



**COLLEGE** *of the*  
**SEQUOIAS**



general catalog  
**2011-2013**

915 SOUTH MOONEY BLVD. VISALIA, CA 93277  
925 N. 13TH AVE., HANFORD, CA 93230



# College of the Sequoias welcomes you!

## President's Message



*Brent Calvin*

**Brent R. Calvin**  
Interim Superintendent/President

Welcome to the College of the Sequoias, an institution that has been helping students achieve their educational and career goals since 1926. In fact, 25 years ago, I enrolled at the College of the Sequoias as an 18-year-old freshman without a clear idea as to which career path I would follow. The College helped put me on the road to success and it can do the same for you!

The College of Sequoias has programs designed to meet nearly every student need. From transfer curriculum designed to assist those students pursuing four-year degrees to career technical education programs centered around building applicable job skills to our Basic Skills Initiative, the College is committed to helping each one of its students define what success means to them and then achieve it.

The College is also committed to the communities in which it serves and takes great pride in being a good corporate citizen. Part of that commitment is providing opportunities for lifelong learning and corporate training which the College offers through its Business, Industry, and Community Services program. Another part is offering students the opportunity to participate in extracurricular activities that enhance the educational experience such as the arts, intercollegiate athletics, and student government.

Wherever you are on your road to success, the College's faculty, counselors, staff, and administrators are right there to assist you just as they were for me a quarter century ago. So on behalf of our whole team, I want to wish you the very best that the College of the Sequoias has to offer!

# General Information

## 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,  
Title IX Coordinator, Section 504 Coordinator  
and ADA Compliance Officer  
(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 addition, 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.***

## Proposition 187

The preliminary injunction regarding Proposition 187, issued March 15, 1995, remains in effect until further court notice; students who are not citizens 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.

## 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 at the National Center for Educational Statistics web site (<http://nces.ed.gov/collegenavigator>) from the Dean, Student Services. Copies may also be requested by calling (559) 730-3879.

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.

# **2011-2013 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.

### **ACCESSIBILITY**

College of the Sequoias recognizes its obligation to provide access to all programs and services throughout the College for persons with disabilities. If you believe that programs and services are not accessible please contact the Section 504 Coordinator/ADA Compliance Officer at (559) 730-3830.

### **ALTERNATIVE FORMATS**

This publication can be made available in an alternative format. To request a copy in alternative format please contact the Disability Resource Center (559) 730-3805.

### **POLICIES AND ADMINISTRATIVE PROCEDURES**

Policies and Administrative Procedures provided in the catalog are subject to change. For the most current policies and procedures, students should consult the official COS website at [www.cos.edu](http://www.cos.edu).

#### **COLLEGE OF THE SEQUOIAS 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 Steve Renton, Director, COS Foundation at 730-3902.

**TABLE OF CONTENTS**

General Information ..... 8  
Admissions/Matriculation..... 12  
Academic Regulations and Policies..... 19  
Student Rights and Responsibilities.....29  
Student Services .....39  
Academic Divisions.....49  
Transfer Information and Requirements.....55  
Major and Certificate Requirements .....62  
AA/AS Degrees - Not For Transfer..... 71  
AA/AS Degrees - For Transfer.....133  
Certificates.....159  
Course Descriptions.....251  
Faculty, Staff and Administrators..... 343  
Index ..... 357

**DIRECTORY**

Admissions and Records.....730-3727  
Bookstore.....730-3751  
Cashier’s Office.....730-3956  
CalWorks.....737-6113  
Counseling.....730-3741  
Disability Resource Center .....730-3805  
District Police .....730-3726  
Extended Oppor. Programs (EOPS).....730-3818  
Financial Aid.....730-3747  
Foundation.....730-3902  
Health Center.....730-3880  
International Student Program.....730-3970  
Learning Resource Center (Library).....730-3824  
Registration.....737-6140  
Student Activities Center (ASB).....730-3736  
Veterans Program .....730-3854  
Welcome Center.....730-3730

# Academic Calendar

## Fall Semester 2011

**August 15, 2011 - December 16, 2011**

February 7 .....	On-Line Admission Applications Begin for Fall 2011 at <a href="http://www.cos.edu">www.cos.edu</a>
March 17 - March 25 .....	Fall On-Line Registration for Continuing Students
March 28 - April 15 .....	Fall "Reg to Go" at Participating High Schools
April 18 - April 24 .....	Fall Registration for Graduating Seniors (Offices closed April 21 - 24)
April 25 - August 14 .....	Fall Open On-Line Registration for All Eligible Students
July 25 - August 14 .....	Fall On-Line Registration for Concurrently Enrolled High School Students
August 12 .....	FLEX Day; Registration is available at <a href="http://www.cos.edu">www.cos.edu</a>
August 15 .....	Fall Semester Begins
August 15 - August 21 .....	Fall Late On-Line Registration With Instructor Add Codes
August 28 .....	Last Day to Add classes; Last Day to Drop a Class Without a "W" and be Eligible to Request a Refund
September 5 .....	Labor Day Holiday (no classes)
October 21 .....	Fall Final Drop Date - Drop Classes On-Line
<i>This drop date does not apply to short-term classes as each short-term class has its own drop date</i>	
November 11 .....	Veterans Day Holiday (no classes)
November 17 .....	Last Day to File for Associate Degree for Fall 2011
November 23 - November 25 .....	Thanksgiving Holiday (no classes)
December 12 - December 16 .....	Fall Final Exams
December 16 .....	Fall Semester Ends
December 16 .....	Last Day to Make Up Incomplete "I" Grades for Fall 2011 Semester
December 17 - January 17 .....	Break Between Semesters

## Spring Semester 2012

**January 18, 2012 - May 24, 2012**

September 12 .....	On-Line Admission Applications Begin for Spring 2012 at <a href="http://www.cos.edu">www.cos.edu</a>
November 18 - December 9 .....	Spring On-Line Registration for Priority Registration/Continuing Students
December 12 .....	Registration for New Students Who Have Completed All Matriculation
December 13 - January 17 .....	Spring Open On-Line Registration for All Eligible Students
December 19 - January 17 .....	Spring On-Line Registration for Concurrently Enrolled High School Students
January 13 .....	Registration for Students Who Have Accumulated 120 or More Units at COS
January 16 .....	Martin Luther King, Jr. Holiday; Registration is available at <a href="http://www.cos.edu">www.cos.edu</a>
January 17 .....	FLEX Day; Registration is available at <a href="http://www.cos.edu">www.cos.edu</a>
January 18 .....	Spring Semester Begins
January 18 - January 24 .....	Spring late On-Line Registration With Instructor Add Codes
February 1 .....	Last Day to Add classes; Last Day to Drop a Class Without a "W" and be Eligible to Request a Refund
February 10 .....	Lincoln Day Holiday (no classes)
February 20 .....	Washington Day Holiday (no classes)
March 2 .....	Cal Grant Financial Aid Deadline for New and Transferring Students
March 15 .....	Last Day to File for Associate Degree for Spring 2012
March 23 .....	Spring Final Drop Date - Drop Classes On-Line
<i>This drop date does not apply to short-term classes as each short-term class has its own drop date</i>	
March 31 .....	2012/2013 Scholarship Application Deadline
April 2 - April 6 .....	Spring Break (no classes); Offices closed April 5 - April 6
May 18 - May 24 .....	Spring Final Exams
May 24 .....	Commencement; Spring Semester Ends
May 24 .....	Last Day to Make Up Incomplete "I" Grades for Spring 2012 Semester



## Fall Semester 2012

## August 13, 2012 - December 17, 2012

February 6 .....	On-Line Admission Applications Begin for Summer/Fall 2012 at <a href="http://www.cos.edu">www.cos.edu</a>
March 26 - April 13.....	Fall/Summer On-Line Registration for Priority Registration/Continuing Students
April 16 - May 4 .....	Fall/Summer "Reg to Go" at Participating High Schools
May 7.....	Registration for New Students Who Have Completed All Matriculation
May 8 - August 12.....	Fall/Summer Open On-Line Registration for All Eligible Students
July 23 - August 12.....	Fall On-Line Registration for Concurrently Enrolled High School Students
August 9.....	Registration for Students Who Have Accumulated 120 or More Units at COS
August 10.....	FLEX Day - On-Line Registration is available
August 13 .....	Fall Semester Begins
August 13 - August 19.....	Fall Late On-Line 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 On-Line
	<i>This drop date does not apply to short-term classes as each short-term class has its own drop date</i>
November 12 .....	Veterans Day Holiday (no classes)
November 15 .....	Last Day to File for Associate Degree for Fall 2012
November 21 - November 23.....	Thanksgiving Holiday (no classes)
December 11 - December 17.....	Fall Final Exams
December 17.....	Fall Semester Ends
December 17.....	Last Day to Make Up Incomplete "I" Grades for Fall 2012 Semester
December 18 - January 13 .....	Break Between Semesters

## Spring Semester 2013

## January 14, 2013 - May 23, 2013

September 10.....	On-Line Admission Applications Begin for Spring 2013 at <a href="http://www.cos.edu">www.cos.edu</a>
November 16 - December 7 .....	Spring On-Line Registration for Priority Registration/Continuing Students
December 10.....	Registration for New Students Who Have Completed All Matriculation
December 11 - January 13 .....	Spring Open On-Line Registration for All Eligible Students
December 17 - January 13 .....	Spring On-Line Registration for Concurrently Enrolled High School Students
January 11.....	FLEX Day - On-Line Registration is available
January 14 .....	Spring Semester Begins
January 14 - 20 .....	Spring Late On-Line Registration With Instructor Add Codes
January 21 .....	Martin Luther King, Jr. Holiday; Registration is available at <a href="http://www.cos.edu">www.cos.edu</a>
January 28.....	Last Day to Add Classes; Last Day to Drop a Class Without a "W" and be Eligible to Request a Refund
February 15.....	Lincoln Holiday (no classes)
February 18.....	Washington Day Holiday (no classes)
March 4.....	Cal Grant Financial Aid Deadline for New and Transferring Students
March 14.....	Last Day to File for Associate Degree for Spring 2013
March 22.....	Spring Final Drop Date - Drop Classes On-Line
	<i>This drop date does not apply to short-term classes as each short-term class has its own drop date</i>
March 25 - March 29 .....	Spring Break (no classes); Offices closed March 28 - March 29
March 31 .....	2013/2014 Scholarship Application Deadline
May 17 - May 23 .....	Spring Final Exams
May 23 .....	Commencement; Spring Semester Ends
May 23 .....	Last Day to Make Up Incomplete "I" Grades for Spring 2013 Semester

# General Information

## About our college...

College of the Sequoias (COS) is a California community college located on the eastern edge of the San Joaquin Valley midway between San Francisco and Los Angeles. The college, like most of the early community colleges in the state, developed out of the local public school. In 1926 the Visalia Unified School District established "Visalia Junior College" as a department in the high school. In 1939 it built the current college campus, and in 1949 it nurtured the formation of an independent College of the Sequoias Community College District.

From its opening in the fall of 1926 until World War II the district's sole mission was to provide inexpensive, lower-division college education to local high school graduates who intended to transfer to a traditional four-year college. This "transfer" mission shaped the college during these years in that it provided the theoretical and political basis for its founding, defined its initial curriculum and activities, led to the construction of its campus, and met the needs of the overwhelming majority of its students.

After the onset of the great depression in the 1930s the college embraced a second mission that shaped its development through the 50s. The depression drove many unemployed young people to enroll in classes who were either not prepared for, or not necessarily interested in, transfer education. Confronting this fact, and recognizing that larger enrollments generated greater state financial support, school officials began to develop appropriate courses for these "terminal" students. By the late 40s they had expanded the vocational curriculum, developed some "general education" courses, set up a career guidance and counseling office, and established a job placement service. This vocational emphasis helped increase enrollment and community support for the college and ushered it into a period of stable growth that lasted into the 1960s.

During the 1960s and 70s a new mission known as "community education" came to shape COS's development and transformed the institution, quite literally, from a "junior" to a "community" college. This mission called on the college to be a "full service" institution that met not only the community's adult educational needs, but also provided it with vocational and recreational activities. Educators generally understood this mission to include adult education, continuing education, community services, and community-based education. In essence, this mission sought to make COS the region's adult educational, cultural and recreational center.

By the 1980s, however, funding constraints and state mandated reforms led the college to re-evaluate this broad community-education mission. During the 1990s the College reaffirmed transfer and vocational education as primary missions and relegated community education as a secondary position. Since 2000 the college has experienced

significant growth and offers courses in Hanford, Corcoran, Tulare and Woodlake. The Hanford Educational Center was dedicated in 2010 and offers state-of-the-art technology and university transfer programs for the students of Kings County. COS will expand even further in 2013 with the opening of Tulare College, which will serve as the agricultural campus as well as provide courses that lead to transfer or associate degrees. As COS expands into a multi-college District, it is always cognizant of its role as the primary institution of higher education in Tulare and Kings Counties. The future is bright for COS and its graduates as we move toward the next chapter in COS' service to our region.

### ■ College Mission

College of the Sequoias: Is a comprehensive community college focused on student learning that leads to productive work, lifelong learning and community education and involvement.

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.

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 12,700 and is comprised of the following: 35% Caucasian, 45% Hispanic, 6% Asian or Pacific Islander, 3% Black, 1% American Indian, and 8% 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 160 full-time faculty, approximately 325 adjunct faculty, 35 administrators, 10 confidential and 200 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 Sierra Nevada Mountains, 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, Community Theatre and the annual COS Musical are just a few of the many performing and fine arts enjoyed and practiced by residents. Visalia has recently been recognized (2011) as having some of the best restaurants in the nation for a town of its size. The World Ag Expo-Tulare Farm Show as well as the Tulare County Fair attracts many people each year.

Since 2000, the population of Tulare and Kings Counties has increased by 20% and in 2010 included approximately 442,179 and 152,982 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.

## ■ 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 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 not citizens 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.

### ■ The Business, Industry & Community Training Center (formerly TCOVE)

COS Business, Industry and Community Services (BICS) is part of the California Community Colleges Economic and Workforce Development Program (EWD) and is a Center for Applied Competitive Technologies (CACT). Using the vast experiences of faculty, staff and the resources of the Statewide EWD, COS provides Performance Improvement Services, Contract Training and not-for-credit Continuing Education to the public and private sector in our community. Equipped with a computer lab, Supervisory/soft-skills training room and a shop for Advanced Manufacturing, the Training Center can work to provide customized training to businesses or offer Career/Technical classes in machining. The Training Center also manages outreach to the community in the form of not-for-credit, fee based community classes, tours and workshops including a summer "Kid's College."

# General Information

## ■ 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, and disabled student programs.

## ■ 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.

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; pool; basketball and volleyball courts (Porter Field House); 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.

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; pool; basketball and volleyball courts (Porter Field House); 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.

## College Facilities

### ■ 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. 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.

Currently the college has an outstanding vocational agriculture program that offers nearly 20 certificate and degree programs. Programs include Agriculture Business Management, Plant Science, Veterinarian Technician, Agriculture Pest Management, Agriculture Power Equipment Technology, Animal Science, Dairy Science, Equine Science, Floral Technology, Landscape Design, Landscape Management, Nursery Management, Ornamental Horticulture Technology and Agriculture Science.

### ■ Tulare Center

The Tulare Center will be located on 500 acres near the City of Tulare. The campus is located adjacent to Mission Oak High School, off of Mooney Blvd. on Bardsley Avenue. Phase I and III of the project are currently under construction and will be opened in January of 2013. Phase I includes over 90,000 square feet of classroom and laboratory space with a 12,000 square ft. welding and construction shop. Phase III will include the construction of equine and livestock facilities to house both College of the Sequoias and Tulare Joint Union High School District animals utilized for hands-on learning by both secondary and post-secondary students. The COS-TUHS partnership will be developed over the next several years to share animal facilities by both agriculture programs.

The full service campus will initially have an educational facility that will offer degrees and certificates in Agriculture, Liberal Arts/Blended Studies, Biology, Architecture and Graphic Design. Phase II of the construction plan will see the relocation of the Environmental Technology, Automotive, Industrial Maintenance, Electronics, Construction Technology and Informational Technology programs from the current COS Campus.

## ■ Hanford Educational Center

The Hanford Educational Center is located at a new location in Hanford. The facility boasts ample classroom and laboratory space to meet the needs of the growing Hanford Community. In addition to traditional college courses, the Hanford Educational Center houses the COS Police Academy and several vocational training facilities. Services available to students include testing, orientation, counseling, registration, tutoring and book sales. Call (559) 583-2500 for further information.

## ■ Off Campus Locations

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.

## ■ Off Campus Sites

### **COS FARM**

2245 South Linwood  
Visalia  
559-730-3916

### **CORCORAN**

Corcoran High School  
1100 Letts Avenue  
559-992-5061

### **CUTLER/OROSI**

Cutler-Orosi Unified High School  
418 Road 128  
559-528-4731

### **EXETER**

Exeter Union High School  
820 San Juan Avenue  
559-592-2127

### **FARMERSVILLE**

Farmersville Senior Center  
444 N. Gene Avenue  
559-594-4300

Farmersville Unified High School  
631 Walnut  
559-594-4567

### **HANFORD**

Hanford Educational Center  
925 13th Avenue  
Hanford, CA  
559-583-2500

Hanford High School  
120 E. Grangeville Blvd.  
559-583-5902

Hanford West High School  
1150 West Lacey Boulevard  
559-583-5903

### **LINDSAY**

Lindsay High School  
1701 East Tulare Road  
559-562-5911

### **TULARE**

Mission Oak High School  
3442 E. Bardsley Avenue  
559-687-7308

Tulare Union High School  
755 East Tulare  
559-686-4261

Tulare Western High School  
824 West Maple  
559-686-8751

UC Davis Tulare Vet Center  
18830 Road 112  
559-688-1731

### **VISALIA**

El Diamante High School  
5100 West Whitendale  
559-735-3501

Golden West High School  
1717 Mc Auliff  
559-730-7814

Mt Whitney High School  
900 S. Conyer  
559-730-7602

Redwood High School  
1001 West Main Street  
559-730-7701

Sequoia High School  
901 N. Mooney Blvd.  
559-730-7649

The Meadows  
3900 West Tulare  
559-734-3275

# Admissions/Matriculation

Tulare Co. Office of Education  
7000 Doe Ave.  
559-733-6300

## WOODLAKE

Woodlake Union High School  
400 West Whitney  
559-564-3307

# Admissions/Matriculation

All Student Registration at College of the Sequoias is completed Online.

At College of the Sequoias registration is online at **www.cos.edu**. If you do not have access to a computer, you can access the internet on campus in the Sequoia Building, the Student Services Resource Lab, The Welcome Center 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, in the Sequoia Building. Registration is online.

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 testing may be obtained by contacting the Assessment/Placement Test Office in the Sequoia Building (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 Admission 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 school calendar, complete a COS Admission Application on-line at **www.cos.edu**. Details are available at **www.cos.edu**.
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 achievements 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 of 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 Student Services. 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.

### **Concurrently Enrolled High School Students/Accerated Students**

7th-12th grade students are required to complete an online 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." An additional form is required for 7th and 8th grade students. Homeschooled students will need to meet with a student services administrator to complete the permission form.

## ■ Registration

Students use Web Registration to register, add, and drop classes, at [www.cos.edu](http://www.cos.edu).

## ■ 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 (T554028; EC 68017,680601), 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 (T5:54022/EC 68044) and intent to make California their place of residence.

Physical presence within the state solely for educational purposes does not constitute establishing California residence regardless of the length of that presence (T5 54026). Residents of another state are nonresidents of California (T5 54030). The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence (T5 54026).

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 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

# Admissions/Matriculation

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, Sequoia Building.

## ■ 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 qualify for admission. International students are required to achieve a score of at least 500 (173 for computerized test; 61 IBT) 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 fees of approximately \$7,200 (for those students enrolled in 15 units each semester) are \$214 per unit, the same as for other nonresident students. International and nonresident students must also pay the resident tuition of \$36 per unit (subject to change) which has been included in the \$7,200 annual tuition fee listed above. A \$100 Application Fee must be paid upon application to the college. Payment should be by U.S. 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.

Students must complete an International Student Application (including financial documentation), TOEFL test (unless English is your native language), AND the on-line COS application. See International Student website for complete information.

All international students are required to locate and purchase medical insurance, (must include repatriation and medical evacuation), the cost of which is approximately \$600 for the school year. Students must pay a \$200 SEVIS I-90 fee at [www.fmjfee.com](http://www.fmjfee.com).

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" 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 Matriculation Coordinator ([monaf@cos.edu](mailto:monaf@cos.edu)).

## ■ Transcripts

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 to the student or sent to other institutions.

### Exception:

- The high school transcript requirements may be waived for:
1. Those who have attended college.
  2. Those who have attained a college degree.
  3. Those who are 21 years or older.

## ■ Fee Assistance

The California Legislature has made funds available to low-income students who 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 Governor's Financial Assistance Program provides several ways to help lower-income students pay the enrollment fee. For eligibility information, please go to [www.cos.edu/financialaid](http://www.cos.edu/financialaid), or contact the Financial Aid Office located in the Sequoia Building.

## ■ Fees and Expenses

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

## ■ ASB Representation, Photo, & ID Fee

Students can obtain a photo identification card in the Student Activities and Affairs Office. The first ID card is free. A \$5.00 replacement fee will be charged if a student needs to replace the first card. In order to obtain your ID card, you will need to show a photo ID and know your banner number. Students can purchase the Activity Benefits Fee Sticker for \$7.50 per semester which entitles you to all the privileges of the Associated Student Body membership, including local merchant discounts.



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 to all students. The fee is \$1.00 per unit up to a maximum of \$5.00 per semester.

A transit pass is an identification sticker (attached to the back of the ASB card) that grants a student permission to take the bus to-and-from COS. Each student is charged a transportation fee (\$4.00 for part-time, \$5.00 for fulltime students), which provides students with unlimited-ridership on fixed bus routes for Tulare County Bus Service (excluding Sequoia Shuttle) and Kings Area Rural Transit fixed routes. Tulare County bus service will include the following transit providers: City of Visalia (Visalia Transit, Visalia Towne Trolley), City of Tulare (Tulare Intermodal Express), City of Dinuba (Dinuba Area Regional Transit/Dinuba Connection), City of Porterville (Porterville Transit), the County of Tulare (Tulare County Area Transit) transit services, and Kings Area Rural Transit (KART). The transportation fee is paid at the cashier's office in the Sequoia building. After payment, take the receipt to the Student Activities and Affairs Office where they will issue the transit pass.

## ■ Enrollment

An enrollment fee of \$36.00 per unit is charged to all students. An enrollment fee of \$18.00 is charged per ½ unit. The nonresident fee is an additional \$214 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 \$17 for the Spring and Fall semesters and \$14 for the Summer semester. Fee waivers are available for religious reasons. The health services fee helps support student health services, including student 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 BEFORE the semester begins or if the class is cancelled by the college.

## ■ Nonresident Tuition Fees

The nonresident fee for the academic year 2011-2013 is \$214 per semester unit, plus applicable enrollment fees payable each semester upon registration. The nonresident tuition fee for foreign students is \$214 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 deducted from the tuition fee at the time of enrollment, plus all applicable enrollment fees. Guidelines and regulations for fee refunds for the nonresident student are the same as for all other students.

**Note:** Non-residents fees are subject to change annually.

## 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.

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 and the Hanford Center.

## 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 Student Center fee is designated for the sole purpose of supporting the Student Center and is charged to all students taking classes at College of the Sequoias. The fee is not to exceed \$10 per academic year. The Student Center fee is an eligible tax credit fee if you were charged. An academic year consists of fall and spring semesters. It does not include summer session.

## Student Center Fee Exemptions

The Student Center Fee shall not apply to a student enrolled in non-credit courses or a student who is a recipient of the benefits under the Aid to Families with Dependent Children program, the Supplemental Security Income/State Supplementary Program, or the General Assistance program. To have the fee waived, a student must provide documentation of participation in these programs through the Financial Aid Office prior to registration.

# Admissions/Matriculation

## ■ Student Representation Fee

Those students with six units or more units are charged \$1.00.

## ■ Textbooks and Supplies

Textbooks and school supplies average approximately \$400 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.

## ■ Transit Fee

Students with five units or less will be charged \$4.00. Students with six units or more units will be charged \$5.00.

## ■ 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 Office 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. The non-sufficient funds check charge is \$25.00 plus customer bank charge and 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](http://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

If fees were paid with a credit card, refunds will be applied to the same credit card, except for the Higher One debit

card. If fees were paid with a Higher One debit card, a refund check will be mailed.

Students will be charged a \$5 handling fee on enrollment credit refunds, or the refund/credit balance can be carried to the following semester to avoid the \$5 handling fee.

Petitions for reimbursement will be processed every two (2) weeks.

No refunds will be given for classes dropped after the first two (2) weeks of a fall/spring semester, the first two (2) days of a summer session, or the first day of a short-term class.

No refunds for material fees will be given unless the class is dropped prior to the first day of the semester, or prior to the first day of a short-term class.

For questions regarding refunds on fees, contact the Cashier Office at 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 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 10AD	1	1	C	2
ENGL 4	3	0	F	0
CHEM 30	5	5	A	20
GEOL 1	4	4	B	12
MATH 154	3	0	F	0
HW1	0	0	W	0
<b>TOTAL</b>	<b>16</b>	<b>10</b>		<b>34</b>

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

Explanation: Since HW1 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 Dean's 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, or attend an orientation session;
5. discuss educational/vocational choices and class selections with a counselor prior to registration;
6. diligently attend classes and complete assigned coursework;
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 for the Placement test schedule/times.

# Admissions/Matriculation

## ■ 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 is provided during orientation. Go to [www.cos.edu](http://www.cos.edu) to complete Web Orientation or contact the Student Affairs and Leadership office regarding live orientation sessions at 737-5410. 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 and returning students are encouraged to see a counselor prior to registration. Counselors will recommend appropriate courses based on assessment results.

## ■ Counseling Policy

1. The counseling program at College of the Sequoias includes, 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 judgment 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 valid college transcripts 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 toward 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 the 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.

### Formal Procedure:

The student can acquire the Matriculation Exemption Form from the Counseling Office.

1. The student must return the form to the Counseling Office.
2. The staff will review forms within 24 hours of submission.
3. 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 to the Dean, of Matriculation & Counseling.
2. Within 10 working days, the Matriculation Office will review the case with the student. 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.

# Academic Regulations and Policies

## ■ Academic 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. (AP 5110)

## ■ Advanced Placement

College of the Sequoias recognizes high achievements 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, and or advanced placement in the college's sequence courses.

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. (AP4236)

## ■ Attendance

Course start times are printed on your Banner Web Student Schedule and are also posted on the COS website. You are expected to be in class on time and to remain for the entire class period. Classes are not automatically dismissed in the absence of the instructor. Classes are cancelled only by a representative of the administration. If your class is cancelled, a cancellation notice is posted on the door of the room where the class meets. A notice is also posted on the COS webpage ([www.cos.edu](http://www.cos.edu)) on the bottom right under "Cancelled Classes."

You are expected to attend all class meetings of your courses. When you are forced to be absent, the reason for the absence should be reported to your instructor as soon as possible. Contact information for each instructor is provided on the course syllabus. You are expected to make up any course work you missed during your absence.

## ■ 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. (AP 4071)

# Academic Regulations and Policies

## ■ Class Wait Lists

During Web registration, if you try to register for a class that is full, you will be given the option to sign up on the Wait List for that class – as long as there are available spots on the Wait List. If seats become available, those on the Wait List will be registered for open seats in the order they are on the list. Being on the Wait List does not guarantee you a seat in the class.

If you try to register for a class that is full, you will have automatic access to the Wait List. The closed class will appear in the Registration Errors section of the Web registration screen. The system will display the message “CLOSED – Waitlisted – 00#.” The number appearing after the word “Waitlisted” indicates the number of people already on the Wait List. Click the Action drop-down menu, choose Wait List, and click the Submit Changes button to be added to the Wait List. If the Wait List is full, the message will simply say “CLOSED.”

When there are Wait List openings, anyone can get on a Wait List. However, you are eligible to remain on the Wait List only if: you meet the class prerequisites, the class time does not conflict with another class in which you are already registered or wait listed, you have no repeat errors, you have no holds on your record, or the class units will not exceed your maximum allowed. Be aware: If you put yourself on a Wait List and any of these errors occur when the nightly processes move students into classes from the Wait List, you will be dropped from the wait list. Also, you cannot be on a Wait List for another section of a course you are already registered in.

If you are moved into a class automatically from the Wait List, you will be notified via e-mail. Fees will be assessed when you are “rolled” or registered into the class and must be paid within the 14 day payment limit. Check your Web student schedule regularly during registration if you are on any Wait Lists and watch for e-mail notifications. It is your responsibility to monitor your schedule for any changes from the Wait List.

You can add yourself to the Wait List until the day before the first day of the semester or short-term class. Once the semester or short-term class begins, Wait Lists will no longer be accessible. It is your responsibility to monitor your schedule for any changes from the Wait List.

## ■ Cooperative Education Program/ Work Experience-Internship

The Cooperative Education Program offers students an opportunity to use their work experience to earn transferable elective college credit. Any student who is working (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. At the time of registration, students will be registered in either General or Occupational Work Experience, depending on work site. Occupational Work Experience is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students’ educational or occupational goal. (Title 5, Section 55250 and 55250.2)

Each semester, one to four units can be earned depending on the type of employment and the hours worked. Students may earn a maximum of sixteen units in Cooperative Education during their educational career. 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. (AP 4103)

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

## ■ Course Audit Option

The Governing Board of College of the Sequoias has authorized the auditing of courses at the college. There will be a \$15.00 fee charged for each unit. Students should 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 (if applicable). Students enrolling for credit will have priority in all credit classes. Auditors will not be counted in enrollment based decisions about maintaining or canceling classes, nor will they be allowed to remain in class unless the Application for Course Audit Form has been completed and processed by the COS Cashier’s Office.

### STEPS TO COMPLETE A COURSE AUDIT FORM

1. After the second week of instruction, and after all students wishing to take the class for credit have enrolled, a student may apply for a course audit. Application for Course Audit Forms are available in Cashier’s Office.
2. Student completes the STUDENT portion of the form.
3. Student takes the form to the appropriate instructor to complete the INSTRUCTOR portion of the form. Requires Instructor signature. The student may not attend during the first 2 weeks.
4. The unofficial transcript should be attached to the application.
5. Student takes the form to the Area Dean’s Office for the Dean’s Signature. The Dean will review the transcript to determine if the student has already repeated the course the maximum allowable

number of times before approving the form.

6. Student takes the completed form with the appropriate signatures to the Cashier's office for final processing and payment.
7. Student takes a copy of the receipt of payment and a copy of the completed Application for Course Audit form to the instructor before being allowed into the class. Due to insurance concerns, under no circumstances are students allowed to remain in a class without either registering for the credit course or presenting the instructor with evidence that the student has enrolled as an auditor and paid for the class. (AP 4070)

## First Day Attendance for Credit Classes

To increase student success, no student may register late for a class unless the student is in attendance in the class he/she wishes to add on the first day of the semester for full-term classes. Students can be added after the first day at the discretion of the instructor.

1. Open registration will end at 11:59 pm on the day before the first day of classes, including sections that are not filled.
2. No open registration will be permitted during the first week of the term for term-length class sections that have available seats.
3. Students who wish to add a class, must be in attendance on the first day of instruction in order to obtain an add code from the instructor. Students wishing to enroll in online courses must contact the instructor on the first day of instruction.
4. All add codes will expire 48 hours after the first meeting of the class.
5. If a student misses the 48 hour deadline he/she must obtain an add slip from the instructor.
6. Students must turn in the add slip by the end of the second week of the semester or register through the late add process.
7. Waitlisted students must be in continuous attendance in order to have priority over walk-ins for adding a class.
8. Only the instructor of record or designated instructor may issue an add code.
9. Students who are absent from the first meeting of the class without notifying the instructor prior to the first class meeting will be reported as a "No Show" on the class roster.
10. An instructor is not obligated to keep a student on the roster if the student does not attend the first

class meeting even if the student has previously contacted the instructor of his/her absence.

## Course Repetition Policy

### ■ Repeatable Courses

Some courses are specifically designed to be repeated. Courses designated "A-B", "A-C", and "A-D" may be repeated for credit (ex., PE 001AD). These courses may be repeated as follows:

"AB"	may be taken 2 times for credit
"AC"	may be taken 3 times for credit
"AD"	may be taken 4 times for credit

See "Course Audit Option" regarding course attendance without credit in repeatable courses once the repetition limit has been reached.

### Repeating a Course to Alleviate a Substandard Grade

Substandard grades include the grading symbols D, F, NC, and NP. Students may repeat a course in which a substandard grade was received in either a non-repeatable courses (ex., MATH 230) or a repeatable course (ex., PE 001AD).

### Substandard Grade Repeats for Non-Repeatable Courses (ex., MATH 230):

When a non-repeatable course is repeated to replace a substandard grade, the most recent grade is used for the calculation of the grade point average (GPA). If you need to repeat a class for the first time to alleviate a substandard grade, you may register for the class on-line. There are no forms or special procedures.

If you need to repeat a class for the second time to alleviate a substandard grade, you will be blocked from registering until you petition and receive approval for the repeat. Petition forms are available in the hallway outside the Registration Office in the Sequoia Building. You may petition for a third repeat if the district finds that there are extenuating circumstances in your case (AP 4225).

### Substandard Grade Repeats for Repeatable Courses (ex., PE 001AD):

You may register for repeatable courses for the number of attempts authorized (AB twice, AC three times, AD four times) even if substandard grades are received. There are no forms or special procedures.

If one or more substandard grades have been received and a subsequent grade (A, B, C, D, CR), is received on a repeat, the first substandard grade will be replaced by the subsequent grade for the calculation of the grade point average (GPA).

AD repeatable courses such as PE 001AD are allowed four total attempts. No additional attempts are allowed to

# Academic Regulations and Policies

alleviate substandard grade(s). If you want a substandard grade alleviated, you must submit a petition. The forms are available outside the Admissions and Records Office.

AC repeatable courses such as ART 016AC may be taken three times with satisfactory grades. One additional attempt, for a total of four attempts, is allowed if necessary to alleviate a substandard grade. You must submit a petition and receive approval before registering for this additional attempt. If you want a substandard grade alleviated, you must submit a petition. The forms are available in the Sequoia Building.

AB repeatable courses such as DRAM 013AB may be taken twice with satisfactory grades. Two additional attempts, for a total of four attempts, are allowed, if necessary, to alleviate a substandard grade(s). You must submit a petition and receive approval before registering for an additional attempt. If you want a substandard grade alleviated, you must submit a petition. The forms are available in the Sequoia Building in the hallway outside the Registration Office.

## Repeating a Course for Which a Passing Grade has Already Been Achieved

Repeat requests for classes in which you have received a satisfactory grade (A, B, C, CR, P) will be denied unless the class is required for a state certificate or license, a significant lapse of time has passed, or proof of a verifiable extenuating circumstance has been accepted. Petition forms are available in the Sequoia Building in the hallway outside the Registration Office.

## ■ Credit by Examination

Students may qualify for credit by examination for courses in the current COS catalog for which they appear to be reasonably qualified by training or experience, and for which they have not received previous college credit, attempted credit by examination, or ever enrolled in the course. The course which the student needs a credit by examination must be one in which the content can be tested by examination in the opinion of the Division and of the assigned instructor.

## Conditions and Requirements for Credit by Examination

Students must be currently registered and in good standing at COS. Students must have completed 12 units at COS prior to applying for credit by exam. Good standing is defined as not on probationary status.

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 applying for Credit by Examination. Good standing is defined as not on probationary status. The student must have completed 12 units at COS prior to applying for Credit by Examination. Credits acquired by

examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.

2. Students must file a petition for credit by examination to challenge a course with the Admissions and Records Office. Petitions are available from the Admissions and Records Coordinator.
3. Credit by examination will not be allowed if the student has received college credit for the course they are petitioning for credit by examination. Credit by exam will not be allowed for a course (i.e., Spanish 2) if the student has already completed or is currently enrolled in a more advanced course (i.e., Spanish 3) based on prerequisite sequencing.
4. Students must furnish strong proof to the satisfaction of the instructor, division chair, and the area dean that previous background experience or training would ensure a reasonable measure of success in the challenge. The examination cannot begin until the petition is approved. Notice of approval will be sent by mail to the student.
5. If the petition is approved, the paper(s), project(s) and examination or series of tests will be administered by the appropriate instructor as designated by the Dean.
6. The course, with units and letter grade assigned, shall be clearly annotated to reflect that credit was earned by examination and will be reflected in the student's cumulative grade point average. In no case will credit be awarded for more than one course in a sequence of courses. A maximum of 12 units may be earned through credit by examination. This limitation is waived in the case of nursing courses.
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, an NP grade will be assigned. If an NP grade is assigned, the student will not be allowed to challenge the same course again.
8. When the examination, paper(s) or project(s) is completed, the instructor will submit a letter grade (A-D, NP) commensurate with the quality of work submitted. Fees must be paid after the petition has been approved and before the examination is administered.
9. A nonrefundable 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.

10. The deadline to complete the petition process is as follows:

Fall Semester: First Monday in October

Spring Semester: First Monday in March

Credit by Exam will not be allowed after these dates. (AP 4235)

## ■ Dropping a Class/Withdrawals

Students who cannot continue in a class have an obligation to officially drop the class. All drops are processed on your BANNER WEB account.

Drops processed prior to the end of the second week of the semester for full term courses, or 2nd days for a summer semester, are not recorded on the student's transcript and students may petition for a refund through the COS Cashier Office.

Drops processed for full term courses after the 2nd week and through the 10th week of a spring or fall semester, or set date for each summer session, will result in 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. Non-attendance does not release the student from this responsibility. Students can process all drops and complete withdrawals through their BANNER WEB account. There is a limit on the number of times a student can withdraw and receive a "W" notation from the same credit course of two (2) times. (T5:55024; AP 4228). Additional repeats will require a Petition to Repeat a Course. A maximum of four (W) is allowed, then if a repeat petition is approved and the student registers for the class, (s)he will not be allowed to drop and a grade will be earned. Forms are available in Registration office located in the Sequoia Building. View Registration information on the Web at [www.cos.edu](http://www.cos.edu) for exact refund and final drop dates.

## ■ Extenuating Circumstances

The academic record of a student who remains in a class beyond the 10th week of a full term course must reflect a symbol other than "W" except under allowed extenuating circumstances. These circumstances include: verified cases of accidents or illness, death in the immediate family, extended jury duty, orders for active military, police or firefighting duty, job displacement and or other circumstances which are justifiable in the judgment of the Director of Admissions and Records. Documentation must be provided. If you have an extenuating circumstance that requires you to completely drop out of college past the final drop date, contact Admissions and Records for more information.

## ■ 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.

Letter Grade	Points Per Units
A Excellent	4
B Good	3
C Satisfactory	2
D Passing, less than satisfactory	1
F Failing	0
P Passing	No points awarded
NP No Pass	No points awarded

Pass and No Pass grades are not counted in GPA.

Current term and cumulative total grade point averages are recorded on your permanent academic record on file in Admissions and Records. Unofficial transcripts are available via COS BANNER WEB.

Grades may be accessed through logging into your BANNER WEB account (see [www.cos.edu](http://www.cos.edu)). A hard copy of grades may be obtained at no cost from the Web (on any Web accessible computer or in the Student Services 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 (see below). The student is entitled to all grade points upon satisfactory completion of assignments within one year.

In any course of instruction in the District for which grades are awarded, the instructor of the course will determine the grade to be awarded each student. The determination of the student's grade will be final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating the student's grade (Title 5, Section 55025). "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization. In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by Vice President of Academic Services.

If the original instructor is not available; if the student has filed a discrimination complaint; or, if the District determines that it is possible there has been gross misconduct by the original instructor, the District shall make provisions for another faculty member to substitute for the original instructor (Title 5, Section 55025c).

# Academic Regulations and Policies

If a grade must be changed due to an error in assigning a grade, error in withdrawing a student, inappropriate admission, etc., a "Petition for Modification of Student Records" must be completed. This form can be obtained from the Admission and Records Office and must be completed by the instructor and approved by the Dean, Student Services. Procedures for modification of the student's records will include expunging the incorrect grade from the record (Title 5, Section 55025d).

This Grade Change procedure is intended to provide all parties with due process in the event of a disagreement or misunderstanding regarding classroom policies or grades. Students are encouraged to discuss informally any concerns they may have about class policies and course grades with their instructors before requesting more formal resolution of an issue.

If the concerns of the student cannot be resolved with the instructor, the student can ask for advice or assistance from the appropriate division Dean, Academic Services. If still dissatisfied after meeting with the instructor and the Dean, the student may, within ten days following the meeting, file a grievance with the Vice President, Student Services. The detailed procedures for resolution at this level are found in Administrative Procedure 5503 - Student Rights and Grievance. If the grievance hearing is resolved in the student's favor, a "Petition for Modification of Student Records" is completed and processed.

Concerns about grades should be addressed as soon as possible in order to ensure availability of student and instructor records and to permit time for a formal appeal should one be necessary. Any formal efforts to resolve a grade dispute must occur within one year after the student has received the grade.

## ■ Final Examinations

Final Examinations of at least two hours are held in all subjects according to the schedule that is published by the Office of the Vice President of Academic Services each semester. No student will be excused from any final examination without the approval from the Office of the Vice President of Academic Services.

## ■ Incomplete Grades

Incomplete grades (I) may, at the instructor's option, be given for incomplete academic work due to extenuating circumstances, if the student makes the request. 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. Incomplete Grade Report forms are available in the Registration Office or on the COS website.

## ■ 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

***A student must be currently registered at COS in one or more units before applying for independent study credit.***

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.
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.

## ■ 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.

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.

In addition, up to eleven semester units of elective credit may be granted. Credit is allowed 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 and 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.

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.

## ■ "Pass/No Pass" Grading

All students enrolled in the 300 series (Course Number) of classes are graded on an "A", "B", "C", and "No Pass" basis..

The following courses are graded on a Pass/No Pass basis. Counseling 115, Eng 123AD, IS 308, LIB 424AB, PTA 160, PTA 161. Pass and No Pass grades are not counted in GPA

## ■ 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(a)2D, 55003) 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 154 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).

## ■ Challenge Process:

Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

If a student files a challenge, the District shall resolve the challenge in a timely manner. If the challenge is approved, the student shall be allowed to enroll in the course using the normal registration process.

# Academic Regulations and Policies

Course Prerequisite Override Request forms are available in the Registration Office or on COS website.

Grounds for challenge shall include the following:

1. Those grounds for challenge specified in Title 5, Section 55003(m). These regulations are available in the offices of Student Services, Academic Services, and Matriculation upon request.
2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students.
3. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
4. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
5. The student has the obligation to provide satisfactory evidence that the challenge should be approved by the College.

## ■ Progress, Probation and Dismissal

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 web.

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC", and "NP" were recorded reaches or exceeds fifty percent. (T5:55031;BP:4250).

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.

## Academic Probation Removal

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC" and "NP" drops below fifty percent.

Computation: 
$$\text{Grade Point Average equals} \frac{\text{Total Grade Points Earned}}{\text{Total Units attempted with Letter Grade}}$$

## 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. Students have the right to appeal a dismissal within thirty days of receiving a letter of dismissal. The Petition of Appeal is submitted to the Dean of Student Services (AP 4255).

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. 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. A maximum of 12 units can be renewed. Prior to petitioning for the renewal of an "F" grade, conditions (1), (2) and (3) 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, Student Services.
- (3) Decisions of the Dean, Student Services, may be appealed to the Vice President, Student Services.

Forms to petition for academic renewal are available in the Admissions and Records Office. 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.

## ■ Appeal of Probation

The student has the right to appeal a placement on probation if he or she believes an error has been made. The student may obtain a Petition to Appeal Probation from the Admission and Records Office and file it with Dean, Student Services, within 30 days after being placed on probation. If the student fails to file a Petition to Appeal Probation with the 30 day time limit, the student waives all future rights to appeal the probation action. It is the student's responsibility

to indicate on the Petition a clear statement of the error made and to provide evidence supporting the assertion. Petitions will be reviewed by the Dean, Student Services.

The student will be continued on probation until the Dean decides on the student's appeal. The decision of the Dean will be communicated to the student in writing within 10 days of receipt of the student's appeal. The student may appeal the decision of the Dean in writing to the Vice President of Student Services within 10 working days of the date of notification of the decision of the Dean. The decision of the Vice President of Student Services is final.

## ■ 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: 
$$\text{Progress Percentage} = \frac{\text{Total Units with "W," "I," and "NC"} \div \text{Total Units Enrolled}}{\text{Total Units Enrolled}}$$

## ■ 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. 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).

## ■ Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student feels that facts exist to warrant an exception to this action. The student may obtain a Petition to Appeal Dismissal from the Admission and Records Office and file it with Dean, Student Services, within 30 days after the dismissal letter was mailed. If the student fails to file a Petition to Appeal Dismissal with the 30 day time limit,

# Academic Regulations and Policies

the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the Petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Vice President of Student Services.

The student will be continued on probation until a decision is made on the student's appeal. The decision of the Vice President of Student Services will be communicated to the student in writing within 10 days of receipt of the student's appeal. The student may appeal the decision of Vice President of Student Services, in writing to the Superintendent/President, within 10 working days of the date of notification of the decision of the Vice President of Student Services. The decision of the Superintendent/President is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

## ■ 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

Limitations: No student shall receive more than 30 semester units of credit for remedial coursework. Students having exhausted the unit limitation shall be referred for further remedial work to appropriate adult noncredit education services.

Limitation Exemption: The following students are exempted from the limitation on remedial coursework:

1. Students enrolled in one or more courses of English as a Second Language (ESL);
2. Students identified by the District as having a learning disability as defined in Title 5, Section 56036.

Waiver of limitations: Students who demonstrate significant, measurable progress towards development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure. These waivers shall be provided pursuant to standards and which are reviewed and approved by the Board of Trustees (Title 5, Section 55035). The standards shall include provisions which ensure that waivers are only given for specified periods of time or for specified numbers of units.

A student who does not attain full eligibility status for degree-applicable credit courses within the limitation and who is not provided with waiver, will be restricted to taking only:

1. Noncredit courses;
2. Nondegree-applicable courses which do not involve remediation; and
3. Those degree applicable credit courses which do not have basic skills prerequisites or advisories on recommended preparation. (AP 4226)

## ■ Report Delayed (RD)

The "RD" symbol 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.

## ■ Time Conflicts

You are not normally permitted to register for a class if the time conflicts with another class for which you are currently registered. However, with the permission of the Instructor, Area Dean, and Vice President of Academic Services, a student can arrange to make up the time lost in a conflicting class. To assure approval, time conflicts should seldom exceed 15 minutes.

In order to gain permission to register in two conflicting classes, a student must complete a "Time Conflict Petition" Form (available in the appropriate Dean's office) and acquire all the required signatures. The form requires that the student provide an explanation, other than convenience, of the need for an overlapping schedule. The student must also agree in writing to make up the overlapping time under the supervision of the instructor of the course. Once this form is returned to the Admissions and Records Office and the override is processed, the student will be able to register online for the conflicting class. (AP 4226)

## ■ 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 Banner Web. Students wishing to withdraw after the final drop date may petition for "Extenuating Circumstances" and must bring documentation to the Admissions and Records Office.

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

The mission of Distance Education at COS is to extend educational opportunities to a diverse population of students who prefer or have need of alternative methods of course delivery. These approaches to instruction outside the traditional classroom setting provide greater opportunities for students to obtain the education they need to achieve their goals, while continuing with demanding personal and employment schedules .

Distance Education is: defined as any part of a course's planned instruction occurring when students and instructor are separated by distance and involving interaction through the assistance of communication technology. At COS, we offer two different types of distance education: Online/hybrid and Interactive TV (Synchronous).

Online/Hybrid: A course where any portion of the instructional time is provided online in addition to, or instead of, face-to-face interaction between the instructor and student. Most classes are taught via Blackboard course management system. Please see the **Logging into Blackboard** link on this site to learn how to log in to **Blackboard**.

For specific instructions about your class, click on the CRN in the online schedule and contact your instructor.

For specific instructions about your class, click on the CRN in the online schedule and contact your instructor.

We have three variations of online/hybrid classes here at COS:

1. Online with no face-to-face meetings
2. Online with one orientation meeting
3. Hybrid - with a combination of face-to-face meetings and online facilitation

Interactive TV (Synchronous): Classes taught with two-way TV at specific times at either the main campus or the Hanford Center.

Distance education 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, Dr. Deborah Nolan, in the Learning Resource Center (Lodgepole Building) [deborahn@cos.edu](mailto:deborahn@cos.edu).

## Student Rights and Responsibilities

### ■ Academic 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.

### ■ Student Rights and Grievances Administrative Procedure 5503

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 on the COS website or 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 or the Student Grievance Officer.

### ■ Student Rights Grievance Procedure Summary Information

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances against the District. These procedures shall be available to any student who reasonably believes a District decision or action has adversely affected his or her status, rights or privileges as a student.

This procedure does not apply to:

- Student disciplinary actions, which are covered under Board policies 5500, 5510, and 5550 and Administrative Procedure 5501 and 5502.
- Police citations (i.e., "tickets"); which are covered under Administrative Procedure 6750.
- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972; which is covered under Administrative Procedures 3410 and 3430.
- Sexual harassment; which is covered under separate Administrative Procedures 3410 and 3430, and collective bargaining agreements.
- Illegal discrimination; which is covered under Administrative Procedure 3410 and 3430, and collective bargaining agreements.
- The challenge process for prerequisites, co-requisites, advisories, and limitations on enrollment.

# Student Rights and Responsibilities

- Employee Discipline.
- Challenges to established district policies and administrative regulations.
- Financial claims against the District.
- Furthermore, nothing in this Administrative Procedure can supersede education code or other local, state or federal rules and regulations.

## ■ Due Process Procedures

### A. Informal Resolution

All attempts to solve the grievance by informal resolution shall be documented on the COS Statement of Grievance Form (Appendix A).

#### Step One:

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the district representative making the decision that the student is challenging and may be considered for a grievance.

If the student has a compelling reason for not directly seeking resolution from the district representative, the Grievance Officer and/or the student may seek the assistance of the Dean of Student Services in attempting to resolve a grievance informally. The Dean of Student Services may hold mediation session(s) with the student and the district representative to continue the informal resolution process. The Grievance Officer and/or the student may seek the assistance of the Dean of Student Services in attempting to resolve a grievance at any time during the informal resolution stage (optional). Documentation is required on the Grievance Form (Appendix A).

#### Step Two:

If the grievance is not resolved, then the student shall continue to seek resolution through the informal process with the assistance of the Division Chair and/or Director and the Area Dean. All attempts to solve the grievance by informal resolution shall be documented on the COS Statement of Grievance Form (Appendix A).

#### Step Three:

After exhausting all efforts in Step One and Two, the student may contact the District's Grievance Officer. The Grievance Officer shall verify completion of steps 1 and 2 and the required documentation on the Grievance Form (Appendix A).

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. Retaliation by any party stemming

from initiating informal discussions or filing of a grievance is prohibited.

### B. Formal Resolution

A student who is still unsatisfied after the informal resolution process has the right to request a Formal Grievance Hearing by submitting to the District's Grievance Officer the Statement of Grievance form (Appendix A in the Administrative Procedure), which includes a signed written statement specifying the time, place and nature of the grievance, identifying what occurred in the informal resolution process and requesting a hearing before the Grievance Hearing Committee.

The completed Statement of Grievance form must be submitted with the Grievance Officer no later than twenty (20) school days after the semester concludes that the incident on which the grievance is based occurred. Within five (5) school days following receipt of the Statement of Grievance form, the Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.

## ■ 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.



# Student Rights and Responsibilities

3. Students shall have the right to hear speakers on any subject, and on-campus recognized student organizations shall have the right to present speakers on any subject. In addition, students shall have the right of free assembly on campus subject to regulations that concern the regular functioning of the institution, to ensure that there is orderly scheduling of facilities and adequate preparation for the event. The recognized organizations, together with the Student Activities and Affairs 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, or by court order or subpoena, 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 Ethics of the Teaching profession.
  9. Students shall have the right to file a grievance under the procedures of the district student grievance policy which provides a prompt and equitable method of resolution.
- submit to the Dean, Student Services, 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

## ■ 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

# Student Rights and Responsibilities

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.

## **Prohibition of Harassment Policy** (BOARD POLICY 3430)

### **■ Purpose**

College of the Sequoias is committed to providing an academic and work environment free of unlawful discrimination and harassment. This procedure defines unlawful discrimination and harassment, including sexual harassment, and sets forth a procedure for the investigation and resolution of complaints of discrimination and harassment by or against any staff or faculty member or student within the College.

### **■ Definition of Unlawful Discrimination and Harassment**

Unlawful discrimination and harassment is defined as discrimination or harassment on the basis of ethnic group identification, national origin, religion, age, sex (i.e. gender) race, color, ancestry, sexual orientation, physical or mental disability, or the perception that a person has one or more of the foregoing characteristics.

### **■ Definition of Sexual Harassment**

Sexual harassment is defined as unwelcome acts of a sexual nature including sexual advances, requests for sexual

favors and/or other verbal or physical conduct including written communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior when:

1. Submission to such conduct, either explicitly or implicitly, is made a term or condition of an individual's employment, academic status or progress; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment, promotion, transfer, selection for training, performance or academic evaluation decisions; or
3. Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working or educational environment or substantially interferes with an employee's work performance or a student's academic performance; or
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available through the College.

### **■ Kinds of Sexual Harassment**

*The definition of sexual harassment encompasses two kinds of sexual harassment.*

1. "Quid pro quo" sexual harassment occurs when a person in a position of authority makes education or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
2. "Hostile environment" sexual harassment occurs when unwelcome conduct based on sex is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interferes with an individual's academic or work performance, or creates an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.

