Skills (6)	
<i>or</i> BUS 293	Business English (4)	4-6
ENGL 270	Reading Instruction for K-12	2
ENGL 275	Writing Mechanics	2
COMP 130	Introduction to Personal Computers (4)	
<i>or</i> COMP 220	Essential Computer Concepts (2)	2-4
COMP 228	Introduction to World Wide Web (1)	
<i>or</i> LIBR 102	Internet Information Resources (1)	1
BIOL 200	California Natural History (3)	
<i>or</i> NSCI 132	Biology and Earth Science for Educators (4)	3-4
SSCI 276	America (3)	
<i>or</i> HIST 17	People of the United States to 1865 (3)	3
HW 1	Personal and Community Health	3
EDUC 150	Introduction to Teaching	2
EDUC 230	CBEST Test Preparation	1
WEXP 193 K	Work Experience (1st semester)	1
Minimum Core Course Units		42-47

Course Numbers	Support Courses	Units
Select additional units from this list to complete the total units required.		
CHLD 134	Child Abuse Prevention	3
CHLD 138	Science Experience in School-Age Education	1
CHLD 148	Child Health and Safety-DS 7	3
CHILD 158	Cultural Diversity in ECE	3
CHLD 163AD	After School Programs	4
COMP 133	Data Base Processing	3
LIBR 101	Library Research Strategies	1
LIBR 201	Introduction to Library Services	2
LIB 203	Library Technical Services	3
LIBR 204	School/Children's Services	3
Minimum Support Course Units:		0-5
Total Minimum Units Required		47

Electrician Training Program

- A.S. Degree:** Degree not available.
Certificate: 32 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

Electrician Training Program Certificate is a program that prepares individuals for the California Electrician Certification Examination as part of the electrician certification process required by the State of California.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
ET200AB	Introduction to Electrician Training	4
ET201AB	Electrician Training 1b	4
ET202AB	Electrician Training 2a	4
ET203AB	Electrician Training 2b	4
ET204AB	Electrician Training 3a	4
ET205AB	Electrician Training 3b	4
ET206AB	Electrician Training 4a	4
ET207AB	Electrician Training 4b	4
Minimum Core Course Units:		32

Course Numbers	Support Courses	Units
ET220AC	Electrical Code Update	3
Minimum Support Course Units:		0
Total Minimum Units Required:		32

This certificate is pending approval through the California Community College Chancellor's Office. Students are encouraged to check with Division Chairs for any recent changes to required or support courses for this certificate.

Electronics Technology

- 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.

ACHIEVEMENT 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
ELEC101	Direct Current Circuits	5
ELEC102	Alternating Current Circuits	5
ELEC103	Semiconductor Circuits	5
ELEC104	Communication Circuits	5
ELEC110	Digital Circuits	3
ELEC111	Microprocessors/PLC Fundamentals	3
ELEC112	Microprocessor Applications	4
ELEC114	Operational Amplifier Circuits	3
Minimum Core Course Units:		33

Course Numbers	Support Courses	Units
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.		
CT270AB	Residential Wiring	3
ELEC105	Industrial Fabrication and Design	3
IT110	PC Troubleshooting and Repair	3
IT111AC	Comp TIA A+ Exam Preparation	4
IT120	Computer Networking Fundamentals	3
IT121AC	Comp TIA Network + Exam Preparation	3
IT122AC	Network Administration	3
IT123AC	TCP/IP and IP Routing	3
IT130AC	CISCO Academy 1	3
IT131AC	CISCO Academy 2	3
IT132AC	CISCO Academy 3	3
IT133AC	CISCO Academy 4	3
IT140AC	MCSE Windows 2000 Pro	2
IT141AC	MCSE Windows 2000 Server	2
ITEC273	Electrical Motor Controls	2
Minimum Support Course Units		2
Total Minimum Units Required:		35

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 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.

The student who completes this course will develop skills in recognition of symptoms of illness and/or injury and proper procedures for emergency care. Those who complete the EMT B course are eligible to sit for the National Registry of Emergency Medical Technicians and employment by government and private emergency health care services in the area. State certification and national testing fees will apply. They are also eligible to enter Emergency Medical Technician Paramedic training, which provides opportunity for career advancement, higher pay, and greater responsibility in providing emergency health care. Some EMT's enter nursing and other advanced health care fields after they have learned about career possibilities through their work as an EMT. Call the Nursing and Allied Health Division Office for more information (559) 730-3732.

To be able to sit for the national exam students must:

1. be 18 years old
2. complete EMT 251 with a "C" or better
3. pass an examination given by the National Registry of Emergency Medical Technicians

Fingerprint clearance by the Department of Justice may be required. Specific information about the criminal record review may be obtained from the Division office. Local area hospitals may require background checks prior to clinical placement.

Recertification is available through the Division of Nursing and Allied Health.

Course Numbers	Core Courses	Units
EMT 251	Emergency Medical Technician B	4
	Total Minimum Units Required:	4

Engineering

- 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:** 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
CHEM 1	General Chemistry	5
ENGR 1	Engineering Graphics	4
ENGR 2	Statics	3
ENGR 3	Materials	3
PHYS 5	Physics for Engineers 1	4
PHYS 6	Physics for Engineers 2	4
PHYS 7	Physics for Engineers 3	4
ENGR 110	Introduction to Engineering	1
MATH 75	Calculus 1	5
MATH 76	Calculus 2	5
Minimum Core Course Units:		38

Course Numbers	Support Courses	Units
Select additional units from this list for further study.		
MATH 77	Calculus 3	3
MATH 80	Linear Algebra	3
MATH 81	Differential Equations	5
Minimum Support Course Units:		0
Total Minimum Units Required:		37

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	Composition and Literature	3
Minimum Core Course Units:		6

Course Numbers	Support Courses	Units
Select 12 units from this list to complete the total units required.		
ENGL 10	Chicano Literature	3
ENGL 14AB	Creative Writing	3
ENGL 15	Survey of British Literature 1	3
ENGL 16	Survey of British Literature 2	3
ENGL 17	Native American Literature	3
ENGL 18	Black American Literature	3
ENGL 19	Women in Literature	3
ENGL 25	Asian-American Literature	3
ENGL 30	American Literature 1	3
ENGL 31	American Literature 2	3
ENGL 44	World Literature 1	3
ENGL 45	World Literature 2	3
ENGL 46	Shakespeare	3
Minimum Support Course Units:		12
Total Minimum Units Required:		18

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

Environmental Control Technology

- 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

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

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.		
CT 270AB	Residential Wiring	3
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
ECT 265	Air Cond Control Systems	2
ITEC 143	Advanced Air Conditioning Duct Sheet Metal	3
ITEC 273	Electric Motor Controls	2
WELD 161	Oxy-Acetylene Welding	4
Minimum Support Course Units:		0
Total Minimum Units Required:		29

Equine Science

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

SKILL 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 list of positions for students who complete this course of study includes horse trainer, breeder, nutritionist, and health care technician.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AGMT 108AB	Introduction to Agriculture Computer Applications (1st semester)	3
ASCI 22	Horse Husbandry	3
ASCI 104	Animal Disease and Sanitation	3
ASCI 120AD	Basic Equitation (1st semester)	2
ASCI 123	Horse Production	3
ASCI 124AD	Colt Breaking (1st semester)	2
WEXP 193 F	Occupational Cooperative Education/Internship (1st semester)	1
Total Minimum Units Required:		17

Family Child Care Mentor Training

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

SKILL CERTIFICATE

This skill certificate prepares the student to work with adults in a family child care home. Training includes communication, staff development, licensing requirements and regulations. Professionalism is stressed. This certificate provides the mandatory training required for applications to the Family Child Care Mentor Program that provides a financial stipend.

Course Numbers	Core Courses	Units
CHLD 164	Family Child Care Mentor Training	2

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:** 20 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 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
CFS 6/ART 6	Color and Design	3/3
FASH 76	Introduction to Textiles	2
FASH 160AB	Clothing Construction	3
FASH 161AB	Tailoring	3
FASH 164	The World of Fashion	2
FASH 166	Fashion Collection Development	1
COMM 1	Fundamentals of Speech	3
	Minimum Core Course Units	17

Course Numbers	Support Courses	Units
Select 3 additional units from this list to complete the total units required.		
FASH 12AB/DRAM 12AB	Costuming	3/3
FASH 162	Creative Pattern Design	3
	Minimum Support Course Units:.....	3
	Total Minimum Units Required:	20

Fashion Merchandising

- 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:** 19 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

Apparel is California's number two industry. Millions of people are employed in fashion production designing, manufacturing, advertising, and marketing. Career opportunities in fashion merchandising 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
COMP 5	Computer Concepts	4
CFS/ART 6	Color and Design	3/3
FASH 76	Introduction to Textiles	2
FASH 164	The World of Fashion	2
FASH 166	Fashion Collection Development	1
FASH 171	Fashion Advertising	1
FASH 172	Fashion Buying	1
FASH 261AD	Principles of Clothing Construction	1
COMM 4	Interpersonal Communications	3
WEXP 193 Z	Fashion Occupational Cooperative Education (first semester)	1
Total Minimum Units Required:		19

Fire Academy

Certificate: 12 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. Students will be expected to participate in a rigorous physical fitness program and will be evaluated on their progress.
- Limitation on Enrollment:** 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 270	Basic Fire fighter 1 Academy	12
	Minimum Units	12

Please note: Most fire agencies in California require completion of a Fire fighter 1 Academy and completion of EMT training as minimum qualifications to compete in fire department entrance examinations. Additional education, such as a Vocational Education Certificate or Associates degree is recommended.

Fire Technology

A.S. Degree: 31 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
SECTION A:		
FIRE PREVENTION (must choose a minimum of 9 units)		
FIRE 157	Fire Prevention Technology (REQUIRED)	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 (REQUIRED)	3
FIRE 164	S.F.M. Fire Prevention 1C	2
FIRE 182	Building Construction for Fire Protection (REQUIRED)	3
FIRE 252	S.F.M. Fire Investigation 1A	2
FIRE 253	S.F.M. Fire Investigation 1B	2
Minimum Section A Core Course Units:		9
SECTION B:		
FIRE SUPPRESSION (must choose a minimum of 9 units)		
FIRE 155	Fire Behavior and Combustion (REQUIRED)	3
FIRE 156	Fire Service Hydraulics	3
FIRE 159**	Fire Protection Organization (REQUIRED)	3
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
FIRE 270	Basic Fire Fighter 1 Academy (max. 9 units accepted)	12
FIRE 280	Fire Fighter 2 Academy	3
Minimum Section B Core Course Units:		9
<i>** FIRE 159 is a prerequisite for several Fire technology courses.</i>		
SECTION C:		
EMERGENCY MEDICAL CARE (must choose a minimum of 4 units)		
EMT 251	Emergency Medical Technician B	4
Minimum Section C Core Course Units:		4
Section D:		
ADDITIONAL RELATED FIRE TECHNOLOGY COURSES		
(Choose 8 additional units from Fire Technology courses listed above or below to equal 30 or more units to complete the certificate)		

Continued on the next page.

Fire Technology

Course Numbers	Core Courses	Units
FIRE 125	Fund of Fire Apparatus and Equipment	3
FIRE 171	S.F.M. Fire Instructor 1A	2
FIRE 172	S.F.M. Fire Instructor 1B	2
FIRE 241	Fire Command 2A	2
FIRE 242	Fire Command 2B.....	2
FIRE 243	Fire Control 4A and 4B	5
FIRE 265	Fire Control 3.....	5
FIRE 277	S.F.M. Fire Management 1	2
FIRE 267	CSFM Fire Control 6 (Wildland Fire)	5
FIRE 290	Confined Space Rescue Operations.....	1.5
	Minimum Section D Core Course Units:	8
	Optional Electives Units:	1.5
	Total Minimum Units Required:	30

NOTE: Units for classes which are duplicated in the above sections may not be considered in more than one section.

A.S. DEGREE

Career opportunities in Fire Service cover a wide range of options, some of which require very specialized and technical knowledge and skills. Hazardous Material Technicians, Arson Investigators, Paramedics and Chief Administrators are examples of fire department positions that require significant education and training beyond the basics. Positions for Fire Technology graduates are available in the insurance industry, engineering firms, multinational corporations and safety organizations.

- Municipal Fire Fighter • Rural Fire Fighter • Wildland Fire Fighter • Fire Apparatus Driver/Operator • Law/Code Enforcement
- Fire Investigator • Hazardous Materials Technician • Paramedic • Company Officer • Chief Officer

Course Numbers	Core Courses	Units
FIRE 125	Fundamentals of Fire Apparatus and Equipment	3
FIRE 155	Fire Behavior and Combustion	3
FIRE 157	Fire Prevention Technology	3
FIRE 159	Introduction to Fire Protection Organization (prerequisite course)	3
FIRE 163	Fire Protection Equipment & Systems	3
FIRE 182	Building Construction for Fire Protection	3
	Minimum Core Course Units:	18
	For career opportunities in fields OTHER THAN a fire fighter choose additional support courses in the Fire Technology discipline listed in this catalog which total	13
	Total Minimum Units Required	31

To receive an A.S. Degree **AND** to meet **minimum qualifications for employment as a fire fighter**, the following courses are **REQUIRED**.

EMT 251	Emergency Medical Technician B	4
FIRE 270	Basic Fire Fighter 1 Academy (Maximum 9 units accepted)	12
	Minimum Course Units:	13
	Total Minimum Units Required:	31

~ 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.

Floral Technology

Degree: Degree not available.
Certificate: 19 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, house plants, 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AGMT 108AB	Introduction to Ag Computer Applications (1st semester)	3
OH 101	Basic Ornamental Horticulture	3
OH 111	Floral Design	3
OH 112	Sympathy Flowers	3
OH 113	Wedding Flowers	3
OH 123	Silk and Dried Floral Design	3
WEXP 193 F	Occupational Cooperative Education/Internship (1st semester)	1-4
Minimum Core Course Units:		19

Course Number	Support Courses	Units
Select additional units from this list for further study.		
AGMT 108AB	Introduction to Ag Computer Applications (2nd semester)	3
AG 200AD	Agricultural Leadership	1
AG 201	Agricultural Mathematics	3
AGMT 102	Agricultural Sales and Marketing	3
OH 104	Nursery Practices	3
OH 105	Plant Propagation	3
OH 119	Interiorscapes	3
OH 129	Horticulture/Floral Business Management	3
OH 271	Introduction to Horticulture	3
Minimum Support Course Units:		0
Total Minimum Units Required:		19

Food Services, Advanced Skills

Degree: Degree not available.
Certificate: 21 units in courses listed below with a minimum of a "C" grade in all courses.

ACHIEVEMENT CERTIFICATE

This certificate offers advanced preparation for a career in the food service industry. Coursework is appropriate to transfer to a Culinary or similar school. Work experience in a good service facility is part of this certificate program (facilities include but are not limited to: restaurants, hospitals, schools, day-care centers for the young and the elderly and other commercial food facilities.) WorkKeys assessment will be done upon entry and exit from the certificate program.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
NUTR 18	Nutrition	3
NUTR 101	Foods	3
NUTR 105	Professional Cooking 1	3
NUTR 107	Sanitation and Safety	2
WEXP 193 D, 194D, 195D	Work Experience (1st through 3rd semesters, 1 unit each)	3
MATH 200	Elementary Algebra (* and**)	4
Minimum Core Course Units:		14-18

Course Number	Support Courses	Units
Select 3-7 additional units from this list to complete the total units required.		
CHILD 238	Food Activities for the Child	1
BUS 188	Human Relations in Business	3
NUTR 20	Cultural Foods	3
NUTR 112	Children's Nutrition	3
NUTR 114	Cooking for a Healthy Life	3
NUTR 119	Nutrition for Fitness	3
NUTR 212	Menu Design	3
NUTR 230	Italian Table	3
NUTR 231AD	Seasonable Table	1-4
Minimum Support Course Units:		3-7
Total Minimum Units Required:		21

* Any math course of equal or greater difficulty can be substituted for MATH 200.

** If a student meets the Associate Degree Competency certification requirements for computation, Math 230 or greater, these requirements may be waived.

This certificate is pending approval through the California Community College Chancellor's Office. Students are encouraged to check with Division Chairs for any recent changes to required or support courses for this certificate.

Food Service, Basic Skills

Degree: Degree not available.
Certificate: 8 units in courses listed below with a minimum of a "C" grade in all required courses.

SKILL CERTIFICATE

This certificate offers students an introduction to the basic skills necessary for a job in the food service industry. The student will also have essential sanitation and safety knowledge for preparing and serving food to the public.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
NUTR 107	Sanitation and Safety	2
Select 3 additional units from any of the following:		
NUTR 101	Foods (3)	3
<i>or</i> NUTR 105	Professional Cooking 1 (3)	
Select 3 additional units from any of the following:		
NUTR 18	Nutrition (3)	3
<i>or</i> NUTR 20	Cultural Foods (3)	
<i>or</i> NUTR 114	Cooking for a Healthy Life (3)	
Total Minimum Units Required:		8

Food Service, Intermediate Skills

Degree: Degree not available.

Certificate: 14 units in courses listed below with a minimum of a "C" grade in all required courses.

SKILL CERTIFICATE

This certificate offers training in intermediate skills necessary for a job in the food service industry. Hands-on food preparation experience is part of this certificate. The student will also have essential sanitation and safety knowledge for preparing and serving food to the public.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
NUTR 107	Sanitation and Safety	2
NUTR 101	Foods	3
NUTR 105	Professional Cooking 1	3
Minimum Core Course Units:		8

Course Numbers	Support Courses	Units
Select 6 additional units from any of the following:		
NUTR 18	Nutrition	3
NUTR 20	Cultural Foods	3
NUTR 112	Children's Nutrition	3
NUTR 114	Cooking for a Healthy Life	3
NUTRI 212	Menu Design	3
BUS 188	Human Relations in Business	3
Minimum Support Course Units:		6
Total Minimum Units Required:		14

Foreign Language Studies

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

Course Numbers	Support Courses	Units
Select 13-15 additional units from this list to complete the total units required		
ART 3	Art History/Gothic-Modern	3
ART 4, 5/ANTH 4,5	Pre-Columbian Art & Cul/Americas-Meso and Pre-Columbian Art & Cul Americas-So Amer	3/3
ASL 1, 2, 3	Beginning through Intermediate Sign Language	4/3/3
ENGL 10	Chicano Literature	3
ENGL 44	World Literature 1	3
ENGL 45	World Literature 2	3
FREN 1,2,3	Elementary French 1; Elementary French 2, Intermediate French 3	4/4/4
GEOG 2	World Regional Geography	3
GEOG 3	Cultural Geography	3
HIST 4	History of Western Civilization to 1648	3
HIST 5	History of Western Civilization Since 1648	3
HIST 23	Mexican-American	3
PORT 1	Elementary Portuguese	4
SPAN 1, 2, 3,	Beginning Spanish 1; Elementary Spanish 2; and Intermediate Spanish 3	4/4/4
SPAN 12	Hispanic Literature	3
Minimum Support Course Units:		13-15
Total Minimum Units Required:		21

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 2	4
FREN 3	Intermediate French 3	4
FREN 4	Advanced French 4	4
Minimum Core Course Units:		12

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

Graphic Design

- A.S. Degree:** Graphic Design courses (43 units) with a minimum "C" grade plus General Education (18 units) and graduation requirements for a total of 61 units. (See Page 56.) **ART 25A, and COMP 135 or COMP 229 can be used for General Education.
- 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 certificate program is designed to provide students with the technical knowledge and skills necessary to enter directly into the work force. The opportunity exists for each student to excel in the program and become a desirable asset for any Graphic Design firm.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
First Semester		
ART 25AD	Digital Imaging for Artists (1st semester)	3
GD 159	Adobe Illustrator	2
GD 160	Graphic Design	4
COMP 135	Desktop Publishing for Business	4
COMP 229	Web Page Design and Development	3
Second Semester		
GD 161AD	Graphic Design Applications (1st semester)	4
GD 162AD	Integrated Graphics (1st semester)	4
GD 163AD	Digital Mechanicals	3
GD 164AD	Digital Animation (1st semester)	4
Minimum Core Course Units:		31

ASSOCIATE OF SCIENCE DEGREE

The degree program is designed to provide students with the specialization and breadth classes to develop into productive and informed citizens. The recipients will be prepared technically and culturally for the working environment or higher education. Students planning to transfer to a university and pursue a higher degree should be aware of all the requirements set by that university and select classes accordingly.

Course Numbers	Core Courses	Units
First Semester		
GD 159	Adobe Illustrator	2
GD 160	Graphic Design	4
ART 25AD**	Digital Imaging for Artists (1st semester)	3
COMP 135**	Desktop Publishing for Business	4
Second Semester		
GD 161AD	Graphic Design Applications (1st semester)	4
GD 162AD	Integrated Graphics (1st semester)	4
COMP 229**	Web Page Design and Development	3
Third Semester		
GD 161AD	Graphic Design Applications (2nd semester)	4
GD 163AD	Digital Mechanicals (1st semester)	3
GD 164AD	Digital Animation (1st semester)	4
Fourth Semester		
GD 161AD	Graphic Design Applications 3rd semester)	4
GD 162AD	Integrated Graphics (2nd semester)	4
Minimum Core Course Units:		43

Health 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:** 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 DS7	3
HW 1	Personal & Community Health	3
HW 3	Standard First Aid	3
HW 60/SMED 60	Concepts in Health & Fitness	3
NUTR 18	Nutrition	3
NURS 106	Cultural Diversity/Healthcare	3
PSY 1	General Psychology	3
SOC 1	Introduction to Sociology	3
Minimum Core Course Units:		24

Course Numbers	Support Courses	Units
Select 6 additional units from this list to complete the total units required.		
HW 104	Drugs & Society	3
HW 7	Sports Health	3
SMED 40	Introduction to Sports Injuries	3
Minimum Support Course Units:		6
Total Minimum Units Required:		30

Human Services (Social Work)

- 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 <i>or</i> COMP 130	Computer Concepts (4) Introduction to Personal Computers	4
CFS 186 <i>or</i> BUS 297	Personal Management/Consumer Economics (3) 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	Aspects of Drug Use	2
PSY 1	General Psychology	3
PSY 10	Human Sexuality	3
SOC 26	Marriage and Family Life	3
WEXP 193 H - 195 H	Human Services Work Experience/Internship (first, second, and third semesters)	6
Minimum Core Course Units:		36

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

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

Industrial Maintenance Technology

- 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
First Semester		
ITEC 100	Industrial Maintenance Technology, Option A	13
Second Semester		
ITEC 101	Industrial Maintenance Technology, Option A	13
Minimum Core Course Units		26
Course Numbers	Support Courses	Units
BUS 185	Ethics in Business and Industry	3
COMM 4	Interpersonal Communications	3
WEXP 193 M-196 M	Cooperative Work Experience	14
Minimum Support Course Units		0
Total Minimum Units Required:		26

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, Option B (4 units/4 semesters)	16
ITEC 193 M-196 M	Cooperative Work Experience	14
Minimum Core Course Units		30
Course Numbers	Support Courses	Units
ITEC 273	Electrical Motor Controls	2
ITEC 274	Electrical Motor Controls-Program Controllers	2
Minimum Support Course Units		0
Total Minimum Units Required:		30

Interpreter (Spanish)

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

SKILL 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 17 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 work experience.

I. English Competency:

Course Numbers	Core Courses	Units
BUS 293	Business English (4)	
<i>or</i> ENGL 251	Fundamentals of College Writing (3)	
<i>or</i> ENGL 1	College Reading & Composition (4)	3 or 4

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

(Select at least two courses in Area IV)

Minimum Core Course Units 17

Course Numbers	Support Courses	Units
AJ 112	Criminal Evidence	3
AJ 115	Criminal Law 2	3
PARA 101	Introduction to Paralegalism	3
PARA 236	Administrative Law	3
WEXP 193 I- 196 I	Business Internship/Work Experience	1-4
Minimum Support Course Units		0
Total Minimum Units Required:		17

* Fluency in Spanish as determined by departmental assessment.

** Recommended introductory class taught in English for all languages

Journalism

- 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/GOVT 7	Mass Communication	3
JOUR 103AD	Newspaper Production (1st semester)	4
Minimum Core Course Units:		13

Course Numbers	Support Courses	Units
Select 2-4 additional units from this list:		
JOUR 103AD	Newspaper Production (2nd semester)	4
JOUR 104AD	Editorial Board	2
JOUR 111AD	Introduction to Digital Photography	3

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

ART 23AD	Macintosh Basics Artists	2
CINA 31	Motion Picture Appreciation	2
CINA 32	Motion Picture Appreciation	2
COMP 229	Web Page Design and Development	3
DRAM 101AD	Introduction to TV Production	4
GD 160	Graphic Design	4
GD 161AD	Graphic Design Applications	4
GOVT 25/BUS 25/AJ 25	Constitutional Law	3
JOUR 103AD	Newspaper Production (3rd & 4th semesters)	4/4
JOUR 104AD	Editorial Board (3rd and 4th semesters)	2/2/2/2
JOUR 111AD	Introduction to Digital Photography (3rd and 4th semesters)	3/3/3/3
COMM 1	Fundamentals of Public Speaking	3
COMM 5	Argumentation and Debate	3
COMM 4	Interpersonal Communication	3
COMM 112/BUS 112	Public Speaking for Business	4
Minimum Support Course Units:		5
Total Minimum Units Required:		18

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
Minimum Core Course Units:		13-17

Course Numbers	Support Courses	Units
Select additional units from this list for further study.		
DPTI 202	GMP and Sanitation	1
DPTI 203	Industrial Safety	1
DPTI 208	Laboratory Skills	1
Minimum Support Course Units:		0
Total Minimum Units Required:		13-17

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

Landscape Design

Degree: Degree not available.
Certificate: 18 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
AGMT 108AB	Introduction to Ag Computer Applications	3
OH 2	Plant Identification 1	3
OH 3	Plant Identification 2	3
OH 7	Landscape Design	3
OH 101	Basic Ornamental Horticulture	3
WEXP 193 F	Occupational Cooperate Education/Internship (1st semester)	3
Total Minimum Units Required:		18

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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AGMT 108AB	Introduction to Ag Computer Applications (first semester)	3
AGTC 209AD	Small Engines and Equipment	2
OH 2	Plant Identification 1	3
OH 3	Plant Identification 2	3
OH 109	Landscape Maintenance	3
OH 110	Turfgrass Management	3
OH 117	Sprinkler Irrigation	3
OH 122	Pests of Ornamentals	3
WEXP 193 F	Occupational Cooperative Education/Internship (first semester)	3
Minimum Core Course Units:		26

Course Numbers	Support Courses	Units
Select 4 additional units from this list to complete the total units required.		
AG 103AC	Applied Agricultural Practicum	2
AG 200AD	Agricultural Leadership	1
AG 201	Agricultural Mathematics	3
AGMT 104	Agricultural Accounting	3
AGMT 108AB	Introduction to Agriculture Computer Applications (2nd semester)	3
OH 7	Landscape Design	3
OH 101	Basic Ornamental Horticulture	3
OH 106	Landscape Drafting	3
OH 108	Landscape Construction	3
OH 118	Xeriscape	3
OH 119	Interiorscapes	3
OH 120	Diseases of Ornamentals	3
OH 121	Plant Combination Theory	3
Minimum Support Course Units:		4
Total Minimum Units Required:		30

Law Enforcement (Advanced Officer)

Degree: Degree not available.

Certificate: Completion of 10 units selected below with a minimum grade of "C" better. To qualify for this certificate, students must complete the Basic Police Academy (AJ 200 Modules 1-4 in sequence).

SKILL 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.

Course Numbers	Required Courses	Units
Select the required 10 units from the list below.		
AJ 204	Supervisory Techniques	5
AJ 213AB	Interviewing/Interrogation	1
AJ 214AC	Arrest and Control Techniques	1
AJ 215	Drug Symptomology	1
AJ 216AB	Search Warrant Preparation	5
AJ 217	Radar Operation	5
AJ 218AD	Perishable Skills Update	5
AJ 299	Topics Courses	5-4
Total Minimum Units Required:		10

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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

I. Keyboarding Competency:

Typing certificate within the last 18 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	Word Processing (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 I (optional)	Business Internship/Work Experience (1st semester)	1-4

V. Writing Competency:

Course Number	Course Title	Units
BUS 293	Business English (4)	
or BUS 184	Business Communications (3)	
or ENGL 251	Introduction to Academic Writing (3)	
or ENGL 1*	College Reading/Composition (4)	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
Two Semesters: Legal Secretary
Three or four Semesters: Paralegal Degree/Certificate

Legal Secretary

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 step on the ladder includes the Law Office Clerk Certificate; 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 Secretary 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 three 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**.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

I. Keyboarding Competency: (First Semester)

Typing certificate within the last 18 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	Word Processing (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	Introduction to Academic Writing (3)	
or ENGL 1*	College Reading/Composition (4)	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
 Two Semesters: Legal Secretary
 Three or four Semesters: Paralegal Degree/Certificate

Liberal Arts

A.A. Degree: See below.
Certificate: Certificate not available.

A.A. DEGREE

Liberal Arts Associate Degree

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

Library Technician

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 specialists.

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

Course Numbers	Support Courses	Units
Select a minimum of 2 units from the following courses.		
LIBR 101	Library Research Strategies	1
LIBR 102	Internet Information Resources	1
LIBR 103	Evaluating Information Sources	1
WEXP 193 R - 195 R	Library Work Experience (first, second, and third semesters)	1-3
Minimum Support Course Units		2
Total Minimum Units Required:		17

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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
BUS 82	Introduction to Business	3
BUS 155	E-Commerce	3
BUS 170	Introduction to Sales	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)	
<i>or</i> COMP 130	Introduction to Personal Computers	4
BUS 112/SPCH 112	Public Speaking for Business	4
COMP 228	Introduction to the World Wide Web	1
Minimum Core Course Units:		30

Course Numbers	Support Courses	Units
ACCT 101	Essentials of Accounting	5
BUS 18	Business Law	4
BUS 100	Career Strategies	3
BUS 231	Starting a New Business	3
BUS 270	College Keyboarding, Level 1	3
BUS 271	College Keyboarding, Level 2 (3)	
<i>or</i> COMP 136	Word Processing (3)	3
COMP 140	Windows & DOS	3
COMP 227	Presentation Software for Business	1.5
COMP 229	Web Page Design & Development	3
WEXP 193 I- 196 I	Occupational Cooperative Education/Internship (1st semester)	1-4
Minimum Support Course Units:		0
Total Minimum Units Required:		30

Mathematics

- 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 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 80	Linear Algebra	3
MATH 81	Differential Equations	5
Minimum Core Course Units:		21

Course Numbers	Support Courses	Units
Select 4 additional units from this list to complete the total units required.		
MATH 21	Introduction to Statistics	4
PHYS 5	Physics for Engineers 1	4
PHYS 6	Physics for Engineers 2	4
PHYS 7	Physics for Engineers 3	4
ENGR 1	Engineering Graphics	3
ENGR 2	Statics	3
ENGR 3	Materials	3
ENGR 4	Alternating Current Circuits	4
Minimum Support Course Units:		4
Total Minimum Units Required:		25

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
Select <u>TWO</u> of the following science sequences from this list to complete the total units required		
BIOL 1 <i>and</i> BIOL 2	Principles of Biology (5)	
	Principles of Biology	5/5
CHEM 1 <i>and</i> CHEM 2	General Chemistry (5)	
	General Chemistry	5/5
PHYS20 <i>and</i> PHYS21	General Physics 1 (4)	
	General Physics 2	4/4
PHYS5 PHYS6 PHYS7	Physics for Engineers 1 (4) <i>and</i> Physics for Engineers 2 (4) <i>and</i> Physics for Engineers 3 (4)	4/4/4
	Minimum Core Course Units:	18-20

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

Microsoft MCSE

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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

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
Minimum Core Course Units:		15

Course Numbers	Support Courses	Units
Select 2 units from this list to complete the total units required		
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	Programming Fundamentals	3
IT 190AD	Supervised Practice	2
Minimum Support Course Units:		2
Total Minimum Units Required:		17

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 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.

Course Numbers	Core Courses	Units
MUS 4**	Theory and Musicianship 1	4
MUS 5	Theory and Musicianship 2	4
MUS 6	Theory Musicianship 3	4
MUS 7	Theory and Musicianship 4	4
MUS 41AD***	Applied Music Lessons (1) 4 semesters	4
MUS 74AD*	Concert Band 1 (2) 4 semesters	8
Minimum Core Course Units:		28

Course Numbers	Support Courses	Units
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) (first, second, third and fourth semesters)	1-4
MUS 61AD	Percussion Instruments (1) (first, second, third and fourth semesters)	1-4
MUS 62AD	Beginning Woodwinds (1) (first, second, third and fourth semesters)	1-4
MUS 72AD*	Jazz Ensemble 1 (2) (first, second, third and fourth semesters)	2-8
Minimum Support Course Units:		3
Total Minimum Units Required:		31

* requires a departmental audition.

** MUS 4 has an advisory of Music 1.

***MUS 41 requires concurrent enrollment in a major performance ensemble.

Music: Keyboard

- 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 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.

Course Numbers	Core Courses	Units
MUS 4**	Theory and Musicianship 1	4
MUS 5	Theory and Musicianship 2	4
MUS 6	Theory and Musicianship 3	4
MUS 7	Theory and Musicianship 4	4
MUS 21*	Piano 2	2
MUS 22AD*	Intermediate and Advanced Piano (2), 2 semesters	
or MUS 23AD*	Organ 1,2,3,4 (1), 4 semesters	
or MUS 41AD***	Applied Music Lessons (1), 4 semesters	4
MUS 34AD*	Concert Choir (2), 2 semesters	
or MUS 54AD*	Symphony Orchestra (2), 2 semesters	
or MUS 74AD*	Concert Band 1(2), 2 semesters)	4
Minimum Core Course Units:		25

Course Numbers	Support Courses	Units
Select 3 additional units from this list to complete the total units required		
MUS 22A***	Intermediate/Advanced Piano (2)	
or MUS 23A	Organ 1,2,3,4 (1)	1-2
MUS 34AD*	Concert Choir (2) (first and second semester)	
MUS 54AD*	Symphony Orchestra (2) (first and second semester)	
MUS 74AD*	Concert Band 1 (2) (first and second semester)	2-4
Select 3 additional units from this list to complete the total units required.		
MUS 10	Music Appreciation	3
MUS 11	Appreciation of Jazz	3
MUS 13	Music of the World	3
Minimum Support Course Units:		6
Total Minimum Units Required:		31

*requires departmental audition
 **MUS 4 has an advisory of MUS 1
 ***MUS 41 requires concurrent enrollment in a major performance ensemble

Music: Theory/Composition

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 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. An organ class may be substituted.

Course Numbers	Core Courses	Units
MUS 4**	Theory and Musicianship 1	4
MUS 5	Theory and Musicianship 2	4
MUS 6	Theory and Musicianship 3	4
MUS 7	Theory and Musicianship 4	4
MUS 41AD***	Applied Music Lessons (1), 4 semesters	
or MUS 20	Piano 1 (1), 4 semesters	
or MUS 21	Piano 2 (2), 2 semesters	
or MUS 22	Intermediate and Advanced Piano (2), 2 semesters)	4
MUS 34AD*	Concert Choir (2), 2 semesters	
or MUS 54AD*	Symphony Orchestra (2), 2 semesters	
or MUS 74AD*	Concert Band 1 (2), 2 semesters	4
Minimum Core Course Units:		24

Course Numbers	Support Courses	Units
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Select 7 additional units from this list to complete the total units required

MUS 126AD	Computerized audio: MIDI (2), up to 4 semesters	2-8
MUS 10	Music Appreciation	3
MUS 11	Appreciation of Jazz	3
MUS 13	Music of the World	3
MUS 34AD*	Concert Choir (2)	
or MUS 54AD*	Symphony Orchestra (2)	
or MUS 74AD*	Concert Band 1 (2) (each class can be taken up to 4 semester)	2-4
MUS 36AD*	Chamber Singers (2) up to four semesters	2-8
MUS 76AD*	Pep Band (1) up to four semesters	4
Minimum Support Course Units:		7
Total Minimum Units Required:		31

*requires departmental audition

**MUS 4 has an advisory of MUS 1

***MUS 41 requires concurrent enrollment in a major performance ensemble

Music: Vocal Emphasis

- 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 Vocal Emphasis area for more details. (See Page 256.)
- 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, schedule in May and December. All music majors are advised to enroll in a piano class upon entrance into the department. An organ class may be substituted.

Course Numbers	Core Courses	Units
MUS 4**	Theory and Musicianship 1	4
MUS 5	Theory and Musicianship 2	4
MUS 6	Theory and Musicianship 3	4
MUS 7	Theory and Musicianship 4	4
MUS 34AD*	Concert Choir (2) 4 semesters	8
MUS 41AD***	Applied Music Lessons (1) 4 semesters	4
Minimum Core Course Units:		28

Course Numbers	Support Courses	Units
Select 3 additional units from this list to complete the total units required.		
MUS 10	Music Appreciation	3
MUS 11	Appreciation of Jazz	3
MUS 13	Music of the World	3
MUS 20	Piano 1	1
MUS 21AD	Piano 2	2
MUS 22AD	Intermediate and Advanced Piano	2
MUS 31AD	Intermediate Voice (1) up to 4 semesters	1-4
MUS 36AD*	Chamber Singers (2) up to 4 semesters	2-8
Minimum Support Course Units:		3
Total Minimum Units Required:		31

**requires departmental audition*
***MUS 4 has an advisory of MUS 1*
****MUS 41 requires concurrent enrollment in a major performance ensemble*

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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
Ag 4	Soils	3
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 F	Occupational Cooperative Education/Internship (first semester)	3
Minimum Core Course Units:		30

Course Numbers	Support Courses	Units
Select additional units from this list for further study.		
AG 3	Economic Entomology	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	Introduction to Horticulture	3
Minimum Support Course Units:		0
Total Minimum Units Required:		30

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

This is a 6 unit Nursing Assistant certificate course that can be completed in a single semester. The program prepares the student to receive a certificate permitting practice as a Nursing Assistant. Once students successfully complete NURS 260, they are eligible to take the certification exam given by the State of California Department of Health Services Licensing and Certification. 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. State application and testing fees will apply. Specific information about the criminal record review involved may be obtained from the Division office. Local area hospitals may require background checks prior to clinical placement.

Course Numbers	Core Courses	Units
NURS 260	Nursing Assistant	6
	Total Minimum Units Required:	6

Ornamental Horticulture

- 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AG 200AD	Agricultural Leadership (1st semester)	1
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 122	Pests of Ornamentals	3
WEXP 193 F	Occupational Cooperative Education/Internship (1st semester)	3
Minimum Core Course Units:		25

Course Numbers	Support Courses	Units
Select 5 additional units from this list to complete the total units required.		
AG 103AC	Applied Agriculture Practicum	3
AG 201	Agricultural Mathematics	3
AGMT 102	Agricultural Sales and Marketing	3
AGMT 108AB	Introduction to Ag Computer Applications (2nd semester)	3
OH 7	Landscape Design	3
OH 106	Landscape Drafting	3
OH 108	Landscape Construction	3
OH 109	Landscape Maintenance	3
OH 110	Turfgrass Management	3
OH 117	Sprinkler Irrigation	3
OH 118	Xeriscape	3
OH 119	Interiorscapes	3
OH 120	Diseases of Ornamentals	3
OH 121	Plant Combination Theory	3
OH 271	Introduction to Horticulture	3
Minimum Support Course Units:		5
Total Minimum Units Required:		30

Ornamental Horticulture: Retail Nursery Skills Option

A.S. Degree: Degree not available.
Certificate: 12 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.

SKILL CERTIFICATE

The Retail Nursery Skills Option prepares students who seek employment in the horticulture industry with emphasis in nursery and retail garden centers. After completion of the program, students will have skills in plant identification, plant care, plant propagation, and customer service.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
OH 2	Plant Identification 1	3
OH 3	Plant Identification 2	3
OH 101	Basic Ornamental Horticulture	3
OH 104	Nursery Practices	3
Minimum Core Course Units:		12

Course Numbers	Support Courses	Units
OH 129	Horticulture/Floral Business Management	3
Minimum Support Course Units:		0
Total Minimum Units Required:		12

P.O.S.T. Basic Police Academy

Degree: Degree not available.
Certificate: The 30 unit program below.

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.) to provide this training.

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	8
AJ 200M2	Basic Police Academy - Module 2	8
AJ 200M3	Basic Police Academy - Module 3	14

Total Minimum Units Required : 30

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 driver's 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.

Paralegal

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 1 computer course from the courses listed on this page as well as establishing keyboarding competency. 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.

Associate Degree Requirements: 60 units required. Paralegal Certificate Professional Proficiencies (see below) and 30 units of Paralegal core and support courses with a minimum "C" grade plus College of the Sequoias General Education and graduation requirements for a total of 60 units.

Certificate: 38 units required

- A. 23 units of core Paralegal courses
- B. 7 units of support courses
- C. Professional Proficiencies (see below)

Transfer Students: Preparation requirements for a law major vary from university to university. Students planning to transfer to a four-year college should meet with a COS counselor to review requirements.

Course Numbers	Core Courses	Units
PARA 101	Introduction to Paralegalism (F/S)*	3
PARA 102	Legal Terminology (F/S)*	2
PARA 103	Civil Procedure 1 (F/S)*	4
PARA 105	Legal Research & Writing I (F/S)*	4
PARA 110	Legal Ethics, Management, and Interviewing (F/S)*	3
PARA 233	Probate Procedures (F/S)*	2
PARA 237	Family Law (F/S)*	3
WEXP 193 I	Paralegal Internship (First semester) (F/S)*	2
Minimum Core Course Units:		23

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

Course Numbers	Support Courses	Units
PARA 104	Civil Procedure 2	3
PARA 194	Paralegal Internship (F/S)*	2
PARA 232	Wills, Trusts and Elder Law	2
PARA 236	Administrative Law	3
BUS 18	Business Law	4
(Only one Administration of Justice course is allowed)		
AJ 112	Legal Aspects of Evidence (3)	
<i>or</i> AJ 115	Criminal Law 2 (2)	2 or 3
Minimum Support Course Units:		7

Professional Proficiencies

List 1

Course Numbers	Computer/Keyboarding Course Requirements	Units
COMP 5	Computer Concepts (4)	
<i>or</i> COMP 130	Introduction to Personal Computers (4)	4

List 2

Typing certificate within the last 18 months verifying typing speed of 45 cwpm for 5 minutes		
<i>or</i> BUS 270	College Level Keyboarding, Level 1 (3)	
<i>or</i> BUS 271	College Level Keyboarding, Level 2 (3)	3

List 3

BUS 293	Business English (4)	
<i>or</i> ENGL 1	College Reading and Composition (4)	4
Minimum Professional Proficiencies Units:		8
Total Minimum Units Required		38

Paralegal

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:** ENGL 1; CLEP English Examination (Test 1) Note: Grade of "C" or higher required in area A1
- Area A2:** COMM 1, 4, 5, 7, 8, 112
- Area B:** Any science course on the CSU or IGETC GE Pattern; CLEP Natural Science Examination (Test III) (*Lab Science recommended*)
- Area C:** ANTH 4, 5; ART 1, 2, 3; ENGL 4, 10, 15-46; MUS 10, 11, 13; Foreign Language (1-199); PHIL (1-199); ASL (1-199)
SPAN 12; CLEP Humanities Examination (Test IV)
- Area D:** ANTH 10; GOVT 5, 7, 25; PSY 5, 39; ECON 40, 50; GEOG 2, 3; SOC 2
HIST 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 PSY 1, SOC 1, 26.

SUGGESTED SCHEDULE for Paralegal Students Seeking an AS Degree in Paralegalism - 60 Units	
<p>First Semester</p> <p>PARA 101 3 PARA 102 2 COMP 5, 130 4 Area A1 (ENGL 1) 3 Area A2 (Communication) 3 HW 1, 7, 104 3 BUS 360AC, BUS 270, or BUS271 1-3</p>	<p>Second Semester</p> <p>PARA 103 4 PARA 110 3 Area B (Science) 3 Area C (PHIL 20,25) 3 BUS 18 4</p>
<p>Please note: 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>Third Semester</p> <p>PARA 105 4 PARA 193 1 Paralegal Elective 3 (Admin Law or Wills/Probate) GE & Grad Requirements 6</p>	<p>Fourth Semester</p> <p>PARA 104 (Spring only) 3 PARA 237 3 PARA 194, Paralegal Internship .. 1 Paralegal Electives 3 GE or Elective 6</p>

SUGGESTED SCHEDULE for Paralegal Students Who Have already Completed GE Courses - 34 Units		
First Semester	Second Semester	Summer or Third Semester
<p>PARA 101 3 PARA 102 2 PARA 103 4 PARA 110 3 COMP 5, 130 4 Total 16</p>	<p>PARA 104 (Spring only) 3 PARA 105 4 PARA 193 (Internship) 2 PARA 237 3 Typing Certificate Total 12</p>	<p>PARA Electives 4 PARA 194 2 Total 6</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>		

Peripheral IV Skills

Degree: Degree not available.
Certificate: The .5 unit course below with a minimum of a "C" grade in all courses.

SKILL CERTIFICATE

This skill certificate is given to the RN student or LVN who has completed the requirements for basic peripheral venipuncture. This certificate does not meet LVN Board requirements for LVN certification for venipuncture and blood withdrawal.

<u>Course Numbers</u>	<u>Core Courses</u>	<u>Units</u>
NURS 155	IV Skills	0.5
Total Minimum Units Required:		0.5

Pharmacy Technician

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 begins in January and is completed in December. 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. State application fees will apply.

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. Local area hospitals may require background checks prior to clinical placement.

Course Numbers	Core Courses	Units
PT210	Introduction to Pharmacy Systems	1
PT211	Pharmacology for Pharmacology Technicians	3
PT212	Pharmacy Technician Practice 1	1
PT220	Pharmacy Technician Practice 2	2
PT221	Professionalism for Pharmacy Technicians	1
PT222	Pharmacy Technician Externship	2
Total Minimum Units Required:		10

Phlebotomy Technician

A.A. Degree: Degree not available
Certificate: 3.5 units listed below with a minimum of a "C" grade in all courses.

SKILL CERTIFICATE

This is a 3.5 unit Phlebotomy Technician certificate program that can be completed in one (1) semester. The program prepares the student for certification to become a Certified Phlebotomist 1.

The Phlebotomy Technician Certificate signifies the satisfactory completion of the classroom and practical training required by the State of California. After receiving this certificate, the student can submit to examination to the Department of Health Services Laboratory Field Services. Once the State approved examination is successfully completed the student can apply to the State of California for certification as a Certified Phlebotomist 1. State application and testing fees will apply. Local area hospitals may require background checks prior to clinical placement.

Course Numbers	Core Courses	Units
NURS 200	Basic Phlebotomy	1
NURS 201	Advanced Phlebotomy	1.5
NURS 202	Phlebotomy Practicum	1
Total Minimum Units Required:		3.5

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	Human Anatomy	4
BIOL 31	Human Physiology	4
HW 1	Personal & Community Health	3
HW 3	Standard First Aid	3
HW 60/SMED 60	Concepts of Health & Fitness	3
NUTR 18	Nutrition	3
PE 36	Introduction to Physical Education	3
PE Activity	Minimum of 4 units in PE Activity	4
Minimum Core Course Units:		27

Course Numbers	Support Courses	Units
Select additional 3 units from this list to complete the total units required.		
HW 7	Sports Health	3
IA 131AD	Intercollegiate Women's Equestrian	1
PE 37	Introduction to Coaching	2
PE 24AD	Conditioning for Softball	1
PE 29AD	Conditioning for Baseball	1
PE 178AD	Modified Fitness	1
PE 179	Modified Self-Defense	1
PE 188	Peak Performance	3
SMED 40	Introduction to Sports Injuries	3
Minimum Support Course Units:		3
Total Minimum Units Required:		30

Physical Science

- 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	General Physics 1 (4)	
and PHYS 21	General Physics 2 (4)	8
or PHYS 5	Physics for Engineers 1 (4)	
PHYS 6	Physics for Engineers 2 (4)	
PHYS 7	Physics for Engineers 3 (4)	12
GEOL 1	Physical Geology	4
MATH 75	Calculus 1(5)	
or MATH 21	Introduction to Statistics (4)	4 or 5
Minimum Core Course Units:		26-31

Course Numbers	Support Courses	Units
Select additional 0-4 units from this list to complete the total units required.		
MET 1	Elementary Meteorology	3
MATH 76	Calculus 2	5
GEOL 12	Environmental Geology	3
BIOL 1	Principles of Biology (5)	
or BIOL 20	Frontiers in Biology (4)	4 or 5
GEOG 1	Physical Geography	3
Minimum Support Courses		0-4
Total Minimum Units Required		30

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 1	5
MATH 76	Calculus 2	5
MATH 77	Calculus 3	3
MATH 80	Linear Algebra	3
MATH 81	Differential Equations	5
PHYS 5	Physics for Engineers 1	4
PHYS 6	Physics for Engineers 2	4
PHYS 7	Physics for Engineers 3	4
Total Minimum Units Required:		33

Plant Science

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

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AG 3	Economic Entomology	3
AG 4	Soils	3
AG105	Fertilizer	3
AGMT108AB	Introduction to Agriculture Computer Applications (1st semester)	3
PLSI 1	Introduction to Plant Science	3
WEXP 193 F	Occupational Cooperative Education/Internship (1st semester)	3
Minimum Core Course Units:		18

Course Numbers	Support Courses	Units
Select additional units from this list for further study		
AG200AD	Agriculture Leadership	1
AG201	Agriculture Mathematics	3
AGTC108	Irrigation	3
PLSI 12	Fruit and Nut Tree Production	3
PLSI 102	Row 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
Minimum Support Course Units:		0
Total Minimum Units Required:		18

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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
CT 175AD	Plumbing Inspection	3
CT 205AB	Plumbing (two semesters, 3 units each)	6
Minimum Core Course Units:		9

Course Numbers	Support Courses	Units
Select additional units from this list for further study		
CT 130	Managing Residential Construction	3
CT 134	Residential Construction Estimating	2
CT 135	Blueprint Reading/Residential Construction	2
CT 138	Contractors License Law	3
CT 190AD	Supervised Practice	1-3
CT 270AB	Residential Wiring	3
DRFT 114	Introduction to CAD	4
Minimum Support units required		0
Total Minimum Units Required		9

Programmable Logic Controllers

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 Logic programming.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
ITEC274	Electric Motor Controls /Programmable Controllers	2
ITEC276	Advanced Programmable Logic Controllers	3
Minimum Core Course Units:		5

Real Estate

Degree: Degree not available.
Certificate: 28 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 that is helpful in studying for the state Real Estate agent's license, and it provides continuing education for people seeking license renewal.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
BUS 185	Ethics in Business and Industry	3
COMP 5 <i>or</i> COMP 130	Computer Concepts (4) Introduction to Personal Computers (4)	4
REAL 140	Real Estate Principles	3
REAL 141 <i>or</i> REAL 142	Real Estate Finance (3) Real Estate Law (3)	3
REAL 143	Real Estate Economics	3
REAL 144	Real Estate Practice	3
REAL 145	Real Estate Appraisal	3
Minimum Core Course Units:		22
Course Numbers	Support Courses	Units
Select six additional units from this list for further study.		
ACCT 101 <i>or</i> ACCT 1	Essentials of Accounting (5) Principles of Accounting (4)	4 or 5
BUS 231	Starting a New Business	3
BUS 297	Personal Finance	3
COMM 1 <i>or</i> COMM 112/BUS 112	Fundamentals of Public Speaking (3) Public Speaking for Business (4)	3 or 4
REAL 146	Property Management	3
BUS 18	Business Law	4
BUS 100	Career Strategies	3
BUS 20 <i>or</i> BUS 119 <i>or</i> BUS 295	Business Statistics (3) Quantitative Methods (3) Business Mathematics (3)	3
BUS 184	Business Communications	3
BUS 188	Human Relations in Business	3
BUS 293	Business English	4
WEXP 193 I-196 I	Business Internship/Work Experience	1-4
Minimum Support Course Units:		6
Total Minimum Units Required:		28

Registered Nursing

- A.S. Degree:** 80.5 units with a minimum "C" grade plus General Education and graduation requirements.
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 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. A career ladder exists: C.N.A. to L.V.N. to R.N. to B.S.N. to M.S.N.

Admission Requirements

- Graduation from an accredited high school or GED equivalency
- 2.5 or higher GPA on combined Biology prerequisite courses and an overall GPA of 2.5
- A minimum grade of "C" in all prerequisite courses. Please be advised that "C" grades in all prerequisite courses do not meet the 2.5 minimum GPA requirement
- No more than one repetition of any biology course. W's count as a repeat.
- Admission priority will be given to applicants residing in Tulare or Kings Counties
- Local area hospitals may require background checks prior to clinical placement

Note: You must have the following upon admission into the COS RN Program

- Current American Heart Association Health Care Provider CPR card
- Health Clearance (Immunizations and Physical Exam)
- Current California Drivers License
- Current California automobile insurance and use of an automobile

Upon successful completion of the RN Program, the California Board of Registered Nursing requires students to complete application paperwork and fingerprint screening in order to take the State licensure exam. If you have ever been convicted of offenses, other than traffic violations, it is recommended that you contact the Director of the RN Program for advising or the BRN for further information (916) 322-3350.

Application Instructions

1. Complete and return the RN application **BEFORE** the deadline. There are **TWO** application deadlines. The deadline for applying for the fall class is **January 15th** and the deadline for applying for the spring class is **July 15th**.
2. Request one (1) official (sealed) transcript to be sent from your high school (where you graduated). If you did not graduate from high school but took a GED exam, have (1) official (sealed) copy of your scores sent to the College AND request official (sealed) transcripts from **every** college, university, or post-high school program you have attended (except College of the Sequoias). All transcripts must be received by the deadline (**January 30th** is the deadline for submitting transcripts for the fall class and **July 30th** is the deadline for submitting transcripts for the spring class).
3. Attend an RN Information Meeting and/or call the Nursing Division for advising information and any questions regarding the application process.

Timeline Information for RN Applicants

Semester for Admission	Application Deadline	Deadline for Receipt of Transcripts	Date of Notification	Semester Begins
Fall	January 15th	January 30th	May	August
Spring	July 15th	July 30th	December	January

Registered Nursing

RN Prerequisite Courses (all courses must be completed PRIOR to application to the RN Program)

- BIOLOGY 30 (Anatomy) – 4 semester units with a lab
- BIOLOGY 31 (Physiology) – 4 semester units with a lab
- BIOLOGY 40 (Microbiology) – 4 semester units with a lab
- ENGLISH 001 – 4 semester units

Co-requisite Courses (Recommended for completion prior to entering RN Program):

- COMMUNICATION 001, 004, 008 – 3 semester units
- PSYCHOLOGY 001 – 3 semester units
- SOCIOLOGY 001, ANTHROPOLOGY 010, or NURSING 106 (Cultural Diversity in Health & Illness) – 3 semester units

Additional Graduation Requirements for A.S. Degree (Recommended for completion prior to RN Program):

- GENERAL EDUCATION HUMANITIES (COS Area C) – 3 semester units
- GOVERNMENT 005, HISTORY 017 OR 018, SSCI 276 or equivalent - 3 units
- GENERAL EDUCATION SOCIAL SCIENCE (COS Area D) may be met by above (see counselor)
- MATH COMPETENCY required for graduation – MATH 230 or equivalent – 4 units

NOTE: High School preparation for nursing should include a good foundation in Math, Science, and English. Job shadowing is available at local hospitals. **Students who anticipate continuing his/her education for a BSN (Bachelor of Science in Nursing) are strongly encouraged to take CHEM 30 and NUTR 18.**

Nursing courses—taken AFTER admission into the program:

1 st Semester	NURSING 161 - Maintaining Optimal Wellness	11 units
2 nd Semester	NURSING 152 – Promote Perinatal Wellness	4 units
	NURSING 153 – Promote Pediatric Wellness	4 units
	NURSING 154 – Promote Mental Wellness	4 units
3 rd Semester	NURSING 155 – IV Skills	.5 units
	NURSING 163 – Promote/Restore Wellness	9 units
4 th Semester	NURSING 164 – Promote/Restore Wellness	8 units
	NURSING 166 – Nursing Leadership	3 units
Minimum Required Course Units:.....		43.5 units
Total Minimum Units Required:.....		80.5 units

ADVANCED PLACEMENT CANDIDATE ADMISSION APPLICATION FOR LVN TO RN PROGRAM

Admission Requirements

- LVN's requesting "30 unit option" must meet with the Nursing Director prior to application
- Graduation from an accredited high school or GED equivalency
- 2.5 or higher GPA on combined Biology prerequisite courses and an overall GPA of 2.5
- A minimum grade of "C" in all prerequisite courses. Please be advised that "C" grades in all prerequisite courses do not meet the 2.5 minimum GPA requirement
- No more than one repetition of any biology course. W's count as a repeat.
- Admission priority will be given to applicants residing in Tulare or Kings Counties
- Local area hospitals may require background checks prior to clinical placement

Registered Nursing

Note: You must have the following upon admission into the COS RN Program

- Current, valid California LVN License
- IV Therapy Certification
- Current American Heart Association Health Care Provider CPR card
- Health Clearance (Immunizations and Physical Exam)
- Current California Drivers License
- Current California automobile insurance and use of an automobile
- Completion of NURS 150 with a "C" or better
- Validation of skills competency before starting NURS 163

Upon successful completion of the RN Program, the California Board of Registered Nursing requires students to complete application paperwork and fingerprint screening in order to take the State licensure exam. If you have ever been convicted of offenses, other than traffic violations, it is recommended that you contact the Director of the RN Program for advising or the BRN for further information (916) 322-3350.

Application Instructions

1. Complete and return the LVN to RN application by January 15th. Indicate the LVN to RN option you prefer (I, II, III).
2. Request one (1) official (sealed) transcript to be sent from your high school (where you graduated). If you did not graduate from high school but took a GED exam, have (1) official (sealed) copy of your scores sent to the College AND request official (sealed) transcripts from **every** college, university, or post-high school program you have attended (except College of the Sequoias). All transcripts must be received by the deadline **January 30th**.
3. Attend an RN Information Meeting and/or call the Nursing Division for advising information and any questions regarding the application process.
4. Prior approval is required before registering for NURS 150. You will need to provide the Nursing Office with a copy of your LVN License, IV Therapy certification, and college transcripts before taking NURS 150. Your application should also be on file at this time. NURS 150 should be the last prerequisite you take.

Timeline Information for LVN to RN Applicants			
Application Deadline	Transcript Deadline	Date of Notification	Semester Begins
January 15th	January 30th	May	August

Advanced Placement students who are not LVN's should begin the process by meeting with the Nursing Counselor.

Nursing courses and requirements—taken with approval from the Nursing Director

NURSING 150 – Transition Class 2 units

Validation of Skills Competency before entering NURSING 163

Nursing courses the advanced placement student will take after admission into the program:

1st Semester	NURSING 154 – Promote Mental Wellness	4 units
	NURSING 163 – Promote/Restore Wellness	9 units
2nd Semester	NURSING 164 – Promote/Restore Wellness	8 units
	NURSING 166 – Nursing Leadership	3 units

Minimum Required Course Units:.....24 units

Sequoia Theatre Conservatory Theatre Arts/Acting

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 "B" 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 1	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 30AB	Stage Movement/Stage Combat	4
DRAM 40AB	Musical Theatre	3
DRAM 180AD	Communication Strategies (4 semesters/2 units each)	8
Minimum Core Course Units:		33

Course Numbers	Support Courses	Units
Select 15 additional units from this list to complete the total units required.		
DANC 6AD	Choreography	1
DRAM 8	History of Theater and Drama	3
DRAM 12AB/FASH 12AB	Costuming (First semester)	3
DRAM 13AB	Beginning Stagecraft (First semester)	3
DRAM 15AB	Beginning Stage Lighting (First semester)	3
DRAM 17AB/FASH 17AB	Make-up (First semester)	3
DRAM 19AD	Rehearsal and Performance 1 (2 semesters/2 units each)	4
DRAM 21AD	Rehearsal and Performance 2 (2 semesters/2 units each)	4
DRAM 101AD	Introduction to TV Production	4
DRAM 20AD	Musical Theatre Rehearsal and Performance	2
DRAM 202	Acting for the Camera	1
MUS 30AD	Beginning Voice	1
Minimum Support Course Units:		15
Total Minimum Units Required:		48

Sequoia Theatre Conservatory
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 "B" 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/FASH 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/FASH 17AB	Makeup	3
DRAM 19AD	Rehearsal and Performance 1 (2 semesters/2 units each)	4
DRAM 21AD	Rehearsal and Performance 2 (2 semesters/2 units each)	4
Minimum Core Course Units:		32

Course Numbers	Support Courses	Units
Select 16 additional units from this list to complete the total units required.		
ART 2	Art History/Ancient-Gothic	3
ART 3	Art History/Gothic-Modern	3
DRAM 3	Fundamentals of Acting 2	3
DRAM 6	Shakespeare	3
DRAM 20AD	Musical Theatre Rehearsal and Performance	2
DRAM 30AB	Stage Movement/Stage Combat	4
DRAM 101AD	Introduction to TV Production	4
Minimum Support Course Units:		16
Total Minimum Units Required:		48

Social Science

- 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	People of the United States to 1865 (3)	
<i>or</i> HIST 18	People of the United States after 1865	3
PHIL 25	Critical Thinking	3
PSY 1	General Psychology	3
GOVT 5	Federal, State, and Local Government	3
SOC 1	Introduction to Sociology	3
Minimum Core Course Units:		18

Course Numbers	Support Courses	Units
Select 12 units from this list to complete the total units required.		
AJ 11	Introduction to Criminal Justice	3
ANTH 10	Cultural Anthropology	3
ECON 50	Principles of Macroeconomics	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
ETHN 5	American Ethnic Origins	3
GEOG 3	Cultural Geography	3
PHIL 5	Ethics	3
Minimum Support Course Units:		12
Total Minimum Units Required:		30

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	3
SPAN 4	Advanced Spanish	4
SPAN 12	Hispanic Literature	3
Minimum Core Course Units:		10

Course Numbers	Support Courses	Units
Select 11 additional units from this list to complete the total units required.		
ART 4, 5/ANTH 4,5	Pre-Columbian Art & Cul/Americas-Meso and Pre-Columbian Art & Cul Americas-So Amer	3/3
ENGL 10	Chicano Literature	3
GEOG 3	Cultural Geography	3
SPAN 1	Beginning Spanish	4
SPAN 2	Elementary Spanish	4
SPAN 3	Intermediate Spanish	4
SPAN 22	Spanish 2 for Spanish Speakers	4
SPAN 23	Spanish 3 for Spanish Speakers	4
Minimum Support Course Units:		11
Total Minimum Units Required:		21

Transfer Studies

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.

The Transfer Studies degree is available to students who have not yet identified a major field of study and who plan to transfer to a four-year college or university to pursue a Baccalaureate Degree. It is especially designed for students who want to participate in the Central Valley Higher Education Consortium Guaranteed Transfer Program (see counselor for details). Requirements include completion of either the CSU GE or the IGETC transfer General Education pattern, and the balance of 60 UC and/or CSU transferable units.

Program Requirements

Option One

1. 60 UC Transferable units which must include:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) with a grade of "C" or better in each course;
 - b. The remaining units may be selected from recommended lower division major preparation for the major at the university of your choice;
 - c. UC transferable elective units, if needed, to total 60 units for the Transfer Associate Degree;
2. Complete the community college residency requirement for the AA degree

Option Two

1. 60 CSU transferable units which must include:
 - a. The CSU General Education lower division pattern with a grade of "C" or better in each course;
 - b. The remaining units may be selected from the lower division preparation courses for the major at the university of your choice;
 - c. CSU transferable elective units, if needed, to total 60 units for the Transfer Associate Degree.

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 provides 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Course Names	Units
VT 109	Intro To Veterinary Technology	3
VT115	Infectious Diseases of Small Animals	3
VT 116	Veterinary Office Practices	3
VT 126	Large Animal Care	3
VT 127	Anesthesiology and Pharmacology	4
WEXP 193 F	Agricultural Occupational Cooperative Education/Internship (1-3) [1st semester]	1
Total Minimum Units Required:		17

Waste Water Treatment

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
ITEC220	Water Treatment Fundamentals	3
ITEC221	Wastewater Treatment Fundamentals	3
	Total Minimum Units Required:	6

For more information, please contact:
Dean, Vocational Education, (559) 730-3808, or
Division Chairperson for Industry and Technology, (559) 730-3777.

Welding Technology

- A.S. Degree:** The 23-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:** 23 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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
AGTC210AD	Ag Project Construction	3
WELD 161	Oxy-Acetylene Welding	4
WELD 162	Shielded Metal Arc Welding	4
WELD 171	Advanced Welding	4
WELD 172	Gas Tungsten Arc Welding	4
WELD 181	Blueprint Reading/Ferrous Metal	3
WEXP 193 F	Ag Occupational Cooperative Education/Internship (first semester)	1-4
Minimum Core Course Units:		23-26

Course Numbers	Support Courses	Units
Select additional units from this list for further study.		
AGTC212AD	Welding Power Source & App	1
COMM 4	Interpersonal Communications	3
WELD 105AC	Basic Metalcraft Welding & Forging	3
WELD 106AD	Forging & Wrought Iron	2
WELD 173	Stainless Steel Welding/Repair	2
WELD 274	Aluminum Welding	4
WEXP 194 F	Occupational Cooperative Education/Internship (second semester)	1-4
Minimum Support Course Units:		0
Total Minimum Units Required:		23

Word Processing

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

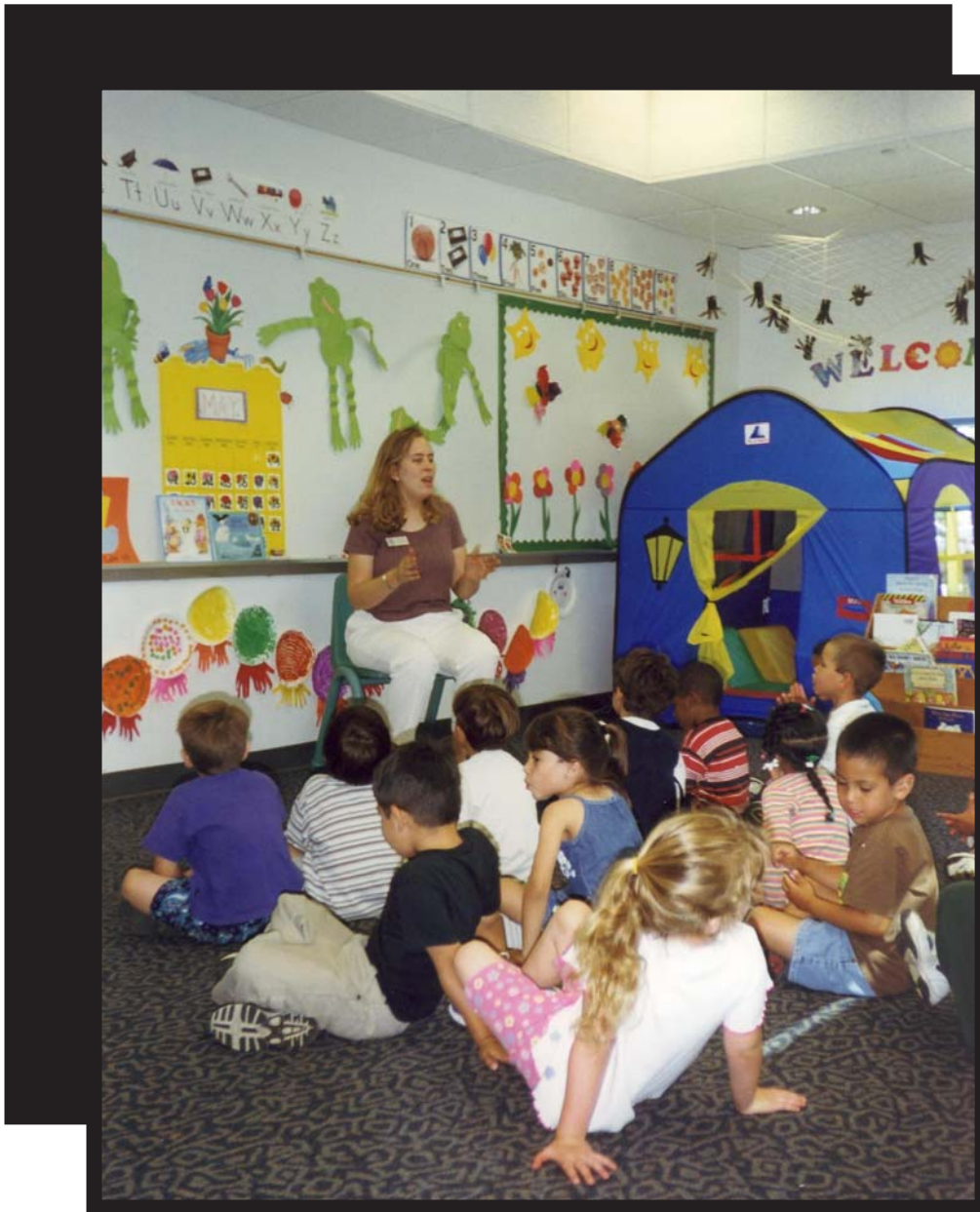
SKILL CERTIFICATE

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.

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.

NOTE: Required and Support courses may be substituted with the approval of the Division Chair.

Course Numbers	Core Courses	Units
BUS 184	Business Communications -----	3
BUS 270	College Keyboarding, Level 1 -----	3
and BUS 271	College Keyboarding, Level 2 (3) -----	3
or COMP 136	Word Processing (3) -----	3 or 6
BUS 293	Business English -----	4
COMP 136	Word Processing -----	3
COMP 140	Computer Operating Systems -----	3
COMP 228	Introduction to the World Wide Web -----	1
Minimum Core Course Units: -----		17
Course Numbers	Support Courses	Units
BUS 82	Introduction to Business -----	3
BUS 100	Career Strategies -----	3
BUS 188	Human Relations in Business -----	3
BUS 268	Electronic Calculating -----	2
COMP 220	Essential Computer Concepts -----	2
COMP 227	Presentation Software -----	1.5
COMP 229	Web Page Design and Development -----	3
Minimum Support Course Units: -----		0
Total Minimum Units Required: -----		17



Did you know...

The COS Child Development Center is the only accredited facility of its kind in Tulare County and one of only a few in the South Valley.

Course Numbering System at College of the Sequoias

The Course Numbering System provided below is to help our students easily identify those courses needed as they plan their studies at College of the Sequoias.

All courses numbered 299 or lower are associate degree credit courses. They can be applied toward the 60 unit AA/AS graduation requirement and for vocational certificates.

Course Numbers	Explanation
1-99	Courses accepted by the University of California System (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. <u>NOTE: ENGL 251 is the only English 200-level course that counts toward graduation.</u>
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 001 Principles of Accounting 4 UNITS
 Hours: 5 Lecture/Discussion
 This course introduces students to fundamental business organization; recording of business financial activities; accounting statements preparation and interrelationships; and the analysis of financial activities for sole proprietorships, partnerships, and corporations. CAN BUS 2.

ACCT 002 Principles of Accounting 4 UNITS
 Hours: 5 Lecture/Discussion
 This is a second semester transfer-level course, which expands the discussion of corporate financing and ownership; continues financial statement analysis and interpretation; studies managerial control, information systems, cost accumulation and capital budgeting techniques; and other measuring and reporting methods. CAN BUS 4.

Prerequisites: ACCT 001 or equivalent college course with "C" or better.

ACCT 101 Essentials of Accounting 5 UNITS
 Hours: 5 Lecture/Discussion
 Accounting 101 is an introduction to accounting for students not majoring in business as well as students pursuing a career in accounting. Students will learn accounting principles and practices including the effects of transactions, adjusting, closing, and reversing entries on the assets, liabilities, and owners equity elements of professional, service, and merchandising businesses.

ACCT 202 Gen Vocational Accounting 5 UNITS
 Hours: 5 Lecture/Discussion
 This course applies the fundamental accounting principles to topics of business that might be encountered by a full charge accountant, office manager, general manger or owner.

ACCT 210 Computer Accounting 3 UNITS
 Hours: 3 Lecture/Discussion
Materials Fee: \$20.00
 Equivalent Course: COMP 210.
 This course introduces computer-based accounting packages, QuickBooks, to handle "General Ledger" accounting for a business. It is recommended for people engaged in accounting aspects for all types of business entities. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ACCT 210 may access the supplemental learning assistance by enrolling on COMP 400, an open entry/open exit non-credit course.

ACCT 282 Individual Income Tax 5 UNITS
 Hours: 5 Lecture/Discussion
Materials Fee: \$20.00
 A study of the Federal and California income tax laws that apply to the individual taxpayer. The requirements for becoming a licensed tax preparer and the rules and regulations governing licensed tax preparers are also included. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ACCT 282 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course.

ADMINISTRATION OF JUSTICE

AJ 011 Intro to Criminal Justice 3 UNITS
 Hours: 3 Lecture/Discussion
 Introduction to Criminal Justice offers an overview of the criminal justice system, including law enforcement, courts and corrections. Students will examine the structure, function and decision making processes of the criminal justice system from the perspective of the criminal, police, courts and corrections. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 001 determined by COS Placement Procedures. Approved for Distance Learning format. CAN AJ 2.

AJ 013 Community Relations 3 UNITS
 Hours: 3 Lecture/Discussion
 This course explores the roles of criminal justice practitioners and the criminal justice systems. In addition to the interaction of various justice systems, the student will examine the relationship of those systems with the 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.

AJ 014 Criminal Law 1 3 UNITS
 Hours: 3 Lecture/Discussion
 An introduction to the historical development, philosophy and basic legal concepts of criminal law. The course includes an examination of constitutional provisions, legal research, legal analysis and the functioning of law as a social force. 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 AJ 4.

AJ 025 Constitutional Law 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 in the study of the fundamental rights of all citizens as protected by the United States Constitution. Case studies will be used as examples of the application of law. Students will be required to write a total of 6,000 to 8,000 words. Advisory on Recommended Preparation: ENGL 1 and COMM 1 or equivalent college courses with "C" or better.

AJ 110 Police Patrol Procedures 3 UNITS
 Hours: 3 Lecture/Discussion
 This course is a study of basic patrol techniques including stopping, arresting and handling criminal suspects; methods of police patrol and observations; handling domestic disputes and crisis intervention; and crimes in progress. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

AJ 111 Communications 3 UNITS
 Hours: 3 Lecture/Discussion
 This course covers techniques of communicating facts, information in corrections and probation law enforcement reports, letters, memoranda, and directives. Practical experience is offered in note taking, report writing and presentation of courtroom testimony. Emphasis is on terminology used in criminal justice 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.

ADMINISTRATION OF JUSTICE

AJ 112 Legal Aspects of Evidence 3 UNITS

Hours: 3 Lecture/Discussion
Origin, development, philosophy and constitutional basis of evidence; judicial decisions and statutory rules of evidence governing the admissibility of testimony, writings and material objects for motions and criminal trial; constitutional and procedural considerations affecting searches and seizures and methods of identification. CAN AJ 6.

AJ 113 Juvenile Laws & Procedures 3 UNITS

Hours: 3 Lecture/Discussion
This course covers the organization, functions, processes and laws pertaining to the juvenile justice system. Topics include processing and detention of juveniles, juvenile case disposition, juvenile status, and court procedures at the state and federal levels. This course is useful to both the students entering the juvenile justice system and those already employed in the system. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

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 on defining delinquency, identifying delinquents, examining theories of causation, identifying institutions for delinquents and identifying community based programs designed to prevent delinquency. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

AJ 115 Criminal Law 2 3 UNITS

Hours: 3 Lecture/Discussion
An in-depth study of the substantive criminal laws commonly enforced by California state, county and municipal law enforcement officers. The course provides a complex analysis of both state law, as created by the legislature, and case law as defined in state and federal appellate court decisions.

AJ 116 Probation/Parole 3 UNITS

Hours: 3 Lecture/Discussion
An introduction to the historical and theoretical development, philosophy and basic concepts of probation/parole and community 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 117 Correction/Counseling 3 UNITS

Hours: 3 Lecture/Discussion
An Administration of Justice course designed for students who are either employed in a law enforcement/corrections setting or intend to pursue a career in this field. A foundation course which includes areas of professional ethics, psycho-diagnostic procedures in counseling, critical thinking and communication skills. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

AJ 118 Criminal Investigation 3 UNITS

Hours: 3 Lecture/Discussion
This course examines the basic principles of criminal investigation. Topics include the crime scene, physical evidence identification, collection and preservation. It will also cover investigative techniques, patterns, modus operandi, the management of the investigation and concepts related to the prevention and suppression of crime. CAN AJ 8.

ADMINISTRATION OF JUSTICE

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 in the field of criminal investigation and identification.

AJ 120 Women in Criminal Justice 3 UNITS

Hours: 3 Lecture/Discussion
An in depth study of women in the criminal justice system. The course will examine women as offenders, crime victims and professionals employed in the field. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

AJ 121 Introduction to Corrections 3 UNITS

Hours: 3 Lecture/Discussion
An overview of history and trends in United States corrections. The course will cover the incarceration, probation and parole, including the offender's perspective. Issues relating to men, women, and juvenile offenders are explored. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

AJ 122 Criminal Justice Procedures 3 UNITS

Hours: 3 Lecture/Discussion
An in-depth study of the origin, development, philosophy and legal bases of criminal procedure in California. Procedural statute law, case law and constitutional law governing laws of arrest, use of force, motions, rules of discovery, applicable rules of evidence, the California court system, pre-trial procedures, trial procedures and the appellate process.

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 125 Leadership and Supervision 3 UNITS

Hours: 3 Lecture/Discussion
This course is an introduction to leadership theory and supervision in the Administration of Justice. The emphasis is on communications, budgeting, human resources, training, promoting growth and development, problem solving and emerging trends and laws. Advisory on Recommended Preparation: three or more years experience in the field of criminal justice or equivalent skills and knowledge as determined by the department and ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS placement procedures.

AJ 130 Legal Aspects of Corrections 3 UNITS

Hours: 3 Lecture/Discussion
This course provides the student with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course material will broaden the individual's perspective of the corrections environment, the civil rights of prisoners and responsibilities and liabilities of corrections staff. 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 and AJ 011 or AJ 014 or equivalent college course with a "C" or better.

ADMINISTRATION OF JUSTICE

AJ 145 Terrorism and Freedom 3 UNITS
 Hours: 3 Lecture/Discussion
 This course is a study of terrorism including types, tactics and trends. The course also covers the history of freedom, its meaning today and the balance of individual rights and public order. The Patriot Act and its effects on the safety and freedom of the American citizen today is also examined. 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 155 The Study of Public Safety 3 UNITS
 Hours: 3 Lecture/Discussion
 This course is recommended for students intending to work in the field of Public Safety. It is designed to highlight skills needed to succeed in Public Safety, learn the choices for careers in Public Safety and plan a course of action to accomplish goals in the field of Public Safety.

AJ 200M1 Basic Police Academy, Module 1 8 UNITS
 Hours: 162 Lecture/Discussion
 50 Lab
Materials Fee: \$21.50
 This is the first module of a three-module series leading to completion of the POST Certified Basic Police Academy. Because this course requires strenuous running, lifting, 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.
 Limitation on Enrollment: Passing score on the POST Entry Level Reading and Writing Test; High School diploma or GED; No felony convictions; Valid California Driver's License; Recent medical clearance by a licensed physician; Fingerprint clearance from the California Department of Justice; Possession of all required equipment, uniforms, supplies and materials; Payment of all enrollment, material and subsidiary fees.

AJ 200M2 Basic Police Academy, Module 2 8 UNITS
 Hours: 223 Lecture/Discussion
 60 Lab
Materials Fee: \$4.00
 This is the second module of a three-module series leading to completion of the Basic Police Academy. Students who complete this module may be appointed as Level II Reserve Peace Officers. This module will provide advanced training in California criminal law, search and seizure, presentation of evidence; and intermediate-level training in firearms, arrest and control techniques, and investigative report writing. Because this course requires strenuous running, lifting, reaching, falling and range of motion activities, students should be free of any medical or physical conditions which could be aggravated participating in the course. Student must participate fully in order to successfully complete the course.
 Limitation on Enrollment: Passing score on the POST Entry Level Reading and Writing test; High school diploma or G.E.D.; No felony convictions; Valid California Driver's License; Recent medical clearance by a licensed physician; Recent fingerprint clearance from the California Department of Justice; Possession of all required equipment, uniforms, supplies and materials; Payment of all enrollment, material and subsidiary fees; Satisfactory completion of AJ 200 Module 1 or equivalent college level courses; Current certification 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 10005-100028; Current certification (within the last 3 years) in PC 832 Training requirements.
Prerequisites: AJ 200M1 or equivalent college course with "D" or better.

ADMINISTRATION OF JUSTICE

AJ 200M3 Basic Police Academy, Module 3 14 UNITS
 Hours: 322 Lecture/Discussion
 83 Lab

Materials Fee: \$5.50
 This is the third module of a three-module series leading to completion of the Basic Police Academy. Students who complete this module may be appointed as either full-time Peace Officers or Level 1 Reserve Peace Officers. This module will provide advanced training in such skill areas as firearms, arrest and control techniques, preliminary investigation, investigative report writing, emergency vehicle operations, and traffic enforcement. Exercise and scenario testing are prominent in this module. Because this course requires strenuous running, 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: Passing score on the POST Entry Level Reading and Writing test; High school diploma or G.E.D.; No felony convictions; Valid California Driver's License; Recent medical clearance by a licensed physician; Recent fingerprint clearance from the California Department of Justice; Possession of all required equipment, uniforms, supplies and materials; Payment of all enrollment, material and subsidiary fees; Satisfactory completion of AJ 200 Modules 1 and 2, or equivalent college-level courses; Current certification 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 10005-100028; Current certification (within the last 3 years) in PC 832 Training requirements
Prerequisites: AJ 200M1 and AJ 200M2 or equivalent college courses with "C" or better.

AJ 203 Traffic Collision Investigatn 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, AJ 200M2, AJ 200M3, or equivalent 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 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 that are not required to carry sidearms.

Course Descriptions

ADMINISTRATION OF JUSTICE

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. Limitation on Enrollment: California Dept. of Justice fingerprint clearance.		
Prerequisites: AJ 208 or equivalent college course with "C" or better.		
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 200M1, AJ 200M2, and AJ 200M3, 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 or equivalent college courses with "C" or better.		

ADMINISTRATION OF JUSTICE

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 200M1, AJ 200M2, AJ 200M3, or equivalent college course with a grade of "C" or better.		
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 200M1, AJ 200M2, AJ 200M3 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, set-up, equipment calibration, and courtroom testimony. Students will need calculators capable of cosine and tangent functions. Advisory on Recommended Preparation: Successful completion of AJ 200M1, AJ 200M2, AJ 200M3 or equivalent college course.		
AJ 218AD	Perishable Skills Update	.5 UNITS
Hours:	4 Lecture/Discussion 20 Lab	
Materials Fee:	\$6.00	
This course provides an opportunity to acquire or refine technical and decision-making skills in the areas of emergency vehicle operation, use of force, weapons proficiency, arrest and control techniques, interpersonal communications and tactical communications. The course will involve hands-on application and practice. This course may be repeated three times. Advisory on Recommended Preparation: Successful completion of AJ 200M1, AJ 200M2, AJ 200M3 or equivalent college level courses with a grade of "C" or better.		
AJ 251AD	Independent Study-AJ	1 - 4 UNITS
Hours:	3.09 TO 12. Lab	
The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.		

ADMINISTRATION OF JUSTICE

AJ 299 Topics - Admin of Justice .5 - 4 UNITS
Hours: To be announced
Special topic courses in the Administration of Justice field

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 ESL 310 and ESL 320, 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: ESL 310, or equivalent college course with "C" or better, or eligibility for ESL 320, 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.).

AGRICULTURAL MANAGEMENT

AGMT 001 Agriculture Economics 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab
This course covers economic principles of resource allocation; production costs analysis; and market price equilibrium with primary application to the agricultural sector; supply and demand in commodity pricing; survey of agricultural credit; marketing and policy issues.

AGMT 102 Ag Sales and Marketing 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab
This course involves the study of principles and practices of the selling process: selling strategies and approaches, why and how people buy, prospecting, territory management, and customer service. Self-management, communication, and interpersonal skills necessary in developing managerial abilities, leadership qualities, and facilitating teamwork within the agribusiness sector will be explored.

AGRICULTURAL MANAGEMENT

AGMT 103 Intro to Ag Management 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab
Materials Fee: \$5.00
AGMT 103 is part of the Agriculture Business Management Curriculum at COS. The course is designed to give students a basic understanding of the management process as it relates to agriculture. Management techniques, types of organizational structures, and discussion of managing styles makes this course vital for students who are working in the agriculture industry today or plan to transfer to four year institutions for advanced management course work.

AGMT 104 Agriculture Accounting 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab
Materials Fee: \$5.00
Principles of agricultural accounting systems, types of records, their use/how to compute/use measures of earnings and costs 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 the use of computers and software applications in agriculture. Topics include word processing, spread-sheets, databases, web-page design, internet usage, presentation managers and use of telecommunications equipment to access agricultural information. This course may be repeated once.

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 103AC Farm Power 3 UNITS
Hours: 3 Lecture/Discussion
1 Lab
Farm power deals with the theory, operation, adjustment and maintenance of the farm tractor and its mechanical systems. The systems include power train, steering and hydraulic mechanisms. Cooling, electrical, fuel, clutch, equipment application and safety will be included. This course may be repeated twice. Formerly AGTC 103.

Course Descriptions

AGRICULTURAL TECHNOLOGY

AGTC 105AD Farm Structures 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

This course will stress farmstead layout, cost of construction, foundation, types and sizes, column sizes and strength, live and static loads, and determining beam sizes and strengths. Students are given projects and activities which require not only this higher level of skill, but also new and more complex situations which require high levels of analysis, abstraction and creativity. 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. Course may be repeated three times.

AGTC 108 Irrigation 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

This is 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 to apply. Pumps, measurement, transport of water and salt problems will be an important part of the study.

AGTC 112 Introduction to Precision Ag 1 UNIT

Hours: 16 Lecture/Discussion

Precision Ag is an emerging high-technology agricultural management system. This course will provide overview of new satellite/computer-based technologies that are used as tools to increase farm yields and reduce costs.

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 202AD Farm Equipment Construction 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

This is a study of the basic principles for the construction of farm implements such as feeding equipment, land preparation equipment, trailers and plans. Will include developing a bill of materials and constructing implements used in the agriculture industry.