### **Examples of Sexual Harassment**

Sexual harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit or even specifically directed at the victim. Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

# Prohibition of Harassment Policy

## 1. Verbal Sexual Harassment

Verbal sexual harassment may include, but is not limited to:

- a. Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's protected status;
- b. Inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation;
- c. Unwelcome flirting or propositions;
- d. Demands for sexual favors;
- e. Verbal abuse, threats or intimidation of a sexual nature;
- f. Sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender or sexual orientation.

## 2. Physical Sexual Harassment

Physical sexual harassment may include, but is not limited to:

- a. Inappropriate or offensive touching;
- b. Sexual assault, or coerced sexual intercourse or other sexual acts;
- c. Physical interference with free movement or blocking another person;
- d. Kissing, patting, fondling, lingering or intimate touches, grabbing, pinching, leering suggestively, unnecessarily brushing against another person;
- e. Sexual gestures;
- f. Acting in a provocative manner.

## 3. Visual or Written Sexual Harassment

Visual or written sexual harassment may include, but is not limited to:

- a. The display or circulation of offensive, sexually oriented or other discriminatory visual or written materials;
- b. Posters, cartoons, drawings, graffiti, or other reading materials of a sexual nature;
- c. Computer graphics or electronic media transmissions of a sexual nature.

## 4. Environmental Sexual Harassment

An academic or work environment that is permeated with sexually oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work place. An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his or her immediate surroundings.

The determination of whether an environment is

hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

## 5. Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. By definition, sexual harassment is not within the course and scope of an individual's employment with the College.

## 6. Academic Freedom with Respect to Sexually Explicit Materials

A faculty member may use sexually explicit materials or literature in the classroom as a teaching technique to achieve educational objectives or to stimulate dialogue. The faculty member shall state in the course syllabus that such material will be used and the syllabus shall contain a notice to students that they may be excused during the presentation of such materials without consequence to their grade. The faculty member shall also be required to give a copy of the syllabus to the appropriate area dean in addition to the two copies given to the division chair.

To the extent the sexual harassment policy and administrative procedures are in conflict with the College's policy on academic freedom, the sexual harassment policy and procedures shall prevail. Any dispute arising from such conflict shall be resolved by a committee approved by the Superintendent / President. At least 50 percent of this committee shall be comprised of faculty appointed by the Senate.

## ■ Complaint Procedure for Investigation and Resolution of Claims of Harassment

### 1. Informal Complaint Procedure

- a. The College Complaint Officer as below shall undertake, where possible, to informally

# Prohibition of Harassment Policy

resolve charges of unlawful discrimination or harassment;

- b. The College Complaint Officer shall first advise complainant of his/her rights and obligations under both the formal and informal complaint process. The College Complaint Officer further advises complainant of his/her right to file a formal complaint and explain the procedures for doing so.
- c. The College Complaint Officer shall also notify complainant that s/he need not participate in an informal resolution of the complaint and may file a complaint with the Office of Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission or the Department of Fair Employment and Housing.
- d. If the complainant declares his/her preference for the informal process, the College Complaint Officer shall have complainant read, date, and sign a document containing the basic of complainant's allegations and describing the formal/informal procedure and indicating that complainant opted for the informal process.
- e. The College Complaint Officer shall assure the complainant that s/he will not be required to confront or work out problems with the person accused of unlawful discrimination or harassment.
- f. In attempting to resolve the complaint through informal means, the College Complaint Officer shall not conduct any investigation unless the College Complaint Officer determines that an investigation is necessary due to the seriousness of the charges.
- g. Effort at informal resolution may continue after the filing of a formal written complaint.

## 2. *Filing a Complaint*

### a. Complaint Form

A complaint may be filed directly with the Chancellor's Office using the Chancellor's Office complaint form. Where a complaint is initially filed with the Chancellor's Office, Title 5 §59329 requires the Chancellor to immediately forward a copy of the complaint to the College for investigation and response.

### b. College Complaint Office

The College will designate an administrator of each gender to act as the College Complaint Officer. Each College Complaint Officer shall be given training, which is current in the proper methods of receiving, investigating, and processing complaints of unlawful discrimination and harassment. The Complaint Officer

is charged with receiving complaints of sexual or other forms of prohibited discrimination or harassment, and coordinating the investigation. The accused shall have the right to select which College Complaint Officer oversees the investigation; however, if the complainant prefers the other College Complaint Officer, the two Officers will coordinate with one another on the investigation.

The Complaint Officer may assign the actual investigation to other staff or to an outside person or organization under contract with the College after written notice has been given to the accused. An outside investigating organization shall be utilized whenever the Complaint Officer is named in the complaint or implicated by the allegations of the complaint.

### c. Written Complaint

A student, staff or faculty member who believes he or she has a non-employment based complaint of unlawful discrimination or harassment must make a written or oral complaint to the College Complaint Officer within one year of the date of the alleged discrimination or harassment, or within one year from the date on which the complainant knew or should have known of the facts underlying the complaint.

A student, staff or faculty member who believes he or she has an employment-based complaint of unlawful discrimination or harassment must make a written or oral complaint to the College Complaint Officer within 180 days of the date of the alleged discrimination or harassment, or within 90 days following the expiration of the 180-day period if the complainant first obtained knowledge of the alleged violation after the expiration of the 180 days.

If the complainant fails or refuses to file a written complaint, the College Complaint Officer shall ask the complainant for permission to tape record his/her statement and if permission is not granted, the College Complaint Officer shall make a written record of the complainant's statement and shall give the complainant an opportunity to sign the statement. Any written record of the complainant's statement shall be in the form of a report and shall be free of subjective interpretation. All complainants must be made aware that failure to reduce a complaint to writing may be a factor when determining his/her credibility or the severity of his/her complaint in an administrative or judicial hearing. The College shall have no obligation to notify the Chancellor's Office of

# Prohibition of Harassment Policy

complaints that have not been placed in writing and signed by the complainant.

Any College employee who receives a harassment complaint shall notify the College Complaint Officer immediately.

### 3. **Notice to Accused**

The College Complaint Officer will give prompt notice to the person accused of harassment regarding the identity of the complainant, the date, time and place of the alleged incident of harassment, and the nature of the alleged misconduct.

### 4. **Investigation Process**

#### a. **Witness Interviews**

The College Complaint Officer shall authorize the investigation of the complaint, and supervise and/or conduct a thorough, prompt and impartial investigation of the complaint.

Prior to commencing any investigation and before interviewing the accused, the Complaint Officer shall notify an accused employee by telephone that a harassment complaint has been lodged against him/her and that s/he is entitled to union representation at any and all meetings with the Complaint Officer or designee, and without divulging names and/or the specifics of the matters in issue, the Complaint Officer shall also immediately notify the President or designee of the employee's union by telephone to alert the union that the employee may need assistance with regard to a harassment complaint. Within one (1) working day of notice to the accused employee and his/her respective union, or as soon thereafter as possible, the Complaint Officer shall re-contact the accused employee to set a date and time to meet with the accused employee. The College Complaint Officer shall meet with the accused before interviewing any witnesses. At this meeting, the accused shall have the right of Union representation as provided in this section.

The investigation will include interviews with the complainant, persons who may have relevant knowledge concerning the complaint and the accused harasser. The accused and the complainant may recommend witnesses to be interviewed. The process may include interviews with victims of similar conduct.

#### b. **Analysis of Information Gathered**

The Complaint Officer will review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment giving consideration to

all factual information and the totality of the circumstances, including the nature of the conduct and the context in which the alleged incidents occurred.

#### c. **Written Report**

The Complaint Officer will prepare a written report that sets forth the results of the investigation. The written report shall include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether harassment did or did not occur with response to each allegation in the complaint, and any other appropriate information.

#### d. **Notice to Complainant and Accused**

Within ninety (90) days from the date the College received the written complaint or reduced the complainant's verbal allegations to writing, the Complaint Officer will provide the complainant and the accused with a summary statement of the findings. The summary statement will also include the determination of the Complaint Officer as to whether harassment did or did not occur with respect to the allegations in the complaint, the proposed resolution to the complaint, a statement regarding action taken, if any, and notice of the complainant's right to appeal to the College's Board of Trustees and the State Chancellor's Office.

### 5. **Appeal Process**

#### a. **Board of Trustees**

If the complainant is not satisfied with the result of the Complaint Officer's determination, s/he may within fifteen days, submit a written appeal to the Board of Trustees.

The Board of Trustees shall review the original complaint, the investigative report, the Complaint Officer's decision and the appeal documents. If the Board does not act on the appeal within forty-five (45) days, the Complaint Officer's decision shall be deemed final. Otherwise, the Board shall issue a written decision within forty-five (45) days after receiving the written appeal. A copy of the decision rendered by the Board shall be forwarded to the complainant and to the State Chancellor's Office. The decision shall also include notice to the complainant of the right to appeal.

#### b. **Notice to the Chancellor's Office**

Within 150 days of receiving a written complaint, the College shall forward to the State Chancellor's Office the complaint, investigative

# Prohibition of Harassment Policy

report, notice to the complainant and accused of the final decision of the Complaint Officer, the decision of the Board of Trustees or the date upon which the decision of the Complaint Officer became final, and a copy of the notice to the complainant of his or her appeal rights. If, due to circumstances beyond its control, the College is unable to comply with the 150-day deadline for submission of materials, the College may file a written request with the Chancellor's Office, within ten (10) days of the deadline, for an extension of time to submit the documents. The College has no obligation to notify the Chancellor's Office of complaints that have not been placed in writing and signed by the complainant.

c. **Appeal to State Chancellor's Office**

The complainant may file a written appeal with the State Chancellor's Office within thirty (30) days of the date the Board of Trustees issues the final decision or in the event the Board elects to take no action on the appeal within thirty (30) days of the date the Complaint Officer's decision is deemed approved. The appeal to the Chancellor's Office shall be processed pursuant to the provisions of the California Code of Regulations, Title 5, Section 59350.

## 6. Remedial Action

a. **Conclusions**

If the College concludes that the charge of harassment is meritorious, it will provide timely notification to the accused of any corrective action proposed by the College.

b. **Discipline**

If harassment occurred, the College shall take disciplinary and/or remedial action against the harasser. The action will be prompt and commensurate with the severity of the offense. If discipline is imposed, the nature of the disciplinary action will not be communicated to the complainant.

Disciplinary actions against faculty, staff and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

c. **Right to Grieve**

An employee accused of harassment who is subject to disciplinary action as a result of the complaint shall have the right to proceed to advisory arbitration only after s/he has attempted a settlement at the mediation level. The parties agree to use the State Mediation and Conciliation Service to mediate the dispute.

The mediation will be conducted as confidential settlement negotiations such that if the parties fail to reach agreement none of the information or proposals exchanged in the mediation may be used in any subsequent advisory arbitration hearing. If mediation fails to generate a settlement, the parties agree to request a list of arbitrators from the State Mediation and Conciliation Service and to select an arbitrator using a "strike-off" process.

d. **Confidentiality and Prohibition of Retaliation**

The College shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties. The College shall also take reasonable steps to protect the complainant from further harassment and to protect the complainant from retaliation as a result of filing the complaint. The College shall take reasonable actions to ensure that neither the accused person nor the accuser, nor his/her representative, shall engage in any retaliation or intimidation toward each other or the witnesses. The College shall make every effort and take all necessary steps in order to protect personnel from the consequences of false accusations relating to sexual harassment.

## 7. Dissemination of Policy and Procedures

The College's policy and procedures related to harassment will be provided to all students, faculty members, administration and staff, and will be posted in each department office on campus.

At the time of initial hire, employees will be supplied with a copy of the current harassment policy and harassment complaint procedure of the District; and they will sign a statement acknowledging that they have received the policy and procedures. The signed statement will be placed in the employee's personnel file. In addition, the most current policy and procedures will be incorporated into the College's General Catalog and orientation materials for new students.

## 8. Training

Training of faculty and staff should be conducted annually emphasizing the prohibition of harassment in the classroom and work environment and should include a review of the Board Policy 3430, Prohibition of Unlawful Discrimination and Harassment and the Discrimination and Harassment Complaint Procedures.

**Reference:** Education Code sections 2.2.1, 66252, 66M2.5; Government Code sections 12900 – 12996; Labor Code sections 1101, 11021; California Code of Regulations, Title 5, Section 59320 42 U.S.C. sections 2000d, 2000e et.seq. (Title VI, VII) 42 U.S.C. section 2000h – 2 (Title IX) Title 5, section 59320, et. seq.

## Student Standards of Conduct - Board Policy 5500

The Superintendent/President shall establish Codes of Conduct and procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline and shall identify potential disciplinary actions including, but not limited to, the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

- A. The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:
1. Causing, attempting to cause, or threatening to cause physical injury to another person.
  2. Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President.
  3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
  4. Committing or attempting to commit robbery or extortion.
  5. Causing or attempting to cause damage to District property or to private property on campus.

6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Violation of the District's smoking policy.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of College facilities.
15. Lewd, indecent, or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
19. Misrepresentation of oneself or of an organization as an agent of the District.
20. Obstruction or disruption, on or off College property, of the College's educational, administrative, or

# Code of Student Conduct

other College process.

21. Violation of any order of the Superintendent/President, notice of which has been given prior to such violation, and which order is not given by publication in the College newspaper, or by the student bulletin which is posted on bulletin boards designated for this purpose.
  22. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
  23. Violation of any District Board Policy.
  24. Any other cause identified as good cause by the Education Code or other laws governing a community college.
- B. Students who engage in the above are subject to the procedures outlined in AP 5502, which include:
1. Reprimand - Written warning that continued misconduct will result in more serious disciplinary action.
  2. Temporary Exclusion - Removal from class or College activity for the duration of its scheduled period.
  3. Short-term Suspension - Exclusion from classes, activities, and/or student privileges for a specified number of days, up to maximum of ten days.
  4. Long-term Suspension – Exclusion from classes, activities, and/or student privileges for the remainder of the school term or for one or more terms.
  5. Expulsion - Termination of student status at this College.
- C. 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 the class for the remainder of the class session and the next class meeting.
  2. Any administrator may temporarily exclude the student from any District sponsored activity for the remainder of the activity time.
  3. The Dean of Student Services (Admissions and Records) may reprimand or temporarily exclude the student, or may recommend suspension or expulsion.
  4. The Superintendent/President of the District may impose suspension or recommend expulsion.
  5. The Board of Trustees may impose expulsion.
- See Administrative Procedures 5501, 5502 and 5503.

## Student Discipline Procedures

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies. A full description of the procedure is available on the COS website or upon request from Student Services.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected. (AP5502)

### ■ 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 online through your BANNER WEB account.

## ■ 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

Smoking is prohibited on all district property with the exception of designated parking lots. Please check the campus maps for which parking lots are allowed. Violation of this policy may result in a \$35.00 fine being assessed.

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 Activities and Affairs 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 Counseling and Matriculation 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 Activities and Affairs 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 55220(h), 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.

## Student Services

### ■ 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 an activity sticker 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,

# Student Services

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

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

## ■ COS 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 at <http://cos.bncollege.com>  
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 e-mail.

Dorianna Mendieta, Bookstore Manager  
[doriannam@cos.edu](mailto:doriannam@cos.edu)

Karyl Johnson, Bookstore Operations Coordinator  
[karylj@cos.edu](mailto:karylj@cos.edu)

Jim Anderson, Shipping & Receiving  
[jima@cos.edu](mailto:jima@cos.edu)

## ■ California Mini-Corps

The California Mini-Corps Program provides direct instructional services to migrant students as prescribed by the federal law titled Improving America's Schools Act. The primary focus is to assist migrant students in the core curriculum, to assist high risk migrant students and promote advocacy for them in their school. The program is designed for college students interested in becoming primary or secondary school teachers. For more information, please contact the California Mini-Corps Office by calling (559) 730-3958 or visiting the office located on the Visalia Campus.

## ■ CalWORKs

The California Work Opportunity and Responsibility to Kids (CalWORKs) Program receives funds from the California Community Colleges Chancellor's Office to partner with a variety of agencies and businesses in order to provide training and support services to students who are welfare recipients. Direct student services include advocacy, paid work study, paid childcare, resume assistance and job placement. For more information, please contact the CalWORKs Office by calling (559) 730-3864 or visiting the office located in the Sequoia Building on the Visalia Campus. Or online at: [www.cos.edu/calworks](http://www.cos.edu/calworks).

## ■ Campus Parking

Parking facilities on campus are 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. 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.

Those who do bring vehicles are required to purchase a permit and to obey ALL parking regulations. Citations may be issued by the District 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 District 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.

Parking permits must be permanently affixed to the vehicle in the prescribed manner.

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, at the College Farm, and the Hanford Center.

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 the Sequoia Building.
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.

## ■ CARE

The Cooperative Agencies Resources for Education (CARE) Program serves Extended Opportunity Programs and Services (EOPS) students who are transitioning from receiving Temporary Assistance for Needy Families (TANF) to becoming economically self-sufficient. For more information, please contact the CARE Office by calling (559) 730-3818 or visiting the office located in the Sequoia Building on the Visalia Campus. Or online at: [www.cos.edu/eops](http://www.cos.edu/eops).

## ■ Career Services and Advising

Career services are available to all COS students. The Career Center assists individuals in finding and researching careers, occupations, and college majors. The Center hosts workshops in career and work-related topics such as interview techniques, resume preparation and labor market information. The Center also assists students in finding off-campus employment using our online Hire COS job search system. The Career Center is located in the Sequoia Building. You can contact the Center by calling (559) 730-3730.

## ■ CDC-WORKS

The Child Development Careers Program (CDC-WORKS) receives funds from the Foundation for California Community Colleges to increase self-sufficiency among CalWORKs recipients and alleviate the shortage of qualified Early Childhood Educators in California. Participants will be enrolled in a program of coursework and work experience

to meet the requirements needed to obtain an Associate Teacher and/or a Teacher permit. For more information, please contact the CDC-WORKS Office by calling (559) 730-3864 or visiting the office located in the Sequoia Building on the Visalia Campus.

## ■ Child Care

The Child Development Center serves as a 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 Heart of the Valley Church, 2800 West Walnut, Visalia, CA 93277, 559-741-9050.

At this center, child care is provided for students, staff and the public. Call the Child Development Center if you have any questions about qualifications and referrals to the other child care services – 730-3918.

## ■ Clubs and Organizations

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

Any group wanting to be organized as a club at COS must be chartered through the Associated Student Body. Forms are obtained in the Student Activities and Affairs Office located in the Giant Forest building. An "Activity Hour" is scheduled on Tuesdays and Thursdays at 12 noon for activities. It is set up so groups can plan meetings, social activities, and assemblies when most students are free to attend. An effort is made to schedule a minimum number of classes during these hours.

## ■ Counseling Services

Counselors at College of the Sequoias provide complete educational and career guidance services. They meet with students on an individual or small group basis for a range of purposes: interpreting assessment results, recommending further assessment/testing, determining specific courses for immediate and future registration, developing a Student Education Plan, identifying students' concerns and making appropriate referrals for 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

# Student Services

information is essential, our counselors are dedicated to ensuring that students receive current and correct information. This information is usually documented in a Student Education Plan which reflects the student's current goal. Students wishing to change their goal should see a counselor to revise their Student Education 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 periods 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 Sequoia building. The telephone number is (559) 730-3741, or 730-3715. To schedule a counseling appointment on the Hanford campus, students may call (559) 585-2500.

## ■ COS District Police Department

The COS District Police Department functions for the protection of school facilities, students and staff.

Other services provided by the District Police Department include:

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

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

The District Police Department is located in Parking Lot 1 off Meadow Lane. The business office phone number is 730-3726. For emergencies at any campus call 911. For non-emergencies or to reach an officer call 730-3999 for Visalia and the Farm, and 583-2599 at the Hanford Center.

## ■ Disability Resource Center

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

The DRC serves COS students with a variety of disabilities, including but not limited to: students with mobility, vision

and other health impairments; hearing and speech difficulties; learning disabilities that affect acquiring, storing and/or retrieving information; acquired brain injuries and psychological disabilities; as well as developmentally delayed learners with potential for measurable achievement in college.

DRC Services include: adaptive computer technology; alternate media (Braille, electronic text, large print, tactile graphics); assessment (Ability to Benefit, competency, learning disability, placement); assistance with taking notes and tests, disability-related counseling; equipment loan; instruction in academic support and learning skills; liaison/referral both on and off-campus; Sign Language interpreters and more.

For more information contact the DRC (559) 730-3805; (559) 730-3803 (FAX); (559) 302-9976 (VP); or online: [www.cos.edu/drc](http://www.cos.edu/drc).

## ■ Early Alert

Early Alert will allow you to learn of your mid-term grades, any areas of concerns and read comments written by your instructors for the classes you are taking at COS.

You will receive your Early Alerts in two ways.

1. An e-mail message will be sent to your COS Giant e-mail account.
2. Early Alerts will appear online on Banner Web.

You are encouraged to ask your instructors to submit an Early Alert on your behalf and to seek assistance from the many student programs and services available at COS. For more directions on how to access your Early Alerts, please visit the following website: [www.cos.edu/earlyalert](http://www.cos.edu/earlyalert).

## ■ EOPS

The Extended Opportunity Programs and Services (EOPS) Program serves college students of educationally and socioeconomically challenged backgrounds. The primary purpose of the EOPS Program is to prepare students to transfer to a four-year university, complete an associate degree or vocational certificate in order to acquire desirable career-related skills to attain rewarding employment as a result of their educational experience. For more information, please contact the EOPS Office by calling (559) 730-3818 or visiting the office located in the Sequoia Building on the Visalia Campus. Or online at: [www.cos.edu/eops](http://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, 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 and academic eligibility. For the purpose of establishing financial need, students should submit the Free Application for Federal Student Aid (FAFSA). You may complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov). Application materials and detailed instruction booklets are available at California high school counseling offices and/or College of the Sequoias Financial Aid Office. For general financial aid information, please visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov). For COS financial aid policies and procedures, please go to [www.cos.edu/financialaid](http://www.cos.edu/financialaid). You may also contact the COS Financial Aid Office located in the Sequoia Building, or by calling (559) 730-3747.

Limited Financial Aid Services are offered at the Hanford Center.

## ■ Satisfactory Academic Progress Policy for Financial Aid Recipients

The federal regulations which govern the administration of Title IV Student Financial Aid Programs (CF R668.16, 668.34) require that a student maintain satisfactory academic progress toward the completion of an educational goal in order to continue to be eligible to receive student aid funds.

### To receive Title IV student financial assistance at College of Sequoias, a student must:

- A. Be enrolled in an eligible program for the purpose of completing an AA/AS degree or transfer requirements or a certificate program that requires a minimum of sixteen (16) units. (*Refer to Eligible Majors for Financial Aid Eligibility*)
- B. Take the COS Placement Test, unless the student meets the criteria for exemption, as indicated in the COS Catalog or Schedule of Classes.
- C. Have on file with the College District a *counselor-approved* Student Educational Plan (SEP) that at minimum includes the current semester.
- D. Enroll only in classes that are required for the student's educational program.
- E. Maintain Satisfactory Academic Progress (SAP). Units and degrees attempted at regionally accredited\* institutions other than College of the Sequoias will be counted toward the progress standards.

### Satisfactory Academic Progress Standards Chart:

In order to meet Satisfactory Academic Progress standards, a student must:

1. Complete 66.66% of units attempted in each semester (Fall/Spring/Summer) according to the following chart. A grade of W, NP, NC, F, NG or I is considered non-completion of units. Course repetitions are included in the term and in cumulative units attempted.

Units Attempted	Minimum Units Students Must Complete
20	13.5
19	13
18	12
17	11.5
16	11
15	10
14	9.5
13	9
12	8
11	7.5
10	7
9	6
8	5.5
7	5
6	4
5	3.5
4	3
3	2
2	1.5
1	1

2. Maintain a minimum semester AND cumulative grade point average of 2.0.

An initial satisfactory academic progress status of good standing, warning, or disqualification will be determined by applying satisfactory academic progress standards 1 and 2 above to each of the two (2) most recent semesters (Fall/Spring/Summer) of college attendance. If satisfactory academic progress standards were not met during the most recent semester of attendance, the student will be placed on financial aid warning and will continue to receive financial aid. If satisfactory progress standards were not met during both of the two (2) most recent semesters, the student will be disqualified and not receive financial aid. Satisfactory academic progress standards will be monitored after each term of attendance in each academic year.

### Procedures for Reinstatement of Aid Eligibility:

Students may regain financial aid eligibility by attempting and completing *program-required* units in a subsequent semester according to the Standards Chart, **AND** maintaining a minimum semester and cumulative grade point average of 2.0.

### Eligibility Limitations:

Provided that a student meets all other eligibility criteria, she/he may receive Title IV financial aid at College of the Sequoias unit she/he has:

1. attained an AA/AS degree; or
2. Attempted ninety (90) or more semester units.

Once either of the above is achieved, the student is disqualified from receiving financial aid. The student has the

# Student Services

option to file an appeal of the disqualification, provided that his or her current educational goal requires completion of additional units.

## Remedial Classes:

Students who are determined to need remedial course work may take up to thirty (30) semester remedial units at College of the Sequoias as long as they provide preparation for courses required in the AA/AS Degree, intended certificate or transfer program.

Some courses numbered 300-399 may be considered remedial and will not count toward the 90-unit maximum. English as a Second Language (ESL) courses will not count toward maximum allowable remedial units per Title IV federal regulations.

## Other Conditions of Satisfactory Academic Progress:

If at any time during an enrollment period it is determined by College of the Sequoias that the student is not actively attending classes and/or does not have a reasonable probability of receiving passing grades in enrolled courses, eligibility for financial aid will be forfeited.

During any given semester, no more than two (2) semester units of Physical Education, Dance, or Intercollegiate Sports activity classes will be counted for students enrolled in nine (9) or more units, and no more than one (1) semester unit for students enrolled in eight (8) or fewer units.

## Appeal of Disqualification

Students who have been disqualified from receiving financial aid may file a Satisfactory Academic Progress Appeal Form only for the following reasons:

- a. Educational goal requiring completion of units beyond an AA/AS degree or ninety (90) attempted units
- b. Illness or accident of the student
- c. Death of an immediate family member
- d. Job transfer or change in working hours (initiated by employer)
- e. U.S. Military Service orders

When submitting an Appeal Form, the student must be currently enrolled in classes during the semester for which the appeal is submitted. Acceptable documentation for each circumstance is listed on appeal form. The deadline to submit an appeal is November 30 for the fall semester and April 30 for the spring semester. The deadline to submit an appeal for summer is to be posted. The student will be notified of the appeal decision by email ([giant.cos.edu](mailto:giant.cos.edu)) within 4 to 6 weeks after grades are officially posted. **ALL APPEAL DECISIONS ARE FINAL.** Appeal Forms may be obtained online under Financial Aid Forms or in the COS Financial Aid Office, Sequoia Building Room 105.

Students granted an appeal will be placed on probation and continue to receive financial aid. Every semester, they will be required to maintain a minimum and cumulative grade point average of 2.0 complete units according to the Standards Chart, and meet any other conditions as stated on their appeal decision. An appeal will not be granted for a change of program (Major) after ninety (90) units of college coursework have been attempted, except in very limited circumstances, such as retraining due to medical reasons and only after a Change of Program Contract has been signed by the student and approved by the COS Financial Aid Office.

Title IV federal regulations provide the application of professional judgment on a case by case basis in determining satisfactory academic progress status.

\*Regionally Accrediting Organizations: Middle States Association of Colleges and Schools (MSCHE), New England Association of Schools and Colleges (NEASC-CIHE), North Central Association of Colleges and Schools (NCA-HLC), Northwest commission on Colleges and Universities (NWCCU), South Association of Colleges and Schools (SACS) and Western Association of Schools and Colleges (WASC-ACSCU or ACCJC).

## ■ 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 north end of the Giant Forest building. The snack bar offers a variety of snacks (including candies, ice-cream, crackers, and 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 7 a.m. to 2 p.m. on Fridays.

There is an outside seating area west of the Sequoia Building (outreach office) 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 7 a.m. to 2 p.m. on Fridays.

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

## ■ Housing Services

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

## ■ Insurance Coverage for Students

All students are covered by an accident insurance policy that provides coverage for accidents occurring during school-sponsored, supervised curricular and co-curricular activities. The policy coordinates with students' personal insurance so duplicate benefits are not paid. **STUDENTS INVOLVED IN AN ACCIDENT that occurs on the college campus or at a college-related function 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 (Moro building) and Health Center (Giant Forest building).

## ■ 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.

College of the Sequoias' Learning Resource Center 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. The LRC has WiFi throughout the building and every seating area has electrical outlets for laptops. Online catalogs provide access to the materials, which include books, videos, vertical files and periodicals.

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 circulation of books, videos 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 videos. 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 or magazine.

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 on the first floor of the Learning Resource Center (Lodgepole Building)

### 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 Learning Resource Center. College computers, including those in the Computer Commons, are for instructional use only—online games and social sites are not permitted.

## ■ First-Year Experience Program

The First Year Experience (FYE) program is designed to help incoming students new to college life build relationships with their peers and instructors to help ease the transition to college. Students are placed in a learning community, which is two or more linked courses that students move through together as a cohort. The instructors of the communities work collaboratively to share assignments, create common themes and support students in their success. Upon successful completion of their first semester, students are urged to continue onto the next phase of learning communities.

Another component of FYE is the First Year Experience Seminar course. This course focuses on college success, goal setting, and research techniques using electronic

# Student Services

databases, graduation/transfer requirements and organization skills. For more information contact the FYE office in the Sequoia Building, or call 730-3926.

## ■ Honors Program

The COS Honors program was created to offer students the opportunity to expand and enrich their educational journey. Specific courses are designed to offer the dedicated and committed student an opportunity to reach a greater breadth and depth of their academic and intellectual potential.

Benefits to students accepted into the COS Honors program include, but are not limited to: smaller class sizes, priority enrollment, assistance with TAG (transfer agreement) to University of California or California State University, specialized curriculum geared toward critical thinking and analysis, participation in student cohorts, interaction through field trips and schedule socialized events, interaction with dedicated honors staff and faculty, the opportunity to graduate with honors distinction and cord, honors notation on diploma, honors notation on transcript and an honors recognition ceremony.

Benefits to students accepted into the Honors Program include, but are not limited to:

- \*Small class sizes
- \*Priority Enrollment
- \*Assistance with TAG (transfer agreement) to UC's or CSU's
- \*Specialized curriculum geared towards critical thinking and analysis
- \*Participation in student cohorts
- \*Interaction with Honors staff and faculty
- \*The opportunity to graduate with Honors distinction, Honor's notation upon their diploma, and Honor's notation upon their transcript

## ■ Mathematics Engineering, Science Achievement Program (MESA)

MESA provides math, engineering, science, nursing and applied science majors the academic support they need to navigate their way through their difficult coursework. The program is focused on assisting economically disadvantaged students reach their full academic potential and become professionals in their chosen fields of study. Participating MESA students are offered Academic Excellence workshops, advanced tutoring (Calculus, Trigonometry, Chemistry, and Physics), assistance in transferring, career advising, a student study center, links with student and professional organizations, and professional development workshops. The Student study center is open to all math, science and engineering students. Information on the program is available on the COS website. Call (559) 737-6136 for more information.

## ■ Orientation Services

Orientation is a required activity for all newly matriculated students at College of the Sequoias. Three options to meet this requirement are currently available: (1) First Giant Step Orientation (offered one week prior to the first of Fall semester) (2) an online orientation; and (3) face-to-face/in-person orientation. Each option provides general information about the college, resources, and procedures. Students will earn a half unit of credit and will be charged \$18 for a half unit. Non-residents will pay the \$18 half unit fee plus the non-resident fee. Tuition amount is subject to change.

Extended Orientation will also be available by attending a variety of "free" Student Success Workshops that will be offered, such as Time Management, Learn About Financial Aid, Study Skills, Self-Esteem, Discover Your Learning Style, Student Mental Health, etc. For more information on topics and dates contact the Orientation office at 737-5410 or visit the web site [www.cos.edu](http://www.cos.edu).

Students selecting the online option will go to [www.cos.edu](http://www.cos.edu) and click on "Orientation." After viewing the online orientation, the questionnaire and information which appear at the end of the orientation must be completed and submitted electronically to receive credit for this portion of orientation process. Face-to-face orientations are typically offered the first two weeks of each semester (additional dates may be offered). Call the Orientation Office (737-5410) or check our web site at [www.cos.edu](http://www.cos.edu) for more information.

In order to complete the matriculation process for Orientation, you must complete the following: 1) one of the three orientation options; 2) placement testing in the Assessment office; and 3) see a counselor to complete a student educational plan. A student is then ready to register for classes online at [www.cos.edu](http://www.cos.edu). Computers are available for use with the COS matriculation process in the Sequoia Building. A matriculation exemption is granted if the student has previously participated in a COS orientation; is transferring to COS from other college; or is enrolling in six units or less and has no plans to obtain a degree, certificate, or participate in a transfer program. (We highly recommend all new students participate in one of the orientation options to promote student success.)

## ■ Outreach Services

Our goal is to help new students make a smooth transition from high school to COS. However, we are here to help current students learn about resources and services available on campus. The Outreach Office is located in the Sequoia Building, room 104. Students and guests are welcome to drop in between the hours of 8:00 AM to 4:30 PM. To contact the Outreach Department please call the Career, Transfer, Outreach-Coordinator at 730-3700 or email us at [outreach@cos.edu](mailto:outreach@cos.edu).



## ■ PASEO Program

The Promoting Achievement and Scholarship with Enrichment Opportunities Program was created to help new students preparing for a Science, Technology, Engineering and Math (STEM) career to excel academically. You should join if:

- You intend to pursue a bachelor's degree or higher degree in a math or science-based major like: Mathematics; Chemistry; Biology; or Engineering.
- You completed a high school chemistry class and are ready for advanced math.
- You are interested in working closely with COS STEM faculty in classes and in STEM enrichment activities such as conferences, field trips and university visits.
- You are interested in internships and scholarships.
- You qualify to receive financial aid and/or if your parents did not complete college.

### How PASEO helps STEM students at COS:

PASEO helps STEM students by connecting them to the resources at COS and beyond which will help them to succeed in their challenging courses. A 5-day Summer Orientation held at Fresno Pacific University ensures that they will know and be comfortable working with their fellow STEM students and STEM faculty from Day One. The PASEO Staff will guide them through the complicated processes of registering for classes and obtaining financial aid. The support network students gain by establishing a connection with fellow students is a critical component to success. Program staff are dedicated to their success and are available on a walk-in basis. The program goes above and beyond the call of duty by providing supplemental instruction, computer access, scholarship and academic success workshops, award ceremonies, and moral support.

The PASEO Program gives students the support and resources to overcome the challenges of being a college student.

### PASEO Eligibility Requirements:

1. Eligibility for Trigonometry, Pre-calculus or Calculus and General Chemistry
2. Able to participate in a 5-day STEM Summer Bridge Program at Fresno Pacific University
3. Declared Science or Math major
4. Desire to continue studies for a Bachelor's degree at a four-year university
5. Join MESA or SETA at COS
6. Meet any of the following:
  - Parent/Guardian/Student receiving AFDC
  - Need-based financial aid recipient
  - Recipient of a Board of Governors Waiver
  - First generation student

For more information contact: Charles Rush, Activity Lead (559) 737-4845; [charlesr@cos.edu](mailto:charlesr@cos.edu).

## ■ 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 is open to all students. 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 to develop and monitor an educational study plan and for personal/career counseling. This allows students to make the right choices through their college experience. In addition to the English courses, students will enroll concurrently in counseling/study skills classes.

**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 state-wide 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 who are employed 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 or weekends for program activities.

For more information contact: Teresa Guadiana, Counselor (559) 730-3853; [teresag@cos.edu](mailto:teresag@cos.edu) or Sandy Valenzuela, Counselor (559) 730-3746; [sandyv@cos.edu](mailto:sandyv@cos.edu).

## ■ Scholarship Program

College of the Sequoias offers over \$130,000 in Scholarship Awards each year to eligible student applicants. Awards sponsored by the College, COS Foundation and many community donors, range from \$100 to \$2,500 and are offered to incoming freshman, continuing sophomores, and graduating/transferring students. The online COS Scholarship Application and Directory may be accessed from the COS website: [www.cos.edu/scholarships](http://www.cos.edu/scholarships). The Scholarship Office is located in the Sequoia Building, Room 106. Contact information: [carolp@cos.edu](mailto:carolp@cos.edu) or 730-3878.

# Student Services

## ■ Student Activities

COS recognizes its responsibility for students' emotional and social growth. The college, therefore, offers a variety of co-curricular programs, including student government, athletics, music groups, clubs, assembly programs, community service projects and social activities. Further information on any activities can be obtained through the Student Activities and Affairs Office in the Student Center, Giant Forest building, Room 123.

## ■ Student Health Center

The services offered at the Student Health Center expand and change along with the needs of the COS students. The Student Health Center employs licensed registered nurses who have public health care experience to provide all nursing care offered. The Health Center also employs a licensed clinical social worker, who supervises the Student Health Center's psychological counseling program. The following is a partial list of the many services offered at the Health Center:

Nursing assessments and referrals, health information and education, blood pressure, vision and hearing screening; first aid; confidential mental health/psychological counseling, massage therapy; reproductive care, counseling and testing; communicable disease control, including tuberculosis skin testing; and over the counter medications. Fees are subject to change.

The list is only a sample of the services available to all currently enrolled COS students who pay the health fee, and all services listed are totally covered by that fee. The student health fee is set by the California Community College Chancellor's Office, and approved by the Board of Trustees. The current student health fee is \$17.00 per semester, and \$14.00 for summer sessions.

While the college does not provide general health insurance, the health fee does pay for an accident policy which covers accidents students may incur while at school or attending a school related function. For information regarding an independent health insurance plan available at personal cost to students, brochures are available at the Student Health Center.

For more information about any of the health services listed here please call the Student Health Center at 730-3880.

## ■ Transfer Center Services

The Center offers many services to help students prepare for transfer to a university. Examples of services include: regularly scheduled visits by representatives from other colleges and universities, workshops, assistance with completing applications, catalogs and a reference library. The Center is located in the Sequoia Building. You can contact the Center by calling (559) 730-3730.

## ■ Tutorial Center

The Tutorial Center provides small group tutoring and walk in tutoring for a variety of subjects. We offer walk in services in the areas of Math, English, Chemistry, Biology and Computers. The Tutorial Center is located in the Learning Resource Center (Lodgepole Building). The center is open Monday thru Thursday 7:30 am to 7:30 pm and Fridays 7:30 am to 3:30 am. We have helpful information available in the center at no cost. This would include information in the areas of note taking, study skills, test anxiety, improving memory and test taking.

For more information, please call 730-3820.

## ■ Veteran's Educational Benefits

College of the Sequoias is approved for training of veteran students under the provisions of State and Federal law. Educational Assistance is also available to children and dependents of veterans with service-connected disabilities. Students planning to attend the college and request Veterans Benefits should contact the Veterans' Office located in the Sequoia Building or call at (559) 730-3854 to receive information regarding required forms and procedures.

## ■ Welcome Center

College of the Sequoia's Welcome Center makes it easy and convenient for students to learn about the many services COS has to offer. The Welcome Center's one-stop-shopping concept bundles several aspects of the enrollment process into one office that helps students decide what to study, fill out an application, register for classes and apply for financial aid. Students can also research transfer pathways and career information.

The Welcome Center offers the following school, transfer and career resources:

- Fill out a COS Application
- Check their BANNER Account
- Set up their Giant E-Mail Account
- Search, add or drop classes
- Provide general FAFSA help
- General COS Program Information
- General Blackboard help
- COS transfer guides
- Major CSU and UC college catalogs
- CSU and UC transfer information/guides
- Application workshops for both CSU and UC colleges
- "Transfer Tuesday" events
- College representative visits
- Transfer related workshops
- Transfer related fieldtrips
- Computer resources
- Career advising
- Resume guides
- Cover letter guides

- Giant job system referrals
- Job search tips
- Career related workshops

The Welcome Center is located in the Sequoia Building, Room 104 and open 8:00 AM to 4:30 PM Monday through Friday. To contact the Welcome Center, You can call the Career, Transfer, Outreach-Coordinator at 559-730-3700, or e-mail [careertransfer@cos.edu](mailto:careertransfer@cos.edu).

## ■ WIA

The Workforce Investment Act (WIA) Program provides a wide range of opportunities that will improve the self-sufficiency skills of low-income students and enhance their ability for long-term employment. Students may be eligible for sponsorship if they are unemployed due to plant closure, unemployed, under-employed or economically disadvantaged. For more information, please contact the WIA Office by calling (559) 730-3864 or visiting the office located in the Sequoia Building on the Visalia Campus.

## ■ Work Experience

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

## ■ On-Campus Student Employment/Work Study

College of the Sequoias offers on and off campus student employment. On campus student employment is funded by various departments and programs, including Federal Work Study and CalWORKs Work Study. On campus positions are posted online at the COS website: [hire.cos.edu](http://hire.cos.edu). For more information, contact the Work Study Specialist, at 730-3864, located in the Sequoia Building-Room 106.

## ■ Work Study

College of the Sequoias offers two student employment, Work Study programs: Federal Work Study (FWS) and CalWORKs Work Study (CWWS). In order to receive Federal Work Study, students must first submit a FAFSA and receive an FWS Invitation letter. CalWORKs Work Study is available to eligible students receiving TANF cash aid. If you are interested in CWWS, please visit the Student Services Specialist in the CalWORKs Office in the Sequoia Building-Room 106.

## Academic Divisions

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.

## ■ Agriculture

*Fernando Fernandez, Chairperson*

Agriculture is the largest industry in California. College of the Sequoias is nestled against the foothills of the scenic Sierra Nevada mountains, 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 of Science Degrees and general education classes in preparation for transfer to a four-year university. The Agriculture Program at COS also offers evening and short-term classes designed for individuals who seek to upgrade existing job 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 Agriculture Division serves as host for the Collegiate Agriculture Leadership Conference, which offers leadership training for students and a statewide competition in a variety of skill-based contests. Clubs representing every agricultural major are an important and active presence on campus. They include, among others, Ag Council, Ag Ambassadors, Ag Business Ag Welding, Livestock, Dairy, Equine, Ornamental Horticulture, Floriculture and Plant Science clubs. 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 California. By participating in clubs and other extracurricular activities, students develop invaluable skills that will serve them throughout their lives.

# Academic Divisions

The Agriculture Division faculty and staff look forward to the relocation of the COS Agriculture Facilities from their current location in Visalia to a new Agriculture Education Complex in Tulare. All existing programs will be relocated and the tradition of serving students, industry, and the community will continue.

## ■ Business

*Brian Bettencourt, 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. Several 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.

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
- Computer Operating Systems
- 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 that is staffed with instructional assistants. Students may select a concentrated field of study leading to a certificate in:

- Accounting
- Administrative Assistant
- Business, General
- Business Management
- Computer Applications
- Computer & Information Systems
- Computerized Office Procedures

- Law Office Clerk/Receptionist
- Legal Secretary
- Marketing Management
- 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 pre-law 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.

## ■ Industry and Technology

*Rolando Gonzalez, 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 twelve 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: Aeronautics, Automotive Technology, Architecture, Construction Technology, Drafting Technology, Electronics, Information Technology, Electrician Training, Waste Water Treatment, Graphic Design, Heating Ventilation and Air Conditioning, Industrial Maintenance, Plumbing, 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.

## ■ Fine Arts

*James McDonnell, Chairperson*

The Fine Arts Division includes the following Departments: Art, Dance, Drama, Music, Photography, and 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  
Communication

### Certificate:

Commercial Art  
Commercial Music  
Communication Studies

### 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

## ■ Language Arts and Communications

*Valerie Ehrlich, 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, Portuguese, 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 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 African-American Literature, to period literature, such as Shakespeare or American Literature. Several courses are offered online, allowing students to meet minimally on campus and to do the majority of the coursework from their own homes. The English Department houses the Puente Project, a transfer program for students interested in studying Latino culture and issues and in transferring to the University of California, and many composition courses offered in the department are part of the First Year Experience program. The department also runs the Writing

# Academic Divisions

Center, a place for any student in any discipline to receive feedback and assistance on any college writing project at any stage of the writing process. The Writing Center offers students across campus support and resources from laptop computers and printing capabilities to trained student tutors and English and ESL faculty to help with any essay. Increasingly, employers demand strong reading and writing skills of their employees, in addition to the ability to work with a variety of people successfully: English classes hone these skills. An English major prepares a student for a number of professional opportunities--law, teaching, publishing, broadcasting, journalism, and many more. The department also offers a Writing Consultant Achievement Certificate, a chance for students who are considering any teaching or helping profession to earn recognition attesting to their abilities to tutor writing. The department also sponsors a Creative Writing club that annually produces the literary magazine, *The Working Title*. The courses of study within the English Department emphasize growth, 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. Intermediate courses are designed for students with minimal skills in one or more of the reading, writing, speaking and listening areas; advanced courses are equivalent in rigor to 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 ESL department also offers a non-credit, no cost program for students who want to learn English but do not need college credits. There are options both on campus and in local off-site locations to complete a non-credit beginning, intermediate, and advanced certificate in ESL. A transfer level Linguistics class that satisfies the requirement for prospective primary school teachers is offered via this department as well.

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 and Portuguese 1-2 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 are particularly active, sponsoring activities like the campus MEChA club and a Dia de los Muertos display. A particularly popular Achievement Certificate offered by the Spanish department is the Spanish Interpreters Certificate that encompasses a group of courses designed to lead a student to the successful completion of the CA state interpreters exam.

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 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 journalism computer lab offers students the opportunity to design and print both hard copy and online versions of the newspaper, simulating the production of local and national newspapers. In addition, the courses in "Mass Communication" and "Cultural Issues in Film/TV/Web" also meet a transfer requirement in Area 4 for the CSU and UC transfer.

Good experiences learning languages, writing, and literature are available in the Language Arts Division!

## ■ Math and Engineering

*Chris Keen, Chairperson*

The Mathematics Department offers courses for basic skills instruction, general education, and support curricula for math, science, computer 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. In addition to traditional coursework, the department supports a tutorial and computer lab which is available for walk-in use by students enrolled in math courses.

The Engineering Department offers the first two years of courses required for engineering students. The department has transfer agreements 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. Additionally, an Associate Degree in Engineering is offered which provides the solid foundation that universities require in their upper-division students. Engineering students are also frequently given the opportunity to participate in projects and competitions to enhance their coursework.

## ■ Nursing and Allied Health Division

*Belen Kersten, 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 Division

*John Boragno, 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 Division

*Jesse Wilcoxson, Chairperson*

The Science Division supports lifelong learning, diversity, economic growth and advancement of basic skills by providing a wide range of courses that are program/major specific, transfer level, general education, pre-vocational and courses provided as community service.

The courses taught by the science division are designed to develop basic skills, knowledge levels, and critical thinking abilities and to provide a foundation for future educational experiences. Our focus is on the process and product of scientific inquiry. A primary goal is to facilitate student growth and success while maintaining reasonable academic standards in course content, level and grading.

The Division consists of the Departments of Biology, Chemistry, and Physics. Major programs are offered in each of these disciplines. Each of these areas additionally offer transferable courses accepted by both private and public colleges and universities.

If you plan on transferring to a California public university, please visit [www.assist.org](http://www.assist.org). This website will list the COS courses that are transferable to the institution of your choice.

Other disciplines taught in this division include Astronomy, Geology, Physical Anthropology, Physical Geography and Meteorology.

Biology is the largest Department in the Division and offers a wide variety of courses for non-majors and majors alike. The department offers courses required for students majoring in allied health fields such as nursing, dental hygiene, physical therapy and sports medicine.

Students preparing for pre-dental and pre-medical majors normally major in Biological Sciences and can find all the required courses available at COS.

Please consult with your counselor if you are planning such

# Academic Divisions

a major since there are many prerequisites for the required courses. Creating a Student Education Plan (SEP) early in your academic career will reduce the chance of taking courses you do not need to transfer.

Science majors are invited to participate in two programs designed to improve transfer to the university: MESA and SETA. MESA provides students with academic support services such as advising and tutoring. SETA is the student science club. Both programs provide information on scholarships, internships, field trips and enrichment opportunities

## ■ Social Sciences Division

*Carol Enns, Chairperson*

Professors in the Social Science Division teach the following disciplines:

Administration of Justice	Human Services
Anthropology	Philosophy
Economics	Political Science
Ethnic Studies	Psychology
Geography	Social Science
History	Sociology

Courses meet four-year university transfer and community college associate degree requirements. Human Services and Administration of Justice courses prepare students for careers. Social Science courses enrich the personal, civic and professional lives of students.

Caring Social Science professors guide students to success. The format of learning is traditional classroom instruction or on-line distance education. Classes are available in daytime, evening or on Saturday. Some classes start later in the semester for fewer weeks so students can vary their schedules.

In the classroom, students learn through small group discussions, panel presentations or lectures. Most information is presented several ways to help learners. Students learn by lecture, DVD or print displays, computer-based information, and handouts in class.

Caring professors guide students during visits to their offices. They support students of all ages, races, cultures, gender-orientation and disability in their learning and academic goals.

## ■ Student Services Division

*Adrienne Duarte, 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.

### California Work Opportunity and Responsibility to Kids (CalWORKs)

California Work Opportunity and Responsibility to Kids (CalWORKs) is a state funded program that provides counseling, training and support services to students who are welfare recipients. Direct student services include advocacy, paid work study, paid childcare, resume assistance and job placement.

### Cooperative Agencies Resources for Education (CARE)

Cooperative Agencies Resources for Education (CARE) is a state funded program that assists students who are transitioning from receiving Temporary Assistance for Needy Families (TANF) to becoming economically self-sufficient. The CARE Program provides academic, financial and personal counseling to student participants as they work to attain their educational goal of graduating or transferring. Additional academic and financial support services are also provided.

### 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.

### Courses

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 Counseling and 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 disability-related counseling, learning disability assessment, instructional support, note taking assistance, extra time and other testing accommodations, and specialized equipment loans.

Other services include in-class sign language interpreters, specialized tutoring, and videophone access for deaf and hearing impaired students.



# Transfer Information and Requirements

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, Braille, electronic text, large print, and tactile graphics. 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 targeted recruitment to students identified as being educationally and socio-economically disadvantaged. The EOPS Program provides academic, financial and personal counseling to student participants as they work to attain their educational goal of graduating or transferring. Additional academic and financial support services are also provided.

## 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 at (559)730-3742.

## Transfer Information and Requirements

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 half of these college and university programs. Students wishing to pursue any of these goals should meet with a counselor as early as possible to discuss their plans. 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 point 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 catalog of that 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 online and in the Transfer Center. Students interested in purchasing their own catalog can do so by writing directly to the college or university.

Colleges and universities require students to complete specific general education requirements as well as major requirements for the baccalaureate degree. Students can complete both general education and lower division major requirements at COS prior to transfer. COS maintains articulation agreements for selected majors at many colleges, and COS counselors can assist with interpreting the agreements, catalog statements, and other 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 that transfer to universities meet various requirements depending upon the school and major selected.

*Students are responsible 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 any program or course prerequisites. College requirements and articulation agreements are constantly changing; the following pages represent our best attempt to provide current and pertinent information for transfer students.*

## ■ The California State University 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 (2.4 for California non-residents) in all transferable units attempted, and are in good standing at the last college or university attended, you may be eligible for upper division transfer if:

# Transfer Information and Requirements

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). Required courses must be completed by deadlines established by the university.

## New degrees for CSU Transfer Students:

Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T)

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the Degrees for Transfer section of the catalog. All courses in the major must be completed with a grade of C or better for a "P" if the course is taken on a "pass-no pass" basis (Title 5 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

At the time of catalog publication, a student may earn an AA-T in Psychology, an AA-T in Communication Studies, or an AA-T in Sociology (requirements listed in the Degrees for Transfer section of the catalog). Additional majors are being developed. Please see a counselor for more information.

## General Education Requirements for CSU

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.

The California State University General Education (CSU GE) Certification which will fulfill the lower division breadth/general education requirements for all CSU campuses.

The Intersegmental General Education Transfer Curriculum (IGETC) certification which will fulfill the lower division breadth/general education requirements for all CSU and most UC campuses.

The specific lower division breadth/general education requirements of the campus to which they intend to transfer.

The California State University General Education Certification (CSU GE) and Intersegmental General Education Transfer Curriculum (IGETC) patterns are listed below. Students should consult a COS Counselor to determine which option is best suited for their educational objective. The link to the link to the IGETC is: <http://www.cos.edu/articulationandtransfer/Infor for Artic-CSU GE and IGETC link.htm>

## ■ General Education Certification for Transfer to CSU

Students may complete the following pattern of courses within the stated rules to be eligible to receive CSU GE 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

English Language Communication and Critical Thinking (9 units minimum)

# Transfer Information and Requirements

Choose one course from each section.

A1 Oral Communication COMM 1, 1H, 4, 7, 8, ##112

A2 Written Communication ENGL1

A3 Critical Thinking ENGL 2, 2H, PHIL 25, 20; AJ25, COMM 5

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

\*Courses can be counted in ONE AREA ONLY.

## COMM 112 same as BUS 112

## Area B

Scientific Inquiry and Quantitative Reasoning (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, 1L; CHEM 1, 2, 20, 21, 25, 30;

GEOG 1, 4, 4H, 2, MET 1; PSCI 20;

PHYS 5, 6, 7, 20, 21

### Group 2 (B2) Life Science

AG 2, BIOL 1, 2, 20, 20H, 21, 22, 25, 30, 31, 40;

ANTH 11; PLSI 1

### Group 3 (B4) Mathematics

MATH 10,11,21, 70, 75, 76, 77,

80, 81, 154; BUS 20, 119; SSCI 25

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

## Area C

Arts and Humanities (9 units minimum)

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

### Group 1 (C1) Arts (Art, Cinema, Dance, Music, Theatre)

ARCH 70, 71

ART 1, 2, 3, 3H, 4, 5, 8

CINA 31, 32, DRAM 1, 2, 3, 6\*, 8, 9;

MUS 1, 4, 5, 6, 7, 10, 11, 13, 14, 15

### Group 2 (C2) Humanities (Literature, Philosophy, Languages other than English)

AJ 123

ASL 1, 2, 3, 4

BUS 185

ETHN 1\*,2\*,3\*,4\*

FREN 1, 2, 3, 4,

HIST 17\*, 17H\*, 18\*, 25\*

LING 111

PHIL 1, 1H, 5, 12, 13, 14

PORT 2

SPAN 1, 2, 3, 4, 22, 23

ENGL 4, 4H, 10, 15, 16, 17, 18, 19, 30, 31, 44, 45, 46

SPAN 12, DRAM 6\*

\*Courses can be counted in ONE AREA ONLY.

## Area D

Social Sciences (9 units minimum)

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

### Group 1 (D8) AMERICAN INSTITUTIONS

POLS 5, 5H

### Group 2 (D6) AMERICAN INSTITUTIONS

HIST 17, 17H, 18

### Group 3

(D1): ANTH 10, 10H, 12

(D2): ECON 40, 40H, 50, 25, AGMT 1

(D3): ETHN 1\*,2\*,3\*, 4\*,5

(D4): SOC 10

(D5): GEOG 2

(D6): HIST 4, 5, 23, 25\*

(D7): PSY 5, COMM 9, NUTR 20\*, AG 1, JOUR 20

(D8): POLS 6, #7, 8, AJ 25\*

(D9): CHLD 39, 42, PSY 1\*, 1H\*, 10\*, 34\*

(D0): AJ 11, 45,114, SOC 1\*, 2, 23, 26\*, 43, SSCI 36\*

POLS 7 same as JOUR 7.

\* Courses can be counted in ONE AREA ONLY.

## Area E

Lifelong Learning and Self-Development (3 units minimum)

PSY 1\*, 1H\*, 10\*, 34\*, 133; SOC 1\*, 26\*; NUTR 18, 20\*; CFS 80, 186; CHLD 39\*; ENGL 14AB; HW 1, 7, 104; NURS 106; SSCI 36.

\* Courses 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 all CSU campuses by completing POLS5 or 5H and either HIST 17, 17H or 18 as part of the General Education Certification.

## Intersegmental General Education Transfer Curriculum for Transfer to CSU and UC

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.

# Transfer Information and Requirements

## Area 1

English Communication

(CSU-Select one course from each group, 9 semester units minimum)

(UC-Select one course from Group A and one course from Group B -6 units minimum)

**Group A** English Composition 1 course, 4 semester units  
ENGL 1

**Group B** Critical Thinking-English Composition 1 course, 3 semester units  
ENGL 2, 2H, PHIL 25

**Group C** Oral Communication (CSU Requirement Only) 1 course, 3 semester units  
COMM 1, 1H, 8

## Area 2

Mathematical Concepts and Quantitative Reasoning (One course, 3 semester units minimum)

MATH 21\*, 70, 75, 76, 77, 80, 81; BUS 20\*; SSCI 25

## Area 3

Arts and Humanities

(Select at least three courses, with at least one course from Group A and one course from Group B.)

Group A Art  
ART1, 2, 3, 3H, 4, 5; ARCH 70, 71; MUS 4\*, 5\*, 6, 7, 10, 11, 13, 14; DRAM 1, 6\*\*, 8, 9

**Group B** Humanities

ASL 3, 4  
ENGL 4, 4H, 10, 15, 16, 17, 18, 19, 30, 31, 44, 45, 46  
ETHN 1\*\*, 2\*\*, 3\*\*, 4\*\*  
HIST 4, 5, 17+, 17H, 18+, 23, 25  
PHIL 1, 1H, 5, 12, 13, 14  
SPAN 3\*, 4\*, 12, 23\*  
FREN 3, 4  
DRAM 6\*\*

\* Indicates that the number of transfer units may be limited by the 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

## Area 4

Social and Behavioral Sciences (Minimum of 9 semester units)

Select at least three courses from at least two disciplines.

AG 1  
AJ 45  
AGMT 1;  
ANTH 10, 10H, 12  
CFS 80  
CHLD 39, 42  
ECON 25, 40, 40H 50  
ETHN 1\*\*, 2\*\*, 3\*\*, 4\*\*, 5  
GEOG 2  
JOUR 7#, 20  
NUTR 20  
POLS 5+, 5H+, 6, 7#, 8  
PSY 1, 1H, 5, 10, 34,  
SOC 1, 2, 10, 23, 26, 43  
SSCI 36  
COMM 9

# POLS 7 is the same as JOUR 7

\*\* Courses may be counted in ONE AREA ONLY

## Area 5

Physical and Biological Sciences (Minimum two courses, 7-9 semester units)

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

**Group A** Physical Sciences

CHEM 1\*, 2\*, 12\*, 13\*, 20\*, 21\*, 25, 30\*  
PHYS 5\*, 6\*, 7\*, 20\*, 21\*  
ASTR 10; GEOG1, 1L; GEOL 1, 4, 4H, 12  
MET 1; PSCI 20\*

**Group B** Biological Sciences

AG 2, ANTH 11, BIOL 1, 2, 20\*, 20H\*, 21\*, 22\*, 25, 30, 31, 40

**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; a score of 3 or higher on an AP Exam in a language other than English; a score of 500 or higher on a College Board Achievement test in a language other than English; a score of 5 or higher on an International Baccalaureate Higher Level Exam in a language other than English; or 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

# Transfer Information and Requirements

PORT 2  
SPAN 2,3,4,22,23

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+, 5H+

**GROUP 2**  
HIST 17+, 17H+, 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.

+ Courses used to meet the CSU graduation requirement in U.S. History, Constitution, and American Ideals may also be used for AREA 3 and/or 4 to meet IGETC requirements.

## ■ Eligibility for Transfer to UC

If you were eligible for admission to the University of California 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.

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.

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 (90 quarter) 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:
  - Two transferable college courses (3 semester or 4-5 quarter units each) in English composition, and;
  - One transferable college course (3 semester or 4-5 quarter units) in mathematical concepts

- and quantitative reasoning, and;
- Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

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

## ■ Clearing High School "A-F" Deficiencies with College Courses

### University of California

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

- (a) History/Social Science  
High School Requirement: 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  
High School Requirement: four years

For each year required through the 11th grade, a grade of C or better in a course of 3 or more semester (4 or more quarter) units in English composition, literature (American or English) or foreign literature in translation. Courses used to clear the fourth year and/or the entire requirement must be transferable. Literature courses must include substantial work in composition.

- (c) Mathematics  
High School Requirement: three years

Grade of C or better in a transferable mathematics course that has intermediate algebra as a prerequisite satisfies entire requirement, as does a nontransferable course of 3 semester (4 quarter) units in trigonometry. Freshman applicants cannot fulfill the entire requirement with statistics. One 3-semester-unit course in elementary algebra, geometry or intermediate algebra satisfies one year of the requirement.

- (d) Laboratory Science  
High School Requirement: two years

# Transfer Information and Requirements

For each year of the requirement, a grade of C or better in a transferable course in biology, chemistry or physics with at least 30 hours of laboratory (not "Demonstration")

- (e) Language Other than English  
High School Requirement: 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  
High School Requirement: 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  
High School Requirement: 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.

## ■ General Education Requirements for UC

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 most UC campuses by completing one of the following two options:

The Intersegmental General Education Transfer Curriculum which will fulfill the lower division breadth/general education requirements for most UC and all CSU campuses.

The specific lower division breadth/general education requirements of the campus to which they intend to transfer.

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:

Accounting  
1, 2

Administration of Justice  
11, 13, 14\*, 25\*, 45

\* 14 and 25 combined: maximum credit allowed: one course

Agriculture  
1, 2, 3, 4

Agriculture Management  
1

American Sign Language  
1, 2, 3, 4

Animal Science  
1, 2AB, 22, 93AD

NOTE: ASCI 93AD same as PE 93AD

Anthropology  
10\*, 10H, 11, 12

\*10 and 10H combined; maximum credit allowed; one course.

Architecture  
10, 11,13, 14, 20, 21, 70, 71

Art  
1, 2, 3#, 3H#, 4, 5, 6, 7, 8, 9, 10AD, 11AD, 12AD, 13AD, 15, 16AC, 17AD, 18AD, 23AD\*,25AD\*, 32AD

\*23AD and 25AD combined: maximum credit allowed, 6 units

#ART3 and ART 3H combined: maximum credit, one course  
Astronomy  
10

Biology  
1, 2, 20+, 20H+, 21, 22, 25, 30, 31,40

+No credit for BIOL 20 if taken after BIOL 1

Business  
18, 20\*, 82

\* BUS 20 and MATH 21 combined: maximum credit allowed; one course

Chemistry  
1\*, 2\*, 12, 13, 20\*, 21\*,25, 30\*

\*1, 2, 20, 21, and 30 combined: maximum credit: 2 courses.

# Transfer Information and Requirements

Child Development  
39,42

Consumer/Family Studies  
80

Cinema Arts  
31, 32

Communication  
1#, 1H#, 3, 4, 5, 7, 8, 9

#COMM 1 and COMM 1H combined: maximum credit allowed, one course

Computer  
5, 6, 8, 9

Computer Science  
1,2

Dance  
6AD, 8AD, 10AD, 12AD, 13AB, 16AB, 18AB, 41AD

**NOTE:** DANC 41AD same as MUS 97AD and DRAM 20AD.

Drafting  
16AD

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

**NOTE:** DRAM 12AB same as FASH 12AB; DRAM 17AB same as FASH 17AB; DRAM 20AD same as DANC 41AD and MUS 97AD

Earth Science  
1

Economics  
25, 40\*, 40H\* 50  
\*40 and 40H combined; maximum credit allowed; one course

Education  
50

Engineering  
1, 2, 3, 4, 7

English  
1, 2, 2h\*,4\*, 4H\*, 10, 14AB, 15, 16, 17, 18, 19, 30, 31, 44, 45, 46  
\*2 and 2H combined; maximum credit allowed, one course;  
\*4 & 4H combined: maximum credit allowed, one course

Ethnic Studies  
1, 2, 3, 4, 5

Fashion  
12AB, 17AB, 76

**NOTE:** FASH 12AB same as DRAM 12AB; FASH 17AB same as DRAM 17AB

French  
1, 2, 3, 4

Geography  
1,1L, 2,

Geology  
1, 4, 4H, 12

4 and 4H combined: maximum credit allowed, one course.

History  
4, 5, 17#, 17H#,18, 23,25  
#HIST 17 and HIST 17H combined: maximum credit, one course.

Health and Wellness  
1\*, 3, 7\*, 60\*

\*1, 7, and 60 combined: 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

**NOTE:** JOUR 7 same as POLS 7

Mathematics  
10\*\*,11\*\*, 21\*, 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, 14, 15  
20AD, 21AD, 22AD, 23AD, 30AD, 31AD, 32AD, 33AD, 34AD, 35AD, 36AD, 40AD, 41AD, 47AD, 50AD, 53AD, 54AD, 55AB, 56AB, 60AD, 61AD, 62AD, 72AD, 73AD,74AD, 75AD, 91AD, 92AD, 93AD, 95AD, 96AD, 97AD

++1, 4, & 5 combined; no credit for 1 if taken after 4 or 5  
**NOTE:** MUS 97AD same as DANC 41AD and DRAM 20AD

Nutrition  
18, 20

# Major and Certificate Requirements

Ornamental Horticulture

1, 2\*, 3\*, 7

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

Philosophy

1#, 1H#, 5, 6, 12, 13, 14, 17, 20, 25

PHIL 1 and PHIL 1H combined: maximum credit, one course

Photography

1, 2AD

Physical Education

1AD through 16AD\*, 17, 18AD through 49AD\*, 36, 37, 52AD through 93AD\*

\*any or all of these PE Activity courses : maximum credit allowed, 4 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

Political Science

5#, 5H#, 6, 7, 8

#POLS 5 and POLS 5H combined: maximum credit; one course

NOTE: POLS 7 same as JOUR 7

Portuguese

1, 2

Psychology

1, 1H, 5, 10, 34

Sociology

1, 2, 10, 23, 26, 43

Social Science

25, 36

Spanish

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

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

Sports Medicine

40\*, 60+

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

NOTE: SMED 60 same as HW 60

## ■ Private Independent Colleges

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

## Major and Certificate Requirements

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.

At the time of catalog publication, two additional degrees have been approved for students at College of the Sequoias.

Associate of Arts for Transfer (AA-T) degree is designed for students planning to transfer to a California State University campus majoring in the arts, humanities, social sciences, and similar areas (see Transfer Information and Requirements section of catalog for additional information).

Associate of Science for Transfer (AS-T) degree is designed for students planning to transfer to a California State University campus majoring in agriculture, engineering, technology, the sciences, and related programs (see Transfer Information and Requirements section of catalog for additional information).

## ■ General Education Philosophy for the Associate Degree

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

Major requirements educate students in the area of specialization, breadth requirements help them develop the



# Major and Certificate Requirements

capacity for independent judgment. 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 potential and limitations.

In social relationships and in the life of society, breadth requirements help students communicate more effectively, better understand others, and develop awareness of societal relationships.

In professional development, breadth requirements help students become more effective in the workplace through more effective communication through a better understanding of the relationship between the job at hand and the larger world.

General education breadth requirements:

1. expose students to the major disciplines of accumulated knowledge;
2. stimulate curiosity about their surroundings;
3. help students evaluate alternatives so that personal values can be formed;
4. develop effective communication skills;
5. gain a sense of self-worth;
6. learn to make rational decisions based on the utilization of problem-solving techniques; and
7. question simple solutions of complex problems; and if appropriate, seek alternatives.

## ■ AA/AS Requirements for Graduation

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

1. A minimum of 60 units of college-level courses (numbered from 1 – 299), at least 15 of which must be taken in residence at COS, with a “C” (2.0) average.
2. Completion of all courses required for the desired major (see major and certificate section of this catalog for details).
3. Nineteen units of general education, including at least three (3) units from each of the areas A through E. However, completion of the CSUGE, IGETC, or general education requirements at any regionally 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 activity courses. Exemptions will be granted to veterans with approved DD214s, students who have completed a police or fire academy, and

students with medical exemptions from qualified doctors.

- b. Three units of Health and Wellness. This requirement is satisfied by completion of HW 1, 7, or 104. Students earning a degree in Registered Nursing are exempt from this requirement. Veterans are also exempt with approved DD214s.
  - c. American Institutions: Completion of HIST 17, 17H, 18, GOVT 5,5H, or SSCI 276, or an equivalent course at a regionally 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 as follows:
- a. Writing and Reading:  
ENGL 1 or an equivalent course at a regionally accredited college with a grade of “C” or better.
  - b. Mathematics:
    1. MATH 230 or 235 or 245, or a more advanced math course at COS, or an equivalent course at a regionally accredited college with a grade of “C” or better; or
    2. Eligibility for MATH 10, 21, 45, 70, 154, BUS 20, or 119 based on COS Placement Procedures. Eligibility based on Assessment and Placement Testing must be established on students’ initial placement (retesting not permitted). Students with a substandard grade in MATH 230 or 235 or a more advanced math course at COS, or an equivalent course at a regionally accredited college may not use this option unless the eligibility was established before enrollment in the course in which the substandard grade was earned.

### Area A1

Written Communication

A minimum of four (4) units of:

ENGL 1

### Area A2

Oral Communication and Analytical Thinking

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

AJ \*25

AG 201

AGMT 102

BUS 20, #112, 119, 295

COMM 1, 1H, 4, 5, 7, 8, #112

COMP 5, 6

ENGL 2, 2H

JOUR \*\*7

# Major and Certificate Requirements

POLS \*\*7  
PHIL 20, 25  
SSCI 25  
Any Math course numbered 1-199

\* AJ 25 can be counted in one AREA ONLY (A2 or D)  
\*\* JOUR 7 is the same as POLS 7, and can be counted in one AREA ONLY (A2 or D)  
#BUS 112 same as COMM 112.

## Area B

Natural Science

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

AG 2, 3, 4  
OH 1  
NSCI 131  
NUTR\*18  
ASTR 10; GEOG 1, CHEM 1, 2, 20, 21, 25, 30, 253; GEOL 1, 4, 4H, 12;  
MET 1; PSCI 20; PHYS 5, 6, 7, 20, 21;  
BIO1, 2, 20, 20H, 21, 22, 25, 30, 31, 40; 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 three (3) units chosen from the following:

AJ 123  
ASL (1-299)  
ARCH 10, 20, 21, 70, 71, 120, 121AC  
ART (1-299)  
BUS 185  
CINA 31, 32  
DRAM (1-299)  
ENGL 4, 4H, 10, 15-46  
ETHN #1,#2,#3,#4  
FOREIGN LANGUAGES (1-299)  
HIST #17, #17H, #18, #25  
LING 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).

\*WELD 105AC same as ART 105AC

# ETHN 1,2,3,4 & HIST 17, 17H, 18, 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:

AG 1  
AGMT 1  
AJ 11, \*25, 45,114  
ANTH 10, 10H, 12  
BUS 188  
CHLD \*\*39, 42, 158, 160  
COMM 9  
ECON 25, 40, 40H, 50  
ETHN #1, #2, #3, #4, 5  
GEOG 2  
HIST 4, 5, #17, #17H, #18, 23, #25  
JOUR ##7, 20  
NUTR \*\*20  
POLS 5, 5H, 6, ##7, \*25  
PSY \*\*1, \*\*1H, 5,\*\*10,\*\*34  
SSCI \*\*36, 276  
SOC \*\*1, 2, 10, 23, \*\*26, 43

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

\* AJ 25 can be counted in one AREA ONLY (D or A2)  
\*\* NUTR 20 and PSY 1, 1H, 10, 34, CHLD 39, SSCI 36, AND SOC 1, 26 can be counted in ONE AREA ONLY (D or E)  
# ETHN 1,2,3,4 & HIST 17, 17H, 18, 25 can be counted in ONE AREA ONLY (C or D)  
## JOURN 7 (same as POLS 7) can be counted in ONE AREA ONLY (D or A2)

## Area E

Exploration

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

CHLD \*\*39  
COMP 1-299  
CFS 80, 186  
ENGL 14AB  
HW 1, 7, \*60, 104, \*119  
LIBR 102  
NURS 106  
NUTR #18, \*\*20, \*119  
PARA 101, 102  
PSY \*\*1, \*\*1H, \*\*10, \*\*34, \*\*39, 133  
SSCI \*\*36  
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  
# NUTR 18 can be counted in ONE AREA ONLY (E or B)

# Major and Certificate Requirements

\*\* NUTR 20 and PSY 1, 1H, 10, 34, CHLD 39 and SOC 1, 26 can be counted in ONE AREA ONLY (D or E)

## ■ 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.

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

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

## ■ Second Degree

1. A minimum of 12 semester units at COS subsequent to completion of the first AA or AS Degree with attendance during the last semester prior to graduation, or a total of forty-five (45) units in residence if not in attendance during the last semester prior to graduation. Units earned through Credit by Examination may not be counted as units in residence.
2. Courses specifically required in the major field of the second degree.
3. 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 for \$15.00 each.
4. Notations of all degrees earned and majors completed will appear on your transcripts.
5. 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:

- a. At the time of first enrollment at College of the Sequoias\*, as long as continuous enrollment is maintained.
- b. or any academic year while continuous enrollment is maintained at College of the Sequoias
- c. at the time continuous enrollment is reestablished and maintained at College of the Sequoias, or
- d. at the time of graduation

\*At the time of first enrollment at College of the Sequoias

does not apply to students concurrently enrolled in high school.

Continuous enrollment is defined as enrollment in at least one semester per calendar year or one semester per academic year excluding summer session and ends with a break of more than two consecutive semesters (continuous enrollment cannot be maintained with a break of more than two consecutive semesters excluding summer session). Any academic record symbol (A-F, CR, NC, I, IP, W) shall constitute enrollment.

## ■ 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 their division 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 is 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.

## ■ Types of Certificates

Achievement Certificates can range from 12 - 60 units. Skill Certificates can be 17 units or less.

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 also prepare students for employment, but have fewer unit requirements than the Achievement Certificates. They are highly specialized and are available

# Major and Certificate Requirements

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.

## How to Apply for a Certificate

### ■ Awarding of Certificates

General Skill and Academic Certificate Provisions

1. Skill Certificates (11 units or less) or Certificate of Achievements (12 units or more and approved by the Chancellor's Office) will be awarded after the posting of grades of the particular certificate's course(s) requirements (as outlined in the college catalog) and application procedures have been completed.
2. In order for certificates to be published in the COS graduation program, certificate applications must be approved and returned to the Admissions and Records Department prior to the deadline established each year by the Admissions and Records Department.

### ■ Application Procedures

1. Students can obtain an application for a skill or achievement certificate online at [www.cos.edu](http://www.cos.edu).
2. Students should complete the application and printout a copy of their unofficial transcript by accessing Banner Web.
3. Students will turn in completed applications to the appropriate division office.
4. After the Division Chair and Division Dean have approved the application, the division will forward the completed application to the Admissions and Records Department for processing.
5. The Admissions and Records Department will print the certificates and hold for pickup by the student. If a student chooses to pay for mailing, those arrangements can be made by the student with the Cashier's Office.

### ■ Determining Award

The academic program or division is responsible for determining if an award of a college certificate shall be granted. The Division Chair and Area Dean's signature on the application indicates that the program or department has "certified" the award. If a program or department deems a certificate cannot be awarded at that time, the program or department will contact the student and inform him or her of any deficiency.

### ■ 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. Exception: Only one English 200 level course selected from ENGL 251 or ENGL 265AB may count toward the minimum 60 unit requirement.

### 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 [www.assist.org](http://www.assist.org), 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 [www.assist.org](http://www.assist.org), 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. NOTE: Only one English 200-level course selected from ENGL 251 or ENGL 265AB may count toward the minimum 60 unit requirement.
- 300-399 College credit, Non-degree applicable and basic skill courses. Effective the Summer semester, 2008, students enrolled in the 300 series (Course Number) of classes will be graded on an "A," "B," "C," and "Pass/No Pass" basis.
- 400 Noncredit, general courses.

## 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

Beginning on the adjacent page, each major and certificate is listed alphabetically. Immediately after this list, all majors and certificates are arranged by the academic division issuing the award. Certificate and Degree sheets are available in the next section of the catalog. Please discuss your plans with a counselor to ensure that you are following your Student Education Plan.

### ■ Alphabetical Listing of all Certificates and Majors

**Name of Major/Certificate** **Page**

#### A

Accounting - Cert of Achievement.....	160
Accounting - Not for Transfer - (AS).....	72
Administration of Justice - Certificate of Achievement.....	162
Administration of Justice: Corrections - Not for Transfer (AS).....	73
Administration of Justice: Law Enforcement - Not for Transfer (AS).....	74
Administrative Assistant - Not for Transfer (AS).....	75
Administrative Assistant - Certificate of Achievement.....	163
Aeronautical & Aviation Technology - Not for Transfer (AS).....	76
Aeronautical & Aviation Technology - Certificate of Achievement.....	161
Agricultural Business Management - Not for Transfer (AS).....	77
Agricultural Business Management - Cert of Achievement.....	164
Agricultural Pest Management - Certificate of Achievement.....	165
Agricultural Power Equipment Technician - Skill Certificate.....	166
Agricultural Science - Skill Certificate.....	167
Agricultural Technology - Not for Transfer (AS).....	78
Agricultural Technology - Certificate of Achievement.....	168
Agricultural Transportation - Skill Certificate.....	169
American Sign Language - Not for Transfer - AA.....	79
Animal Science - Not for Transfer (AS).....	80
Animal Science - Certificate of Achievement.....	170
Architectural Design - Skill Certificate.....	171
Architectural Drafting - Skill Certificate.....	172
Architectural History - Skill Certificate.....	173
Architectural Visual Communication - Skill Certificate.....	174
Architecture - Certificate of Achievement.....	175
Architecture - Not for Transfer - AS.....	81
Art - Not for Transfer - AA.....	82
Autism Competency - Skill Certificate.....	176
Automotive Air Conditioning Technology - Skill Certificate.....	177
Automotive Brake Systems - Skill Certificate.....	178
Automotive Chassis Technology - Skill Certificate.....	179
Automotive Electrical Technology - Skill Certificate.....	180
Automotive Emissions Technology - Skill Certificate.....	181
Automotive Engine Technology - Skill Certificate.....	182
Automotive Power Train Systems Technology - Skill Certificate.....	183
Automotive Technology (Basic) - Certificate of Achievement.....	184
Automotive Technology - Not for Transfer - AS.....	83

#### B

Banking - Certificate of Achievement.....	185
Basic Police Academy (P.O.S.T. Certified) - Cert of Achievement.....	242
Biology - For Transfer - AS.....	134
Bookkeeping - Certificate of Achievement.....	186
Business, General - Certificate of Achievement.....	187
Business, General - Not for Transfer (AS).....	84

#### C

Chemistry for Transfer - AS.....	136
Child Development - Not for Transfer (AS).....	85
Child Development - Assistant - Skill Certificate.....	188
Child Development - Associate Teacher - Skill Certificate.....	189
Child Development - Special Education.....	190
Child Development - Teacher.....	191
CISCO: CCNA Academy - Skill Certificate.....	192
Commercial Art - Certificate of Achievement.....	193
Commercial Music - Skill Certificate.....	194
Communication Studies - Skill Certificate.....	195
Communication Studies - Not for Transfer - AA.....	86
Communication Studies for Transfer - AA-T.....	137
COMP TIA A + - Skill Certificate.....	196
COMP TIA Network + - Skill Certificate.....	197
Computer and Information Systems - Not for Transfer - AS.....	87
Computer and Information Systems - Certificate of Achievement.....	198
Computer Applications - Certificate of Achievement.....	199
Computerized Office Procedures - Not for Transfer (AS).....	88
Computerized Office Procedures - Cert of Achievement.....	200
Construction Inspection - Certificate of Achievement.....	201
Construction Inspection - Not for Transfer - AS.....	89
Construction Technology - Certificate of Achievement.....	202
Construction Technology - Not for Transfer - AS.....	90
Consumer/Family Studies - Not for Transfer - AS.....	91
Cosmetology - Certificate of Achievement.....	203
Cosmetology - Not for Transfer - AS.....	92

#### D

Dairy Food Processing - Skill Certificate.....	204
Dairy Science - Not for Transfer - AS.....	93
Dairy Science - Certificate of Achievement.....	205
Dance - Not for Transfer - AA.....	94
Drafting (Mechanical) - Not for Transfer - AS.....	95
Drafting (Mechanical) - Certificate of Achievement.....	206
Dramatic Arts: Acting - Not for Transfer - AA.....	96
Dramatic Arts: Technical - Not for Transfer - AA.....	97

#### E

Electrician Training - Certificate of Achievement.....	207
Emergency Medical Technician B - Skill Certificate.....	208
Engineering for Transfer - AS.....	138
English for Transfer - AA.....	139
Environmental Control Technology (HVAC) - Not for Transfer - AS.....	98
Environmental Control Technology - Certificate of Achievement.....	209
Equine Science - Skill Certificate.....	210
ESL Advanced Level Certificate of Completion (Noncredit).....	211
ESL Beginning Level Certificate of Completion (Noncredit).....	212
ESL Intermediate Level Certificate of Completion (Noncredit).....	213

# Major and Certificate Listings

<b>F</b>		<b>O</b>	
Fashion Design - Not for Transfer AS.....	100	Ornamental Horticulture - Certificate of Achievement.....	234
Fashion Design - Certificate of Achievement.....	214	Ornamental Horticulture - Not for Transfer (AS).....	120
Fashion Merchandising - Not for Transfer - AS.....	101	Ornamental Horticulture: Retail Nursery - Skill Certificate.....	235
Fashion Merchandising - Certificate of Achievement.....	215	<b>P</b>	
Fire Academy - Skill Certificate.....	216	Paralegal - Not for Transfer AS.....	122
Fire Technology - Not for Transfer - AS.....	102	Paralegal - Certificate of Achievement.....	236
Fire Technology - Certificate of Achievement.....	217	Peripheral IV Skills - Skill Certificate.....	237
Floral Technology - Certificate of Achievement.....	218	Pharmacy Technician - Skill Certificate.....	238
Food Services, Advanced Skills - Certificate of Achievement.....	219	Phlebotomy Technician - Skill Certificate.....	239
Food Services, Basic Skills - Skill Certificate.....	220	Physical Education - Not for Transfer AS.....	124
Food Services, Intermediate Skills - Skill Certificate.....	221	Physical Science for Transfer AS.....	142
<b>G</b>		Physical Therapist Assistant - Not for Transfer AS.....	125
Graphic Design - Not for Transfer (AS).....	103	Physics for Transfer AS.....	143
Graphic Design - Certificate of Achievement.....	222	Plant Science - Certificate of Achievement.....	240
<b>H</b>		Plant Science - Not for Transfer AS.....	126
Health Care Interpreting - Skill Certificate.....	223	Plumbing - Skill Certificate.....	241
Health Education - Not for Transfer (AS).....	104	P.O.S.T. Certified Basic Police Academy	
Human Services (Social Work) - Certificate of Achievement.....	224	- Certificate of Achievement.....	242
Human Services (Social Work) - Not for Transfer - AS.....	105	Programmable Logic Controllers - Skill Certificate.....	243
<b>I</b>		Psychology for Transfer - AA-T.....	144
Industrial Maintenance Technology - Certificate of Achievement.....	225	<b>R</b>	
Industrial Maintenance Technology - Not for Transfer - AS.....	107	Real Estate - Cert of Achievement.....	244
Interpreter (Spanish) - Skill Certificate.....	226	Registered Nursing - Not for Transfer - AS.....	127
<b>J</b>		<b>S</b>	
Journalism - Not for Transfer - AA.....	108	Sociology for Transfer - AA-T.....	146
<b>L</b>		Spanish for Transfer - AA.....	147
Landscape Design - Skill Certificate.....	227	Sports Medicine/Athletic Trainer for Transfer AS.....	149
Landscape Management - Certificate of Achievement.....	228	<b>T</b>	
Landscape Management - Not for Transfer AS.....	110	Tactile Mechanical Drafting - Skill Certificate.....	245
Law Enforcement (Advanced Officer) - Skill Certificate.....	229	<b>Transfer Studies with an Area of Emphasis in:</b>	
Law Office Clerk/Receptionist - Skill Certificate.....	230	Agriculture and Environmental Science AS.....	151
Legal Secretary - Skill Certificate.....	231	Arts and Humanities - AA.....	152
Liberal Arts with an Area of Emphasis Arts and Humanities - AA.....	111	Business - AA.....	153
Liberal Arts with an Area of Emphasis in Communications - AA.....	112	Communication Studies - AA.....	154
Liberal Arts with an Emphasis in Health & Physical Education - AA.....	113	Elementary Teaching Preparation - AA.....	155
Liberal Arts with an Emphasis in Natural Science - AA.....	114	Math and Science - AA.....	156
Liberal Arts with an Area of Emphasis in Social Science - AA.....	115	Social and Behavioral Sciences - AA.....	157
<b>M</b>		<b>V</b>	
Marketing Management - Certificate of Achievement.....	232	Veterinary Technician - Skill Certificate.....	246
Mathematics for Transfer - AS.....	141	Veterinary Technology Not for Transfer - AS.....	130
Music: Instrumental - Not for Transfer - AA.....	116	<b>W</b>	
Music: Keyboard - Not for Transfer - AA.....	117	Waste Water Treatment - Skill Certificate.....	247
Music: Theory/Composition - Not for Transfer - AA.....	119	Welding Technology - Certificate of Achievement.....	248
Music: Vocal Emphasis - Not for Transfer - AA.....	120	Welding Technology - Not for Transfer - AS.....	131
<b>N</b>		Word Processing - Skill Certificate.....	249
Nursing Assistant - Skill Certificate.....	233		

## ■ Alphabetical Listing of All Certificates and Majors by Division

### Agriculture

Agricultural Business Management - Not for Transfer - AS.....	77
Agricultural Business Management - Certificate of Achievement.....	164
Agricultural Pest Management - Certificate of Achievement.....	165
Agricultural Power Equipment Technician - Skill Certificate.....	166
Agricultural Science - Skill Certificate.....	167
Agricultural Technology - Not for Transfer - AS.....	78
Agricultural Technology - Certificate of Achievement.....	168
Agricultural Transportation - Skill Certificate.....	169
Animal Science - Not for Transfer - AS.....	80
Animal Science - Certificate of Achievement.....	170
Dairy Food Processing - Skill Certificate.....	204
Dairy Science - Not for Transfer - AS.....	93
Dairy Science - Certificate of Achievement.....	205
Equine Science - Skill Certificate.....	209
Floral Technology - Certificate of Achievement.....	218
Landscape Design - Skill Certificate.....	227
Landscape Management - Not for Transfer - AS.....	110
Landscape Management - Certificate of Achievement.....	228
Ornamental Horticulture - Certificate of Achievement.....	234
Ornamental Horticulture - Not for Transfer AS.....	120
Ornamental Horticulture: Retail Nursery Skills Option - Skill Cert... 235	
Plant Science - Not for Transfer - AS.....	126
Plant Science - Certificate of Achievement.....	240
Veterinary Technician - Skill Certificate.....	246
Veterinary Technology - Not for Transfer - AS.....	130

### Business

Accounting - Not for Transfer - AS.....	72
Accounting - Certificate of Achievement.....	160
Administrative Assistant - Not for Transfer - AS.....	75
Administrative Assistant - Certificate of Achievement.....	163
Banking - Certificate of Achievement.....	185
Bookkeeping - Certificate of Achievement.....	186
Business, General - Not for Transfer - AS.....	84
Business, General - Certificate of Achievement.....	187
Computer and Information Systems - Not for Transfer - AS.....	87
Computer & Information Systems - Certificate of Achievement.....	198
Computer Applications - Certificate of Achievement.....	199
Computerized Office Procedures - Not for Transfer - AS.....	88
Computerized Office Procedures - Certificate of Achievement.....	200
Law Office Clerk/Receptionist - Skill Certificate.....	230
Legal Secretary - Skill Certificate.....	231
Marketing Management - Certificate of Achievement.....	232
Paralegal - Not for Transfer - AS.....	122
Paralegal - Certificate of Achievement.....	236
Real Estate - Certificate of Achievement.....	244
Word Processing - Skill Certificate.....	249

### Consumer/Family Studies

Autism Competency - Skill Certificate.....	176
Child Development - Assistant - Skill Certificate.....	188
Child Development - Not for Transfer AS.....	85
Child Development - Associate Teacher - Skill Certificate.....	189
Child Development - Special Education - Certificate of Achievement....	190
Child Development - Teacher - Certificate of Achievement.....	191
Consumer/Family Studies - Not for Transfer - AS.....	91
Fashion Design - Not for Transfer - AS.....	100
Fashion Design - Certificate of Achievement.....	214
Fashion Merchandising - Not for Transfer - AS.....	101
Fashion Merchandising - Certificate of Achievement.....	215
Food Services, Advanced Skills - Certificate of Achievement.....	219
Food Services, Basic Skills - Skill Certificate.....	220
Food Services, Intermediate Skills - Skill Certificate.....	221

### Fine Arts

Art - Not for Transfer - AA.....	82
Commercial Art - Certificate of Achievement.....	193
Commercial Music - Skill Certificate.....	194
Communication Studies - Not for Transfer AA.....	86
Communication Studies - For Transfer AA-T.....	137
Communication Studies - Skill Certificate.....	195
Dramatic Arts: Acting - Not for Transfer AA.....	96
Dramatic Arts: Technical - Not for Transfer AA.....	97
Music: Instrumental - Not for Transfer AA.....	116
Music: Keyboard - Not for Transfer AA.....	117
Music: Theory/Composition -Not for Transfer AA.....	119
Music: Vocal Emphasis - Not for Transfer AA.....	120

### Industry and Technology

Aeronautical & Aviation Technology - Certificate of Achievement....	161
Aeronautical and Aviation Technology - Not for Transfer AS.....	76
Architectural Design - Skill Certificate.....	171
Architectural Drafting - Skill Certificate.....	172
Architectural History - Skill Certificate.....	173
Architectural Visual Communication - Skill Certificate.....	74
Architecture - Certificate of Achievement.....	175
Architecture - Not for Transfer AS.....	81
Automotive Air Conditioning Technology - Skill Certificate.....	177
Automotive Brake Systems - Skill Certificate.....	178
Automotive Chassis Technology - Skill Certificate.....	179
Automotive Electrical Technology - Skill Certificate.....	180
Automotive Emissions Technology - Skill Certificate.....	181
Automotive Engine Technology - Skill Certificate.....	182
Automotive Power Train Systems Technology - Skill Certificate.....	183
Automotive Technology - Certificate of Achievement.....	184
Automotive Technology - Not for Transfer AS.....	83
CISCO: CCNA Academy - Skill Certificate.....	192
COMP TIA A + - Skill Certificate.....	196
COMP TIA Network + - Skill Certificate.....	197
Construction Inspection - Certificate of Achievement.....	201
Construction Inspection - Not for Transfer AS.....	89
Construction Technology - Certificate of Achievement.....	202
Construction Technology - Not for Transfer AS.....	90
Drafting (Mechanical) - Certificate of Achievement.....	206

# Major and Certificate Listings

Drafting (Mechanical) - Not for Transfer AS.....	96
Electrician Training - Certificate of Achievement .....	207
Environmental Control Technology (HVAC) - Certificate of Achievement.....	209
Environmental Control Technology (HVAC) - Not for Transfer AS.....	98
Graphic Design - Certificate of Achievement.....	222
Graphic Design - Not for Transfer AS.....	103
Industrial Maintenance Technology - Certificate of Achievement.....	225
Industrial Maintenance Technology - Not for Transfer AS.....	107
Plumbing - Skill Certificate.....	241
Programmable Logic Controllers - Skill Certificate.....	243
Tactile Mechanical Drafting - Skill Certificate .....	245
Waste Water Treatment - Skill Certificate.....	247
Welding Technology - Certificate of Achievement.....	248
Welding Technology - Not for Transfer AS.....	131

## Language Arts and Communications

American Sign Language - Not for Transfer AA .....	79
English - For Transfer AA.....	139
ESL Beginning Level Certificate of Completion (Noncredit) .....	210
ESL Intermediate Level Certificate of Completion (Noncredit) .....	211
ESL Advanced Level Certificate of Completion (Noncredit) .....	212
Interpreter (Spanish) - Skill Certificate .....	226
Journalism - Not for Transfer AA .....	108
Spanish - For Transfer AA .....	147

## Math and Engineering

Engineering - For Transfer AS.....	138
Mathematics - For Transfer AS.....	141

## Nursing

Emergency Medical Technician B - Skill Certificate .....	208
Health Care Interpreting - Skill Certificate .....	223
Nursing Assistant - Skill Certificate.....	233
Peripheral IV Skills - Skill Certificate.....	237
Pharmacy Technician - Skill Certificate.....	238
Phlebotomy Technician - Skill Certificate .....	239
Physical Therapist Assistant - Not for Transfer AS.....	125
Registered Nursing - Not for Transfer AS .....	127

## Physical Education

Dance - Not for Transfer AA .....	94
Health Education - Not for Transfer AS.....	104
Physical Education - Not for Transfer AS.....	124
Sports Medicine/Athletic Trainer - For Transfer AS .....	149

## Social Sciences

Administration of Justice - Certificate of Achievement .....	162
Administration of Justice: Corrections - Not for Transfer AS .....	73
Administration of Justice: Law Enforcement - Not for Transfer AS.....	74
Human Services (Social Work) - Not for Transfer AS.....	104
Human Services (Social Work) - Cert of Achievement.....	224
Psychology - For Transfer AA-T.....	144
Sociology - for Transfer AA-T .....	146

## Science

Biology - For Transfer AS .....	134
Chemistry - For Transfer AS.....	136
Physical Science - For Transfer AS.....	142
Physics - For Transfer AS.....	143

## Special Program

P.O.S.T. Certified Basic Police Academy - Certificate of Achievement .....	242
Cosmetology - Certificate of Achievement.....	203
Cosmetology - Not for Transfer AS.....	92
Fire Academy - Skill Certificate .....	216
Fire Technology - Certificate of Achievement.....	217
Fire Technology - Not for Transfer AS.....	102
Law Enforcement (Advanced Officer) - Skill Certificate.....	229

## Student Services

### Transfer Studies with an Area of Emphasis in:

Agriculture and Environmental Science - AA .....	151
Arts and Humanities - AA.....	152
Business - AA.....	153
Communications - AA .....	154
Elementary Teaching Preparation - AA .....	155
Math and Science - AA.....	156
Social and Behavioral Sciences - AA.....	157

### Liberal Arts with an Area of Emphasis in:

Humanities - AA.....	111
Communications - AA .....	112
Health and Physical Education - AA.....	113
Natural Science - AA.....	114
Social Science - AA.....	115



## **AA/AS Degrees - Not For Transfer**

# AA/AS Degrees - Not For Transfer

## Associate of Science in Accounting - Not for Transfer\* (AS)

### Division: Business

This degree prepares students for entry-level employment and/or potential further study in the fields of Accounting and General Business Office Management. Students completing this degree will have a foundation for the field of Accounting through the study of accounting and business and will acquire a full understanding of computerized accounting systems and how to record the financial transactions of business. They will be able to prepare and analyze a business' financial statements and work with the company's internal and external accounting staff and advisors. They will have the ability to prepare individual income tax returns for California residents.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: accounting, office management, income tax preparation.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. Select one course sequence:	8-10	
ACCT 1                      Financial Accounting (4)		
<b>and</b> ACCT 2              Managerial Accounting (4)		
<b>or</b>		
ACCT 101                  Essentials of Accounting (5)		
and ACCT 202              General Vocational Accounting (5)		
B. ACCT 210                    Computer Accounting	3	
C. ACCT 282                    Individual Income Tax	5	
D. Select a minimum of 9 units from the following:	9**	
BUS 82                      Introduction to Business (3)		
BUS 100                     Career Strategies (3)		
BUS 185                     Ethics in Business and Industry (3)		C
BUS 188                     Human Relations in Business (3)		D
E. Select a minimum of 3 units from the following:	3**	
BUS 20                      Business Statistics (3)		A2
BUS 119                     Quantitative Methods (3)		A2
BUS 295                     Business Mathematics (3)		A2
F. COMP 138                    Spreadsheet Design for Business	3	
	<b>31**</b>	
<b>Total Major Units:</b>		
<b>3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:</b>	<b>19</b>	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Business Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 9 units may double count above In 1A (COS-GE).

## Associate of Science in Administration of Justice: Corrections - Not for Transfer\* (AS)

### *Division: Social Sciences*

This degree offers courses integrating theoretical, philosophical, and practical application. The curriculum is designed to prepare students for beginning paraprofessional or professional employment in criminal justice. On the local level, employment opportunities with a Corrections emphasis include county probation departments, halfway houses, group homes, crisis centers, juvenile halls and victim services agencies.

**CAREER OPPORTUNITIES:** At the state level, employment opportunities exist with the Department of Corrections and Rehabilitation, and the California Youth Authority. The federal level offers employment with U.S. Probation and the Bureau of Prisons. Note: Each corrections, probation, and parole agency has specific employment and training requirements.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. AJ 11                      Introduction to Criminal Justice	3**	D
B. AJ 13                      Community Relations	3	
C. AJ 14                      Criminal Law 1	3	
D. AJ 112                    Legal Aspects of Evidence	3	
E. AJ 114                    Juvenile Delinquency	3	
F. AJ 117                    Corrections/Counseling	3	
G. AJ 118                    Criminal Investigation	3	
H. AJ 121                    Introduction to Corrections	3	
I. AJ 130                    Legal Aspects of Corrections	3	
<b>Required Major Units:</b>	<b>27</b>	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 3 units)</b>		
AJ 25                      Constitutional Law	3**	A2
AJ 45                      Terrorism and Freedom	3	
AJ 111                      Writing for Criminal Justice	3	
AJ 113                      Juvenile Laws and Procedures	3	
AJ 115                      Criminal Law 2	3	
AJ 120                      Women in Criminal Justice Field	3	
AJ 123                      Criminal Justice Ethics	3**	C
AJ 125                      Leadership and Supervision	3	
AJ 155                      The Study of Public Safety	3	
WEXP 193 J – 196 J      Admin of Justice Work Experience	1-4	
<b>Restricted Elective Units:</b>	<b>3</b>	
<b>Total Major and Restricted Units:</b>	<b>30**</b>	
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	20	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Social Science Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 9 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Administration of Justice: Law Enforcement - Not for Transfer\* (AS)

### Division: Social Sciences

This degree prepares students for entry-level employment and/or potential further study in the field of law enforcement, through the study of criminal law, laws of evidence, report writing, etc. Students will acquire knowledge necessary for advanced academic studies.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: state, federal and local law enforcement agencies. Note: Each law enforcement agency has specific employment and training requirements.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. AJ 11 Introduction to Criminal Justice	3**	D
B. AJ 13 Community Relations	3	
C. AJ 14 Criminal Law 1	3	
D. AJ 112 Legal Aspects of Evidence	3	
E. AJ 118 Criminal Investigation	3	
F. AJ 119 Criminal Identification	3	
G. AJ 219 Police Patrol Procedures	3	
<b>Required Major Units:</b>	<b>21</b>	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 9 units)</b>		
AJ 25 Constitutional Law	3**	A2
AJ 45 Terrorism and Freedom	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 123 Criminal Justice Ethics	3**	C
AJ 125 Leadership and Supervision	3	
AJ 155 The Study of Public Safety	3	
WEXP 193 J – 196 J Admin of Justice Work Experience	1-4	
<b>Restricted Elective Units:</b>	<b>9</b>	
<b>Total Major and Restricted Units:</b>	<b>30**</b>	
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	20	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Social Science Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 9 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Administrative Assistant - Not for Transfer\* (AS)

### Division: Business

This degree prepares students for entry-level employment and/or potential further study in the field of General Business Office Management. Students completing this degree will have a foundation for the field of General Business Management through the study of general business courses and will acquire a full understanding of office procedures, business functions, and the role of office support within the organization. They will be able to assist management in running an efficient and well organized office.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: office management, legal secretary, medical secretary, and administrative assistant.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. BUS 82 Introduction to Business	3	
B. BUS 271 College Keyboarding, Level 2 (3) or COMP 136 Word Processing (3)	3	
C. BUS 184 Business Communications	3	
D. BUS 185 Ethics in Business & Industry	3**	C
E. BUS 188 Human Relations in Business	3**	D
F. BUS 268 Electronic Calculating	2	
G. BUS 293 Business English	4	
H. Select a minimum of 3 units from the following:	3**	
BUS 20 Business Statistics (3)		A2
BUS 119 Quantitative Methods (3)		A2
BUS 295 Business Mathematics (3)		A2
I. COMP 5 Computer Concepts (4) or COMP 130 Introduction to Personal Computers (4)	4	
<b>Total Major Units:</b>	<b>28**</b>	
3 Select additional degree applicable courses numbered 1-299 to achieve 60 units:	22	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Business Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 9 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Aeronautical and Aviation Technology- Not for Transfer\* (AS)

### Division: Industry & Technology

This degree prepares students for entry-level employment and/or potential further study in aviation, with particular emphasis on training as a helicopter pilot. Students completing this degree will have a foundation in the field of aviation through the study of aircraft systems, navigation, weather, aerodynamics, instrument procedures, weather reporting, regulations, situational awareness, decision-making and flight instructional techniques. Students will acquire a Federal Aviation Administration (FAA) private, commercial and flight instructor pilot certificate with an instrument and instrument instructor rating.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: flight instruction. Graduates must typically build additional pilot experience as a flight instructor acquired after completion of this degree for careers in the following fields: Emergency Medical Service (EMS), sightseeing tours, law enforcement, agriculture, offshore oil transportation of personnel and equipment, firefighting, construction, electronic news gathering, logging and mining.

AERO 210:	\$17,932.00*
AERO 211:	\$12,792.50*
AERO 212:	\$8,570.00*
AERO 213:	\$13,155.00*
AERO 214:	\$8,420.00*
AERO 215:	\$15,545.00*

**Total Aero Program Fees: \$76,414.50\***

\*IMPORTANT: Prices are subject to change due to variations in fuel and other associated aircraft costs. Please refer to the class schedule for the semester you intend to enroll for current prices, as prices listed here are likely to change.

	Units
1. GENERAL EDUCATION COURSES:	
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19
2. REQUIRED MAJOR COURSES:	
A. AERO 210 Private Pilot License Training	7
B. AERO 211 Basic Commercial Pilot Training	3
C. AERO 212 Basic Instrumental Pilot Training	2
D. AERO 213 Advance Instrument Training	3
E. AERO 214 Advanced Commercial Pilot Training	2
F. AERO 215 Flight Instructor Training	7
<b>Total Major Units:</b>	<b>24</b>
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	17

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Industry & Technology Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.

# AA/AS Degrees - Not For Transfer

## Associate of Science in Agricultural Business Management - Not for Transfer\* (AS)

### *Division: Agriculture*

This degree prepares students for entry-level employment and/or potential further study in the field of Agriculture Management. Students completing this certificate will have a foundation for the field of animal and plant sciences as well as agriculture management principles and practices through the study of sales and service, marketing, accounting, and computer applications in agriculture and will acquire skills in these areas as well as practical application in marketing, data evaluation, farm management and accounting.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: bookkeeper, farm manager, retail sales in agriculture.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. AGMT 1                      Agriculture Economics	3**	D
B. AGMT 102                    Ag Sales and Marketing	3	
C. AGMT 103                    Introduction to Agricultural Management	3	
D. AGMT 104                    Agriculture Accounting	3	
E. AGMT 108AB                Ag Business Computer Apps	3.5	
F. WEXP 193 F                 Agricultural Work Experience	3	
<b>Total Major Units:</b>	<b>18.5**</b>	
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	25.5	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Agriculture Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 3 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Agricultural Technology - Not for Transfer\* (AS)

### *Division: Agriculture*

This degree prepares students for entry-level employment and/or potential further study in the field of Agriculture Mechanics and Technology. Students completing this degree will have a foundation for the field of Agriculture Mechanics and Technology through the study of agricultural construction, fabrication, and welding through the study of welding power sources and applications, power equipment fundamentals, and the application of mathematic principles in farm construction and will acquire a background in using tools and equipment on the modern COS farm and acquire skills in construction of farm buildings and repairs using both wood and metal fabrication technique and skill.

CAREER OPPORTUNITIES: Upon successful completion of this certificate students will be prepared for employment in the fields of farm equipment sales and service, equipment manufacturing, Ag mechanics, and welding.

	<b>Units</b>
1. GENERAL EDUCATION COURSES:	
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19
2. REQUIRED MAJOR COURSES:	
A. AGTC 103AC                      Farm Power	3.5
B. AGTC 106AD                      Agriculture Welding	3.5
C. AGTC 210                          Ag Project Construction	3
D. AGTC 215AB                      Outdoor Power Equipment	2.5
E. WELD 162                          Shielded Metal Arc Welding	4
F. WEXP 193F                          Ag Work Experience (1st semester)	2
	<b>Required Major Units: 18.5</b>
3. RESTRICTED ELECTIVES: (Select a minimum of 11.5 units)	
AG 200AD                              Ag Leadership	1
AGTC 271AD                            Ag Mechanics Skills & Practice	3
AGTC 202AB                            Farm Equipment Construction	3
WELD 276AC                            Metal Fabrication	3.5
WEXP 193F                              Ag Work Experience	2
Restricted Elective Units:    11.5	
	<b>Total Major and Restricted Units: 30</b>
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	1

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Agriculture Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.



# AA/AS Degrees - Not For Transfer

## Associate of Arts in American Sign Language - Not for Transfer\* (AA)

### Division: Language Arts

This degree prepares students for entry-level employment and/or potential further study in the field of American Sign Language. Students completing this degree will have a foundation for the field(s) of ASL through the study of the language and culture of deaf people, including their history and social mores, and will acquire basic literacy in ASL and a fundamental understanding of deaf issues.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: interpreting, teaching, advising, audiology, speech pathology and other deaf-related fields.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. ASL 2                      Elementary American Sign Language	3**	C
B. ASL 3                      Intermediate American Sign Language	3	
C. ASL 4                      Advanced American Sign Language	3	
<b>Required Major Units:</b>		<b>9</b>
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 9 units)</b>		
ASL 110                      Sign Language Interpreting	4	
ASL 1                          Beginning American Sign Language	4	
DRAM 2                      Fundamentals of Acting 1	3	
SOC 1                          Introduction to Sociology	3**	E
SOC 2                          Social Problems	3**	D
COMM 9                      Intercultural Communication	3**	D
<b>Restricted Elective Units:</b>		<b>9</b>
<b>Total Major and Restricted Units:</b>		<b>18**</b>
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	26-32	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Language Arts Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 3-9 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Animal Science - Not for Transfer\* (AS)

### *Division: Agriculture*

This degree program prepares students for entry-level employment in the field of Animal Science. Students completing this degree will acquire skills and knowledge in basic animal science practices such as animal restraint, veterinary terminology, basic animal health, care, nutrition and livestock reproduction.

**CAREER OPPORTUNITIES:** Upon successful completion of this certificate students will be prepared for employment in the following fields: livestock operator, animal health technician, meat inspectors and/or grader, or sales and service support staff.

	<b>Units</b>
1. GENERAL EDUCATION COURSES:	
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19
2. REQUIRED MAJOR COURSES:	
A. AGMT 108AB                      Ag Business Computer Apps	3.5
B. ASCI 001                        Introduction to Animal Science	3
C. ASCI 103                        Animal Nutrition	3
D. ASCI 110                        Swine Production and Management	3
E. ASCI 111                        Beef Production and Management	3.5
F. ASCI 112                        Sheep Production and Management	3.5
G. WEXP 193 F                     Agricultural Work Experience	3
	<b>Required Major Units:                     22.5</b>
3. RESTRICTED ELECTIVES: (Select two courses from the following)	
ASCI 2AB                         Livestock Selection/Evaluation	3.5
ASCI 104                         Animal Diseases & Sanitation	3.5
VT 109                            Introduction to Veterinary Technology	3
	<b>Restricted Elective Units:                     6.5-7</b>
	<b>Total Major and Restricted Units:             29-29.5</b>
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	11.5-12

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Agriculture Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.