AGTC 209AD Small Engines & Equipment 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab

A study of 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 is repeatable three times.

AGTC 210AD Ag Project Construction 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$20.00

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.

AGRICULTURAL TECHNOLOGY

AGTC 212AD Welding Power Sources/Applicat 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, and try new welding machines. May be repeated three times.

AGTC 213AC Hydraulics Principles & Applic 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

An introduction to the principles, 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 twice.

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.

AGTC 215AD Outdoor Power Equipment Applic 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab

This course provides students with technical knowledge and hands-on experience in the operation and repair of small gas and diesel engines. 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 class in the skills of diesel mechanics and agriculture power mechanics. Ignition, fuel systems, and operation of both gas and diesel engines will be covered. Emphasis is on diagnostic and repair skills.

AGTC 218AB Power Trains 3 UNITS

Hours: 3 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. This course may be repeated once. Formerly: AGTC 218.

AGTC 271AD Ag Mechanics Skills & Practice 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

This course is designed to be an introductory course in Ag Technology. Basic skills will be taught in safety, hand and power tools use, welding, plumbing and measurement. This course may be repeated three times.

AGRICULTURE

AGRICULTURE

AG 001 Ag, Society & The Environment 3 UNITS
 Hours: 3 Lecture/Discussion
 Overview of the science, history and practice of modern agriculture. Designed for students with no previous Ag background. Special emphasis on relationship between environment, Ag and society in California. Advisory on Recommended Preparation: ENGL 360 or equivalent college course with a grade of "C" or better or eligibility for ENGL 251 as determined by placement procedures.

AG 003 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 004 Soils 3 UNITS
 Hours: 3 Lecture/Discussion
 1 Lab
 Course provides basic knowledge of physical, chemical and biological properties of soils and their characteristics. Includes factors of fundamental soil properties, soil/plant relationships, principles of soil formation, fertilizers and soil management, salinity, pH, erosion management, and nonagriculture uses. CAN AG 14.

AG 103AC Applied Ag Practicums 2 UNITS
 Hours: 2 Lecture/Discussion
 2 Lab
 This course is designed to prepare students as crop and plant managers, landscape foremen and nursery managers. Students design, and manage their own practicum under supervision of the instructor. This course is repeatable two times.

AG 105 Fertilizers 3 UNITS
 Hours: 2 Lecture/Discussion
 2 Lab
 A broad study of fertilizers and soil amendments is done regarding their chemical and physical properties, methods of application, value in plant nutrition, interaction with soils and plants and visual recognition of typical plant nutrient deficiencies. Advisory on Recommended Preparation: AG 4 or equivalent college course with "C" or better.

AG 106 Career Opportun for Women/Ag 2 UNITS
 Hours: 2 Lecture/Discussion
 2 Lab
 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.

AG 107 Ag Education Orientation 3 UNITS
 Hours: 3 Lecture/Discussion
 1 Lab
 The purpose of this course is to provide students with an overview of Vocational Agriculture Education in California. Through class instruction and field experience, students will learn the principle components of Agriculture Education; develop academic and career plans, and observe in a secondary agriculture classroom.

AG 115AD Ag Enterprise Lab-Row Crops 2 UNITS
 Hours: 6 Lab
 This is an application course for the Agriculture Production Enterprise Certificate. Students shall perform all agriculture practices for row crops. Laboratory meeting days and hours will vary in accordance with the cultural needs of the identified commodity. Students must successfully complete the Agriculture Enterprise Project Row Crops Certificate. Only then will they have the opportunity to share in any net profits from the sale of crops or commodities produced through the Enterprise Project Program. This course may be repeated three times.
Prerequisites: AG 117AD or equivalent college course with "C" or better (AG 117AD may be taken concurrently).

AG 116AD Ag Enterprise Lab-Forage Crops 2 UNITS
 Hours: 6 Lab
 This is an application course for the Agriculture Production Enterprise Certificate. Students shall perform all agriculture practices for Forage Crops. Laboratory meeting days and hours will vary in accordance with the cultural needs of the identified commodity. Students must successfully complete the Agriculture Enterprise Project Forage Crops Certificate. Only then will they have the opportunity to share in any net profits from the sale of crops or commodities produced through the Enterprise Project Program. This course may be repeated three times.
Prerequisites: AG 117AD or equivalent college course with "C" or better (AG 117AD may be taken concurrently).

AG 117AD Agriculture Enterprise Project 3 UNITS
 Hours: 3 Lecture/Discussion
 1 Lab
 Students will develop a plan for field operations, a working budget and finance plan, a commodity marketing plan, a crop protection plan, and an irrigation management plan. Students will also be engaged in management decisions directly related to the enterprise agribusiness. Students must complete the Agriculture Production Enterprise Certificate to have the opportunity to share in any net profit from the sale of crops or commodities produced through the Enterprise Project Program. This class may be repeated three times.

AG 125 Principles of Pesticide Use 3 UNITS
 Hours: 3 Lecture/Discussion
 Course is designed to assist persons seeking Ag Pest Control licensing and continuing their Agriculture education. Pesticide laws/regulations make this course important for those in the food and fiber industry.

AG 151AD Ag Independent Study 1 - 4 UNITS
 Hours: 3.00 TO 12. Lab
 The purpose of independent study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. This course may be repeated three times. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, student must file an Independent Study form through the Admissions Office to obtain approval to enroll.

AG 200AD Ag Leadership 1 UNIT
 Hours: 1 Lecture/Discussion
 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.

Course Descriptions

AGRICULTURE

AG 201 Agricultural Mathematics 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

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, ratios 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.

AG 204AD Ag Newsletter Production 1 UNIT

Hours: 1 Lecture/Discussion

Students will write articles, edit, proofread and design for the COS Agriculture Division newsletter the Ag Tribune. This course can be repeated three times. Advisory on Recommended Preparation: ENGL 251 or ENGL 205 or equivalent college course with a "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Formerly AG 204.

AG 205 Careers in the Ag Industry 1 UNIT

Hours: 1 Lecture/Discussion

The objective of this course is to encourage students to research career opportunities in the Agriculture industry and prepare students to seek job opportunities, prepare resumes, portfolios, and conduct job interviews.

AG 206 Pesticide Regulations 1 UNIT

Hours: 16 Lecture/Discussion

Course is an outline of California's pesticide laws and regulations. Critical areas of compliance with laws and regulations, restricted material use and handling will be covered. Preparation for State licensing test will be stressed. Course may be used for Pest Control Advisor's continuing education. Approved for Distance Learning format.

AG 207 Pesticides for Landscapes 1 UNIT

Hours: 12 Lecture/Discussion
4 Lab

This course is specifically designed for landscapers or gardeners who will be instructed in Integrated Pest Management, pests, weeds, vertebrates, diseases and other professional issues. Class will prepare students to take State examination in category of landscape maintenance for the Qualified Applicator Certificate License. Course may be used for Pest Control Advisor's continuing education. Approved for Distance Learning format.

AG 208 Plant Ag & Pesticides 1 UNIT

Hours: 12 Lecture/Discussion
4 Lab

Course designed specifically for grower, advisor or handler using pesticides who will be instructed in integrated pest management, pests, weeds, diseases, vertebrates, and other issues facing the agricultural industry. Course will prepare students to take state exam for the Qualified Applicator Certificate or license in category of Plant Agriculture. Course may be used for Pest Control Advisor's continuing education.

AG 209 Resid & Indust Pest Control 1 UNIT

Hours: 16 Lecture/Discussion

Course designed specifically for warehouse, fumigator or industry personnel who use pesticides. Instruction will include Integrated Pest Management, pests, weeds, vertebrates, diseases and other issues facing store product pests. Class will prepare students to take state license examination in category of Residential, Industrial and Institutional for the Qualified Applicator Certificate or License.

AGRICULTURE

AG 210 Forest and Right-Of-Way 1 UNIT

Hours: 12 Lecture/Discussion
4 Lab

Course is specifically directed to those persons using pesticides in forestry and Right-of-Way situations. Student will be instructed in integrated pest management, pests, weeds, vertebrates, diseases and other issues facing these areas. This class will prepare students to take state license examination in category of Forestry and Right-of-Way for the Qualified Applicator Certificate or License.

AG 230 Understand Parliamentary Pro 1 UNIT

Hours: 12 Lecture/Discussion
8 Lab

This course is designed to familiarize students with parliamentary law. The course will cover rules of parliamentary procedure, use of motions, and proper methods of conducting a meeting.

AG 251AD Independent Study-Ag 1 - 4 UNITS

Hours: 3.00 TO 12. Lab

The purpose of independent study is to provide an opportunity for students, under the directions of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. This course may be repeated three times. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office.

AG 298 Spanish for Farmers 2 UNITS

Hours: 1 Lecture/Discussion
2 Lab

This course is designed to give students an understanding of the Spanish language used by farm workers. Students will practice translating short sentences and reading the Spanish language. Formerly: AG 363.

AG 299 Topic Courses - Agriculture .5 - 4 UNITS

Hours: To be announced
Special topic courses in Agriculture.

AG 301AD Vector Control 1 1 UNIT

Hours: 16 Lecture/Discussion
4 Activity

A course of regional training for public agency Vector Control personnel to meet biannual State certification requirements. This course can be repeated three times. Limitation on Enrollment: Prospective or certified local public health Vector Control personnel, or by permission of division faculty.

AG 499 Special Topics 0 UNITS

Hours: To be announced
Special topic courses in Agriculture.

AMERICAN SIGN LANGUAGE

ASL 001 Beg Amer Sign Lang 1 4 UNITS

Hours: 4 Lecture/Discussion

This course is a study of fundamentals of American Sign Language. Students will learn the basics of visual/ gestural communication and grammatical structures with emphasis on receptive and expressive skills, including intensive practice, finger spelling and individual evaluation and basic information on Deaf culture. 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.

AMERICAN SIGN LANGUAGE

- ASL 002 Beg Amer 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 001 or equivalent college course with "C" or better.
- ASL 003 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 002 or equivalent college course with "C" or better.
- ASL 004 Advanced 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 003 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 004 or equivalent college course with "C" or better.
- ASL 151AD Independent Study-ASL 1 - 4 UNITS**
 Hours: 3 TO 12 Lab
 The purpose of Independent Study is to provide an opportunity to students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, student must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course may be repeated three times.
- ASL 190AD Supervised Practice 1 - 3 UNITS**
 Hours: 3 TO 9 Lab
 Under the supervision of an instructor, selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling and other employment or volunteer situations where the students is expected to take a leadership role. This course may be repeated three times. Limitation on Enrollment: Permission of the department.

ANIMAL SCIENCE

- ASCI 001 Intro to Animal Science 3 UNITS**
 Hours: 3 Lecture/Discussion
 1 Lab
 A survey of the livestock industry, supply of animal products and their uses. Special emphasis on origin, characteristics, adaptation and contributions of farm animals to the agriculture industry. CAN AG 6.

ANIMAL SCIENCE

- ASCI 002AB 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 022 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 093AD Physical Ed for the Equestrian 1 UNIT**
 Hours: .5 Lecture/Discussion
 1.5 Activity
 Equivalent Course: PE 93AD.
 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. Formerly ASCI 121AD.
- 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.
- 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
 ASCI 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: 1 Lecture/Discussion
 3 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. 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.

Course Descriptions

ANIMAL SCIENCE

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 & Management 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

A study of swine production and herd management in California. Basic skills include pre- and post-natal care, nutrition, and breed selection. 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 the United States. Basic skills focus primarily on commercial cow calf stocker feedlot, and the pure-bred industry. CAN AG 20.

ASCI 112 Sheep Production & Management 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

A survey of the sheep industry including management of commercial, purebred and small farm flocks—selecting, feeding, breeding and basic care of ewes and lambs plus marketing of lambs/wool. 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.

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 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 123 Horse Production 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$45.00

This course is designed to give students a broad basis of information for decision making in the management and operation of a horse herd. Herd health, costs of production, reproductive efficiency, marketing, and the use of computers to facilitate all of these duties make this course very important for students preparing for a career in Animal Science.

ANIMAL SCIENCE

ASCI 124AD Colt Breaking 2 UNITS

Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$50.00

This course is designed to give students hands-on experience in breaking horses safely and under control. It will also 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 lunging 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 class may be repeated three times.

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.

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 & Biting 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 231AB Equine and the High Sierra 2 UNITS

Hours: 32 Lecture/Discussion
16 Lab

This course shall offer students the opportunity to learn the proper use of pack stock in the High Sierras. Students shall study and apply the policies of the "Leave No Trace Program." A several day pack trip shall be an integral part of this class. Extra costs to the student will be associated with this trip. This class may be repeated one time.

ASCI 232AB Equine Grooming 1 UNIT

Hours: 16 Lecture/Discussion
8 Lab

This course will provide instruction in fitting and grooming the equine athlete for show and presentation. Equipment and coat care products, grooming, and braiding will be covered. This course may be repeated one time.

ANIMAL SCIENCE

- ASCI 233AB Equine Hoof Care 1 UNIT**
 Hours: 16 Lecture/Discussion
 8 Lab
 This course will instruct students in proper hoof care. Anatomy of the hoof and leg and how they relate to soundness as well as trimming for proper maintenance and corrective trimming, will be covered. This course may be repeated one time.
- 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 004 Precol Art & Cult/Americas-Meso 3 UNITS**
 Hours: 3 Lecture/Discussion
 Equivalent Course: ART 004.
 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. Approved for Distance Learning format.
- ANTH 005 Precol Art&Cult/Americas-S.Ame 3 UNITS**
 Hours: 3 Lecture/Discussion
 Equivalent Course: ART 005.
 A survey of the major cultures of Central and South America from the Early Hunters state until the European conquest. The course uses art as a vehicle for understanding these people's philosophy, religion, politics, history, and economics. Approved for Distance Learning format.

ANTHROPOLOGY

- ANTH 010 Cultural Anthropology 3 UNITS**
 Hours: 3 Lecture/Discussion
 This course explores the diversity of human culture around the world and throughout history, as well as the impacts of globalization on us all. This is an introductory course on the principles of anthropology, ethnographic research and the elements of human culture. Topics discussed include: race v. ethnicity, family organization, marriage practices, gender and sexuality, subsistence patterns, language, and 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. CAN ANTH 4.
- ANTH 011 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 English 1 determined by COS Placement Procedures. CAN ANTH 2.
- ANTH 012 Archaeology 3 UNITS**
 Hours: 3 Lecture/Discussion
 This course is an introduction to the study of concepts, theories, and methods of anthropological archaeology as well as a review of significant data and models that contribute to knowledge of the human past. The course includes a discussion of the history and interdisciplinary nature of archaeological research; dating techniques and methods of survey, excavation, and analysis; cultural resource management; and selected cultural sequences. 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. Approved for Distance Learning format. Formerly ANTH 112.

ARCHITECTURE

- ARCH 010 Architectural Design 1 4 UNITS**
 Hours: 3 Lecture/Discussion
 3 Lab
Materials Fee: \$20.00
 An introductory course that emphasizes design process, concept development, and creative problem solving as the means to create architectural form and space. Design projects are presented utilizing "tactile" (by hand) two and three-dimensional visual communication and scale modeling techniques. Verbal presentations in the form of critiques are also required for the purpose of communicating designs and intended concepts. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ARCH 10 may access the supplemental learning assistance by enrolling in ARCH 400, an open entry/open exit non-credit course.

ARCHITECTURE

ARCH 011 Architectural Design 2 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$20.00

An advanced course that continues the issues introduced in the introductory course plus emphasizes program development, site and context analysis, precedent study, and structure as the means to create architectural form and space. Design projects are presented utilizing "tactile" (by hand) two and three-dimensional visual communication and scale modeling techniques. Verbal presentations in the form of critiques are also required for the purpose of communicating designs and intended concepts. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ARCH 11 may access the supplemental learning assistance by enrolling in ARCH 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ARCH 10 or equivalent college course with "C" or better.

ARCH 020 Visual Communication 1 3 UNITS

Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$20.00

This is an introductory course of "tactile" (by hand) visual communication techniques applicable to the design and construction of the built environment. Drawing techniques include lettering, lines, dimensioning, diagramming, orthographic projection, axonometric projection, and perspective projection. Supplemental learning is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ARCH 20 may access the supplemental learning assistance by enrolling in ARCH 400, an open entry/open exit non-credit course.

ARCH 021 Visual Communication 2 3 UNITS

Hours: 2 Lecture/Discussion
3 Lab

Materials Fee: \$20.00

This is an advanced course of "tactile" (by hand) visual communication techniques applicable to the design and construction of the built environment. Drawing techniques include graphic symbols, architectural presentation, architectural drawing conventions; orthographic and perspective projections, rendition of value and context, color theory, figure ground ambiguity, and drawing media and techniques. Supplemental learning is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ARCH 21 may access the supplemental learning assistance by enrolling in ARCH 400, an open entry/open exit non-credit course.

Advisory on Recommended Preparation: ARCH 20 or equivalent college course with a "C" or better.

ARCH 070 Architecture History 1 3 UNITS

Hours: 3 Lecture/Discussion

Materials Fee: \$10.00

This course covers the history of architecture from the Prehistoric to Gothic periods. The relationship between architecture and art, science, historical events, religion, society, culture, philosophy, politics, economics, and physical conditions are studied. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ARCH 70 may access the supplemental learning assistance by enrolling in ARCH 400, an open entry/ open exit non-credit course. Formerly ARCH 170.

ARCHITECTURE

ARCH 071 Architecture History 2 3 UNITS

Hours: 3 Lecture/Discussion

Materials Fee: \$10.00

History of architecture from the Renaissance to the 21st Century periods. The relationship between architecture and art, science, historical events, religion, society, culture, philosophy, politics, economics, and physical conditions. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ARCH 71 may access the supplemental learning assistance by enrolling in ARCH 400, an open entry/ open exit non-credit course. Advisory on Recommended Preparation: ARCH 70 or equivalent college courses with "C" or better. Formerly ARCH 171.

ARCH 112 Architect Digital Design 1 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$20.00

An advanced "digital" design course that continues the issues introduced in the "tactile" design course plus emphasizes professional 3D computer software and techniques utilized to facilitate the architectural design process and problem solving. Supplemental learning is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ARCH 112 may access the supplemental learning assistance by enrolling in ARCH 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: COMP 5 or COMP 130, and ARCH 10 and ARCH 11 or equivalent college course with a grade of "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: \$20.00

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. Supplemental learning is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ARCH 113 may access the supplemental learning assistance by enrolling in ARCH 400, an open entry/open exit non-credit course. 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

Materials Fee: \$20.00

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. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ARCH 120 may access the supplemental learning assistance by enrolling in ARCH 400, an open entry/open exit non-credit course.

ARCHITECTURE

ARCHITECTURE

ARCH 121AC 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.

Supplemental learning is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ARCH 121AC may access the supplemental learning assistance by enrolling in ARCH 400, an open entry/open exit non-credit course. This course may be repeated two times. Advisory on Recommended Preparation: ARCH 20 or equivalent college course with a "C" or better.

ARCH 151AD Independent Study-Arch 1 - 4 UNITS

Hours: 3.09 TO 12 Lab

The purpose of this independent study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, student must file an Independent Study form through the Admissions Office to obtain approval to enroll. This course can be repeated three times.

ARCH 160 Construction Materials/Methods 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$20.00

An introduction to the principles, materials, methods, and processes of construction. This course combines both theory and practical application. Site visits to view various stages of construction are an integral part of the course. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ARCH 160 may access the supplemental learning assistance by enrolling in ARCH 400, an open entry/open exit non-credit course.

ARCH 161AD Architectural Detailing 3 UNITS

Hours: 2 Lecture/Discussion
3 Lab

Materials Fee: \$20.00

An introductory course in architectural detailing that explores the transition from architectural ideas into built reality. Students draw architectural details with corresponding summaries using a computer assisted drafting (CAD) program. This course may be repeated three times. Students enrolled in ARCH 161AD may access the supplemental learning assistance by enrolling in ARCH 400, an open entry/open exit non-credit course. Prior CAD experience is required. Advisory on Recommended Preparation: DRFT 114 and ARCH 160 or equivalent college course with a grade of "C" or better.

ARCH 162 Conceptual Structural Analysis 3 UNITS

Hours: 3 Lecture/Discussion

Materials Fee: \$20.00

A nonmathematical investigation of structural systems and components with respect to their behavior; selection of the most appropriate structural system for various building typologies. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ARCH 162 may access the supplemental learning assistance by enrolling in ARCH 400 an open entry/open exit non-credit course. Advisory on Recommended Preparation: ARCH 10 and ARCH 160 or equivalent college course with "C" or better.

ARCH 163 Construction Documents 3 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$20.00

This course provides a detailed introduction to the process of construction documentation. A full set of residential construction documents emphasizing light wood frame construction is created utilizing a computer assisted drafting (CAD) program. A residential light wood frame construction scale model is also created. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ARCH 163 may access the supplemental learning assistance by enrolling in ARCH 400, an open entry/open exit non-credit course. Prior training in the form of advisory courses or office CAD experience is required. Advisory on Recommended Preparation: DRFT 114 AND ARCH 160 or equivalent college courses with "C" or better.

ARCH 190AD Supervised Practice 1 - 3 UNITS

Hours: 3 TO 9 Lab

Under the supervision of an instructor, selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling, and other employment volunteer situations where the student is expected to take a leadership role. Limitation on Enrollment: Permission of Department. This course may be repeated three times.

ARCH 200ADCAD Basics 1 UNIT

Hours: 1 Lecture/Discussion

Materials Fee: \$10.00

CAD Basics is designed to give students basic computer assisted drafting skills. This course is repeatable three times.

ARCH 251AD Independent Study-Arch 1 - 4 UNITS

Hours: 3 TO 12 Lab

The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

ARCH 400 Architecture Supp Lrng Assist 0 UNITS

Hours: 27 TO 108 Lab

Architecture Open Lab is intended to strengthen students' architecture skills and reinforce their mastery of concepts. This open entry/open exit class is linked with ARCH 10, ARCH 11, ARCH 112, ARCH 113, ARCH 20, ARCH 21, ARCH 120, ARCH 121, ARCH 70, ARCH 71, ARCH 160, ARCH 161, ARCH 162, ARCH 163.

(Note: At the time of publication, this course was pending Chancellor's Office Approval. Students are encouraged to check with Division Chairs for any recent changes to this course.)

Course Descriptions

ART

ART 001 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. Approved for Distance Learning format.

ART 002 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 003 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 004 Precol Art & Cult/Americas-Meso 3 UNITS

Hours: 3 Lecture/Discussion

Equivalent Course: ANTH 004.

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. Approved for Distance Learning format.

ART 005 Precol Art & Cult/Americas-S.Ame 3 UNITS

Hours: 3 Lecture/Discussion

Equivalent Course: ANTH 005.

A survey of the major cultures of Central and South America from the Early Hunters state until the European conquest. The course uses art as a vehicle for understanding these people's philosophy, religion, politics, history, and economics. Approved for Distance Learning format.

ART 006 Color and Design 3 UNITS

Hours: 1 Lecture/Discussion

5 Activity

Materials Fee: \$10.00

Equivalent Course: CFS 006.

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 007 Advanced Color and Design 3 UNITS

Hours: 1 Lecture/Discussion

5 Activity

Materials Fee: \$10.00

Equivalent Course: CFS 007.

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 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. CAN ART 16.

ART

ART 008 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 sight observation, perspective and shading. CAN ART 8.

ART 009 Drawing Composition 3 UNITS

Hours: 1 Lecture/Discussion

5 Activity

Materials Fee: \$10.00

A second semester drawing course where students will learn to apply advanced compositional principles to those skills initially learned in ART 8.

Prerequisites: ART 008 or equivalent college course with "C" or better.

ART 010AD Figure Drawing 3 UNITS

Hours: 1 Lecture/Discussion

5 Activity

Materials Fee: \$10.00

This course 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 may be repeated three times.

Prerequisites: ART 008 or equivalent college course with "C" or better.

ART 011AD Sculpture 3 UNITS

Hours: 1 Lecture/Discussion

5 Lab

Materials Fee: \$20.00

This course in sculpture is designed to develop awareness, knowledge, and skills regarding historical and contemporary three dimensional design concepts. The emphasis is on personal expression through a variety of materials and a wide range of possible applications. This course may be repeated three times. CAN ART 12.

ART 012AD 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 013AD 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. CAN ART 10.

ART

ART

ART 015 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 collagraphy, mezzotint, alternative-ground (non-toxic) etching, and non-toxic photo intaglio. CAN ART 20.

ART 016AC 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 015 or equivalent college course with "C" or better.

ART 017AD Handbuilding Ceramics 3 UNITS
 Hours: 1 Lecture/Discussion
 5 Lab
Materials Fee: \$20.00
 Students receive an introduction to the fundamentals of ceramics and hand built clay construction including pinch, coil, hard and soft slab techniques as well as basic history, glazing and firing. This course may be repeated three times. CAN ART 6.

ART 018AD 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 potter's 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 17AB or an equivalent college course with a grade of "C or better.

ART 023AD Macintosh Basic for Artists 3 UNITS
 Hours: 1 Lecture/Discussion
 5 Activity
Materials Fee: \$20.00
 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 troubleshooting skills for hardware and software problems. This course may be repeated three times.

ART 025AD Digital Imaging for Artists 3 UNITS
 Hours: 1 Lecture/Discussion
 5 Activity
Materials Fee: \$20.00
 Digital Imaging for Artists will enable visual artists to explore digital image making from techniques that will provide the ability to design for artistic expression, for commercial print and web output. Macintosh computers and appropriate state-of-the-art imaging software will be utilized. This course may be repeated three times.

ART 032AD 3D Design 3 UNITS
 Hours: 1 Lecture/Discussion
 5 Activity
Materials Fee: \$20.00
 Students learn application of design principles to three-dimensional form. Students will explore experimental and creative studies in spatial construction using a variety of materials and a variety of approaches and applications to the 3-D structure. Though a study of mass, volume, space and shade students gain experience solving 3-D design problems. This is a foundation course for all students planning to major in art. This course may be repeated three times. Advisory on Recommended Preparation: ART 101AD or equivalent college course with a "C" or better.

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 105AC Metalcraft Welding/Forging 3 UNITS
 Hours: 3 Lecture/Discussion
 3 Lab
Materials Fee: \$15.00
 Equivalent Course: WELD 105AC.
 Instruction in metal craft 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 art works; 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. This course 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: \$30.00
 A basic course designed to introduce the beginning student to screen printing techniques. The emphasis of the class is the traditional serigraphic printmaking process and includes reductive, handmade stencils, and digital/photographic methods on a variety of substrates including paper fabric, and glass. This course may be repeated two times.

Course Descriptions

ART

ART 124AD Web Imaging for Artists 3 UNITS

Hours: 1 Lecture/Discussion
5 Activity

This is a course for commercial artists and graphic designers. The course 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, GoLive, Dreamweaver and Flash will be used. This course may be repeated three times.

ART 126AD Digital Painting 3 UNITS

Hours: 1 Lecture/Discussion
5 Activity

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 may 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 128AD Lithography 3 UNITS

Hours: 1 Lecture/Discussion
5 Activity

Materials Fee: \$30.00

Students will study the history and technique of lithographic processes, including traditional and contemporary methods. Both stone and aluminum plate lithography will be explored as well as color lithographic processes. This course may be repeated three times. Advisory on Recommended Preparation: ART 8 or equivalent college course with a grade of "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 130AC Digital Printmaking 3 UNITS

Hours: 1 Lecture/Discussion
5 Activity

Materials Fee: \$30.00

Digital Printmaking will explore new technology in the creation of handpulled prints. This course is designed for beginning and intermediate students alike. Field trips may be required. This course may be repeated two times. Advisory on Recommended Preparation: ART 23AD or equivalent college course with a grade of "C" or better.

ART

ART 151AD Independent Study-Art 1 - 4 UNITS

Hours: 3 TO 12 Lab

The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, student must file an Independent Study form through the Admissions Office to obtain approval to enroll. This course can be repeated three times.

ART 190AD Supervised Practice - Art 1 - 3 UNITS

Hours: 3 TO 9 Lecture/Discussion

Under the supervision of an instructor, selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling, and other employment volunteer situations where the students are expected to take a leadership role. Limitation on Enrollment: Permission of Department. This course may be repeated three times.

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 Painting/Photographic Realism 3 UNITS

Hours: 1 Lecture/Discussion
5 Activity

Exploration and practice of the historical and contemporary use of photography as the subject and an aid to painting. Beginning and advanced work in oils and/or acrylics. This course is repeatable three times. Advisory on Recommended Preparation: ART/CFS 006 and ART/CFS 008 or equivalent college course with a grade of "C" or better.

ART 251AD Independent Study-Art 1 - 4 UNITS

Hours: 3 TO 12 Lab

The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

ART 399 Topic Courses .5 - 4 UNITS

Hours: To be announced

Special topics in Art.

ASTRONOMY

ASTR 010 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: stellar evolution; planetology and characteristics of the bodies of our solar system. 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 MATH 235 or equivalent college course with "C" or better, or eligibility for MATH 10, 21, 45, 70, 75, or 154 as determined by COS Placement Procedures.

AUTOMOTIVE TECHNOLOGY

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 130 and AUTO 132 and AUTO 136 or equivalent college courses with "C" or better.**

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 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 136, 138, 142, 143, and 202 or equivalent college courses with "C" or better.

AUTO 130 Intro to Automotive Technology 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

AUTO 130 is the first course in the automotive program and is a prerequisite for all automotive core courses. Topics include the development of shop skills, safe working practices and the correct use of tools in an automotive shop environment are learned. Formerly AUTO 100.

AUTO 131 Automotive Engine Systems 4 UNITS

Hours: 3 Lecture/Discussion
4 Lab

Materials Fee: \$5.00

Instruction in theory, construction and repair of today's automotive gasoline engine. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 103.

Prerequisites: AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 136 may be taken concurrently).

AUTOMOTIVE TECHNOLOGY

AUTO 132 Auto Automatic Transmissions 4 UNITS

Hours: 3 Lecture/Discussion
4 Lab

Materials Fee: \$5.00

Instruction in automatic transmission torque converter theory and operation, hydraulic system function, planetary gear theory and application, and the diagnosis and repair of these systems (Formerly AUTO 106). Prerequisite may be waived with equivalent skills and knowledge as determined by department assessment.

Prerequisites: AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and AUTO 136 may be taken concurrently).

AUTO 133 Automotive Power Train Systems 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$5.00

Instruction in manual transmission theory and power flow in today's automobile power train systems including clutch systems, drive shafts, differential and drive axle operations. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 104.

Prerequisites: AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 136 may be taken concurrently).

AUTO 134 Auto Suspension/Steering System 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$5.00

Instruction in theory and maintenance of automotive suspension and steering systems, including steering inspection and wheel alignment procedures. Prerequisites may be waived with equivalent skill and knowledge as determined by departmental assessment. (Formerly AUTO 115).

Prerequisites: AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and AUTO 136 may be taken concurrently).

AUTO 135 Automotive Brake Systems 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$5.00

This course will provide the student with the technical skills and knowledge to diagnose, test, service and repair automotive brake systems. Instruction in hydraulics, pneumatics, anti-lock braking systems, associated electronics and the safe and proper use of brake systems tools and equipment for service and repair procedures will be included. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 105.

Prerequisites: AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 136 may be taken concurrently).

Course Descriptions

AUTOMOTIVE TECHNOLOGY

AUTO 136 Automotive Electrical Systems 5 UNITS

Hours: 4 Lecture/Discussion
3 Lab

Materials Fee: \$5.00

This is a study course of the theory, design and operation of the complete automotive electrical and electronic systems. Instruction and lab covers the inspection, testing and repair of the total electrical system and component parts. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 101.

Prerequisites: AUTO 130 or equivalent college course with "C" or better (AUTO 130 may be taken concurrently).

AUTO 137 Automotive Air Conditioning 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$5.00

This is a study course in the design, theory and operation of the automotive heating and air conditioning systems. Instruction and lab covers the systems components, servicing, testing, repair and retrofit. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 109.

Prerequisites: AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 136 may be taken concurrently).

AUTO 138 Automotive Engine Performance 6 UNITS

Hours: 6 Lecture/Discussion
6 Lab

Materials Fee: \$5.00

This is an advanced study course of engine performance, driveability and diagnostics. Instruction will cover electrical and electronics systems, fuel delivery systems, computer onboard diagnostics, advanced ignition systems, emission control systems and other engine related topics. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 108.

Prerequisites: AUTO 130 and AUTO 136 or equivalent college courses with "C" or better.

AUTO 142 Automotive Fuel and Emissions 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

This is a study course of the theory, design and operation of the automotive fuel and emissions control systems. Instruction and lab covers the complete fuel delivery system and each of the emission control systems and associated components. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly; AUTO 102.

Prerequisites: AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 136 may be taken concurrently).

AUTOMOTIVE TECHNOLOGY

AUTO 143 Adv Auto Computer Control Syst 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$5.00

This is an advanced study course of engine electrical and electronic computer control systems. The instruction will cover advanced theory, design and operation of computer control and on-board diagnostics systems, advanced fuel and ignition systems, and advanced test equipment. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 113.

Prerequisites: AUTO 130 and AUTO 136 or equivalent college courses with "C" or better.

AUTO 190AD Supervised Practice 1 - 3 UNITS

Hours: 3 TO 9 Lab

Supervised practice. Limitation on Enrollment: An "A" or "B" in college automotive major courses and permission of department. This course may be repeated three times.

AUTO 199 Topics - Automotive .5 - 4 UNITS

Hours: 8 TO 70 Lecture/Discussion

Special topic courses in Automotive. (Transferable).

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 130 and 136 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 253AD Bar Alternative Training 3 UNITS

Hours: 54 Lecture/Discussion
18 Lab

Introduction to the Smog Check Program diagnosis and repair procedures. Provides instruction in the BAR alternative A6, A8 and L1 ASE certifications. Advisory on Recommended Preparation: 180 instructional hours at an accredited college or trade school or equivalent work experience in the areas of automotive electrical and engine performances or equivalent college course with a grade of "C" or better.

AUTO 254 Automotive Information Systems 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab

Materials Fee: \$5.00

Course will assist students in becoming competent in the field of automobile parts procurement and sales skills. Course also will help students prepare for ASE Automobile Parts Specialist Test (P2). Prerequisite may be waived with equivalent skills and knowledge as determined by departmental assessment.

Prerequisites: AUTO 130 or equivalent college course with "C" or better.

AUTOMOTIVE TECHNOLOGY

AUTO 262AD BAR Smog Update Training

1 UNIT

Hours: 16 Lecture/Discussion
8 Lab

This is an updated version of the BAR Smog Update Training and certification course for Smog Check Technicians. This class may be taken by any student for credit for the general knowledge and skills associated with updates to the BAR Smog Check Program. This course may be repeated three times. Advisory on Recommended Preparation: AUTO 263AD and AUTO 264AD or equivalent college course with a grade of "C" or better.

AUTO 263AD Basic Clean Air Car Course

3 UNITS

Hours: 48 Lecture/Discussion
24 Lab

The Basic Clean Air Car Course is a certification course designed to prepare students to take the Bureau of Automotive Repair's Basic Smog Check Technician licensing examination. Any students may take this course, but may not be certified to take the State licensing examination. This course may be repeated three times. Advisory on Recommended Preparation: AUTO 130, 136, 138, 142, and 143 or equivalent college course with a grade of "C" or better or one year of automotive work experience in the engine performance and emissions area.

AUTO 264AD Advanced Clean Air Car Course

2.5 UNITS

Hours: 32 Lecture/Discussion
16 Lab

The Advanced Clean Air Car 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 the BAR 97 Transition Training, Advanced Emissions Diagnostics Training and the Enhanced Area Inspection and Testing procedure training. This course is repeatable three times. Advisory on Recommended Preparation: AUTO 130, 136, 138, 142, 143, and AUTO 263AD or equivalent college course with a grade of "C" or better. ASE A-6, A-8 and L1 Certifications or current Basic Smog Check Technician License.

AUTO 265 Alternate Fuel Vehicles

2 UNITS

Hours: 4 Lecture/Discussion
2 Lab

Instruction in theory and application of alternate fuel vehicles available and in use in the transportation industry and private sector. Instruction includes Hybrid, Electric and Fuel-Cell vehicles. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. **Prerequisites: AUTO 130 and AUTO 136 or equivalent college courses with "C" or better.**

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.

AUTO 269 Brake/Headlamp Certif Prep

2 UNITS

Hours: 36 Lecture/Discussion
18 Lab

Instruction and laboratory demonstrations for preparation of the State of California Brake Adjuster and Headlamp Adjuster License tests. Prerequisite may be waived with equivalent skills and knowledge as determined by departmental assessment.

Prerequisites: AUTO 130 or equivalent college course with "C" or better.

AUTO 299 Topics - Automotive

.5 - 4 UNITS

Hours: To be announced
Topic courses in the Automotive field.

AUTOMOTIVE TECHNOLOGY

AUTO 300 Auto Familiarization

2 UNITS

Hours: 4 Lecture/Discussion
2 Lab

Instruction and laboratory demonstrations in the inspection and maintenance procedures required for maintaining today's automobiles.

BIOLOGY

BIOL 001 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.

Prerequisites: MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

BIOL 002 Principles of Biology

5 UNITS

Hours: 3 Lecture/Discussion
6 Lab

The second semester of the Biology Major's sequence, including topics: microbiology, plants, ecology, biotechnology and molecular biology. Lab exercises include local and overnight field trips. Advisory on Recommended Preparation: CHEM 1, 20 or equivalent college course with a grade of "C" or better. CAN BIOL 6.

Prerequisites: BIOL 001 or equivalent college course with "C" or better.

BIOL 020 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. Note: Some four-year institutions will not award credit for this class if it is taken AFTER BIOL 1 (biology majors). 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 021 Plant Biology

3 UNITS

Hours: 3 Lecture/Discussion
2 Lab

This is a general principles course in plant biology for the nonbiology major. The principle 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. Approved for Distance Learning format.

Course Descriptions

BIOLOGY

BIOL 022 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. Not open to students who have received credit in BIOL 1. 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.

BIOL 025 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 030 Human Anatomy 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

BIOL 30 is a general survey course designed to acquaint the beginning student with the anatomical principles necessary to understand the basic structure of the human body. Units received from this course are usually transferable to four-year institutions. The student is urged, however, to check with their specific transfer institution to confirm acceptance of this course. CAN BIOL 10.

BIOL 031 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 040 General Microbiology 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

This course is designed for students entering the health sciences, home economics, as well as the life sciences. This course covers microbial diversity, classification, identification, growth, control measures, disease interactions, genetics, and applied microbiology. Advisory on Recommended Preparation: CHEM 20 or equivalent college course with "C" or better; and any college level biology course. CAN BIOL 14.

BIOL 060 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. 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 151AD Independent Study-Biology 1 - 4 UNITS

Hours: 1 TO 4 Lab

The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

BIOL 180 Lab Techniques & Practices 2 UNITS

Hours: 1 Lecture/Discussion
3 Lab

Equivalent Course: CHEM 180.

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

Equivalent Course: CHEM 185.

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 a" be waived with any transfer level Chemistry course with lab with "C" or better.

Prerequisites: CHEM 001 or CHEM 020 or CHEM 030 or equivalent college course 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.

BIOL 251AD Independent Study-Biology 1 - 4 UNITS

Hours: 3 TO 12 Lab

The purpose of Independent Study is to provide an opportunity for the student, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the subject area. In addition, student must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

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

BUSINESS

BUS 018 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 020 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. A high level of mathematical sophistication and dedication is required for successful completion of this course.
Prerequisites: MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

BUS 025 Constitutional Law 3 UNITS
 Hours: 3 Lecture/Discussion
 Equivalent Course: AJ 025, GOVT 025.
 Students will apply logic and critical thinking to written and oral communication in the study of the fundamental rights of all citizens as protected by the United States constitution. Case studies will be used as examples of the application of law. Students will be required to write a total of 6,000 to 8,000 words. Advisory on Recommended Preparation: ENGL 1 and COMM 1 or equivalent college courses with "C" or better.

BUS 082 Introduction to Business 3 UNITS
 Hours: 3 Lecture/Discussion
 This course is a survey of the principles, problems, practices, and procedures of business. It covers the functions of business and its relationship to individuals, the community, and the world. It is designed to introduce the history of business as well as explore current practices and procedures used in the business world today.

BUS 100 Career Strategies 3 UNITS
 Hours: 3 Lecture/Discussion
 This course is designed to increase the student's understanding of researching jobs and organizations, employment interviewing, and professional development, including communication skills. Networking with the business community is an integral component of this course. This course may be repeated three times.

BUS 112 Public Speaking for Business 4 UNITS
 Hours: 4 Lecture/Discussion
Materials Fee: \$20.00
 Equivalent Course: COMM 112
 An introductory course in Public Speaking (COMM 1) and presentation software. This course covers a variety of formal Public Speaking styles and formats. Students will also learn how to create a computerized slide show, as well as speaker outlines/notes and audience handouts to assist in their presentations. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Keyboarding speed of 20 cwpm. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts.

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.

Prerequisites: MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

BUS 151AD Independent Study-Business 1 - 4 UNITS
 Hours: 3 TO 12 Lab
Materials Fee: \$7.00
 The purpose of Independent Study is to provide an opportunity for the student, under the direction of an instructor, to participate in advanced individualized study to supplement and enhance existing courses. Independent Study requires a minimum of 54 units of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

BUS 155 E-Commerce 3 UNITS
 Hours: 3 Lecture/Discussion
 This course will incorporate introductory and intermediate business concepts into an e-business model. This interdisciplinary course provides instruction that emphasizes the incorporation of technology into the business model. Advisory on Recommended Preparation: COMP 229 or equivalent course with "C" or better.

BUS 170 Introduction to Sales 3 UNITS
 Hours: 3 Lecture/Discussion
 A practical course in sales principles and practices that emphasizes career opportunities, the current market environment, contemporary sales techniques, and the sales promotion. Required for marketing certificate, and the A.A./A.S. degrees in marketing, general business/clerical skills, and home economics fashion merchandising majors.

BUS 171 Applied Prof Salesmanship 3 UNITS
 Hours: 3 Lecture/Discussion
 This course examines successful selling techniques. It analyzes general and individual factors and applied techniques that influence customer purchases.

Course Descriptions

BUSINESS

BUS 174 Marketing Principles 3 UNITS

Hours: 3 Lecture/Discussion

This course introduces students to the fundamentals of marketing by exposing them to planning, producing, storing, promoting, selling, and distribution of commodities. In addition, the student will focus on the importance of market research, market segmentation, consumer behavior, marketing plans, and the technology revolution in marketing.

BUS 184 Business Communications 3 UNITS

Hours: 3 Lecture/Discussion

Materials Fee: \$20.00

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 and 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. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in BUS 184 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course.

BUS 185 Ethics in Business & Industry 3 UNITS

Hours: 3 Lecture/Discussion

The focus of this class will be on the application of ethics to contemporary issues occurring in today's business and industry. Students will also be exposed to the theoretical approaches to ethics through the writings of philosophers such as Plato, Aristotle, Hobbes, Kant, and others.

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 will be exposed to management techniques applicable in his/her business, domestic, personal, and social life. This course is a general education course in personnel relations which will be of value to both the business and non-business student.

BUS 230 Supervision, Mgmt/1st Line Supr 3 UNITS

Hours: 3 Lecture/Discussion

This course is designed to provide students with an overview of supervision and management skills. This course may be used for new supervisors or as a training course for both non-supervisory and active supervisory personnel.

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 240 Banking Skills 2 UNITS

Hours: 2 Lecture/Discussion

This class trains students for entry-level careers in financial institutions. Students will learn about cash handling procedures, record keeping, fraud-prevention guidelines and techniques for addressing customer complaints.

BUSINESS

BUS 251AD Independent Study-Business 1 - 4 UNITS

Hours: 3 TO 12 Lab

Materials Fee: \$7.00

The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of work per unit. This course may be repeated three times. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office.

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.

BUS 268 Electronic Calculating 2 UNITS

Hours: 2 Lecture/Discussion

Materials Fee: \$20.00

This course introduces the students 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 a grade of "C" or better or recent completion of an arithmetic class. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in BUS 268 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course.

BUS 270 College Keyboarding Level 1 3 UNITS

Hours: 2 Lecture/Discussion

2 Lab

Materials Fee: \$20.00

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. Approved for Distance Learning format.

BUS 271 College Keyboarding Level 2 3 UNITS

Hours: 2 Lecture/Discussion

2 Lab

Materials Fee: \$20.00

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. Approved for Distance Learning format.

BUSINESS

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.

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 interest, payroll, taxes, commissions, banking, business statistics, and the applied use of algebra in solving business problems. The math competency exam will be administered in the class. Advisory on Recommended Preparation: BUS 395 or MATH 360 or equivalent college course with a grade of "C" or better.

BUS 297 Personal Finance 3 UNITS
 Hours: 3 Lecture/Discussion
 This course is open to both business and nonbusiness majors. Students gain knowledge of personal income and expenditures. Topics include investments; borrowing money; budgets; charge accounts; property, income, estate, inheritance, and gift taxes; life, health, and miscellaneous insurance; pension plans and social security; trust funds; inflation and business cycles.

BUS 299 Topic Courses - Business .5 - 4 UNITS
 Hours: To be announced
 Special Topic courses in Business.

BUS 360AC Elementary Keyboarding 1 UNIT
 Hours: 9 Lecture/Discussion
 17 Lab

Materials Fee: \$10.00
 This course introduces students 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. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in BUS 360AC may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course.

BUS 361AC Elem Keyboarding for ESL 1 UNIT
 Hours: 9 Lecture/Discussion
 17 Lab

Materials Fee: \$10.00
 This course introduces 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. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in BUS 361AC may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course.

BUSINESS

BUS 395 Rev/Arithmetic for Business 4 UNITS
 Hours: 4 Lecture/Discussion
 This course is designed to review the concepts and mechanics of arithmetic with an emphasis in business applications. Other topics include an introduction to algebra and geometry. The math competency exam will be administered in the class.

CHEMISTRY

CHEM 001 General Chemistry 5 UNITS
 Hours: 3 Lecture/Discussion
 6 Lab
 A course for majors and pre-professionals involving the fundamental theories and laws of chemistry. Topics include stoichiometry, atomic structure, bonding theories, ionic reactions and properties of gases. Chemistry prerequisite may be waived with one year of high school chemistry with a "C" or better. CAN CHEM 2.
Prerequisites: MATH 230 or MATH 235 or eligibility for MATH 021 as determined by COS placement procedures and CHEM 020 or CHEM 253 or equivalent college courses with "C" or better .

CHEM 002 General Chemistry 5 UNITS
 Hours: 3 Lecture/Discussion
 6 Lab
 A course for majors and pre-professionals involving the fundamental theories and laws of chemistry. Topics include liquids, solids, solutions, kinetics, acid/base theories, acid/base equilibrium, solubility and complex equilibrium, thermodynamics and electrochemistry. CAN CHEM 4.
Prerequisites: CHEM 001 or equivalent college course with "C" or better.

CHEM 012 Organic Chemistry 3 UNITS
 Hours: 3 Lecture/Discussion
 This is the first semester of a comprehensive study of organic chemistry. This course, taught at the sophomore level, is primarily for chemistry or biochemistry and biology majors, premedical, pre-dental students, pre-pharmacy and medical technicians. Emphasis is on structural and functional group chemistry studied from a synthetic and mechanistic point of view. Topics include: nomenclature, stereochemistry, free radical processes, structure, bonding, hybridization of carbon compounds, basic elimination and substitution reactions, introductory infrared and nuclear magnetic resonance spectroscopy.
Prerequisites: CHEM 002 or equivalent college course with "C" or better.

CHEM 012L Organic Chemistry Laboratory 1 2 UNITS
 Hours: 6 Lab
 This course is a study of the methods and techniques (micro and macro) essential to organic analysis and synthesis. This will include extraction, distillation and crystallization techniques. This course is primarily for chemistry, biochemistry and biology majors; pre-medical, pre-dental and pre-pharmacy students; and medical technicians.
Prerequisites: CHEM 012 or equivalent college course with "C" or better (CHEM 012 may be taken concurrently).

CHEMISTRY

CHEM 013 Organic Chemistry 2 3 UNITS

Hours: 3 Lecture/Discussion

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 and biology majors, premedical, pre dental, prepharmacy students and medical technicians. Emphasis is on structural and functional group chemistry studied from a synthetic and mechanistic point of view. Topics include: reactions of aromatic compounds, condensations, natural products chemistry, introductory bio-chemistry, mass spectrometry and ultraviolet/visible spectroscopy.

Prerequisites: CHEM 012 or equivalent college course with "C" or better.

CHEM 013L Organic Chemistry Lab 2 2 UNITS

Hours: 6 Lab

This course expands knowledge and use of the techniques (micro and macro) gained in CHEM 12L. Emphasis will be put on use of instrumentation. Research techniques are taught by way of independent projects. Determination of structure, isolation of products and purification are emphasized.

Prerequisites: CHEM 013 or equivalent college course with "C" or better (CHEM 013 may be taken concurrently).

CHEM 020 Intro to General Chemistry 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

CHEM 20 is a one semester transferable college chemistry course designed to meet the needs of allied-health majors. The course is a study of the fundamental theories and laws of chemistry. The laboratory portion of the course involves experimentation and drawing conclusions from data. Advisory on Recommended Preparation: CHEM 253 or equivalent college course with a "C" or better; or high school chemistry with "C" or better in both semesters. MATH 200 or MATH 205 or equivalent college course with "C" or better; or eligibility for MATH 230 determined by COS Placement Procedures. CAN CHEM 6.

Prerequisites: MATH 200 or MATH 205 or equivalent college course with "C" or better or eligibility for MATH 230 as determined by COS placement procedures.

CHEM 021 Organic/Biological Chemistry 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

CHEM 21 is the second semester of a full year college chemistry course which meets the needs of the allied-health majors. Content focuses on structural configurations, properties and reactions of organic and biochemical compounds. Both qualitative and quantitative aspects of these are part of lecture and laboratory. CAN CHEM 8.

Prerequisites: CHEM 020 or equivalent college course with "C" or better.

CHEM 030 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: Completion of MATH 200 or MATH 205 or placement in MATH 230 as determined by the COS Placement Procedures.

CHEMISTRY

CHEM 151AD Independent Study - Chemistry 1 - 4 UNITS

Hours: 3 TO 12 Lab

The purpose of Independent Study is to provide an opportunity to students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, student must file an independent study form through the Admissions Office to obtain approval to enroll. This course may be repeated three times.

CHEM 180 Lab Techniques & Practices 2 UNITS

Hours: 1 Lecture/Discussion
3 Lab

Equivalent Course: BIOL 180.

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: CHEM 001 or CHEM 020 or CHEM 030 or equivalent college course with "C" or better.

CHEM 190AD Supervised Practice 1 - 3 UNITS

Hours: 3 TO 9 Lab

Supervised Practice. Limitation on enrollment: Permission of the department.

CHEM 253 Introduction to 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 MATH 205 or equivalent college course with a "C" or better, or eligibility for Math 230 as determined by COS Placement Procedures.

CHILD DEVELOPMENT

CHLD 039 Child Development DS 1 3 UNITS

Hours: 3 Lecture/Discussion

Equivalent Course: PSY 039.

This course is a study of the principles of typical and atypical development from conception to adolescence. The course content focuses on physical, cognitive, social, and emotional domains of development. 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 14.

CHILD DEVELOPMENT

- CHLD 042 Child, Family & Society-DS2 3 UNITS**
 Hours: 3 Lecture/Discussion
 The study of the social development of young children with emphasis on the interactions among and between children, families, and community systems. This course is required for the Child Development Permit and core curriculum for employment in child care centers.
- CHLD 112 Children's Nutrition 3 UNITS**
 Hours: 3 Lecture/Discussion
 Equivalent Course: NUTR 112.
 A lecture course on children's nutritional requirements prior to conception through adolescence. Course study centers on nutrition basics, feeding principles, and current topics. An appropriate course for students in education, social services and human development.
- CHLD 120 Early Literacy in ECE 1 UNIT**
 Hours: 1 Lecture/Discussion
 Short term class. Research based principles and practices for providing children age three through five a strong foundation in early literacy development to include developmental writing, using strategies within a developmentally appropriate approach in the preschool setting.
- CHLD 121 Curriculum Development in ECE 1 UNIT**
 Hours: 1 Lecture/Discussion
 Short term class. Research-based principles and practices in the development of curriculum, assessment, and instruction as a foundation for quality ECE programs in providing children, ages three to five years a strong foundation in early reading, writing, and mathematics.
- CHLD 122 Promoting Oral Language in ECE 1 UNIT**
 Hours: 1 Lecture/Discussion
 Short term class. Research based principles and practices for providing children age three to five a strong foundation in early language development using strategies within a developmentally appropriate approach in the preschool setting.
- CHLD 123 Dual Language Learners in ECE 1 UNIT**
 Hours: 1 Lecture/Discussion
 Short term class. Research-based principles and practices in second language development to promote language, literacy, and learning as a foundation for quality ECE programs in providing children ages three to five years a strong foundation in early reading.
- CHLD 134 Child Abuse Prevention 3 UNITS**
 Hours: 3 Lecture/Discussion
 A study of child abuse that will include detection, reporting requirements, causes and effects on children, prevention and treatment. Emphasis on knowledge related to the impact of abuse on children, community resources for prevention and treatment and healthy family dynamics.
- CHLD 135 Music Experiences in ECE-DS3 1 UNIT**
 Hours: 1 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.

CHILD DEVELOPMENT

- CHLD 137 Science Experiences in ECE-DS3 1 UNIT**
 Hours: 1 Lecture/Discussion
 This course investigates the various methods of integrating science experiences 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: 1 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 Principles of ECE-DS3 3 UNITS**
 Hours: 2 Lecture/Discussion
 3 Lab
 This course is designed for observation and the study of young children in a laboratory setting in preparation for working with diverse families. It includes studying child development theory, age-appropriate curriculum, the behavior of children and current teaching practices and assessment. 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. Limitation on enrollment: a T.B. test clearance must be obtained prior to participation in lab exercises.
Prerequisites: CHLD 039 or PSY 039 or equivalent college course with "C" or better.
- CHLD 141 Practices in ECE DS3 3 UNITS**
 Hours: 2 Lecture/Discussion
 3 Lab
 The course is designed to prepare the student to 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. 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.
Prerequisites: CHLD 140 or equivalent college course with "C" or better.
- CHLD 142 Adult Supervision/Mentor DS6 2 UNITS**
 Hours: 2 Lecture/Discussion
 Course includes methods and principles of supervising teachers in the early childhood classroom and also meets the requirement of adult supervision units on the California Permit Matrix. This course is required for the Child Development Permit, levels of Master Teacher and above.
Prerequisites: CHLD 141 and CHLD 143 or equivalent college courses with "C" or better.
- CHLD 143 Administration of ECE-DS 6 3 UNITS**
 Hours: 3 Lecture/Discussion
 This course focuses on administering programs for children with emphasis on the management of child care programs, including program planning, organization, budgeting, personnel policies, record keeping, legal requirements and regulatory agencies. May be used to fulfill Title 22 Child Care Center Director requirements. CHLD 143 and 144 fulfill requirements for a California Site Supervisor Permit. Advisory on Recommended Preparation: CHLD 141 or equivalent college course with a grade of "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 Early Childhood Education, including time management staff development, staff and parent handbooks, goal setting, marketing, evaluation and accreditation. May be used to fulfill Title 22 Child Care Center Director requirements. CHLD 143 and 144 fulfill requirements for a California Site Supervisory 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.

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-Child 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 comprehensive study of health, safety, nutrition and current issues in child development with the young child. This course is designed for childcare givers, teachers and parents.

CHLD 149AB Creative Activity/Children-DS3 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab

Materials Fee: \$5.00

This course is designed to prepare child development students in planning and development of a wide variety of creative activities to use with young children. Emphasis is on age and developmentally appropriate practices, theory and curriculum areas, seasons and holidays. This course may be repeated one time.

CHLD 151AD Independent Study-Chld Dev 1 - 4 UNITS

Hours: 3 TO 12 Lecture/Discussion

The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

CHILD DEVELOPMENT

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: 1 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.

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 DS3 3 UNITS

Hours: 3 Lecture/Discussion

This course focuses on a child-centered approach to problem solving for teachers with groups of young children from infancy to school-age. It includes assessment and response to child behavior using positive, age-appropriate methods.

CHLD 156 Family Child Care Management 1 UNIT

Hours: 1 Lecture/Discussion

This is an introductory course designed to meet the training needs of family child care providers. It combines theory and practical application to introduce licensing guidelines, health and safety practices, recordkeeping, developing business policies, support services and procedures unique to family child care.

CHLD 157 Family Day Care Princ/Pract 1 UNIT

Hours: 1 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, parent/provider relationships, child growth and development, discipline techniques and resources for family child care providers.

CHLD 158 Cultural Diversity in ECE DS3 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. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better.

CHLD 159 Child Development Permits 2 UNITS

Hours: 2 Lecture/Discussion

This is an introductory course designed to provide training to child development students about the Child Development Permits. Training also includes the application process, professional growth plans and the renewal process.

CHILD DEVELOPMENT

- 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 format.
- CHLD 163AD After School Programs 4 UNITS**
Hours: 3 Lecture/Discussion
3 Lab
The course is 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. Students must submit a valid and current TB clearance slip to the instructor of record prior to participation in lab exercises. May be repeated three times.
- CHLD 164 Family Child Care Mentor 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 Request on Enrollment: Students must be experienced, licensed family childcare providers.
- CHLD 190AD Supervised Practice 1 - 3 UNITS**
Hours: 3 TO 9 Lab
Under the supervision of an instructor, selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling and other employment or volunteer situations where the student is expected to take a leadership role. This course may be repeated three times. Limitation on Enrollment: Permission of the department.
- CHLD 199 Topic Courses - Chld Dev .5 - 4 UNITS**
Hours: 2 TO 70 Lecture/Discussion
Special topic courses in Child Development.
- CHLD 210 Prof Growth Advisor Training 1 UNIT**
Hours: 1 Lecture/Discussion
Train students to become Professional Growth Advisors for the Child Development Permit holders licensed by the State of California Commission on Teacher Credentialing.
- CHLD 238 Food Activities for the Child 1 UNIT**
Hours: 1 Lecture/Discussion
Materials Fee: \$5.00
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 non-readers, 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.

CHILD DEVELOPMENT

- 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.
- CHLD 251AD Independent Study-Chld Dev 1 - 4 UNITS**
Hours: 3 TO 12 Lecture/Discussion
The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. This course may be repeated three times. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, student must file an Independent Study form through the Admissions and Records office.
- CHLD 299 Special Topics - Chld Dev .5 - 4 UNITS**
Hours: To be announced
Special topic courses in Child Development.
- CHLD 399 Special Topics-Child Develop .5 - 4 UNITS**
Hours: To be announced
Special Topic courses in Child Development.

CINEMA ARTS

- CINA 031 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 031, fall semester covers the period from beginning to the present, with emphasis on American films.
- CINA 032 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 the spring semester and covers contemporary film 1930 to present, with emphasis on international films.

Course Descriptions

COMMUNICATION

COMM 001 Fundamentals/Public Speaking 3 UNITS

Hours: 3 Lecture/Discussion

COMM 1 is an introductory course in Public Speaking. This course covers a variety of formal public address styles and formats. This course offers students an opportunity to learn and practice specific skills needed for effective public speaking. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Formerly SPCH 001 through Fall 2007. CAN SPCH 4.

COMM 004 Interpersonal Communications 3 UNITS

Hours: 3 Lecture/Discussion

A theoretical exploration of interpersonal communication dynamics influenced by the field of behavioral communications and psychology. Focus will be upon how individuals relate, perceive, communicate, and apply emotions within interpersonal settings. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Formerly SPCH 004 through Fall 2007. CAN SPCH 8.

COMM 005 Argumentation and Debate 3 UNITS

Hours: 3 Lecture/Discussion

COMM 5 is an introductory course in argumentation and debate. This course covers research into, and critical analysis of, major public issues. The course will provide practice in persuasive speaking and formal debate, with emphasis on research, organization, logical proof, and effective presentation. The student will also learn how to understand and avoid fallacies in persuasive presentations. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS placement procedures. Formerly SPCH 005 through Fall 2007. CAN SPCH 6.

COMM 007 Persuasion 3 UNITS

Hours: 3 Lecture/Discussion

This course was designed to create an understanding of the constant persuasive message that permeates 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 a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Formerly SPCH 007 through Fall 2007.

COMM 008 Group Communication 3 UNITS

Hours: 3 Lecture/Discussion

COMM 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 a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Formerly SPCH 008 through Fall 2007. CAN SPCH 10.

COMM 009 Intercultural Communications 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 culture 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 a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Formerly: SPCH 009 through Fall 2007.

COMMUNICATION

COMM 112 Public Speaking for Business 4 UNITS

Hours: 4 Lecture/Discussion

Equivalent Course: BUS 112

An introductory course in Public Speaking and presentation software. This course covers a variety of formal Public Speaking styles and formats. Students will also learn how to create a computerized slide show, as well as speaker outlines/notes and audience handouts to assist in their presentation. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Keyboarding speed of 20 cwpm. Formerly SPCH 112 through Fall 2007.

COMM 151AD Independent Study-Communication 3 - 12 UNITS

Hours: 3 TO 12 Lab

Independent Study. Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course may be repeated three times. Formerly SPCH 151AD through Fall 2007.

COMM 251AD Independent Study-Communication 1 - 4 UNITS

Hours: 3 TO 12 Lab

Independent Study. Completion of all beginning level courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course may be repeated three times. Formerly SPCH 251AD through Fall 2007.

COMPUTER

COMP 005 Computer Concepts 4 UNITS

Hours: 4 Lecture/Discussion

Materials Fee: \$20.00

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. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in COMP 5 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/ open exit non-credit course. Advisory on Recommended Preparation: Keyboarding speed of 20 cwpm. CAN BUS 6.

COMP 006 Programming Fundamentals 3 UNITS

Hours: 2 Lecture/Discussion

2 Lab

Materials Fee: \$20.00

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. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in COMP 6 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: COMP 5 or 130 or equivalent college course with "C" or better (at a minimum COMP 5 or 131 should be taken concurrently); keyboarding speed of 20 cwpm.

COMPUTER

COMPUTER

COMP 008 Programming Concepts (JAVA) 3 UNITS

Hours: 3 Lecture/Discussion
2 Lab

Materials Fee: \$20.00

This is an advanced computer class designed to teach students how to plan and program typical business problems utilizing a high-level, object-oriented JAVA language.

COMP 009 Advanced Application Software 3 UNITS

Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$20.00

This course advances the Visual Basic .NET techniques learned in COMP 6 with the inclusion of file handling techniques, interconnectivity to a RDB (such as MS Access, and advanced software development using the management of visual objects on microcomputers. Emphasis on structure and style, using visual environments (windows and graphs), program planning, and logic structures. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in COMP 9 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/ open exit non-credit course. Advisory on Recommended Preparation: COMP 6 or equivalent college course with "C" or better (at a minimum COMP 6 should be taken concurrently). Formerly COMP 109.

COMP 130 Intro to Personal Computers 4 UNITS

Hours: 4 Lecture/Discussion

Materials Fee: \$20.00

This course is designed to teach students how to use a computer. Topics include an introduction to computer concepts. Windows, word processing, spreadsheet, and database applications. Transfer students should check with their counselors to see whether COMP 130 or COMP 5 would be more appropriate for their major. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in COMP 130 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: Keyboarding speed of 20 wpm.

COMP 133 Database Processing 3 UNITS

Hours: 3 Lecture/Discussion

Materials Fee: \$20.00

Database processing for microcomputers emphasizes relational data base theory as well as design and implementation. Practical applications will include using the database software to create tables, queries, forms and reports. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in COMP 133 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: COMP 130 and keyboard speed of 20 cwpm or equivalent college course with a grade of "C" or better.

COMP 135 Desktop Publishing for Bus 4 UNITS

Hours: 4 Lecture/Discussion

Materials Fee: \$20.00

This is a basic course in desktop publishing where students will learn the essentials of design, typography, graphics and text using Adobe Software to produce materials for businesses. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in COMP 135 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course.

COMP 136 Word Processing 3 UNITS

Hours: 3 Lecture/Discussion

Materials Fee: \$20.00

This course is designed to teach the fundamentals of word processing. Students will produce business and personal documents using the appropriate formatting techniques. The student will also learn to create charts and tables, merge documents, format graphics and text boxes, and work with Web documents and Desktop Publishing. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in COMP 136 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit 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; and computer experience and intermediate keyboard skills.

COMP 138 Spreadsheet for Business 3 UNITS

Hours: 3 Lecture/Discussion

Materials Fee: \$20.00

This course emphasizes the design, creation, and use of spreadsheets for business applications. Students will learn beginning to advanced features of microcomputer spreadsheets including creating and customizing graphs, and creating and running computer slide shows with graphics. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in COMP 138 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: Keyboard speed of 20 cwpm and microcomputer experience.

COMP 140 Computer Operating Systems 3 UNITS

Hours: 3 Lecture/Discussion

Materials Fee: \$20.00

Computer Operating Systems is designed to provide a theoretical and practical background to utilizing computer operating systems tools and accessories. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in COMP 140 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course.

COMP 151AD Independent Study-Computer 1 - 4 UNITS

Hours: 3 TO 12 Lecture/Discussion

Materials Fee: \$8.00

The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. This course may be repeated three times. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition students must file an Independent Study form through the Admissions and Records Office.

COMP 210 Computer Accounting 3 UNITS

Hours: 3 Lecture/Discussion

Materials Fee: \$20.00

Equivalent Course: ACCT 210.

This course introduces computer-based accounting packages, QuickBooks, to handle "General Ledger" accounting for a business. It is recommended for people engaged in accounting aspects for all types of business entities. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in COMP 210 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course.

COMPUTER

COMP 220 Essential Computer Concepts 2 UNITS

Hours: 36 Lecture/Discussion

Materials Fee: \$20.00

This beginning course is designed to give the student a basic familiarity with the personal computer. Topics include what a computer is, terminology, an introduction to Windows, managing files with Windows Explorer, working with the Internet, and working with Outlook. This course is appropriate for anyone just starting to use a computer. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in COMP 220 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: Keyboarding speed of 20cwpm.

COMP 223AD Beginning Excel 1.5 UNITS

Hours: 1.5 Lecture/Discussion

Materials Fee: \$20.00

This course is designed to teach the fundamentals of the Microsoft Excel spreadsheet program for business applications. This course may be repeated three times. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in COMP 223AD may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: Keyboarding speed of 20 cwpm.

COMP 224AD Advanced Excel 1.5 UNITS

Hours: 1.5 Lecture/Discussion

Materials Fee: \$20.00

This course is designed to teach the advanced features of Microsoft Excel spreadsheet program. Spreadsheet skills are a prerequisite for many business jobs and are also necessary for upper division business courses. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in COMP 224AD may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course. This course is repeatable three times. Advisory on Recommended Preparation: Completion of COMP 223AD or equivalent course with a grade of "C" or better, or equivalent experience with Excel; keyboarding speed of 20 cwpm or equivalent college course with a grade of "C" or better.

COMP 227 Presentation Software 1.5 UNITS

Hours: 1.5 Lecture/Discussion

Materials Fee: \$20.00

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. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in COMP 227 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: Computer experience and keyboarding speed of 20cwpm or equivalent college course with a grade of "C" or better.

COMPUTER

COMP 228 Intro to World Wide Web 1 UNIT

Hours: 18 Lecture/Discussion

Materials Fee: \$20.00

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. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in COMP 228 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course.

COMP 229 Web Page Design & Development 3 UNITS

Hours: 3 Lecture/Discussion

Materials Fee: \$20.00

This course emphasizes the design and creation of web pages. Students will learn how to use a web publishing software program, such as Macromedia Dreamweaver or Microsoft Front Page, to create professional-looking web sites. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in COMP 229 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: COMP 220, COMP 228, LIBR 102, or experience with Windows and the Internet or equivalent college course with a grade of "C" or better.

COMP 230 Java Script/XML 3 UNITS

Hours: 2 Lecture/Discussion

2 Lab

Materials Fee: \$20.00

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 251AD Independent Study-Nontransf 1 - 4 UNITS

Hours: 3 TO 12 Lecture/Discussion

Materials Fee: \$7.00

The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. This course may be repeated three times. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, the student must file and Independent Study form through the Admissions and Records Office.

COMP 395AD Computer Support .5 UNITS

Hours: 24 Activity

This course provides students with the opportunity to collaborate with fellow students and various instructors in the solving of computer application problems. This course will reinforce computer skills learned in computer courses offered in the Business Division. This course can be repeated three times.

COMP 399 Topics - Computer .5 - 4 UNITS

Hours: To be announced

Special topics in Computer.

COMPUTER

COMP 400 Computer Supplemental Learning Assistant 0 UNITS

Hours: 27 TO 108 Lab

This business/computer course is intended to strengthen students' skills and reinforce their mastery of concepts. This open entry/open exit class is linked with ACCT 210, ACCT 282, BUS 112, BUS 184, BUS 268, BUS 360AC, BUS 361AC, COMP 5, COMP 6, COMP 8, COMP 9, COMP 130, COMP 133, COMP 135, COMP 136, COMP 138, COMP 140, COMP 210, COMP 220, COMP 223, COMP 224, COMP 227, COMP 228, COMP 229, PARA 103, PARA 104, PARA 105, PARA 233, PARA 237. **(Note: At the time of publication, this course was pending Chancellor's Office Approval. Students are encouraged to check with Division Chairs for any recent changes to this course.)**

COMPUTER SCIENCE

CSCI 001 Programming Concepts/Method 1 4 UNITS

Hours: 3 Lecture/Discussion
2 Lab

Introduction to object-oriented programming and problem solving using C++. Algorithm development and object-oriented program design implemented through coding, debugging and documentation of this high level programming language. Approved for Distance Learning format.

Prerequisites: MATH 070 or equivalent college course with "C" or better or eligibility for MATH 75 as determined by COS placement procedures.

CSCI 002 Programming Concepts/Method 2 4 UNITS

Hours: 3 Lecture/Discussion
2 Lab

Data structures and object-oriented programming using C++. Application of software engineering techniques to the design and development of large programs; data abstraction, structures and associated algorithms. Approved for Distance Learning format.

Prerequisites: CSCI 001 or equivalent college course with "C" or better.

CONSTRUCTION TECHNOLOGY

CT 100AB Const Draw/Design Analysis 1 4 UNITS

Hours: 4 Lecture/Discussion
2 Lab

Materials Fee: \$5.00

Architectural drafting techniques and standards; progressing from fundamentals to completion of light construction drawings, basic floor plans, elevations, details, and respective building code analysis. The course utilizes computer automated drafting. This course is repeatable one time.

CT 101AB Constr/Drawing/Design Analysis 2 4 UNITS

Hours: 4 Lecture/Discussion
2 Lab

Architectural drafting techniques and standards; utilizing CAD for producing construction plans, culminating in the production of permit ready plan sets. This course may be repeated one time. Advisory on Recommended Preparation: CT 100 or equivalent college course with "C" or better, or equivalent skills and knowledge as determined by assessment.

CONSTRUCTION TECHNOLOGY

CT 104AB Construction Theory/Practice 1 4 UNITS

Hours: 4 Lecture/Discussion
2 Lab

Basic construction practices and theory for residential construction; site preparation through frame inspection, codes applications, construction schedules, and budgeting. Course content parallels CT 114AB and is designed to be taken concurrently with CT 114AB and CT 150 as the core of the Construction program. This course is repeatable one time. Advisory on Recommended Preparation: Should be taken concurrently with CT 114AB and CT 150.

CT 105AB Construction Theory/Practice 2 4 UNITS

Hours: 4 Lecture/Discussion
2 Lab

Basic construction practices and theory for residential construction; frame inspection through landscaping, applicable building codes, construction schedules, and budgeting. This course may be repeated one time.

Advisory on Recommended Preparation: CT104AB or equivalent college course with a "C" or better. Should be taken concurrently with CT 115AB and CT 160 or equivalent college course.

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, planning 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.

CT 113AB Residential Construct-Preframe 4 UNITS

Hours: 4 Lecture/Discussion
4 Lab

This course covers the opening phase of building a residence. Real estate acquisition, construction documentation, permit processes, required licenses, pre-construction issues, building layout, form construction and concrete placement and finishing are covered. This course can be repeated one time.

CT 114AB Residential Construction 1 5 UNITS

Hours: 3 Lecture/Discussion
6 Lab

Construction theory and hands-on building experience covering the construction of a house, on site, in a building neighborhood, from lot layout through frame inspection. This course is designed to be taken concurrently with CT 104AB and CT 150 to complete a construction program core. This course is repeatable one time. Advisory on Recommended Preparation: Should be taken concurrently with CT 104AB and CT 150.

Course Descriptions

CONSTRUCTION TECHNOLOGY

CT 115AB Residential Construction 2 5 UNITS

Hours: 3 Lecture/Discussion
6 Lab

Construction theory and hands on building experience and construction of a house, on-site, from drywall through final inspection are studied in this course. This course is repeatable one time. Advisory on Recommended Preparation: CT 114AB or equivalent college courses with "C" or better, or equivalent skills and knowledge determined by assessment. CT 105AB and CT 151 should be taken concurrently.

CT 118AB Advanced Residential Constr 1 5 UNITS

Hours: 3 Lecture/Discussion
6 Lab

This course is an advanced construction theory and hands-on building experience that includes the actual construction of a house, on site, from lot layout through frame inspection. This course is repeatable one time. Advisory on Recommended Preparation: CT 115AB or equivalent college courses with "C" or better, or equivalent skills and knowledge as determined by assessment. CT 100AB and CT 108AB should be taken concurrently.

CT 119AB Adv Residential Constr 2 5 UNITS

Hours: 3 Lecture/Discussion
6 Lab

Advanced construction theory and hands-on building experience that includes construction of a house, onsite, from frame inspection through final inspection. This course is repeatable one time. Advisory on Recommended Preparation: CT 118AB or equivalent college courses with "C" or better or equivalent skills and knowledge as determined by assessment. Should be taken concurrently with CT 109AB.

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

Materials Fee: \$6.00

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, and COMP 130, or equivalent college courses 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; and COMP 130, or equivalent college courses with "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.

CONSTRUCTION TECHNOLOGY

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 student interested in the laws governing the construction trade.

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 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.

CONSTRUCTION TECHNOLOGY

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 cabinetmaking or furniture making fields. Advisory on Recommended Preparation: CT 150 and 160 or equivalent college courses with "C" or better. CT 151 should be taken concurrently.

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 once. 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 can be repeated three times.

Course Descriptions

CONSTRUCTION TECHNOLOGY

- 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.
- 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 190AD Supervised Practice 1 - 3 UNITS**
Hours: 3 TO 9 Lab
Supervised Practice. Limitation on enrollment: A "B" in a carpentry major and permission of department. This course may be repeated three times.
- 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.
- CT 399 Topics- Construction Technology .5 - 4 UNITS**
Hours: To be announced
Special topics in Construction Technology.

CONSUMER/FAMILY STUDIES

- CFS 006 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 007 Advanced Color and Design 3 UNITS**
Hours: 1 Lecture/Discussion
5 Activity
Materials Fee: \$10.00
Equivalent Course: ART 007.
CFS 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 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 026 Marriage and Family Life 3 UNITS**
Hours: 3 Lecture/Discussion
Equivalent Course: SOC 026.
This course covers the following topics in marriage and family: dating and mate-selection, communication conflict resolution, dual career families, human sexuality, family planning, parenthood, divorce and remarriage, changing gender roles and family economics. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by placement procedures. Approved for Distance Learning format. CAN FSC 12.
- CFS 080 Lifespan Development 3 UNITS**
Hours: 3 Lecture/Discussion
A study of basic theories, research, applications, and principles of physical, cognitive, and psychosocial development from conception to death, within our diverse society. Topics include behavior, sexuality, nutrition, health, stress, environmental relationships, and implications of death and dying. Approved for Distance Learning format.
- CFS 136 Introduction to Aging 3 UNITS**
Hours: 3 Lecture/Discussion
Equivalent Course: 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. Approved for Distance Learning format.
- CFS 151AD Independent Study-CFS 1 - 4 UNITS**
Hours: 54 TO 216 Lab
The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This class may be repeated three times.

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 190AD Supervised Practice 1 - 3 UNITS
 Hours: 3 TO 9 Lab
 The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of work per unit. Limitation on Enrollment: Completion of all beginning level courses from COS or equivalent college course in the selected subject area. In addition, students must file and Independent Study form through the Admissions and Records Office. This course may be repeated three times.

CFS 251AD Independent Study-CFS 1 - 4 UNITS
 Hours: 3 TO 12 Lab
 The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

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.

CONSUMER/FAMILY STUDIES

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.

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 & First 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, grief and loss, emotional and social problems, and behaviors. Additionally, discussion will include assessment techniques and behavior interventions that foster parents/ caregivers can use.

CFS 414 Foster Care Connections 0 UNITS
 Hours: 13 Lecture/Discussion
 Learn what services are available for children in the foster care system, and how to help the child feel safe and welcome in an out-of-home placement. Presentations will focus on services available for families involved with the Child Welfare Services (CWS) System, such as health, education, legal, and CWS services. Limitation on Enrollment: This off-campus, overnight course is limited to Kinship Care Providers and County-licensed Foster Parents, as the Foster & Kinship Care Education Program is funding the majority of the costs (contracted presenters, lodging and meals).

Course Descriptions

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 course with "C" or better.

COUNSELING

COUN 100 Career Planning 3 UNITS

Hours: 3 Lecture/Discussion
Equivalent Course: HDEV 100.

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.

COUN 120AB Student Success 2 UNITS

Hours: 2 Lecture/Discussion
Equivalent Course: HDEV 120AB.

This course will provide the student with an 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.

COUN 230 Student Success Skills 1 UNIT

Hours: 1 Lecture/Discussion
Equivalent Course: HDEV 230.

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.

COUNSELING

COUN 252AB Career Awareness 1 UNIT

Hours: 2 Lecture/Discussion
Equivalent Course: HDEV 252AB.

This course focuses on career, personal and educational awareness as they relate to the process of career choice and academic goal setting. Decision-making strategies, labor market trends, interviewing skills, resume writing, application completion and job search techniques will be reviewed.

COUN 399 Counseling-Topics .5 - 4.0 UNITS

Hours: To be announced
Special topics in Counseling.

DAIRY FOOD PROCESSING

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.

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 tear-downs for inspections. Discussions of required Regulatory Licensing.

DAIRY FOOD PROCESSING

DAIRY SCIENCE

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 cheese making. 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 cheese making. Students will develop skills needed in cheese making and whey processing.

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.

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 Breed/Select of Dairy Cattle 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.

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.

Course Descriptions

DAIRY SCIENCE

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 006AD 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 008AD Beginning Ballet 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity

This course is an introduction to basic classical ballet techniques. Emphasis is placed on the importance of body alignment, turn out, flexibility, balance and movement discipline. This course may be repeated three times.

DANC 010AD 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.

DANCE

DANC 012AD 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 013AB 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 may be repeated one time. Advisory on Recommended Preparation: DANC 12AD or equivalent college course with "C" or better, or recommendation by the department.

DANC 016AB 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 18AD 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 041AD Musical Theater Perf-Dance 2 UNITS

Hours: 120 Activity
Equivalent Course: DRAM 020AD, MUS 097AD.

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. This is a short-term course which meets 120 activity hours.

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.

DRAFTING

DRFT 112 Mechanical Drafting 1 3 UNITS
 Hours: 3 Lecture/Discussion
 3 Lab
Materials Fee: \$5.00
 This is an introductory course in the fundamentals of mechanical drawing and modern drafting practice. 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 various design professions. Formerly DRFT 200. Students enrolled in DRFT 112 may access the supplemental learning assistance by enrolling in DRFT 400, an open entry/open exit non-credit course.

DRFT 113 Mechanical Drafting 2 3 UNITS
 Hours: 3 Lecture/Discussion
 3 Lab
Materials Fee: \$5.00
 This is an intermediate course in the fundamentals of technical drafting and practical applications. Emphasis will be placed on lettering, orthographic projection, auxiliary views, dimensioning, and the interrelationship of each manufacturing design. Formerly DRFT 100. Students enrolled in DRFT 113 may access the supplemental learning assistance by enrolling in DRFT 400AD, an open entry/open exit non-credit course. Advisory on Recommended Preparation: DRFT 112 (Formerly DRFT 200) or equivalent college course with a grade of "C" or better or equivalent skills as determined by departmental assessment.

DRFT 114 Introduction to CAD 4 UNITS
 Hours: 3 Lecture/Discussion
 3 Lab
Materials Fee: \$20.00
 This is an introductory course that explores the basic concepts and applications of computer assisted drafting. Students will use the computer to solve a series of drafting problems related to various design professions.

DRFT 115 Advanced CAD 4 UNITS
 Hours: 3 Lecture/Discussion
 3 Lab
Materials Fee: \$20.00
 This is an advanced computer assisted drafting course that explores parametric solid modeling. Techniques include sketching, editing, modifying, adding relations and dimensions, base feature options, creating geometries, modeling tools, and editing features. Advisory on Recommended Preparation: DRFT 114 or equivalent college course with a grade of "C" or better or eligibility with equivalent skills as determined by departmental assessment.

DRFT 116AD CAD Applications 4 UNITS
 Hours: 3 Lecture/Discussion
 3 Lab
Materials Fee: \$20.00
 This is an advanced computer assisted drafting course that explores parametric solid modeling. Techniques include modeling tools, assembly modeling, and working with drawing views. This course can be repeated three times. Students enrolled in DRFT 116AD may access the supplemental learning assistance by enrolling DRFT 400, an open entry/open exit, non-credit course. Advisory on Recommended Preparation: DRFT 114 and DRFT 115 or equivalent college course with a grade of "C" or better or eligibility with equivalent skills as determined by departmental assessment.

DRAFTING

DRFT 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.

DRFT 131 Adv Computer Assist Cabinet 4 UNITS
 Hours: 3 Lecture/Discussion
 3 Lab
Materials Fee: \$10.00
 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.
Prerequisites: DRFT 130 or equivalent college course with "C" or better.

DRFT 151AD Independent Study-Drafting 1 - 4 UNITS
 Hours: 3 TO 12 Lab
 The purpose of independent study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course can be repeated three times.

DRFT 190AD Supervised Practice 1 - 3 UNITS
 Hours: 3 TO 9 Lab
 Under the supervision of an instructor, selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling and other employment or volunteer situations where the student is expected to take a leadership role. This course may be repeated three times. Limitation on Enrollment: Permission of the department.

DRFT 251AD Independent Study-Drafting 1 - 4 UNITS
 Hours: 3 TO 12 Lab
 The purpose of independent study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses, offered at COS or equivalent college course in the selected subject area. In addition, student must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course can be repeated three times.

DRFT 400 Drafting Tech Sup Lrng Assist 0 UNITS
 Hours: 27 TO 108 Lab
 Drafting Technology Supplemental Learning Assistance is intended to strengthen students' drafting technology skills and reinforce their mastery of concepts. This open entry/open exit class is linked with the following parent courses: DRFT 112, DRFT 113, DRFT 114, DRFT 115, and DRFT 116AD.
(Note: At the time of publication, this course was pending Chancellor's Office Approval. Students are encouraged to check with Division Chairs for any recent changes to this course.)

DRAMA

DRAM 001 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. Attendance at College Theatre Arts productions is required. CAN DRAM 18.

DRAM 002 Fundamentals of Acting 1 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

The student will be introduced to the process of analyzing and developing a character through lecture, demonstration, pantomime, improvisation, and the rehearsal and presentation of scenes from plays and musicals of the Modern and Contemporary International Theatre. CAN DRAM 8.

DRAM 003 Fundamentals of Acting 2 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 004 Intermediate Acting 1 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 scene work focus on text and character analysis, clarity of characterization, vocal and physical expressiveness and emotional release. Acting scene material is taken from the plays of the classical Greek 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 005 Intermediate Acting 2 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 006 Shakespeare 3 UNITS

Hours: 3 Lecture/Discussion

DRAM 006 is an introductory course that stresses student involvement with the literary and dramatic aspects of Shakespeare's works through the use of lecture, reading from the text, text analysis, acting scenes, and video. Each student will participate in the reading and interpretation of selected plays. It will also treat the playwright's life, times, sources, and influences on his work.

DRAMA

DRAM 008 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 pre-history to the 17th Century.

DRAM 009 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.

DRAM 011AD 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 012AB Costuming 3 UNITS

Hours: 2 Lecture/Discussion
2 Lab
4 Activity

Equivalent Course: FASH 012AB.

This course is designed as an introduction to the function and aesthetic effect of costumes. Design, research, organization, pattern and construction techniques, sewing equipment use and function of costume personnel in production work are explored. Additional hours required working on crews for college productions. This course may be repeated once.

DRAM 013AB Beginning Stagecraft 3 UNITS

Hours: 2 Lecture/Discussion
2 Lab
4 Activity

This course is designed to introduce students to stagecraft, all technical phases of scene production including construction, painting, rigging, placement, and manipulation of stage scenery and properties. Four additional hours required for crew work on college productions. This course may be repeated one time.

DRAM 014AB 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 015AB 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.

DRAMA

DRAMA

DRAM 016AB Intermediate Stage Lighting 3 UNITS

Hours: 2 Lecture/Discussion
2 Lab

The student will continue the study of stage lighting by being assigned the added responsibilities of lighting crew and production staff leadership. Individual design, rigging, and organization problems, as well as lighting instrument and control system maintenance and operation techniques, will be assigned. Additional hours required. This course may be repeated one time. Advisory on Recommended Preparation: DRAM 15AB or equivalent college course with a grade of "C" or better.

DRAM 017AB Makeup 3 UNITS

Hours: 2 Lecture/Discussion
2 Lab
4 Activity

Equivalent Course: FASH 017AB.

This course is designed to introduce the student to the basic techniques and materials of theatrical makeup. Topics include facial shape, hair arrangement, skin care, and makeup for various races and skin types. Additional hours are required to work on crews for college Drama Arts productions.

This course may be repeated one time. CAN DRAM 14.

DRAM 018AB Advanced Theatre Crafts 3 UNITS

Hours: 2 Lecture/Discussion
2 Lab

This course studies the function and application of design principles in the drama crafts: stagecraft, stage light, costuming and makeup. Additional lab hours are required: working leadership roles as production crew leaders on college Drama Arts and Dance productions. This course may be repeated one time.