## Associate of Science in Architecture - Not for Transfer\* (AS)

### *Division: Industry & Technology*

This degree prepares students for entry-level employment and/or potential further study in the fields of architecture and environmental design. Students completing this degree will have a foundation for the fields of architecture, environmental design, interior design, planning, landscape architecture, product design, and civil engineering. Through the study of design, visual communication, architecture history, and construction technology, students will acquire skills, knowledge, and abilities related to predesign, conceptual design, schematic design, design development, tactile (by hand) Model making, digital (computer) model making, building information modeling (BIM), tactile (by hand) graphics/drawing, digital (computer) graphics/drawing, architecture history, computer assisted drafting & design (CAD), construction materials & methods, construction documents, and detailing. Courses may be substituted with the approval of the Division Chair.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: architecture, environmental design, interior design, planning, landscape architecture, product design, and civil engineering.

Architecture integrates social, cultural, technological, and aesthetic issues. 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. Architecture Department Website: [www.cos.edu/architecture](http://www.cos.edu/architecture)

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION COURSES:</b>		
College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
<b><u>First Semester</u></b>		
A. ARCH 10	Architectural Design 1	4**
B. ARCH 70	Architecture History 1	3
C. ARCH 162	Conceptual Structural Analysis	3
D. DRFT 114	Introduction to CAD	4
<b><u>Second Semester</u></b>		
E. ARCH 11	Architectural Design 2	4
F. ARCH 71	Architecture History 2	3
G. ARCH 120	Freehand Drawing (3)	
or ARCH 121AC	Perspective Alternatives	3
H. ARCH 161AD	Architectural Detailing(3)	
or ARCH 163	Construction Documents	3
<b><u>Third Semester</u></b>		
I. ARCH 13	Architectural Design 3	4
J. ARCH 20	Visual Communication 1	3
K. ARCH 160	Construction Materials/ Methods	4
<b><u>Fourth Semester</u></b>		
L. ARCH 14	Architectural Design 4	4
M. ARCH 21	Visual Communication 2	3
N. ARCH 121AC	Perspective Alternatives (3)	
or ARCH 120	Freehand Drawing	3
O. ARCH 163	Construction Documents (3)	
or ARCH 161AD	Architectural Detailing	3
<b>Total Major Units:</b>		<b>51**</b>
<b>Total Degree Units:</b>		<b>67</b>

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Industry & Technology Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 3 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Arts in Art - Not for Transfer\* (AA)

### Division: Fine Arts

This degree prepares students for entry-level employment and/or potential further study in the fields of Art and Art History. Students completing this degree will have a foundation for the fields of Art and Art History through the study of design/commercial art, web design, gallery management, art education, ceramic design, and sculpture and will acquire the ability to analyze, design and create 2-Dimensional and 3-Dimensional art.

Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: designer/commercial artist, commercial printing, art educator, gallery manager, production/studio potter and architectural modeling.

	Units	COS-GE AREA
1. GENERAL EDUCATION COURSES:		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
2. REQUIRED MAJOR COURSES:		
A. ART 2                      Art History/Ancient-Gothic	3**	C
B. ART 3                      Art History/Gothic-Modern	3	
C. ART 6                      Color and Design	3	
D. ART 8                      Drawing Fundamentals	3	
E. ART 23AD                Macintosh, Basics for Artists (first semester)	3	
F. ART 32AD                3D Design (first semester)	3	
<b>Total Major Units:</b>	<b>18**</b>	
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	26	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Fine Arts Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 3 units may double count above In 1A (COS-GE).



# AA/AS Degrees - Not For Transfer

## Associate of Science in Business, General - Not for Transfer\* (AS)

### Division: Business

This degree prepares students for entry-level employment in the field of business, which includes for profit and not-for-profit organizations. Students completing this certificate will gain a background in business vocabulary, organizational structure, human relations, ethics, marketing, and other topics.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: supervision, management, marketing, human resources, finance, entrepreneurship and small businesses, and consulting.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. BUS 18                      Business Law	4	
B. BUS 82                      Introduction to Business	3	
C. BUS 100                      Career Strategies	3	
D. BUS 184                      Business Communication	3	
E. BUS 185                      Business Ethics	3**	C
F. BUS 188                      Human Relations in Business	3**	D
G. BUS/COMM 112              Public Speaking for Business	4**	A2
H. BUS 293                      Business English	4	
I. Select a minimum of 3 units from the following:	3	
BUS 20                      Business Statistics (3)		
BUS 119                      Quantitative Methods (3)		
BUS 295                      Business Mathematics (3)		
J. COMP 5                      Computer Concepts (4)		
<b>or</b> COMP 130              Introduction to Personal Computers (4)	4	
<b>Total Major Units:</b>	<b>34**</b>	
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	16	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Business Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 10 units may double count above In 1A (COS-GE).

## Associate of Science in Child Development - Not for Transfer\* (AS)

### *Division: Consumer/Family Studies*

This degree prepares students for entry-level employment and/or potential further study in the field of early childhood education programs. Students completing this degree will have a foundation in early childhood education through the study of child development theory and best practices in early care and education and will acquire skills and lab experience to orient them into the field of early childhood care and education workforce. It will also provide the education required to obtain a California Child Development Permit at a teacher and/or site supervisor level.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: teacher, master teacher, mentor teacher or site supervisor Early Childhood programs (i.e., infant/toddler, preschool, school age, full inclusion); preschool director in a Title 22 Child Care Center, early intervention assistant II in State Preschool and K-12 school districts, child development specialist for Resource and Referral program, para educator (Title I Schools), Family Support Services worker (Home Base).

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. CHLD 39                      Child Development-DS1	3**	D
B. CHLD 42                      Child, Family & Society-DS2	3**	E
C. CHLD 126                    Observation and Assessment-DS3	3	
D. CHLD 140                    Principles of ECE-DS3	3	
E. CHLD 141                    Practices in ECE-DS3	3	
F. CHLD 148                    Child Health/Safety-DS7	3	
G. CHLD 149                    Creative Curriculum for Young Children-DS3	3	
H. CHLD 158                    Cultural Diversity in ECE-DS3	3	
<b>Total Major Units:</b>	<b>24**</b>	
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	23	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Consumer/Family Studies Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 6 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Arts in Communication Studies - Not for Transfer\* (AA)

### Division: Fine Arts

Students completing this degree will have an introductory foundation for the field of Communication Studies through the study of Interpersonal, Public Speaking, Argumentation and Debate, Persuasion Group and Intercultural Communication. Students will acquire an introductory platform into the behavioral and practical applications of communication studies which will include an introduction into the concepts and theories in the areas of relational dynamics, principles of oration, group dynamics and studies of diversity. Studies will include an understanding of the aforementioned through varied topics with an emphasis upon multiple communication frameworks, practical application, quantitative and qualitative investigations and the application of critical thinking.

CAREER OPPORTUNITIES: Employment opportunities can be very diverse from College Professor in Speech Communication, to Public Relations or Personnel Officer within a corporation, to a career in Mass Communications such as radio and television.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. COMM 1                      Fundamentals/Public Speaking	3**	A2
B. COMM 4                      Interpersonal Communication	3	
C. COMM 5                      Argumentation and Debate	3	
D. COMM 7                      Persuasion	3	
E. COMM 8                      Group Communication	3	
F. COMM 9                      Intercultural Communication	3	
<b>Required Major Units:</b>		<b>18</b>
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 12 units)</b>		
PHIL 25                      Critical Thinking	3	
MATH 21                      Introduction to Statistics	4	
COMM 112/BUS112              Public Speaking for Business	4	
COMM 151AD                      Independent Study - Communication	2-4	
<b>Restricted Elective Units:</b>		<b>12</b>
<b>Total Major and Restricted Units:</b>		<b>30**</b>
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	14	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Fine Arts Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 3 units may double count above In 1A (COS-GE).



## Associate of Science in Computer & Information Systems - Not for Transfer\* (AS)

### Division: Business

This degree prepares students for entry-level employment and/or potential further study in the field of Computer Information Systems through the study of computer programming, web development, and databases. Students will acquire problem solving skills to tackle challenges in creating and maintaining computer programs and databases, as well as general computer and office skills.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: computer programming, web design, computer technical support, database development/maintenance, and various office positions involving computers.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. BUS 82 Introduction to Business	3	
B. COMP 5 Computer Concepts (4) or COMP 130 Introduction to Personal Computers (4)	4	
C. COMP 6 Programming Fundamentals	3**	A2
D. COMP 8 Programming Concepts (Java)	4**	E
E. COMP 133 Database Processing	3	
F. COMP 138 Spreadsheet Design for Business	3	
G. COMP 140 Computer Operating Systems	3	
H. COMP 229 Web Page Design & Development (3) or COMP 230 JavaScript/XML (3)	3	
I. IT 210 PC Troubleshooting and Repair	3	
<b>Required Major Units:</b>	<b>29</b>	
<b>3. RESTRICTED ELECTIVES:</b> Select a minimum of 1 unit		
BUS 271 College Keyboarding Level 2	3	
COMP 9 Advanced Application Software	3	
COMP 135 Desktop Publishing for Business	4	
COMP 136 Word Processing	3	
ACCT 210 Computer Accounting	3	
COMP 227 Presentation Software	1.5	
COMP 228 Introduction to the World Wide Web	1	
COMP 229 Web Page Design & Development	3	
COMP 230 Java Script/XML	3	
IT 220 Computer Networking Fundamentals	3	
<b>Restricted Elective Units:</b>	<b>1</b>	
<b>Total Major and Restricted Units:</b>	<b>30**</b>	
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	18	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Business Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 7 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Computerized Office Procedures - Not for Transfer\* (AS)

### Division: Business

This degree prepares students for entry-level employment and/or potential further study in the fields of business and industry, government, health care, and not-for-profit organizations through the study of business communications, human relations, business calculations, business presentations, and basic computer skills. Students will acquire skills for compiling reports, organizing data, preparing statements, writing letters, and working with computers.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: administrative assistant, medical office assistant, clerk typist, receptionist, and word processing operator.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. BUS 184 Business Communications	3	
B. BUS 188 Human Relations in Business	3**	D
C. BUS 268 Electronic Calculating	2	
D. BUS 271 College Keyboarding Level (3)		
<b>or</b> COMP 136 Word Processing (3)	3	
E. BUS 293 Business English	4	
F. Select a minimum of 3 units from the following:	3	
BUS 20 Business Statistics (3)		A2
BUS 119 Quantitative Methods (3)		A2
BUS 295 Business Mathematics (3)		
G. COMP 5 Computer Concepts (4)		
<b>or</b> COMP 130 Introduction to Personal Computers (4)	4	
H. COMP 140 Computer Operating System	3	
I. Select option 1 or 2:	2.5-4	
1) BUS 112/COMM 112 Public Speaking for Business (4)		
<b>OR</b>		
2) COMP 227 Presentation Software for Business (1.5)		
and COMP 228 Introduction to the World Wide Web (1)		
<b>Total Major Units:</b>	<b>27.5-29**</b>	
<b>3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:</b>	<b>18-19.5</b>	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Business Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 6 units may double count above In 1A (COS-GE).

## Associate of Science in Construction Inspection - Not for Transfer\* (AS)

### *Division: Industry & Technology*

This degree prepares students for entry-level employment and/or potential further study in the field of Construction Inspection through the study of building inspection and related practices. This degree also provides students with the educational platform to prepare for inspection certification tests and for entry level building inspection employment. This degree will earn two years credit towards the four year experience requirement for a general building contractor's license.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: building inspection for municipalities, engineering firms, architects, federal and state housing authorities, private home inspection companies, and construction related management positions such as quality control and safety management.

	<b>Units</b>
1. GENERAL EDUCATION COURSES:	
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19
2. REQUIRED MAJOR COURSES:	
A. CT132                      Basic Building Systems/Codes	3
B. CT 109                    Project Management/Codes	3
C. CT 271                    Life Safety for Construction	3
D. CT 272                    Residential Inspection Code	3
E. CT 273                    Electrical Codes	3
F. CT 274                    Mechanical Inspection	3
G. CT 276                    Architecture Inspection	3
<b>Total Major Units:</b>	<b>21</b>
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	20

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Industry & Technology Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.

# AA/AS Degrees - Not For Transfer

## Associate of Science in Construction Technology- Not for Transfer\* (AS)

### Division: Industry & Technology

This degree prepares students for entry-level employment and/or potential further study in the field of Construction Technology through the study of building trades.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: concrete production sales and construction, structural framing, truss construction and design, construction plan drafting, materials testing, inside and outside sales, retail sales and management, safety careers, structural metal products manufacturing and sales, timber production, lumber sales, engineered lumber production and sales, cabinet production and sales, theater arts prop construction, construction management. Additionally, this degree will earn two years credit towards the four-year requirement for a California Contractor's license in one or more of the fifty categories.

		Units
1. GENERAL EDUCATION COURSES:		
A.	College of the Sequoias' Associate Degree General Education (COS-GE)	19
2. REQUIRED MAJOR COURSES:		
A.	CT 214 On-Site Construction 1	5
B.	CT 215 On-Site Construction/Quality	5
C.	CT 218 On-Site Construction 3	5
D.	CT 219 On-Site Construction/Safety	5
E.	CT 100 Const Draw/Design Analysis 1	4
F.	CT 101AB Const Draw/Design Analysis 2	4
G.	CT 204 Construction Theory/Practice 1	4
H.	CT 105 Computer Asst. Const. Theory	4
I.	CT 250 Basic Principles of Millwork	4
J.	CT 260 Interior Millwork	4
<b>Required Major Units:</b>		<b>44</b>
2. RESTRICTED ELECTIVES (Select a minimum of 2 units from the following):		
	CT 109 Project Management/Codes	3
	CT 130 Intro Const. Practices	3
	CT132 Basic Building System/Codes	3
	CT 135 Blueprint Reading/Residential Construction	2
	CT 138 Contractors License Law	3
	CT 205 Plumbing	3
	CT 270 Residential Wiring	3
<b>Restricted Elective Units:</b>		<b>2</b>
<b>Total Major and Restricted Units:</b>		<b>46</b>
<b>Total Degree Units:</b>		<b>65</b>

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Industry & Technology Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.

# AA/AS Degrees - Not For Transfer

## Associate of Science in Consumer/Family Studies - Not for Transfer\* (AS)

### Division: Consumer/Family Studies

This degree prepares students for entry-level employment and/or potential further study in the field of Consumer Family Studies. Students completing this degree will have a foundation for the field of Consumer Family Studies and/or Home economics through the study of the key areas of human development including child development, color and design, fashion merchandising and apparel construction, basic nutrition and food preparation and will acquire skills in speaking, how to instruct others, critical thinking, reading comprehension and writing, how to actively listen.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: teaching, dietetics, fashion merchandising and design, consumer affairs, family counseling and adult child services agencies.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. CFS 80                      Life-Span Development (3) <b>or</b> CHLD 39              Child Development-DS1	3**	E E
B. CHLD 42                      Child, Family and Society-DS2	3**	D
C. ART 6                          Color and Design	3**	C
D. FASH 140                      Intro to the Fashion Industry	3	
E. FASH 160AB                  Clothing Construction (3) <b>or</b> FASH 161AB              Tailoring	3	
F. NUTR 18                          Nutrition	3	
G. CULN 201                      Foods (3) <b>or</b> NUTR 20                  Cultural Foods	3	
<b>Total Major Units:</b>	<b>21**</b>	
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	29	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Consumer/Family Studies Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 9 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Cosmetology- Not for Transfer\* (AS)

### Division: Special Programs

This degree prepares students for entry-level employment and/or potential further study in the field of Cosmetology. Students completing this degree will have a foundation for the field of hair, nail and skin through the study of skin diseases, styling techniques, hair coloring and will acquire time management, customer and personal service, operations analysis skills.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: hairstylists, beauty salons & services, hair and beauty salons.

	<b>Units</b>
1. GENERAL EDUCATION COURSES:	
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19
2. REQUIRED MAJOR COURSES:	
A. COSM 261                      Basic Cosmetology	6-15
B. COSM 262                      Intermediate Cosmetology	6-15
C. COSM 263AB                  Advanced Cosmetology (A)	6-15
D. COSM 263AB                  Advanced Cosmetology (B)	6-15
<b>Required Major Units:</b>	<b>42</b>

Students must complete a minimum of 140 hours per semester in order to receive six units of credit. Additional hours attended will result in additional units based upon 52.5 hours equals one (1) unit. Students may attend a maximum of four semesters which would be COSM 261, 262, 263AB (A) and 263 AB (B). The maximum number of hours a student may attend is 1,600 or four semesters, whichever is less.

Minimum 140 hours	=	6 units of credit
Minimum 192.5 hours	=	7 units of credit
Minimum 245 hours	=	8 units of credit
Minimum 297.5 hours	=	9 units of credit
Minimum 350 hours	=	10 units of credit
Minimum 402.5 hours	=	11 units of credit
Minimum 455 hours	=	12 units of credit
Minimum 507.5 hours	=	13 units of credit
Minimum 560 hours	=	14 units of credit
Minimum 612.5 hours	=	15 units of credit

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Special Programs Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer..

## Associate of Science in Dairy Science - Not for Transfer\* (AS)

### *Division: Agriculture*

This degree prepares students for entry-level employment and/or potential further study in the field of dairy management and production. Students completing this degree will have a foundation for the field of list field through the study of dairy nutrition and reproduction, breeding and selection of quality cattle and computer applications in dairy production and will acquire skills and knowledge necessary for readiness to assist in the management of a modern dairy operation.

**CAREER OPPORTUNITIES:** Students completing the dairy science certificate program may enter the workforce as dairy breeding assistants, dairy feeders, and dairy cattle handlers.

	<b>Units</b>
1. GENERAL EDUCATION COURSES:	
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19
1. REQUIRED MAJOR COURSES:	
A. AGMT 108AB                      Ag Business Computer Apps	3.5
B. DSCI 101                         Introduction to Dairy Science	3.5
C. DSCI 103                         Commercial Dairy Herd Management	3.5
D. DSCI 104                         Breeding & Selection of Dairy Cattle	3.5
E. DSCI 108                         Dairy Nutrition	3.5
F. WEXP 193F                       Agricultural Work Experience (1st Semester)	3
<b>Total Major Units:</b>	<b>20.5</b>
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	20.5

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Agriculture Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer..

# AA/AS Degrees - Not For Transfer

## Associate of Arts in Dance - Not for Transfer\* (AA)

### Division: Physical Education

This degree prepares students for entry-level employment and/or potential further study in the fields of Dance, Music Theater, and Choreography. Students completing this degree will have a foundation for the fields of Traditional Dance techniques as well as performance and production knowledge, through the study of the specific techniques of the art of choreography, ballet, jazz, tap, modern and contemporary, as well as music theater, costume and make-up design and choreography. This course of study provides the person who loves dance with the training to go on to a four-year institution.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for jobs leading to careers or employment in the following fields: private dance studios, recreation programs, YMCA's and after school programs. Students may decide to direct their own dance programs, drill teams, and cheerleading squads in high schools or colleges. Employment at entertainment parks such as Disneyland, Universal Studios, or Six Flags, or with semi-professional or professional theater companies or dance companies are always on the horizon for ambitious dance majors.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. ART 1 Art Appreciation	3**	C
B. DANC 6AD Choreography	1	
C. DANC 8AD Beginning Ballet	1	
D. DANC 10AD Modern Dance	1	
E. DANC 12AD Jazz Dance	1	
F. DANC 13AB Advanced Jazz Dance	1	
G. DANC 16AB Beginning Tap Dance	1	
H. DRAM 2 Fundamentals of Acting 1	3	
I. DRAM 12AB Costuming	3	
J. DRAM 17AB Makeup	3	
K. HW 1 Personal & Community Health	3**	E
L. MUS 10 Music Appreciation	3	
	<b>Required Major Units:</b>	<b>24</b>
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 2 unit)</b>		
DANC 41AD Musical Theater Performance-Dance	2	
HW 3 Standard First Aid	3	
HW 60 Concepts in Health & Fitness	3	
PE 188 Peak Performance	3	
	<b>Restricted Elective Units:</b>	<b>2</b>
	<b>Total Major and Restricted Units:</b>	<b>26**</b>
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	21	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Fine Arts Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 6 units may double count above In 1A (COS-GE).



## Associate of Science in Drafting (Mechanical) - Not for Transfer\* (AS)

### *Division: Industry & Technology*

This degree prepares students for entry-level employment and/or potential further study in the field of mechanical drafting. Students completing this degree will have a foundation for the fields of occupational education, vocational education, manufacturing design, manufacturing engineering, industrial design, and industrial engineering. Through the study of architecture, computers, graphic design, and drafting, students will acquire skills, knowledge, and abilities related to computer operating systems, web page design, tactile (by hand) graphics/drawing, digital (computer) graphics/drawing, computer assisted drafting (CAD), construction materials & methods, construction documents, and detailing.

Architecture Department website: [www.cos.edu/architecture](http://www.cos.edu/architecture)

**Note:** A related degree is offered through the Architecture Department.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: occupational education, vocational education, manufacturing design, manufacturing engineering, industrial design, and industrial engineering.

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
<b>First Semester</b>		
A. ARCH 20      Visual Communication 1	3**	C
B. COMP 140    Computer Operating Systems	3**	E
C. GD 159      Adobe Illustrator	2	
D. DRFT 114    Introduction to CAD	4	
<b>Second Semester</b>		
E. ARCH 120    Freehand Drawing	3	
F. ARCH 161AD Architectural Detailing (1st Semester)	3	
G. DRFT 112    Mechanical Drafting 1	3	
H. DRFT 115    Advanced CAD	4	
<b>Third Semester</b>		
I. ARCH 160    Construction Materials/Methods	4	
J. COMP 229    Web Page Design and Development	3	
K. COMP 228    Introduction to the World Wide Web	1	
L. DRFT 16AD   CAD Applications (1st Semester)	4	
<b>Fourth Semester</b>		
M. ARCH 161AD Architectural Detailing (2nd Semester)	3	
N. ARCH 163    Construction Documents	3	
O. DRFT 16AD   CAD Applications (2nd Semester)	4	
P. DRFT 113    Mechanical Drafting 2	3	
<b>Total Major Units:</b>	<b>50**</b>	
<b>Total Degree Units:</b>	<b>63</b>	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Industry & Technology Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 6 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Arts in Dramatic Arts: Acting - Not for Transfer\* (AA)

Division: Fine Arts

This degree prepares students for entry-level employment and/or potential further study in the field of Theatre. Students completing this degree will study acting, set design/construction, costume design/construction, make-up design/application, and lighting and will acquire skills and training in performance, design, and technology.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: actor (stage, film, television, commercial), director or fight/movement choreographer, acting or voice coach, general manager/artistic director, voice-over performer, spokesperson, salesperson, educator.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. DRAM 1 Introduction to the Theatre	3**	C
B. DRAM 2 Fundamentals of Acting 1	3	
C. DRAM 3 Fundamentals of Acting 2	3	
D. DRAM 4 Intermediate Acting 1	3	
E. DRAM 5 Intermediate Acting 2	3	
F. DRAM 6 Shakespeare	3	
G. DRAM 19AD Rehearsal and Performance 1 (2 semesters) (4) or DRAM 21AD Rehearsal and Performance 2 (2)	2-4	
<b>Required Major Units:</b>	<b>20-22</b>	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 9-11 units)</b>		
CINA 31 Motion Picture Appreciation	2	
CINA 32 Motion Picture Appreciation	2	
DRAM 8 History of Theater and Drama	3	
DRAM 12AB/FASH12B Costuming	3	
DRAM 13 AB Beginning Stagecraft	3	
DRAM17 AB/FASH17AB Makeup	3	
DRAM 19AD Rehearsal and Performance 1 (2) or 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	
<b>Restricted Elective Units:</b>	<b>9-11</b>	
<b>Total Major and Restricted Units:</b>	<b>31**</b>	
<b>4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:</b>	<b>13</b>	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Fine Arts Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 3 units may double count above In 1A (COS-GE).

## Associate of Arts in Dramatic Arts: Technical- Not for Transfer\* (AA)

### *Division: Fine Arts*

This degree prepares students for entry-level employment and/or potential further study in the field of Theatre. Students completing this degree will have a foundation for the fields of theatre arts and acting through the study of acting, set design/construction, costume design/construction, make-up design/application, and lighting and will acquire skills and training in performance, design, and technology.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: scenic designer, lighting designer, costume designer, makeup designer, hair & wig designer, sound designer, technical director, costumer, stage manager, educator, consultant.

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses and Restricted Elective that double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. DRAM 1 Introduction to the Theatre	3**	C
B. DRAM 2 Fundamentals of Acting 1	3	
C. DRAM 12AB/FASH12B Costuming	3	
D. DRAM 17AB/FASH17B Makeup	3	
E. DRAM 13 AB Beginning Stagecraft	3	
F. DRAM 15AB Beginning Stage Lighting	3	
G Select option 1 or 2:	4	
1) DRAM 19AD Rehearsal and Performance 1 (2 semester) (4)		
2) DRAM 22AD One Act Play Production (2)		
<b>and</b> DRAM 21AD Rehearsal and Performance 2 (2)		
<b>Required Major Units:</b>	<b>22</b>	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 9 units)</b>		
DRAM 6 Shakespeare	3	
DRAM 8 History of Theater and Drama	3	
DRAM 12AB Costuming (2nd semester)	3	
DRAM 13 AB Stagecraft (2nd semester)	3	
DRAM 14AB Intermediate Stagecraft	3	
DRAM 15AB Beginning Stage Lighting (2nd semester)	3	
DRAM 16AB Intermediate Stage Lighting	3	
DRAM 20AD Music Theatre Rehearsal and Performance	2	
DRAM 22AD One Act Play Production	2	
<b>Restricted Elective Units:</b>	<b>9</b>	
<b>Total Major and Restricted Units:</b>	<b>31**</b>	
<b>4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:</b>		
	13	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Fine Arts Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 3 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Environmental Control Technology (HVAC) - Not for Transfer\* (AS)

### *Division: Industry & Technology*

This degree prepares students for entry-level employment and/or potential further study in the field of Environmental Control Technology. Students completing this degree will have a foundation in the field(s) of HVAC/R through the study of modern refrigeration and will acquire HVAC/R skills.

CAREER OPPORTUNITIES: Upon successful completion of this degree, student will be prepared for careers or employment in the following fields: Environmental Control Technology, HVAC/R.

			<b>Units</b>
1. GENERAL EDUCATION COURSES:			
A. College of the Sequoias' Associate Degree General Education (COS-GE)			19
2. REQUIRED MAJOR COURSES:			
<b>First Semester</b>	A. ECT 280	Electricity and Controls for HVAC	4
	B. ECT 281	Basic Air Conditioning	12
<b>Second Semester</b>	C. ECT 282	Adv Air Cond/Refrig Com/Dom	12
	D. ITEC 242	Air Conditioning Sheet Metal	4
<b>Total Major Units:</b>			<b>32</b>
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:			9

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Industry & Technology Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.

## Associate of Arts in Fashion Design - Not for Transfer\* (AS)

### *Division: Consumer/Family Studies*

This degree prepares students for entry-level employment and/or potential further study in the field of fashion design. Students completing this degree will have a foundation for the field of fashion design through the study of designing and creating garments and fashion accessories for manufacture or to start a business and will acquire the skills in designing apparel, creating patterns, selecting materials and marketing finished products.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: fashion designer, pattern drafter, pattern grader, sample maker, production manager, shipping manager, manufacturer's sale representative, dressmaker, and alterationist.

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. ART 6                                      Color and Design	3**	C
B. FASH 76                                    Textiles	3	
C. FASH 141                                Principles of Fashion	3	
D. FASH 160AB                            Clothing Construction	3	
E. FASH 161AB                            Tailoring	3	
F. FASH 162AB                            Fashion/Design/Patternmaking	3	
<b>Required Major Units:</b>	<b>18</b>	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 3 unit)</b>		
FASH 12AB/DRAM 12AB    Costuming	3	
FASH 140                                    Intro to the Fashion Industry	3	
<b>Restricted Elective Units:</b>	<b>3</b>	
<b>Total Major and Restricted Units:</b>	<b>21**</b>	
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	23	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Consumer/Family Studies Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 3 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Arts in Fashion Merchandising - Not for Transfer\* (AS)

### Division: Consumer/Family Studies

This degree prepares students for entry-level employment and/or potential further study in the field of fashion merchandising. Students completing this degree will have a foundation for the field of fashion production designing, manufacturing, advertising and marketing through the study of clothing sizing, price ranges, style categories, and clothing classifications for women's wear, men's wear, and children's wear, and will acquire knowledge of the sequence of garment production and distribution, including product marketing and the factors that influence fashion forecasting, and target markets for fashion trends.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: fashion merchandising, retail sales, buyer or manager, fashion coordinator, fashion consultant, display window trimmer, public relations, fashion journalism, advertising and manufacturers sale representative.

		Units	COS-GE AREA
1. GENERAL EDUCATION COURSES:			
A.	College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.			
2. REQUIRED MAJOR COURSES:			
A.	ART 6 Color and Design	3**	C
B.	FASH 76 Textiles	3	
C.	FASH 140 Intro to the Fashion Industry	3	
D.	FASH 141 Principles of Fashion	3	
E.	FASH 160AB Clothing Construction	3	
F.	COMM 4 Interpersonal Communication	3**	A2
G.	WEXP 193 Z Fashion Occupational Cooperative Education (first semester)	1	
	<b>Total Major Units:</b>	<b>19**</b>	
3.	Select additional degree applicable courses numbered 1-299 to achieve 60 units:	28	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Consumer/Family Studies Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 6 units may double count above In 1A (COS-GE).

## Associate of Science in Fire Technology - Not for Transfer\* (AS)

### *Division: Special Programs*

This degree prepares students for entry-level employment and/or potential further study in the fields of fire protection and prevention. Students completing this degree will have a foundation for the fields of fire protection, prevention, or public education through the study of the organization and function of fire prevention and suppression techniques, fire behavior, combustible materials, extinguishing agents, hazardous and toxic material, fire command and fire management. The student will acquire knowledge in the design and operation of fire detection and alarm systems; fire protection features in building design and construction, wildland fire behavior and firefighting techniques; fire service organization, fire prevention, and theories of fire control. The Fire Technology program is based on the Uniform Fire Service Technology curriculum as approved by the State Board of Fire Services and the California Fire Chiefs Association. Successful completion of the program qualifies the student for State Firefighter 1 certification pending completion of either 6 months experience as a full-time paid firefighter of 12 months of experience as a volunteer firefighter.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: firefighter, firefighter-paramedic, fire investigation, fire prevention, hazardous materials, and public education. The fire service offers many career opportunities for graduates including positions in municipal fire 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.

	<b>Units</b>
<b>1. GENERAL EDUCATION COURSES:</b>	
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19
<b>2. REQUIRED MAJOR COURSES:</b>	
A. FIRE 155 Fire Behavior and Combustion	3
B. FIRE 157 Fire Prevention Technology	3
C. FIRE 159 Introduction to Fire Protection Organization	3
D. FIRE 160 Fire and Emergency Safety	3
E. FIRE 163 Fire Protection Equipment and Systems	3
F. FIRE 182 Building Construction for Fire Protection	3
<b>Required Major Units:</b>	<b>18</b>

(continued on next page)

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Special Programs Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.

# AA/AS Degrees - Not For Transfer

## Associate of Science in Fire Technology - Not for Transfer\* (AS)

### Division: Special Programs

(continued from previous page)

#### 3. RESTRICTED ELECTIVES (Select option A or B):

**Note:** Most students complete option (A). Students who have completed the Basic Fire Fighter Academy requirements through Work Experience are exempt from taking Fire 270 and should select option (B) to complete degree.

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

- |             |  |
|-------------|--|
| A. EMT 251  | Emergency Medical Technician B (4)                           |
| B. FIRE 270 | Basic Fire Fighter 1 Academy (15) (Maximum 9 units accepted) |

B. For career opportunities in fields OTHER THAN a fire fighter and students exempt from taking FIRE 270, select a minimum of 13 units from the following:

		Units
A. EMT 251	Emergency Medical Technician B	4
B. FIRE 125	Fundamentals of Fire Apparatus and Equipment	3
C. FIRE 156	Fire Service Hydraulics	3
D. FIRE 161	S.F.M. Fire Prevention 1A	3
E. FIRE 162	S.F.M. Fire Prevention 1B	3
F. FIRE 168	S.F.M. Training Instructor 1A	2
G. FIRE 169	S.F.M. Training Instructor 1B	2
H. FIRE 173	S.F.M. Fire Command 1A	2
I. FIRE 174	S.F.M. Fire Command 1B	2
J. FIRE 275	S.F.M. Fire Command 1C	2
K. FIRE 277	S.F.M. Fire Management 1	2
L. FIRE 280	Fire Fighter 2 Academy	5

**Restricted Elective Units: 13**

**Total Major and Restricted Units: 31**

**Total Degree Units: 60**

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Special Programs Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.



# AA/AS Degrees - Not For Transfer

## Associate of Science in Graphic Design - Not for Transfer\* (AS)

### Division: Industry & Technology

This degree prepares students for entry-level employment and/or potential further study in the field of graphic design. Students completing this degree will have a foundation for the fields of graphic design, digital arts / 3D animation, and web design / interactive design. Through the study of art, graphic design, and computers, students will acquire skills, knowledge, and abilities related to graphic design, Adobe InDesign, Adobe Illustrator, color & design, drawing, and web page design. Courses may be substituted with the approval of the Division Chair.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: graphic design.

			Units	COS-GE AREA
1. GENERAL EDUCATION COURSES:				
	College of the Sequoias' Associate Degree General Education (COS-GE)		19	
A.				
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.				
2. REQUIRED MAJOR COURSES:				
<b>First Semester</b>	A. GD 159	Adobe Illustrator	2	
	B. GD 160	Graphic Design	4	
	C. ART 25AD	Digital Imaging for Artists (1st Semester)	3**	C
	D. COMP 135	Desktop Publishing for Business	4	
<b>Second Semester</b>	E. GD 161AD	Graphic Design Applications (1st Semester)	4	
	F. GD 162AD	Integrated Graphics (1st semester)	4	
	G. COMP 229	Web Page Design and Development	3	
<b>Third Semester</b>	H. GD 161AD	Graphic Design Applications (2nd Semester)	4	
	I. GD 163AD	Adobe InDesign (1st Semester)	3	
	J. GD 164AD	Digital Animation (1st Semester)	4	
<b>Fourth Semester</b>	K. GD 161AD	Graphic Design Applications (3rd Semester)	4	
	L. GD 162AD	Integrated Graphics (2nd semester)	4	
	Total Major Units:		43**	
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:			1	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Industry & Technology Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 3 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Arts in Health Education - Not for Transfer\* (AS)

### Division: Physical Education

This degree prepares students for entry-level employment and/or potential further study in the field of Health Education through the study of child health, personal and community health, standard first aid, fitness, nutrition, general psychology, sociology, drugs and sports health. This course of study provides the student a background to pursue a career in any health field.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for employment in the following fields: public health, hospitals, rehabilitation centers, geriatric facilities and sales of medical supplies.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. CHLD 148                      Child Health/Safety DS7	3	
B. HW 1                            Personal & Community Health	3**	E
C. HW 3                            Standard First Aid	3	
D. HW 60/SMED 60            Concepts in Health & Fitness	3	
E. NURS 106                      Cultural Diversity/Healthcare	3	
F. NUTR 18                        Nutrition	3	
G. PSY 1                            General Psychology	3**	D
H. SOC 1                            Introduction to Sociology	3	
<b>Required Major Units:</b>	<b>24</b>	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 6 units from the following)</b>		
HW 7                                Sports Health	3	
HW 104                            Drugs and Society	3	
SMED 40                          Introduction to Sports Injuries	3	
<b>Restricted Elective Units:</b>	<b>6</b>	
<b>Total Major and Restricted Units:</b>	<b>30**</b>	
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	17	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Physical Education Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 6 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Human Services (Social Work) - Not for Transfer\* (AS)

### Division: Social Sciences

This degree prepares students for entry-level employment and/or potential further study in the fields of human services, case management, eligibility and crisis work. Students completing this degree will have a foundation for the field(s) of Human Services, Social Work and non-profit service organizations through the study of legal and ethical issues in practice, theories of practice, theories of human behavior, history of social welfare and current policies and will acquire skills in critical thinking, case planning, crisis intervention, theory-based assessment, working knowledge of community resources and hands-on work experience in a human services agency in the community.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: entry level jobs in Health and Human Services and a variety of non-profit agencies in the community in the area of crisis management, substance abuse, eligibility and case management.

	Units	COS-GE AREA
1. GENERAL EDUCATION COURSES:		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
2. REQUIRED MAJOR COURSES:		
A. COMP 5                              Computer Concepts (4) or COMP 130                        Introduction to Personal Computers	4	
B. Select one of the following:	3**	
ECON 25                              Introduction to Economics (3)		D
or ECON 40                         Principles of Microeconomics (3)		D
or BUS 297                         Personal Finance (3)		
C. HSRV 101                            Group Design and Leadership	4	
D. HSRV 102                            Drug and Alcohol Treatment	3	
E. HSRV 120                            Introduction to Social Welfare	3	
F. HSRV 121                            Interviewing	4	
G. HSRV 122                            Introduction of Human Services	3	
H. WEXP 193 H-195 H                Human Services Work Experience / Internship (first, second, and third semester)	6	

(continued on next page)

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Social Sciences Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 9 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Human Services (Social Work) - Not for Transfer\* (AS)

### Division: Social Sciences

(continued from previous page)

		Units	COS-GE AREA
3. Restricted Electives (Select 6 units from the following):			
ANTH 10	Cultural Anthropology	3	
or ANTH 10H	Cultural Anthropology	3	
PSY 1	General Psychology	3**	E
or PSY 1H	General Psychology	3**	E
PSY 5	Social Psychology	3	
PSY 10	Human Sexuality	3**	E
PSY 34	Abnormal Psychology	3**	E
PSY 133	Personal and Social Growth	3**	E
SOC 26	Marriage and Family Life	3**	E
	<b>Restricted Elective Units:</b>	<b>6</b>	
	<b>Total Major Units:</b>	<b>36**</b>	
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:		11	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Social Sciences Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 6 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Industrial Maintenance Technology - Not for Transfer\* (AS)

### Division: Industry & Technology

This degree prepares students for entry-level employment and/or potential further study in the fields of Industrial Technology/Industrial Maintenance. Students completing this degree will have a foundation for the field of Industrial Technology through the study of electricity, motor controls and programmable motor drives, programmable logic controllers, hydraulics/pneumatics, industrial mechanics, machining, refrigeration and boilers, and welding and will acquire skills and abilities in design of electrical circuits, reading and interpreting schematics, encoding programmable devices, and design of facility changes for industrial applications.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: industrial maintenance technician, industrial machine operator, industrial electrician, corrections facilities maintenance, hospital engineer, and food service machine technician.

There are two possible options for completing this degree. Students may either take the first two courses OR take the list of courses, including work experience, that follows.

	Units
1. GENERAL EDUCATION COURSES:	
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19
2. REQUIRED MAJOR COURSES:	
A. ITEC 100                      Indust Maintenance Technology, Opt A	15
B. ITEC 101                      Indust Maintenance Technology, Opt A	15
or	
A. ITEC 106                      Industrial Maintenance 1	4
B. ITEC 107                      Industrial Maintenance 2	4
C. ITEC 108                      Industrial Maintenance 3	4
D. ITEC 109                      Industrial Maintenance 4	4
E. WEXP 193 M                  Cooperative Work Experience	4
F. WEXP 194                      Cooperative Work Experience	4
G. WEXP 195                      Cooperative Work Experience	4
H. WEXP 196                      Cooperative Work Experience	2
<b>Total Major Units:</b>	<b>30</b>
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	11

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Industry & Technology Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.

# AA/AS Degrees - Not For Transfer

## Associate of Arts in Journalism - Not for Transfer\* (AA)

### Division: Language Arts

This degree prepares students for entry-level employment and/or potential further study in the field of Media Communications. Students completing this degree will have a foundation for the fields of media and communication through the study of journalism, political and cultural discourse, advertising, persuasion and will acquire an understanding of how media shapes cultural and political dialogue.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: journalism, public relations, advertising, law, criminal justice, and graphic arts.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. ENGL 2                      Logic and Composition	3**	A2
B. JOUR 1                      Writing for the Media	3.5	
C. JOUR 7                      Mass Communication	3	
D. JOUR 103AD              Newspaper Production (1st semester)	4.5	
Required Major Units:	14	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 4.5 units)</b>		
A. JOUR 20                      Cultural Issues in Film/TV/Web	3**	D
JOUR 103AD              Newspaper Production (2nd semester)	4.5	
JOUR 104AD              Editorial Board	2	
JOUR 11AB                Introduction to Digital Photography	3	
<b>Restricted Elective Units:</b>	<b>4.5-6</b>	
<b>Total Major and Restricted Units:</b>	<b>18.5-20**</b>	

(continued on next page)

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Language Arts Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 6 units may double count above In 1A (COS-GE).

## Associate of Arts in Journalism - Not for Transfer\* (AA)

### *Division: Language Arts*

(continued from previous page)

		<b>Units</b>
4.	Select additional degree applicable courses numbered 1-299 to achieve 60 units: (College of the Sequoias Language Arts Division recommends the following courses):	27-28.5
	ART 23AD	Macintosh Basics for Artists 3
	BUS/COMM 112	Public Speaking for Business 4
	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
	AJ 25	Constitutional Law 3
	JOUR 20	Cultural Issues in Film/TV/Web 3
	JOUR 103AD	Newspaper Production (3rd & 4th semesters) 4/4
	JOUR 104AD	Editorial Board (3rd & 4th semesters) 2/2/2/2
	JOUR 11AB	Introduction to Digital Photography 3
	COMM 1	Fundamentals of Public Speaking 3
	COMM 4	Interpersonal Communication 3
	COMM 5	Argumentation and Debate 3

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Language Arts Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 6 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Landscape Management - Not for Transfer\* (AS)

### Division: Agriculture

This degree prepares students for entry-level employment and/or potential further study in the field of Landscape Management. Students completing this certificate will have a foundation for the fields of landscape design, landscape management as well as business management principles and practices through the study of selecting, grouping, and placing plant materials into various landscape styles, situations and themes and will acquire skills for effective plant, turfgrass, pest and water management techniques.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: landscape, turfgrass and grounds maintenance technicians, managers, pesticide applicators, and landscape water auditors.

	Units	COS-GE AREA
1. GENERAL EDUCATION COURSES:		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
Note: Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
2. REQUIRED MAJOR COURSES:		
A. AGMT 108AB	3.5	
B. OH 2	3.5	
C. OH 1	3**	B
D. OH 109	3.5	
E. OH 110	3	
F. OH 117	3	
G. OH 120	3	
H. OH 122	3.5	
I. WEXP 193 F	4	
<b>Total Major Units:</b>	<b>30**</b>	
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	14	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Agriculture Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 3 units may double count above In 1A (COS-GE).



## Associate of Arts in Liberal Arts with an Area of Emphasis in Arts and Humanities

### *Division: Student Services*

This degree provides an opportunity for students who are not intending to transfer to a four-year university to earn on Associate of Arts Degree with an area of emphasis in Arts and Humanities. This degree is designed to provide an introductory foundation in the arts and humanities and to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success. The curriculum emphasizes the study of cultural activities and artistic expressions of human beings. Students will develop an awareness of the ways in which people throughout the ages and in different cultures have expressed themselves and responded to the world around them in artistic and cultural creation. Students will also develop aesthetic understanding and an ability to make value judgments.

CAREER OPPORTUNITIES: Research Assistant, Studio Artist, Studio Craftsperson, Illustrator, Concept Artist, Museum Curator, Editor, Journalist, Photographer.

1. GENERAL EDUCATION COURSES:

A. College of the Sequoias' Associate Degree General Education (COS-GE) 19 units

2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.

AJ 123; ASL 1, 2, 3, 4, 110;

ART 1, 2, 3, 3H, 4, 5, 6, 7, 8, 9, 10AD, 11AD, 12AD, 13AD, 15, 16AC, 17AD, 18AD, 23AD, 25AD, 32AD, 101AD, #105AC, 111AD, 119AD, 121AC, 124AD, 126AD, 127, 128AD, 129AD, 130AC;

ARCH 10, 20, 21, 70, 71, 120, 121AC;

BUS 185; CINA 31, 32;

DRAM 1, 2, 3, 4, 5, 6, 8, 9, 11AD, 12AB, 13AB, 14AB, 15AB, 16AB, 17AB, 20AD, 21AD, 22AD, 30AB, 40AB, 101AD,

102AB, 120AD, 180AD;

ENGL 4, 4H, 10, 14AB, 15, 16, 17, 18, 19, 30, 31, 44, 45, 46;

ETHN 1, 2, 3, 4; FREN 1, 2, 3, 4; LING 111;

MUS 1, 4, 5, 6, 7, 10, 11, 13, 14, 15, 20AD, 21AD, 22AD, 23AD, 30AD, 31AD, 32AD, 34AD, 35AD, 36AD, 40AD, 41AD, 50AD, 53AD, 54AD, 55AB, 56AB, 60AD, 61AD, 62AD, 66AD, 72AD, 73AD, 74AD, 75AD, 91AD, 95AD, 97AD, 124AD, 126AD, 127, 133AD, 147AD, 174AD, 180, 281, 282;

OH 111; PHIL 1, 1H, 5, 6, 12, 13, 14, 17, 20, 25;

PORT 1, 2;

SPAN 1, 2, 3, 4, 22, 23, 280;

WELD #105AC;

#ART 105AC same as WELD 105AC

3. Select additional transferable courses numbered 1-199 to achieve 60 units.

The Associate of Art in Liberal Arts With an Area of Emphasis requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

# AA/AS Degrees - Not For Transfer

## Associate of Arts in Liberal Arts with an Area of Emphasis in Communications

*Division: Student Services*

This degree provides an opportunity for students who are not intending to transfer to a four-year university to earn an Associate of Arts Degree with an area of emphasis in Communication Studies. This degree is designed to provide an introductory foundation in communication studies and to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success. The curriculum emphasizes the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system used. Students will learn to read, listen, speak, and write effectively, and will acquire the ability to distinguish fact from judgment, and belief from knowledge.

CAREER OPPORTUNITIES: Copy Writer, Sales, Advertising Specialist, Fund Raiser, Communication Trainer, Customer Service Representative, Technical Writer, Community Affairs Liaison, Program Coordinator, Public Information Assistant

1. GENERAL EDUCATION CCOURSES:

A. College of the Sequoias' Associate Degree General Education (COS-GE) 19 units

2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.

AJ 25; AG 201; AGMT 102;  
BUS 20, #112, 119, 184, 295;  
COMM 1, 1H, 4, 5, 7, 8, #112  
COMP 5, 6;  
ENGL 1, 2, 2H  
JOUR #7; POLS #7  
MATH 10, 11, 21, 70, 75, 76, 77, 80, 81, 154;  
PHIL 20, 25;

#BUS 112 is the same as COMM 112; JOUR 7 same as POLS 7

3. Select additional transferable courses numbered 1-199 to achieve 60 units.

The Associate of Art in Liberal Arts With an Area of Emphasis requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

## Associate of Arts in Liberal Arts with an Area of Emphasis in Health and Physical Education

### *Division: Student Services*

This degree provides an opportunity for students who are not intending to transfer to a four-year university to earn an Associate of Arts Degree with an area of emphasis in Health and Physical Education. This degree is designed to provide an introductory foundation in health and physical education and to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success. The health and nutrition courses emphasize practical and theoretical knowledge necessary for maintenance of physical and mental health. The physical education and intercollegiate athletics courses provide students the opportunity to develop active and healthy life styles.

CAREER OPPORTUNITIES: Camp Counselor, Campground Attendant, Outdoor Activity Leader, Outdoor Recreation, Assistant, Tour Guide, Assistant Community Education Worker

1. GENERAL EDUCATION COURSES:

A. College of the Sequoias' Associate Degree General Education (COS-GE) 19 units

2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.

Students should complete a minimum of 18 units as follows:

1. A minimum of 9 units from the following health and wellness courses:

HW 1, 3, 7, #60, 104, #119;

NUTR 18, #119;

SMED 40, #60

2. A minimum of 9 units from the following physical education courses:

PE 1AD, 2AD, 3AD, 4AD, 5AB, 6AD, 9AD, 10AD, 11AD, 12AD, 14AD, 15AD, 16AD, 17, 18AB, 19AB, 21AD, 22AD, 23AD, 24AD, 25AD, 26AD, 29AD, 30AB, 31AB, 32AB, 33AD, 34AB, 35AB, 36, 37, 39AD, 43AD, 44AD, 46AD, 52AD, 55AD, 57AD, 63AD, 64AD, 66AD, 67AD, 68AD, 70AD, 71AD, 72AD, 73AD, 74AD, 75AD, 76AD, 80AD, 81AD, 83AD, 89AD, 93AD, 119, 188, 243AD;

IA 1AD, 2AD, 3AD, 6AD, 7AD, 8AD, 10AD, 11AD, 12AD, 16AD, 23AD, 24AD, 29AD, 30AD, 31AD

#HW 60 same as SMED 60; HW 119 same as NUTR 119

3. Select additional transferable courses numbered 1-199 to achieve 60 units.

The Associate of Art in Liberal Arts With an Area of Emphasis requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

# AA/AS Degrees - Not For Transfer

## Associate of Arts in Liberal Arts with an Area of Emphasis in Natural Science

*Division: Student Services*

This degree provides an opportunity for students who are not intending to transfer to a four-year university to earn an Associate of Arts Degree with an area of emphasis in Natural Sciences. This degree is designed to provide an introductory foundation in the natural sciences and to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success. The curriculum emphasizes experimental methodology, testing hypotheses, and the power of systematic questioning. Students will develop a comprehension of the basic concepts of physical and biological sciences, and a sophisticated understanding of science as a human endeavor, including the limitations as well as the power of scientific inquiry.

CAREER OPPORTUNITIES: Teacher's Aide, Lab Assistant, Engineering Technician, Environmental Health Aid, Nuclear Medical Technologist.

1. GENERAL EDUCATION CCOURSES:

A. College of the Sequoias' Associate Degree General Education (COS-GE) 19 units

2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.

Students should complete a minimum of 18 units from the following natural science courses:

AG 2, 4;  
ANTH 11;  
ASTR 10;  
BIOL 1, 2, 20, 20H, 21, 22, 25, 30, 31, 40, 60;  
CHEM 1, 2, 20, 21, 25, 30, 253;  
GEOG 1, 1L;  
GEOL 1, 4, 4H, 12;  
MET 1;  
NSCI 131;  
NUTR 18;  
OH 1;  
PHYS 5, 6, 7, 20, 21;  
PLSI 1;  
PSCI 20

3. Select additional transferable courses numbered 1-199 to achieve 60 units.

The Associate of Art in Liberal Arts With an Area of Emphasis requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

## Associate of Arts in Liberal Arts with an Area of Emphasis in Social and Behavioral Science

### *Division: Student Services*

This degree provides an opportunity for students not intending to transfer to a four-year university to earn an Associate of Arts Degree with an area of emphasis in Social Sciences. This degree is designed to provide an introductory foundation in the social sciences and to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success. The curriculum allows students to gain a basic knowledge of the culture and social organizations in which they exist as well as the behavior and social organizations of other human societies. Students will develop an understanding of the perspectives and methods of the social and behavioral sciences.

CAREER OPPORTUNITIES: Teacher's Aide, Social Services Intake Specialist, Social Security Case Manager, Entry Level Social Services Worker, Child Interview Specialist

1. GENERAL EDUCATION COURSES:

A. College of the Sequoias' Associate Degree General Education (COS-GE) 19 units

2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.

Students should complete a minimum of 18 units from the following social and behavioral science courses:

AG 1; AGMT 1;  
AJ 11, 25, 45, 114  
ANTH 10, 10H, 11;  
BUS 188;  
CFS 80, CHLD 39, 42, 158;  
COMM 9; ETHN 1, 2, 3, 4, 5;  
ECON 25, 40, 40H, 50;  
GEOG 2;  
HIST 4, 5, 17, 17H, 18, 23, 25;  
JOUR #7, 20;  
NUTR 20;  
PSY 1, 1H, 5, 10, 34, 133;  
SOC 1, 2, 23, 26, 43;  
SSCI 36  
POLS 5, 5H, 6, #7, 8

#JOUR 7 same as POLS 7

3. Select additional transferable courses numbered 1-199 to achieve 60 units.

The Associate of Art in Liberal Arts With an Area of Emphasis requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

# AA/AS Degrees - Not For Transfer

## Associate of Arts in Music: Instrumental - Not for Transfer\* (AA)

### Division: Fine Arts

This degree prepares students for entry-level employment and/or potential further study in the field of Music. Students completing this degree will have a foundation for the field of music through the study of music theory and applied musicianship and will acquire solo and ensemble performance skills and experiences. 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 piano class upon entrance into the department.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: studio musicians, independent instrumental/vocal instructors, accompanists, and preparation for careers in music business, music production and engineering, and related careers.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. MUS 4 Theory and Musicianship 1	4**	C
B. MUS 5 Theory and Musicianship 2	4	
C. MUS 6 Theory and Musicianship 3	4	
D. MUS 7 Theory and Musicianship 4	4	
E. MUS 41AD Applied Music Lessons (1) (4 semesters)	4	
F. MUS 74AD Concert Band 1 (2) (4 semesters)	8	
<b>Required Major Units:</b>	<b>28</b>	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 3 units)</b>		
MUS 20AD Piano 1	2	
MUS 21AD Piano 2	2	
MUS 22AD Intermediate & Advanced Piano	2	
MUS 50 String Instruments	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	
<b>Restricted Elective Units:</b>	<b>3</b>	
<b>Total Major and Restricted Units:</b>	<b>31**</b>	
<b>4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:</b>	<b>13</b>	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Fine Arts Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 4 units may double count above In 1A (COS-GE).