DRAM 019AD Rehearsal and Performance 1 2 UNITS

Hours: 120 Activity

Experience in drama and theatre from Classical Greek through 19th Century. This will be accomplished through active participation in a major dramatic production. Includes training and experience in acting, costuming, makeup, set design, scenery, props, and lighting. This course may be repeated three times.

DRAM 020AD Mus Theatre Rehearsal & Perform 2 UNITS

Hours: 120 Activity

Equivalent Course: DANC 041AD, MUS 097AD.

Experience in drama and theatre through active participation in major musical productions. Includes training and experience in all facets of the theatre. This course may be repeated three times. Limitation on Enrollment: Audition by department.

DRAM 021AD Rehearsal and Performance 2 2 UNITS

Hours: 120 Activity

Experience in 20th Century Contemporary Theatre through active participation in major dramatic productions. Includes training and experience in acting, costuming, makeup, set design, scenery props, and lighting. This course may be repeated three times. Limitation on Enrollment: Audition by Department.

DRAM 022AD 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 030AB 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 040AB 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 may be repeated one time. Advisory on Recommended Preparation: MUS 30AD and DRAM 2 or equivalent college courses with "C" or better.

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 videotape that reflects their efforts in all aspects of the course as their final class project. This course can be repeated three times.

DRAM 102AB Writing the Prof 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 151AD Independent Study-Drama 1 - 4 UNITS

Hours: 3 TO 12 Lab

The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course can be repeated three times.

Course Descriptions

DRAMA

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 190AD Supervised Practice 1 - 3 UNITS

Hours: 3 TO 9 Lab

Under the supervision of an instructor, selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling, and other employment or volunteer situations where the student is expected to take a leadership role. This course may be repeated three times. Limitation on Enrollment: Permission of Department.

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.

DRAM 251AD Independent Study-Drama 1 - 4 UNITS

Hours: 3 TO 12 Lab

The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course can be repeated three times.

EARTH SCIENCE

ESCI 001 Introduction to Earth Science 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

This course provides students with the scientific background to teach earth science at K-8th grade levels. It emphasizes the application of the scientific method to the study of Earth systems. Topics include: geology (mineral, rocks, earthquakes, volcanoes rivers, glaciers, the fossil record), oceanography (ocean composition, currents, tides, coastlines), Meteorology (atmospheric composition, weather, storms), and astronomy (phases of the moon, eclipses, the solar system.) Formerly ESCI 100.

Advisory on Recommended Preparation: MATH 200 or MATH 205 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures. ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

ECONOMICS

ECON 040 Principles of Microeconomics 3 UNITS

Hours: 3 Lecture/Discussion

A study of the principles and applications of Microeconomics with a focus on the forces of supply and demand. Topics include price determination, allocations of scarce resources, theories of producer and consumer behavior, and the role of government. Various market structures are reviewed including pure competition, pure monopoly, monopolistic competition and oligopoly. Advisory on Recommended Preparation: MATH 200 or MATH 205 or equivalent college course with "C" or better or eligibility for MATH 230 determined by COS Placement Procedures; and ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Formerly ECON 2. CAN ECON 4.

ECON 050 Principles of Macroeconomics 3 UNITS

Hours: 3 Lecture/Discussion

Macroeconomics explores the sectors of the economy that contribute to national output; consumption, investment, government spending and exports. Topics important to macroeconomics include inflation and unemployment, banking systems, international trade and finance, and economic schools of thought. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Formerly ECON 1. CAN ECON 2.

Prerequisites: ECON 040 or equivalent college course with "C" or better.

ECON 151AD Independent Study-Economics 1 - 4 UNITS

Hours: 3 TO 12 Lab

The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

ECON 251AD Independent Study-Economics 1 - 4 UNITS

Hours: 3 TO 12 Lab

The purpose of this course is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

EDUCATION

EDUC 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.

EDUCATION

- EDUC 150 Introduction to Teaching 3 UNITS**
Hours: 2 Lecture/Discussion
3 Lab
Entry level course in education with active field experience under the guidance of a mentor. A minimum of 45 hours of on-site school visitation is required. 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. Approved for Distance Learning format.
- EDUC 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 area. Advisory on Recommended Preparation: Completion of college level English and mathematics.
- EDUC 299 Special Topics-Education .5 - 4 UNITS**
Hours: To be announced
Special topic courses in the Education discipline.
- EDUC 399 Special Topics-Education .5 - 4 UNITS**
Hours: To be announced
Special topic courses in the Education discipline.

ELECTRICIAN TRAINING

- ET 200AB Intro to Electrician Training 4 UNITS**
Hours: 3 Lecture/Discussion
2 Lab
This is the first course in a series of state-approved Electrician Training classes. Topics include basic safety, math, tools, blueprints, rigging. This course is repeatable one time.
- ET 201AB Electrician Training 1 4 UNITS**
Hours: 3 Lecture/Discussion
2 Lab
Electrical theory, introduction to NEC codes, electrical blue prints, hand bending, fasteners, anchors, test equipment, raceways, boxes, fittings and residential wiring. This course is repeatable one time.
Prerequisites: ET 200AB or equivalent college course with "C" or better (ET 200AB may be taken concurrently).
- ET 202AB Electrician Training 2a 4 UNITS**
Hours: 2.5 Lecture/Discussion
2.5 Lab
Commercial and industrial wiring, AC motor theory and application, grounding, conduit bending, boxes and fittings, conductor installations. This course is repeatable one time.
Prerequisites: ET 201AB or equivalent college course with "C" or better (ET 201AB may be taken concurrently).
- ET 203AB Electrician Training 2b 4 UNITS**
Hours: 3 Lecture/Discussion
2 Lab
Voice and data systems, fiber optics, cable tray, conductor terminations and splices, electric services, breakers, contactors and relays, lighting circuits. This course is repeatable one time.
Prerequisites: ET 202AB or equivalent college course with "C" or better (ET 202AB may be taken concurrently).

ELECTRICIAN TRAINING

- ET 204AB Electrician Training 3a 4 UNITS**
Hours: 3 Lecture/Discussion
2 Lab
Calculations, over-current protection, raceway, box, and fitting fill, wiring devices, distribution equipment. This course is repeatable one time.
Prerequisites: ET 203AB or equivalent college course with "C" or better (ET 203AB may be taken concurrently).
- ET 205AB Electrician Training 3b 4 UNITS**
Hours: 3 Lecture/Discussion
2 Lab
Distribution system transformers, lighting, motor calculations, maintenance, hazardous locations. This course is repeatable one time.
Prerequisites: ET 204AB or equivalent college course with "C" or better (ET 204AB may be taken concurrently).
- ET 206AB Electrician Training 4a 4 UNITS**
Hours: 3 Lecture/Discussion
2 Lab
Load Calculations, lighting, standby/emergency systems, electronic theory, fire alarm systems, specialty transformers. This course is repeatable one time.
Prerequisites: ET 205AB or equivalent college course with "C" or better (ET 205AB may be taken concurrently).
- ET 207AB Electrician Training 4b 3 UNITS**
Hours: 3 Lecture/Discussion
1 Lab
Motor controls, HVAC controls, motor maintenance, high-voltage terminations/splices, foremanship, NEC code review. This course is repeatable one time.
Prerequisites: ET 206AB or equivalent college course with "C" or better (ET 206AB may be taken concurrently).
- ET 220AC Electrical Code Update 3 UNITS**
Hours: 3 Lecture/Discussion
National Electrical Code overview and update for all sections of NEC code book. This course is repeatable two times.

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 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.

Course Descriptions

ELECTRONICS

ELEC 103 Semiconductor Circuits 3 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 troubleshooting.

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 troubleshooting. 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.

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 course with "C" or better.

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. Prerequisite may be waived if student is evaluated by departmental assessment to have equivalent skills and knowledge.

Prerequisites: ELEC 101 and ELEC 110 or equivalent college courses with "C" or better.

ELECTRONICS

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.

ELEC 114 Operational Amplifier 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.

ELEC 151AD Independent Study-Elect 1 - 4 UNITS

Hours: 3 TO 12 Lecture/Discussion

The purpose of Independent Study is to provide an opportunity for the student, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course may be repeated three times.

ELEC 160AC Survey of Electronics 3 UNITS

Hours: 2 Lecture/Discussion
2 Lab

Basic knowledge of electricity and electronics is essential for many non-electronics majors spanning medical, computer, agricultural and telecommunications, plus others. This course covers all the basic concepts in electricity and electronics, without the detail and math rigor usually found in a comprehensive electronics curriculum. This course is repeatable two times. Approved for Distance Learning format.

ELEC 190AD Supervised Practice 1 - 3 UNITS

Hours: 3 TO 9 Lab

Under the supervision of an instructor, selected students assist and direct other students in less advanced classes. This course provides experience for students interested in teaching, counseling, and other employment or volunteer situations where the student is expected to take a leadership role. This course may be repeated three times. Limitation on Enrollment: Permission of the department.

ELEC 251AD Independent Study-Elect 1 - 4 UNITS

Hours: 3 TO 12 Lecture/Discussion

The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. This course may be repeated three times. 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 an Independent Study form through the Admissions and Records Office.

EMERGENCY MEDICAL TECHNICIAN

EMT 251 Emergency Medical Technician B 4 UNITS

Hours: 3 Lecture/Discussion
 4.5 Lab

The student who completes this course will develop skills in recognition of symptoms of illness and/or injury and proper procedures for emergency care. Those who complete the EMT B course are eligible to sit for the National Registry of Emergency Medical Technicians and employment by government and private emergency health care services in the area.
Limitation on Enrollment: Valid AHA Health Care Provider card required.

EMT 400 EMT Refresher 0 UNITS

Hours: 24 Lecture/Discussion

This refresher course is designed to provide the required 24 hours continuing education for recertifying EMT's.

Prerequisites: EMT 251 or equivalent college course with "C" or better.

ENGINEERING

ENGR 001 Engineering Graphics 4 UNITS

Hours: 3 Lecture/Discussion
 3 Lab

Principles of orthographic projection, dimensioning and descriptive geometry. Applications to the solution of engineering problems including the use of interactive computer graphics. Approved for Distance Learning format. CAN ENGR 2.

ENGR 002 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 076 and PHYS 005 and MATH 077 or equivalent college courses with "C" or better (MATH 077 may be taken concurrently).

ENGR 003 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 005 and CHEM 001 and ENGL 001 and MATH 075 or equivalent college courses with "C" or better.

ENGR 004 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 006 and MATH 077 and PHYS 007 and MATH 081 or equivalent college courses with "C" or better (PHYS 007 and/or MATH 081 may be taken concurrently).

ENGINEERING

ENGR 007 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 070 or equivalent college course with "C" or better or eligibility for MATH 075 as determined by COS placement procedures.

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. Approved for Distance Learning format.

ENGR 151AD Independent Study-Engineer 1 - 4 UNITS

Hours: 3 TO 12 Lab

Independent Study. 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 an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course can be repeated three times.

ENGR 251AD Independent Study-Engineer 1 - 4 UNITS

Hours: 3 TO 12 Lab

Independent Study. 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 an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course can be repeated three times.

ENGLISH

ENGL 001 College Reading & Composition 4 UNITS

Hours: 4 Lecture/Discussion

ENGL 1 is a college freshman composition course that emphasizes expository writing, close reading, cogent thinking, familiarity with information technology, and research strategies. Students will be expected to write 6,000 to 8,000 words. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ENGL 1 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Approved for Distance Learning format. CAN ENGL 2.

Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

Course Descriptions

ENGLISH

ENGL 002 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. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ENGL 2 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Approved for Distance Learning format.

Prerequisites: ENGL 001 or equivalent college course with "C" or better.

ENGL 004 Composition and Literature 3 UNITS

Hours: 3 Lecture/Discussion

English 4 is an 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. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ENGL 4 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

Approved for Distance Learning format. CAN ENGL 4.

Prerequisites: ENGL 001 or equivalent college course with "C" or better.

ENGL 010 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 001 or equivalent college course with "C" or better.

ENGL 014AB Creative Writing 3 UNITS

Hours: 3 Lecture/Discussion

An introduction to writing short stories, poems, and plays. While professional writing is discussed and standard English correctness is required, emphasis is on class discussion about student writing. This course may be repeated one time. CAN ENGL 6.

Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 001 as determined by COS placement procedures.

ENGL 015 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. Approved for Distance Learning format. CAN ENGL 8.

Prerequisites: ENGL 001 or equivalent college course with "C" or better.

ENGL 016 Survey of British Lit 2 3 UNITS

Hours: 3 Lecture/Discussion

Complementary course to ENGL 15. A survey of English literary history as revealed through an intensive study of some major authors and their typical masterpieces from the Romantic Period to the present. Approved for Distance Learning format. CAN ENGL 10.

Prerequisites: ENGL 001 or equivalent college course with "C" or better.

ENGLISH

ENGL 017 Native American Literature 3 UNITS

Hours: 3 Lecture/Discussion

This course examines the literature of Native America: novels, short stories, essays, autobiographies, poetry, legends and "as-told-to" stories. This examination explores the aesthetic, historical and political contexts in Native American literary tradition. Students will be exposed to Native American writers long omitted from traditional college.

Approved for Distance Learning format.

Prerequisites: ENGL 001 or equivalent college course with "C" or better.

ENGL 018 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 001 or equivalent college course with "C" or better.

ENGL 019 Women in Literature 3 UNITS

Hours: 3 Lecture/Discussion

This course explores women as authors and/or subjects in literature, myths, short stories, essays, novels, and poems. Students will explore what makes women writers unique and their contribution to literature remarkable. Students will examine selections representing women writers from a variety of cultures and periods with fascinating perspectives on life and the world. Approved for Distance Learning format.

Prerequisites: ENGL 001 or equivalent college course with "C" or better.

ENGL 025 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 001 or equivalent college course with "C" or better.

ENGL 030 American Literature 1 3 UNITS

Hours: 3 Lecture/Discussion

This broad study of American literature 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 Colonial period through the Civil War. CAN ENGL 14.

Prerequisites: ENGL 001 or equivalent college course with "C" or better.

ENGL 031 American 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. CAN ENGL 16.

Prerequisites: ENGL 001 or equivalent college course with "C" or better.

ENGLISH

ENGLISH

ENGL 044 World Literature 1 3 UNITS
 Hours: 3 Lecture/Discussion
 A study of early world masterpieces beginning with classical literature of Mesopotamia, Greece, and Rome, surveying the Middle Ages, and concluding with the literature of the Renaissance. Through close reading, discussion, and writing, works are studied for their enduring aesthetic significance and the richness of the diverse cultural traditions they represent. Approved for Distance Learning: 4/22/04.
Prerequisites: ENGL 001 or equivalent college course with "C" or better.

ENGL 045 World Literature 2 3 UNITS
 Hours: 3 Lecture/Discussion
 A study of world masterpieces from the Enlightenment through the Romantic and Realist periods and into the modern age. Through close reading, discussion, and writing, works are studied for their enduring aesthetic significance and the richness of the diverse cultural traditions they represent. Approved for Distance Learning format.
Prerequisites: ENGL 001 or equivalent college course with "C" or better.

ENGL 046 Shakespeare 3 UNITS
 Hours: 3 Lecture/Discussion
 An introduction to Shakespeare through close reading, films, and lectures; through student reports requiring analysis of his works; through familiarization with the historical period as material for critical essays and discussions; and through presentation of the works as living theater to appeal to the ear and the emotions as well as to the intellect.
Prerequisites: ENGL 001 or equivalent college course with "C" or better.

ENGL 151AD Independent Study-English 1 - 4 UNITS
 Hours: 3 TO 12 Lab
 The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course can be repeated three times.

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 205 Workplace Literacy 3 UNITS
 Hours: 3 Lecture/Discussion
 This course increases competency in vocational literacy, Workplace skills in reading and writing are emphasized.
 Advisory on Recommended Preparation: ENGL 360 or equivalent college course with a grade of "C" or better. Eligibility for ENGL 251 as determined by placement procedures.

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 Intro to Academic Writing 3 UNITS
 Hours: 3 Lecture/Discussion
 This course emphasizes close reading and writing as processes that result in compositions appropriate for transfer level academic study. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ENGL 251 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ENGL 360 or equivalent college course with a grade of "C" or better or eligibility for ENGL 251 as determined by placement procedures.

ENGL 251AD Independent Study-English 1 - 4 UNITS
 Hours: 3 TO 12 Lab
 Independent Study. 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 an Independent Study form through the Admissions Office to obtain approval form. This course can be repeated three times.

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 a preparation for success in college. It features the relationship between reading, writing, and critical thinking and stresses the need to adjust reading strategies to reading purposes. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ENGL 265AB may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. This course may be repeated once. Advisory on Recommended Preparation: Recommendation through COS Placement Procedures, or recommendation of department. The Placement Test requirement may be waived.

Course Descriptions

ENGLISH

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.

ENGL 299 English - Topic Courses .5 - 4 UNITS

Hours: To be announced

Special topic courses in 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 360 Reading and Writing Skills 6 UNITS

Hours: 6 Lecture/Discussion

1 Lab

This course is a basic course in learning effective reading and writing strategies. The students will learn sentence structure, the writing process, acquisition, reading comprehension, and critical thinking. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ENGL 360 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

ENGL 400 Engl Supplemental Lrng Assist 0 UNITS

Hours: 27 TO 108 Lab

English Supplemental Learning Assistance is intended to strengthen students' reading and writing skills and reinforce their mastery of concepts. This open entry/open exit class is linked with ENGL 1, 2, 4, 251, 265, 360 and ESL or EAP 300, 301, 310, 311, 312AB, 320, 321, 330, 331, 332AB, 340, 341, 350, 351, 352AB.

(Note: At the time of publication, this course was pending Chancellor's Office Approval. Students are encouraged to check with Division Chairs for any recent changes to this course.)

ENGLISH AS A SECOND LANGUAGE

ESL 300 Beg Writing/Grammar 1 4 UNITS

Hours: 3 Lecture/Discussion

3 Lab

This ESL 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 enabling students to function minimally in Basic English academic and vocational situations. Students are introduced to basic computer and word processing skills. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 300 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: Recommendation based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 301 (or appropriate ESL Reading/Vocabulary course) and ESL 312AB (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

ESL 301 Beg Reading/Vocabulary 1 3 UNITS

Hours: 3 Lecture/Discussion

This ESL course is suitable for the beginner with little or no knowledge of English reading and vocabulary skills. The course is designed for students to develop basic reading techniques, vocabulary and study skills and to comprehend and respond to basic writing and spoken English. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 301 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: Recommendation based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 300 (or appropriate ESL Writing/Grammar course) and ESL 312 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.)

ESL 310 Beg Writing/Grammar 2 4 UNITS

Hours: 3 Lecture/Discussion

3 Lab

This ESL course is suitable for the true beginner with little or no knowledge of English grammar and writing conventions. Students focus on writing accurate sentences and developing paragraph skills. The course is designed to reinforce and build upon grammar and writing skills enabling the students to function in basic English academic and vocational situations. Students are introduced to basic computer and word processing skills necessary to academic work. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 310 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 300 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 311 (or appropriate ESL Reading/Vocabulary course) and ESL 312AB (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

ENGLISH AS A SECOND LANGUAGE

ENGLISH AS A SECOND LANGUAGE

ESL 311 Beg Reading/Vocabulary 2 3 UNITS
 Hours: 3 Lecture/Discussion
 This ESL course is suitable for the beginning student with basic knowledge of English reading and vocabulary skills. This course is designed for students to develop and expand reading techniques, vocabulary and study skills and to comprehend and respond to written and spoken English in basic academic and vocational situations. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 311 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 301 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 310 (or appropriate ESL Writing/Grammar course) and ESL 312 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

ESL 312AB Beg Pronunciation/Speaking 2 UNITS
 Hours: 2 Lecture/Discussion
 This ESL course is suitable for the true beginner who has little or no knowledge of English pronunciation and speaking skills. The course is designed for students to develop basic speaking skills and to comprehend and respond to basic spoken English. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 312AB may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. This course may be repeated once. Advisory on Recommended Preparation: Recommendation based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 300 or 310 (or appropriate ESL Reading/Vocabulary course) and ESL 301 or 311 (or appropriate ESL Writing/Grammar course) is strongly recommended.

ESL 320 Interm Writing/Grammar 3 4 UNITS
 Hours: 3 Lecture/Discussion
 3 Lab
 This ESL course is suitable for the lower intermediate student who has a basic foundation in English grammar and writing. Students focus on writing coherent paragraphs and begin writing essays using the process approach. The course reinforces and builds upon grammar and writing skills, enabling the student to function in intermediate English academic and vocational situations. Students are introduced to basic computer and word processing skills. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 320 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 310 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 321 (or appropriate ESL Reading/Vocabulary course) and ESL 332 (or appropriate Pronunciation/Speaking course) is strongly recommended.

ESL 321 Interm Reading/Vocab 3 3 UNITS
 Hours: 3 Lecture/Discussion
 This ESL course is suitable for the low 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. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 321 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 311 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 320 (or appropriate ESL Writing/Grammar course) and ESL 332 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

ESL 330 Interm Writing/Grammar 4 4 UNITS
 Hours: 3 Lecture/Discussion
 3 Lab
 This ESL course is suitable for the upper intermediate student with a good foundation in English grammar and writing. The writing process is used to develop essays. The course is designed to reinforce and build upon grammar and writing skills enabling the students to function in intermediate to low advanced English academic and vocational situations. Students are introduced to basic computer and word processing skills necessary for academic work. Advisory on Recommended Preparation: ESL 320 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 331 (or appropriate ESL Reading/Vocabulary course) and ESL 332 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

ESL 331 Interm Reading/Vocabulary 4 3 UNITS
 Hours: 3 Lecture/Discussion
 This ESL course is suitable for the high intermediate student with a foundation in English reading and vocabulary skills. This course is designed to expand reading techniques, vocabulary, and study skills so that the student can comprehend and respond to written and spoken English in intermediate to advanced academic and vocational situations. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 331 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 321 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 330 (or appropriate ESL Writing/Grammar course) and ESL 332 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

Course Descriptions

ENGLISH AS A SECOND LANGUAGE

ESL 332AB Interm Pronunciation/Speaking 2 UNITS

Hours: 2 Lecture/Discussion

This ESL course is suitable for the intermediate level student who has 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. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 332AB may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 312 or equivalent college course with "C" or better or eligibility based on COS Placement Procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 320 or 330 (or appropriate ESL Reading/Vocabulary course) and ESL 321 or 331 (or appropriate ESL Writing/Grammar course) is strongly recommended.

ESL 340 Adv Writing/Grammar 5 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

This ESL 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. This course is designed to review and build upon grammar and writing skills enabling the student to function in advanced English academic and vocational courses. Students will use basic computer and word processing skills necessary for academic work. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 340 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 330 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 341 (or appropriate ESL Reading/Vocabulary course) and ESL 352 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

ESL 341 Adv Reading/Vocabulary 5 3 UNITS

Hours: 3 Lecture/Discussion

This ESL course is suitable for the low advanced student with a strong foundation in English reading and vocabulary skills. The course is designed to expand reading techniques, vocabulary, and study skills so that the student can comprehend and respond to written and spoken English in advanced academic and vocational situations. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 341 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 331 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 340 (or appropriate ESL Writing/Grammar course) and ESL 352 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

ENGLISH AS A SECOND LANGUAGE

ESL 350 Adv Writing/Grammar 6 3 UNITS

Hours: 3 Lecture/Discussion

This ESL 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 pre-collegiate assignments, enabling the student to successfully transition into mainstream college course work. Students will use basic computer and word processing skills necessary for academic work. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 350 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 340 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 351 (or appropriate ESL Reading/Vocabulary course) and ESL 352 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

ESL 351 Adv Reading/Vocabulary 6 3 UNITS

Hours: 3 Lecture/Discussion

This ESL course is suitable for the high advanced student with demonstrated ability to comprehend written English at an advanced level. The course is intended to expand reading techniques, vocabulary, and study skills so that the student can successfully transition into mainstream course work. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 351 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 341 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 350 (or appropriate ESL Writing/Grammar course) and ESL 352 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

ESL 352AB Adv Pronunciation/Speaking 2 UNITS

Hours: 2 Lecture/Discussion

This ESL course is suitable for the advanced level student with a strong foundation in English pronunciation and speaking skills. The course is designed for the student to improve speaking skills, and to comprehend and respond to spoken English in advanced academic and vocational situations. This course may be repeated once. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 352AB may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 332AB or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by departmental assessment. Concurrent registration in ESL 340 or 350 (or appropriate ESL Reading/Vocabulary course) and ESL 341 or 351 (or appropriate ESL Writing/Grammar course) 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 Kirchoffs laws are studied extensively in this course in addition to the theories and concepts of refrigeration.

ENVIRONMENT CONTROL TECHNOLOGY

- 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.
- ECT 190AD Supervised Practice 1 - 3 UNITS**
 Hours: 3 TO 9 Lab
 Under the supervision of an instructor, students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling, and other vocational employment and volunteer situations where the student is expected to take a leadership role. This course may be repeated three times. Limitation on Enrollment: Permission of the department.
- 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.

ENVIRONMENT CONTROL TECHNOLOGY

- 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 of 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 Controls 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.
- 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 001 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.

Course Descriptions

ETHNIC STUDIES

ETHN 002 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 003 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 004 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 005 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 012AB Costuming 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab
4 Activity
Equivalent Course: DRAM 012AB
This course is designed as an introduction to the function and aesthetic effect of costumes. Design, research, organization, pattern and construction techniques, sewing equipment use and function of costume personnel in production work are explored. Additional hours required working on crews for college productions. This course may be repeated once.

FASHION

FASH 017AB Makeup 3 UNITS
Hours: 2 Lecture/Discussion
2 Lab
4 Activity
Equivalent Course: DRAM 017AB.
This course is designed to introduce the student to the basic techniques and materials of theatrical makeup. Topics include facial shape, hair arrangement, skin care, and makeup for various races and skin types. Additional hours are required to work on crews for college Drama Arts productions. This course may be repeated one time. CAN DRAM 14.

FASH 076 Introduction to Textiles 2 UNITS
Hours: 2 Lecture/Discussion
An introductory course in basic textiles, designed for fashion design students. It will cover fibers, fabric manufacturing, finishes, care, storage, and appropriate application and selection. Required for fashion certificates.

FASH 151AD Independent Study-Fashion 1 - 4 UNITS
Hours: 3 TO 12 Lab
The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. This course can be repeated three times. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office to obtain approval to enroll.

FASH 160AB Clothing Construction 3 UNITS
Hours: 2 Lecture/Discussion
3 Lab
This class teaches the principles of clothing construction from pattern to completed garment, with an emphasis on fabric performance, fit and construction techniques for both knit and woven fabrics. CAN FSC 10.

FASH 161AB Tailoring 3 UNITS
Hours: 2 Lecture/Discussion
3 Lab
The study of traditional and modern tailoring techniques for constructing a coat or suit jacket. Basic clothing construction experience is advised; a local fabric store field trip is required. This course may be repeated one time.

FASH 162 Creative Pattern Design 3 UNITS
Hours: 2 Lecture/Discussion
3 Lab
A study of apparel design using flat pattern techniques, including design, drafting and construction of garments, of special interest to fashion design certificate students and major, home seamstresses. Advisory on Recommended Preparation: FASH 160AB, FASH 161AB or equivalent college course with "C" or better, or equivalent clothing construction skills as determined by fashion department 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 166 Fashion Collection Development 1 UNIT
Hours: 1 Lecture/Discussion
Introduction to the development of a fashion collection from its design inspiration to the creation of the line. Topics will include fashion forecasting, target marketing, elements and principles of design, color, fabric, and style selection.

FASHION

FASH 171 Fashion Promotion 1 UNIT
 Hours: 1 Lecture/Discussion
 Introduction to fashion promotion and advertising, including print, broadcast media, publicity, special events and visual merchandising.

FASH 172 Fashion Buying 1 UNIT
 Hours: 1 Lecture/Discussion
 This course is an overview of the fashion buying industry and the role of the buyer in the retail environment. Topics will include consumer buying behavior, planning the fashion season, resources for merchandise, and the merchandise planning and buying process.

FASH 190AD Supervised Practice 1 - 3 UNITS
 Hours: 3 TO 9 Lab
 Under the supervision of an instructor, select students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling, and other employment or volunteer situations where the students in expected to take a leadership role. This course may be repeated three times. Limitation on Enrollment: Permission of the department.

FASH 199 Topics-Fashion .5 - 4 UNITS
 Hours: To be announced
 Topic courses in 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 261AD Basic Clothing Construction 1 UNIT
 Hours: 3 Lab
 Basic clothing construction from pattern to completed garment, with emphasis on fit and construction techniques. Repeatable with customized techniques and speed skills at advanced levels. This course may be repeated three times.

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: FASH 261AD, or previous sewing experience.

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, or equivalent college course with "C" or better or equivalent skills as determined by departmental assessment.

FIRE TECHNOLOGY

FIRE 125 Fund Fire Apparatus/Equipment 3 UNITS
 Hours: 3 Lecture/Discussion
 This class is designed to provide students with information regarding design features, construction materials, performance factors, and maintenance requirements for motorized fire apparatus. Topics include; laws, standards and regulations, design, construction, and maintenance requirements for fire apparatus. Operational considerations including: tactics and strategy, safety and driving characteristics of pumping apparatus, aerial ladders, aerial platforms and specialized equipment are also presented. Advisory on Recommended Preparation: FIRE 159 or equivalent college course with a "C" or better.

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. Advisory on Recommended Preparation: MATH 360 or equivalent college course with a "C" or better, or eligibility for MATH 200 as determined by COS placement procedures.
Prerequisites: FIRE 159 or equivalent college course 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 Intro to Fire Protection Org 3 UNITS
 Hours: 3 Lecture/Discussion
 Provides an introduction to fire protection; career opportunities in fire protection and related fields; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; introduction to fire strategy and tactics; basic fire chemistry and physics; fire systems. One of five fundamental core courses for students pursuing a degree in fire technology. 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; and MATH 360 or equivalent college course with "C" or better, or eligibility for MATH 200 determined by COS placement procedures.

FIRE 161 S.F.M.-Fire Prevention 1A 2 UNITS
 Hours: 40 Lecture/Discussion
Materials Fee: \$80.00
 Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems.

Course Descriptions

FIRE TECHNOLOGY

FIRE 162 S.F.M.-Fire Prevention 1B 2 UNITS

Hours: 40 Lecture/Discussion

Materials Fee: \$80.00

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 163 Fire Protection Equip/System 3 UNITS

Hours: 3 Lecture/Discussion

This is one of six core classes for students pursuing a degree/certificate in Fire Technology. Topics include the design, installation, and operation of fire detection systems, alarm systems and extinguishing systems.

Prerequisites: FIRE 159 or equivalent college course with "C" or better.

FIRE 164 Fire Prevention 1C 2 UNITS

Hours: 40 Lecture/Discussion

Materials Fee: \$80.00

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 171 S.F.M. Fire Instructor 1A 2 UNITS

Hours: 40 Lecture/Discussion

Materials Fee: \$80.00

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

Materials Fee: \$80.00

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 they 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

Materials Fee: \$80.00

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.

FIRE TECHNOLOGY

FIRE 174 S.F.M. Fire Command 1B 2 UNITS

Hours: 40 Lecture/Discussion

Materials Fee: \$80.00

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 173 may be taken concurrently).

FIRE 176 Truck Operations Academy 3 UNITS

Hours: 37 Lecture/Discussion

44 Lab

Materials Fee: \$55.00

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 a Fire Fighter 1 Certificate. Advisory on Recommended Preparation: Currently employed firefighter or volunteer with a minimum of 1 year experience. Limitation on Enrollment: Students must provide own turnout and safety gear, SCBA and spare bottle. Each participating department must supply one chain saw.

Prerequisites: FIRE 270 or 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 238 Fire Management 2B 2 UNITS

Hours: 32 Lecture/Discussion

8 Lab

Materials Fee: \$70.00

This is one of ten State Fire Marshal, Level II courses leading to "Chief Officer" certification. It is designed to prepare the student to be able to function as a fire department Finance Officer. The course covers preparing and selling budgets, analyzing and prioritizing budget requests, establishing expenditure and revenue plans, audits and budget controls.

Prerequisites: FIRE 277 and FIRE 239 or equivalent college courses with "C" or better.

FIRE 239 Fire Management 2A 2 UNITS

Hours: 32 Lecture/Discussion

8 Lab

Materials Fee: \$70.00

This course is one of ten State Fire Marshal, Level II classes leading to Chief Officer certification. It is designed to help students make the transition from supervisor to manager. It is designed to help students make the transition from supervisor to manager. Some of the topics covered include: the impacts of external and internal influences on the organization, personality traits and their effect on the organization, group dynamics, conflict resolution, human relations, stress reduction, decision making, power and politics, and leadership techniques. NOTE: SFM Chief Officer Certification is only available to those completing all the tasks as outlined in the SFM "Policies and Procedures Manual".

Prerequisites: FIRE 277 or equivalent college course with "C" or better.

FIRE TECHNOLOGY

- FIRE 241 Fire Command 2A 2 UNITS**
 Hours: 28 Lecture/Discussion
 12 Lab
Materials Fee: \$70.00
 This course prepares the Fire Officer to assume "Incident Commander" responsibilities at major commercial, industrial, and residential fires. It provides the student with information regarding strategy, tactics, safety and other operational and management considerations involved with these types of incidents. This course is limited to current volunteer, paid call, seasonal or full time firefighters. Students must have successfully completed FIRE 173 or its' equivalent. Students must have basic fire command experience at the company officer level.
Prerequisites: FIRE 173 or equivalent college course with "C" or better.
- FIRE 242 Fire Command 2B 2 UNITS**
 Hours: 34 Lecture/Discussion
 14 Lab
Materials Fee: \$50.00
 This class is one of five "Level 2" Fire Command classes. This course is intended to help prepare the Fire Officer to command a Hazardous Materials incident. Students will learn to recognize the warning signs, clues, risks and potential outcomes associated with Hazardous Material Incidents. Implementing the "Incident Command System", techniques for isolating hazardous materials, decontamination considerations, making the required notifications, protecting the public and recognizing cooperating agencies roles and responsibilities are a few of the key elements of this class. Students must be a volunteer, paid call, seasonal or full-time fire fighter in a fire protection agency. Students must have completed FIRE 241 and FIRE 174 or equivalent courses, and have basic fire command experience at the Company Officer level. Limitation on Enrollment: Class is limited to volunteer, paid call, seasonal or full-time fire fighters. Students must have basic fire command experience at the Company Officer level.
Prerequisites: FIRE 241 and FIRE 174 or equivalent college courses with "C" or better.
- FIRE 243 Fire Control 4A and 4B .5 UNITS**
 Hours: 8 Lecture/Discussion
 8 Lab
 This course is designed to instruct fire fighters in the types, characteristics and hazards of flammable liquids. It offers hands on "live fire" training exercises in the correct tactics for controlling these types of emergencies. This course combines Fire Service Training and Education (FSTEP) classes 4A and 4B. Prerequisite may be waived with equivalent skills and knowledge as determined by departmental assessment.
Prerequisites: FIRE 270 or equivalent college course with "C" or better.
- FIRE 244 Fire Management 2C 2 UNITS**
 Hours: 32 Lecture/Discussion
 8 Lab
Materials Fee: \$50.00
 This course is one of ten courses leading to "Chief Officer" certification by the State Fire Marshal's Office. It explores labor and personnel management issues and is designed to provide fire managers with advanced knowledge and insight into today's fire personnel, human resources, diversity management, legal mandates, labor relations and related topics.
Prerequisites: FIRE 277 and FIRE 239 or equivalent college courses with "C" or better.

FIRE TECHNOLOGY

- FIRE 246 Fire Command 2D 2 UNITS**
 Hours: 32 Lecture/Discussion
 8 Lab
Materials Fee: \$70.00
 This course provides the student with the theories, concepts, and skills necessary to develop and implement an Emergency Management Plan for large-scale disasters within their jurisdictions.
Prerequisites: FIRE 173 and FIRE 241 or equivalent college courses with "C" or better.
- FIRE 247 Fire Command 2E 2 UNITS**
 Hours: 32 Lecture/Discussion
 8 Lab
Materials Fee: \$70.00
 This course provides the student with the concepts, principles and techniques necessary for commanding and controlling a wildland fire.
Prerequisites: FIRE 173 and FIRE 241 or equivalent college courses with "C" or better.
- FIRE 248 Fire Management 2D 2 UNITS**
 Hours: 32 Lecture/Discussion
 8 Lab
Materials Fee: \$70.00
 This course is one of ten courses leading to "Chief Officer" certification through the State Fire Marshal's Office. Fire Management 2D, also known as "Master Planning" is designed to provide students with information regarding program planning, master planning, forecasting, system analysis, system design, policy analysis and other related topics. The course is designed for managers, administrative officers and planners as well as fire officers.
Prerequisites: FIRE 277 and FIRE 244 or equivalent college courses with "C" or better.
- FIRE 251AD Independent Study-Fire Tec 1 - 4 UNITS**
 Hours: 3 TO 12 Lab
 Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.
- FIRE 252 S.F.M. Fire Investigation 1A 2 UNITS**
 Hours: 40 Lecture/Discussion
Materials Fee: \$80.00
 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. 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. 40 Hour Course.
- FIRE 253 S.F.M. Fire Investigation 1B 2 UNITS**
 Hours: 40 Lecture/Discussion
Materials Fee: \$80.00
 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.

Course Descriptions

FIRE TECHNOLOGY

FIRE 265 Fire Control 3 .5 UNITS

Hours: 2 Lecture/Discussion
14.5 Lab

This is a class in structural fire control. Through the use of "live fire" training scenarios and lecture, this course will provide the student with a basic understanding of fire dynamics and behavior in buildings. Limitations on Enrollment: 1) Currently employed as a full-time fire fighter, or serving as a volunteer fire fighter in an organized fire agency, or currently enrolled in the Fire Fighter 1 Academy; 2) Students must have current fit test and medical clearance for the use of self-contained breathing apparatus. Must have access to NFPA approved Personal Protective Clothing for structural fire fighters.

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 270 Basic Fire Fighter I Academy 12 UNITS

Hours: 8 Lecture/Discussion
11 Lab

Materials Fee: \$60.00

This class includes manipulative and technical training in basic concepts in fire service organization and theories of fire control including: fire department organization, identification, use and maintenance of fire equipment, hazardous materials, structural and wild land fire control, auto extrication, and fire fighter safety. Students will be required to purchase prescribed uniforms.

Limitation on Enrollment: students must provide evidence of current medical clearance for the use of self-contained breathing apparatus.

The FIRE 159 course prerequisite may be waived with proof of equivalent skills and knowledge as determined by departmental assessment; students must have current EMT status or be concurrently enrolled in EMT 251.

Advisory on Recommended Preparation: ENGL 251 or eligibility for ENGL 1 as determined by COS placement procedures.

Prerequisites: FIRE 159 and EMT 251 or equivalent college courses with "C" or better (EMT 251 may be taken concurrently).

FIRE 275 Fire Command 1C 2 UNITS

Hours: 30 Lecture/Discussion
10 Lab

Materials Fee: \$25.00

This course is designed to teach the Company Officer how to safely and effectively operate at a wild land/urban interface fire incident (I-Zone).

Prerequisites: FIRE 270 or equivalent college course with "C" or better.

FIRE 277 S.F.M. Fire Management 1 2 UNITS

Hours: 32 Lecture/Discussion
8 Lab

Materials Fee: \$80.00

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.

FIRE TECHNOLOGY

FIRE 280 Fire Fighter 2 Academy 3 UNITS

Hours: 51 Lecture/Discussion
59 Lab

Materials Fee: \$66.00

Fire Fighter 2 is the 2nd of two courses in the State Fire Marshal Fire Fighter series. This course expands on areas which were introduced in the Fire Fighter 1 curriculum. The course concentrates on the subjects of rescue and fire prevention and investigation. Successful completion of this course will include certification in "Confined Space Rescue Operations". Students must have current fit test and medical clearance for the use of self-contained breathing apparatus. Students must have access to NFPA approved protective clothing for structural fire fighters. Limitation on Enrollment: Current fit test and medical clearance for using self-contained breathing apparatus, and access to NFPA approved personal protective clothing.

Prerequisites: FIRE 270 orequivalent college course with "C" or better.

FIRE 290 Confined Space Rescue Ops 1.5 UNITS

Hours: 24 Lecture/Discussion
16 Lab

Materials Fee: \$45.00

This course is required by CAL-OSHA for confined space training for rescue workers. The course covers laws, codes and standards as they apply to confined spaces. Included are methods of evaluating hazardous atmospheres, hazard mitigation and constructing various mechanical advantage rescue systems. Limitation on Enrollment: Students must have current medical clearance and approved fit test for the use of self-contained breathing apparatus. Students must have access to required personal protective clothing. Students must have completed a recognized CAL OSHA Confined Space Awareness class through their employer. Advisory on Recommended Preparation: Completion of Rescue Systems 1.

FIRE 390 Advanced Fire Fighter Topics 1 - 4 UNITS

Hours: 1 TO 4 Lecture/Discussion
2 TO 8 Lab

This course satisfies mandatory as well as on-going training requirements for local fire agencies as prescribed by local policy, the Tulare County Health Department, the State Fire Marshal's Office and numerous sections of the California Code of Regulations. Actual course content will be determined by the respective fire agencies. Prerequisite may be waived if employed as a full time, volunteer or seasonal fire fighter. Note: Prerequisites from another department require faculty signature from the department.

Prerequisites: FIRE 270 or equivalent college course with "C" or better.

FRENCH

FREN 001 Elementary French 1 4 UNITS

Hours: 4 Lecture/Discussion

FREN 1 is an introductory course in understanding, speaking, reading and writing French. This course can meet the foreign language requirement for transfer to many four-year universities. It is also useful for business and travel in French speaking countries. It is the first course in a series of four and introduces basic sentence patterns for every day activities. CAN FREN 2.

FRENCH

FREN 002 Elementary French 2 4 UNITS
 Hours: 4 Lecture/Discussion
 1 Lab
 FREN 2 is an elementary course in understanding, speaking, reading and writing French. This course can meet the foreign language requirement for transfer to many four-year universities. It is also useful for business and travel in French speaking countries. It is the second course in a series of four. It strengthens and broadens the student knowledge of basic French. Prerequisite may be waived with one year of high school French with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.
 CAN FREN 4.
Prerequisites: FREN 001 or equivalent college course with "C" or better.

FREN 003 Intermediate French 3 4 UNITS
 Hours: 4 Lecture/Discussion
 FREN 3 is the third course in a series of four and addresses understanding, speaking, reading, and writing French. This course can meet the foreign language requirement for transfer to many four-year universities. It is also useful in business and travel in French speaking countries. It expands and refines skills by exposure to literature and media sources. Prerequisite may be waived with two years of high school French with "C" or better, or equivalent skills and knowledge as determined by departmental assessment.
 CAN FREN 8.
Prerequisites: FREN 002 or equivalent college course with "C" or better.

FREN 004 Advanced French 4 4 UNITS
 Hours: 4 Lecture/Discussion
 FREN 4, the fourth course in a series of four, addresses understanding, speaking, reading and writing French. This course can meet the foreign language requirement for transfer to many four-year universities. It is also useful for business and travel in French speaking countries. It expands and polishes skills by exposure to literature and cultural aspects of French society. Prerequisite may be waived with three years of high school French with "C" or better, or equivalent skills and knowledge as determined by departmental assessment. CAN FREN 10.
Prerequisites: FREN 003 or equivalent college course with "C" or better.

FREN 151AD Independent Study-French 1 - 4 UNITS
 Hours: 3 TO 12 Lab
 Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admission and Records Office to obtain approval to enroll. This course can be repeated three times.

GEOGRAPHY

GEOG 001 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.

GEOGRAPHY

GEOG 001L Physical Geography Lab Class 1 UNIT
 Hours: 3 Lab
 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 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 001.

GEOG 002 World Regional Geography 3 UNITS
 Hours: 3 Lecture/Discussion
 Aspects of physical and cultural geography such as landforms, climate, vegetation, natural resources, demography, cultural diversity, and political and economic organization are applied to various world regions. Emphasis is placed on man-land relationships, multicultural issues, and understanding world problems from a geographic perspective. 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 003 Cultural Geography 3 UNITS
 Hours: 3 Lecture/Discussion
 A general background to cultural geography including cultural origins, population, migration, multicultural issues, ethnic diversity, religion, language, economic systems, resources, environmental issues, and map interpretations. Emphasis is placed on key relationships of humankind to the social and physical environment. 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.

GEOG 151AD Independent Study-Geography 1 - 4 UNITS
 Hours: 3 TO 12 Lab
 Independent Study. Limitation on Enrollment: Completion of all beginning level courses in the selected subject area. In addition, student must file an Independent Study form through the Admissions Office to obtain approval to enroll. This course can be repeated three times.

GEOLOGY

GEOL 001 Physical Geology 4 UNITS
 Hours: 3 Lecture/Discussion
 3 Lab
 A study of the dynamic physical processes that operate on Earth. Explore the internal workings of the planet through the study of the structure of Earth, earthquakes, volcanoes, mountain building, and plate tectonics, and the external processes of weathering, rivers, mass movement, glaciers, and climate change. Lab topics include: minerals, rocks, maps, and geologic time. ATTENTION: All students must enroll in one lecture and one lab (two sections numbers) Advisory on Recommended Preparation: MATH 200, 205, or MATH 215, or equivalent college course with a "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 as determined by COS Placement Procedures. CAN GEOL 2.

Course Descriptions

GEOLOGY

GEOL 004 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 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.

GEOL 012 Environmental Geology 3 UNITS

Hours: 3 Lecture/Discussion

Geologic hazards, natural resources, and pollution constitute the core themes of this study of man's interactions with earth systems. The consequences of human modification of natural systems and the geological underpinnings of modern society are emphasized. Topics include flooding, earthquakes, volcanic eruptions, energy and water resources, and water pollution. Advisory on Recommended Preparation: MATH 200, 205 or equivalent college course with a "C" or better, or eligibility for MATH 230 as determined by the COS Placement Procedures; and ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.

GEOL 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: GEOL 001 or GEOL 004 or GEOL 012 or equivalent college course with "C" or better (GEOL 001, GEOL 004 and/or GEOL 012 may be taken concurrently).

GEOL 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: GEOL 001 or GEOL 004 or GEOL 012 or equivalent college course with "C" or better (GEOL 001, GEOL 004 and/or GEOL 012 may be taken concurrently).

GOVERNMENT

GOVT 005 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 government of California. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Approved for Distance Learning format. CAN GOVT 2.

GOVT 007 Mass Communications 3 UNITS

Hours: 3 Lecture/Discussion

Equivalent Course: JOUR 007.

A media survey course covering newspapers, radio, television, magazines, books, films, the web, public relations/advertising industries, and the recording industry. Students will study strengths and weaknesses of each, as well as the major challenges to a democratic society including censorship, sensationalism, pornography, propaganda, and monopoly. CAN JOUR 4.

GOVT 025 Constitutional Law 3 UNITS

Hours: 3 Lecture/Discussion

Equivalent Course: AJ 025, BUS 025.

See BUS 25 for course description.

GOVT 151AD Independent Study-Government 1 - 4 UNITS

Hours: 3 TO 9 Lab

Independent Study. 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 an Independent Study form through the Admissions and Records office to obtain approval to enroll. This course can be repeated three times.

GOVT 251AD Independent Study-Government 1 - 4 UNITS

Hours: 3 TO 9 Lab

Independent Study. 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 an Independent Study form through the Admissions Office to obtain approval to enroll. This course can be repeated three times.

GRAPHIC DESIGN

GD 159 Adobe Illustrator 2 UNITS

Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$20.00

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. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in GD 159 may access the supplemental learning assistance by enrolling in GD 400, an open entry/open exit non-credit course.

GRAPHIC DESIGN

GD 160 Graphic Design 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$20.00

This course will introduce creative problem solving methods and applications of graphic design theory, elements and principles for creating corporate icons and business card designs. This is an invaluable course for those interested in graphic design for they will develop a professional portfolio with extensive practice in computer image generation. Advisory on Recommended Preparation: GD 159 or equivalent college course with a "C" or better or equivalent skills and knowledge as determined by departmental assessment. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in GD 160 may access the supplemental learning assistance by enrolling in GD 400, an open entry/open exit non-credit course.

GD 161AD Graphic Design Applications 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$20.00

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. Practical applications will include a variety of print, packaging and container designs. This course may be repeated three times. Advisory on Recommended Preparation: GD 160 or equivalent college course with a "C" or better or equivalent skills and knowledge as determined by departmental assessment. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in GD 161 may access the supplemental learning assistance by enrolling in GD 400, an open entry/open exit non-credit course.

GD 162AD Integrated Graphics 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$20.00

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. Advisory on Recommended Preparation: GD 161AD or ART 25AD or equivalent college course with a "C" or better; or equivalent skills and knowledge as determined by departmental assessment. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in GD 162AD may access the supplemental learning assistance by enrolling in GD 400, an open entry/open exit non-credit course.

GD 163AD Digital Mechanicals 3 UNITS
Hours: 2 Lecture/Discussion
4 Lab

Materials Fee: \$20.00

This course is designed to provide working knowledge and skills required for graphic designers and pre-press professionals utilizing InDesign software. This course is repeatable three times. Prerequisite may be waived with equivalent skills and knowledge as determined by departmental assessment. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in GD 163AD may access the supplemental learning assistance by enrolling in GD 400, an open entry/open exit non-credit course.

Prerequisites: GD 160 or equivalent college course with "C" or better.

GRAPHIC DESIGN

GD 164AD Digital Animation 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$20.00

This is a course in graphic design application in digital animation for multi-media and interactive content in online graphics. Creative problem solving knowledge and skills for generating 2D and 3D images that move are developed. This course is repeatable three times. Advisory on Recommended Preparation: GD 159 or GD 160 or equivalent college course with a "C" or better or equivalent skills and knowledge as determined by departmental assessment. Formerly DRFT 170AD. Supplemental learning is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in GD 164AD may access the supplemental learning assistance by enrolling in GD 400, an open entry/open exit non-credit course. Approved for Distance Learning format.

GD 190AD Supervised Practice 1 - 3 UNITS
Hours: 3 TO 9 Lab

Under the supervision of an instructor, selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling, and other employment volunteer situations where the student is expected to take a leadership role. This course may be repeated three times. Limitation on Enrollment: Permission of Department.

GD 251AD Independent Stud - Graphic Design 1 - 4 UNITS
Hours: 54 TO 216 Lecture/Discussion
Independent Study.

GD 400 Graphic Design Sup Lrng Assist 0 UNITS
Hours: 27 TO 108 Lab

Graphic Design Open Lab is intended to strengthen students' graphic design skills and reinforce their mastery of concepts. This open entry/open exit class is linked with GD 159, GD 160, GD 161, GD 162, GD 163, and GD 164.

(Note: At the time of publication, this course was pending Chancellor's Office Approval. Students are encouraged to check with Division Chairs for any recent changes to this course.)

HEALTH AND WELLNESS

HW 001 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. Approved for Distance Learning format.

HW 003 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 007 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.

Course Descriptions

HEALTH AND WELLNESS

HW 060 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.

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.

HW 299 Topics - Health and Wellness .5 - 4 UNITS
Hours: To be announced
Special topics in Health and Wellness.

HIGH TECHNOLOGY (ADAPTIVE COMPUTER)

HT 190AD Supervised Practice 1 - 3 UNITS
Hours: 3 TO 9 Lab

Supervised Practice. Under the supervision of an instructor selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling, and other employment or volunteer situations where the student is expected to take a leadership role. This course can be repeated three times.

HT 310AD Adapted Computer Technology 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 training in the use of adapted computer technology, keyboarding and word processing to enhance students' ability to access and use individualized microcomputer environments. This course is repeatable 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 equivalent college course with "C" or better.

HISTORY

HIST 004 Western Civilization to 1648 3 UNITS
Hours: 3 Lecture/Discussion

This course is the first of a two-course sequence that surveys the development of Western Civilization. Covering events from approximately 3000 BCE to 1648 CE, it defines "civilization" and traces how institutions and ideas from the ancient Mideast, Greece, Rome, and medieval Europe came together by the middle of the seventeenth century to form a mature "Western" civilization. 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 005 West Civilization Since 1648 3 UNITS
Hours: 3 Lecture/Discussion

This course covers events from approximately 1648 CE to contemporary times. Students will define the characteristics of modern "Western" civilization and trace how its institutions, ideas and developments from the middle of the seventeenth century to the recent past have shaped the current Western and wider 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 HIST 4.

HIST 017 People of the US to 1865 3 UNITS
Hours: 3 Lecture/Discussion

A study of the people of the United States from colonial beginnings to 1865 emphasizing the interaction of political, economic, geographic and social factors in the evolution of American culture. Special emphasis is given to the roles of various ethnic minority groups (as well as the role of women) in settling and shaping American History. 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 HIST 8.

HIST 018 People of the US after 1865 3 UNITS
Hours: 3 Lecture/Discussion

A study of the people of the United States from 1865 to the present time emphasizing the Interaction of political, economic and social factors in the evolution of American culture. 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 10.

HIST 023 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 024 World History 3 UNITS
Hours: 3 Lecture/Discussion
Equivalent Course: HIST 122.

A survey of the economic, political and social developments in world history from the emergence of human communities to the present. 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.

HISTORY

HIST 025 World History to 1500 3 UNITS
 Hours: 3 Lecture/Discussion
 A survey of the economic, political and social developments in world history from the emergence of human communities to the Modern Period (1500.)
 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.

HIST 151AD Independent Study-History 1 - 4 UNITS
 Hours: 3 TO 12 Lab
 Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions Office to obtain approval to enroll. This course can be repeated three times.

HIST 251AD Independent Study-History 1 - 4 UNITS
 Hours: 3 TO 12 Lab
 Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admission and Records office to obtain approval to enroll. This course can be repeated three times.

HUMAN DEVELOPMENT

HDEV 100 Career Planning 3 UNITS
 Hours: 3 Lecture/Discussion
 Equivalent Course: COUN 100.
 An introduction to career/life planning including an exploration of interests, skills, values, personality traits, past experiences and life stages. Student 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
 Equivalent Course: COUN 120AB.
 This course will provide the student with an 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 151AD Independent Study-Hum Dev 1 - 4 UNITS
 Hours: 54 TO 216 Lab
 Independent Study. 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 an Independent Study form through the Admission and Records Office to obtain approval to enroll. This course can be repeated three times.

HDEV 199 Topic Courses .5 - 4 UNITS
 Hours: 8 TO 70 Lecture/Discussion
 Special topics courses in Human Development. (Transferable).

HUMAN DEVELOPMENT

HDEV 230 College Success Skills 1 UNIT
 Hours: 1 Lecture/Discussion
 Equivalent Course: COUN 230.
 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.

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 252AB Career Awareness 1 UNIT
 Hours: 2 Lecture/Discussion
 Equivalent Course: COUN 252AB
 This course focuses on career, personal and educational awareness as they relate to the process of career choice and academic goal setting. Decision-making strategies, labor market trends, interviewing skills, resume writing, application completion and job search techniques will be reviewed.

HDEV 299 Topic Courses - Human Dev .5 - 4 UNITS
 Hours: To be announced
 Special topic courses in Human Development.

HDEV 399 Topic Courses - Human Dev .5 - 4 UNITS
 Hours: To be announced

HUMAN SERVICES

HSER 199 Topic Courses .5 - 4 UNITS
 Miscellaneous topic courses.

HSRV 120 Intro to Social Welfare 3 UNITS
 Hours: 3 Lecture/Discussion
 This course is a survey of the social, economic, political, historical and philosophical development of social welfare systems in the United States. The course reviews and evaluates major assistance programs in the United States and California, as well as the political ideologies that impact policy development. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS placement procedures.

HSRV 121 Interviewing 4 UNITS
 Hours: 3 Lecture/Discussion
 2 Lab
 Methods and techniques of interviewing for social workers. Students will learn how to obtain appropriate client and social information by being sensitive and objective with respect to needs. Students will identify and describe problems in interviewing children, the disabled and the aged.
 Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

Course Descriptions

HUMAN SERVICES

HSRV 122 Intro of Human Services 3 UNITS
Hours: 3 Lecture/Discussion
This course is a review of the various social issues that impact the welfare of individuals and society as a whole, as well as the social work strategies to provide remedial services. The course covers basic theories and practical interventions pertaining to the society, the family and the individual, as they are used in the field of social work. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

HSRV 151AD Independent Study-Human Srv 1 - 4 UNITS
Hours: 3 TO 12 Lab
Independent Study.

HSRV 228 Alcohol Interv Treat & Recov 2 UNITS
Hours: 2 Lecture/Discussion
This course is a review of the impact of alcohol use, abuse and addiction on society, the individual and the family. The course covers treatment and recovery models and provides information on local programs for prevention, and intervention.

HSRV 229 Aspects of Drug Use 2 UNITS
Hours: 2 Lecture/Discussion
This course explores historical and current values, laws, and interventions used to mitigate drug abuse and addiction. The course covers various drugs and their effects on the individual, family and society, as well as intervention, treatment, prevention, and harm reduction strategies used today.

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, true length line layout and fabrication. Advisory on Recommended Preparation: ITEC 142 or equivalent college course with "C" or better.

ITEC 151AD Independent Study-I & T 1 - 4 UNITS
Hours: 54 TO 216 Lab
Independent Study requires a minimum of 54 hours or 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 an Independent Study form through the Admission and Records Office. This course can be repeated three times.

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 190AD Supervised Practice 1 - 3 UNITS
Hours: 3 TO 9 Lab
Under the supervision of an instructor, select students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling, and other employment or volunteer situations where the student takes a leadership role. This course may be repeated three times. Limitation on Enrollment: Permission of the department.

INDUSTRY AND TECHNOLOGY

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 Fundamtl 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, qualify 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.

ITEC 251AD Independent Study-I&T 1 - 4 UNITS
 Hours: 54 TO 216 Lab
 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 an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

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 programming 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 Adv Prog Logic Controllers 3 UNITS
 Hours: 3 Lecture/Discussion
 2 Lab
 This course will provide the students with theories, concept and skills used in the advanced applications for programmable logic controllers.
 Prerequisites: ITEC 274 or equivalent college course with "C" or better.

ITEC 299 Topics .5 - 4 UNITS
 Hours: To be announced
 Topics in Industrial Technology.

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 112AC Computer Multimedia Concepts 3 UNITS
 Hours: 3 Lecture/Discussion
 3 Lab
 This course covers the basics of computer multimedia applications including: sound; animation; text; digital photography; scanners; printing; graphics; web design; and video and includes instruction in many popular multimedia programs. This course is repeatable two times. Approved for distance learning format.

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.

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.

Course Descriptions

INFORMATION TECHNOLOGY

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; sub netting and super netting; 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 sub netting; and internetworking 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 (IT 130AC may be taken concurrently).

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 131AC may be taken concurrently).

INFORMATION TECHNOLOGY

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 intercompatibility. 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 132AC may be taken concurrently).

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 troubleshooting. 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" 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 departmental assessment.

Prerequisites: IT 111AC or equivalent college course with "C" or better.

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 equivalent skills and knowledge as determined by departmental assessment.

INFORMATION TECHNOLOGY

- 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 equivalent skills and knowledge as determined by departmental assessment.
- 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 equivalent skills and knowledge as determined by departmental assessment.
- IT 190AD Supervised Practice 1 - 3 UNITS**
 Hours: 2 Lab
 Supervised practice. Advisory on Recommended Preparation: A "B" average in metals major and permission of the department.
- IT 251AD IT-Independent Study 1 - 3 UNITS**
 Hours: 1 TO 4 Lab
 Independent Study in Information Technology.

INTERCOLLEGIATE ATHLETICS

- IA 001AD 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 002AD 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 003AD 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 006AD 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.

INTERCOLLEGIATE ATHLETICS

- IA 007AD 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 008AD Intercollegiate Women Softball 2 UNITS**
 Hours: 1 Lecture/Discussion
 9 Activity
 This course is designed for the student/athlete (woman) interested in competing in an intercollegiate softball program. The course involves daily practices and a 46-52 game schedule. The course may be repeated three times.
- IA 010AD 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 011AD Intercol Men's Tennis 2 UNITS**
 Hours: 1 Lecture/Discussion
 9 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 012AD 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 015AD Intercol Waterpolo 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.
- IA 016AD Intercol Women's Volleyball 2 UNITS**
 Hours: 2 Lecture/Discussion
 8 Activity
 Designed to introduce advanced skills necessary for playing competitive volleyball. This course may be repeated three times. Advisory on Recommended Preparation: Enrollment by recommendation of the department.
- IA 023AD 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.

Course Descriptions

INTERCOLLEGIATE ATHLETICS

IA 024AD 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 029AD Intercollegiate Swim/Diving 2 UNITS

Hours: 2 Lecture/Discussion
8 Activity

Intercollegiate Swimming/Diving is designed for the student/athlete who is interested in competing in swimming or diving at the community college level. The course consists of daily practices and competition in scheduled meets. This course may be repeated three times.

IA 030AD 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 31AD 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 102AD Students in Gov't & Leadership 2 UNITS

Hours: 2 Lecture/Discussion

A course for members of the Executive Board of ASB for the study of the student body, constitution, parliamentary procedures, organizations, publicity, finance, and the development of leadership qualities through participation in campus governance and administration of the student activities program. This course can 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 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.

INTERDISCIPLINARY STUDIES

IS 241 Math Learning 2 UNITS

Hours: 2 Lecture/Discussion

A course designed for educational paraprofessionals and others who need to understand the process of mathematics learning. Topics include reduction of math anxiety, self-motivation, self-awareness, self-management, accepting personal responsibility, and assisting others to reinforce math skills. It is most effective to take this class concurrently with a math class.

IS 251AD Independent Study - IS 1 - 4 UNITS

Hours: 54 TO 216 Activity
Independent Study.

IS 299 Topics - Interdiscipl Studies .5 - 4 UNITS

Hours: 8 TO 32 Lecture/Discussion
Special Topic courses in Interdisciplinary Studies.

JOURNALISM

JOUR 001 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. CAN JOUR 2.

Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 001 as determined by COS placement procedures.

JOUR 007 Mass Communication 3 UNITS

Hours: 3 Lecture/Discussion
Equivalent Course: GOVT 007.

A media survey course covering newspapers, radio, television, magazines, books, films, the web, public relations/advertising industries, and the recording industry. Students will study strengths and weaknesses of each, as well as the major challenges to a democratic society including censorship, sensationalism, pornography, propaganda, and monopoly. CAN JOUR 4.

JOUR 020 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 and JOUR 1 or equivalent college courses with a "C" or better.

JOUR 104AD Editorial Board 2 UNITS

Hours: 2 Lecture/Discussion
3 Lab

JOUR 104 is a course for the advanced journalism student. Course content includes leadership skills, writing, editing, page layout, headline writing, and general editorial development. This course may be repeated three times. Advisory on Recommended Preparation: JOUR 1 or JOUR 103AD or equivalent college course with "C" or better.

JOURNALISM

LEARNING SKILLS

JOUR 105AB Magazine Production 3 UNITS
 Hours: 2 Lecture/Discussion
 3 Lab
 A comprehensive course in magazine writing and production that emphasizes the latest trends in editing, layout and design. Students write, edit design and produce the COS magazine. The course is repeatable one time. Advisory on Recommended Preparation: JOUR 103 or equivalent college course with a grade of "C" or better.
Prerequisites: JOUR 001 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.

JOUR 111AD Intro to Digital Photography 3 UNITS
 Hours: 2 Lecture/Discussion
 3 Lab
 Equivalent Course: PHOT 111AD.
 This course is designed for students who want to knowledge of digital/film camera practices ranging from basic to advanced levels, basic Photoshop and computer skills. The course will give students practical publication experience and an opportunity to publish their photographs in the school newspaper. This course may be repeated three times.

JOUR 151AD Independent Study-Journalism 1 - 3 UNITS
 Hours: 1 TO 3 Lab
 Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered by COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form with the Admissions and Records Office. This course may be repeated three times.

JOUR 251AD Independent Study-Journalism 1 - 4 UNITS
 Hours: 1 TO 4 Lab
 Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered by COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

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. Advisory on Recommended Preparation: Individual assessment must be conducted to professionally verify the nature and extent of the disability and the student must meet statewide LD eligibility criteria. This course may be repeated three times.

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. Advisory on Recommended Preparation: Individual assessment must be conducted to professionally verify the nature and extent of the disability and the student must meet statewide LD eligibility criteria. This course may be repeated three times.

LS 305AD Sequencing 1 - 3 UNITS
 Hours: 3 TO 9 Lab
 Designed for the student with deficits in sequential memory affecting spelling. Advisory on Recommended Preparation: Individual assessment must be conducted to professionally verify the nature and extent of the disability and the student must meet statewide LD eligibility criteria. This course may be repeated three times.

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 weakness, and determine eligibility for disabilities services. Limitation on Enrollment: Students must have approval from the Disability Resources Center (DRC) before enrolling 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.

Course Descriptions

LEARNING SKILLS

LS 308AD Instructional Support 1 - 3 UNITS

Hours: 3 TO 9 Lab

Students will receive assistance with their academic courses and/or improve academic skills which may be affected by a disability. This course is offered for the CR/NC grade option only and may be repeated three times.

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.

LS 410 Occupational Work Skills 0 UNITS

Hours: 30 Activity

This course is intended for those individuals who lack competitive job skills at the time of enrollment due to a disability, but who are capable both vocationally and socially of performing work with work crews and enclaves. These crews receive job coaching and follow along support. Limitation on Enrollment: Designed for individuals with developmental disabilities.

LIBRARY

LIBR 101 Library Research Strategies 1 UNIT

Hours: 18 Lecture/Discussion

The course teaches the tools needed for college level research through the use of electronic databases, print resources and the web. This course is approved for Distance Learning format.

LIBR 102 Internet Information Resources 1 UNIT

Hours: 18 Lecture/Discussion

Internet Information Resources is an information literacy course teaching students to efficiently retrieve and evaluate Web sites for academic and personal use.

LIBR 103 Evaluating Information Sources 1 UNIT

Hours: 18 Lecture/Discussion

Evaluating Information Sources is an information literacy course teaching criteria to analyze and to evaluate printed and electronic information sources for academic and personal use.

LIBRARY

LIBR 190AD Supervised Practice 1 - 3 UNITS

Hours: 3 TO 9 Lab

Under the supervision of an instructor, select students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling, and other employment or volunteer situations where the student is expected to take a leadership role. This course may be repeated three times. Limitation on Enrollment: Permission of the department.

LIBR 201 Intro to Library Services 2 UNITS

Hours: 1 TO 32 Lecture/Discussion

LIBR 201 introduces 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 Clerical Technician. Basic skills necessary for employment in any type of library will be covered.

LIBR 202 Library Collection Development 2 UNITS

Hours: 32 Lecture/Discussion

LIBR 202 gives 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.

LIBR 203 Library Technical Services 3 UNITS

Hours: 1 TO 48 Lecture/Discussion

LIBR 203 covers current practices in cataloging and processing and filing rules for library materials. The use of electronic and online bibliographic resources, the repair and care of resources and serials management are also 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 covers Children's and School library services. Emphasis is on the practical use of books and media in library media centers, booktalking, storytelling, reading incentive programs, curricular connections, and children's literature.

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 including the Internet, hypermedia, and telecommunications. Students learn programming using media and processing and circulating methods. Intellectual freedom, censorship, privacy, and copyright are covered.

Advisory on Recommended Preparation: LIBR 201 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.

LIBRARY

MATHEMATICS

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 was 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 424AB Supervised Tutoring 0 UNITS
 Hours: 2 Lab
 This course is designed to provide students with tutorial assistance. Tutees may work either individually or in small groups. They may work with computer programs developed specifically to meet their needs or they may work with tutors who have been recommended by faculty. The student must be enrolled in the class for which he/she is being tutored. The course may be repeated once.

LINGUISTICS

LING 010 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.

LING 111 Introduction to Language 3 UNITS
 Hours: 3 Lecture/Discussion
 An introduction to the nature, structure, and acquisition of human language; the nature of linguistic diversity; the relationship between linguistic structure, language use and development. Language data considered will be drawn from languages common to California's Central Valley. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS placement Procedures.

MATHEMATICS

MATH 010 Structure and Concepts 1 4 UNITS
 Hours: 4 Lecture/Discussion
 This is a four-unit 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. Supplemental learning assistance is available for students to strengthen skills and reinforce student mastery of concepts. Students enrolled in MATH 10 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. CAN MATH 4.
Prerequisites: MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

MATH 011 Structure and Concepts 2 4 UNITS
 Hours: 4 Lecture/Discussion
 This is a four-unit course continuing the topics from MATH 10. 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. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 11 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.
Prerequisites: MATH 010 or equivalent college course with "C" or better.

MATH 021 Introduction to Statistics 4 UNITS
 Hours: 4 Lecture/Discussion
 This is an introductory course in probability and statistics covering both descriptive and inferential statistics. Topics include measures of center and spread, probability, probability distributions, confidence intervals, hypothesis testing, regression, and correlation analysis. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 21 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. Approved for Distance Learning format. CAN STAT 2.
Prerequisites: MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

MATH 045 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. CAN MATH 2.
Prerequisites: MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

MATH 070 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. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 70 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/ open exit non-credit course. CAN MATH 16.
Prerequisites: MATH 154 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

MATH 075 Calculus 1 5 UNITS

Hours: 5 Lecture/Discussion

This is the first course of a three-semester sequence. Topics include limits, continuity, differentiation, and integration involving many types of function with a variety of applications. Primarily for mathematics, physical science, and engineering majors. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 75 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. CAN MATH 18.

Prerequisites: MATH 070 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

MATH 076 Calculus 2 5 UNITS

Hours: 5 Lecture/Discussion

This is the second course of a three-semester sequence. Topics include techniques of integration, improper integrals, infinite series, analytic geometry, polar coordinates and parametric equations, vectors, three-dimensional space, and many applications. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 76 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. CAN MATH 20.

Prerequisites: MATH 075 or equivalent college course with "C" or better.

MATH 077 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. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 77 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. CAN MATH 22.

Prerequisites: MATH 076 or equivalent college course with "C" or better.

MATH 080 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, inner product spaces, eigenvalues and eigenvectors, and linear transformations. Intended for mathematics, engineering, or computer science majors. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 80 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. Approved for Distance Learning format. CAN MATH 26.

Prerequisites: MATH 076 or equivalent college course with "C" or better.

MATH 081 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. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 81 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. CAN MATH 24.

Prerequisite: MATH 077 or equivalent college course with "C" or better.

MATH 151AD Independent Study-Math 1 - 4 UNITS

Hours: 3 TO 12 Lab

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 classes in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

MATH 154 Trigonometry 5 UNITS

Hours: 5 Lecture/Discussion

An intensive one-semester course in the elements of trigonometry and geometry including: trigonometric functions, solving triangles for unknown parts, proving and applying identities, graphing, solving trigonometric equations, expressing and using complex numbers in trigonometric equations, expressing and using complex numbers in trigonometric form, properties of parallel lines, and establishing the similarity and congruence of triangles. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 154 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. CAN MATH 8.

Prerequisites: MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

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 equivalent college course with "C" or better; or eligibility determined by the COS Placement Procedures. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 200 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. Approved for Distance Learning format.

MATHEMATICS

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. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 205 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. 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 230 Intermediate Algebra 4 UNITS

Hours: 4 Lecture/Discussion

This is a four-hour-a-week intensive one-semester course in intermediate algebra covering: radical expressions and equations, quadratic equations, functions, logarithmic and exponential functions, and conic sections. This course satisfies the math requirement for an Associate's degree. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 230 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.

Approved for Distance Learning format.

Prerequisites: MATH 200 or MATH 205 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

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: MATH 200 or MATH 205 or equivalent college course with "C" or better or eligibility for MATH 230 as determined by COS placement procedures.

MATH 251AD Independent Study-Math 1 - 4 UNITS

Hours: 3 TO 12 Lab

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 an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

MATH 299 Topics - Math .5 - 4 UNITSHours: To be announced
Special topic courses in Math.

MATHEMATICS

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. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled MATH 360 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.

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. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 365 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.

MATH 390AD Math 360 Support Course .5 UNITS

Hours: 24 Activity

This course provides students with the opportunity to collaborate with fellow students and various instructors in the solving of numerical and application problems in MATH 360/365. This course will reinforce problem-solving skills learned in MATH 360/365, and is designed to be taken concurrently with MATH 360/365.

MATH 391AD Math 200 Support Course .5 UNITS

Hours: 24 Activity

This course provides students with the opportunity to collaborate with fellow students and various instructors in the solving of numerical and application problems in MATH 200/205. This course will reinforce problem-solving skills learned in MATH 200/205, and is designed to be taken concurrently with MATH 200/205.

MATH 392AD Math 230 Support Course .5 UNITS

Hours: 24 Activity

This course provides students with the opportunity to collaborate with fellow students and various instructors in the solving of numerical and application problems in MATH 230/235. This course will reinforce problem-solving skills learned in MATH 230/235, and is designed to be taken concurrently with MATH 230/235.

MATH 393AD Math Support Course .5 UNITS

Hours: 24 Activity

This course provides students with the opportunity to collaborate with fellow students and various instructors in the solving of numerical and application problems in mathematics. This course will reinforce problem-solving skills learned in their mathematics course, but may also be used to prepare for a subsequent course or examination (e.g., competency exam, nursing exam).

Course Descriptions

MATHEMATICS

MATH 400 Math Supplemental Lrng Assist 0 UNITS

Hours: 27 TO 108 Lab

Math Supplemental Learning Assistance is intended to strengthen students' mathematical skills and reinforce their mastery of concepts. This open entry/open exit class is linked with MATH 10, 11, 21, 70, 75, 76, 77, 80, 81, 154, 200, 205, 230, 360, and 365.

(Note: At the time of publication, this course was pending Chancellor's Office Approval. Students are encouraged to check with Division Chairs for any recent changes to this course.)

METEOROLOGY

MET 001 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 001 Music Fundamentals 3 UNITS

Hours: 3 Lecture/Discussion

The basic elements of music are studied: pitch and rhythm notation, scales, major and minor keys and key signatures, transposition, intervals, chords, elementary acoustics, and an introduction to the keyboard.

MUS 004 Theory and Musicianship 1 4 UNITS

Hours: 4 Lecture/Discussion
1 Lab

This is the first in a series of four courses intended primarily for music majors. It covers a review of fundamentals, four-part writing, as well as ear training, sight singing, and rhythm performance. The prerequisite of MUS 1 may be waived with equivalent skills and knowledge, as determined by departmental assessment. CAN MUS 2.

Prerequisites: MUS 001 or equivalent college course with "C" or better.

MUS 005 Theory and Musicianship 2 4 UNITS

Hours: 4 Lecture/Discussion
1 Lab

This is the second in a series of four courses, intended primarily for music majors, dealing with theoretical and practical matters necessary for musicians. This second semester includes a review of secondary triads, root relationships, harmonization of melodies, nonchord tones, diatonic seventh chords, and Bach Chorale analysis. The "musicianship" component includes ear training, sight singing, and rhythm performance. The student will use computer software for music notation and ear training. Advisory on Recommended Preparation: Instrumental or vocal performance class and/or class piano. CAN MUS 4.

Prerequisites: MUS 004 or equivalent college course with "C" or better.

MUSIC

MUS 006 Theory and Musicianship 3 4 UNITS

Hours: 4 Lecture/Discussion
1 Lab

This is the third in a series of four courses, intended primarily for music majors, dealing with theoretical and practical matters necessary for musicians. This third semester includes the study of chromatic harmony, pedal point, modulation of all types, 9th, 11th, and 13th chords, and extensive practice in score reading. The "musicianship" component includes ear training, sight singing, and rhythm performance. The student will use computer software for music notation and ear training. Advisory on Recommended Preparation: Instrumental or vocal performance class and/or class piano.

Prerequisites: MUS 005 or equivalent college course with "C" or better.

MUS 007 Theory and Musicianship 4 4 UNITS

Hours: 4 Lecture/Discussion
1 Lab

This is the fourth in a series of four courses, intended primarily for music majors, dealing with theoretical and practical matters necessary for musicians. This fourth semester includes the study of pre and post-common practice period music. Topics include chord symbols, modes and chant notation, nonfunctional harmony, non-tertian harmony, atonal analysis, Schenker analysis, twelve-tone analysis, and extensive practice in score reading. The "musicianship" component includes ear training, sight singing, and rhythm performance. The student will use computer software for music notation and ear training. Advisory on Recommended Preparation: Instrumental or vocal performance class and/or class piano.

Prerequisites: MUS 006 or equivalent college course with "C" or better.

MUS 010 Music Appreciation 3 UNITS

Hours: 3 Lecture/Discussion

Designed to aid the student in developing an understanding and an enjoyment of music. Includes (1) the elements of music, and (2) a chronological survey of music and composers from the Middle Ages to the present. No previous musical training is necessary. Approved for Distance Learning format.

MUS 011 Appreciation of Jazz 3 UNITS

Hours: 3 Lecture/Discussion

This course is designed to aid the average student in developing a better understanding and enjoyment of jazz and music in general. Includes the elements of music and a chronological survey of jazz performers and composers from the 1890's to the present. No previous musical training is necessary. Approved for Distance Learning format.

MUS 013 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. Approved for Distance Learning format.

MUS 020AD Piano 1 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab

For a student without prior piano training who would like to learn to read music and to identify symbols on sight while performing a repertoire encompassing all periods. This course may be repeated three times.

MUSIC

MUSIC

MUS 021AD Piano 2 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab

For students who have had some prior piano training. Students will learn to read music and identify symbols on sight by performing a repertoire encompassing all periods of music. This course may be repeated three times. Advisory on Recommended Preparation: MUS 20AD or an equivalent course with a "C" or better, or one year of private piano instruction. Limitation on Enrollment: Audition by Keyboard Department.

MUS 022AD Intermediate & Adv Piano 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab

For students who have had prior piano training. Playing skills and techniques are necessary to enhance piano proficiency. This course may be repeated three times. Advisory on Recommended Preparation: MUS 21AD or equivalent course with a "C" or better, or one year of private piano instruction. Limitation on Enrollment: Audition by Keyboard Department.

MUS 023AD 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 may be repeated three times. Limitation on Enrollment: Audition by department; intended for students with one year keyboard in either piano, organ, or accordion.

MUS 030AD 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.

MUS 031AD 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 032AD Women's Chorus 1 UNIT

Hours: 1 Lecture/Discussion
1 Lab

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 may be repeated three times. Limitation on Enrollment: Audition by department.

MUS 034AD Concert Choir 2 UNITS

Hours: 2 Lecture/Discussion
3 Lab

Materials Fee: \$5.00
MUS 34 (Concert Choir) offers a study and the performance of choral literature from the Renaissance to Contemporary with emphasis on vocal production and tone quality, balance and blend, and musical precision and accuracy. Participation in public performance is required. The course may be repeated three times. Limitation on Enrollment: Audition by Department. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in MUS 34 may access the supplemental learning assistance by enrolling in MUS 400, an open entry/open exit non-credit course.

MUS 035AD Concert Choir 2 2 UNITS

Hours: 2 Lecture/Discussion
3 Lab

Study and performance of advanced choral literature from the Renaissance to contemporary times with emphasis on proper performance practices, musical precision and accuracy. Participation in public performance is required. This course is designed to give the advanced choral musician a working relationship with the musical demands of performing symphonic and advanced a cappella choral works. This course may be repeated three times. Limitation Request on Enrollment: Audition by department, intended for students with college choral experience and or equivalent type of experience. Advisory on Recommended Preparation: MUS 34AD or equivalent college course with "C" or better. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in MUS 35 may access the supplemental learning assistance by enrolling in MUS 400, an open entry/open exit non-credit course.

MUS 036AD 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. The students will develop through lecture, field trips, and outside performances, a concept and definition of proper choral practices and performance techniques through observation of professional musicians and by using these concepts in rehearsal and in their own public performances. This course may be repeated three times. Advisory on Recommended Preparation: Concurrent enrollment in MUS 34AD. Limitation on Enrollment: Audition by department. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in MUS 036AD may access the supplemental learning assistance by enrolling in MUS 400, an open entry/open exit non-credit course.

MUS 040AD 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 on Enrollment: Audition by department.

Course Descriptions

MUSIC

MUS 041AD Applied Music Lessons 1 UNIT

Hours: 3 Lab

This course is intended to give individual instruction to advanced music students on their respective instrument or voice. Students will be expected to pass playing exams and perform in student recitals. This course may be repeated three times.

Prerequisites: MUS 034AD or MUS 054AD or MUS 074AD or MUS 175AD or equivalent college course with "C" or better (MUS 034AD, MUS 054AD, MUS 074AD and/or MUS 175AD may be taken concurrently).

MUS 050AD 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 may be repeated three times.

MUS 053AD 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. This class may be repeated three times. Limitation on Enrollment: Audition by Department.

MUS 054AD Symphony Orchestra 2 UNITS

Hours: 1 Lecture/Discussion
2 Lab

The study and performance of symphonic music. Representative works from orchestral literature from many cultures and historical periods are analyzed in context. This course may be repeated three times. Limitation on Enrollment: Audition by department; intended for advanced students of orchestral instruments.

MUS 055AB 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 056AB Intermed Classical Guitar 1 UNIT

Hours: 2 Lab

Intermediate Classical Guitar 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 057AD 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.

MUSIC

MUS 060AD Brass Instruments 1 UNIT

Hours: 1 Lecture/Discussion
1 Lab

This course provides instruction on instruments of the brass family. These include: trumpet, trombone, French horn, and tuba. Principles and physics of brass instruments; playing procedures and materials for teaching beginning brass students from elementary school through community college. Emphasis will be on care of instruments, tone production, breathing techniques and playing position. This course may be repeated three times. Advisory on Recommended Preparation: Knowledge of one or more brass instruments.

MUS 061AD Percussion Instruments 1 UNIT

Hours: 1 Lecture/Discussion
1 Lab

This course provides beginning instruction on percussion instruments, including snare drum, timpani, and keyboard. Emphasis will be on care of instruments, tone production, proper grips, technique and playing position. This course may be repeated three times. Advisory on Recommended Preparation: Knowledge of one or more instruments.

MUS 062AD Beginning Woodwinds 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. Emphasis is placed on tone production, fingering technique and care of instrument. This course may be repeated three times. Advisory on Recommendation: Knowledge of one or more instruments.

MUS 065AD 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. Limitation on Enrollment: Audition by department.

MUS 066AD Community Symphonic Band 1 UNIT

Hours: 2 Lab

A study and performance of advanced symphonic band repertory with special attention to interpretation, tone, technique, and general effect. Planned for those interested in improving their musicianship. Some outside or public performances are required. This course may be repeated three times. Advisory on Recommended Preparation: Intended for all advanced musicians of concert band instruments.

MUS 072AD 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. Some outside or public performances are required. This course may be repeated three times. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in MUS 072AD may access the supplemental learning assistance by enrolling in MUS 400, and open entry/open exit non-credit course.

MUSIC

MUSIC

MUS 073AD 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: Intended for students with college level jazz ensemble experience or an equivalent type of experience. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in MUS 73AD may access the supplemental learning assistance by enrolling in MUS 400, an open entry/open exit non-credit course.

MUS 074AD 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 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 an equivalent type of experience. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in MUS 74AD may access the supplemental learning assistance by enrolling in MUS 400, an open entry/open exit non-credit course.

MUS 075AD 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 performance in public concerts. This course may be repeated three times. Advisory on Recommended Preparation: Intended for students with college band experience or and equivalent type of experience. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in MUS 75AD may access the supplemental learning assistance by enrolling in MUS 400, an open entry/open exit non-credit course.

MUS 076AD 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 band instruments.

MUS 090AD College Community Chorus 1 UNIT

Hours: 1 Lecture/Discussion
1 Lab

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. Evening rehearsals required. This course may be repeated three times. Limitation on Enrollment: Audition by department.

MUS 091AD Music Theater Orchestra 2 UNITS

Hours: 120 Activity

Music Theatre Orchestra will emphasize the rehearsal and performance techniques necessary to accompany the production of a musical.

MUS 092AD Night Jazz Ensemble 1 UNIT

Hours: 3 Lab

A study in the preparation and performance of Jazz Ensemble repertory. Some outside travel and public performances may be required. This course may be repeated three times.

Limitation on Enrollment: Audition or permission of department. Intended for Advanced Musicians of Jazz ensemble instruments.

MUS 093AD 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 can be repeated three times. Advisory on Recommended Preparation: MUS 90AD or equivalent college choral experience.

MUS 094AD 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. 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 095AD Community Choir "Classical" 1 UNIT

Hours: 3 Lab

A study and performance of choral literature focusing on works of the Classical period 1750-1825. Evening Rehearsals. This course may be repeated three times. Advisory on Recommended Preparation: Recommended for intermediate/advanced choral musicians or equivalent college course with a grade of "C" or better. Limitation on Enrollment: Audition by department.

MUS 097AD Music Theater Voice 2 UNITS

Hours: 120 Activity

Equivalent Course: DANC 041AD, DRAM 020AD.

Experience in drama and theatre through active participation in major musical and dramatic productions. Includes training and experience in all facets of the theatre.

MUS 111AB Sight/Singing & Fundamentals 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 once.

MUS 114 History of Rock & Roll 3 UNITS

Hours: 3 Lecture/Discussion

This course is a general overview of Rock and Roll music and includes study of the impact of rock and Roll on social, economic, cultural and political structures, as well as a chronological history of Rock music. No previous musical training is necessary. Approved for Distance Learning format.

Course Descriptions

MUSIC

MUS 115 History of American Folk Music 3 UNITS

Hours: 3 Lecture/Discussion

Study of American folk music by both region and period. Course will include lecture, reading, writing and listening assignments with audiovisual materials. No previous musical experience required.

MUS 124AD Keyboard Accompaniment 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab

Study of skills, basic repertoire and bibliography related to the craft of accompanying in performance for solo, small/large ensembles. This course may be repeated three times. Limitation on Enrollment: Audition by department. Formerly MUS 224AD.

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's 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 airfare, transfers to and from airport, hotel room, and concert entrance fees. Course can be repeated three times. Short term class which 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 processor, MIDI converters, samplers and personal computers) and associated production techniques for music composition, performance, and recording. This course may be repeated three times.

MUS 127 Computerized Audio Prod 2 3 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Intermediate course in electronic music, covering in depth computer generated and controlled studio devices in acoustics, sound synthesis and digital sampling. Course will include integrated MIDI sequencing software and digital recording systems.

Prerequisites: MUS 126 or equivalent college course with "C" or better.