## Associate of Arts in Music: Keyboard - Not for Transfer\* (AA)

### *Division: Fine Arts*

This degree prepares students for entry-level employment and/or potential further study in the field of Music. Students completing this degree will have a foundation for the field of music through the study of music theory and applied musicianship and will acquire solo and ensemble performance skills and experiences. 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 piano class upon entrance into the department.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: studio musicians, independent instrumental/vocal instructors, accompanists, and preparation for careers in music business, music production and engineering, and related careers.

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. MUS 4                      Theory and Musicianship 1	4**	C
B. MUS 5                      Theory and Musicianship 2	4	
C. MUS 6                      Theory and Musicianship 3	4	
D. MUS 7                      Theory and Musicianship 4	4	
E. MUS 21AD                  Piano 2	2	
F. MUS 22AD                  Intermediate & 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	
G. 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	
<b>Required Major Units:</b>	<b>26</b>	
<b>3. RESTRICTED ELECTIVES:</b>		
A. Select a minimum of 2 units:		
MUS 22AD                  Intermediate & Advanced Piano (2)		
or MUS 23A                  Organ 1,2,3,4 (1)	2	
MUS 34AD                  Concert Choir (2)	2	
MUS 54AD                  Symphony Orchestra (2)	2	
MUS 74AD                  Concert Band 1 (2)	2	

(continued on next page)

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Fine Arts Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 3 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Arts in Music: Keyboard - Not for Transfer\* (AA)

### *Division: Fine Arts*

(continued from previous page)

		<b>Units</b>	<b>COS-GE AREA</b>
B Select 3 units:			
MUS 10	Music Appreciation	3	
MUS 11	Music Appreciation-Jazz	3	
MUS 13	Music of the World	3	
MUS 14	History of Rock and Roll	3	
	<b>Restricted Elective Units:</b>	<b>5</b>	
	<b>Total Major and Restricted Units:</b>	<b>31**</b>	
4.	Select additional degree applicable courses numbered 1-299 to achieve 60 units:	13	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Fine Arts Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 3 units may double count above In 1A (COS-GE).



## Associate of Arts in Music: Theory/Composition - Not for Transfer\* (AA)

### Division: Fine Arts

This degree prepares students for entry-level employment and/or potential further study in the field of Music. Students completing this degree will have a foundation for the field of music through the study of music theory and applied musicianship and will acquire solo and ensemble performance skills and experiences. 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 piano class upon entrance into the department.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: studio musicians, independent instrumental/vocal instructors, accompanists, and preparation for careers in music business, music production and engineering, and related careers.

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A, MUS 4                      Theory and Musicianship 1	4**	C
B. MUS 5                      Theory and Musicianship 2	4	
C. MUS 6                      Theory and Musicianship 3	4	
D. MUS 7                      Theory and Musicianship 4	4	
E. MUS 41AD                Applied Music Lessons (1) 4 semesters (4)		
or MUS 20AD                Piano 1 (2), 2 semesters (4)		
or MUS 21AD                Piano 2 (2), 2 semesters (4)		
or MUS 22AD                Intermediate & Advanced Piano (2), 2 semesters	4	
F. MUS 34AD                Concert Choir (2), 2 semesters (4)		
or MUS 54AD                Symphony Orchestra (2), 2 semesters (4)		
or MUS 74AD                Concert Band 1 (2) 2 semesters	4	
<b>Required Major Units:</b>	<b>24</b>	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 7 units)</b>		
MUS 10                      Music Appreciation	3	
MUS 11                      Music Appreciation-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)	2-8	
MUS 36AD                Chamber Singers (2)	2-8	
MUS 126AD                Computerized audio: MIDI (2)	2-8	
<b>Restricted Elective Units:</b>	<b>7</b>	
<b>Total Major and Restricted Units:</b>	<b>31**</b>	
<b>4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:</b>		
	13	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Fine Arts Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 3 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Arts in Music: Vocal Emphasis - Not for Transfer\* (AA)

### Division: Fine Arts

This degree prepares students for entry-level employment and/or potential further study in the field of Music. Students completing this degree will have a foundation for the field of music through the study of music theory and applied musicianship and will acquire solo and ensemble performance skills and experiences. 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 piano class upon entrance into the department.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: studio musicians, independent instrumental/vocal instructors, accompanists, and preparation for careers in music business, music production and engineering, and related careers.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. MUS 4 Theory and Musicianship 1	4**	C
B. MUS 5 Theory and Musicianship 2	4	
C. MUS 6 Theory and Musicianship 3	4	
D. MUS 7 Theory and Musicianship 4	4	
E. MUS 34AD Concert Choir (2), 4 semesters	8	
F. MUS 41AD Applied Music Lessons (1) 4 semesters	4	
<b>Required Major Units:</b>	<b>28</b>	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 3 units)</b>		
MUS 10 Music Appreciation	3	
MUS 11 Music Appreciation-Jazz	3	
MUS 13 Music of the World	3	
MUS 14 History of Rock and Roll	3	
MUS 20AD Piano 1	2	
MUS 21AD Piano 2	2	
MUS 22 AD Intermediate & 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	
<b>Restricted Elective Units:</b>	<b>3</b>	
<b>Total Major and Restricted Units:</b>	<b>31**</b>	
<b>4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:</b>	<b>13</b>	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Fine Arts Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 4 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Ornamental Horticulture - Not for Transfer\* (AS)

### *Division: Agriculture*

This degree prepares students for entry-level employment and/or potential further study in the field of Horticulture. Students completing this degree will have a foundation for the fields of plant health, identification, sales, and marketing through the study of the propagation, cultural care and sales of ornamental plants in a nursery setting.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: plant propagators, greenhouse managers, nursery foremen, and pesticide applicators.

	Units	COS-GE AREA
1. GENERAL EDUCATION COURSES:		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that double count for specific COS-GE AREAs are designated in the COS-GE column.		
2. REQUIRED MAJOR COURSES:		
A. AG 200AD	Agriculture Leadership (1st Semester)	1
B. AGMT 102	Agriculture Sales and Marketing	3
C. AGMT 108AB	Ag Business Computer Apps	3.5
D. OH 1	Basic Ornamental Horticulture	3**
E. OH 2	Plant Identification 1	3.5
F. OH 3	Plant Identification 2	3
G. OH 104	Nursery Practices	3
H. OH 105	Plant Propagation	3.5
I. OH 120	Diseases of Ornamentals	3
J. OH 122	Pests of Ornamentals	3
K. WEXP 193F	Agricultural Work Experience (1st Semester)	3
	<b>Required Major Units:</b>	<b>32.5**</b>

3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Agriculture Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 3 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Paralegal - Not for Transfer\* (AS)

### Division: Business

This Associate of Science in Paralegal prepares students for entry-level employment and/or potential further study in the field(s) of record keeping, brief writing, law office, legal research, drafting documents, and preparing evidence through the study of legal terminology, legal ethics, legal research, family law, and legal writing and will acquire skills for legal writing and research along with business law knowledge. 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.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: legal secretary, legal document assistant, and lawyer assistant.

	Units	COS-GE AREA
1. GENERAL EDUCATION COURSES:		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses and Restricted Elective that double count for specific COS-GE AREAs are designated in the COS-GE column.		
2. REQUIRED MAJOR COURSES:		
A. PARA 101 Introduction to Paralegalism	3	
B. PARA 102 Legal Terminology	2	
C. PARA 103 Civil Procedure 1	4	
D. PARA 105 Legal Research & Writing 1	4	
E. PARA 110 Legal Ethics, Management, and Interviewing	3	
F. PARA 233 Probate Procedures	3	
G. PARA 237 Family Law	3	
H. WEXP 193 I Paralegal Internship	2	
<b>Required Major Units:</b>	<b>24</b>	
3. RESTRICTED ELECTIVES: (Select a minimum of 6 units from the following)		
PARA 104 Civil Procedure 2	3	
PARA 194 Paralegal Internship	2	
PARA 232 Wills, Trusts and Elder Law	2	
PARA 236 Administrative Law	3	
BUS 18 Business Law	4	
AJ 112 Legal Aspects of Evidence	3	
or AJ 115 Criminal Law 2	2	
<b>Restricted Elective Units:</b>	<b>6</b>	

(continued on next page)

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Business Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 0-4 units may double count above In 1A (COS-GE).

## Associate of Science in Paralegal - Not for Transfer\* (AS)

### *Division: Business*

(continued from previous page)

	Units	COS-GE AREA
3. PARALEGAL PROFESSIONAL PROFICIENCIES: (Additional Degree Requirements):		
A. COMP 5                      Computer Concepts (4) or COMP 130                Introduction to Personal Computers (4)	4	
B. Typing certificate within the last 18 months verifying typing speed of 45 cwpm for 5 minutes		
or BUS 270                    College Level Keyboarding, Level 1 (3) or BUS 271                    College Level Keyboarding, Level 2 (3) or COMP 136                 Word Processing (3)	0-3	
C. BUS 293                      Business English (4) or ENG 1                      College Reading and Composition (4)	4**	A1
<b>Minimum Professional Proficiencies Units:</b>	<b>8</b>	
<b>Total Major and Restricted Units:</b>	<b>30**</b>	
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	3-7	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Business Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 0-4 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Physical Education - Not for Transfer\* (AS)

### Division: Physical Education

This degree prepares students for entry-level employment and/or potential further study in the field of Physical Education through the study of human anatomy, human physiology, personal and community health, standard first aid, fitness, nutrition, and sports health. This course of study provides the student a background to pursue a career in the field of physical education. Students who transfer to a four-year institution may pursue a Bachelors Degree in Physical Education or Athletic Coaching.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for employment in the following field: recreational programs.

	<b>Units</b>	<b>COS-GE AREA</b>
<b>1. GENERAL EDUCATION COURSES:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. BIOL 30 Human Anatomy	4**	B
B. BIOL 31 Human Physiology	4	
C. HW 1 Personal & Community Health	3**	E
D. HW 3 Standard First Aid	3	
E. HW 60/SMED 60 Concepts in Health & Fitness	3	
F. NUTR 18 Nutrition	3	
G. PE 36 Introduction to Physical Education	3	
H. PE Activity Minimum of 4 units in PE Activity	4	
<b>Required Major Units:</b>	<b>27</b>	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 3 units)</b>		
HW 7 Sports Health	3	
PE 37 Introduction to Coaching	2	
PE 188 Peak Performance	3	
SMED 40 Introduction to Sports Injuries	3	
<b>Restricted Elective Units:</b>	<b>3</b>	
<b>Total Major and Restricted Units:</b>	<b>30**</b>	
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	18	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Physical Education Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 7 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Physical Therapist Assistant - Not for Transfer\* (AS)

### Division: Nursing and Allied Health

Students completing this degree will have a foundation for the fields of anatomy, physiology, kinesiology, physics and movement science through the study of basic principles of patient management, engineering and physics for the PTA, physical agents and modalities, pathophysiology, orthopedics, neurorehabilitation for the PTA, therapeutic exercise and will acquire skills for patient care, application of modalities and physical agents, implementation of therapeutic exercise and cardiopulmonary rehabilitation under the PT plan of care and clinical education hours. This PTA program must comply with the accreditation requirements set by the Commission Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association.

Admission Requirements: Graduation from an accredited high school or GED equivalency; cumulative GPA of 2.5 or higher; 2.5 or higher GPA on combined biology prerequisites: BIOL 30 (Anatomy) 4 units; BIOL 31 (Physiology) 4 units. A minimum grade of "C" in all prerequisite courses is required. Please be advised that a "C" in all prerequisites courses does not meet the 2.5 minimum GPA requirement. No more than one repetition of any biology course is allowed. W's count as a repeat. Clinical placements will require background check and drug screen prior to clinical courses. Applications are due by June 15th each year for fall semester. Upon admission to the program, all applicants must provide the following valid and current information: American Heart Association Health Care Provider CPR Card; health clearance (Immunizations and physical exam); California drivers license; California automobile insurance and reliable use of transportation.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: acute care hospitals, skilled nursing facilities, outpatient rehabilitation clinics, inpatient rehabilitation centers, school based health care services.

		Units	COS-GE AREA
<b>1. GENERAL EDUCATION COURSES:</b>			
A.	College of the Sequoias' Associate Degree General Education (COS-GE)	20	
<b>2. PREREQUISITES COURSES:</b>			
A.	BIOL 30 Human Anatomy	4**	B
B.	BIOL 31 Human Physiology	4	
<b>3. REQUIRED MAJOR COURSES:</b>			
<b>1st Semester:</b>			
A.	PTA 121 Fundamentals for the PTA	2	
B.	PTA 125 Basic Principles of Patient Management	3	
C.	PTA 128 Kinesiology	3	
D.	PTA 131 Engineering and Physics for PTA	1	
<b>2nd Semester:</b>			
E.	PTA 130 Physical Agents and Modalities	3	
F.	PTA 139 Pathophysiology	2	
G.	PTA 140 Administration for the PTA	1	
H.	PTA148 Orthopedics	3	
I.	PTA 150 Clinical Education I	3	
<b>3rd Semester:</b>			
J.	PTA 145 Neurorehabilitation for the PTA	3	
K.	PTA 152 Cardiopulmonary Rehabilitation	3	
L.	PTA 155 Therapeutic Exercise	4	
<b>4th Semester:</b>			
M.	PTA 160 Clinical Education II	5.5	
N.	PTA 161 Clinical Education III	5.5	
O.	PTA 170 Seminar for the PTA	1	
<b>Total Prerequisite and Major Units:</b>		<b>51**</b>	
<b>Total Degree Units:</b>		<b>67</b>	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Nursing & Allied Health Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 4 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Plant Science - Not for Transfer\* (AS)

### Division: Agriculture

This degree prepares students for entry-level employment and/or potential further study in the field of crop production. Students completing this degree will have a foundation for the fields of through the study of soils, irrigation, weed control, plant diseases and pests, fertilizers, and cultivation of crops and will acquire skills in crop production to maximize yields as well as profits.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: farming, irrigation and crop production as well as related industries such as equipment sales, fertilizers, plant protection and consulting.

	Units	COS-GE AREA
1. GENERAL EDUCATION COURSES:		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
2. REQUIRED MAJOR COURSES:		
A. AG 3 Economic Entomology	3.5**	B
B. AG 4 Soils	3.5	
C. AGMT 108AB Ag Business Computer Apps	3.5	
D. PLSI 1 Introduction to Plant Science	3.5	
E. PLSI 106 Fertilizers and Soil Amendments	3.5	
F. WEXP 193 F Agricultural Work Experience (1st Semester)	3	
<b>Total Major Units:</b>	<b>20.5**</b>	
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	24	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Agriculture Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 3.5 units may double count above In 1A (COS-GE).



## Associate of Science in Registered Nursing- Not for Transfer\* (AS)

### *Division: Nursing & Allied Health*

This degree prepares students for entry-level employment and/or potential further study in the field of Registered Nursing. Students completing this degree will have a foundation for the field of Registered Nursing through the study of the biological, behavioral, and physical sciences and will acquire critical thinking, effective communication, physical assessment, and cultural competence skills and abilities. Graduates are prepared for the role of care provider across the health care continuum, as managers of care, and as an active member of the nursing profession. The curriculum provides experiences in a variety of health care settings including medical, surgical, geriatrics, perinatal, pediatrics and psychiatric/mental health. The Registered Nursing Program is approved by the California Board of Registered Nursing, and successful completion of the requirements qualifies the graduate to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: acute care, home care, long-term care, physicians's offices, public and private facilities, and specialty units (Intensive Care, Geriatrics, Dialysis, Operating Room, etc.). A career ladder exists: CNA to LVN to RN to BSN to MSN.

High School preparation for Nursing should include a good foundation in Math, Science and English.

	<b>Units</b>
1. GENERAL EDUCATION COURSES:	
A. College of the Sequoias' Associate Degree General Education (COS-GE)	19

**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.
- Local area healthcare agencies require background check and urine drug screen prior to clinical placement.
- TEAS exam with 62% or higher completed PRIOR to applying

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

- Current American 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

#### 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	November	January

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

- BIOLOGY 030 (Anatomy) – 4 semester units with a lab
- BIOLOGY 031 (Physiology) – 4 semester units with a lab
- BIOLOGY 040 (Microbiology) – 4 semester units with a lab
- ENGLISH 001 – 4 semester units
- TEAS Exam with 62% or higher

**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

(continued on next page)

# AA/AS Degrees - Not For Transfer

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

(continued from previous page)

GENERAL EDUCATION HUMANITIES (COS Area c)-3 semester units

GOVERNMENT 005, HISTORY 017 OR 018-3 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

2 units (Catalog rights prior to Fall 2009-exempt from PE requirement): A minimum grade of "C" or higher in all co-requisite and additional graduation requirements strongly recommended.

Students who anticipate continuing his/her education for a BSN (Bachelor of Science in Nursing) are strongly encouraged to take CHEM 020 or 030 and NUTR 018.

### Nursing courses—taken AFTER admission into the program:

			Units
<b>1st Semester</b>	NURSING 161	Maintaining Optimal Wellness	11
<b>2nd Semester</b>	NURSING 152	Promote Perinatal Wellness	4
	NURSING 153	Promote Pediatric Wellness	4
	NURSING 154	Promote Mental Wellness	4
<b>3rd Semester</b>	NURSING 155	IV Skills	.5
	NURSING 163	Promote/Restore Wellness	9
<b>4th Semester</b>	NURSING 164	Promote/Restore Wellness	8
	NURSING 166	Nursing Leadership	3
<b>Minimum Required Course Units:</b>			<b>43.5</b>
<b>Total Minimum Units Required:</b>			<b>78.5-80.5</b>

### ••• 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.

**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, TB Skin Test and Physical Exam)

Current California Drivers License

Current California automobile insurance and use of an automobile

Recommended: Completion of an LVN Transition course with a "C" or better-or-if no LVN Transition course completion of COS LVN Transition Study Module (required)

Validation of skills competency before starting NURS 163

(continued on next page)

# AA/AS Degrees - Not For Transfer

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Local area hospitals will require background checks and urine drug screen prior to clinical placement

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 NCLEX-RN 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 or [www.rn.ca.gov](http://www.rn.ca.gov)

## Application Instructions

1. Complete and return the LVN to 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. Admission to the RN program is on a seat available basis. Indicate the LVN to RN option you prefer (I, II, III).
2. Request one (1) official (sealed) transcript from every college, university, or post-high school program you have attended, including College of the Sequoias. 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 (including College of the Sequoias). All transcripts must be received by the deadline January 30th for Fall class and July 30th for Spring class.
3. Submit one unofficial transcript from all colleges/universities attended (even if "on file" with COS) **INCLUDING** College of the Sequoias
4. Complete TEAS exam with 62% or higher PRIOR to applying.
5. Submit one copy of TEAS Individual Performance Profile. Note: Submit one copy of TEAS Transfer Receipt from ATITESTING.com if TEAS exam is taken somewhere other than COS.
6. Attend Nursing Program Information Meeting and/or call the Nursing Division for questions regarding the application process (Optional).

## Timeline Information for LVN to RN Applicants

Application Deadline	Transcript Deadline	Date of Notification	Semester Begins
January 15th	January 30th	May	August
July 15th	July 30th	November	January

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

**Note:** Nursing courses and requirements-taken with approval from the Nursing Director

Validation of Skills Competency before entering NURSING 163

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

			Units
<b>Semester One</b>	NURSING 154	Promote Mental Wellness	4
<b>Semester Two</b>	NURSING 163	Promote/Restore Wellness	9
<b>Semester Three</b>	NURSING 164	Promote/Restore Wellness	8
	NURSING 166	Nursing Leadership	3
<b>Minimum Required Course Units:</b>			<b>24</b>

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Nursing & Allied Health Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 9 units may double count above In 1A (COS-GE).

# AA/AS Degrees - Not For Transfer

## Associate of Science in Veterinary Technology - Not for Transfer\* (AS)

### Division: Agriculture

This degree prepares students for entry-level employment and/or potential further study in the field of Veterinary Technology. Students completing this degree will study animal diseases, animal handling, pharmacology, veterinary nursing and surgical assisting and will acquire skills and knowledge necessary to be prepared for the California Veterinary Technician Exam. In order to be eligible to take the exam, candidates must graduate from an accredited program.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: veterinary technician.

**Note:** High school preparation should include a good foundation in Math, Science and English.

**Admission Requirements:** Graduation from an accredited high school or GED equivalency; 2.5 or higher GPA on combined prerequisite courses and an overall GPA of 2.5; A minimum grade of "C" in all prerequisite courses.

		Units	COS-GE AREA
<b>1. GENERAL EDUCATION COURSES:</b>			
A.	College of the Sequoias' Associate Degree General Education (COS-GE)	19	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.			
<b>2. PREREQUISITES COURSES:</b> (must be completed prior to program application)			
A.	BIO 22 Animal Biology	3**	B
B.	VT 109 Intro to Veterinary Technology	3	
<b>3. REQUIRED MAJOR COURSES:</b> (after program admittance)			
<b>1st Semester:</b>	A. VT 216 Veterinary Office Practices	2	
	B. VT 118 Comparative Anatomy/Physiology	4	
<b>2nd Semester:</b>	C. VT 120 Parasitology	3	
	D. VT 121 Large Animal Diseases	3	
	E. VT 217 Practical Animal Nursing	2	
<b>3rd Semester:</b>	F. VT 115 Diseases of Small Animals	3	
	G. VT 119 Clinical Procedures 1	3	
	H. VT 124 Pharmacology	3	
	I. VT 128 Clinical Pathology	3	
	J. WEXP 191 Work Experience	2	
<b>4th Semester:</b>	K. VT 122 Clinical Diagnostic Imaging	3	
	L. VT 123 Exotic Animal Care	2	
	M. VT 125 Clinical Procedures 2	4	
	N. VT 127 Anesthesiology & Surgical Assistant	3	
	O. VT 230 Veterinary Technician Proficiency (exam prep)	1	
	P. WEXP 192 Work Experience	4	
<b>Total Prerequisites and Major Units:</b>		<b>51**</b>	
<b>Total Degree Units:</b>		<b>67</b>	

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Agriculture Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer. \*\*Courses meet General Education requirements and 3 units may double count above In 1A (COS-GE).

## Associate of Science in Welding Technology - Not for Transfer\* (AS)

### Division: Industry & Technology

This degree prepares students for entry-level employment and/or potential further study in the fields of welding and fabrication. Students completing this degree will have a foundation for the fields of welding and fabrication through the study of metal transfer and the use of different shielding gases and will acquire skills in metallurgy, blueprint design and creation, multi-position metal transfer, well-joint design and application, and basic material science.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: with further advanced degrees and certification, industrial arts education, agriculture technology education, agriculture systems management, and agriculture engineering.

		<b>Units</b>
1. GENERAL EDUCATION COURSES:		
A. College of the Sequoias' Associate Degree General Education (COS-GE)		19
2. REQUIRED MAJOR COURSES:		
A. AGTC 210AD or WELD 276	Ag Project Construction (3.5) Metal Fabrication (3.5)	3.5
B. WELD 161	Oxyacetylene Welding	4
C. WELD 162	Shielded Metal Arc Welding	4
D. WELD 171	Advanced Welding	4
E. WELD 172	Gas Tungsten Arc Welding	4
F. WELD 181	Blueprint Reading/Metallurgy	3
G. WEXP 193F	Agriculture Work Experience (1st Semester)	1
<b>Total Major Units:</b>		<b>23.5</b>
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:		17.5

The Associate Degree requirements include completion of the 1) required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Industry & Technology Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.



## **AA/AS Degrees - For Transfer**

# AA/AS Degrees For Transfer

## Associate of Science in Biology for Transfer (AS)

### Division: Science

This degree prepares students for potential further study and in some cases for entry-level employment in the field of biological science. Students completing this degree will have a foundation in a wide variety of biological fields, including pre-medicine, pre-dentistry, pre-pharmacy, physiology, science teaching, research, marine biology, biotechnology and field ecology through the study of biochemistry, cell biology, genetics, microbiology, plant and animal systematics, physiology, ecology and evolution and will acquire the knowledge and skill sets necessary to succeed in upper division studies as a life sciences major.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: biochemist, curator, cytologist, ecologist, food scientist, geneticist, teacher, professor, sales representative, entomologist, environmental specialist, fisheries biologist, marine biologist, microbiologist, museum technician, biotechnologist, forester, pathologist, pharmacologist, zoologist, science writer, biotechnology investment analyst. Please note that many of these careers require a bachelors degree or higher to meet minimum job requirements.

	Units	CSUGE AREA	IGETC AREA
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	43-45		
B. Intersegmental General Education Transfer Curriculum (IGETC)	41-43		
<b>GE Units:</b>	<b>41-45</b>		
Required major courses that may double count for specific CSUGE and IGETC AREAs are designated in the CSUGE and IGETC columns. Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE and recommended for CSU bound students utilizing IGETC and is reflected in the double counting designations.			
2. REQUIRED MAJOR COURSES:			
A. BIOL 01 Principles of Biology	5*	B2	5B
B. BIOL 02 Principles of Biology	5		
<b>Required Major Units:</b>	<b>10</b>		

(continued on next page)

The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail).

\*Course(s) meets General Education requirement and 13-15 units may be double counted above in 1A (CSUGE) or in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.



## Associate of Science in Biology for Transfer (AS)

*Division: Science*

(continued from previous page)

		Units	CSUGE AREA	IGETC AREA
3. RESTRICTED ELECTIVES (Select 15 units; one course minimum from each group)				
Group 1:				
MATH 21	Introduction to Statics	4*	B4	2
MATH 70	Pre-calculus	5*	B4	2
MATH 75	Calculus 1	5*	B4	2
Group 2:				
BIOL 40	General Microbiology	4		
CHEM 01	General Chemistry	5*	B1	5A
CHEM 02	General Chemistry	5		
CHEM 12	Organic Chemistry	5		
CHEM 13	Organic Chemistry 2	5		
CHEM 20	Introduction to General Chemistry	4*	B1	5A
CHEM 21	Organic/Biological Chemistry	4		
PHYS 05	Physics for Engineers 1	5*	B1	5A
PHYS 06	Physics for Engineers 2	5		
PHYS 07	Physics for Engineers 3	5		
PHYS 20	General Physics 1	5*	B1	5A
PHYS 21	General Physics 2	5		
	<b>Restricted Elective Units:</b>	<b>15</b>		
	<b>Total Major and Restricted Elective Units:</b>	<b>25*</b>		
4. Select additional transferable courses numbered 1-199 to achieve 60 units.		5-7		

The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail).

\*Course(s) meets General Education requirement and 13-15 units may be double counted above in 1A (CSUGE) or in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

# AA/AS Degrees For Transfer

## Associate of Science in Chemistry for Transfer (AS)

### Division: Science

This degree prepares students for entry-level employment and/or potential further study in the field of chemistry. Students completing this degree will have a foundation for the field of chemical sciences through the study of atomic structure, thermodynamics, orbital theory, inorganic and organic chemistry, reaction mechanisms, stoichiometry, instrumentation and laboratory protocol and will acquire the knowledge and skill sets necessary to succeed in upper division studies as a chemical sciences major.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: chemical lab technician, water purification technician, quality control coordinator, general laboratory work. Additionally, the major prepares students for transfer in any of several majors related to the chemical sciences such as food and drug inspector, industrial hygienist, materials scientist, chemist, geochemist, pharmaceutical sales. Please note that many of these careers require a bachelors degree or higher to meet minimum job requirements.

	Units	CSUGE AREA	IGETC AREA
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	44-45		
B. Intersegmental General Education Transfer Curriculum (IGETC)	42-43		
<b>GE Units:</b>	<b>42-45</b>		
Required major courses that may double count for specific CSUGE and IGETC AREAs are designated in the CSUGE and IGETC columns. Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE and recommended for CSU bound students utilizing IGETC and is reflected in the double counting designations.			
2. REQUIRED MAJOR COURSES:			
A. CHEM 1           General Chemistry	5*	B1	5A
B. CHEM 2           General Chemistry	5		
C. CHEM 12         Organic Chemistry	5		
D. CHEM 13         Organic Chemistry 2	5		
<b>Required Major Units:</b>	<b>20</b>		
3. RESTRICTED ELECTIVES (Select a minimum of 10 units from the following):			
BIOL 01           Principles of Biology	5*	B2	5B
BIOL 20           Frontiers in Biology	4*	B2	5B
MATH 75           Calculus 1	5*	B4	2
PHYS 05           Physics for Engineers 1 (5)			
<b>or</b> PHYS 20       General Physics 1 (5)	5		
<b>Restricted Elective Units:</b>	<b>10</b>		
<b>Total Major and Restricted Elective Units:</b>	<b>30*</b>		
4. Select additional transferable courses numbered 1-199 to achieve 60 units:	0-2		

The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail).

\*Course(s) meets General Education requirement and 14-15 units may be double counted above in 1A (CSUGE) or in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

## Associate in Arts in Communication Studies for Transfer (AA-T)

### Division: Fine Arts

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation for the field of Communication Studies through the study of Interpersonal, Public Speaking, Argumentation and Debate, Persuasion Group and Intercultural Communication. Students will acquire an introductory platform into the behavioral and practical applications of communication studies which will include an introduction into the concepts and theories in the areas of relational dynamics, principles of oration, group dynamics and studies of diversity. Studies will include an understanding of the aforementioned through varied topics with an emphasis upon multiple communication frameworks, practical application, quantitative and qualitative investigations and the application of critical thinking.

**TRANSFER & CAREER OPPORTUNITIES:** This Associate in Arts in Communication Studies for Transfer (AA-T) Degree is intended to meet the lower division requirements for Communication Studies for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: Consulting & Marketing, Law, Ministry, Public Information Officer, Personal and Human Resources, Sales Executive, Media Specialist, Education (instructor, translator, and negotiator), Consumer Affairs, Recreations and Event Managers, Promoter, Public Service & Administration and Accounts Specialist.

	<b>Units</b>	<b>CSUGE AREA</b>	<b>IGETC AREA</b>
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	39-41		
B. General Education Transfer Curriculum (IGETC)	37-39		
<b>Total GE Units:</b>	<b>37-41</b>		
Required major courses that may double count for specific CSUGE and IGETC AREAs are designated in the CSUGE and IGETC columns. Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE and recommended for CSU bound students utilizing IGETC and is reflected in the double counting designations.			
2. REQUIRED MAJOR COURSES:			
A. COMM 1           Public Speaking	3*	A1	1C
B. COMM 4           Interpersonal Communication	3		
C. COMM 5           Argumentation and Debate	3*	A3	
D. COMM 7           Persuasion	3		
E. COMM 8           Group Communication	3		
F. COMM 9           Intercultural Communication	3*	D	4
<b>Total Core Units:</b>	<b>18*</b>		
3. Select additional transferable courses numbered 1-199 to achieve 60 units:	9-12		

The Associate of Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\*Course(s) meets General Education requirement and 9 units may be double counted above in 1A (CSUGE) or 6 units may be double counted above in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

# AA/AS Degrees For Transfer

## Associate of Science in Engineering for Transfer (AS)

### Division: Math & Engineering

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation for the fields of civil engineering, mechanical engineering, electrical engineering, and other engineering disciplines through the study of mathematics, physics, chemistry and engineering and will acquire a broad knowledge within those subjects and the ability to analyze data and solve complex problems.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org, the Engineering Professor, and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree 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.

1. **GENERAL EDUCATION:** Engineering requires extensive lower-division major preparation and completion of the CSUGE or IGETC is not recommended. Engineering transfer students should complete the COS GE while completing the minimum admission requirements for the CSU or UC (consult with the Engineering Professor or a COS counselor to develop an educational study plan).

	<b>Units</b>	<b>COS GE AREA</b>
A. College of the Sequoias' Associate Degree General Education (COS) and minimum general education admissions requirements for CSU or UC	30	

**GE & Transfer Admission Requirements Units: 30**

Note: Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.

2. **REQUIRED MAJOR COURSES:**

A. CHEM 1	General Chemistry	5*	B
B. ENGR 1	Engineering Graphics	4	
C. ENGR 2	Statistics	3	
D. ENGR 3	Materials	4	
E. PHYS 5	Physics for Sci & Engr 1	5	
F. PHYS 6	Physics for Sci & Engr 2	5	
G. PHYS 7	Physics for Sci & Engr 3	5	
H. ENGR 110	Introduction to Engineering	1	
I. MATH 75	Calculus 1	5*	A2
J. MATH 76	Calculus 2	5	

**Required Major Units: 42\***

**Total Units Required for the Degree: 62**

The Associate of Science Degree for Transfer requirements include completion of the 62 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail).

\*Course(s) meets General Education requirement and 10 units may be double counted above in 1 (COS GE) in the AREAs designated in the CSUGE and IGETC columns.

## Associate of Arts in English for Transfer (AA)

### *Division: Language Arts*

This degree prepares students for entry-level employment and/or potential further study in the field of English. Students completing this degree will have a foundation for the field of English through the study of composition and literature and will acquire the ability to write for a wide variety of audiences and purposes, as well as a familiarity with concepts of literature and literary devices.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: education, publishing and editing, journalism, humanities-based careers, pre-law, theater and entertainment.

	<b>Units</b>	<b>CSUGE AREA</b>	<b>IGETC AREA</b>
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	39-41		
B. Intersegmental General Education Transfer Curriculum (IGETC)	37-39		
<b>GE Units:</b>	<b>37-41</b>		
<p>Required major courses that may double count for specific CSUGE and IGETC AREAs are designated in the CSUGE and IGETC columns. Completion of the CSU Graduation Requirement in U.S. History, Constitution &amp; American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE and recommended for CSU bound students utilizing IGETC and is reflected in the double counting designations.</p>			
2. REQUIRED MAJOR COURSES:			
A. ENGL 2                      Logic and Composition	3*	A3	1B
or ENGL 2H              Logic and Composition Honors	4*	A3	1B
B. ENGL 4                      Composition and Literature	3*	C2	3B
or ENGL 4H              Composition and Literature Honors	4*	C2	3B
<b>Required Major Units:</b>	<b>6-8</b>		

(continued on next page)

The Associate of Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\*Course(s) meets General Education requirement and 12-14 units may be double counted above in 1A (CSUGE) or 9-11 units may be double counted above in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

# AA/AS Degrees For Transfer

## Associate of Arts in English for Transfer (AA)

### *Division: Language Arts*

(continued from previous page)

		Units	CSUGE AREA	IGETC AREA
3. RESTRICTED ELECTIVES (Select a minimum of 10-12 units from the following):				
ENGL 10	Chicano Literature	3*	C2	3B
ENGL 14AB	Creative Writing	3*	E	
ENGL 15	Survey of British Literature 1	3*	C2	3B
ENGL 16	Survey of British Literature 2	3*	C2	3B
ENGL 18	African American Literature	3*	C2	3B
ENGL 19	Women in Literature	3*	C2	3B
ENGL 30	American Literature 1	3*	C2	3B
ENGL 31	American Literature 2	3*	C2	3B
ENGL 44	World Literature 1	3*	C2	3B
ENGL 45	World Literature 2	3*	C2	3B
ENGL 46	Shakespeare	3*	C2	3B
ENGL 123AD	Writing Consult. Theory/Practice	2.5		
	<b>Restricted Elective Units:</b>	<b>10-12</b>		
	<b>Total Major and Restricted Elective Units:</b>	<b>18*</b>		
4. Select additional transferable courses numbered 1-199 to achieve 60 units:		14-15		

The Associate of Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\*Course(s) meets General Education requirement and 12-14 units may be double counted above in 1A (CSUGE) or 9-11 units may be double counted above in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

## Associate of Science in Mathematics for Transfer (AS)

### Division: Math & Engineering

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation for the field of mathematics through the study of single and multivariate calculus, linear algebra, and differential equations, and will acquire the knowledge and skill sets necessary for success in a baccalaureate level mathematics program.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Career opportunities with a baccalaureate degree in mathematics can be found in technical and financial industries, academics and research, computer and statistical fields (many other career options require an advanced degree).

	<b>Units</b>	<b>CSUGE AREA</b>	<b>IGETC AREA</b>
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	43-45		
B. Intersegmental General Education Transfer Curriculum (IGETC)	41-43		
<b>GE Units:</b>	<b>41-45</b>		
<p>Required major courses that may double count for specific CSUGE and IGETC AREAs are designated in the CSUGE and IGETC columns. Completion of the CSU Graduation Requirement in U.S. History, Constitution &amp; American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE and recommended for CSU bound students utilizing IGETC and is reflected in the double counting designations.</p>			
2. REQUIRED MAJOR COURSES:			
A. MATH 75          Calculus 1	5*	B4	2
B. MATH 76          Calculus 2	5		
C. MATH 77          Calculus 3	3		
D. MATH 80          Linear Algebra	3		
E. MATH 81          Differential Equations	5		
<b>Total Core Units:</b>	<b>21</b>		
3. RESTRICTED ELECTIVES (Select a minimum of 4 units from the following):			
MATH 21          Introduction to Statistics	4		
PHYS 5            Physics for Engineers 1	5*	B1	5A
PHYS 6            Physics for Engineers 2	5		
PHYS 7            Physics for Engineers 3	5		
ENGR 1            Engineering Graphics	4		
ENGR 2            Statics	3		
ENGR 3            Materials	3		
ENGR 4            Alternating Current Circuits	4		
<b>Restricted Elective Units:</b>	<b>4</b>		
<b>Total Major and Restricted Elective Units:</b>	<b>25*</b>		
4. Select additional transferable courses numbered 1-199 to achieve 60 units. 0-4			

The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail).

\*Course(s) meets General Education requirement and 10 units may be double counted above in 1A (CSUGE) or in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

# AA/AS Degrees For Transfer

## Associate of Science in Physical Science for Transfer (AS)

### Division: Science

This degree prepares students for entry-level employment and/or potential further study in the field(s) of physical science. Students completing this degree will have a foundation for the field(s) of chemistry, mathematics, physics and geology through the study of atomic structure, organic and inorganic chemistry, electricity, magnetism, geomorphology and mathematical modeling and will acquire the knowledge and skill sets necessary to succeed in upper division studies as a physical sciences major.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: Entry level skills in the applied physics/sciences such as physical sciences technician, lab assistant, quality control officer. Most fields in the physical sciences require a bachelors degree or higher to meet minimum job requirements.

	<b>Units</b>	<b>CSUGE AREA</b>	<b>IGETC AREA</b>
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	42-45		
B. Intersegmental General Education Transfer Curriculum (IGETC)	40-43		
<b>GE Units:</b>	<b>40-45</b>		
<p>Required major courses that may double count for specific CSUGE and IGETC AREAs are designated in the CSUGE and IGETC columns. Completion of the CSU Graduation Requirement in U.S. History, Constitution &amp; American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE and recommended for CSU bound students utilizing IGETC and is reflected in the double counting designations.</p>			
2. REQUIRED MAJOR COURSES:			
A. CHEM 1           General Chemistry	5*	B1	5A
B. CHEM 2           General Chemistry	5		
C. Select one sequence:			
PHYS 20           General Physics 1 (5)			
<b>and</b> PHYS 21       General Physics 2 (5)	10		
<b>or</b>			
PHYS 5           Physics for Engineers 1 (5)			
<b>and</b> PHYS 6       Physics for Engineers 2 (5)			
<b>and</b> PHYS 7       Physics for Engineers 3 (5)	15		
D. GEOL 1           Physical Geology	4		
E. MATH 75           Calculus 1 (5)			
<b>or</b> MATH 21       Introduction to Statistics (4)	4* or 5*	B4	2
<b>Total Major Units:</b>	<b>28-34*</b>		
3. Select additional transferable courses numbered 1-199 to achieve 60 units:	0-1		
<b>Total Degree Units:</b>	<b>60-69</b>		

The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\*Course(s) meets General Education requirement and 9-10 units may be double counted above in 1A (CSUGE) or in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.



## Associate of Science in Physics for Transfer (AS)

### Division: Science

This degree prepares students for entry-level employment and/or potential further study in the field(s) of physics. Students completing this degree will have a foundation for the field(s) of classical and modern physics through the study of mechanics, magnetism, optics, astronomy, particle physics, thermodynamics, nuclear physics and will acquire knowledge and skill sets necessary to succeed in upper division studies as a physics major.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: scientific instrumentation salesperson, physicist technician, physicist, computer scientist, engineer, geophysicist, oceanographer, astronomer, mathematician. Most fields in the physics require a bachelors degree or higher to meet minimum job requirements.

	<b>Units AREA</b>	<b>CSUGE AREA</b>	<b>IGETC</b>
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	44-45		
B. Intersegmental General Education Transfer Curriculum (IGETC)	41-43		
<b>GE Units:</b>	<b>41-45</b>		
Required major courses that may double count for specific CSUGE and IGETC AREAs are designated in the CSUGE and IGETC columns. Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE and recommended for CSU bound students utilizing IGETC and is reflected in the double counting designations.			
2. REQUIRED MAJOR COURSES:			
A. MATH 75      Calculus 1	5*	B4	2
B. MATH 76      Calculus 2	5		
C. MATH 77      Calculus 3	3		
D. MATH 80      Linear Algebra	3		
E. MATH 81      Differential Equations	5		
F. PHYS 5        Physics for Engineers 1	5*	B1	5A
G. PHYS 6        Physics for Engineers 2	5		
H. PHYS 7        Physics for Engineers 3	5		
<b>Required Major Units:</b>	<b>36*</b>		
<b>Total Degree Units:</b>	<b>67-71</b>		

The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\*Course(s) meets General Education requirement and 10 units may be double counted above in 1A (CSUGE) or in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

# AA/AS Degrees For Transfer

## Associate in Arts in Psychology for Transfer (AA-T)

### Division: Social Science

Students completing this program will have an introductory foundation for the field of psychology through the study of facts, principles, and theories that pertain to the basic concepts of behavior, thoughts, and emotions from human and animal research studies. The program will approach such varied topics from a scientific perspective, using systematic investigation and critical thinking methods.

**TRANSFER & CAREER OPPORTUNITIES:** This Associate in Arts in Psychology for Transfer (AA-T) Degree is intended to meet the lower division requirements for psychology for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: Correction Counselor Trainee, Public Affairs/Social Sciences, Personnel Analyst, Market Researcher, Mental Health Care Worker, Community Youth Programs Worker, Crisis Intervention Counselor, Community and Social Service Worker, Probation Officer and Parole Officer.

	<b>Units</b>	<b>CSUGE AREA</b>	<b>IGETC AREA</b>
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	39-41		
B. Intersegmental General Education Transfer Curriculum (IGETC)	37-39		
<p>Required major courses that may double count for specific CSUGE and IGETC AREAs are designated in the CSUGE and IGETC columns. Completion of the CSU Graduation Requirement in U.S. History, Constitution &amp; American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE and recommended for CSU bound students utilizing IGETC and is reflected in the double counting designations.</p>			
2. REQUIRED MAJOR COURSES:			
A. Select one from the following:	3-4*		
SSCI 25           Statistics for Social Sciences (3)		B4	2
<b>or</b> MATH 21    Introduction to Statistics (4)		B4	2
B. Select one from the following:	3*		
PSY 1            General Psychology (3)		D or E	4
<b>or</b> PSY 1H     General Psychology – Honors (3)		D or E	4
C. PSY 129         Methods for Psychology (in development)	3		
D. Select one from the following:	4*		
BIOL 20         Frontiers in Biology (4)		B2	5B
<b>or</b> 20H         Frontiers in Biology – Honors (4)		B2	5B
E. Select one from the following:	3*		
ANTH 10         Cultural Anthropology (3)		D	4
<b>or</b> ANTH 10H    Cultural Anthropology (3)		D	4
<b>or</b> CFS 80        Lifespan Development (3)		E	4
<b>or</b> PSY 5         Social Psychology (3)		D	4
<b>or</b> SOC 1         Introduction to Sociology (3)		D	4
<b>or</b> SOC 2         Social Problems (3)		D	4

(continued on next page)

## Associate in Arts in Psychology for Transfer (AA-T)

### *Division: Social Science*

(continued from previous page)

	Units	CSUGE AREA	IGETC AREA
F. Select one from the following:	3		
PSY 10                    Human Sexuality (3)			
<b>or</b> PSY 34                Abnormal Psychology (3)			
<b>or</b> PSY 130               Intro to Behavior Modification (3)			
<b>or</b> PSY 133               Personal and Social Growth (3)			
<b>or</b> Any course not selected from 2E above			
<b>Total Required Major Units:</b>	<b>19-20*</b>		
3. Select additional transferable courses numbered 1-199 to achieve 60 units:	14-17		

The Social Science Division recommends additional courses from 2E or 2F above to meet this requirement.

The Associate of Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\* Course(s) meets General Education requirement and 13-14 units are double counted above in 1A (CSUGE) or 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

# AA/AS Degrees For Transfer

## Associate in Arts in Sociology for Transfer (AA-T)

### Division: Social Science

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation for the field of sociology through the study of facts, principles, and theories that pertain to basic sociological issues. Students will acquire the ability to analyze and interpret qualitative and quantitative sociological data, communicate effectively about social issues, and identify group/cultural influences. The Program will approach sociological topics from a scientific perspective, using systematic investigation and critical thinking methods.

**TRANSFER & CAREER OPPORTUNITIES:** This Associate in Arts in Sociology for Transfer (AA-T) Degree is intended to meet the lower division requirements for sociology for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: Law, Public Administration, Social Services, Applied Research, Leadership & Management in Non- Profit Organizations.

	<b>Units</b>	<b>CSUGE AREA</b>	<b>IGETC AREA</b>
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	39-41		
B. Intersegmental General Education Transfer Curriculum (IGETC)	37-39		
<p>Required major courses that may double count for specific CSUGE and IGETC AREAs are designated in the CSUGE and IGETC columns. Completion of the CSU Graduation Requirement in U.S. History, Constitution &amp; American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE and recommended for CSU bound students utilizing IGETC and is reflected in the double counting designations.</p>			
2. REQUIRED MAJOR COURSES:			
A. SOC 1                   Introduction to Sociology	3*	D	4
B. SOC 2                   Social Problems	3*		4
C. SSCI 25                Statistics for Social Science	3*	B4	2
<b>or</b> MATH 21           Introduction to Statistics	4*	B4	2
D. Select two from the following:	6*		
SOC 26                Marriage and Family Life (3*)		E	
<b>or</b> SOC 10            Sociology of Gender (3)			
<b>or</b> SOC 23            Urban Sociology (3)			
<b>or</b> PSY 5              Social Psychology (3)			
E. Select one from the following:			
SOC 43                Sociology of Deviance (3)			
<b>or</b> SOC 5             Rural Sociology (in development) (3)	3		
<b>Total Required Major Units:</b>	<b>18-19*</b>		
3. Select additional transferable courses numbered 1-199 to achieve 60 units:	9-14		

(College of the Sequoias Social Science Division recommends additional courses from 2D or 2E above to meet this requirement).

The Associate of Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\* Course(s) meets General Education requirement and 6-10 units are double counted above in 1A (CSUGE) or 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

## Associate of Arts in Spanish for Transfer (AA)

### *Division: Language Arts*

This degree prepares students for entry-level employment and/or potential further study in the field of Spanish. Students completing this degree will have a foundation for the field of Spanish through the study of Spanish language, culture and literature and will acquire the abilities to engage in conversation, understand the essential points of a narrative or explanation, read and comprehend literature, write summaries and engage in correspondence.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: international business, finance, health care, social services, travel, and interpreting.

		<b>Units</b>	<b>CSUGE AREA</b>	<b>IGETC AREA</b>
1. GENERAL EDUCATION: Complete one of the following:				
A.	California State University General Education (CSU GE)	39-41		
B.	Intersegmental General Education Transfer Curriculum (IGETC)	37-39		
<b>GE Units:</b>		<b>37-41</b>		
Required major courses that may double count for specific CSUGE and IGETC AREAs are designated in the CSUGE and IGETC columns. Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE and recommended for CSU bound students utilizing IGETC and is reflected in the double counting designations.				
2. REQUIRED MAJOR COURSES:				
A.	HIST 23 Mexican-American	3*	D6	3B
B.	SPAN 4 Advanced Spanish	4*	C2	3B
C.	SPAN 12 Hispanic Literature	3*	C2	
<b>Required Major Units:</b>		<b>10</b>		
3. RESTRICTED ELECTIVES (Select a minimum of 11 units from the following):				
	ANTH 10 Cultural Anthropology	3*	4	
	ART 4 Pre-Columbian Art & Cul/Americas-Meso	3*	C1	3A
	ART 5 Pre-Columbian Art & Cul Americas-So Ame	3*	C1	3A
	COMM 09 Intercultural Communications	3	4	
	ENGL 10 Chicano Literature	3		
	ETHN 3 Mexican-American Studies	3		
	LING 111 Introduction to Language	3		
	NUTR 20 Cultural Foods	3*	4	
	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		
	SPAN 180 Spanish Legal/Medical Terms	3		
<b>Restricted Elective Units:</b>		<b>8</b>		
<b>Total Major and Restricted Elective Units:</b>		<b>21*</b>		

(continued on next page)

# AA/AS Degrees For Transfer

## Associate of Arts in Spanish for Transfer (AA)

*Division: Language Arts*

(continued from previous page)

	<b>Units</b>	<b>CSUGE AREA</b>	<b>IGETC AREA</b>
4. Select additional transferable courses numbered 1-199 to achieve 60 units.	11-18		

The Associate of Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\*Course(s) meets General Education requirement and 13 units may be double counted above in 1A (CSUGE) or 16 units may be double counted above in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

## Associate of Science in Sports Medicine/Athletic Trainer for Transfer (AS)

### Division: Physical Education

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation for the field of Sports Medicine through the study of anatomy, physiology, chemistry, nutrition, first aid, sports injuries, psychology and health and fitness and will acquire the skill and knowledge for the prevention, care and rehabilitation of sport injuries.

TRANSFER & CAREER OPPORTUNITIES: The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: exercise physiology, sports psychology, sports, nutrition, strength and conditioning, coaching, athletic training, physical therapy, sports dentistry, prosthetists and podiatry.

	<b>Units</b>	<b>CSUGE AREA</b>	<b>IGETC AREA</b>
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	41-42		
B. Intersegmental General Education Transfer Curriculum (IGETC)	39-40		
<b>GE Units:</b>	<b>39-42</b>		
Required major courses that may double count for specific CSUGE and IGETC AREAs are designated in the CSUGE and IGETC columns. Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE and recommended for CSU bound students utilizing IGETC and is reflected in the double counting designations.			
2. REQUIRED MAJOR COURSES:			
A. BIOL 30            Human Anatomy	4*	B2	5B
B. CHLD 039        Child Development DS 1	3*	D9	4
C. CHEM 01         General Chemistry	5*	B1	5A
or CHEM 020    Introduction to General Chemistry	4*	B1	5A
D. HW 3            Standard First Aid	3		
E. NUTR 18         Nutrition	3*	E	
F. SMED 40         Introduction to Sports Injuries	3.5		
G. SMED 60         Concepts in Health & Fitness	3		
H. SMED 150AD     Practicum in Sports Medicine (2), (4 semesters)	8		
<b>Required Major Units:</b>	<b>31.5-32.5</b>		

(continued on next page)

The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\*Course(s) meets General Education requirement and 14-15 units may be double counted above in 1A (CSUGE) or 15-16 units may be double counted above in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

# AA/AS DEGREE - Transfer

## Associate of Science in Sports Medicine/Athletic Trainer for Transfer (AS)

### *Division: Physical Education*

(continued from previous page)

	<b>Units</b>	<b>CSUGE AREA</b>	<b>IGETC AREA</b>
3. RESTRICTED ELECTIVES (Select a minimum of 4 units from the following):			
BIOL 31            Human Physiology	4		
CHEM 002        General Chemistry	5		
<b>or</b> CHEM 21     Organic/Biological Chemistry	4		
HW 1             Personal & Community Health	3		
HW 104          Drugs & Society	3		
PSY 1            General Psychology	3*		4
<b>or</b> PSY 1H       General Psycholog- Honors	3*		4
WEXP 193Y-196Y Sports Medicine Work Experience	1-4		
<b>Restricted Elective Units:</b>	<b>4</b>		
<b>Total Major and Restricted Elective Units:</b>	<b>35.5-36.5*</b>		
<b>Total Degree Units:</b>	<b>60.5-63.5</b>		

The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\*Course(s) meets General Education requirement and 14-15 units may be double counted above in 1A (CSUGE) or 15-16 units may be double counted above in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.



## Associate of Arts in Transfer Studies with an Area of Emphasis in Agriculture and Environmental Science

### *Division: Student Services*

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation for the field of agriculture and environmental science through the study of facts, principles, and theories that pertain to agricultural disciplines such as accounting, management, biological and physical sciences, and plant, animal, soil, dairy, and ornamental horticulture sciences. With proper course selection, students will acquire the discipline-specific lower division skills and knowledge necessary for success in their chosen baccalaureate major.

**TRANSFER & CAREER OPPORTUNITIES:** The College maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. This degree prepares students for baccalaureate majors including, but not limited to: Agricultural Business; Agricultural Education; Agricultural Science; Animal Science; Crop Science; Dairy Science; Environmental Horticulture Science; Forestry and Natural Resources; Fruit Sciences; Plant Sciences; and Viticulture.

1. GENERAL EDUCATION: Complete one of the following:
  - A. California State University General Education (CSU GE) 39-41 units
  - B. Intersegmental General Education Transfer Curriculum (IGETC) 37-39 units

Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE certification and is recommended for CSU bound students utilizing IGETC.

2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.

ACCT 1, 2, 101  
AG 4, 105  
AGMT 1, 102, 103, 104, 108AB  
AGTC 103AC, 106AB  
ASCI 1, 2AB, 22, 103, 104, 110, 111, 112  
BIOL 21, 22  
BUS 20  
CHEM 20, 21  
DSCI 101, 102, 104, 105AD, 108  
MATH 21, 70, 75, 154  
OH 1, 2, 3, 108, 109  
PLSI 12

3. Select additional transferable courses numbered 1-199 to achieve 60 units.

The Associate of Art in Transfer Studies requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

# AA/AS Degrees For Transfer

## Associate of Arts in Transfer Studies with an Area of Emphasis in Arts & Humanities

*Division: Student Services*

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation in the arts and humanities. Students will be encouraged to analyze and appreciate the works of philosophical, historical, literary, aesthetic and cultural importance. Students will develop intellect, imagination, sensibility and sensitivity, and be motivated to refine their affective as well as cognitive and physical faculties.