MUS 133AD Men's Chorus 1 UNIT

Hours: 3 Lab

Men's Chorus offers a study and performance of choral literature for men's voices from the Renaissance to Contemporary. Emphasis on vocal production, tone quality, balance and blend. Participation in public performance required. This course may be repeated three times.

Limitation on Enrollment: Audition by department.

MUS 147AD H.S. Honor Choir Workshop 1 UNIT

Hours: 8 Lecture/Discussion
19 Lab

A study and performance of standard a cappella choir repertory. Planned for high schools students interested in improving their musicianship. One outside or public performance is required.

This course may be repeated three times. Limitation on Enrollment: Audition by Department.

MUSIC

MUS 151AD Independent Study 1 - 4 UNITS

Hours: 3 TO 12 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course can be repeated three times.

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. Planned for musicians interested in improving their musicianship, improvisational, and performance skills. Some outside travel, field trips, and public performances are required. Limitation on Enrollment: Intended for advanced musicians of jazz instruments. Enrollment by audition by department. This course may be repeated three times.

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 182 Recording Arts 2 3 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Intermediate students will acquire hands-on multi-track recording techniques. Students will explore techniques used by producers, students, musicians, and recording engineers. Course will cover advanced signal processing, recording production and management procedures.

Prerequisites: MUS 181 or equivalent college course with "C" or better.

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 199 Topic Courses - Music .5 - 4 UNITS

Special topic courses.

MUS 251AD Independent Study - Music 1 - 4 UNITS

Hours: 54 TO 216 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course can be repeated three times.

MUSIC

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. Limitation on Enrollment: Audition by department; intended for advanced musicians of Dixieland band instruments. This course can be repeated three times.

MUS 277AD Marching Band Outreach 1 UNIT
 Hours: 48 Activity
 Equivalent Course: MUS 277.
 This course is designed to develop performance skills through instruction and rehearsal of marching techniques, marching maneuvers and music performance and interpretive dance skills (color guard). 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 may be repeated three times. Limitation on Enrollment: Students 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 may be repeated three times. Advisory on Recommended Preparation: Intended for all interested instrumental band musicians.

MUS 297AD Contemporary Jazz Ensemble 1 UNIT
 Hours: 1 Lecture/Discussion
 1 Lab
 This class is a music ensemble that rehearses and performs contemporary big band and jazz music. Music from the libraries of leading contemporary writers of jazz, such as Bill Hollman, Oliver Nelson, Bob Florence, Bob Mintzer and Tom Kubis will be included in our study. Some outside travel and public performance are required. This course may be repeated three times. Limitation on Enrollment: Audition by Department; intended for advanced musicians only.

MUS 299 Music - Topic Courses .5 - 4 UNITS
 Hours: To be announced.
 Special topics in Music.

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.

MUSIC

MUS 396AD Swing Style Big Band 1 UNIT
 Hours: 3 Lab
 A course which rehearses all types of music performed by 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 on Enrollment: Enrollment by audition or permission of department. For advanced musicians of jazz band instruments.

MUS 399 Topics - Music .5 - 4 UNITS
 Hours: To be announce

MUS 400 Music Supplemental Lrng Assist 0 UNITS
 Hours: 27 TO 108 Lab
 Music Supplemental Learning Assistance is intended to strengthen students' musical skills and reinforce their mastery of concepts. This open entry/open exit class is linked with MUS 34, 35, 36, 72,73, 74, 75.
(Note: At the time of publication, this course was pending Chancellor's Office Approval. Students are encouraged to check with Division Chairs for any recent changes to this course.)

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.
Prerequisites: MATH 200 or MATH 205 or equivalent college course with "C" or better or eligibility for MATH 230 as determined by COS placement procedures.

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 106 Cultural Diversity/Healthcare 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 111AD Medication Administration 1 UNIT

Hours: 35 Lab

This short term lab class reinforces the application of pharmacology through medication administration to clients in the clinical setting. This course is repeatable three times.

Prerequisites: NURS 161 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: 35 Lecture/Discussion
105 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 verified LVN licensure and IV Therapy certification.

Prerequisites: NURS 163 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 150 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 the LVN to RN tract or transfer student. It consists of theoretical study and clinical application of the nursing process for the adult medical/surgical client. Overriding concepts are maintaining and promoting wellness. Permission of the Nursing program director is required for a student to enroll in the course.

NURSING

NURS 151AD Independent Study-Nursing 1 - 4 UNITS

Hours: 3 TO 12 Lab

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 an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

NURS 152 Promoting Perinatal Wellness 4 UNITS

Hours: 2 Lecture/Discussion
12 Lab

Materials Fee: \$25.00

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 care. The progressive themes of the Nursing program are applied through the nursing process to attain the client's optimal well-being. Prerequisite of NURS 161 may be waived with LVN Licensure and NURS 150.

Prerequisites: NURS 161 or NURS 150 or equivalent college course with "C" or better.

NURS 153 Promoting Pediatric Wellness 4 UNITS

Hours: 2 Lecture/Discussion
12 Lab

Materials Fee: \$25.00

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 pediatric client and family, including maintaining and promoting optimal wellness. The progressive themes of the Nursing program are applied through the nursing process to attain the client's optimal well-being. Prerequisite of NURS 161 may be waived with LVN licensure and NURS 150.

Prerequisites: NURS 150 or NURS 161 or equivalent college course with "C" or better.

NURS 154 Promoting Mental Wellness 4 UNITS

Hours: 2 Lecture/Discussion
12 Lab

Materials Fee: \$25.00

This course is completed during the second semester of the Registered Nursing Program. It consists of the study and application of theory to the clinical care of the psychiatric client. It focuses on promoting optimal mental wellness and restoration of health. The progressive themes of the Nursing program are applied through the nursing process to attain the client's optimal mental well-being. The Prerequisite of NURS 161 may be waived with LVN licensure and NURS 150.

Prerequisites: NURS 161 or equivalent college course with "C" or better.

NURS 155 IV Skills .5 UNITS

Hours: 4 Lecture/Discussion
16 Lab

Students will acquire the knowledge and skills to assess the client for intravenous therapy, to initiate intravenous therapy and to maintain intravenous therapy for clients across the lifespan. Students are required to identify five volunteers upon whom to practice these skills in the nursing skills lab. Students will spend a portion of the laboratory time in a clinical setting applying these knowledge and skills on actual clients. Prerequisite to taking this course is either completion of NURS 153 and 154 or licensure as an LVN.

Prerequisites: NURS 153 and NURS 154 or equivalent college courses with "C" or better.

NURSING

NURSING

NURS 161 Maintaining Optimal Wellness 11 UNITS

Hours: 6 Lecture/Discussion
16 Lab

Materials Fee: \$36.00

An introduction to the elements of client-centered care based on the nursing process, emphasizing assessment and the older adult. Introduces nursing program threads: caring, safety, psychomotor skills, critical thinking, communications, teaching, growth, 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 RN Program.

Prerequisites: (BIOL 030 and BIOL 031 and BIOL 040 and ENGL 001) 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. Approved for Distance Learning format.

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 may be waived with LVN licensure and NURS 150 or equivalent college courses with a grade of "C" or better.

Prerequisites: NURS 152 and NURS 153 and NURS 154 or NURS 150 or equivalent college courses with "C" or better (NURS 154 may be taken concurrently).

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. Approved for Distance Learning format.

Prerequisites: NURS 163 or equivalent college course with "C" or better.

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 care to clients by coordinating, supervising, and collaborating with members of the health care team. Approved for Distance Learning format.

Prerequisites: NURS 163 or equivalent college course with "C" or better.

NURS 170AD Lab Test Analysis 1 UNIT

Hours: 18 Lecture/Discussion

Students will use lab test information to develop pertinent nursing interventions. Application of previously learned prerequisite and RN program content is essential. This course is repeatable three times. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility or ENGL 1 determined by COS Placement Procedures; and BIOL 31 or equivalent college course with "C" or better.

NURS 171AB ECG Rhythm Analysis 1 UNIT

Hours: 18 Lecture/Discussion

Students will use ECG rhythm information to develop pertinent nursing interventions. Application of previously learned prerequisite and RN program content is essential. This course is repeatable one time. 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 BIOL 31 or equivalent college course with "C" or better.

NURS 172 Pharmacology in Health Care 3 UNITS

Hours: 3 Lecture/Discussion

This basic pharmacology course is designed for the student in a career in healthcare. The student will study theories of how selected drugs act in the body and interact with each other. 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; and BIOL 31 or equivalent college course with "C" or better. Approved for Distance Learning format.

NURS 190AD Supervised Practice 1 - 3 UNITS

Hours: 3 TO 9 Lab

Under the supervision of an instructor, selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling, and other employment or volunteer situations where the student is expected to take a leadership role. This course may be repeated three times. Limitation on Enrollment: Permission of the department.

NURS 199 Topics - Nursing .5 - 4 UNITS

Hours: 8 TO 70 Lecture/Discussion

Special topic courses in Nursing.

NURS 200 Basic Phlebotomy 1 UNIT

Hours: 20 Lecture/Discussion

An introduction to blood sample collection by venipuncture and capillary blood techniques. Medical terminology, anatomy emphasizing the circulatory system, safety and basic infection control are covered. Students will perform capillary (finger stick) procedures on student partners.

Course Descriptions

NURSING

NURS 201 Advanced Phlebotomy 1.5 UNITS
Hours: 28 Lecture/Discussion
Advanced study into blood sample collection techniques by venipuncture, arterial puncture and capillary blood techniques. Anti-coagulation theory, sources of errors, transport and storage of specimens is covered along with ethics and patient communication. Students will perform venipunctures on student partners as part of the class experience. This course completes the State's didactic requirement for becoming a Certified Phlebotomist I.
Prerequisites: NURS 200 or equivalent college course with "C" or better (NURS 200 may be taken concurrently).

NURS 202 Phlebotomy Practicum 1 UNIT
Hours: 56 Lab
This is the clinical aspect of the Phlebotomy course of study for students seeking certification to become a Certified Phlebotomist 1 in California. Students will perform venipunctures and capillary sticks on actual patients under the supervision of current Laboratory staff. This course meets the State of California requirements for Certified Phlebotomist 1 after passing a national certification examination.
Prerequisites: NURS 201 and NURS 200 or equivalent college courses with "C" or better (NURS 200 and NURS 201, may be taken concurrently).

NURS 203 Adv Theory of Phlebotomy 1.5 UNITS
Hours: 24 Lecture/Discussion
Advanced study into blood sample collection techniques by venipuncture, arterial puncture and capillary blood techniques. Anti-coagulation theory, sources of errors, transport and storage of specimens is covered along with ethics and patient communication. Students will perform venipunctures on student partners as part of the class experience. This course completes the State's didactic requirement for becoming a Certified Phlebotomist 1. Course open to students who have a minimum of six months full time experience as a Phlebotomist within the past five years as verified by a letter signed by a licensed physician and surgeon or licensed clinical bioanalyst directing the laboratory employing the person. Limitation on Enrollment: Course open to students who have a minimum of six months full-time experience as a Phlebotomist within the past five years as verified by a letter signed by a licensed physician and surgeon or licensed clinical bioanalyst directing the laboratory employing the person.

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 251AD Independent Study-Nursing 1 - 4 UNITS
Hours: 54 TO 216 Lab
Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level courses offered by COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

NURSING

NURS 260 Nursing Assistant 6 UNITS
Hours: 4 Lecture/Discussion
6.5 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. Limitation: Current CPR card from either the American Red Cross or the American Heart Association. (Formerly NURS 351).

NURS 310 Prepare/Health Care Careers 2 UNITS
Hours: 35 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: 18 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. 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.

NURS 321 General Nursing Math 2 UNITS
Hours: 2 Lecture/Discussion
This course focuses on the development of mathematical and analytical skills related to the delivery of drugs and solutions by registered nurses. Emphasis is placed on calculations of medication problems which have clinical application. This course will prepare the student for entry into nursing school.

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 can be repeated three times. Limitation on Enrollment: Must be enrolled in the COS Registered Nursing Program.

NUTRITION/FOODS

NUTRITION/FOODS

NUTR 018 Nutrition 3 UNITS
 Hours: 3 Lecture/Discussion
 A scientific study of basic chemical, biological and physiological principles and concepts of human nutrition. Current scientific theories and research are reviewed, clarified and discussed as they 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. MATH 360 or equivalent college course with a "C" or better or eligibility for MATH 200 by COS Placement Procedures. Approved for Distance Learning format. CAN FSC 2.

NUTR 020 Cultural Foods 3 UNITS
 Hours: 2 Lecture/Discussion
 3 Lab
Materials Fee: \$30.00
 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 Procedures.

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 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 107 Sanitation and Safety 2 UNITS
 Hours: 2 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. Students may elect to take the State food safety certificate exam at the end of the course.

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 112 Children's Nutrition 3 UNITS
 Hours: 3 Lecture/Discussion
 Equivalent Course: CHLD 112.
 A lecture course on children's nutritional requirements prior to conception through adolescence. Course study centers on nutrition basics, feeding principles, and current topics. An appropriate course for students in education, social services and human development.

NUTR 114 Cooking for a Healthy Life 3 UNITS
 Hours: 2 Lecture/Discussion
 2 Lab
Materials Fee: \$35.00
 A hands-on cooking class which applies current nutritional guidelines to menu planning, food selection and recipe preparation. Basic skills to evaluate the healthfulness of foods will also be covered.

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 151AD Independent Study - Nutrition 1 - 4 UNITS
 Hours: 3 TO 12 Lab
 Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions Office to obtain approval to enroll. This course can be repeated three times.

NUTR 190AD Supervised Pract - Nutrition 1 - 3 UNITS
 Hours: 3 TO 9 Lab
 Supervised Practice. Limitation on Enrollment: Permission of the department. This course may be repeated three times.

NUTR 212 Menu Design 3 UNITS
 Hours: 3 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 evaluations. Procedures for developing standardized products, budgetary controls and evaluating procurement and delivery systems, and meeting federal, state and local standards are covered.

NUTR 215 Child Nutrition Management 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. Other topics include: communication strategies and operation management skills; management of nutritionally and fiscally sound child nutritional programs; and effective use of community and school partnerships.

Course Descriptions

NUTRITION/FOODS

NUTR 231AD The Seasonal Table **1 UNIT**
 Hours: .50 Lecture/Discussion
 1.50 Lab

Materials Fee: \$35.00

A cooking course that takes full advantage of local produce available in the various seasons of spring, summer, and autumn/winter. We will use farmers market and local gardens to provide inspiration and raw ingredients, to explore and prepare foods from many cultures and countries. This course may be repeated three times.

NUTR 251AD Independent Study - Nutrition **1 - 4 UNITS**

Hours: 54 TO 216 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college in the selected subject area. In addition, student must file an Independent Study form through the Admissions Office to obtain approval to enroll. The course can be repeated three times.

NUTR 299 Topics- Nutrition/Foods **.5 - 4 UNITS**

Hours: To be announced

Special topics in nutrition.

NUTR 301 Food & Nutr Computation Skills **1 UNIT**

Hours: 17.5 Lecture/Discussion

This course provides a foundation in computation skills necessary for success in nutrition, food and culinary courses and employment. Topics covered include recipe adjustment, measurement, costing, percent body weight and caloric need calculations.

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 002 Plant Identification 1 **3 UNITS**

Hours: 2 Lecture/Discussion

2 Lab

Materials Fee: \$10.00

This course presents botanical nomenclature Latin and Greek terminology, how Summer and Fall plants are used in the landscape, forms of plants, and soil and nutritional requirements.

OH 003 Plant Identification 2 **3 UNITS**

Hours: 2 Lecture/Discussion

2 Lab

Materials Fee: \$10.00

This course presents botanical nomenclature, Latin and Greek terminology, how summer and fall plants are used in the landscape, forms of plants, as well as soil and nutritional requirements. It is recommended that students take OH 2 first.

ORNAMENTAL HORTICULTURE

OH 007 Landscape Design **3 UNITS**

Hours: 2 Lecture/Discussion

2 Lab

Materials Fee: \$5.00

This course is designed to teach students the fundamentals of landscape design. An appreciation for and the ability to produce quality designs and blueprints is stressed, as well as proper techniques and design methods.

OH 101 Basic Ornamental Horticultur **3 UNITS**

Hours: 3 Lecture/Discussion

1 Lab

Materials Fee: \$5.00

This is an introductory course in ornamental horticulture. The main topics included are general characteristics of plants, ornamental plant nomenclature, plant structures, functions, growth, reproduction and genetics.

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 are 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.

ORNAMENTAL HORTICULTURE

- 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.
- OH 110 Turfgrass Management 3 UNITS**
 Hours: 3 Lecture/Discussion
 1 Lab
Materials Fee: \$5.00
 An introduction to the field of turf grass management that includes selection and use of turf grass 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: \$75.00
 OH 111 is an introductory course in commercial floristry that covers the various phases of floral design. Through floral design, students shall develop an awareness of ways in which people throughout the ages and in different cultures have used floral arrangements to enhance their lives through artistic expression. Material and design as they relate to cultural practices will be integral to this course.
- 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 wholesales, 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.

ORNAMENTAL HORTICULTURE

- 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.
- 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.

Course Descriptions

ORNAMENTAL HORTICULTURE

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 or equivalent college course with a "C" or better.

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.

PARA 102 Legal Terminology 2 UNITS

Hours: 2 Lecture/Discussion

This course, required for the Paralegal major or certificate, provides an overview of the law and legal terminology. Advisory on Recommended Preparation: Concurrent enrollment in PARA 101 or equivalent college course with a grade of "C" or better.

PARA 103 Civil Procedures 1 4 UNITS

Hours: 4 Lecture/Discussion

Materials Fee: \$10.00

This course covers both California and federal concepts of civil procedure. Students complete legal documents necessary for a civil lawsuit using computerized judicial council forms and other legal software. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in PARA 103 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course.

Prerequisites: PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).

PARA 104 Civil Procedures 2 3 UNITS

Hours: 3 Lecture/Discussion

Materials Fee: \$10.00

This course expands upon the basic concepts of civil procedure and is an elective course for the paralegal major or certificate. Students draft complicated civil pleadings, discovery devices, writs and the legal documents necessary to enforce a money judgment. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in PARA 104 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course. Advisory for Recommended Preparation: PARA 101 and PARA 103 or equivalent college course with a grade of "C" or better.

PARA 105 Legal Research and Writing 4 UNITS

Hours: 4 Lecture/Discussion

Materials Fee: \$20.00

This required course for paralegal majors covers the tools for researching both federal and California law. Students utilize both print and computerized sources to write legal memoranda and points and authorities. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in PARA 105 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course.

Prerequisites: PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).

PARA 110 Legal Ethics, Mgt & Interview 3 UNITS

Hours: 3 Lecture/Discussion

This course assists students 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.

PARALEGAL

PARA 151AD Independent Study-Paralegal 1 - 4 UNITS

Hours: 3 TO 12 Lab

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 an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

PARA 232 Wills, Trust and Elder Law 2 UNITS

Hours: 2 Lecture/Discussion

Materials Fee: \$10.00

This is an elective course in the paralegal major designed to familiarize the student with the legal aspects of wills, trusts, conservatorships, and elder law. Included is the effect of death upon property ownership, community property and the drafting of forms associated with estate planning.

Advisory on Recommended Preparation: PARA 103 or equivalent college course with a grade of "C" or better.

Prerequisites: PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).

PARA 233 Probate Procedures 2 UNITS

Hours: 2 Lecture/Discussion

Materials Fee: \$20.00

This is an required course in the Paralegal major designed to familiarize the student with the procedures for probating an estate and settling non-probate estates. Advisory on Recommended Preparation: PARA 103 or equivalent college course with a grade of "C" or better.

Prerequisites: PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).

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. Advisory on Recommended Preparation: PARA 103 or equivalent college course with a grade of "C" or better.

Prerequisites: PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).

PARA 237 Family Law 3 UNITS

Hours: 3 Lecture/Discussion

Materials Fee: \$20.00

This is a required course in the paralegal major designed to familiarize the student with California law relating to dissolutions of marriage. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in PARA 237 may access the supplemental learning assistance by enrolling in COMP 400, an open entry/open exit non-credit course.

Prerequisites: PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).

PARA 251AD Independent Study-Paralegal 1 - 4 UNITS

Hours: 3 TO 12 Lab

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 an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

PARA 299 Topics - Paralegal .5 - 4 UNITS

Hours: To be announced
Special topic courses in Paralegal.

PARA 399 Topic Classes .5 - 4 UNITS

Hours: To be announced
Special topic courses in Paralegal.

PHARMACY TECHNOLOGY

PT 210 Intro to Pharmacy Systems 1 UNIT

Hours: 1 Lecture/Discussion

This course introduces the Pharmacy Technician student to pharmacy systems and practices, including job responsibilities and ethics. Advisory on Recommended Preparation: MATH 200, 205, or equivalent college course with a grade of "C" or better, or eligibility for MATH 230 as determined by COS placement procedures. Limitation on Enrollment: High School diploma or equivalent.

PT 211 Pharmacology for Pharm Techs 3 UNITS

Hours: 3 Lecture/Discussion

The Pharmacy Technician student will learn the use and side effects of drugs commonly used to treat diseases affecting the major body systems. Advisory on Recommended Preparation: MATH 200, 205, or equivalent college course with a grade of "C" or better, or eligibility for MATH 230 as determined by COS placement procedures. Limitation on Enrollment: High school diploma or equivalent.

PT 212 Pharm Tech Practice 1 1 UNIT

Hours: 3 Lab

Materials Fee: \$10.00

The Pharmacy Technician student will apply principles of legal standards and quality assurance in preparation of noncompounded products in a lab setting. Advisory on recommended Preparation: MATH 200, 205, or equivalent college course with a grade of "C" or better, or eligibility for MATH 230 as determined by COS Placement Procedures. Limitation on Enrollment: High School diploma or equivalent.

PT 220 Pharm Tech Practice 2 2 UNITS

Hours: 17.5 Lecture/Discussion
52.5 Lab

Materials Fee: \$30.00

During this short term class, taken the first half of the second semester, the Pharmacy Technology students 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 Professionalism for Pharm Tech 1 UNIT

Hours: 1 Lecture/Discussion

The Pharmacy Technician student will learn about the role of protocols, development of new drug products, and investigational drug products. The student will also 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 Pharm Tech Externship 2 UNITS

Hours: 96 Lab

During this short term class, taken the second half of the second semester, the Pharmacy Technology student will complete an externship in a professional pharmacy 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.

Course Descriptions

PHILOSOPHY

PHIL 001 Introductory Philosophy 3 UNITS

Hours: 3 Lecture/Discussion

Students study the ideas of philosophers by discussing essays and writing argument papers. Areas of study can be political theory, ethics, metaphysics and epistemology through the ideas of philosophers such as Plato, Aristotle, Hobbes, Marx and Kant. 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 005 Ethics 3 UNITS

Hours: 3 Lecture/Discussion

A study of individual and societal moral choices with respect to issues such as lying, abortion, and euthanasia. Theoretical approaches include contract theory, utilitarianism, deontology and character ethics. Advisory and Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. CAN PHIL 4.

PHIL 012 Comparative Religion 3 UNITS

Hours: 3 Lecture/Discussion

A survey of the major religions of the world including Hinduism, Buddhism, Judaism, Christianity, and Islam. The emphasis is on a comparison of common themes such as spirituality, how to live, and after death. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS placement procedures.

PHIL 013 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 014 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 017 Philosophy of Religion 3 UNITS

Hours: 3 Lecture/Discussion

Equivalent Course: PHIL 115.

This course is an introduction to philosophical issues relating to religious belief. The exploration of the many dimensions of religion includes study of the language of religion, the religious experience, and the attributes of God. 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 020 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.

PHILOSOPHY

PHIL 025 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 001 or equivalent college course with "C" or better.

PHIL 106 Ethics of Living and Dying 3 UNITS

Hours: 3 Lecture/Discussion

A study of ethical perspectives on the meaning of life, death and the dying process. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.

PHOTOGRAPHY

PHOT 001 Beginning Photography 3 UNITS

Hours: 2 Lecture/Discussion

3 Lab

Materials Fee: \$20.00

This class is a study in the basic principles and practices of photography. This course is designed to provide a foundation of basic knowledge for those planning 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 002AD Advanced Photo Laboratory 1 UNIT

Hours: 3 Lab

Materials Fee: \$20.00

This course provides an extension of the basic principles and practices of PHOT 1. It is designed for those who have more than a casual interest in the subject and wish to expand their knowledge and advance their skills in the field of photography. This course may be repeated three times. Advisory on Recommended Preparation: PHOT 1 or equivalent college course with a grade of "C" or better.

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. Also offered as JOUR 110AD. This course can be repeated three times. Advisory on Recommended Preparation: PHOT 1 or equivalent college course with a "C" or better.

PHOTOGRAPHY

PHOT 111AD Intro to Digital Photography 3 UNITS

Hours: 2 Lecture/Discussion
3 Lab

Equivalent Course: JOUR 111AD.

This course is designed for students who want to knowledge of digital/film camera practices ranging from basic to advanced levels, basic Photoshop and computer skills. The course will give students practical publication experience and an opportunity to publish their photographs in the school newspaper. This course may be repeated three times.

PHOT 171AD Portrait Photography 2 UNITS

Hours: 2 Lecture/Discussion
2 Lab

Materials Fee: \$15.00

PHOT 171AD is 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. PHOT 171AD is designed to give the students an opportunity to work with advanced lighting techniques in portrait photography. PHOT 171AD is designed to give the students an opportunity to work with advanced lighting techniques in portrait photography and to keep abreast with new and developing techniques in this area. This course may be repeated three times. Advisory on Recommended Preparation. PHOT 1 or PHOT 170AD or equivalent college course with a "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.

PHYSICAL EDUCATION

PE 001AD Aerobic Conditioning 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity

PE 1AD is a course designed for the student who seeks knowledge and participation in aerobic fitness. Exercises are done to music with an emphasis on cardiovascular conditioning, strength and flexibility. This course may be repeated three times.

PE 002AD 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 003AD 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.

PHYSICAL EDUCATION

PE 004AD Weight Training 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity

This course is designed as a general introduction to weight or resistance training. Students will utilize free weights and weight machines to build strength and muscular endurance. Exercises that use progressive resistance movements will be emphasized. This course may be repeated three times.

PE 005AB 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 006AD Stretch and Tone 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity

Equivalent Course: PE 116AD.

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. Formerly PE 116AD.

PE 009AD 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 individual's 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 010AD 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 011AD 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 012AD 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.

Course Descriptions

PHYSICAL EDUCATION

PE 014AD 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 015AD Fundamentals of Football 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity

The student athlete will learn basic fundamentals and strategies of football. Offensive, defensive and special teams will be covered along with conditioning exercises. This course may be repeated three times.

PE 016AD 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 may be repeated three times. Advisory on Recommended Preparation: Referral from Department.

PE 017 Theory of Football 2 UNITS

Hours: 2 Lecture/Discussion

This course is designed for the student with an interest in coaching football. Philosophy fundamentals, strategies and rules will be emphasized.

PE 018AB Beginning Golf 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity

Focus is on understanding the basic fundamentals of playing golf, learning rules and terms of the game. This course may be repeated one time.

PE 019AB Advanced Golf 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity

For students who wish to gain advanced golf skills. This course may be repeated one time.

PE 021AD Soccer 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity

This course is designed for any student interested in the sport of soccer; both experienced players and those not familiar with the game are encouraged to take this class. This course may be repeated three times.

PE 022AD Advanced Softball 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity

This course is designed for the student/athlete who wants to participate in an intercollegiate fastpitch softball program. Advanced skills in throwing, fielding, hitting, and pitching. This course may be repeated three times.

PE 023AD Fund of Fast Pitch Softball 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity

This class is designed for the student who wants to learn the necessary skills required to play the game of fast-pitch softball. Elementary skills of throwing, fielding, batting and pitching will be taught and practiced. This course may be repeated three times.

PHYSICAL EDUCATION

PE 024AD Conditioning for Softball 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity

This course is designed to provide student/athletes interested in competing in Intercollegiate Softball the opportunity to acquire optimal fitness and conditioning for skill development, injury prevention and general physical-developmental improvement.

PE 025AD Basic Swimming 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity

Basic swimming is a general introduction to swimming and aquatics. It is an appropriate class for the beginning swimmer who wants to learn aquatic fundamentals and receive swimming stroke instruction in front crawl, back crawl, elementary backstroke, sidestroke, breaststroke and butterfly. This course may be repeated three times.

PE 026AD Swimming for Fitness 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity

Designed for the student who wishes to participate in the sport of swimming to increase/improve cardiovascular stress and muscular endurance. This course is directed to the student who is interested in lap swimming as a means of exercise. This course may be repeated three times.

PE 027 Basic Lifeguarding 1 UNIT

Hours: 2 Lecture/Discussion
2 Activity

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.

PE 028 Water Safety Instructor 2 UNITS

Hours: 2 Lecture/Discussion
2 Activity

The purpose of the Water Safety Instructor course is to train instructor candidates to teach the American Red Cross Water Safety courses.

PE 029AD Conditioning for Baseball 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity

Equivalent Course: PE 113AD.

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. Formerly PE 113AD.

PE 030AB Beginning Tennis 1 UNIT

Hours: .5 Lecture/Discussion
1.5 Activity

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.

PE 031AB Advanced Tennis 1 UNIT

Hours: 1 Lecture/Discussion
3 Activity

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.

PHYSICAL EDUCATION

PE 032AB	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 skills level. This course may be repeated once. Formerly PE 132AD.		
PE 033AD	Conditioning for Tennis	1 UNIT
Hours:	.5 Lecture/Discussion 1.5 Activity	
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.		
PE 034AB	Beginning Volleyball	1 UNIT
Hours:	.5 Lecture/Discussion 1.5 Activity	
Development of basic fundamental skills in volleyball through drills and play. This course may be repeated one time.		
PE 035AB	Advanced Volleyball	1 UNIT
Hours:	.5 Lecture/Discussion 1.5 Activity	
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.		
PE 036	Introduction to Physical Ed	3 UNITS
Hours:	3 Lecture/Discussion	
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.		
PE 037	Intro to Theory of Coaching	2 UNITS
Hours:	2 Lecture/Discussion	
Designed for the student wishing to gain knowledge of coaching individual and team sports. Common problems and solutions will also be covered. Advisory on Recommended Preparation: ENGL 251 or an equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.		
PE 42AD	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 052AD	Adapted Weight Training	1 UNIT
Hours:	.5 Lecture/Discussion 2.5 Activity	
This is a one-unit course for the disabled, designed to assist students in body development, maintenance and/or conditioning. Individual programming for each student's needs is provided. Trained assistants are available. This course may be repeated three times. Limitation on Enrollment: Any physical limitation.		

PHYSICAL EDUCATION

PE 055AD	Seasonal Sports for Disabled	1 UNIT
Hours:	.5 Lecture/Discussion 2.5 Activity	
Each semester disabled students will have the opportunity to acquire the skills that are fundamental to swimming, tennis, track and bowling. The basic skills, rules, strategies, etiquette, safety procedures, use of equipment and terminology needed are covered each semester. Trained assistants are available. This course may be repeated three times. Limitation on Enrollment: Any physical limitation.		
PE 057AD	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 063AD	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 064AD	Perceptual Motor Skill/Gait Ex	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 066AD	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 may be repeated three times. Limitation on Enrollment: Any physical limitation.		
PE 067AD	Prin/Tech 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 may be repeated three times. Limitation on Enrollment: Any physical limitation.		
PE 068AD	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 may be repeated three times. Limitation on Enrollment: Any physical limitation.		

Course Descriptions

PHYSICAL EDUCATION

PE 070AD Intro to Sports/Disabled Stu 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 071AD 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 on Enrollment: Course is designed for individuals with physical limitations.

PE 072AD 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 are available. Course may be repeated three times. Limitation on Enrollment: Any physical limitation.

PE 073AD 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 074AD 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 075AD 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.

PHYSICAL EDUCATION

PE 076AD 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 (3) times. Limitation Request on Enrollment: Course is designed for individuals with physical and/or mental limitations.

PE 78AD Modified Fitness 1 UNIT

Hours: .5 Lecture/Discussion
2.5 Activity

This course is designed for all students with disabilities to learn and develop basic physical fitness skills. Students will learn basic fitness, resistance, conditioning, and stretching techniques. Trained assistants will be available to assist students. This course may be repeated three (3) times. Limitation on Enrollment: Any physical limitation.

PE 79AD Modified Self Defense 1 UNIT

Hours: .5 Lecture/Discussion
2.5 Activity

This course is designed for all students with disabilities to learn and develop a combination of fighting techniques from several of the martial arts. Students will learn basic self defense tactics and uses. Trained assistants will be available to assist students. This course may be repeated three times. Limitation on Enrollment: Any physical limitation.

PE 080AD Modified Conditioning 1 UNIT

Hours: .5 Lecture/Discussion
2.5 Activity

This course is designed to help disabled students achieve fitness proficiency skills and stretching techniques. Students will gain knowledge in this area and participate in various forms of cardiovascular and resistance training. Limitation on Enrollment: Any physical limitation. This course may be taken three times.

PE 081AD Adapted Strength Training 1 UNIT

Hours: .5 Lecture/Discussion
2.5 Activity

This one (1) unit course is designed to improve flexibility, strength, and cardio vascular systems for students with disabilities. Students will learn basic fitness, resistance, conditioning, and stretching techniques. This course may be repeated three times. Limitation on Enrollment: Any physical disability.

PE 083AD Adapted Physical Fitness/Sport 1 UNIT

Hours: .5 Lecture/Discussion
2.5 Activity

This course is designed for all students with disabilities to learn and participate in various indoor/outdoor fitness and sports programs. The class will include supervised open practice, drills, sportsmanship, individual skills, team practice, and participation in various sports. This course may be repeated three times. Limitation on Enrollment: Any physical disability.

PE 089AD Adapted Sports and Activities 1 UNIT

Hours: .5 Lecture/Discussion
2.5 Activity

This one (1) unit course is designed for all students with disabilities to learn and develop basic athletic skills. Students will learn basic physical skills, knowledge, and attitudes necessary for participation. This course may be repeated three times. Limitation on Enrollment: Any physical disability.

PHYSICAL EDUCATION

PE 093AD Physical Ed for the Equestrian 1 UNIT
 Hours: .5 Lecture/Discussion
 1.5 Activity
 Equivalent Course: ASCI 093AD
 A one unit activity course designed to improve the individuals' overall fitness through an understanding and application of the basic principles and techniques of equestrian. This course is repeatable three times. Formerly PE 121AD.

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.

PE 151AD Independent Study-PE 1 - 4 UNITS
 Hours: 54 TO 216 Lab
 Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, student must file an Independent Study form through the Admissions Office to obtain approval to enroll. This course can be repeated three times.

PE 188 Peak Performance 3 UNITS
 Hours: 3 Lecture/Discussion
 A course to examine peak performance as it relates to a variety of situations including how to improve performance, effects of coaching styles on athletes' self-efficacy and the psychological ingredients of champions.

PE 243AD Conditioning for Pep Squad 1 UNIT
 Hours: 3 Activity
 This course is designed to introduce and implement aerobic training and conditioning to help in the development of the upper body, trunk and lower body. Exercises will be performed by the student to increase flexibility, strength and cardiovascular fitness levels which pertain to the sport of cheerleading, i.e., jumps, leaps, kicks and stunts. This course can be repeated three times.

PHYSICAL EDUCATION

PE 251AD Independent Study-PE 1 - 4 UNITS
 Hours: 54 TO 216 Lab
 Independent Study. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected subject area. In addition, students must file an Independent Study form through the Admissions Office to obtain approval to enroll. 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.

PHYSICAL SCIENCE

PSCI 020 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 or MATH 205 or equivalent college course with a "C" or better, or eligibility for MATH 230 or 235 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 005 Physics for Engineers 1 4 UNITS
 Hours: 4 Lecture/Discussion
 2 Lab
 This is the first semester of a three semester introductory calculus-based physics course. It is a fundamental treatment of the general principles of physics for the engineering and physics majors. Topics included are statics, kinematics, dynamics of particles and rigid bodies, simple harmonic motion and mechanical properties of solids. (Seq B includes PHYS 5,6,7). CAN PHYS 8.
Prerequisites: MATH 075 and MATH 076 or equivalent college courses with "C" or better (MATH 076 may be taken concurrently).

Course Descriptions

PHYSICS

PHYS 006 Physics for Engineers 2 4 UNITS

Hours: 4 Lecture/Discussion
2 Lab

This is the second semester of a three-semester introductory calculus-based physics course. It is a fundamental treatment of the general principles of physics for the engineering and physics major. Topics included are mechanical properties of matter, fluid mechanics, wave motion, thermodynamics, and electrostatics. (Seq B includes PHYS 5,6,7).

Prerequisites: PHYS 005 or equivalent college course with "C" or better.

PHYS 007 Physics for Engineers 3 4 UNITS

Hours: 4 Lecture/Discussion
2 Lab

This is the third semester of a three semester introductory calculus-based physics course. It is a fundamental treatment of the general principles of physics for the engineering and physics major. Topics included are electricity, magnetism, and optics, and selected topics in modern physics. (Seq B includes PHYS 5,6,7).

Prerequisites: PHYS 006 or equivalent college course with "C" or better.

PHYS 020 General Physics 1 4 UNITS

Hours: 4 Lecture/Discussion
2 Lab

This is the first semester of a two semester introductory non-calculus based physics course. This course includes laboratory experiments in addition to lectures. It is required for premedical, pre dental, pre pharmacy, and occasionally science and math students. Topics included are kinematics, statics 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 or eligibility for MATH 070 as determined by COS placement procedures.

PHYS 021 General Physics 2 4 UNITS

Hours: 4 Lecture/Discussion
2 Lab

This is the second semester of a two-semester introductory non-calculus based physics course. This course includes laboratory experiments in addition to lectures. It is required for premedical, pre dental, pre pharmacy, and occasionally science and math students. Topics included are: electricity and magnetism, optics, modern and nuclear physics. CAN PHYS 4.

Prerequisites: PHYS 020 or equivalent college course with "C" or better.

PHYS 101 Introduction to Physics 3 UNITS

Hours: 3 Lecture/Discussion

A one-semester selective introduction to physics which emphasizes the nature and quantitative application of fundamental concepts and principles. Designed for students without a physics background who are preparing to take PHYS 5 or PHYS 20.

Prerequisites: MATH 154 or equivalent college course with "C" or better or eligibility for Math 70 as determined by COS placement procedures.

PHYS 151AD Independent Study-Physics 1 - 4 UNITS

Hours: 3 TO 12 Lab

Independent Study. 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 an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course can be repeated three times.

PHYSICS

PHYS 251AD Independent Study-Physics 1 - 4 UNITS

Hours: 3 TO 12 Lab

Independent Study. 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 an Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course can be repeated three times.

PLANT SCIENCE

PLSI 001 Intro to Plant Science 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

Provides students with a working knowledge of plant structures and processes. Content includes structures, physiology, and heredity, environmental relationship to growth, adaptation and management of crops. CAN AG 8.

PLSI 012 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, silage, permanent pastures and natural ranges. Cultural practices to be studied will include land preparation, irrigation needs, fertilization, seedling rates, and methods of utilization for gazing silage or dry hay and harvesting.

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.

PLANT SCIENCE

PSYCHOLOGY

PLSI 110 Integrated Pest Management 3 UNITS
 Hours: 3 Lecture/Discussion
 1 Lab
 A study of various pest management practices used in agricultural crops produced in the San Joaquin Valley. Emphasis on various systems of control such as biological, cultural, reproductive, chemical, growth regulators, and legal methods. Approved for Distance Learning format.

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
 The students will learn about the grape and entomology industry in Tulare, Kings, and Fresno counties, the economic impact, career opportunities, and job entry skills. The opportunities are numerous for students who complete the course. Advisory on Recommended Preparation: PLSI 1 or equivalent college course with "C" or better.

PORTUGUESE

PORT 001 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. Formerly PORT 101.

PORT 002 Elementary Portuguese 4 UNITS
 Hours: 4 Lecture/Discussion
 PORT 2 is the second course in this series. It reviews the vocabulary and concepts of PORT 1 as a starting point. The students will engage with each other and the instructor in a variety of communication-based activities, such as songs, games, role playing, and guided response, as well as writing and grammar exercises. Cultural and societal aspects of the Portuguese world are stressed throughout the class. Formerly PORT 102.
Prerequisites: PORT 001 or equivalent college course with "C" or better.

PSYCHOLOGY

PSY 001 General Psychology 3 UNITS
 Hours: 3 Lecture/Discussion
 This course is 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. The basic concepts and scientific method as employed in psychology are presented. Particular emphasis is placed on those concepts that relate to an understanding of 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. (CAN PSY 2).
 Approved for Distance Learning format.

PSY 005 Social Psychology 3 UNITS
 Hours: 3 Lecture/Discussion
 A theoretical exploration of group dynamics influenced by the field of anthropology, sociology and psychology. Focus will be upon how individuals act, perceive, conform, feel and behave within group environments. Approved for Distance Learning format.
Prerequisites: PSY 001 or equivalent college course with "C" or better.

PSY 010 Human Sexuality 3 UNITS
 Hours: 3 Lecture/Discussion
 A comprehensive introduction to the biological, psychological and social-cultural aspect of human sexuality, including thoughts, feelings and behaviors. Provides a solid basis of sexual anatomy and physiology with an emphasis on how psychological emotional and social-cultural factors may affect sexual expression and function. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.
Prerequisites: PSY 001 or equivalent college course with "C" or better.

PSY 034 Abnormal Psychology 3 UNITS
 Hours: 3 Lecture/Discussion
 This course is designed to present a broad general survey of the field of abnormal psychology. It utilizes the many theoretical views of psychopathology in human behavior in order to explore the nature and development of these deviations, with primary consideration given to neurotic and psychotic behavior. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by the COS Placement Procedures.
Prerequisites: PSY 001 or equivalent college course with "C" or better.

PSY 039 Child Development DS1 3 UNITS
 Hours: 3 Lecture/Discussion
 Equivalent Course: CHLD 039.
 This course is a study of the principles of typical and atypical development from conception to adolescence. The course content focuses on physical, cognitive, social, and emotional domains of development. 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 14.

PSY 130 Intro to Behavior Modification 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.
Prerequisites: PSY 001 or equivalent college course with "C" or better.

PSY 133 Personal and Social Growth 3 UNITS
 Hours: 3 Lecture/Discussion
 This is a course for students to apply concepts of psychology to enhance self-understanding and improve interpersonal relations. Students will learn the relation of psychological concepts to physical and mental health. Finally, the students will consider the attainment of educational, vocational and relationship goals. Advisory on Recommended Preparation: ENGL 265 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Approved for Distance Learning format.

Course Descriptions

PSYCHOLOGY

PSY 151AD Independent Study-Psych 1 - 4 UNITS
Hours: 54 TO 216 Lab
Independent Study. Limitation on Enrollment: Completion of all beginning level college courses offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course can be repeated three times.

PSY 251AD Independent Study-Psych 1 - 4 UNITS
Hours: 3 TO 12 Lab
Independent Study. 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 an Independent Study form through the Admissions and Records Office. This course can be repeated three times.

REAL ESTATE

REAL 140 Real Estate Principles 3 UNITS
Hours: 3 Lecture/Discussion
A general survey course emphasizing basic real estate principles while tracing 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 or Salesperson Examination.

REAL 141 Real Estate Finance 3 UNITS
Hours: 3 Lecture/Discussion
This course focuses on real estate loans and types of lending institutions. It is part of the course work necessary for the California Real Estate Broker's Examination.

REAL 142 Real Estate Law 3 UNITS
Hours: 3 Lecture/Discussion
This course covers the practical applications of real estate law 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 a grade of "C" or better.

REAL 143 Real Estate Economics 3 UNITS
Hours: 3 Lecture/Discussion
This course takes a broad look at the economic atmosphere impacting all real estate activities. The major focus of the course is to help real estate students become aware of future trends and what impact these trends will have on local real estate values.

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 a grade of "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.

REAL ESTATE

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 qualifications and covers material specific to the State of California.

SOCIAL SCIENCE

SSCI 010 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 120 Introduction to Mentoring 3 UNITS
Hours: 3 Lecture/Discussion
Methods and techniques for mentoring including creating a mentoring culture, skills of mentors, and steps of the mentoring process. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.

SSCI 136 Introduction to Aging 3 UNITS
Hours: 3 Lecture/Discussion
Equivalent Course: CFS 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. Approved for Distance Learning format.

SSCI 199 Topics-Social Sciences .5 - 4 UNITS
Hours: To be announced
Special topics in Social Sciences.

SSCI 276 America 3 UNITS
Hours: 3 Lecture/Discussion
This course surveys the historical development of our national heritage from the era of discovery to the present day. SSCI 276 includes the influence of economics, politics, and sociology on the course of American history. The fine blend of these, along with a multi-ethnic dynamic, will round out the student's learning about America.

SOCIOLOGY

SOC 001 Introduction to Sociology 3 UNITS
Hours: 3 Lecture/Discussion
Sociology 1 is an introductory course covering basic principles and concepts, including culture, personality, social inequality, institutions, population and ecology, and social change. 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. Approved for Distance Learning format. CAN SOC 2.

SOCIOLOGY

SOC 002 Social Problems 3 UNITS
 Hours: 3 Lecture/Discussion
 An identification and analysis of contemporary social problems including (1) the role of power and ideology in the definition of social problems, (2) their causes and consequences, (3) evaluations of proposed solutions, and (4) methods of intervention. Topics will vary. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Approved for Distance Learning format. CAN SOC 4.

SOC 23 Urban Sociology 3 UNITS
 Hours: 3 Lecture/Discussion
 An examination of the development of cities. This course examines the different urban experiences of various racial and ethnic groups. The course addresses challenges that face people in multicultural communities, neighborhoods and suburbs, and examines programs and strategies that are designed to meet these challenges in urban and suburban communities. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.

SOC 026 Marriage and Family Life 3 UNITS
 Hours: 3 Lecture/Discussion
 Equivalent Course: CFS 026.
 This course covers the following topics in marriage and family: dating and mate-selection, communication conflict resolution, dual career families, human sexuality, family planning, parenthood, divorce and remarriage, changing gender roles and family economics. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Approved for Distance Learning format. CAN FSC 12.

SOC 043 Sociology of Deviance 3 UNITS
 Hours: 3 Lecture/Discussion
 Examination of rule breaking behavior and our responses to it. Course considers deviance as a social phenomena, cause, consequences and methods of social control. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.

SOC 151AD Independent Study-Sociology 1 - 4 UNITS
 Hours: 3 TO 12 Lab
 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 an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

SOC 251AD Independent Study-Sociology 1 - 4 UNITS
 Hours: 3 TO 12 Lab
 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 an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

SPANISH

SPAN 001 Beginning Spanish 4 UNITS
 Hours: 4 Lecture/Discussion
 SPAN 1 is an introductory course in understanding, speaking, reading, and writing Spanish. This course meets the foreign language requirement for transfer to many four-year universities. It is also useful for students interested in bilingual education or any area that involves Spanish. CAN SPAN 2.

SPAN 002 Elementary Spanish 4 UNITS
 Hours: 4 Lecture/Discussion
 SPAN 2 is the second course in a four-course series. This course can meet the foreign language requirement for transfer to many four-year universities. It reviews the vocabulary and concepts of SPAN 1 as a starting point. The students will engage with each other and the instructor in a variety of communication-based activities. Cultural and societal aspects of the Hispanic world are stressed throughout the class. Prerequisite may be waived with one year of high school Spanish with a grade of "C" or better, or equivalent skills as determined by departmental assessment. CAN SPAN 4.
Prerequisites: SPAN 001 or equivalent college course with "C" or better.

SPAN 003 Intermediate Spanish 4 UNITS
 Hours: 4 Lecture/Discussion
 SPAN 3 is the third course in a four-course series. This course can meet the foreign language requirement for transfer to many four-year universities. It teaches students to communicate at a sophisticated level, both orally and in writing. It builds on concepts learned in SPAN 1 and 2. It also improves students' reading abilities and elicits dialogue on cultural topics. Prerequisite may be waived with two years of high school Spanish with a "C" or better, or equivalent skills as determined by department assessment. CAN SPAN 8.
Prerequisites: SPAN 002 or SPAN 022 or equivalent college course with "C" or better.

SPAN 004 Advanced Spanish 4 UNITS
 Hours: 4 Lecture/Discussion
 SPAN 4 is the most advanced course in this four-course series. This course can meet the foreign language requirement for transfer to many four-year universities. It reviews the vocabulary and concepts learned in SPAN 1, 2, and 3. The students will engage with each other and the instructor in a variety of communication-based activities such as interviews, oral reports, writing newspaper articles, role playing, singing songs or reciting poetry, playing games, making videos, as well as writing and grammar exercises. Cultural and societal aspects of the Hispanic world are stressed throughout the class. Students will exit the class speaking, reading, writing and understanding Spanish fluently. 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 003 or SPAN 023 or equivalent college course with "C" or better.

SPAN 012 Hispanic Literature 3 UNITS
 Hours: 3 Lecture/Discussion
 A study, in Spanish, of Hispanic literature from the beginning of the 20th century to the present. Poetry, short stories, plays, essays, and novels cover study, in Spanish, of Hispanic literature from the beginning of the 20th century to the present. Poetry, short stories, plays, essays, and novels cover a wide spectrum of interpretation of Hispanic life and culture in the 20th Century. Prerequisite may be waived with equivalent skills determined by department assessment.
Prerequisites: SPAN 004 or equivalent college course with "C" or better.

Course Descriptions

SPANISH

SPAN 022 SPAN 2 for Spanish Speakers 4 UNITS

Hours: 4 Lecture/Discussion

This course is equivalent to SPAN 2, although more emphasis is placed on reading and writing for the native speaker. It is designed to improve the written and oral communication skills of Spanish-speaking students. Prerequisite may be waived with one year of high school Spanish with a "C" or better, or equivalent skills as determined by department assessment.

Prerequisites: SPAN 001 or equivalent college course with "C" or better.

SPAN 023 Span 3 for Spanish Speakers 4 UNITS

Hours: 4 Lecture/Discussion

This course is a continuation of SPAN 22. The course is for the native speakers who wish to improve their written and oral communication skills. It is equivalent to SPAN 3. Prerequisite may be waived with two years of high school Spanish with a "C" or better, or equivalent skills as determined by department assessment.

Prerequisites: SPAN 022 or SPAN 002 or equivalent college course with "C" or better.

SPAN 151AD Independent Study-Spanish 1 - 4 UNITS

Hours: 3 TO 12 Lab

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 an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

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 251AD Independent Study-Spanish 1 - 4 UNITS

Hours: 3 TO 12 Lab

Independent Study requires a minimum of 54 hours of academic work per unit. Limitation on Enrollment: Completion of all beginning level classes offered at COS or equivalent college courses in the selected subject area. In addition, students must file an Independent Study form through the Admissions and Records Office. This course may be repeated three times.

SPAN 280 Interpreter Written Exam Prep 1 UNIT

Hours: 1 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.

SPANISH

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.

SPORTS MEDICINE

SMED 040 Intro to Sports Injuries 3 UNITS

Hours: 3 Lecture/Discussion

1 Lab

This course partially fulfills the regulations and requirements of the National Athletic Trainers Association Certificate. The course is open and recommended for all students who have an interest in learning about sport(s) injuries and their prevention and management.

SMED 060 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.

SMED 150AD Practicum in Sports Medicine 2 UNITS

Hours: 1 Lecture/Discussion

4 Lab

This course partially fulfills the regulations and requirements of the National Athletic Trainers Association Certification. The course is open and recommended for all students who have an interest in learning about sport(s) injuries with emphasis on muscle testing, special tests as they relate to a given body area, as well as general body fitness testing. This course may be repeated three times. Advisory on Recommended Preparation: SMED 40 or equivalent college course with "C" or better.

SMED 180AD Application of Rehabilitation 2 UNITS

Hours: 8 Lab

This course partially fulfills the regulations and requirements of the National Athletic Trainers Association Certification. The course is open and recommended for all students who have an interest in learning about the rehabilitation of sports injuries. Emphasis will be on the components of rehabilitation which include range of motion of a joint(s), flexibility, muscular strength, muscular endurance and proprioceptive neuromuscular techniques. This course may be repeated three times. Advisory on Recommended Preparation: SMED 40 or equivalent college course with "C" or better.

Prerequisites: SMED 040 or HW 003 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

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. Advisory on Recommended Preparation: SMED 40 or equivalent college course with "C" or better.

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 115 Infectious Disease/SmI 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 and implementation of effective therapies will be stressed.
- VT 116 Veterinary Office Practices 2 UNITS**
Hours: 3 Lecture/Discussion
This course is designed to teach the skills that are necessary to operate the Veterinary business office: client communications, routine vaccinations, preventative medicine procedures.
- 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.
- VT 118 Comparative Anatomy/Physio 4 UNITS**
Hours: 3 Lecture/Discussion
3 Lab
This course is designed to emphasize animal structures and functions that apply to procedures commonly employed in the practice of veterinary medicine. Students will perform dissections on a variety of animal preparations.
Prerequisites: BIOL 022 and BIOL 040 and CHEM 030 and VT 109 and VT 115 and VT 116 and VT 117 or equivalent college courses with "C" or better.
Corequisites: VT 119, VT 120.
- VT 119 Clinical Procedures 1 4 UNITS**
Hours: 3 Lecture/Discussion
3 Lab
A course designed to help the student develop the knowledge and skills required of animal health technicians in small animal veterinary practice. Lecture and laboratory sessions provide opportunities to develop skills in dispensing and administering pharmaceutical and biological products; dentistry procedures, and anesthetic monitoring. Limitation on Enrollment: Acceptance into the Veterinary Technology Program.
Prerequisites: BIOL 022 and BIOL 040 and CHEM 030 and VT 109 and VT 115 and VT 116 and VT 117 or equivalent college courses with "C" or better.
Corequisites: VT 118, VT 120.

VETERINARY TECHNICIAN

- VT 120 Parasitology 3 UNITS**
Hours: 3 Lecture/Discussion
1 Lab
This course will cover the types, life cycles, diagnosis and control of parasites that infect and infest domestic animals. Both internal and external parasites will be covered. Limitation on Enrollment: Acceptance into the Veterinary Technology Program.
Prerequisites: BIOL 022 and BIOL 040 and CHEM 030 and VT 109 and VT 115 and VT 116 and VT 117 or equivalent college courses with "C" or better.
Corequisites: VT 118, VT 119.
- VT 121 Clinical Pathology & Diseases 4 UNITS**
Hours: 3 Lecture/Discussion
3 Lab
This course will cover the role of the Veterinary Technician as an aid to the Veterinarian in the diagnosis and treatment of infectious and non-infectious disease of companion animals.
Prerequisites: VT 120 or equivalent college course with "C" or better.
Corequisites: VT 122, VT 123.
- VT 122 Clinical Diagnostic Imaging 3 UNITS**
Hours: 3 Lecture/Discussion
2 Lab
A course designed to cover basic concepts of x-ray generation, positioning and processing techniques. Radiation safety will be emphasized throughout the course. All laboratory exercises will utilize live animal patients to demonstrate specific anatomic regions for diagnostic evaluation.
Prerequisites: VT 120 or equivalent college course with "C" or better.
Corequisites: VT 121, VT 123.
- VT 123 Exotic Animal Care 1.5 UNITS**
Hours: 1.5 Lecture/Discussion
2.5 Lab
A foundation course designed to introduce the student to basic concepts of exotic animal health care. Topics include breed identification, nutrition, principles of sanitation and disinfection, social and reproductive patterns, and common disease problems of selected species.
Prerequisites: VT 120 or equivalent college course with "C" or better.
Corequisites: VT 121, VT 122.
- VT 125 Clinical Procedures 2 4 UNITS**
Hours: 3 Lecture/Discussion
3 Lab
A course designed to build upon the knowledge and skills developed in Clinical Procedures 1. Lecture and Laboratory sessions provide opportunities to develop more advanced skills in animal nursing. Small animal topics include electrocardiography, application of coalition casts and veterinary emergency medicine.
Prerequisites: VT 123 or equivalent college course with "C" or better.
Corequisites: VT 126, VT 127.
- VT 126 Large Animal Care 3 UNITS**
Hours: 1.5 Lecture/Discussion
2.5 Lab
An advanced course with emphasis on the proper care and management of the horse, cow, sheep, goat, and pig. Topics include breed identification, nutrition, husbandry, breeding, equipment identification, and treatment techniques.
Prerequisites: VT 123 or equivalent college course with "C" or better.
Corequisites: VT 125, VT 127.

Course Descriptions

VETERINARY TECHNICIAN

VT 127 Anesthesiology & Pharmacology 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

This course will provide instruction and practice in patient preparation, surgical assistance, post-operative care, administration and monitoring of various anesthetic agents and the application of various pharmacological agents used in veterinary medicine.

Prerequisites: VT 123 or equivalent college course with "C" or better.

Corequisites: VT 125, VT 126.

WELDING

WELD 105AC Basic Metalcraft Weld/Forging 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 106AD Forging and Wrought Iron 2 UNITS

Hours: 2 Lecture/Discussion
1 Lab

Materials Fee: \$15.00

WELD 106AD 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. This course may be repeated three times.

WELD 161 Oxyacetylene Welding 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

Instruction in oxyacetylene 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.

WELD 171 Advanced Welding 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

The course is a continuation of the basic concepts of science as applied to welding and non-destructive testing. Theory of electricity, magnetism, atomic structure, and thermodynamics as used by technicians are topics covered in this course.

WELDING

WELD 172 Gas Tungsten Arc 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.

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 174AB Welding Codes/Certification 4 UNITS

Hours: 3 Lecture/Discussion
3 Lab

This advanced welding course is for students to perform certification weldments. American Welding Society certifications will be awarded to students who successfully complete the course. Industry standards and inspection criteria will be covered. Advisory on Recommended Preparation: WELD 161 or WELD 162 or equivalent college course with a "C" grade of better or equivalent skills and knowledge determined by departmental assessment.

WELD 175AB Metal Working for Engineers 1.5 UNITS

Hours: 24 Lecture/Discussion
8 Lab

This course is designed to offer the engineering student the opportunity to learn the basic skills of the welder. Oxyfuel, shielded Metal Arc and Gas Metal Arc Welding basics will be covered. This course may be repeated one time.

WELD 176AD Metal Fabrication 3 UNITS

Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$20.00

This course is designed for the student to apply and improve the skills of the welder fabricator. This is a project-based course that will introduce students to design, layout, pricing and construction of metal projects.

WELD 181 Blue Print Reading/Metallurgy 3 UNITS

Hours: 3 Lecture/Discussion

This course combines blueprint reading relating to welded assemblies, ferrous metal identification and preparation for the student entering the fabrication, construction or welding engineering fields.

WELD 190AD Supervised Practice 1 - 3 UNITS

Hours: 3 TO 9 Lab

Selected welding technology or industrial education majors to assist a certificated instructor with less advanced students. Limitation on Enrollment: Permission of Department. This course may be repeated three times.

WELD 264 Welding Upgrade 1 - 3 UNITS

Hours: 8 TO 24 Lecture/Discussion
16 TO 48 Lab

A year-round open entry, open exit course in specific metal joining processes. Various fusion processes will be demonstrated and can be practiced for proficient skill level by students.

WELDING

WELD 274 Aluminum Welding 4 UNITS
Hours: 3 Lecture/Discussion
3 Lab

The 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 299 Topics in Welding .5 - 8 UNITS
Hours: To be announced
Topics in welding.

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 his/her 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 may earn up to three units each semester for two semesters, or a maximum of six units. The student must have the approval of the Coordinator of Education or his/her 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.

WORK EXPERIENCE

WEXP 194 Work Experience -2nd Sem 1 - 4 UNITS
Hours: 4 TO 20 Lab

This course is designed to give the student expanded occupational learning opportunities and career awareness beyond that experience in Work Experience 193. This course offers 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. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation).

WEXP 195 Work Experience - 3rd Sem 1 - 4 UNITS
Hours: 4 TO 20 Lab

This course is designed to give the student expanded occupational learning opportunities and career awareness beyond that experienced in Work Experience 193 and 194. This course offers 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. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units as specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation).

WEXP 196 Work Experience - 4th Sem 1 - 4 UNITS
Hours: 4 TO 20 Lab

This course is designed to give the student expanded occupational learning opportunities and career awareness beyond that experienced in Work Experience 193, 194, and 195. This course offers the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational and occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation).





Dr. Linda Fontanilla
Dean, Financial Aid

Financial Aid

If you need help with the costs of attending College of the Sequoias, the Financial Aid Office may be able to help you.

No student should be denied access to the educational experience at College of the Sequoias because of lack of funds. Our task is to make limited but adequate funds available to needy students in an equitable manner. The distribution of these funds is closely regulated by laws designed to direct educational support funds to those who need them most. In order to determine your needs, assess your resources and establish your eligibility for various programs, we must ask you a lot of questions. Please be patient with the application process. We must be precise in identifying the most needy students, but also be certain everyone is given equal opportunity.

To determine your eligibility, we use the nationally standardized Needs Analysis Procedure designed by the U.S. Dept. of Education.

The form submitted is the Free Application for Federal Student Aid (FAFSA) and the information you provide enables us to establish a fair contribution from you and/or your family toward your educational expenses. "Need" is the difference between the total cost of your attendance at College of the Sequoias and the available resources from you and/or your family. Once your need figure has been established, we can offer you an award package designed to meet your needs from the programs for which you are eligible.

The College of the Sequoias Financial Aid Office is located in Room 105 of the main campus. Financial Aid services are also provided at the COS/Hanford Center on a scheduled basis.

Please visit the COS website for more information at <http://www.cos.edu>.

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A.A., York College;
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M.A., Fresno Pacific University

BURCH, JARED
MATHEMATICS
B.S., Southern Utah University;
M.S., Utah State University

CALLAN, LAWRENCE
CHEMISTRY
B.S., Northern Illinois University;
M.S., University of Colorado, Boulder

CAMPBELL, DEBORAH
CONSUMER/FAMILY STUDIES
B.A., UC, Davis; M.S., CSU, Fresno

CARDOZA, STEPHANIE
NURSING
M.S., Nursing, UC Phoenix; Az. (Fresno);
B.S., UC Phoenix, Az (Fresno)

CARMICHAEL, MARY
ENGLISH/FRENCH
B.A., UC, Santa Barbara;
M.A., CSU, Fresno

Faculty

CHANCE, STEPHEN
AUTOMOTIVE

A.A., College of the Sequoias

CHICONNI, MICHAEL
AUTOMOTIVE

A.S., Fresno City College

CHILDERS, CAROLYN
NURSING

A.A., College of the Sequoias;
B.S.N., CSU, Fresno;
M.S.N., University of Phoenix

CHRISTIANSEN, INKA
ENGLISH

B.A., UC, Santa Barbara;
M.A., University of New Mexico

CHURCH-GONZALES, HUNTER
COUNSELING

B.A., M.A., CSU, Sacramento

CONWAY, KATHLEEN
LEARNING DISABILITIES
SPECIALIST

B.A., M.A., Humboldt State University

CRUMAL, GLENA
CONSUMER/FAMILY STUDIES

B.A., UC, Berkeley; M.A., CSU, Fresno

CRUMPLER, ALICIA
ADMINISTRATION OF JUSTICE

B.S., UC, San Francisco; M.S., CSU,
Fresno

CULVER, LOUISE
ENGLISH

B.A., M.A., UC, Riverside

DE CARO, LUCILLE
BUSINESS

B.S., M.B.S., CSU, Bakersfield

DEL RIO, LINDA
PSYCHOLOGY

M.A. National University, Fresno; B.A. UC,
San Jose

DE SILVA, DAVID
AGRICULTURE

B.S., M.S., California Polytechnic Univer-
sity, San Luis Obispo;
Ed.D., CSU, Fresno/UC, Davis

DRONEY, LA DONNA
NURSING

B.S., Murray State University;
M.S., Medical College of Georgia;
M.A., UC, San Francisco

EDDY, KEITH
MATHEMATICS

M.S., California Polytechnic University,
San Luis Obispo; B.A., Humboldt State
University, Arcata

EHRlich, VALERIE
ENGLISH

B.A., M.Ed., Whitworth College

ENNS, CAROL
PHILOSOPHY

B.A., UC, Santa Cruz;
M.A., CSU, Dominguez Hills;
M.A., CSU, San Francisco

FALLER, PAMELA
PARALEGAL

A.S., Porterville College;
B.A., Chapman College;
J.D., Western State University College of
Law

FERNANDEZ, FERNANDO
ORNAMENTAL HORTICULTURE

A.S., Kings River Community College;
B.S., M.S., CSU, Fresno

FLORES, RICHARD
ART

A.A., Pierce College; B.A.,
M.A., CSU, Northridge

FRANCISKOVICH, SUSAN
LINGUISTICS (ESL)

B.A., M.A., CSU, Fresno

GILMAN, JOELLEN
NURSING

A.S., College of the Sequoias;
B.S.N., CSU, Bakersfield;
M.S.N., CSU, Dominguez Hills

GOEBEL, DENNIS
SPORTS MEDICINE

A.A., Santa Barbara City College;
B.A., CSU, Fresno;
M.A., Azusa Pacific College

GONZALEZ, ROLANDO
ARCHITECTURE

A.A., College of the Sequoias;
B.E.D., Texas A&M;
M.ARCH., Arizona State University
Architect, AIA

GOODBAR, BRAD
BIOLOGY

B.A., CSU, Fresno; M.A., CSU, Fresno

GORLEY, PAUL
COUNSELING

A.A., College of the Sequoias;
B.A., CSU, Sacramento;
M.A., California Polytechnic University,
San Luis Obispo

GREENING, JOHN
BIOLOGICAL SCIENCES

B.A., Pomona College;
M.A., CSU, San Jose State

GREER, LISA
WORK EXPERIENCE

A.A., College of the Sequoias;
M.S.W., B.A., CSU, Fresno

GRIFFITH, REBECCA
CHILD DEVELOPMENT

B.A., CSU, Sonoma; M.S.W., University
of Nevada, Las Vegas

GUADIANA, TERESA
COUNSELING

B.A., M.Ed., University of Arizona

HANSEN, DEBRA
PSYCHOLOGY

B.A., M.A., CSU, Fresno

HANSEN, ROBERT
BIOLOGICAL SCIENCES

B.A., M.A., CSU, Fresno

HARPER, VINETA
MATHEMATICS

M.S., CSU, Fresno

HARRIS, RICHARD
AGRICULTURE

B.S., M.S., CSU, Fresno

HAYCOCK, GINA
LIBRARIAN

B.A., UC, Davis;
M.L.S., CSU, San Jose

HESTER-REYES, MICHELE
SPANISH

B.A., CSU, Fresno;
M.A., New York University

HETHERINGTON, ERIC
GEOLOGY

B.A., Franklin and Marshall College;
Ph.D., University of Minnesota,
Minneapolis

HINOJOSA, ANDY
BUSINESS

B.S., CSU, Fresno; M.B.A., CSU,
Fresno

HOBSON, REBECCA
NUTRITION

B.A., M.A., University of Wisconsin

HODGES, SANDEE
CONSUMER/FAMILY STUDIES

A.A., College of the Sequoias;
B.A., Century University;
B.A., M.A., Pacific Oaks College

HOSKINSON, LIANA
MATHEMATICS

A.A./A.S., College of the Sequoias;
B.A., CSU, Fresno; M.A., CSU, Fresno

Faculty

HOUK, STEPHEN
**PHYSICAL SCIENCE/
ENGINEERING/MATHEMATICS**

B.S., University of Colorado;
M.A., Stanford University;
M.S., UC, Davis

HOWELL, DAVID
GEOGRAPHY

A.A., Long Beach City College;
B.A., CSU, Dominguez Hills;
M.A., CSU, San Diego

HOWLAND, STEVEN
ENGLISH

B.A., CSU, Fresno;
M.A., Ohio University

HURST, DAVID

B.A., CSU, Fresno; M.F.A., CSU, Fresno

HURTADO, ALEC
**ENVIRONMENTAL CONTROL
TECHNOLOGY**

A.A., College of the Sequoias

INOUE, YOSHINOBU
MATHEMATICS

B.A., M.A., CSU, Fresno

JENSEN, SUSAN
ENGLISH

A.A., Fresno City College; B.A., CSU,
Fresno; M.A. CSU, Fresno

JOHNSON, CYNTHIA
SPEECH

B.A., M.A., CSU, Fresno

JORDAN, JONI
ENGLISH

B.A., CSU, Fresno;
M.A., UC, Irvine

KAMBERG, JACQUELYN
ENGLISH

B.A., CSU, Bakersfield;
M.A., CSU, Stanislaus

KEEN, CHRISTINE
MATHEMATICS

B.S., M.S. University of Pittsburgh

KERSTEN, BELEN
NURSING

A.A., College of the Sequoias; B.S., CSU,
Dominguez Hills; M.S., CSU, Dominguez
Hills

KNOX, CHRISTINA
PSYCHOLOGY

B.A., University of the Pacific;
M.S., CSU, Hayward

LAKE, CONNIE
ENGLISH

B.A., M.A., East Tennessee
State University

LAWTON, JACQUELINE
ENGLISH

A.A., College of the Sequoias;
B.A., M.A., UC, Santa Barbara

LILE, JANET
NURSING

A.S.N., B.S.N., University of
Tennessee; M.S.N., Vanderbilt University;
Ph.D., Columbia Pacific University

LOGAN, STEPHANIE
MATHEMATICS

B.S., Cal Polytechnic State University,
San Luis Obispo, M.A., UCLA

LOEWEN, LISA
**COUNSELING COORDINATOR
(HANFORD CENTER)**

A.A., San Joaquin Delta College; B.A.,
Fresno Pacific University; M.A., Fresno
Pacific University

LUKEHART, DENNIS
NURSING

B.S.N., CSU, Dominguez Hills;
B.S.N., Graceland College;
B.A., Fresno Pacific;
M.A., Chapman College

LYNCH, TIMOTHY
MUSIC

B.A., M.A., CSU, Hayward;
Ph.D., University of Iowa

MC CLURE, DARLEAN
BUSINESS

B.A., Arizona State University;
M.A., CSU, Bakersfield

MC DONNELL, JAMES
THEATRE ARTS

B.A., DeSales University; M.F.A.,
University of Missouri, Kansas City

MC GEHEE, ROBIN
SPEECH

B.A., William Carey College;
M.A., CSU, Fresno

MC GRIFF, RON
POLITICAL SCIENCE

A.A., Los Angeles Trade Technical
College; B.S., University of the State of
New York; M.A., CSU, Dominguez Hills;
Ph.D., Columbia Pacific University

MANGELS, CHRISTOPHER
FINE ARTS

A.A., College of the Sequoias;
B.A., CSU, Fresno; M.F.A., CSU, San
Diego

MANGNALL, RICHARD
ENGLISH/HISTORY

B.A., M.A., CSU, Northridge;
M.A., CSU, Fresno

MARINELLI, RENEE L. MIGUEL
BUSINESS

A.A., College of the Sequoias;
B.S., M.S., CSU, Fresno

MARYANOW, JEFFREY
ESL/ENGLISH

B.A., Auburn University;
M.A., University of Memphis

MAUDET, MONICA
ENGLISH

A.A., College of the Sequoias;
B.A., M.A., CSU, Fresno

MAZZOLA, SUSAN
BUSINESS

B.S., California Polytechnic
University, San Luis Obispo;
M.S., CSU, Fresno

MENDONCA, DAVID
AGRICULTURE

A.S., College of the Sequoias;
B.A., M.S., California Polytechnic
University, San Luis Obispo

MENEZES, JUDY
JOURNALISM

B.A., M.A., CSU, Fresno

MOORE, HEATHER
BIOLOGY

B.S., University of Arizona; Ph.D.
University of Arizona

MORRIS, CAROL
NURSING

B.S.N., CSU, Long Beach;
M.S., CSU, Dominguez Hills

MYERS, TRACY
PHYSICAL EDUCATION

B.A., CSU, Fresno;
M.A., International University

NATOLI, STEVEN
HISTORY

B.S., Claremont McKenna College
M.A., Claremont Graduate School
M.A., CSU, Fullerton

NOLAN, DEBORAH
DISTANCE EDUCATION

A.A., Long Beach City College; B.A., CSU,
Long Beach; M.A., CSU, Fullerton; Ph.D.,
University of Denver

Faculty

OWENS, LAWRENCE
ENGINEERING/PHYSICS

A.S., College of the Sequoias;
B.S., M.S., CSU, Fresno;
Ph.D., University of Texas, Austin

OWENS, MILLICENT
NUTRITION

B.S., CSU, Fresno;
M.A., University of Texas, Austin

PADEN, TERESA
NURSING

A.A., Mount St. Mary's College; B.S.N.,
University of California, San Francisco;
M.S., Regis University

PALOS, LETICIA
SPANISH

A.A., Kings River Community College;
B.A., M.A., CSU, Fresno

PANKEY, II, IRVIN
PHYSICAL EDUCATION

B.S., Penn State University

PARKER, CHARLES
ENGLISH

B.A., M.A.T., Jackson State University

PETERSON, RICHARD L.
ART

B.F.A., Kansas City Art Institute;
M.F.A., Instituto Allende

PICCIUTO, KEVIN
BUSINESS

B.S., California State University, Chico;
M.B.A., CSU, Fresno

PORTERFIELD-PYATT, CHAUMONDE
MUSIC

A.A., College of the Sequoias;
B.S., M.A., CSU, San Francisco

PRESTON, WAYNE
BIOLOGICAL SCIENCES

B.A., M.A., CSU, Fresno

PROCHNOW, MARLA
ANTHROPOLOGY

B.A., CSU, Fullerton;
M.A., CSU, Fullerton

RECTOR, JOHN
BUILDING TRADES

B.A., M.S., CSU, Fresno

REDDEN, JOHN
MATHEMATICS

B.A., M.S., CSU, Northridge

REDDEN, TRACY
MATHEMATICS

B.A., M.S., CSU, Northridge

REYNOLDS, BARBARA
CONSUMER/FAMILY STUDIES

A.A., Kings River College;
B.S., Brigham Young University;
M.Ed., Idaho State University

REYNOSO, SALLY A.
PARALEGAL

A.S., College of the Sequoias;
J.D., San Joaquin College of Law, Fresno

RICO, DIANNA
COUNSELING

B.S., CSU, Fresno;
M.A., CSU, Bakersfield

ROBERTS, KAREN
NURSING

M.S.N., Graceland University, Lamoni,
Iowa; BSN, Graceland College, Lamoni,
Iowa; A.S. College of the Sequoias; A.S.,
San Diego Mesa College, San Diego.

ROBINSON, DAVID
ENGLISH

A.A., Grossmont College;
B.A., CSU, San Diego;
M.A., UC, Los Angeles

RODARTE, CATHERINE
COUNSELOR

B.A., M.A, Counseling, CSU, Fresno

ROLLINGER, JEANETTE
BIOLOGICAL SCIENCES

B.A., UC, Santa Barbara;
Ph.D., UC, Santa Cruz

ROSE, DON
MATHEMATICS

B.S., M.S., CSU, Hayward

RUEGER, ROSS
MATHEMATICS

B.S., UC, Riverside;
M.A., UC, Los Angeles

RUIZ, RON
HISTORY

B.A., CSU, Fresno; M.A., CSU, San Diego

RUSH, ELAINE
ENGLISH

B.A., M.A., CSU, Fresno

SADEH, SHIRIN
PHYSICS/MATHEMATICS

B.S., State University of New York;
M.S., Syracuse University

SCHNEIDER, NANCY
NURSING

B.S., University of Colorado;
M.A., Boston University

SEAWARD, JEFFERY
VOCAL MUSIC

B.A., M.A., CSU, Fresno

SENSE, ED
ENGLISH

B.A., CSU, Bakersfield;
M.A., CSU, Fresno

SHELLY, DANIEL
CHEMISTRY

B.A., M.A., CSU, Fresno

SHUMAN, MICHAEL
COUNSELING

B.A., M.S., CSU, Fresno

SIEGAL, ANDY
FOOTBALL COACH**PE/HEALTH**

MEd, Kinesiology, Southern Arkansas,
Magnolia; B.S., Winona State University,
Winona, MN.

SILVA, DIANE
SOCIOLOGY

B.A., College of St. Benedict;
M.A., CSU, Sacramento;
M.S.W., CSU, Fresno

SKAFF, MICHAEL
BUSINESS

B.A., M.B.A., California Polytechnic
University, San Luis Obispo

SMITH, RUSSELL
PHYSICAL EDUCATION

B.A., M.A., CSU, Northridge

SPENCER, JANELL
ACCOUNTING/BUSINESS
MANAGEMENT

A.A., College of the Sequoias;
B.A., Fresno Pacific University;
M.B.A., National University

STAVA, SHERRY
NURSING

B.S., CSU, Fresno

STRAW, MARIE
CHEMISTRY

B.A., San Francisco College for Women;
M.S., St. Louis University

SULLIVAN, ALLYSON
ART (APPRECIATION/HISTORY)

M.A., CSU, Fresno; B.A., CSU, Fresno

WISEGOOD, GAILERD
HUMAN SERVICES

B.A., CSU, Stanislaus; M.A., CSU, Fresno

Faculty

TEBEAU, FRANK
AGRICULTURE/WELDING
TECHNOLOGY

A.S., College of the Sequoias;
B.S., CSU, Fresno

THOMAS, JANE
ENGLISH

M.A. Oregon State University, Corvallis;
B.A., Western Oregon University,
Monmouth; B.S. Oregon State University,
Corvallis

TIDWELL, PAUL
ENGLISH

B.S., Humboldt State University

TOM, MARK
MATHEMATICS

B.A., CSU, Fresno;
M.A., UC, Santa Barbara

TRIMBLE, DOROTHEA
BIOLOGICAL SCIENCES

B.S., M.A., UC, Davis;
Ph.D., University of Iowa

TURK, MARVIN
COUNSELING

A.A., American River College;
B.A., University of Montana;
M.S., CSU, Sacramento

TURNER, GREG
ENGLISH

A.A., College of the Sequoias;
B.A., M.A., CSU, Fresno

VANG, MENG
COUNSELING

B.A., UC Santa Barbara; M.A., CSU, Fresno

VASQUEZ, ROBERT
ENGLISH

B.A., CSU, Fresno;
M.F.A., UC, Irvine

VEGA-PRITCHETT, AMY
SOCIAL SCIENCES

B.A., UC, San Diego; M.A., CSU, Long
Beach

VIDALES, VERONICA
SPANISH

B.A., M.A., CSU, Fresno

WEISE, THOMAS
SPEECH

A.A., Fresno City College;
B.A., M.A., CSU, Fresno;
Ed.D., UC, Davis

WHEELER, DAVID
ADMINISTRATION OF JUSTICE

A.A., College of the Sequoias; B.S., CSU,
Fresno; M.A., Fresno Pacific College

WILCOXSON, JESSE
BIOLOGY

M.S., CSU, Cal Poly; B.S., U.C. Humboldt;
A.S., College of the Sequoias, Visalia

WILLIAMS, ANNA
COUNSELING

B.S., UC, San Francisco;
M.A., CSU, Fresno

WILLIAMS, SCOTT
INDUSTRIAL ENGINEERING

B.S., CSU, Fresno

WINTERTON, JOHN
ELECTRONICS

A.S., College of the Sequoias;
B.S., M.A., CSU, Fresno

WOODBURY, GEORGE
MATHEMATICS

B.S., U.C. Santa Barbara;
M.S., CSU, Northridge

YAMAKAWA, LINDA
LIBRARIAN

A.A., Kings River College;
B.A., M.A., CSU, San Jose State

ZHANG, LI
**COMPUTER INFORMATION SYSTEMS/
BUSINESS**

Ph.D., New Jersey Institute of Technology,
N.J.; M.S. Harbin Engineering University,
China; B.S. Harbin Engineering University,
China

Emeritus Faculty

ADAMS, DAVID

Dean, Facilities & Operations
1975-2001

ANDERSON, KENNETH W.

Political Science/
Psychology, 1968-2006

ANDERSON, VERNON

Sociology, 1957-1992

ANTHONY, BETTY

Home Economics, 1964-1989

AUDINO, SUSAN

Home Economics, 1971-2002

BADVAGANIAN, DENNIS

Business, 1990-2003

BARBA, JOSEPH

English, 1962-1993

BARRANGER, JOHN

English, 1990-2003

BARTON, JAMES

Mathematics, 1969-1992

BEARDEN, ALIA

Physical Education, 1957-1981

BECK, FRANK

Social Sciences, 1975-2002

BENNETT, LES

Metals Technology, 1967-1988

BERGLEROY

Vice President, Evening College,
1962-1984

BETTENCOURT, BILL

Vice President, Academic
Services; Dean, Student
Services
1967-1999

BIVONA, MIKE

Social Sciences, 1970-2004

BLACK, CHERYL

Nursing, 1975-2003

BLACK, ELLSWORTH

Nursing, 1980-2002

BLACK, SHARON

Counseling, 1984-2003

BOCKMAN, DAVID

Academic Dean
1977-2002

BRANCO, ALLEN

Athletics Director
1969-2001

BRICKER, JOHN

History, 1956-1981

BRINGHURST, NEWELL

History/Political Science
1981-2006

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

COLE, JAMES

Psychology, 1968-1996

COLETTI, RENO, JR.

American Sign Language,
1990-2005

CONLEY, RICHARD

Work Experience/Business
1968-1996

COTTRELL, RICHARD

Architecture, 1960-1990

CRAIN, JOHN

Geology/Mathematics
1970-1997

DECKER, IRVING

Social Sciences, 1972-2002

DECKER, WILLIAM

English, 1965-1996

DOWNES, WILLIARD

Agriculture, 1976-2003

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

FALCONER, JEFF

Business, 1975-2006

FERGUSON, ELIZABETH

English, 1949-1983

FINNEY, NANCY

Librarian, 1980-2002

FIRSTMAN, ARANGA

Biological Sciences,
1974-2003

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

GEHMAN, ROBERT

Psychology, 1965-2006

GILCREST, THOMAS

Athletics/PE/Counseling,
1963-1996

GIVAN, CAROLYN

English/Counseling, 1959-1978

GLASS, JENNY

Dean, Human Resources
Business
1974-2004

GODDARD, DON

Music
1990-1997

GOODYEAR, DONALD

Superintendent/President; Vice
President, Student Services
1976-2006

GRUMBLING, BETTY

English, 1970-1988

GRUMBLING, HENRY

Photography, 1962-1988

HALL, GERRY

Business, 1959-1982

HALL, LINCOLN

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

HART, TIM

Paralegal/Administration
of Justice
1989-2006

HAYS, RONALD

Dean, Financial Aid,
1979-2004

HEATER, MARGARET ANN

Librarian, 1975-1993

HETTICK, LARRIMORE

English, 1965-1996

HOFER, EUGENE

Physical Education,
1967-2001

HOFER, FAYRENE

Business, 1980-1996

HOMAN, RALPH

Art 1964-1997

HOLT, BERT

Physical Education,
1965-1988

HOWLAND, GARY

Mathematics, 1967-2003

Emeritus Faculty

HUDDLESTON, LAUNA
Business, 1966-1992

ISELL, NORM
Agriculture
1984-1997

JACKSON, SARAH
Nursing, 1981-1996

JACOBSEN, RICHARD
Vice President, Business
Services,
1957-1984

JENSEN, BRUCE
Agriculture, 1949-1984

JOHNSON, NANCY
Nursing, 1973-1996

JOHNSON, NOBLE
Theater Arts, 1962-2000

JONES, PAUL
Theater Arts, 1977-2004

JUSTUS, LOIS
Nursing, 1970-1993

KELLY, ROGER
Physical Education,
1989-2006

KENNEDY, LINDA
Business, 1993-2003

KENNEDY, ROY
Business, 1981-2003

KENT, CONSTANCE
English, 1988-2003

KILER, FRANK
Metals Technology,
1948-1974

KING, SHERIDAN
Counseling, 1990-2006

KITCHEL, PAULETTE
Child Development,
1988-2004

KLEINFELTER, DALE
Chemistry, 1963-1990

LANG, ANNIE
Mathematics, 1969-1977

LAWHORN, FRANK
Agriculture, 1957-1983

LEWIS, REX
Business, 1960-1993

LOYD, RAY
Architecture/Drafting
Technology,
1979-2004

**MC CORMICK-MIRANDA,
ANNE**
Home Economics, 1966-1984

MADDOX, GENE
Art, 1969-2004

MALDONADO-ARROYO, CELIA
Associate Dean, Student
Services (EOPS)

MANCINI, JAMES
Sign Language, 1979-2006

MANNON, KIRBY
Physical Education,
1973-2003

MARCELLUS, ROBERT
Fine Arts, 1966-1984

MARTIN, FRED
Biological Sciences, 1965-1992

MARTIN, NOEL
History, 1959-1984

MIRVISS, LYNN
Nursing/Administration
1971-1998

MORRISON, MILT
English, 1990-2004

MORSE, GEORGE
English, 1965-1984

NEELEY, DOROTHY
Business, 1981-1993

NORTON, DALE
Interim Vice President,
Academic Services;
Dean, Academic Services,
Language Arts
1985-2007

PAPPAS, GEORGE
Speech/Drama, 1955-1984

PARKER, ALLEN
Chemistry, 1957-1989

PARKER, GEORGELEN
Counseling, 1983-2003

PARLIER, JASPER
Automotive Technology,
1968-1993

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

SEASTROM, GREG
English, 1968-1996

SELLERS, JAMES
Biological Sciences, 1977-2006

SCOFIELD, JAMES
Geography/Meteorology,
1967-1988

SHARPLES, DIANNE
Academic Dean, 1970 - 2003

SHEWEY, JEAN
Physical Education, 1959-1984

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Building Trades, 1975-2004

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Dean, Student Services,
1957-1983

SINDLINGER, AL
Metals Technology, 1961-1990

SMITH, ELAINE
Chemistry, 1979-2002

STRONG, BARBARA
Art, 1973-2003

SWANSON, BETTY
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English, 1963-1984

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Mathematics, 1959-1984

TAYLOR, ROY
Physical Education,
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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

WEBB, ELAINE
Research and Grants,
1980-2006

WEST, VERNON
Welding/English, 1976-1990

WESTON, DUANE
Music, 1975-1990

WICKMAN, GAYLE
Nursing, 1974-1993

WREN, HOWARD
Counseling, 1990-2006



Cindy DeLain, Dean, Athletics, Nursing and Allied Health (left); Ron Johnson, Vice President, Academic Services (center); and Brent Calvin, Dean, Business and Social Sciences (right)



"Well done is better than well said."

Benjamin Franklin

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