**TRANSFER & CAREER OPPORTUNITIES:** The College maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. This degree prepares students for baccalaureate majors including, but not limited to: Art, English, Interior Design, Foreign Language, History, Linguistics, Music, Philosophy and Theatre Arts.

1. GENERAL EDUCATION: Complete one of the following:
  - A. California State University General Education (CSU GE) 39-41 units
  - B. Intersegmental General Education Transfer Curriculum (IGETC) 37-39 units

Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE certification and is recommended for CSU bound students utilizing IGETC.

2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.

AJ 123; ASL 1, 2, 3, 4; ART 1, 2, 3, 3H, 4, 5, 6, 7, 8; BUS 185; CINA 31, 32; DRAM 1, 2, 3, 6, 8, 9;  
ENGL 4, 4H, 10, 15, 16, 17, 18, 19, 30, 31, 44, 45, 46; ETHN 1, 2, 3, 4; FREN 1, 2, 3, 4;  
HIST 4, 5, 17, 17H, 18, 23, 25; LING 111; MUS 1, 4, 5, 6, 7, 10, 11, 13, 14, 15;  
PHIL 1, 1H, 5, 6, 12, 13, 14, 17; PORT 2; SPAN 1, 2, 3, 4, 22, 23

3. Select additional transferable courses numbered 1-199 to achieve 60 units.

The Associate of Art in Transfer Studies requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

## Associate of Arts in Transfer Studies with an Area of Emphasis in Business

### *Division: Student Services*

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation in the field of business through the study of facts, principles, and theories that pertain to business related disciplines such as accounting, management, business law, computer information systems, economics, statistics, and mathematics. With proper course selection students will acquire the discipline specific lower division skills and knowledge necessary for success in their chosen baccalaureate major.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some Private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. This degree prepares students for baccalaureate majors including, but not limited to: Business Administration, Community and Regional Development, Construction Management, Agricultural Business, Public Administration, and Health Administration.

1. GENERAL EDUCATION: Complete one of the following:
  - A California State University General Education (CSU GE) 39-41 units
  - B Intersegmental General Education Transfer Curriculum (IGETC) 37-39 units

Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE certification and is recommended for CSU bound students utilizing IGETC.

2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.
  - A. A minimum of 12 units from the following business courses:  
ACCT 1, 2, 101; AGMT 1, 104, 108AB; BUS 18, 82, 112, 185; COMM #112; COMP 5, 130, 140;  
CSCI 1, 2, ECON 40, 40H, 50  
  
# BUS 112 same as COMM 112
  - B. A minimum of 3 units from the following mathematics courses:  
BUS 20, 119  
MATH 21, 70, 75, 76, 154
3. Select additional transferable courses numbered 1-199 to achieve 60 units.

The Associate of Art in Transfer Studies requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

# AA/AS Degrees For Transfer

## Associate of Arts in Transfer Studies with an Area of Emphasis in Communication Studies

### *Division: Student Services*

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation in communication studies. The curriculum emphasizes the content as well as the form of communication and provides an understanding of the psychological basis and social significance of communication. Students will learn to read, listen, speak, and write effectively. Students will also acquire the ability to distinguish fact from judgment, and belief from knowledge, to use inductive and deductive processes, and to recognize common logical errors or fallacies of language and thought.

**TRANSFER & CAREER OPPORTUNITIES:** The College maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. This degree prepares students for baccalaureate majors including, but not limited to: Speech and Communication. Most common career opportunities with a baccalaureate degree include: Consulting & Marketing, Law, Ministry, Public Information Officer, Personal and Human Resources, Sales Executive, Media Specialist, Education (instructor, translator, and negotiator), Consumer Affairs, Recreations and Event Managers, Promoter, Public Service & Administration and Accounts Specialist.

1. GENERAL EDUCATION: Complete one of the following:
  - A. California State University General Education (CSU GE) 39-41 units
  - B. Intersegmental General Education Transfer Curriculum (IGETC) 37-39 units

Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE certification and is recommended for CSU-bound students following IGETC.

2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.

AJ 25  
BUS #112  
COMM 1, 1H, 4, 5, 7, 8, #112  
ENGL 1, 2, 2H  
PHIL 20, 25

# BUS 112 is the same as COMM 112

3. Select additional transferable courses numbered 1-199 to achieve 60 units.

The Associate of Art in Transfer Studies requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

## Associate of Arts in Transfer Studies with an Area of Emphasis in Elementary Teaching Preparation

### *Division: Student Services*

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation in liberal arts through the study of facts, principles, and theories in the arts and humanities, social and behavioral sciences, biological and physical sciences, statistics, mathematics, English composition and literature, and communication studies. Students will develop intellect, imagination, sensibility and sensitivity, and be motivated to refine their affective as well as cognitive and physical faculties.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. This degree prepares students for baccalaureate majors including, but not limited to: Liberal Studies, Interdisciplinary Studies, and Teacher Preparation. Most students pursue this credential with the goal of becoming an elementary school or special education teacher.

1. GENERAL EDUCATION: Complete one of the following:
  - A. California State University General Education (CSU GE) 39-41 units
  - B. Intersegmental General Education Transfer Curriculum (IGETC) 37-39 units

Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE certification and is recommended for CSU bound students utilizing IGETC.

2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.

AJ 25; ANTH 10, 10H ; ART 1, 2, 3, 3H, 6, 7, 8, 11AD, 13AD, 15, 17AD, 23AD; BIOL 20, 20H,22;  
BUS 112; CFS 80; CHEM 20; CHLD 39; COMM 1, 4, 5, 7, 8, #112; COMP 5, 130; DRAM 1, 2; EDUC 50, 120;  
ENGL 1, 2, 2H, 4, 4H, 10, 14AB,15, 16, 17, 18, 30, 31, 44, 45; ESCI 1; ETHN 1, 2, 3, 4; GEOG 1, 1L, 2;  
GEOL 1; HIST 17, 17H,18, 23, 25; HW 1; LING111; MATH 10, 11, 21, 70; MUS 1, 10, 13; NSCI 131;  
PHIL 1, 5, 12, 17, 20, 25; PHOT 1;POLS 5, 5H; PSCI 20; SOC 1

3. Select additional transferable courses numbered 1-199 to achieve 60 units.

The Associate of Art in Transfer Studies requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

# AA/AS Degrees For Transfer

## Associate of Arts in Transfer Studies with an Area of Emphasis in Math and Science

*Division: Student Services*

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation in mathematics and science. Students will gain an understanding of basic mathematical concepts, quantitative reasoning and their application, experimental methodology, hypotheses testing, and the power of systematic questioning. Students will also develop a comprehension of the basic concepts of physical and biological sciences, and a sophisticated understanding of science as a human endeavor, including the limitations, as well as the power of scientific inquiry.

**TRANSFER & CAREER OPPORTUNITIES:** The College maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. This degree prepares students for baccalaureate majors including, but not limited to: Atmospheric Science, Biotechnology, Computer Science, Engineering, Enology, Food and Nutritional Sciences, Genetics, Health Science, Hydrology, Kinesiology, Natural Science, Pre-Nursing (B.S.N.), Physics, and many pre-professional majors: Pre-Med, Pre-Dental, Pre-Pharmacy, Pre-Optometry, Pre-Veterinary Med, and Pre-Chiropractic.

1. GENERAL EDUCATION: Complete one of the following:
  - A. California State University General Education (CSU GE) 39-41 units
  - B. Intersegmental General Education Transfer Curriculum (IGETC) 37-39 units
  - C. College of the Sequoias' Associate Degree General Education (COS GE)\* 19 units

\*EXEMPTION FOR HIGH UNIT TRANSFER MAJORS: Students who have met the minimum admissions requirements for transferring to a UC or CSU campus in a major, such as Science or Engineering, where completion of the CSU GE or IGETC is not recommended, due to excessive units, will be granted this Associate degree with the completion of the COS Associate Degree General Education requirements, instead of the CSU GE or IGETC.

Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE certification and is recommended for CSU bound students utilizing IGETC.

2. AREA of EMPHASIS: Complete a minimum of 18 units with a "C" grade or better, including at least one mathematics course and at least one science course. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.
  - A. Mathematics:  
MATH 10, 11, 21, 70, 75, 76, 77, 80, 81, 154; BUS 20, 119; SSCI 25
  - B. Science:  
AG 2, 4; ANTH 11, ASTR 10, BIOL 1, 2, 20, 20H, 21, 22, 25, 30, 31, 40, CHEM 1, 2, 20, 21, 25, 30; GEOG 1, 1L; GEOL 1, 4, 4H, 12; MET 1; PHYS 5, 6, 7, 20, 21; PLSI 1; PSCI 20
3. Select additional transferable courses numbered 1-199 to achieve 60 units.

The Associate of Art in Transfer Studies requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

## Associate of Arts in Transfer Studies with an Area of Emphasis in Social and Behavioral Sciences

### *Division: Student Services*

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation in social and behavioral sciences. Students will gain a basic knowledge of the cultural and social organizations in which they exist, as well as the behavior and social organizations of other human societies. Students will develop an understanding of the perspectives and methods of the social and behavioral sciences.

**TRANSFER & CAREER OPPORTUNITIES:** The College maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. This degree prepares students for baccalaureate majors including, but not limited to: African American Studies, Anthropology, Chicano Studies, Child Development, Communicative Disorders, Economics, Geography, History, Mass Communication and Journalism, Political Science, Psychology, Social Work, Sociology, and Women's Studies.

1. GENERAL EDUCATION: Complete one of the following:
  - A. California State University General Education (CSU GE) 39-41 units
  - B. Intersegmental General Education Transfer Curriculum (IGETC) 37-39 units

Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 or 5H and HIST 17, 17H, or 18) prior to transfer is required for CSUGE certification and is recommended for CSU bound students utilizing IGETC.

2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.

AG 1; AGMT 1; AJ 11, 25, 45, 114; ANTH 10, 10H, 12; CFS 80; CHLD 39, 42; COMM 9; ETHN 1, 2, 3, 4, 5; ECON 25, 40, 40H, 50; GEOG 2; HIST 4, 5, 17, 17H, 18, 23, 25; JOUR #7, 20; NUTR 20; POLS 5, 5H, 6, #7, 8; PSY 1, 1H, 5, 10, 34; SOC 1, 2, 10, 23, 26, 43; SSCI 36

3. Select additional transferable courses numbered 1-199 to achieve 60 units.

The Associate of Art in Transfer Studies requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)





# CERTIFICATES

# Certificates

## Certificate of Achievement in Accounting

### *Division: Business*

This certificate prepares students for entry-level employment in the fields of accounting, bookkeeping, and office management. Students completing this certificate will acquire a complete understanding of computerized accounting systems and how to record the financial transactions of business. They will be able to prepare and analyze a business's financial statements and work with the company's internal and external accounting staff and advisors. They will have the ability to prepare individual income tax returns for California residents.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: accounts payable clerk, accounts receivable clerk, income tax preparer, staff accounting assistant, assistant bookkeeper, and bookkeeper.

	<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>	
<b>A. Select one course sequence:</b>	<b>8-10</b>
ACCT 1            Financial Accounting (4)	
<b>and</b> ACCT 2        Managerial Accounting (4)	
<b>or</b> ACCT 101        Essentials of Accounting (5)	
<b>and</b> ACCT 202        General Vocational Accounting (5)	
B. ACCT 210        Computer Accounting	3
C. ACCT 282        Individual Income Tax	5
<b>D. Select a minimum of 3 units from the following:</b>	
BUS 20            Business Statistics (3)	
BUS 119            Quantitative Methods (3)	
BUS 295            Business Mathematics (3)	
<b>E. Select a minimum of 9 units from the following:</b>	<b>9</b>
BUS 82            Introduction to Business (3)	
BUS 100            Career Strategies (3)	
BUS 185            Ethics in Business and Industry (3)	
BUS 188            Human Relations in Business (3)	
F. COMP 138        Spreadsheet Design for Business	3
<b>Total Certificate Units:</b>	<b>30-31</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.

## Certificate of Achievement in Aeronautical and Aviation Technology

### *Division: Industry & Technology*

This certificate prepares students for entry-level employment as a helicopter pilot. Students completing this certificate will have a foundation of knowledge and experience in the field of aviation through the study of aircraft systems, navigation, weather, aerodynamics, instrument procedures, weather reporting, regulations, situational awareness, decision making and flight instructional techniques. Students will acquire a Federal Aviation Administration (FAA) private, commercial and flight Instructor pilot certificate with an instrument and instrument instructor rating.

**EMPLOYMENT OPPORTUNITIES:** Upon completion of the certificate, students will achieve an FAA Commercial Pilot certificate with instrument rating and an FAA Flight Instructor certificate with instrument instructor rating for a rotorcraft helicopter. Students will be prepared for careers or employment in the field of helicopter flight instruction.

AERO 210:	\$ 17,932.00*
AERO 211:	\$ 12,792.50*
AERO 212:	\$ 8,570.00*
AERO 213:	\$ 13,155.00*
AERO 214:	\$ 8,420.00*
AERO 215:	\$ 15,545.00*

**Total Aero Program Fees: \$76,414.50\***

\*IMPORTANT: Prices are subject to change due to variations in fuel and other associated aircraft costs. Please refer to the class schedule for the semester you intend to enroll for current prices, as prices listed here are likely to change.

1. REQUIRED CERTIFICATE COURSES:		Units
A. AERO 210	Private Pilot License Training	7
B. AERO 211	Basic Commercial Pilot Training	3
C. AERO 212	Basic Instrumental Pilot Training	2
D. AERO 213	Advance Instrument Training	3
E. AERO 214	Advanced Commercial Pilot Training	2
F. AERO 215	Flight Instructor Training	7
<b>Total Certificate Units:</b>		<b>24</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.

# Certificates

## Certificate of Achievement in Administration of Justice

### *Division: Social Sciences*

This certificate prepares students for entry-level employment and/or potential further study in the field of law enforcement, through the study of criminal law, laws of evidence, and report writing.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for careers or further study in the following fields: state, federal and local law enforcement agencies.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AJ 11	Introduction to Criminal Justice	3
B. AJ 13	Community Relations	3
C. AJ 14	Criminal Law 1	3
D. AJ 112	Legal Aspects of Evidence	3
E. AJ 118	Criminal Investigation	3
<b>Required Certificate Units:</b>		<b>15</b>
<b>2. RESTRICTED ELECTIVES: (Select a minimum of 15 units from the following):</b>		
AJ 25	Constitutional Law	3
AJ 45	Terrorism and Freedom	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 123	Criminal Justice Ethics	3
AJ 125	Leadership and Supervision	3
AJ 155	The Study of Public Safety	3
WEXP 193 J - 196 J	Admin of Justice Work Experience	1-4
<b>Minimum Restricted Elective Units:</b>		<b>15</b>
<b>Total Certificate Units:</b>		<b>30</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Social Sciences Division Chair.

## Certificate of Achievement in Administrative Assistant

### *Division: Business*

This certificate prepares students for entry-level employment in the fields of law, business and industry, government, health care, and not-for-profit organizations. Students completing this certificate will acquire skills in clerical work, communication, time management, computers, and administrative decision-making.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: legal secretary, medical secretary, and administrative assistant.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. BUS 82	Introduction to Business	3
B. BUS 271 or COMP 136	College Keyboarding, Level 2 (3) Word Processing (3)	3
C. BUS 184	Business Communications	3
D. BUS 185	Ethics in Business & Industry	3
E. BUS 188	Human Relations in Business	3
F. BUS 268	Electronic Calculating	2
G. BUS 293	Business English	4
H. Select a minimum of 3 units from the following:		3
BUS 20	Business Statistics (3)	
BUS 119	Quantitative Methods (3)	
BUS 295	Business Mathematics (3)	
I. COMP 5 or COMP 130	Computer Concepts (4) Introduction to Personal Computers (4)	4
<b>Total Certificate Units:</b>		<b>28</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.

# Certificates

## Certificate of Achievement in Agricultural Business Management

### *Division: Agriculture*

This certificate prepares students for entry-level employment and/or potential further study in the field of Agricultural Business Management. Students completing this certificate will study sales and service, communications, finance, and computer applications and will acquire skills in social media, web design, agriculture communications, agriculture accounting and principles of sales, marketing, and management.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for careers or employment in the following fields: agriculture sales, retail sales, agriculture bookkeeper, marketing assistant, and farm and ranch manager assistant.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. AGMT 1	Agriculture Economics	3
B. AGMT 102	Ag Sales and Marketing	3
C. AGMT 103	Introduction to Agricultural Management	3
D. AGMT 104	Agriculture Accounting	3
E. AGMT 108AB	Ag Business Computer Apps	3.5
F. WEXP 193 F	Agricultural Work Experience	3
	<b>Total Certificate Units:</b>	<b>18.5</b>

Please see COS 2011-2013 Catalog Supplement  
Modified Course Title

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.

## Certificate of Achievement in Agricultural Pest Management

### Division: Agriculture

This certificate prepares students for entry-level employment in the field of plant protection. Students completing this certificate will acquire skills in fertilizer and chemical application, weed control, crop production, and integrated pest management.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: pest control advisor. In order to meet the requirements for PCA licensure, however, applicants must also complete 24 months of work experience in the field of plant protection or crop production, unless they possess a Bachelor of Science degree in an approved course of study. For more information, visit [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

		Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AG 3	Economic Entomology	3.5
B. AG 4	Soils	3.5
C. AG 125	Principles of Pesticide Use	3
D. PLSI 1	Introduction to Plant Science	3.5
E. PLSI 105	Weeds and Poisonous Plants	3.5
F. PLSI 106	Fertilizers and Soil Amendments	3.5
G. PLSI 110	Integrated Pest Management	3.5
H. WEXP 193 F	Agricultural Work Experience (1st Semester)	3
<b>Total Required Certificate Units:</b>		<b>27</b>
<b>2. RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following):</b>		
AG 2	Environmental Conservation	3
AG 200AD	Ag Leadership (I)	3
AGMT 102	Agricultural Sales and Marketing	3
PLSI 12	Introduction to Fruit Science	3.5
PLSI 108	Water Management	3.5
PLSI 111	Citrus Production	3
PLSI 113	Introduction to Viticulture	3.5
<b>Minimum Restricted Elective Units:</b>		<b>3</b>
<b>Total Certificate Units:</b>		<b>30</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.

# Certificates

## Skill Certificate in Agricultural Power Equipment Technician

*Division: Agriculture*

This certificate prepares students for entry-level employment in the field of Agricultural Power Equipment Technician. Students completing this certificate will acquire skills in the operation, service, repair and maintenance of modern agricultural equipment.

ENTRY LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: shop technician, service manager, equipment operator, equipment sales, and field service technician.

1. REQUIRED CERTIFICATE COURSES:		Units
A. AGTC 103AC	Farm Power	3.5
B. AGTC 106AD	Agriculture Welding	3.5
C. AGTC 202AD	Farm Equipment Construction	3
D. AGTC 215AB	Outdoor Power Equipment	2.5
E. WEXP 193F	Agricultural Work Experience	3
	1st Semester (2); 2nd Semester (1)	3
<b>Total Certificate Units:</b>		<b>15.5</b>

Please see COS 2011-2013 Catalog Supplement:  
Modified Course Titles

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.



## Skill Certificate in Agricultural Science

### *Division: Agriculture*

This certificate will prepare students to acquire skills and knowledge in the basics of food and fiber production, such as animal husbandry, plant health and care, and crop production.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: farm and ranch technician, agricultural retail sales, and agriculture office assistant.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AGMT 108AB	Introduction to Agriculture Computer Applications	3.5
B. AGTC 103	Farm Power	3.5
C. ASCI 001	Introduction to Animal Science	3
D. DSCI 101	Introduction to Dairy Science	3.5
E. OH 101	Basic Ornamental Horticulture (3)	
<b>or</b> PLSI 1	Introduction to Plant Science (3.5)	3-3.5
<b>Total Certificate Units:</b>		<b>16.5-17</b>

Please see COS 2011-2013 Catalog Supplement:  
Modified Course Numbers

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.

# Certificates

## Certificate of Achievement in Agricultural Technology

### *Division: Agriculture*

This certificate prepares students for entry-level employment in the field of Agriculture Technology. Students completing the Agriculture Technology certificate will have a background in using tools and equipment on the modern COS farm and acquire skills in construction of farm buildings and repairs using both wood and metal fabrication technique and skill.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: farm operation, farm equipment sales and service, equipment manufacturing, ag mechanics, and welding.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AGTC 103AC	Farm Power	3.5
B. AGTC 106AD	Agriculture Welding	3.5
C. AGTC 210	Ag Project Construction	3
D. AGTC 215AD	Outdoor Power Equipment	2.5
E. WELD 162	Shielded Metal Arc Welding	4
F. WEXP 193F	Agriculture Work Experience	2
<b>Total Certificate Units:</b>		<b>18.5</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.

## Skill Certificate in Agricultural Transportation

### *Division: Agriculture*

Students completing this certificate will acquire the knowledge and skill necessary to take the Department of Motor Vehicles (DMV) Class A Commercial Driving License.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: entry-level truck driving with common carriers, private fleets, local, short and long haul trucking companies.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AGTC 230	Agriculture Transportation	14
B. AGTC 231	Agriculture Technology Lab	2
<b>Total Certificate Units:</b>		<b>16</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.

# Certificates

## Certificate of Achievement in Animal Science

### *Division: Agriculture*

This certificate prepares students for entry-level employment in the field of Animal Science. Students completing this certificate will acquire skills and knowledge in basic animal science practices such as animal restraint, veterinary terminology, basic animal health, care and nutrition and livestock reproduction.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: livestock operator, animal health technician, meat inspectors and/or grader, or sales and service support staff.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. AGMT 108AB	Ag Business Computer Apps	3.5
B. ASCI 001	Introduction to Animal Science	3
C. ASCI 103	Animal Nutrition	3
D. ASCI 110	Swine Production and Management	3
E. ASCI 111	Beef Production and Management	3.5
F. ASCI 112	Sheep Production and Management	3.5
G. WEXP 193 F	Agricultural Work Experience	3
<b>Total Certificate Units:</b>		<b>22.5</b>

Please see COS 2011-2013 Catalog Supplement:  
Modified Course Title

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.

## Skill Certificate in Architectural Design

### *Division: Industry & Technology*

This certificate prepares students for entry-level employment in the field of Architectural Design. Students completing this certificate will acquire knowledge and skills in architectural design, design concepts and processes and design critiques.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: entry level architectural designer.

[www.cos.edu/architecture](http://www.cos.edu/architecture)

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. ARCH 10	Architectural Design 1	4
B. ARCH 11	Architectural Design 2	4
C. ARCH 13	Architectural Design 3 (formerly ARCH 112)	4
D. ARCH 14	Architectural Design 4 (formerly ARCH 113)	4
<b>Total Certificate Units:</b>		<b>16</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

# Certificates

## Skill Certificate in Architectural Drafting

*Division: Industry & Technology*

This certificate prepares students for entry-level employment in the fields of architecture, engineering, or in related construction fields. Students completing this certificate will acquire skills, knowledge, and abilities related to architectural computer assisted drafting (CAD), construction materials & methods, construction documents, detailing, and conceptual structures.

ENTRY LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields; CAD Technician in architectural or engineering firms, or in related construction fields. [www.cos.edu/architecture](http://www.cos.edu/architecture)

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. DRFT 114	Introduction to CAD	4
B. ARCH 160	Construction Materials/Methods	4
C. ARCH 161AD	Architectural Detailing (1st Semester)	3
D. ARCH 162	Conceptual Structural Analysis	3
E. ARCH 163	Construction Documents	3
<b>Total Certificate Units:</b>		<b>17</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in Architectural History

*Division: Industry & Technology*

This certificate prepares students for entry-level employment in the field of Architectural History. Students completing this certificate will acquire knowledge of architectural history from the prehistoric to the present century, including Pre-Columbian Americas.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be able to analyze and differentiate architecture history and will be prepared for employment as an entry level architectural historian.

[www.cos.edu/architecture](http://www.cos.edu/architecture)

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. ARCH 70	Architecture History 1	3
B. ARCH 71	Architecture History 2	3
<b>Total Certificate Units:</b>		<b>6</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

# Certificates

## Skill Certificate in Architectural Visual Communication

### *Division: Industry & Technology*

This certificate provides entry-level employment in the field of Architectural Visual Communication. Students completing this certificate will acquire skills related to architectural visual communication (architectural graphics), i.e., creating and distinguishing 2D and 3D visual communication drawings (tactile and digital).

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment as an entry level Architectural Renderer. [www.cos.edu/architecture](http://www.cos.edu/architecture)

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. ARCH 20	Visual Communication 1	3
B. ARCH 21	Visual Communication 2	3
C. ARCH 120	Freehand Drawing	3
D. ARCH 121AC	Perspective Alternatives (1ST Semester)	3
<b>Total Certificate Units:</b>		<b>12</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.



## Certificate of Achievement in Architecture

### *Division: Industry & Technology*

This certificate prepares students for entry-level employment in the fields of architecture, engineering, or in related construction fields. Students completing this certificate will acquire skills, knowledge, and abilities related to design, visual communication, computer assisted drafting, and construction technology.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: CAD Technician in architectural or engineering firms, or in related construction fields. [www.cos.edu/architecture](http://www.cos.edu/architecture)

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
<u>Design</u>		
A. ARCH 10	Architectural Design 1	4
B. ARCH 11	Architectural Design 2	4
C. ARCH 13	Architectural Design 3 (formerly ARCH 112)	4
D. ARCH 14	Architectural Design 4 (formerly ARCH 113)	4
 <u>Visual Communication</u>		
E. ARCH 20	Visual Communication 1	3
F. ARCH 21	Visual Communication 2	3
 <u>Construction Technology</u>		
G. ARCH 160	Construction Materials/Methods	4
H. ARCH 161AD	Architectural Detailing (1st Semester)	3
I. ARCH 162	Conceptual Structural Analysis	3
J. ARCH 163	Construction Documents	3
K. DRFT 114	Introduction to CAD	4
<b>Total Certificate Units:</b>		<b>39</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

# Certificates

## Skill Certificate in Autism Competency

*Division: Consumer/Family Studies*

Students completing this certificate will acquire learning strategies to provide educational assistance to children with autism spectrum disorders.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: teaching assistant through the Tulare County K-12 school district.

		<b>Units</b>
1. REQUIRED CERTIFICATE COURSES:		
A. CHLD 230	Autism Competency	2
	<b>Total Certificate Units:</b>	<b>2</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Consumer/Family Studies Division Chair.

## Skill Certificate in Automotive Air Conditioning Technology

### *Division: Industry & Technology*

Students completing this certificate will acquire skills and knowledge required to performing the service and repair of automotive air conditioning systems. Upon course completion, it is expected the student will develop employment entry level knowledge and skills necessary for the proper maintenance and repair of automotive air conditioning and heating systems.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Include, but are not limited to automotive air conditioning electrical diagnosis, air conditioning service and recharging, and air conditioning system repair. This certificate is designed to meet national certification and training standards (NATEF) for automotive service excellence (ASE) testing and certification category (A7).

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AUTO 130	Introduction to Automotive Technology	3
B. AUTO 136	Automotive Electrical Systems	5
C, AUTO 137	Automotive Air Conditioning	4
<b>Total Certificate Units:</b>		<b>12</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

# Certificates

## Skill Certificate in Automotive Brake Systems

### *Division: Industry & Technology*

Students completing this certificate will acquire skills and knowledge required to perform the service and repair of automotive brake systems. Upon course completion, it is expected the student will develop employment entry level knowledge and skills necessary for the proper maintenance and repair of automotive braking systems.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Include but not limited to automotive brake systems diagnosis and repair, servicing and replacing worn and defective brake components and maintaining automotive brake systems for safe operation. This certificate is designed to meet national certification and training standards (NATEF) for automotive service excellence (ASE) testing and certification category (A5).

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. AUTO 130	Introduction to Automotive Technology	3
B. AUTO 135	Automotive Brake Systems	4
C. AUTO 136	Automotive Electrical Systems	5
<b>Total Certificate Units:</b>		<b>12</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in Automotive Chassis Technology

### *Division: Industry & Technology*

Students completing this certificate will acquire knowledge and skills necessary to perform factory service and repair of automotive exhaust systems, brake systems, tire and wheel balancing and chassis alignment and suspension repair. Upon course completion, it is expected the student will develop employment entry level knowledge and skills necessary for the proper maintenance, replacement, and repair of automotive exhaust systems, brake and suspension systems.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Include but not limited to automotive exhaust and brake system diagnosis and repair, tire and wheel balancing, suspension system diagnosis and repair, and automotive chassis four-wheel alignment procedures. This certificate is designed to meet national certification and training standards (NATEF) for automotive service excellence (ASE) testing and certification in under-car-care (X1).

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AUTO 130	Introduction to Automotive Technology	3
B. AUTO 134	Automotive Suspension/Steering System	4
C. AUTO 135	Automotive Brake Systems	4
D. AUTO 136	Automotive Electrical Systems	5
<b>Total Certificate Units:</b>		<b>16</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

# Certificates

## Skill Certificate in Automotive Electrical Technology

### *Division: Industry & Technology*

Students completing this certificate will acquire skills and knowledge required to perform diagnosis, service and repair of automotive electrical and electronic systems. Upon course completion it is expected the student will develop employment entry level knowledge and skills necessary for the proper diagnosis and repair of automotive starting and charging systems, diagnosing and repair of automotive computer systems and diagnosis of automotive electrical accessories.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Include, but are not limited to automotive electrical systems diagnosis and repair, servicing, diagnosing and replacing worn and defective electronic accessory components and the maintenance of automotive battery, starting and charging systems. This certificate is designed to meet national certification and training standards (NATEF) for automotive service excellence (ASE) testing and certification category (A6).

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AUTO 130	Introduction to Automotive Technology	3
B. AUTO 136	Automotive Electrical Systems	5
C. AUTO 143	Advanced Automotive Computer Control Systems	4
<b>Total Certificate Units:</b>		<b>12</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in Automotive Emissions Technology

### *Division: Industry & Technology*

Students completing this certificate will acquire skills and knowledge required by The State of California, Bureau of Automotive Repair in preparation for the automotive technician's emissions examination for technician licensing. This certificate is required by the Bureau of Automotive Repair for all students who wish to take, and pass the state emissions exam to become a licensed smog check technician.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Include, but are not limited to automotive emissions equipment testing, emissions equipment repairs, or emissions equipment testing and repairing. A separate state license is required for each.

**NOTE:** Prerequisites for this certificate are the basic Automotive Technology Certificate, or at a minimum 14 semester units from AUTO 130, 136, and 138 courses including engine electrical systems, fuel systems, emissions and engine performance areas.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AUTO 142	Automotive Fuel and Emissions	4
B. AUTO 143	Advanced Auto Computer Control Systems	4
C. AUTO 263AD	Basic Clean Air Car Course	3
D. AUTO 264 AD	Advanced Clean Air Car Course	2.5
<b>Total Certificate Units:</b>		<b>13.5</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

# Certificates

## Skill Certificate in Automotive Engine Technology

### *Division: Industry & Technology*

Students completing this certificate will acquire knowledge and the skills required to perform engine rebuilding services at a machine shop facility. Upon course completion, it is expected that the student will develop employment entry level skills to perform basic machine shop services.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Include, but are not limited to automotive engine block diagnosis, disassemble and repair or parts replacement and reassemble. Machining services include, cylinder block cleaning, boring and honing. Cylinder machining includes surfacing of the cylinder head and grinding of the valves. This certificate is designed to meet national certification and training standards (NATEF) for automotive service excellence (ASE) testing and certification category (A1).

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AUTO 130	Introduction to Automotive Technology	3
B. AUTO 131	Automotive Engine Systems	4
C. AUTO 136	Automotive Electrical Systems	5
<b>Total Certificate Units:</b>		<b>12</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.



## Skill Certificate in Automotive Power Train Systems Technology

### *Division: Industry & Technology*

Students completing this certificate will acquire skills and knowledge required to perform diagnosis, service and repair of automotive power and drive train systems. These systems include automatic transmissions, manual transmissions, clutch systems and differentials. Upon course completion it is expected the student will develop employment entry level knowledge and skills necessary for the proper diagnosis and repair of automotive automatic transmissions, manual transmissions, clutch systems and differentials.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Include, but are not limited to automotive automatic and manual transmission disassembly repair or rebuild and reassemble, diagnosis, repair or replacement of clutch assemblies, and the repair and servicing of differentials. This certificate is designed to meet national certification and training standards (NATEF) for automotive service excellence (ASE) testing and certification category (A2), automatic transmissions; (A3) manual transmissions, clutches and differentials.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AUTO 130	Introduction to Automotive Technology	3
B. AUTO 132	Automotive Automatic Transmissions	4
C. AUTO 133	Automotive Power Train Systems	4
D. AUTO 136	Automotive Electrical Systems	5
<b>Total Certificate Units:</b>		<b>16</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

# Certificates

## Certificate of Achievement in Automotive Technology (Basic)

### *Division: Industry & Technology*

Students completing this certificate will acquire skills and knowledge required to perform diagnosis, service and repair of automotive systems in an automotive shop environment. The skills include, but are not limited to working safely in the automotive shop and performing repair tasks correctly, safely and using the correct tools. These systems include automatic transmissions, manual transmissions, clutch systems and differentials, engine systems and engine performance, electronic and electrical systems, heating and air conditioning systems, suspension and steering systems, and brake systems. Upon course completion it is expected the student will develop necessary employment entry level knowledge and skills.

EMPLOYMENT OPPORTUNITIES: automotive automatic and manual transmission disassembly, repair or rebuilding, diagnosis and repair or replacement of clutch assemblies, and the repair and servicing of differentials. Electronic and electrical systems diagnosis and repair. Suspension and steering systems servicing, diagnosis and repair. Brake systems service and repair. Heating and air conditioning servicing and repair. The diagnosis of drivability concerns and engine performance. This course is designed to meet national certification and training standards (NATEF) for automotive service excellence (ASE) testing and certification in all automotive categories, (A1 through A8). The automotive technology certificate is designed to be completed in one year.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AUTO 130	Introduction to Automotive Technology	3
B. AUTO 131	Automotive Engine Systems	4
C. AUTO 132	Automotive Automatic Transmissions	4
D. AUTO 133	Automotive Power Train Systems	4
E. AUTO 134	Automotive Suspension/Steering Systems	4
F. AUTO 135	Automotive Brake Systems	4
G. AUTO 136	Automotive Electrical Systems	5
H. AUTO 137	Automotive Air Conditioning	4
I. AUTO 138	Automotive Engine Performance	6
<b>Total Certificate Units:</b>		<b>38</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

## Certificate of Achievement in Banking

### *Division: Business*

This certificate prepares student for entry-level employment in the fields of banking, credit unions, and other financial institutions. Student completing this certificate will be equipped with knowledge and skills needed for an entry-level position in the financial industry.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: banking, credit unions, and other financial institutions.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. BUS 184	Business Communications	3
B. BUS 185	Ethics in Business and Industry	3
C. BUS 188	Human Relations in Business	3
D. BUS 240	Banking Skills	2
E. BUS 268	Electronic Calculating	2
F. Select 3 units from the following:		3
BUS 20	Business Statistics (3)	
BUS 119	Quantitative Methods (3)	
BUS 295	Business Mathematics (3)	
G. COMP 5		
Computer Concepts (4)		
or COMP 130		
Introduction to Personal Computers (4)		4
<b>Required Certificate Units:</b>		<b>20</b>
<b>2. RESTRICTED ELECTIVES: (Select a minimum of 6 units from the following):</b>		
BUS 82	Introduction to Business	3
BUS 100	Career Strategies	3
BUS 112/COMM 112	Public Speaking for Business	4
BUS 174	Marketing Principles	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
<b>Minimum Restricted Elective Units:</b>		<b>6</b>
<b>Total Certificate Units:</b>		<b>26</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.

# Certificates

## Certificate of Achievement in Bookkeeping

### *Division: Business*

This certificate prepares students for entry-level employment in the fields of bookkeeping and office management. Students completing this certificate will acquire an understanding of computerized accounting systems and how to record the financial transactions of business. They will be able to assist their supervisors in the preparation and analysis of a business's financial statements and work with the company's internal and external accounting staff and advisors.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: accounts payable clerk, accounts receivable clerk, payroll technician, assistant bookkeeper, bookkeeper, assistant in a private accounting office, and general office work.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. ACCT 1	Principles of Accounting (4)	
<b>or</b> ACCT 101	Essentials of Accounting (5)	4-5
B. ACCT 210	Computer Accounting	3
C. Select a minimum of 3 units from the following:		3
BUS 20	Business Statistics (3)	
BUS 119	Quantitative Methods (3)	
BUS 295	Business Mathematics (3)	
D. BUS 100	Career Strategies	3
E. BUS 268	Electronic Calculating	2
F. COMP 138	Spreadsheet Design for Business	3
<b>Total Certificate Units:</b>		<b>18-19</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.

## Certificate of Achievement in Business, General

### *Division: Business*

This certificate prepares students for entry-level employment in the field of business, which includes for-profit and not-for-profit organizations. Students completing this certificate will gain a background in business vocabulary, organizational structure, human relations, ethics, marketing, and other business-related topics.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: supervision, management, marketing, human resources, finance, entrepreneurship and small businesses, and consulting.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. BUS 82	Introduction to Business	3
B. BUS 100	Career Strategies	3
C. BUS 184	Business Communications	3
D. BUS 185	Business Ethics	3
E. BUS 188	Human Relations in Business	3
F. BUS 112/COMM 112	Public Speaking for Business	4
G. BUS 293	Business English	4
H. Select a minimum of 3 units from the following:		3
BUS 20	Business Statistics (3)	
BUS 119	Quantitative Methods (3)	
BUS 295	Business Mathematics (3)	
I. COMP 5	Computer Concepts (4)	
or COMP 130	Introduction to Personal Computers (4)	4
<b>Total Certificate Units:</b>		<b>30</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.

# Certificates

## Skill Certificate in Child Development-Assistant

### *Division: Consumer/Family Studies*

Students completing this certificate will acquire basic skills and knowledge leading to employment in early childhood programs. It will also provide the education required to obtain a California Child Development Permit at an assistant level.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following jobs: assistant teacher or aide in private child care or early childhood program (i.e., infant/toddler, preschool, school age); assistant teacher in licensed family child care home, foster care provider, in-home care provider.

The following courses are recommended selections.

To Advance on the California Permit Matrix the suggested course are:

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. CHLD 39	Child Development-DS1	3
B. CHLD 42	Child, Family & Society-DS2	3
<b>Total Certificate Units:</b>		<b>6</b>

**OR**

To meet the Assistant Teacher level requirements, select 6 units from the following suggested courses:

C. CHLD 134	Understanding Child Abuse	3
D. CHLD 136	Literature for Young Children-DS3	3
E. CHLD 148	Child Health/Safety-DS7	3
<b>Total Certificate Units:</b>		<b>6</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Consumer/Family Studies Division Chair.

## Skill Certificate in Child Development: Associate Teacher

### *Division: Consumer/Family Studies*

Students completing this certificate will acquire basic skills and knowledge leading to employment in early childhood programs. It will also provide the education required to obtain a California Child Development permit at an associate level.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: associate teacher or aide in private child care or early childhood programs (i.e., infant/toddler, preschool, school age, full inclusion); associate teacher or aide working with children with special needs, Early Intervention Assistant I, licensed family child care home, foster care provider, in-home care provider.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. CHLD 39	Child Development-DS1	3
B. CHLD 42	Child, Family & Society-DS2	3
C. CHLD 140	Principles of ECE-DS3	3
D. CHLD 148	Child Health/Safety-DS7	3
<b>Total Certificate Units:</b>		<b>12</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Consumer/Family Studies Division Chair.

# Certificates

## Certificate of Achievement in Child Development-Special Education

### Division: Consumer/Family Studies

This certificate prepares students for entry-level employment in the field of special education in early childhood education programs. Students completing this certificate will acquire academic knowledge based on child development theory and best practices in early care and education. Students gain skills and lab experience that orients them into the field of early childhood care and special education providing the opportunity to develop skills and abilities to be successful in the workforce. It will also provide the education required to obtain a California Child Development permit at a teacher level.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: teacher or aide in early childhood programs (i.e., infant/toddler, preschool, school age, full inclusion); teacher or aide working with children with special needs, Early Intervention Assistant I in state preschool, preschool director in a Title 22 child care center, Title 22 licensed family child care provider, foster care provider, and in-home care provider.

		Units
<b>I. REQUIRED CERTIFICATE COURSES:</b>		
A. CHLD 39	Child Development-DS1	3
B. CHLD 42	Child, Family & Society-DS2	3
C. CHLD 140	Principles of ECE-DS3	3
D. CHLD 146	Exceptional Child	3
E. CHLD 147	Infant/Toddler-Child Care-DS4	3
F. CHLD 148	Child Health/Safety-DS7	3
G. CHLD 154	Introduction to Early Intervention	3
H. CHLD 158	Cultural Diversity in ECE-DS3	3
I. WEXP 193 E	Early Intervention Work Experience	1*
and WEXP 193 S	Special Education Work Experience	1*
<b>Total Certificate Units:</b>		<b>26</b>

\*One unit of Work Experience-193 E must be in an early intervention setting working with infants and toddlers who are high risk and student must be supervised by an approved practitioner in the field.

\*The other unit of Work Experience-193 S will be completed at a center based special education classroom, supervised by a professional with appropriate California Special Education credentials.

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Consumer/Family Studies Division Chair.



## Certificate of Achievement in Child Development-Teacher

### *Division: Consumer/Family Studies*

This certificate prepares students for entry-level employment in the field of early childhood education programs. Students completing this certificate will acquire academic knowledge based on child development theory and best practices in early care and education. Students gain skills and lab experience that orients them into the field of early childhood care and education providing the opportunity to develop skills and abilities to be successful in the workforce. It will also provide the education required to obtain a California Child Development permit at a teacher or site supervisor level.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: teacher, master teacher, mentor teacher or site supervisor early childhood programs (i.e., infant/toddler, preschool, school age, full inclusion); preschool director in a Title 22 child care center, associate teacher or aide working with children with special needs, Early Intervention Assistant II, child development specialist for Resource and Referral program, para educator (Title I Schools), Family Support Services worker (Home Base).

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. CHLD 39	Child Development-DS1	3
B. CHLD 42	Child, Family and Society-DS2	3
C. CHLD 126	Observation and Assessment-DS3	3
D. CHLD 140	Principles of ECE-DS3	3
E. CHLD 141	Practices in ECE-DS3	3
F. CHLD 148	Child Health/Safety-DS7	3
G. CHLD 149	Creative Curriculum for Young Children-DS3	3
H. CHLD 158	Cultural Diversity in ECE-DS3	3
<b>Total Certificate Units:</b>		<b>24</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Consumer/Family Studies Division Chair.

# Certificates

## Skill Certificate in CISCO: CCNA Academy

*Division: Industry & Technology*

This certificate prepares students for entry-level vocational training for employment as a network designer or technician, and serves as 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.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: network technician; network engineer; help desk; network administrator; trainer; consultant; network designer.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. IT 230	CISCO Academy 1	3
B. IT 231	CISCO Academy 2	3
C. IT 232	CISCO Academy 3	3
D. IT 233	CISCO Academy 4	3
<b>Required Certificate Units:</b>		<b>12</b>
<b>2. RESTRICTED ELECTIVES: (Select a minimum of 5 units from the following):</b>		
IT 210	PC Troubleshooting and Repair	3
IT 211	Comp TIA A+ Exam Preparation	4
IT 220	Computer Networking Fundamentals	3
IT 221	Comp TIA Network + Exam Preparation	3
IT 122AC	Network Administration	3
IT 223	TCP/IP and IP Routing	3
COMP 5	Computer Concepts	4
COMP 6	Programming Fundamentals	3
COMP 133	Database Processing	3
<b>Minimum Restricted Elective Units:</b>		<b>5</b>
<b>Total Certificate Units:</b>		<b>17</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

## Certificate of Achievement in Commercial Art

### *Division: Fine Arts*

This certificate prepares students for entry-level employment in the fields of design/commercial art, commercial printing, fine art printing, web design, illustration, digital photo imaging, digital portraiture, portrait painting, teaching, art administration, gallery management, art history, and art criticism. Students completing this certificate will acquire the ability to design AND draw, use a computer to produce art, and gain technical abilities through the study of both traditional and digital art list skills, knowledge, abilities.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: design/commercial art, commercial printing/fine art printing, web design, illustration, digital photo imaging, digital portraiture/portrait painting, teaching, art administration, gallery management, art history and art criticism.

		<b>Units</b>
1. REQUIRED CERTIFICATE COURSES: (Select 21 units from this list.)		
A. ART 1	Art Appreciation	3
B. ART 6	Color and Design	3
C. ART 8	Drawing Fundamentals	3
D. ART 15	Beginning Printmaking (3)	
or ART 128AD	Lithography (1st semester) (3)	3
E. ART 23AD	Macintosh Basics for Artists	3
F. PHOT 1	Beginning Photography (3)	
or ART 25AD	Digital Imaging for Artists (1st semester) (3)	3
G. ART 111AD	Exhibition Design Gallery (3)	3
<b>Required Certificate Units:</b>		<b>21</b>
2. RESTRICTED ELECTIVES: (Select a minimum of 12 units from the following):		
ART 9	Drawing Composition	3
ART 10AD	Figure Drawing	3
ART 13AD	Studio Painting	3
ART 16AC	Advanced Printmaking	3
ART 25AD	Digital Imaging for Artists (3rd – 4th semesters)	3
ART 121AC	Serigraphy / Screen Printing	3
ART 126AD	Digital Painting	3
ART 128AD	Lithography (1st-2nd semesters)	3
ART 130AC	Digital Printmaking	3
<b>Minimum Restricted Elective Units:</b>		<b>12</b>
<b>Total Certificate Units:</b>		<b>33</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Fine Arts Division Chair.

# Certificates

## Skill Certificate in Commercial Music

### *Division: Fine Arts*

Students completing this certificate will have the ability to connect and operate a variety of digital and analog audio equipment. Students will be able to record, produce, and mix music in an efficient and competent manner.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate students will be prepared for employment in the following jobs: entry level audio technician in recording studios, churches, theaters, convention centers, and other common entertainment venues.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. MUS 1	Music Fundamentals	3
B. MUS 226AD	Computerized Audio 1: Midi (1st semester)	2
C. MUS 227	Computerized Audio Production 2	3
D. MUS 180	The Music Business	2
E. MUS 281	Recording Arts 1	2
F. MUS 282	Recording Arts 2	3
<b>Required Certificate Units:</b>		<b>15</b>
<b>2. RESTRICTED ELECTIVES: (Select a minimum of 2 units from the following):</b>		
MUS 20AD	Piano 1	2
MUS 21AD	Piano 2	2
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
<b>Minimum Restricted Elective Units:</b>		<b>2</b>
<b>Total Certificate Units:</b>		<b>17</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Fine Arts Division Chair.

## Skill Certificate in Communication Studies

### *Division: Fine Arts*

This certificate prepares students for entry-level employment in the field of Communication Studies. Students will acquire an introductory foundation for the field of communications through the study of Interpersonal, Public Speaking, Argumentation and Debate, Persuasion Group and Intercultural Communication.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Very diverse from Public Relations or Personnel Officer within a corporation, to a career in Mass Communication such as radio and television.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
(Select a minimum of 12 units from the following):		
A. COMM 1	Fundamentals/Public Speaking	3
B. COMM 4	Interpersonal Communication	3
C. COMM 5	Argumentation and Debate	3
D. COMM 7	Persuasion	3
E. COMM 8	Group Communication	3
F. COMM 9	Intercultural Communication	3
<b>Total Certificate Units:</b>		<b>12</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Fine Arts Division Chair.

# Certificates

## Skill Certificate in COMP TIA A+

*Division: Industry & Technology*

This certificate offers entry-level vocational training for students desiring employment as a computer service technician, and helps prepare students for 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.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: corporate trainer; help desk specialist; quality assurance specialist; computer repair/technician; technical writer.

1. REQUIRED CERTIFICATE COURSES:		Units
A. IT 210	PC Troubleshooting and Repair	3
B. IT 211	Comp TIA A+ Exam Preparation	4
C. IT 212	Computer Multimedia	3
D. COMP 5	Computer Concepts	4

**Required Certificate Units: 14**

2. RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following):		Units
IT 220	Computer Networking Fundamentals	3
IT 121	Comp TIA Network + Exam Preparation	3
IT 122AC	Network Administration	3
IT 223	TCP/IP and IP Routing	3
IT 230	CISCO Academy 1	3
IT 231	CISCO Academy 2	3
IT 232	CISCO Academy 3	3
IT 233	CISCO Academy 4	3
COMP 6	Programming Fundamentals	3
COMP 133	Database Processing	3

**Minimum Restricted Elective Units: 3**

**Total Certificate Units: 17**

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in COMP TIA Network +

*Division: Industry & Technology*

This certificate offers entry-level vocational training for students desiring employment as a network designer or technician, and helps prepare students for 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.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: network technician; network engineer; help desk; network administrator; trainer; consultant; network designer.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. IT 220	Computer Networking Fundamentals	3
B. IT 221	Comp TIA Network + Exam Preparation	3
C. IT 122AC	Network Administration	3
D. IT 223	TCP/IP and IP Routing	3
<b>Required Certificate Units:</b>		<b>12</b>
<b>2. RESTRICTED ELECTIVES: (Select a minimum of 5 units from the following):</b>		
COMP 5	Computer Concepts	4
COMP 6	Programming Fundamentals	3
COMP 133	Database Processing	3
IT 210	PC Troubleshooting and Repair	3
IT 211	Comp TIA A+ Exam Preparation	4
IT 230	CISCO Academy 1	3
IT 231	CISCO Academy 2	3
IT 232	CISCO Academy 3	3
IT 233	CISCO Academy 4	3
<b>Minimum Restricted Elective Units:</b>		<b>5</b>
<b>Total Certificate Units:</b>		<b>17</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

# Certificates

## Certificate of Achievement in Computer Applications

### *Division: Business*

This certificate prepares students for entry-level employment in the fields of desktop publishing, web design, and office assistant. Students completing this certificate will acquire skills in word processing, spreadsheets, databases, web development, and general business.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: desktop publishing, web design, office assistant, accounting firm assistant, and entry-level positions requiring computer application skills.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. BUS 184	Business Communications	3
B. BUS 271 or COMP 136	College Keyboarding Level 2 (3) Word Processing (3)	3
C. BUS 293	Business English	4
D. COMP 140	Computer Operating Systems	3
E. COMP 228	Introduction to the World Wide Web	1
F. BUS 188	Human Relations in Business	3
G. BUS 112/COMM112	Public Speaking for Business	4
H. COMP 133	Database Processing	3
I. COMP 135	Desktop Publishing for Business	4
J. COMP 138	Spreadsheet Design for Business	3
K. COMP 229	Web Page Design and Development	3
<b>Required Certificate Units:</b>		<b>34</b>
<b>2. RESTRICTED ELECTIVES: Select a minimum of 3 units from the following:</b>		
ACCT 210	Computer Accounting (3)	3
COMP 5 or COMP 130	Computer Concepts (4) Introduction to Personal Computers (4)	
IT 110	PC Trouble Shooting/Repair (3)	
WEXP 193 I-196 I	Business Internship/Work Experience (1-4)	
<b>Minimum Restricted Elective Units:</b>		<b>3</b>
<b>Total Certificate Units:</b>		<b>37</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.



## Certificate of Achievement in Computer & Information Systems

### Division: Business

This certificate prepares students for entry-level employment in the field of Computer Information Systems. Students completing this certificate will acquire skills in computer programming, web development, databases, maintaining computer programs and databases, as well as general computer and office skills.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: computer programming, web design, computer technical support, database development/maintenance, and various office positions involving computers.

		Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. BUS 82	Introduction to Business	3
B. COMP 5 or COMP 130	Computer Concepts (4) Introduction to Personal Computers (4)	4
C. COMP 6	Programming Fundamentals	3
D. COMP 8	Programming Concepts (Java)	4
E. COMP 133	Database Processing	3
F. COMP 138	Spreadsheet Design for Business	3
G. COMP 140	Computer Operating Systems	3
H. COMP 229 or COMP 230	Web Page Design & Development (3) JavaScript/XML (3)	3
I. IT 110	PC Troubleshooting and Repair	3
<b>Required Certificate Units:</b>		<b>29</b>
<b>2. RESTRICTED ELECTIVES: (Select a minimum of 1 unit from the following):</b>		
BUS 112/COMM 112	Public Speaking for Business	4
BUS 270	College Keyboarding Level 1	3
BUS 271	College Keyboarding Level 2	3
COMP 9	Advanced Application Software	3
COMP 135	Desktop Publishing for Business	4
COMP 136	Word Processing	3
ACCT 210	Computer Accounting	3
COMP 227	Presentation Software	1.5
COMP 228	Introduction to the World Wide Web	1
COMP 229	Web Page Design & Development	3
COMP 230	Java Script/XML	3
IT 120	Computer Networking Fundamentals	3
<b>Minimum Restricted Elective Units:</b>		<b>1</b>
<b>Total Certificate Units:</b>		<b>30</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.

# Certificates

## Certificate of Achievement in Computerized Office Procedures

### *Division: Business*

This certificate prepares students for entry-level employment in the fields of business and industry, government, health care, and not-for-profit organizations. Students completing this certificate will acquire skills in compiling reports, organizing data, preparing statements, writing letters, and working with computers.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: administrative assistant, medical office assistant, clerk typist, receptionist, and word processing operator.

	<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>	
A. BUS 184 Business Communications	3
B. BUS 188 Human Relations in Business	3
C. BUS 268 Electronic Calculating	2
D. BUS 271 College Keyboarding Level (3) or COMP 136 Word Processing (3)	3
E. BUS 293 Business English	4
F. Select a minimum of 3 units from the following:	3
BUS 20 Business Statistics (3)	
BUS 119 Quantitative Methods (3)	
BUS 295 Business Mathematics (3)	
G. COMP 5 Computer Concepts (4) or COMP 130 Introduction to Personal Computers (4)	4
H. COMP 140 Computer Operating System	3
I. Select one of the following:	2.5-4
BUS 112/COMM 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)	
<b>Total Certificate Units:</b>	<b>27.5-29</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.

## Certificate of Achievement in Construction Inspection

### *Division: Industry & Technology*

This certificate prepares students for entry-level employment in the field of Construction Inspection. Students completing this certificate will acquire a foundation for further study and preparation for inspection certifications and construction management certifications.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: entry-level building inspection for municipalities, home building inspection companies and construction management safety inspection.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. CT132	Basic Building Systems/Codes	3
B. CT 109	Project Management/Codes	3
C. CT 271	Life Safety for Construction	3
D. CT 272	Residential Inspection Code	3
E. CT 273	Electrical Codes	3
F. CT 274	Mechanical Inspection	3
G. CT 276	Architecture Inspection	3
<b>Total Certificate Units:</b>		<b>21</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

# Certificates

## Certificate of Achievement in Construction Technology

### Division: Industry & Technology

This certificate prepares students for entry-level employment in the field of Construction Technology. Students completing this certificate will acquire skills in excavation, concrete, framing, roofing, exterior finishing, drywall, insulation, interior finish and millwork, and cabinetry.

EMPLOYMENT OPPORTUNITIES: concrete production and construction, framing, roofing, window and door sales and installation, stucco, masonry, carpentry, insulation installation, drywall installation, interfinish installation and millwork, painting, landscaping, and related retail sales. In addition this certificate will earn two years credit towards the four year experience requirement for a California Contractor's license.

		Units
1.	REQUIRED CERTIFICATE COURSES:	
A.	CT 214 On-Site Construction Management	5
B.	CT 215 On-Site Construction/Quality	5
C.	CT 218 On-Site Construction/Budget	5
D.	CT 219 On-Site Construction/Safety	5
E.	CT 100 Const Draw/Design Analysis 1	4
F.	CT 101 Const Draw/Design Analysis 2	4
G.	CT 104 Construction Theory/Practice 1	4
H.	CT 105 Computer Asst. Const. Theory	4
I.	CT 250 Basic Principles of Millwork	4
J.	CT 260 Interior Millwork	4
	<b>Required Certificate Units:</b>	<b>44</b>
2.	RESTRICTED ELECTIVES (Select a minimum of 2 units from the following):	
	CT 109 Project Management/Codes	3
	CT 130 Intro Const. Practices	3
	CT132 Basic Building System/Codes	3
	CT 135 Blueprint Reading/Residential Construction	2
	CT 138 Contractors License Law	3
	CT 205 Plumbing	3
	CT 270 Residential Wiring	3
	<b>Minimum Restricted Elective Units:</b>	<b>2</b>
	<b>Total Certificate Units:</b>	<b>46</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

## Certificate of Achievement in Cosmetology

### *Division: Special Programs*

This certificate prepares students for entry-level employment in the field of Cosmetology. Students completing this certificate will acquire time management, customer and personal service, operations analysis.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students, will be prepared for employment in the following fields: hairstylists, beauty salons & services, hair and beauty salons.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. COSM 261	Basic Cosmetology	6-15
B. COSM 262	Intermediate Cosmetology	6-15
C. COSM 263AB	Advanced Cosmetology (A)	6-15
D. COSM 263AB	Advanced Cosmetology (B)	6-15
<b>Total Certificate Units:</b>		<b>42</b>

Students must complete a minimum of 140 hours per semester in order to receive six units of credit. Additional hours attended will result in additional units based upon 52.5 hours equals one (1) unit. Students may attend a maximum of four semesters which would be COSM 261, 262, 263AB (A) and 263 AB (B). The maximum number of hours a student may attend is 1,600 or four semesters, whichever is less.

Minimum 140 hours	=	6 units of credit
Minimum 192.5 hours	=	7 units of credit
Minimum 245 hours	=	8 units of credit
Minimum 297.5 hours	=	9 units of credit
Minimum 350 hours	=	10 units of credit
Minimum 402.5 hours	=	11 units of credit
Minimum 455 hours	=	12 units of credit
Minimum 507.5 hours	=	13 units of credit
Minimum 560 hours	=	14 units of credit
Minimum 612.5 hours	=	15 units of credit

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Special Programs Division Chair.

# Certificates

## Skill Certificate in Dairy Food Processing

*Division: Agriculture*

This certificate is designed for students who seek a certificate in the dairy processing field. The course work provides fundamentals for job entry level skills in the dairy processing field.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: dairy processing assistant.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. AGMT 108AB	Ag Business Computer Apps	3.5
B. DPTI 120	General Dairy Manufacturing	3
C. DPTI 125	Dairy Foods	1.5
D. WEXP 193F	Agriculture Work Experience	4
<b>Total Certificate Units:</b>		<b>12</b>

Please see COS 2011-2013 Catalog Supplement:  
Modified Course Title

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Agriculture Division Chair.

## Certificate of Achievement in Dairy Science

### *Division: Agriculture*

This certificate prepares students for entry-level employment in the field dairy production. Students completing this certificate will acquire skills and knowledge in dairy computer applications, dairy cattle nutrition, husbandry and breeding and selection of cattle.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: dairy technician, dairy retail sales, dairy pharmaceutical sales, dairy breeding assistants, dairy feeders, and dairy cattle handlers.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AGMT 108AB	Ag Business Computer Apps	3.5
B. DSCI 101	Introduction to Dairy Science	3.5
C. DSCI 103	Commercial Dairy Herd Management	3.5
D. DSCI 104	Breeding & Selection of Dairy Cattle	3.5
E. DSCI 108	Dairy Nutrition	3.5
F. WEXP 193F	Agricultural Work Experience (1st Semester)	3
<b>Total Certificate Units:</b>		<b>20.5</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Agriculture Division Chair.

# Certificates

## Certificate of Achievement in Drafting (Mechanical)

### *Division: Industry & Technology*

This certificate prepares students for entry-level employment in the field of Mechanical Drafting. Students completing this certificate will acquire tactile (by hand) and digital (computer assisted) mechanical drafting knowledge and skills.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: mechanical draftsman/CAD technician in a manufacturing company or related industrial fields. [www.cos.edu/architecture](http://www.cos.edu/architecture)

Note: Other related certificates are offered through the Architecture Department.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. DRFT 16AD	CAD Applications (1st semester)	4
B. DRFT 112	Mechanical Drafting 1	3
C. DRFT 113	Mechanical Drafting 2	3
D. DRFT 114	Introduction to CAD	4
E. DRFT 115	Advanced CAD	4
<b>Total Certificate Units:</b>		<b>18</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.



## Certificate of Achievement in Electrician Training

*Division: Industry & Technology*

This certificate prepares students for entry-level employment in the field of Electrician. Students completing this certificate will acquire skills in the principles of electricity, circuitry, and power distribution, electrical building and safety codes.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: home repair and maintenance, electric contractors, electric service and utility providers.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. ET 200	Introduction to Electrician Training	3
B. ET 201	Electrician Training 1A	3
C. ET 202	Electrician Training 2A	3
D. ET 203	Electrician Training 2B	3
E. ET 204	Electrician Training 3C	3
F. ET 205	Electrician Training 3B	3
G. ET 206	Electrician Training 4A	3
H. ET 207	Electrician Training 4B	3
<b>Total Certificate Units:</b>		<b>24</b>

Please see COS 2011-2013 Catalog Supplement:  
Modified Course Titles

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

# Certificates

## Skill Certificate in Emergency Medical Technician B

### *Division: Nursing & Allied Health*

Students completing this certificate will acquire skills in recognition of symptoms of illness and/or injury and proper procedures for emergency care. Those who complete the EMT B courses 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.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following jobs: 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.

1. To be able to sit for the national exam students must:
2. Be 18 years old
3. Complete EMT 251 with a "C" or better

Fingerprint clearance by the Department of Justice may be required. Some local area healthcare agencies require background check and urine drug screen prior to clinical placement. Recertification is available through the Division of Nursing and Allied Health.

	<b>Units</b>
1. REQUIRED CERTIFICATE COURSES:	
A. EMT 251                      Emergency Medical Technician B	4
<b>Total Certificate Units:</b>	<b>4</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Nursing Division Chair.

## Certificate of Achievement in Environmental Control Technology

### *Division: Industry & Technology*

This certificate prepares students for entry-level employment in the field of Environmental Control Technology. Students completing this certificate will acquire these skills: reading electrical schematics; silver brazing, soft soldering, bending/flaring/swaging tubing; recovering/reclaiming/recycling refrigerant (EPA regulations); pumping down, evacuating and charging a system; troubleshooting an air conditioner, furnace or freezer; connecting refrigeration gauges; diagnosing refrigeration problems; and fabricating sheet metal fittings. Also available EPA Certification & HVAC for Excellence Certification Exams: Electrical, Air Conditioning, Gas Heating and Heat Pumps.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: service technician HVAC/R, wholesale counter person, outside sales, maintenance technician, sheet metal fabricator and sheet metal installer.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
<b><u>First Semester</u></b>		
A. ECT 280	Electricity and Controls for HVAC	4
B. ECT 281	Basic Air Conditioning	12
<b><u>Second Semester</u></b>		
C. ECT 282	Adv Air Cond/Refrig Com/Dom	12
D. ITEC 242	Air Conditioning Sheet Metal	4
<b>Total Required Certificate Units:</b>		<b>32</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

# Certificates

## Skill Certificate in Equine Science

### *Division: Agriculture*

Students completing this certificate will acquire skills in equine husbandry as well as business management principles and practices through the study of sales and service, marketing, accounting, and computer applications in agriculture and will acquire skills in these areas as well as practical application in horse husbandry, equitation and animal health.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: equine barn manager, reproductive management, equine clinician, or retail sales in agriculture.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. AGMT 108AB	Ag Business Computer Apps	3.5
B. ASCI 22	Horse Husbandry	3.5
C. ASCI 120AD	Basic Equitation	2.5
D. ASCI 123	Horse Production	3.5
E. ASCI 124AD	Colt Breaking	2.5
F. WEXP 193F	Agricultural Work Experience (1st Semester)	2
<b>Total Certificate Units:</b>		<b>17.5</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Agriculture Division Chair.

## ESL Advanced Level Certificate of Completion (Noncredit)

### *Division: Language Arts*

This noncredit certificate prepares students for coursework in English as a Second Language and is intended for students whose first language is one other than English. The program differs from that offered in adult schools in its rigor and focus. This advanced course parallels the developmental English composition course, but stresses improvement of the skills with an emphasis on the special needs of the nonnative speaker.

		<b>Hours</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. ESL 440	Advanced Writing/Grammar 5	108
B. ESL 441	Advanced Reading/Vocabulary 5	54
C. ESL 450	Advanced Writing/Grammar 6	54
D. ESL 451	Advanced Reading/Vocabulary 6	54
E. ESL 452AB	Advanced Pronunciation/Speaking	72
<b>Total Required Certificate Hours:</b>		<b>342</b>

# Certificates

## ESL Beginning Level Certificate of Completion (Noncredit)

### *Division: Language Arts*

This noncredit certificate prepares students for coursework in English as a Second Language and is intended for students whose first language is other than English. The program differs from that offered in adult schools in its rigor and focus. Beginning courses are designed for students with minimal skills in one or more of the reading, writing, speaking and listening areas. The ESL Beginning Level Certificate can be completed by taking on campus or off-site classes.

		<b>Hours</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. ESL 402	Beginning Writing/Grammar 1	108
B. ESL 403	Beginning Reading/Vocabulary 1	54
C. ESL 410	Beginning Writing/Grammar 2	108
D. ESL 411	Beginning Reading/Vocabulary 2	54
E. ESL 412AB	Beginning Pronunciation/Speaking	36
<b>Total Required Certificate Hours:</b>		<b>360</b>

## ESL Intermediate Level Certificate of Completion (Noncredit)

### *Division: Language Arts*

This noncredit certificate prepares students for coursework in English as a Second Language and is intended for students whose first language is other than English. The program differs from that offered in adult schools in its rigor and focus. This intermediate certificate is designed for students with minimal skills in one or more of the reading, writing, speaking and listening areas. The program seeks to support and encourage students as they begin to take coursework elsewhere in the college curriculum, and thus many students take coursework simultaneously in ESL and in other disciplines.

		<b>Hours</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. ESL 420	Intermediate Writing/Grammar 3	108
B. ESL 421	Intermediate Reading/Vocabulary 3	54
C. ESL 430	Intermediate Writing/Grammar 4	108
D. ESL 431	Intermediate Reading/Vocabulary 4	54
E. ESL 432AB	Intermediate Pronunciation/Speaking	36
<b>Total Required Certificate Hours:</b>		<b>360</b>

# Certificates

## Certificate of Achievement in Fashion Design

### *Division: Consumer/Family Studies*

This certificate prepares students for entry-level employment in the field of Fashion Design. Students completing this certificate will acquire skills and knowledge in designing apparel, creating patterns, selecting materials, and marketing finished products.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: fashion designer, pattern drafter, pattern grader, sample maker, production manager, shipping manager, manufacturer's sales representative, dressmaker, and alterationist.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. ART 6	Color and Design	3
B. FASH 76	Textiles	3
C. FASH 141	Principles of Fashion	3
D. FASH 160AB	Clothing Construction	3
E. FASH 161AB	Tailoring	3
F. FASH 162AB	Fashion/Design/Patternmaking	3
<b>Total Required Certificate Units:</b>		<b>18</b>
<b>2. RESTRICTED ELECTIVES: (Select a minimum of 3 unit from the following):</b>		
FASH 12AB/ DRAM 12AB	Costuming	3
FASH 140	Intro to the Fashion Industry	3
<b>Minimum Restricted Elective Units:</b>		<b>3</b>
<b>Total Certificate Units:</b>		<b>21</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Consumer/Family Studies Division Chair.



## Certificate of Achievement in Fashion Merchandising

*Division: Consumer/Family Studies*

This certificate prepares students for entry-level employment in the field of Fashion Merchandising. Students completing this certificate will learn to identify clothing size, price range, style categories, and clothing classifications for women's wear, men's wear, and children's wear. They will acquire knowledge in the sequence of garment production and distribution to store delivery, including product marketing, learn the factors that influence fashion forecasting, and identify target markets for current fashion trends.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: retail sales, buyer or manager, fashion coordinator, fashion consultant, display specialist, public relations, fashion journalism, advertising, and manufacturer's sales representative.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. ART 6	Color and Design	3
B. FASH 76	Textiles	3
C. FASH 140	Intro to the Fashion Industry	3
D. FASH 141	Principles of Fashion	3
E. FASH 160AB	Clothing Construction	3
F. COMM 4	Interpersonal Communication	3
G. WEXP 193 Z	Fashion Occupational Cooperative Education (first semester)	1
<b>Total Certificate Units:</b>		<b>19</b>

Please see COS 2011-2013 Catalog Supplement:  
Modified Course Title

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Consumer/Family Studies Division Chair.

# Certificates

## Skill Certificate in Fire Academy

### *Division: Special Programs*

Students completing this certificate will acquire the manipulative and technical training in basic concepts in fire service organization and theories of fire control. The student will be provided technical information including laws and regulations affecting fire service personnel, the principles of fire behavior, and the basic consideration in fire strategy and tactics. Successful completion of the fire academy qualifies the student for State Firefighter 1 certification pending completion of either 6 months experience as a full-time paid firefighter or 12 months of experience as a volunteer firefighter.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following jobs: firefighter. The fire service offers many career opportunities for graduates including positions in municipal fire departments, fire protection districts, forestry agencies, and more than 250 California state fire protection agencies.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. FIRE 270	Basic Fire fighter 1 Academy	15
	<b>Total Certificate Units:</b>	<b>15</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Most fire agencies in California require completion of 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.

## Certificate of Achievement in Fire Technology

### *Division: Special Programs*

This certificate prepares students for entry-level employment in the fields of fire protection and prevention. Students completing this certificate will acquire the skills necessary for employment or advancement as an entry level firefighter or other positions in the field of fire protection and prevention.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: firefighter, firefighter-paramedic, fire investigation, fire prevention, hazardous materials, and public education. The fire service offers many career opportunities for graduates including positions in municipal fire 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.

	<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>	
A. FIRE 155      Fire Behavior and Combustion (REQUIRED)	3
B. FIRE 159      Fire Protection Organization (REQUIRED)	3
C. FIRE 163      Fire Protection Equipment & Systems (REQUIRED)	3
D. FIRE 182      Building Construction for Fire Protection (REQUIRED)	3
<b>Total Certificate Units:</b>	<b>12</b>
<b>2. Restricted Electives (Select option A or B):</b>	
<b>Note:</b> Most students complete option (A). Students who have completed the Basic Fire Fighter Academy requirements through Work Experience are exempt from taking Fire 270 and should select option (B) to complete the certificate.	
A. To receive a Certificate of Achievement AND to meet minimum qualifications for employment as a fire fighter the following are REQUIRED:	18
A. EMT 251      Emergency Medical Technician B (4)	
B. FIRE 270      Basic Fire Fighter 1 Academy (15) (Max. 9 units accepted)	
C. Select an additional 5 units from courses listed in option (B) below (5)	
B. For career opportunities in fields OTHER THAN a fire fighter and studentsexempt from taking FIRE 270, select a minimum of 18 units from the following:	
A. EMT 251      Emergency Medical Technician B	4
B. FIRE 125      Fundamentals of Fire Apparatus and Equipment	3
C. FIRE 156      Fire Service Hydraulics	3
D. FIRE 157      Fire Prevention Technology	3
E. FIRE 160      Fire and Emergency Safety	3
F. FIRE 161      S.F.M. Fire Prevention 1A	3
G. FIRE 162      S.F.M. Fire Prevention 1B	3
H. FIRE 168      S.F.M. Training Instructor 1A	2
I. FIRE 169      S.F.M. Training Instructor 1B	2
J. FIRE 173      S.F.M. Fire Command 1A	2
K. FIRE 174      S.F.M. Fire Command 1B	2
L. FIRE 275      S.F.M. Fire Command 1C	2
M. FIRE 277      S.F.M. Fire Management 1	2
N. FIRE 280      Fire Fighter 2 Academy	5
<b>Restricted Elective Units:</b>	<b>18</b>
<b>Total Certificate and Restricted Units:</b>	<b>30</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Units for classes which are duplicated in the above sections may not be considered in more than one section.

# Certificates

## Certificate of Achievement in Floral Technology

### *Division: Agriculture*

This certificate prepares students for entry-level employment in the field of floristry. Students completing this certificate will acquire skills necessary to create floral works for general usage as well as funeral, wedding, and permanent creations for indoor décor in a retail sales setting.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment as floral designer or floral shop salesperson and preparation for the California State Florist certification. Students will be prepared to run their own floral business.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A.	AGMT 102            Agriculture Sales & Marketing	3
B.	AGMT 108AB        Ag Business Computer Apps	3.5
C.	OH 1                 Basic Ornamental Horticulture	3.5
D.	OH 111              Floral Design	3.5
E. Select one course from the following:		3
	OH 212              Sympathy Flowers (3)	
	<b>or</b> OH 213            Wedding Flowers (3)	
	<b>or</b> OH 223            Interior Floral Design (3)	
F.	WEXP 139F         Agriculture Work Experience	3
<b>Total Certificate Units:</b>		<b>19.5</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.

## Certificate of Achievement in Food Services, Advanced Skills

### Division: Consumer/Family Studies

This certificate prepares students for entry-level employment in the field of the food service industry. Students completing this certificate will acquire time management and critical thinking skills, allowing them to follow recipes according to menus and determine portions to be served; prepare bakery, fresh and cooked food items using proper cooking techniques; follow food safety and sanitation procedures; compile and maintain records for food use and expenditures; direct activities of assistant workers in preparation and service of food items; and train new employees.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: cooks in institutional food service, such as schools, hospitals and cafeterias; prep-cook or short order cook in restaurants.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. BUS 188	Human Relations in Business (3)	
or BUS 230	Supervision/Mgmt/1st Line Supervisor (3)	3
B. CULN 201	Foods	3
C. CULN 205	Professional Cooking	3
D. CULN 206	Professional Cooking 2	3
E. NUTR 18	Nutrition	3
or NUTR 218	Nutrition Basics	3
F. NUTR 107	Sanitation and Safety	2
G. WEXP 193D	Work Experience	1
<b>Total Required Certificate Units:</b>		<b>18</b>
2. RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following):		
CHLD 238	Food Activities for the Child	1
NUTR 20	Cultural Foods	3
NUTR 114	Cooking for a Health Life	3
NUTR 119	Nutrition for Fitness	3
<b>Minimum Restricted Elective Units:</b>		<b>3</b>
<b>Total Certificate Units:</b>		<b>21</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Consumer/Family Studies Division Chair.

# Certificates

## Skill Certificate in Food Services, Basic Skills

### *Division: Consumer/Family Studies*

Students completing this certificate will acquire decision making skills and judgment to serve customers in eating places, clean and organize eating areas, prepare simple food and beverages, cook or reheat food items, and follow food safety and sanitation procedures.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: food service worker in restaurants, cafeterias or food service institutions.

		<b>Units</b>
1. REQUIRED CERTIFICATE COURSES:		
A. CULN 201	Foods (3)	
<b>or</b> CULN 205	Professional Cooking (3)	3
B. NUTR 107	Sanitation and Safety	2
	<b>Total Required Certificate Units:</b>	<b>5</b>
2. RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following):		
*NUTR 18	Nutrition	3
<b>or</b> NUTR 20	Cultural Foods	3
<b>or</b> NUTR 114	Cooking for a Health Life	3
	<b>Minimum Restricted Elective Units:</b>	<b>3</b>
	<b>Total Certificate Units:</b>	<b>8</b>

\*NUTR 218 (Nutrition Basics) may be substituted for NUTR 018 (Nutrition)

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Consumer/Family Studies Division Chair.

## Skill Certificate in Food Services, Intermediate Skills

### *Division: Consumer/Family Studies*

Students completing this certificate will acquire the time management and critical thinking skills to perform simple food preparation, plan work so food items are prepared and served together, complete food orders for steam tables, and follow proper food safety and sanitation procedures.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: kitchen support staff in restaurants, food service institutions, and cafeterias.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. BUS 188	Human Relations in Business (3)	
or BUS 230	Supervision Mgt/1st Line (3)	3
B. CULN 201	Foods	3
C. CULN 205	Professional Cooking	3
D. NUTR 107	Sanitation and Safety	2
<b>Total Required Certificate Units:</b>		<b>11</b>
<b>2. RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following):</b>		
*NUTR 018	Nutrition	3
NUTR 020	Cultural Foods	3
NUTR 114	Cooking For a Healthy Life	3
<b>Minimum Restricted Elective Units:</b>		<b>3</b>
<b>Total Certificate Units:</b>		<b>14</b>

\*NUTR 218 (Nutrition Basics) may be substituted for NUTR 018 (Nutrition)

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Consumer/Family Studies Division Chair.

# Certificates

## Certificate of Achievement in Graphic Design

### *Division: Industry & Technology*

This certificate prepares students for entry-level employment in the field of graphic design. Students completing this certificate will acquire skills, knowledge, and abilities related to art, graphic design, and computers.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: entry level graphic designer or artist

1. REQUIRED CERTIFICATE COURSES:		Units
<b>First Semester</b>		
A. ART 25AD	Digital Imaging for Artists (1st Semester)	3
B. GD 159	Adobe Illustrator 2	
C. GD 160	Graphic Design 4	
D. COMP 135	Desktop Publishing for Business	4
E. COMP 229	Web Page Design and Development	3
<b>Second Semester</b>		
F. GD 161AD	Graphic Design Applications (1st Semester)4	
G. GD 162AD	Integrated Graphics (1st Semester)	4
H. GD 163AD	Adobe InDesign (1st Semester)	3
I. GD 164AD	Digital Animation (1st Semester)	4
<b>Total Certificate Units:</b>		<b>31</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.



## Skill Certificate in Health Care Interpreting

### *Division: Nursing & Allied Health*

Students completing this certificate will acquire the employment skills, knowledge, and abilities for the Health Care Interpreter Certificate (HCI). The HCI certificate is designed to train bilingual and bicultural students to develop an awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Through academic preparation, practical skills training, and service in community-based health care settings and educational organizations, certificate candidates learn: a) roles and responsibilities of a health care interpreter; b) basic knowledge of common medical conditions, treatments, and procedures; c) insight in language and cultural nuances specific communities; d) application of interpreting skills in English and language of service.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following jobs: a) community-based health care settings; and b) hospitals.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. HLTH 280	Interpreting in Health Care 1	2
B. HLTH 281	Interpreting in Health Care 2	4
C. HLTH 282	Interpreting in Health Care 3	6
D. HLTH 283	Interpreting in Health Care 4	3
<b>Total Certificate Units:</b>		<b>15</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Nursing Division Chair.

# Certificates

## Certificate of Achievement in Human Services (Social Work)

### *Division: Social Sciences*

This certificate prepares students for entry-level employment and/or potential further study in the field of human services, case management, eligibility and crisis work. Students completing this certificate will have a foundation for the fields of Human Services Social Work and non-profit service organizations through the study of legal and ethical issues in practice, theories of practice, theories of human behavior, history of social welfare and current policies and will acquire skills in critical thinking, case planning, crisis intervention, theory based assessment, working knowledge of community resources and hands on work experience in a human services agency in the community.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for entry level jobs in Health and Human Services and a variety of non-profit service organizations working in eligibility, case management, crisis, residential care and substance abuse treatment.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. COMP 5	Computer Concepts (4)	
or COMP 130	Introduction to Personal Computers (4)	4
B. Select one of the following:		3
ECON 25	Introduction to Economics (3)	
or ECON 40	Principles of Microeconomics (3)	
or BUS 297	Personal Finance (3)	
C. HSRV 101	Group Design and Leadership	4
D. HSRV 102	Drug and Alcohol Treatment	3
E. HSRV 120	Introduction to Social Welfare	3
F. HSRV 121	Interviewing	4
G. HSRV 122	Introduction of Human Services	3
H. WEXP 193 H-195 H	Human Services Work Experience / Internship (first, second, and third semester)	6
	<b>Total Certificate Units:</b>	<b>30</b>
<b>2. RESTRICTED ELECTIVES: Select a minimum of 6 units from the following:</b>		
ANTH 10	Cultural Anthropology	3
or ANTH 10H	Cultural Anthropology	3
PSY 1	General Psychology	3
or PSY 1H	General Psychology	3
PSY 5	Social Psychology	3
PSY 10	Human Sexuality	3
PSY 34	Abnormal Psychology	3
PSY 133	Personal and Social Growth	3
SOC 26	Marriage and Family Life	3
	<b>Restricted Elective Units:</b>	<b>6</b>
	<b>Total Certificate Units:</b>	<b>36</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Social Sciences Division Chair.

## Certificate of Achievement in Industrial Maintenance Technology

### *Division: Industry & Technology*

This certificate prepares students for entry-level employment in the fields of industrial maintenance, industrial machine operation, industrial electrician, corrections facilities maintenance, hospital engineer, and food service machine technicians. Students completing this certificate will acquire employment skills in the area of electricity, motor controls and programmable motor drives, programmable logic controllers, hydraulics/pneumatics, industrial mechanics, machining, refrigeration and boilers, and welding.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: industrial maintenance technician, industrial machine operator, industrial electrician, corrections facilities maintenance, hospital engineer, and food service machine technician.

There are two possible options for completing this certificate. Students may either take the first two courses OR take the list of courses, including work experience, that follows.

		Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. ITEC 100	Indust Maintenance Technology, Opt A	15
B. ITEC 101	Indust Maintenance Technology, Opt A	15
 <b>or</b>		
A. ITEC 106	Industrial Maintenance 1	4
B. ITEC 107	Industrial Maintenance 2	4
C. ITEC 108	Industrial Maintenance 3	4
D. ITEC 109	Industrial Maintenance 4	4
E. WEXP 193 M	Cooperative Work Experience	4
F. WEXP 194	Cooperative Work Experience	4
G. WEXP 195	Cooperative Work Experience	4
H. WEXP 196	Cooperative Work Experience	2
<b>Total Certificate Units:</b>		<b>30</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.

# Certificates

## Skill Certificate in Interpreter (Spanish)

### *Division: Language Arts*

Students completing this certificate will be prepared for the three California Judicial Council/Administrative Office of the Courts Certified Interpreter Exams in English and Spanish.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in a variety of governmental and medical settings.

	<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>	
1. English Competency:	
A. ENGL 1           College Reading & Composition	4
2. Spanish Competency:	
A. SPAN 4           Advanced Spanish	4
<b>or</b> SPAN 12       Hispanic Literature	3
3. Interpreting Competency:	
A. SPAN 280       Interpreters Written Exam Prep (Fall Semester)	1
<b>and</b> SPAN 281AC   Spanish Interpreting Skills (Spring Semester)	3
4. Vocabulary & Terminology: (Select at least two courses)	
A. ENGL 380       Vocabulary Building for Tests	1
B. SPAN 282       Spanish Legal/Medical Terms (Fall Semester)	3
C. PARA 102       Legal Terminology	2
D. BUS 256        Medical Terminology	3
<b>Required Certificate Units:</b>	<b>14</b>
<b>2. RESTRICTED ELECTIVES:</b> (Select a minimum of 3 units from the following):	
AJ 112            Legal Aspects of Evidence	3
AJ 115            Criminal Law 2	3
BUS 293           Business English	4
ENGL 251         Intro to Academic Reading and Writing	4
PARA 101         Introduction to Paralegalism	3
PARA 236         Administrative Law	3
WEXP 193-196    Business Internship/Work Experience	1-4
<b>Minimum Restricted Elective Units:</b>	<b>0-3</b>
<b>Total Certificate Units:</b>	<b>17</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Language Arts Division Chair.

## Skill Certificate in Landscape Design

### *Division: Agriculture*

This skills certificate in Landscape Design prepares students with knowledge and skills for entry level employment as technicians with a landscape construction or landscape management company.

**ENTRY LEVEL EMPLOYMENT OPPORTUNITIES:** This certificate prepares students for entry-level employment in the field of landscape design. Students completing this certificate will have a foundation for the field of landscape design as well as selecting, grouping, and placing plant materials into various landscape styles, situations and themes and will acquire skills to successfully plan and design residential landscapes and gardens using current standards and plant material.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AGMT 108AB	Ag Business Computer Apps	3.5
B. OH 2	Plant Identification 1	3.5
C. OH 3	Plant Identification 2	3.5
D. OH 106	Landscape Drafting	3.5
E. OH 7	Landscape Design	3.5
<b>Total Certificate Units:</b>		<b>17.5</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Agriculture Division Chair.

# Certificates

## Certificate of Achievement in Landscape Management

### *Division: Agriculture*

This certificate prepares students for entry-level employment in the field Landscape Management. Students completing this certificate will acquire skills and knowledge in landscape design, landscape management as well as business management principles and practices through the study of selecting, grouping, and placing plant materials into various landscape styles, situations and themes and will acquire skills for effective plant, turfgrass, pest and water management techniques.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: landscape, turfgrass and grounds maintenance technicians, managers, pesticide applicators, and landscape water auditors.

1. REQUIRED CERTIFICATE COURSES:		Units
A. AGMT 108AB	Ag Business Computer Apps	3.5
B. OH 2	Plant Identification 1	3.5
C. OH 101	Basic Ornamental Horticulture	3
D. OH 109	Landscape Maintenance	3.5
E. OH 110	Turfgrass Management	3
F. OH 117	Sprinkler Irrigation	3
G. OH 120	Diseases of Ornamentals	3
H. OH 122	Pests of Ornamentals	3.5
I. WEXP 193 F	Occupational Cooperative Education	4
<b>Total Major Units:</b>		<b>30</b>

Please see COS 2011-2013 Catalog Supplement  
Modified Course Number and Title

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.

**Skill Certificate in Law Enforcement (Advanced Officer)**

*Division: Special Programs*

This certificate prepares students for entry-level employment in the field of highly competitive law enforcement. Students completing this certificate, will acquire skills and knowledge to enter this highly rewarding field. An increasing number of prospective employers now require interested persons to have completed basic training requirements before applying for full-time or reserve positions.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: The Law Enforcement program provides in-service training for employed peace officers, correctional personnel and security guards.

		<b>Units</b>
1. REQUIRED CERTIFICATE COURSES:		
(Select the required 10 units from the list below)		
A. AJ 204	Supervisory Techniques	5
B. AJ 213AB	Interviewing/Interrogation	1
C. AJ 214AC	Arrest and Control Techniques	1
D. AJ 215	Drug Symptomology	1
E. AJ 216AB	Search Warrant Preparation	.5
F. AJ 217	Radar Operations	.5
G. AJ 218AD	Perishable Skills Update	.5
H. AJ 299	Topic Courses	.5-4
<b>Total Certificate Units:</b>		<b>10</b>

Please see COS 2011-2013 Catalog Supplement  
This certificate has been deleted

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Special Programs Division Chair.

# Certificates

## Skill Certificate in Law Office Clerk/Receptionist

### *Division: Business*

This certificate prepares students for entry-level employment in the field of Law Office Clerk for both state agencies and private law firms. Students completing this certificate will acquire skills in proofreading and processing documents among other tasks.

ENTRY LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: child support officer positions and law office assistant positions in the state of California and in private law firms.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. COMP 5	Computer Concepts (4)	
or COMP 130	Introduction to Personal Computers (4)	4
B. PARA 102	Legal Terminology	2
C. PARA 110	Legal Ethics, Management & Interviewing	3
and WEXP 193 P	Paralegal/Work Experience (1st semester)	1-4
D. BUS 293	Business English (4)	
or ENGL 1	College Reading & Composition (4)	4
<b>Total Certificate Units:</b>		<b>14</b>

E. Typing certificate within the last 18 months verifying a typing speed of 45 CWPM for 5 minutes.

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Business Division Chair.



**Skill Certificate in Legal Secretary**

*Division: Business*

This certificate prepares students for entry-level employment in the field of law in both state agencies and private law firms. Students completing this certificate will acquire skills in proofreading and processing documents among other tasks. In addition, students will learn how to draft basic legal documents with the use of Judicial Council Computerized forms.

ENTRY LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: legal secretary positions in California and in private law firms.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. PARA 101	Introduction to Paralegalism	3
B. PARA 102	Legal Terminology	2
C. BUS 293 or ENGL 1	Business English (4) College Reading & Composition (4)	4
D. PARA 103 or PARA 237 (PARA 101 is a co-requisite for both courses)	Civil Procedures 1 (4) Family Law (3)	3-4
E. PARA 110	Legal Ethics, Management & Interviewing	3
F. WEXP 193 P	Paralegal/Work Experience	1-4
G.	Typing certificate within the last 18 months verifying a typing speed of 45 CWPM for 5 minutes.	
<b>Total Certificate Units:</b>		<b>17</b>

Please see COS 2011-2013 Catalog Supplement:  
Modified Course Title

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Business Division Chair.

# Certificates

## Certificate of Achievement in Marketing Management

### *Division: Business*

This certificate prepares students for entry-level employment in the fields of business and industry for profit and not-for-profit organizations. Students completing this certificate will acquire an understanding of product development and pricing, promoting, and distribution strategies.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: advertising, sales, public relations, event promotion, brand management, marketing, and sports marketing

		<b>Units</b>
<b>I. REQUIRED CERTIFICATE COURSES:</b>		
A. BUS 82	Introduction to Business	3
B. BUS 170	Introduction to Sales	3
C. BUS 174	Marketing Principles	3
D. BUS 181	Intro to Entrepreneur	3
E. BUS 184	Business Communication	3
F. BUS 185	Ethics in Business	3
G. BUS 188	Human Relations in Business	3
H. COMP 5	Computer Concepts (4)	
<b>or</b> COMP 130	Introduction to Personal Computers	4
I. BUS 112/COMM 112	Public Speaking for Business	4
J. COMP 228	Introduction to the World Wide Web	1
<b>Required Certificate Units:</b>		<b>30</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.

## Skill Certificate in Nursing Assistant

### *Division: Nursing & Allied Health*

Students completing this certificate will acquire skills, knowledge and abilities 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.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: a) hospitals; b) nursing care homes; c) home health settings; d) outpatient settings; and e) senior/assisted living settings.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
<b>A. NURS 260</b>	Nursing Assistant	<b>6</b>
<b>Total Certificate Units:</b>		<b>6</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Nursing Division Chair.

# Certificates

## Certificate of Achievement in Ornamental Horticulture

### *Division: Agriculture*

This certificate prepares students for entry-level employment in the field of Ornamental Horticulture. Students completing this certificate will acquire skills and knowledge of plant propagation, pest management, plant identification, and basic ornamental horticulture.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: nursery production, landscape maintenance, parks and recreation, and garden centers.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AGMT 108AB	Ag Business Computer Apps	3.5
B. OH 1	Basic Ornamental Horticulture	3
C. OH 2	Plant Identification 1	3.5
D. OH 3	Plant Identification 2	3
E. OH 104	Nursery Practices	3
F. OH 105	Plant Propagation	3.5
G. OH 122	Pests of Ornamentals	3
H. WEXP 193F	Agricultural Work Experience (1st Semester)	1
	<b>Total Certificate Units:</b>	<b>23.5</b>
<b>2. RESTRICTED ELECTIVES: (Select two courses from the following):</b>		
OH 7	Principles of Landscape Design	3
OH 106	Landscape Drafting	3
OH 108	Landscape Construction	3
OH 109	Landscape Maintenance	3
OH 110	Turf Grass Management	3
OH 117	Landscape Irrigation	3
OH 120	Diseases of Ornamentals	3
	<b>Minimum Restricted Elective Units:</b>	<b>6.5</b>
	<b>Total Certificate Units:</b>	<b>30</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.

## Skill Certificate in Ornamental Horticulture: Retail Nursery Skills Option

### *Division: Agriculture*

Students completing this certificate will acquire basic skills in plant identification and usage, selection, cultural care, and computer applications for work in a retail nursery.

ENTRY LEVEL EMPLOYMENT OPPORTUNITIES: nursery sales associate, landscape maintenance, garden centers

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. OH 1	Basic Ornamental Horticulture	3
B. OH 2	Plant Identification 1	3.5
C. OH 3	Plant Identification 2	3
D. OH 104	Nursery Practices	3
<b>Total Certificate Units:</b>		<b>12.5</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Agriculture Division Chair.

# Certificates

## Certificate of Achievement in Paralegal

### *Division: Business*

This certificate prepares students for entry-level employment in the field of record keeping, brief writing, law office, legal research, drafting documents, and preparing evidence through the study of legal terminology, legal ethics, legal research, family law, and legal writing. Students completing this certificate will acquire skills for legal writing and research along with business law knowledge. 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.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: legal secretary, legal document assistant, and lawyer assistant.

		<b>Units</b>
<b>1. REQUIRED MAJOR COURSES:</b>		
A. PARA 101	Introduction to Paralegalism	3
B. PARA 102	Legal Terminology	2
C. PARA 103	Civil Procedure 1	4
D. PARA 105	Legal Research & Writing 1	4
E. PARA 110	Legal Ethics, Management, and Interviewing	3
F. PARA 233	Probate Procedures	3
G. PARA 237	Family Law	3
H. WEXP 193 I	Paralegal Internship	2
	<b>Required Certificate Units:</b>	<b>24</b>
<b>2. RESTRICTED ELECTIVES: (Select a minimum of 6 units from the following)</b>		
PARA 104	Civil Procedure 2	3
PARA 194	Paralegal Internship	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
or AJ 115	Criminal Law 2	3
	<b>Restricted Elective Units:</b>	<b>6</b>
<b>3. PARALEGAL PROFESSIONAL PROFICIENCIES:</b>		
A. COMP 5	Computer Concepts (4)	
or COMP 130	Introduction to Personal Computers (4)	4
B. Typing certificate within the last 18 months verifying typing speed of 45 CWPM for 5 minutes		
or BUS 270	College Level Keyboarding, Level 1 (3)	
or BUS 271	College Level Keyboarding, Level 2 (3)	
or BUS 136	Word Processing (3)	0-3
BUS 293	Business English (4)	
or ENG 1	College Reading and Composition (4)	
	<b>Minimum Professional Proficiency Units:</b>	<b>8</b>
	<b>Total Certificate Units:</b>	<b>38</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.

## Skill Certificate in Peripheral IV Skills

### *Division: Nursing & Allied Health*

Students completing this certificate will acquire knowledge and skills related to the safe initiation (veinpuncture) and maintenance of physician-ordered intravenous (IV) therapy for adult clients.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: This course is part of the Registered Nursing program and is a certificate that the student will be able to show prospective employers once they have passed the NCLEX Exam and received the RN license.

	<b>Units</b>
1. REQUIRED CERTIFICATE COURSES:	
A. NURS 155           IV Skills	0.5
<b>Total Certificate Units:</b>	<b>0.5</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Nursing Division Chair.

## Skill Certificate in Pharmacy Technician

### *Division: Nursing & Allied Health*

Students completing this certificate will acquire the employment skills, knowledge, and abilities 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.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: a) hospital based pharmacy; and b) retail pharmacy.

1. REQUIRED CERTIFICATE COURSES:		Units
A. PT 210	Introduction to Pharmacy Systems	1
B. PT 211	Pharmacology for Pharmacy Technicians	3
C. PT 212	Pharmacy Technician Practice 1	1
D. PT 220	Pharmacy Technician Practice 2	2
E. PT 221	Professionalism for Pharmacy Technicians	1
F. PT 222	Pharmacy Technician Externship	2
<b>Total Certificate Units:</b>		<b>10</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Nursing Division Chair.



## Skill Certificate in Phlebotomy Technician

### *Division: Nursing & Allied Health*

Students completing this certificate will acquire the employment skills, knowledge, and abilities 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 fees will apply.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: a) hospitals; b) nursing care homes; c) home health settings; and d) outpatient settings.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. NURS 200	Basic Phlebotomy	1
B. NURS 201	Advanced Phlebotomy	1.5
C. NURS 202	Phlebotomy Practicum	1
<b>Total Certificate Units:</b>		<b>3.5</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Nursing Division Chair.

# Certificates

## Certificate of Achievement in Plant Science

### *Division: Agriculture*

This certificate prepares students for entry-level employment in the field crop production that will maximize yields as well profits. Students completing this certificate will acquire practical skills and experience in soils, irrigation, weed control, plant diseases and pests, fertilizers, and cultivation of crops.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: farming, irrigation and crop production, equipment sales, fertilizers, plant protection, and consulting.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AG 3	Economic Entomology	3.5
B. AGMT 108AB	Ag Business Computer Apps	3.5
C. AG 4	Soils	3.5
D. PLSI 1	Introduction to Plant Science	3.5
E. PLSI 106	Fertilizers and Soil Amendments	3.5
F. WEXP 193 F	Agricultural Work Experience (1st Semester)	3
<b>Total Certificate Units:</b>		<b>20.5</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.

## Skill Certificate in Plumbing

### *Division: Industry & Technology*

This certificate prepares students for entry-level employment in the field of Plumbing. Students completing this certificate will acquire basic knowledge of plumbing practices. This certificate also provides lab experience in plumbing practices using most drain pipe and supply water systems. Polyethylene supply water (PEX) systems installation certifications are available within the course of study for this certificate.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following field: entry-level plumbing worker. This certificate will earn experience credit towards a California Contractor's license in plumbing.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. CT 109	Project Management/Codes	3
B. CT 205	Plumbing	3
C. Select a minimum of 3 units from the following:		3
CT 130	Intro Const. Practices (3)	
CT 135	Blueprint Reading/Residential Construction (2)	
CT 138	Contractors License Law (3)	
CT 270	Residential Wiring (3)	
DRFT 114	Introduction to CAD (4)	
<b>Total Certificate Units:</b>		<b>9</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

# Certificates

## Certificate of Achievement in Basic Police Academy (P.O.S.T. Certified)

### *Division: Special Programs*

This certificate prepares students for entry-level employment in the field of full time law enforcement. Students completing this certificate will acquire basic skills including training in firearms, emergency driver's training, chemical agents, officer survival, community policing, patrol procedures, investigation, traffic enforcement, cultural awareness, and criminal law.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: municipal, county and state law enforcement agencies.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AJ 200M1	Basic Police Academy – Module 1	8
B. AJ 200M2	Basic Police Academy – Module 2	8
C. AJ 200M1	Basic Police Academy – Module 3	14

**Total Certificate Units: 30**

- 2. 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 (GED)
  - Be over 18 years of age
  - Have no felony convictions
  - Pass the academy pretest
  - Have a California Department of Justice Fingerprint Clearance to possess a firearm

**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.

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.

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Special Programs Division Chair.
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## Skill Certificate in Programmable Logic Controllers

*Division: Industry & Technology*

Students completing this certificate will acquire hydraulic, pneumatic and motor skills.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: PLC Controls Engineer, Maintenance Technician.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. ITEC 274	Elec Motor Contrl/Prog Contr	2
B. ITEC 276	Adv Prog Logic Controllers	3
<b>Total Certificate Units:</b>		<b>5</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

# Certificates

## Certificate of Achievement in Real Estate

### *Division: Business*

This certificate prepares students for entry-level employment in the fields of residential and commercial real estate and property management. Students completing this certificate will receive beneficial training and preparation for the California Real Estate Agent's License. In addition the certificate provides continuing education for individuals seeking license renewal.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: residential and commercial real estate agent and property management.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES</b>		
A. BUS 185	Ethics in Business and Industry	3
B. COMP 5 or COMP 130	Computer Concepts (4) Introduction to Personal Computers (4)	4
C. REAL 140	Real Estate Principles	3
D. REAL 141 or REAL 142	Real Estate Finance (3) Real Estate Law (3)	3
E. REAL 143	Real Estate Economics	3
F. REAL 144	Real Estate Practice	3
G. REAL 145	Real Estate Appraisal	3
	<b>Required Certificate Units:</b>	<b>22</b>
<b>2. RESTRICTED ELECTIVES: (Select a minimum of 6 units from the following):</b>		
ACCT 101 or ACCT 1	Essentials of Accounting Financial Accounting	5 4
BUS 231 BUS 297	Starting a New Business Personal Finance	3 3
COMM 1 or BUS 112/COMM 112	Fundamentals of Public Speaking Public Speaking for Business	3 4
REAL 146 BUS 18 BUS 100	Property Management Business Law Career Strategies	3 4 3
BUS 20 or BUS 119 or BUS 295	Business Statistics Quantitative Methods Business Mathematics	3 3 3
BUS 184 BUS 188 BUS 293	Business Communications Human Relations in Business Business English	3 3 4
WEXP 193 I-196 I	Business Internship/Work Experience	1-4
	<b>Minimum Restricted Elective Units:</b>	<b>6</b>
	<b>Total Certificate Units:</b>	<b>28</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.

## Skill Certificate in Tactile Mechanical Drafting

*Division: Industry & Technology*

Students completing this certificate will acquire tactile (by hand) mechanical drafting knowledge and skills, i.e. creating and analyzing documents related to manufacturing applications (2D & 3D).

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Entry-level manufacturing Tactile Draftsperson. [www.cos.edu/architecture](http://www.cos.edu/architecture)

**Note:** Other related certificates are offered through the Architecture Department.

		<b>Units</b>
1. REQUIRED CERTIFICATE COURSES:		
A. DRFT112	Mechanical Drafting 1	3
B. DRFT113	Mechanical Drafting 2	3
<b>Total Certificate Units:</b>		<b>6</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

# Certificates

## Skill Certificate in Veterinary Technician

*Division: Agriculture*

This certificate provides students entry-level training in animal healthcare. Instruction is offered in nutrition, diseases and sanitation, small animal care, as well as basic livestock handling.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon completion of the coursework, students may find employment as veterinary assistants.

1. REQUIRED CERTIFICATE COURSES:		Units
A. VT 109	Intro To Veterinary Technology	3
B. ASCI 113	Farm Animal Biology	3.5
C. ASCI 104	Animal Diseases, Sanitation	3.5
D. ASCI 117	Veterinary Terminology	3
E. VT 220	Principles of Veterinary Assistant	3
F. WEXP 193 F	Agricultural Work Experience	1
<b>Total Certificate Units:</b>		<b>17</b>

Please see COS 2011-2013 Catalog Supplement:  
Modified Course Title

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Agriculture Division Chair.



## Skill Certificate in Waste Water Treatment

*Division: Industry & Technology*

Students completing this certificate will acquire skills in Equipment Maintenance and Operation Monitoring.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: chemical equipment operators and tenders, chemical plant and system operators, gas plant operators.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. ITEC 220	Water Treatment Fundamentals	3
B. ITEC 221	Wastewater Treatment Fundamentals	3
<b>Total Certificate Units:</b>		<b>6</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Industry & Technology Division Chair.

# Certificates

## Certificate of Achievement in Welding Technology

### *Division: Industry & Technology*

This certificate prepares students for entry-level employment in the fields of welding and fabrication, both locally and internationally. Employment can be found in local fabrication shops, oil industry, large manufacturing and automotive and ship building industries. Students completing this certificate will acquire entry level skills in; shielded metal arc, gas metal arc, gas tungsten metal arc, oxy fuel welding, oxy fuel cutting skills. Completion of this certificate can be enhanced for industry standards by students completing and passing American Welding Society certifying tests. Students will know basic metallurgy, blueprint design and reading as well as the scientific principles of welding.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: metal fabrication, oil field welding, pipeline welding, agriculture fabrication and metal agriculture implement repair, stainless steel fabrication, and welding maintenance in food processing facilities.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. AGTC 210AD or WELD 276	Ag Project Construction (3.5) Metal Fabrication (3.5)	3.5
B. WELD 161	Oxyacetylene Welding	4
C. WELD 162	Shielded Metal Arc Welding	4
D. WELD 171	Advanced Welding	4
E. WELD 172	Gas Tungsten Arc Welding	4
F. WELD 181	Blueprint Reading/Metallurgy	3
G. WEXP 193 F	Agriculture Work Experience (1st Semester)	1
<b>Total Certificate Units:</b>		<b>23.5</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in Word Processing

### *Division: Business*

Students completing this certificate will acquire skills in keyboarding, word processing, business English, and business communication.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: administrative assistant, medical office assistant, clerk typist, receptionist, and word processing operator.

		<b>Units</b>
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. BUS 184	Business Communication	3
B. BUS 271	College Keyboarding Level 2 (3)	
<b>or</b> COMP 136	Word Processing (3)	3
C. BUS 293	Business English	4
D. COMP 140	Computer Operating Systems	3
E. COMP 228	Introduction to the World Wide Web	1
<b>Total Required Certificate Units:</b>		<b>14</b>
<b>2. RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following):</b>		
BUS 82	Introduction to Business	3
BUS 100	Career Strategies	3
BUS 188	Human Relations in Business	3
BUS 268	Electronic Calculating	2
BUS 270	College Keyboarding, Level 1	3
COMP 220	Essential Computer Concepts	2
COMP 227	Presentation Software	1.5
COMP 229	Web Page Design and Development	3
<b>Minimum Restricted Elective Units:</b>		<b>3</b>
<b>Total Certificate Units:</b>		<b>17</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required Certificate courses and Restricted Elective courses may be substituted with the approval of the Business Division Chair.



## **COURSE DESCRIPTIONS**

# Course Descriptions

## ACCOUNTING Units

**ACCT 001 Financial Accounting** **4**  
 Hours: 4 Lecture/Discussion  
 This course introduces students to fundamental business organization, recording of business financial activities, accounting statements preparation, interrelationships, and the analysis of financial activities for business entities with an emphasis on accounting for corporations. This course is approved for distance education format.

**ACCT 002 Managerial Accounting** **4**  
 Hours: 4 Lecture/Discussion  
 This is a second semester transfer-level course, which studies managerial control, job and process costing, activity based costing, standard costs, planning cost accumulation and capital budgeting and planning technique, and other measuring and reporting methods. This course is approved for distance education format.  
**Prerequisites:** ACCT 001 or equivalent college course with "C" or better.

**ACCT 101 Essentials of Accounting** **5**  
 Hours: 5 Lecture/Discussion  
 ACCT 101 is an introduction to accounting for business and accounting students not planning to transfer to a four-year college or for non-business transfer majors. Students will learn accounting principles and practices including the effects of transactions, adjusting, closing, and reversing entries on the assets, liabilities, and owner's equity elements of business entities.

**ACCT 202 Gen Vocational Accounting** **5**  
 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 manager or owner.

**ACCT 210 Computer Accounting** **3**  
 Hours: 3 Lecture/Discussion  
 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. Advisory on Recommended Preparation: ACCT 1 or equivalent college course with "C" or better or ACCT 101 or equivalent college course with "C" or better.

**ACCT 282 Individual Income Tax** **5**  
 Hours: 5 Lecture/Discussion  
 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.

## ADMINISTRATION OF JUSTICE

**AJ 011 Intro to Criminal Justice** **3**  
 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 of ENGL 001 determined by COS Placement Procedures. Approved for Distance Learning format.

**AJ 013 Community Relations** **3**  
 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. Approved for Distance Education format. 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 I** **3**  
 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. This course is approved for Distance Education format. 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.

**AJ 025 Constitutional Law** **3**  
 Hours: 3 Lecture/Discussion  
 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 – 8,000 words. This course is approved for Distance Education. 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 045 Terrorism and Freedom** **3**  
 Hours: 3 Lecture/Discussion  
**Equivalent Course:** AJ 145.  
 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 111 Communications** **3**  
 Hours: 3 Lecture/Discussion  
 This course covers techniques of communication 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.

**AJ 112 Legal Aspects of Evidence** **3**  
 Hours: 3 Lecture/Discussion  
 The origin, development, philosophy, constitutional and procedural basis of evidence; judicial decisions and statutory rules of evidence governing the admissibility of testimony, writings and material objects.

**AJ 113 Juvenile Laws & Procedures** **3**  
 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. This course is approved for Distance Education format. 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 AJ 11 or equivalent college course with "C" or better.

# Course Descriptions

		Units			Units
<b>AJ 114</b>	<b>Juvenile Delinquency</b>	<b>3</b>	<b>AJ 123</b>	<b>Criminal Justice Ethics</b>	<b>3</b>
Hours:	3 Lecture/Discussion		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 designated to prevent delinquency. This course is approved for Distance Education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.			This course allows students the opportunity to explore ethical issues in the field of criminal justice through analysis and critical thinking and apply these concepts to both their professional and personal lives. This course is approved for Distance Education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.		
<b>AJ 115</b>	<b>Criminal Law 2</b>	<b>3</b>	<b>AJ 125</b>	<b>Leadership and Supervision</b>	<b>3</b>
Hours:	3 Lecture/Discussion		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. This course is approved for distance education format.			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.		
<b>AJ 117</b>	<b>Correction/Counseling</b>	<b>3</b>	<b>AJ 130</b>	<b>Legal Aspects of Corrections</b>	<b>3</b>
Hours:	3 Lecture/Discussion		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: AJ11 or equivalent college course with a "C" or better; and English 251 or equivalent college course with "C" or better, or eligibility for English 1 determined by COS Placement Procedures.			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.		
<b>AJ 118</b>	<b>Criminal Investigation</b>	<b>3</b>	<b>AJ 155</b>	<b>The Study of Public Safety</b>	<b>3</b>
Hours:	3 Lecture/Discussion		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.			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.		
<b>AJ 119</b>	<b>Criminal Identification</b>	<b>3</b>	<b>AJ 200M1</b>	<b>Basic Police Academy, Module 1</b>	<b>8</b>
Hours:	3 Lecture/Discussion		Hours:	9.25 Lecture/Discussion 3.0 Lab	
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.			<b>Materials Fee: \$21.50</b> 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 ED; 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.		
<b>AJ 120</b>	<b>Women in Criminal Justice</b>	<b>3</b>	<b>AJ 200M2</b>	<b>Basic Police Academy, Module 2</b>	<b>8</b>
Hours:	3 Lecture/Discussion		Hours:	12.75 Lecture/Discussion 3.5 Lab	
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. This course is approved for Distance Education format. This course is approved for Distance Education format. 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 AJ 11 or equivalent college course with "C" or better.			<b>Materials Fee: \$4.00</b> 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		
<b>AJ 121</b>	<b>Introduction to Corrections</b>	<b>3</b>			
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. Approved for Distance Education format.					

# Course Descriptions

**Units**  
 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.

**AJ 200M3 Basic Police Academy, Module 3 14**  
 Hours: 18.5 Lecture/Discussion  
 4.75 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 "D" or better.

**AJ 208AD P C 832 (Non Firearms) 2**  
 Hours: 2 Lecture/Discussion  
 .5 Lab  
**Materials Fee: \$23.00**  
**Equivalent Course: AJ 208.**

Designed to satisfy the curriculum standards of the Commission on Peace Officers' Standards and Training (POST) as required by Penal Code Section 832. Topics include: Professional Orientation, California Criminal Law, Rules of Evidence, Laws of Arrest, Use of Force and Community Relations. This course is mandated by state law for persons in diverse peace officer classifications not requiring the carrying of firearms.

**AJ 209AD PC 832/Agency Firearms 1**  
 Hours: 1 Lecture/Discussion  
 .5 Lab  
**Materials Fee: \$10.00**  
**Equivalent Course: AJ 209.**

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 diverse other peace

**Units**  
 officer classifications whose jobs require the carrying of a sidearm. Topics include: firearms safety, care and cleaning of sidearms, and sidearm shooting and combat principles. The final session involves qualifying with a sidearm at the firearms range. Students must provide sidearms, ammunition carrier and holster.

**AJ 213 Interview & Interrogation 1.5**  
 Hours: 1.5 Lecture/Discussion  
**Materials Fee: \$7.00**  
**Equivalent Course: AJ 213AB.**

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. Limitation on Enrollment: Students enrolling in this course shall be in active law enforcement service.

**AJ 214 Arrest & Control Techniques .5**  
 Hours: 1.5 Lab  
**Materials Fee: \$7.00**  
**Equivalent Course: AJ 214AC.**

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. Limitation on Enrollment: Students enrolling in this course should be in active law enforcement services.

**AJ 215 Drug Symptomology 1**  
 Hours: 1 Lecture/Discussion  
 .5 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 effects of narcotics. The course will conclude with discussions of clandestine laboratories and courtroom testimony. Limitation on Enrollment: Students enrolling in this course shall be in active law enforcement service.

**AJ 216 Search Warrant Preparation 1**  
 Hours: 1 Lecture/Discussion  
 .5 Lab  
**Equivalent Course: AJ 216AB.**

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.

**AJ 219 Police Patrol Procedures 3**  
 Hours: 3 Lecture/Discussion  
**Equivalent Course: AJ 110.**

This course is the study of basic patrol techniques including stopping, arresting and handcuffing criminal suspects; methods of police patrol and observations; handling disputes and crisis intervention, community policing, and crimes in progress. Formerly AJ 110.

**AJ 313 Basic Academy Preparation 3**  
 Hours: 3 Lecture/Discussion  
**Equivalent Course: AJ 313AB.**

This course stresses the integration of reading, writing, and study skills with concepts of cultural awareness and law enforcement professional values and ethics. The intent of this course is to assist students with developing the requisite skills for entering and completing the Basic Training Academy (AJ 200).



# Course Descriptions

## Units

### AERONAUTICS

**AERO 210 Private Pilot License Training** **7**  
 Hours: 6 Lecture/Discussion  
 3 Lab

The completion of this course will lead to issuance of a private pilot license, allowing the pilot to carry passengers for personal transportation. A private pilot certificate is required for advanced training, leading to additional certificates and ratings. The lecture portion of this course approved for Distance Education format. All training is conducted in a rotorcraft - helicopter. **IMPORTANT:** Additional flight training fees (In addition to normal "per unit" tuition) are required for this course. As of this publication date, additional flight training fees are \$17,932.00. Fees may change based on fuel price fluctuations or FAA regulation changes. Refer to AERONAUTICS PROGRAM SUPPLEMENT for current course fees and important additional information regarding the program. The AERONAUTICS PROGRAM SUPPLEMENT is available online at [www.cosaviation.org](http://www.cosaviation.org) or printed copies are available at the Visalia campus counseling office, SEQUOIA Room 103. **Limitation on Enrollment:** Must possess at least a second class FAA medical certificate, must be at least 17 years old, and must weigh less than 205 pounds prior to flight phase.

**Corequisites:** AERO 211.

**AERO 211 Basic Commercial Pilot Trng** **3**  
 Hours: 2 Lecture/Discussion  
 3 Lab

This course provides a foundation of knowledge and experience required for pilots to safely and effectively conduct commercial operations. Special emphasis is given to aeronautical decision-making and situational training. The student will gain confidence and experience with cross-country flight planning and operation. The lecture portion of this course is approved for distance education format. All training is conducted in a rotorcraft - helicopter. **IMPORTANT:** Additional flight training fees (In addition to normal "per unit" tuition) are required for this course. As of this publication date, additional flight training fees are \$12,792.50. Fees may change based on fuel price fluctuations or FAA regulation changes. Refer to AERONAUTICS PROGRAM SUPPLEMENT for current course fees and important additional information regarding the program. The AERONAUTICS PROGRAM SUPPLEMENT is available online at [www.cosaviation.org](http://www.cosaviation.org) or printed copies are available at the Visalia campus counseling office, SEQUOIA Room 103. **Corequisites:** AERO 210.

**AERO 212 Basic Instrument Pilot** **2**  
 Hours: 2 Lecture/Discussion

The student will be introduced to instrument flight and obtain the practical experience necessary to control and accurately maneuver a helicopter solely by reference to flight instruments. In addition, the student will be introduced to emergency procedures pertaining to basic attitude flying. An instrument rated pilot is authorized to conduct flight operations without visual reference to the ground. All training is conducted in a rotorcraft - helicopter. **IMPORTANT:** Additional flight training fees (In addition to normal "per unit" tuition) are required for this course. As of this publication date, additional flight training fees are \$8,570.00. Fees may change based on fuel price fluctuations or FAA regulation changes. Refer to AERONAUTICS PROGRAM SUPPLEMENT for current course fees and important additional information regarding the program. The AERONAUTICS PROGRAM SUPPLEMENT is available online at [www.cosaviation.org](http://www.cosaviation.org) or printed copies are available at the Visalia campus counseling office, SEQUOIA Bldg - Room 103. **Corequisites:** AERO 210, AERO 211.

**AERO 213 Advanced Instrument Training** **3**  
 Hours: 3 Lecture/Discussion

The advanced instrument helicopter certification course will build on the knowledge obtained in the basic instrument course. Pilots who achieve instrument rating are permitted to fly an aircraft during inclement weather solely by reference to instruments. This course is approved for Distance Education format. **Prerequisites:** AERO 212 or equivalent college course with "C" or better.

**AERO 214 Advanced Commercial Pilot Training** **2**  
 Hours: 1 Lecture/Discussion  
 3 Lab

The Advanced Commercial Pilot Training course will complete training requirements for issuance of an FAA commercial pilot Rotorcraft helicopter pilot certificate. This is a capstone course that combines the skills and training previously acquired through previous courses. This course is approved for Distance Education format.

**Prerequisites:** AERO 211 and AERO 212 and AERO 213 or equivalent college courses with "C" or better.

**AERO 215 Flight Instructor Training** **7**  
 Hours: 6 Lecture/Discussion  
 3 Lab

This course gives students the necessary skills and training that leads to issuance of both the certified flight instructor and instrument instructor rating. All training is conducted in a rotorcraft, helicopter. Students also fulfill the FAA requirements to instruct in the Robinson R-22 and R-44 helicopter through compliance with Special Federal Aviation Regulation 73 (SFAR 73) mandatory instruction and certification. The lecture portion of this course is approved for distance education format. **IMPORTANT:** Additional flight training fees (In addition to normal ,per unit tuition) are required for this course. As of this publication date, additional flight training fees are \$15,545.00. Fees may change based on fuel price fluctuations or FAA regulation changes. Refer to AERONAUTICS PROGRAM SUPPLEMENT for current course fees and important additional information regarding the program. The AERONAUTICS PROGRAM SUPPLEMENT is available online at [www.cosaviation.org](http://www.cosaviation.org) or printed copies are available at the Visalia campus counseling office, SEQUOIA, Room 103.

**Corequisites:** AERO 214.

## AGRICULTURAL MANAGEMENT

**AGMT 001 Agriculture Economics** **3**  
 Hours: 3 Lecture/Discussion

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**  
 Hours: 3 Lecture/Discussion

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. Additional topics for exploration include self-management, communication, interpersonal skills necessary to develop managerial abilities, leadership qualities, and facilitation of teamwork within the agribusiness sector.

**AGMT 103 Agriculture Management** **3**  
 Hours: 3 Lecture/Discussion

This course is designed to give students a basic understanding and knowledge of management principles and the process as it relates to agriculture. Management techniques used will address personnel issues, organizational structure and managerial styles used in business today

**AGMT 104 Agriculture Accounting** **3**  
 Hours: 2.5 Lecture/Discussion  
 1.5 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.

# Course Descriptions

	<b>Units</b>		<b>Units</b>
<b>AGMT 107</b> <b>Agriculture Communications</b>	<b>3</b>	<b>AGTC 106AD</b> <b>Agriculture Welding</b>	<b>3.5</b>
Hours:            3 Lecture/Discussion		Hours:            3 Lecture/Discussion	
<i>Equivalent Course: AGMT 107AB, AGMT 107AD.</i>		1 Lab	
Students learn the essentials of effective communication through various verbal and written skills. Using desktop publishing software, students will produce written communication documents, including newsletters and press releases. Students will actively communicate via a variety of public media including Twitter, Facebook, radio, television, etc. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.		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.	
<b>AGMT 108AB</b> <b>Ag Business Computer Apps</b>	<b>3.5</b>	<b>AGTC 112</b> <b>Introduction to Precision Ag</b>	<b>1</b>
Hours:            3 Lecture/Discussion		Hours:            1 Lecture/Discussion	
1 Lab		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.	
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.		<b>AGTC 202AD</b> <b>Farm Equipment Construction</b>	<b>3</b>
		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. This course can be repeated three times.	
<b>AGMT 111</b> <b>Food and Fiber Distribution</b>	<b>3</b>	<b>AGTC 210AD</b> <b>Ag Project Construction</b>	<b>3</b>
Hours:            3 Lecture/Discussion		Hours:            3 Lecture/Discussion	
This course will cover the logistical flow of agricultural goods from farm/conception to consumer; including order processing, inventory control, processing and packaging, warehousing, distribution channels, transportation, and retail outlets. <b>Prerequisites: AGMT 001 or equivalent college course with "C" or better.</b>		1 Lab	
		<b>Materials Fee:    \$20.00</b>	
		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.	
<b>AGMT 112</b> <b>Ag Real Estate and Appraisal</b>	<b>3</b>	<b>AGTC 212AB</b> <b>Welding Power Sources/Application</b>	<b>1</b>
Hours:            3 Lecture/Discussion		Hours:            1 Lecture/Discussion	
This course emphasizes agricultural real estate principles and exposes students to a typical agricultural real estate transaction from beginning to completion. Farm real estate ownership and investments are explored, including asset management, appraisal, and development. Issues of land use, planning, and water valuation will be covered. This course will aid those planning to take the California State Real Estate Brokers or Salesperson Examination.		<i>Equivalent Course: AGTC 212AD.</i>	
		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 one time.	
<b>AGMT 181</b> <b>Agriculture Entrepreneurship</b>	<b>3</b>	<b>AGTC 215AB</b> <b>Outdoor Power Equipment Application</b>	<b>2.5</b>
Hours:            3 Lecture/Discussion		Hours:            2 Lecture/Discussion	
Develops an understanding of complex tasks faced by individuals engaged in entrepreneurial activities.		1 Lab	
		<i>Equivalent Course: AGTC 215AD.</i>	
		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 one time.	
<b>AGMT 271</b> <b>Orientation to Ag Bus Indust</b>	<b>3</b>	<b>AGTC 230</b> <b>Agriculture Transportation</b>	<b>14</b>
Hours:            3 Lecture/Discussion		Hours:            14 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.		<i>Equivalent Course: AGTC 211.</i>	
		This course is designed to assist students in preparation for taking their DMV Commercial Driving test for a Class A license. The focus is on high demand jobs in agriculture commodity.	
		<b>Corequisites: AGTC 231.</b>	
		<b>AGTC 231</b> <b>Agriculture Transportation Lab</b>	<b>2</b>
		Hours:            6 Lab	
		<i>Equivalent Course: AGTC 211.</i>	
		This course is the laboratory portion of the Agriculture Transportation courses designed to assist students in preparation for taking their DMV Commercial Driving test for a Class A license. The focus is on high demand jobs in agriculture commodity. Limitation of Enrollment: Students are required to pass a drug screen; pass the California Department of Motor Vehicles physical; obtain Class	

## AGRICULTURAL TECHNOLOGY

<b>AGTC 103AC</b> <b>Farm Power</b>	<b>3.5</b>
Hours:            3 Lecture/Discussion	
1 Lab	
<i>Equivalent Course: AGTC 103.</i>	
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.	

# Course Descriptions

A driving permit from California Department of Motor Vehicles, and be able to pay laboratory fees associated with behind the wheel portion of course.  
**Corequisites:** AGTC 230.

**AGTC 271AD Ag Mechanics Skills & Practice** **3** Units  
 Hours: 2 Lecture/Discussion  
 3 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

**AG 001 Ag, Society & The Environment** **3** Units  
 Hours: 3 Lecture/Discussion

The sociology of agriculture (Ag) is presented through examination of relationships between societies and their environments, economics and Ag. Emphasis is on analysis of agriculture's use of technology and the corresponding impact on the environment, economy, and society. Approved for Distance Education format.

**AG 002 Environmental Conservation** **3** Units  
 Hours: 3 Lecture/Discussion

**Equivalent Course:** AG 102.

A study of the world's environment to sustain the highest quality of life. Includes the study of food and fiber systems, ecology, populations, environmental pollution, bioterrorism, and conservation of natural resources including energy, water, soils, forest, rangelands, and wildlife. Students will participate in field tours to examine natural and altered habitats and threats to society and the environment.

**AG 003 Economic Entomology** **3.5** 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** **3.5** 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.

**AG 103AC Applied Ag Practicum** **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 104 Safety in Ag Practices** **1.5** Units  
 Hours: 1 Lecture/Discussion  
 1 Lab

This course involves safety practices and principles, accident causation and prevention in the shop, as well as with tractors and machinery. Equipment maintenance, operation and normal safety practices common to agricultural applications will be stressed. Supervised field operation will be required. Upon satisfactory completion, students will receive a safety card which verifies passage of the course. Laboratory required.

**AG 107 Ag Education Orientation** **3.5** Units  
 Hours: 3 Lecture/Discussion  
 1 Lab

The purpose of this course is to provide students with an overview of Agriculture Education in California. Through class instruction and field experience, students will learn the principle components of teaching agriculture; develop academic and career plans, and observe a secondary agriculture classroom. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**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: 2 Lecture/Discussion  
 3 Lab

**Equivalent Course:** AG 117.

This course offers students a hands-on experience in agriculture production. Students will learn and participate in the cultural practices and management of the Tulare campus farm lab. Students that are eligible will have the opportunity to enter a "profit share contract." This class may be repeated three times.

**Prerequisites:** AG 104 and AG 120 or equivalent college courses with "C" or better.

**AG 119 Student Success in Agriculture** **1** Unit  
 Hours: 1 Lecture/Discussion

This course will provide students with an opportunity to learn and adopt techniques, tools, and methods that will enhance success in their agriculture major as well as college in general. In addition, information on campus resources, regulations, and requirements for graduation and/or transfer will be discussed.

**AG 120 Intro to Crop Production** **3** Units  
 Hours: 2 Lecture/Discussion  
 3 Lab

This is an introductory course for the Crop Production and Management Certificate. Students shall perform precision agriculture methods applied to forage and row crops. Economic principles of crop production, soil and plant tissue analysis and management-related calculations will be a focus. Laboratory meeting days and hours will vary in accordance with the cultural needs of the identified commodity.

# Course Descriptions

		Units			Units
<b>AG 125</b>	<b>Principles of Pesticide Use</b>	<b>3</b>	<b>AG 209</b>	<b>Residential &amp; Industrial Pest Control</b>	<b>1</b>
Hours:	3 Lecture/Discussion		Hours:	1.0 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.			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.		
<b>AG 151AD</b>	<b>Ag Independent Study</b>	<b>1 - 4</b>	<b>AG 210</b>	<b>Forest and Right-Of-Way</b>	<b>1</b>
Hours:	3 TO 12 Lab		Hours:	.75 Lecture/Discussion .25 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.			Course is specifically directed to those persons using pesticides in forestry and Right-if-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.		
<b>AG 200AD</b>	<b>Ag Leadership</b>	<b>1</b>	<b>AG 220</b>	<b>Alternative Energy Resources</b>	<b>1</b>
Hours:	1 Lecture/Discussion		Hours:	1 Lecture/Discussion	
This course will build student leadership skills. Through the COS Agriculture Ambassador Program, students will learn team-building, public speaking, self-confidence and communication skills. This course is repeatable three times.			<b>Equivalent Course: AUTO 220.</b> Students will explore alternatives to gasoline and diesel for fuels, as well as becoming familiar with other forms of Bio-energy. This course is approved for Distance Education format.		
<b>AG 204AD</b>	<b>Ag Newsletter Production</b>	<b>1</b>	<b>AG 230</b>	<b>Understanding Parliamentary Procedures</b>	<b>1</b>
Hours:	1 Lecture/Discussion		Hours:	.75 Lecture/Discussion .50 Lab	
<b>Equivalent Course: AG 204.</b> 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 equivalent college course with a "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures. Formerly AG 204.			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.		
<b>AG 206</b>	<b>Pesticide Regulations</b>	<b>1</b>	<b>AG 251AD</b>	<b>Independent Study-Ag</b>	<b>1 - 4</b>
Hours:	1.0 Lecture/Discussion		Hours:	3 TO 12 Lab	
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.			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.		
<b>AG 207</b>	<b>Pesticides for Landscapes</b>	<b>1</b>	<b>AMERICAN SIGN LANGUAGE</b>		
Hours:	.75 Lecture/Discussion .25 Lab		<b>ASL 001</b>	<b>Beginning American Sign Language 1</b>	<b>4</b>
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.			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, individual evaluation, and basic information about deaf culture. 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.		
<b>AG 208</b>	<b>Plant Ag &amp; Pesticides</b>	<b>1</b>	<b>ASL 002</b>	<b>Beginning American Sign Language 2</b>	<b>3</b>
Hours:	.75 Lecture/Discussion .25 Lab		Hours:	3 Lecture/Discussion	
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.			A continuation of ASL 1. Emphasis will be on expressing considerably more complicated needs and becoming more adept at functioning in the deaf community. <b>Prerequisites: ASL 001 or equivalent college course with "C" or better.</b>		

# Course Descriptions

**ASL 003 Intermediate American Sign Language** **3 Units**

Hours: 3 Lecture/Discussion  
Continuation of ASL 1 and 2. Emphasis is on expanding conversation adeptly and comfortable in a wide variety of situations in the deaf community.  
**Prerequisites:** ASL 002 or equivalent college course with "C" or better.

**ASL 004 Advanced American Sign Language** **3**

Hours: 3 Lecture/Discussion  
A continuation of ASL 1, 2, and 3 with 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 110 Sign Language Interpreting** **4**

Hours: 4 Lecture/Discussion  
**Equivalent Course:** ASL 110AD.  
Introduction to the profession of sign language interpretation, emphasizing a professional code of ethics applied to real situations. Advanced techniques will include legal, medical, educational, mental health, religious, and deaf/blind interpreting.  
**Prerequisites:** ASL 002 or equivalent college course with "C" or better.

## ANIMAL SCIENCE

**ASCI 001 Introduction to Animal Science** **3**

Hours: 2 Lecture/Discussion  
3 Lab  
The course surveys the livestock industry, supply of animal products and their uses and analyzes economic trends and career opportunities in animal agriculture. Special emphasis is on the origin, characteristics, adaptation and contributions of farm animals to the agriculture industry. This course is approved for distance education format.

**ASCI 002AB Livestock Selection/Evaluation** **3.5**

Hours: 3 Lecture/Discussion  
1 Lab  
Detailed analysis of various visual and physical methods of appraising beef, sheep, swine and horses concerning functional and economic value. Written and oral summaries of evaluation will be learned. Specific reference will be made to performance data and factors determining carcass value. This course is repeatable one time.

**ASCI 022 Horse Husbandry** **3.5**

Hours: 3 Lecture/Discussion  
1 Lab  
A course in the current status of the horse industry. Principles of equine evaluation and breeds. Concepts of equine uses, principles of anatomy and unsoundness, as well as interpretation of management skills of the equine.

**ASCI 101AD Livestock Management Skills** **1**

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**

Hours: 2.5 Lecture/Discussion  
1.5 Lab  
In this course, the theories and fundamentals of digestion and absorption in both ruminants and non-ruminants are discussed. The nutritive value of feeds as they relate to formulation of livestock rations are emphasized.

**ASCI 104 Animal Diseases & Sanitation** **3.5**

Hours: 3 Lecture/Discussion  
1 Lab  
This course is designed to demonstrate the stockman's approach to animal health and disease control in domestic animals. Classification of animal diseases, their etiology and appropriate treatments with emphasis on preventative medicine.

**ASCI 105AD Preparing Livestock Sales/Show** **2**

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 110 Swine Production & Management** **3**

Hours: 2.5 Lecture/Discussion  
1.5 Lab  
A study of the principles and practices of purebred and commercial pork production throughout California, the United States and the world. Emphasis to be placed on the importance of breeds, breeding principles, selection, nutrition, environmental management, health, marketing and record-keeping to ensure scientifically-based management decisions and consumer product acceptance.

**ASCI 111 Beef Production & Management** **3.5**

Hours: 3 Lecture/Discussion  
1 Lab  
A study of the principles and practices of purebred and commercial beef cattle production throughout the world, United States and California. Emphasis to be placed on the importance of breeds, breeding principles, selection, nutrition, environmental management, health, marketing and record-keeping to ensure scientifically-based management decisions and consumer product acceptance as applied to beef cattle.

**ASCI 112 Sheep Production & Management** **3.5**

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.

**ASCI 113 Farm Animal Biology** **3.5**

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 biological 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 120AD Basic Equitation** **2.5**

Hours: 2 Lecture/Discussion  
2 Lab  
The students will learn the proper way to catch, groom, saddle, bridle, and mount the horse. Time is also spent on learning the nomenclature of the tack for safe use of the tack for both the rider and the horse. A great deal of time is spent on the proper use of their natural-aids. Riding both bareback and under saddle,

# Course Descriptions

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 course can be repeated three times.

**ASCI 123 Horse Production** **3.5**  
 Hours: 3 Lecture/Discussion  
 1 Lab  
**Materials Fee: \$45.00**

The course is designed to give students a broad basis of information for decision making in the management and operation of a horse herd from broodmare health to foaling. Herd health, cost of production, reproductive efficiency and marketing will be evaluated.

**ASCI 124AB Colt Breaking** **2.5**  
 Hours: 2 Lecture/Discussion  
 2 Lab  
**Materials Fee: \$50.00**  
**Equivalent Course: ASCI 124AD.**

This course is designed to give students hands-on experience in breaking horses safely and under control. The course provides the theory and concepts for appropriate decision-making for equipment and equine conditions that affect learned and innate behaviors. Considerable time will be spent on ground work and proper methodologies of equine behaviors to create a solid foundation for equine performance. This course can be repeated one time.

**ASCI 130AC Equine Evaluation** **2**  
 Hours: 1 Lecture/Discussion  
 3 Lab

Students will study methods of appraisal of equine breeds at halter and in performance classes. They will also evaluate horse classes, decide their order of placement, and then orally justify these decisions to a judge. The relationship of equine anatomy and physiology on competitive performance will be considered.

**ASCI 232AB Equine Grooming** **1**  
 Hours: 1 Lecture/Discussion  
 .5 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.

**ASCI 233AB Equine Hoof Care** **1**  
 Hours: 1 Lecture/Discussion  
 .5 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.

## ANTHROPOLOGY

**ANTH 010 Cultural Anthropology** **3**  
 Hours: 3 Lecture/Discussion  
**Equivalent Course: ANTH 010H.**

This course is an introduction to the study of human culture and the concepts, theories, and methods used in the comparative study of sociocultural systems. Subjects include subsistence patterns, social and political organization, language and communication, family and kinship, religion, the arts, social inequality, ethnicity, gender, and culture change. The course applies anthropological perspectives to contemporary issues. Advisory on Recommendation: English 251 or equivalent college course with "C" or better, or eligibility for English 1 determined by COS Placement Procedures.

**Units**

**ANTH 010H Cultural Anthropology-Honors** **3**

Hours: 3 Lecture/Discussion

**Equivalent Course: ANTH 010.**

This course is an honors level introduction to the study of human culture and the concepts, theories, and methods used in the comparative study of sociocultural systems. Subjects include subsistence patterns, social and political organization, language and communication, family and kinship, religion, the arts, social inequality, ethnicity, gender, and culture change. The course applies anthropological perspectives to contemporary issues. Limitation on Enrollment: Acceptance into the Honors Program. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**ANTH 011 Physical Anthropology** **3**

Hours: 3 Lecture/Discussion

This course covers the concepts, methods of inquiry, and theory of biological evolution and their application to the human species. There is a specific focus on molecular, Mendelian and population genetics, mechanisms of evolution, primatology, paleoanthropology, biocultural adaptations, human variation, and current bioethical issues. The philosophy of science and the scientific method serve as foundations to the course. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for English 1 determined by COS Placement Procedures.

**ANTH 012 Archaeology** **3**

Hours: 3 Lecture/Discussion

**Equivalent Course: ANTH 112.**

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.

## ARCHITECTURE

**ARCH 010 Architectural Design 1** **4**

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.

**ARCH 011 Architectural Design 2** **4**

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. Advisory on Recommended Preparation: ARCH 10 or equivalent college course with "C" or better.

# Course Descriptions

		Units		Units
<b>ARCH 013</b>	<b>Architectural Design 3</b>	<b>4</b>	21st Century, including the relationship between architecture and art, science, historical events, religion, society, culture, philosophy, politics, economics, and physical conditions. This course is approved for Distance Education format. Advisory on Recommendation Preparation: ARCH 70 or equivalent college course with "C" or better.	
Hours:	3 Lecture/Discussion			
	3 Lab			
<b>Materials Fee:</b>	<b>\$20.00</b>			
<i>Equivalent Course: ARCH 112.</i>				
An introductory digital design course that continues the knowledge introduced in the tactile design courses plus emphasizes professional Building Information Modeling (BIM) software and techniques used to facilitate the architectural design process. Advisory on Recommended Preparation: ARCH 10 and ARCH 11 or equivalent college course with a grade of "C" or better or equivalent skills as determined by division assessment.				
<b>ARCH 014</b>	<b>Architectural Design 4</b>	<b>4</b>		
Hours:	3 Lecture/Discussion			
	3 Lab			
<b>Materials Fee:</b>	<b>\$20.00</b>			
<i>Equivalent Course: ARCH 113.</i>				
An advanced digital design course that continues the knowledge introduced in the tactile and the introductory digital design courses plus emphasizes advanced professional Building Information Modeling (BIM) software and techniques utilized to facilitate the architectural design process. Advanced techniques include digital animation and a state team competition that involves both computer generated and physical construction of a structure. Advisory on Recommended Preparation: ARCH 010 or equivalent college course with "C" or better and ARCH 011 or equivalent college course with "C" or better and ARCH 013 or equivalent college course with "C" or better.				
<b>ARCH 020</b>	<b>Visual Communication 1</b>	<b>3</b>		
Hours:	2 Lecture/Discussion			
	2 Lab			
	1 Activity			
<b>Materials Fee:</b>	<b>\$20.00</b>			
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.				
<b>ARCH 021</b>	<b>Visual Communication 2</b>	<b>3</b>		
Hours:	2 Lecture/Discussion			
	3 Lab			
<b>Materials Fee:</b>	<b>\$20.00</b>			
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. Advisory on Recommended Preparation: ARCH 20 or equivalent college course with a "C" or better.				
<b>ARCH 070</b>	<b>Architecture History 1</b>	<b>3</b>		
Hours:	3 Lecture/Discussion			
<b>Materials Fee:</b>	<b>\$10.00</b>			
<i>Equivalent Course: ARCH 170.</i>				
History of architecture from Prehistoric to Gothic periods. Pre-Columbian Americas period is also covered. The relationship between architecture and art, science, historical events, religion, society, culture, philosophy, politics, economics, and physical conditions are studied. This course is approved for Distance Education format.				
<b>ARCH 071</b>	<b>Architecture History 2</b>	<b>3</b>		
Hours:	3 Lecture/Discussion			
<b>Materials Fee:</b>	<b>\$10.00</b>			
<i>Equivalent Course: ARCH 171.</i>				
This course will explore the history of architecture from the Renaissance to the				
<b>ARCH 120</b>	<b>Freehand Drawing</b>	<b>3</b>		
Hours:	2 Lecture/Discussion			
	3 Lab			
<b>Materials Fee:</b>	<b>\$20.00</b>			
An introductory course of freehand drawing techniques applicable to the design and construction of the built environment. Freehand drawing is an integral part of the architect's design process. It is instrumental in concept development, creative problem solving, documenting and perceiving space, visualization, and observation skills. Techniques include shading, shape definition, form definition, human scale, and entourage utilizing pencil, ink, color media, and combination media. Advisory on Recommended Preparation: ARCH 020 or equivalent college course with "C" or better.				
<b>ARCH 121AC</b>	<b>Perspective Alternatives</b>	<b>3</b>		
Hours:	2 Lecture/Discussion			
	2 Lab			
	1 Activity			
<b>Materials Fee:</b>	<b>\$20.00</b>			
A study of the fundamental concepts, principles, and applications of accelerated architectural perspective and rendering techniques. Utilizing charts, the computer program SketchUp, 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. Advisory on Recommended Preparation: ARCH 20 or equivalent college course with a "C" or better.				
<b>ARCH 130</b>	<b>Sustainable and Green Topics</b>	<b>3</b>		
Hours:	2 Lecture/Discussion			
	2 Lab			
	1 Activity			
<b>Materials Fee:</b>	<b>\$10.00</b>			
This is an introductory course will enable students to administer, apply, and define sustainable and green-related variables and associate them with real world situations related to the design profession.				
<b>ARCH 133</b>	<b>Sustainability Implementation</b>	<b>3</b>		
Hours:	2.5 Lecture/Discussion			
	1.5 Lab			
<b>Materials Fee:</b>	<b>\$10.00</b>			
This course will give students knowledge necessary to confront issues related to sustainability in the building industry. Advisory on Recommended Preparation: ARCH 130 or equivalent college course with a "C" or better; and ARCH 134 or equivalent college course with "C" or better.				
<b>ARCH 134</b>	<b>Sustainable Materials/Methods</b>	<b>3</b>		
Hours:	2.5 Lecture/Discussion			
	1.5 Lab			
<b>Materials Fee:</b>	<b>\$10.00</b>			
An introduction to the principles, materials, methods, and processes of sustainable construction, this course combines both theory and practical applications. Site visits to view various stages of construction are an integral part of the course.				
<b>ARCH 151AD</b>	<b>Independent Study-Arch</b>	<b>1 - 4</b>		
Hours:	3 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				

# Course Descriptions

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 4**  
 Hours: 4 Lecture/Discussion  
 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.

**ARCH 161AD Architectural Detailing 3**  
 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. 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**  
 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. Advisory on Recommended Preparation: ARCH 10 and ARCH 160 or equivalent college course with "C" or better.

**ARCH 163 Construction Documents 3**  
 Hours: 2.5 Lecture/Discussion  
 1.5 Lab  
 Materials Fee: \$20.00  
*Equivalent Course: ARCH 131.*  
 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. 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**  
 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 200AD CAD Basics 1**  
 Hours: .75 Lecture/Discussion  
 .75 Lab  
 Materials Fee: \$10.00  
 CAD Basics is designed to give students basic computer assisted drafting skills. This course is repeatable three times.

Units

**ARCH 251AD Independent Study-Architecture 1 - 4**  
 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 Supplemental Learning Assistance 0**  
 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.

## ART

**ART 001 Art Appreciation 3**  
 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**  
 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.

**ART 003 Art History/Gothic-Modern 3**  
 Hours: 3 Lecture/Discussion

*Equivalent Course: ART 003H.*

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.

**ART 003H Art History/Gothic-Modern-Honors 3**  
 Hours: 3 Lecture/Discussion

*Equivalent Course: ART 003.*

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 for ART 3H. Duplicate credit not granted for ART 3. Limitation on Enrollment: Acceptance into the Honors Program.

**ART 004 PreColumbian Art & Culture/Americas-Meso 3**  
 Hours: 3 Lecture/Discussion

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 PreColumbian Art & Culture/Americas-S. Am. 3**  
 Hours: 3 Lecture/Discussion

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.



# Course Descriptions

		<b>Units</b>		<b>Units</b>
<b>ART 006</b>	<b>Color and Design</b>	<b>3</b>		
Hours:	1.5 Lecture/Discussion 4.5 Lab		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 6 or ART 8 or equivalent college course with "C" or better.	
<b>Materials Fee:</b>	<b>\$10.00</b>			
	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. Students will research works of art in all forms including, but not limited to, fine art, graphic art and popular media. Color theory as well as technique and history will be incorporated into the studio experience. Students will cultivate intellect, imagination, sensibility and sensitivity, and will respond subjectively as well as objectively to aesthetic experiences.			
<b>ART 007</b>	<b>Advanced Color and Design</b>	<b>3</b>		
Hours:	1.5 Lecture/Discussion 4.5 Lab			
<b>Materials Fee:</b>	<b>\$10.00</b>			
	ART 7 is an intermediate level course on visual dynamics. Students will study what makes a strong composition in a two-dimensional artwork and explore ideas on the two-dimensional plane. This course also covers design history, color theory and will explore the effects of different color harmonies. The course will integrate art historical research and analysis of artists and art movements.			
<b>ART 008</b>	<b>Drawing Fundamentals</b>	<b>3</b>		
Hours:	1 Lecture/Discussion 5 Activity			
<b>Materials Fee:</b>	<b>\$10.00</b>			
	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.			
<b>ART 009</b>	<b>Drawing Composition</b>	<b>3</b>		
Hours:	1 Lecture/Discussion 5 Activity			
<b>Materials Fee:</b>	<b>\$10.00</b>			
	A second semester drawing course where students will learn to apply advanced compositional principles to those skills initially learned in ART 8. <b>Prerequisites:</b> ART 008 or equivalent college course with "C" or better.			
<b>ART 010AD</b>	<b>Figure Drawing</b>	<b>3</b>		
Hours:	1 Lecture/Discussion 5 Activity			
<b>Materials Fee:</b>	<b>\$10.00</b>			
	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. <b>Prerequisites:</b> ART 008 or equivalent college course with "C" or better.			
<b>ART 011AD</b>	<b>Sculpture</b>	<b>3</b>		
Hours:	1.5 Lecture/Discussion 4.5 Lab			
<b>Materials Fee:</b>	<b>\$20.00</b>			
	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.			
<b>ART 012AD</b>	<b>Watercolor Painting</b>	<b>2</b>		
Hours:	1 Lecture/Discussion 3 Lab			
<b>Materials Fee:</b>	<b>\$10.00</b>			
	The theory and techniques of watercolor painting as developed through creative			
<b>ART 013AD</b>	<b>Studio Painting</b>	<b>3</b>		
Hours:	1.5 Lecture/Discussion 4.5 Lab			
	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 6 or equivalent college courses with "C" or better.			
<b>ART 015</b>	<b>Beginning Printmaking</b>	<b>3</b>		
Hours:	1.5 Lecture/Discussion 4.5 Lab			
<b>Materials Fee:</b>	<b>\$30.00</b>			
	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.			
<b>ART 016AC</b>	<b>Advanced Printmaking</b>	<b>3</b>		
Hours:	1.5 Lecture/Discussion 4.5 Lab			
<b>Materials Fee:</b>	<b>\$30.00</b>			
	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. <b>Prerequisites:</b> ART 015 or equivalent college course with "C" or better.			
<b>ART 017AD</b>	<b>Handbuilding Ceramics</b>	<b>3</b>		
Hours:	1 Lecture/Discussion 5 Lab			
<b>Materials Fee:</b>	<b>\$20.00</b>			
	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.			
<b>ART 018AD</b>	<b>Wheel Thrown Ceramics</b>	<b>3</b>		
Hours:	1.5 Lecture/Discussion 4.5 Lab			
<b>Materials Fee:</b>	<b>\$20.00</b>			
	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 17AD or an equivalent college course with a grade of "C" or better.			
<b>ART 023AD</b>	<b>Macintosh Basic for Artists</b>	<b>3</b>		
Hours:	1.5 Lecture/Discussion 4.5 Activity			
<b>Materials Fee:</b>	<b>\$20.00</b>			
	Macintosh Basics for Artists will enable visual artists to utilize the Macintosh computer and applications such as Adobe Photoshop, Illustrator, and PageMaker as vehicles for creative design and visual communication. Two and three-dimensional imaging, desktop publishing, and animation will be introduced. Students will also learn trouble-shooting skills for hardware and software problems. This course may be repeated three times.			

# Course Descriptions

	<b>Units</b>		<b>Units</b>
<b>ART 025AD</b>	<b>3</b>	<b>ART 119AD</b>	<b>3</b>
<b>Digital Imaging for Artists</b>		<b>Stained Glass Design</b>	
Hours: 1.5 Lecture/Discussion 4.5 Lab		Hours: 1.5 Lecture/Discussion 4.5 Lab	
<b>Materials Fee: \$20.00</b>		<b>Materials Fee: \$20.00</b>	
This course enables 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 used.		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.	
<b>ART 032AD</b>	<b>3</b>	<b>ART 121AC</b>	<b>3</b>
<b>3D Design</b>		<b>Serigraphy/Screen Printing</b>	
Hours: 1 Lecture/Discussion 5 Activity		Hours: 1 Lecture/Discussion 5 Activity	
<b>Materials Fee: \$20.00</b>		<b>Materials Fee: \$30.00</b>	
<b>Equivalent Course: ART 132AD.</b>		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.	
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.			
<b>ART 046AD</b>	<b>3</b>	<b>ART 124AD</b>	<b>3</b>
<b>Public Art</b>		<b>Web Imaging for Artists</b>	
Hours: 1.5 Lecture/Discussion 4.5 Lab		Hours: 1 Lecture/Discussion 5 Activity	
<b>Equivalent Course: ART 146AD.</b>		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.	
This course covers the basics through advanced applications of public art and mural painting. Also included in the course are the history, foundation and background, as well as conceptual art, installation and applications of both two and three-dimensional site specific public art.			
<b>ART 101AD</b>	<b>3</b>	<b>ART 126AD</b>	<b>3</b>
<b>Introduction to Studio Arts</b>		<b>Digital Painting</b>	
Hours: 1.5 Lecture/Discussion 4.5 Lab		Hours: 1.5 Lecture/Discussion 4.5 Lab	
<b>Materials Fee: \$20.00</b>		<b>Materials Fee: \$30.00</b>	
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.		Introduction to Digital Painting teaches the creation of 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. Advisory on Recommended Preparation: ART 6, or ART 8, or ART 23AD or an equivalent college course with "C" or better.	
<b>ART 105AC</b>	<b>3.5</b>	<b>ART 127</b>	<b>3</b>
<b>Basic Metalcraft/Welding/Forging</b>		<b>Introduction to Printmaking</b>	
Hours: 3 Lecture/Discussion 1 Lab		Hours: 1.5 Lecture/Discussion 4.5 Lab	
<b>Materials Fee: \$15.00</b>		<b>Materials Fee: \$30.00</b>	
<b>Equivalent Course: WELD 105AC.</b>		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.	
Instruction in metalcraft welding and forging techniques, basic tools for welded craft projects and sculpture, theory of abstract shapes and designs, plus principles of using various metal types will introduce the concepts of metal craft welding. This course may be repeated twice.			
<b>ART 111AD</b>	<b>3</b>	<b>ART 128AD</b>	<b>3</b>
<b>Exhibition Design Gallery</b>		<b>Lithography</b>	
Hours: 1.5 Lecture/Discussion 4.5 Lab		Hours: 1 Lecture/Discussion 5 Activity	
<b>Materials Fee: \$20.00</b>		<b>Materials Fee: \$30.00</b>	
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.		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.	

# Course Descriptions

**ART 129AD Aluminum Plate Lithography** **3** Units  
 Hours: 1.5 Lecture/Discussion  
 4.5 Lab  
**Materials Fee: \$30.00**  
 Aluminum Plate Lithography explores both waterless and traditional aluminum plate lithography and various non-toxic lithographic techniques. Students learn to prepare plates, create and draw and/or paint and print on plates using media appropriate to the matrix. Students will be challenged with techniques appropriate to their skill level. This class may be repeated three times.

**ART 130AC Digital Printmaking** **3** Units  
 Hours: 1.5 Lecture/Discussion  
 4.5 Lab  
**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. Advisory on Recommended Preparation: ART 23 or equivalent college course with a grade of "C" or better.

**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 52.5 hours of academic work per unit. In addition, students must file an Independent Study form through the Admissions and Records Office. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected area is required. In addition, each student must file an Independent Study form through the Admissions Office to obtain approval to enroll.

**ART 210 Art Study Tour** **1** Unit  
 Hours: 1 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 006 and ART 008 or equivalent college course with a grade of "C" or better.

## 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 200 or equivalent college course with "C" or better or eligibility for MATH 230 as determined by COS Placement Procedures.

## AUTOMOTIVE TECHNOLOGY

**AUTO 112 Advanced 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 130 Introduction to Automotive Technology** **3** Units  
 Hours: 3 Lecture/Discussion  
 1 Lab  
**Equivalent Course: AUTO 100.**  
 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  
**Equivalent Course: AUTO 103.**  
 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).**

**AUTO 132 Automotive Automatic Transmissions** **4** Units  
 Hours: 3 Lecture/Discussion  
 4 Lab  
**Equivalent Course: AUTO 106.**  
 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/or AUTO 136 may be taken concurrently).**

**AUTO 133 Automotive Power Train Systems** **4** Units  
 Hours: 3 Lecture/Discussion  
 3 Lab  
**Equivalent Course: AUTO 104.**  
 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 Automotive Suspension/Steering Systems** **4** Units  
 Hours: 3 Lecture/Discussion  
 3 Lab  
**Equivalent Course: AUTO 115.**  
 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/or AUTO 136 may be taken concurrently).**

# Course Descriptions

		Units			Units
<b>AUTO 135</b>	<b>Automotive Brake Systems</b>	<b>4</b>	<b>AUTO 143</b>	<b>Advanced Automotive Computer Control Systems</b>	<b>4</b>
Hours:	3 Lecture/Discussion 3 Lab		Hours:	3 Lecture/Discussion 3 Lab	
<i>Equivalent Course: AUTO 105.</i>			<i>Materials Fee: \$5.00</i>		
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.			<i>Equivalent Course: AUTO 113.</i>		
<b>Prerequisites: AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 136 may be taken concurrently).</b>			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.		
<b>AUTO 136</b>	<b>Automotive Electrical Systems</b>	<b>5</b>	<b>AUTO 190AD</b>	<b>Supervised Practice</b>	<b>1 - 3</b>
Hours:	4 Lecture/Discussion 3 Lab		Hours:	3 TO 9 Lab	
<i>Equivalent Course: AUTO 101.</i>			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.		
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.			<b>AUTO 201AD ASE Certification Preparation</b> <span style="float: right;"><b>1.5</b></span>		
<b>Prerequisites: AUTO 130 or equivalent college course with "C" or better (AUTO 130 may be taken concurrently).</b>			Hours: 2 Lecture/Discussion		
<b>AUTO 137</b>	<b>Automotive Air Conditioning</b>	<b>4</b>	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.		
Hours:	3 Lecture/Discussion 3 Lab		<b>AUTO 202</b>	<b>Automotive Fuel Injection</b>	<b>3</b>
<i>Equivalent Course: AUTO 109.</i>			Hours: 3 Lecture/Discussion		
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.			AUTO 202 is an in-depth study of automotive fuel injection systems. Instruction covers testing, diagnosis and repair or 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.		
<b>Prerequisites: AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 136 may be taken concurrently).</b>			<b>AUTO 220</b>	<b>Alternative Energy Resources</b>	<b>1</b>
<b>AUTO 138</b>	<b>Automotive Engine Performance</b>	<b>6</b>	Hours: 1 Lecture/Discussion		
Hours:	6 Lecture/Discussion 6 Lab		<i>Equivalent Course: AG 220.</i>		
<i>Equivalent Course: AUTO 108.</i>			Students will explore alternatives to gasoline and diesel for fuels, as well as becoming familiar with other forms of bio-energy. This course is approved for Distance Education format.		
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.			<b>AUTO 253AD</b>	<b>Bar Alternative Training</b>	<b>3</b>
<b>Prerequisites: (AUTO 130 and AUTO 136) or equivalent college courses with "C" or better.</b>			Hours: 3 Lecture/Discussion 1 Lab		
<b>AUTO 142</b>	<b>Automotive Fuel and Emissions</b>	<b>4</b>	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.		
Hours:	3 Lecture/Discussion 3 Lab		<b>AUTO 254</b>	<b>Automotive Information Systems</b>	<b>2</b>
<i>Equivalent Course: AUTO 102.</i>			Hours: 1 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.			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.		
<b>Prerequisites: AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 136 may be taken concurrently).</b>			<b>Prerequisites: AUTO 130 or equivalent college course with "C" or better.</b>		

# Course Descriptions

		Units			Units
<b>AUTO 255</b>	<b>Automotive Service Systems</b>	<b>2</b>	<b>AUTO 267</b>	<b>Automotive Brake/Suspension Servicing</b>	<b>2</b>
Hours:	2 Lecture/Discussion 1 Lab		Hours:	1.5 Lecture/Discussion 1.5 Lab	
<p>Students in this course will learn and apply the basic principles and applications required to perform the duties of a Service Consultant at an automotive facility. Customer relations will be the foremost topic of all work developed by the student. The course is also a preparation for the ASE C1 test.  <b>Prerequisites:</b> AUTO 130 or equivalent college course with "C" or better.</p>			<p>This course includes instruction and laboratory tasks to allow students to become proficient in automotive brake and suspension system service. It is also preparation for the ASE under car specialist certification test (x1). Prerequisite may be waived with equivalent skills and knowledge as determined by departmental assessment.  <b>Prerequisites:</b> AUTO 134 and AUTO 135 or equivalent college courses with "C" or better.</p>		
<b>AUTO 256</b>	<b>Consumer Automotive Service</b>	<b>2</b>	<b>AUTO 269</b>	<b>Brake/Headlamp Certification Preparation</b>	<b>2</b>
Hours:	1 Lecture/Discussion 3 Lab		Hours:	1 Lecture/Discussion 3 Lab	
<p>Instruction and laboratory demonstrations in the inspection and maintenance procedures required for maintaining today's automobiles. This course may be used as a survey or support course for the Automotive Technology Major. Formerly Auto 300</p>			<p>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.  <b>Prerequisites:</b> AUTO 130 or equivalent college course with "C" or better.</p>		
<b>AUTO 262AD</b>	<b>BAR Smog Update Training</b>	<b>1</b>	<b>BIOLOGY</b>		
Hours:	1.0 Lecture/Discussion .5 Lab		<b>BIOL 001</b>	<b>Principles of Biology</b>	<b>5</b>
<p>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.</p>			Hours:	3 Lecture/Discussion 6 Lab	
<b>AUTO 263AD</b>	<b>Basic Clean Air Car Course</b>	<b>3</b>	<p>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.  <b>Prerequisites:</b> MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.</p>		
Hours:	3.0 Lecture/Discussion 1.5 Lab		<b>BIOL 002</b>	<b>Principles of Biology</b>	<b>5</b>
<p>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.</p>			Hours:	3 Lecture/Discussion 6 Lab	
<b>AUTO 264AD</b>	<b>Advanced Clean Air Car Course</b>	<b>2.5</b>	<p>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.  <b>Prerequisites:</b> BIOL 001 or equivalent college course with "C" or better.</p>		
Hours:	2.0 Lecture/Discussion 1.0 Lab		<b>BIOL 020</b>	<b>Frontiers in Biology</b>	<b>4</b>
<p>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.</p>			Hours:	3 Lecture/Discussion 3 Lab	
<b>AUTO 265</b>	<b>Alternate Fuel Vehicles</b>	<b>2</b>	<p><b>Equivalent Course: BIOL 020H.</b>  A general principles course for transfer students who 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.</p>		
Hours:	4 Lecture/Discussion 2 Lab		<b>BIOL 020H</b>	<b>Frontiers in Biology-Honors</b>	<b>4</b>
<p>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.  <b>Prerequisites:</b> AUTO 130 and AUTO 136 or equivalent college courses with "C" or better.</p>			Hours:	3 Lecture/Discussion 3 Lab	
			<p><b>Equivalent Course: BIOL 020.</b>  A general principles course for Honors students who 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:</p>		

# Course Descriptions

Some four-year institutions will not award credit for this class if it is taken after BIOL 1 (biology majors). Duplicate credit not granted for BIOL 20. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures. Limitation on Enrollment: Acceptance into the Honor's Program.

**BIOL 021 Plant Biology** **3**  
 Hours: 2 Lecture/Discussion  
 3 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.

**BIOL 022 Animal Biology** **3**  
 Hours: 2 Lecture/Discussion  
 3 Lab

This is a general principles course in animal biology designed to help meet a laboratory requirement for transfer students who are not life science majors. The principles of the scientific method, evolution and adaptation, bioenergetics, homeostasis, genetics, and ecology are emphasized in class and field activities. It is not open to students who have received credit for BIOL 1. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**BIOL 025 Human Ecology** **3**  
 Hours: 3 Lecture/Discussion

A survey of ecological principles and the historic and modern impact of human societies as agents of ecosystem modification. Topics include ecosystem structure and function. Also covered are modern human societies and the short-range and projected long range results of their activities in such areas as population, food, and agriculture, the survival of plant and animal species, the use of energy and mineral resources, and the pollution of air, water and land are emphasized in classroom and field activities. Field trips are a required part of this course.

**BIOL 030 Human Anatomy** **4**  
 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. This course is designed primarily for those entering the allied health field. This course is approved for Distance Education format.

**BIOL 031 Human Physiology** **4**  
 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.

**BIOL 040 General Microbiology** **4**  
 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.

## BUSINESS

**BUS 018 Business Law** **4**  
 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.

**BUS 020 Business Statistics** **3**  
 Hours: 3 Lecture/Discussion

BUS 20 is intended for business administration majors or anyone who wishes to gain an understanding of elementary data analysis, probability, and statistics. It introduces students to statistical tools as applied to management decision-making. The course covers central tendency and dispersion measures; index numbers (CPI, deflators); time series analysis (trends, seasonal variations); probability theory; probability and sampling distributions (normal, exponential, binomial, Poisson); central limit theorem.

**Prerequisites:** MATH 230 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

**BUS 082 Introduction to Business** **3**  
 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. This course is approved for distance education format.

**BUS 100 Career Strategies** **3**  
 Hours: 3 Lecture/Discussion

This course is designed to increase a 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.

**BUS 112 Public Speaking for Business** **4**  
 Hours: 4 Lecture/Discussion

**Equivalent Course:** COMM 112, SPCH 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 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 and BUS 270 or equivalent college course with "C" or better.

**BUS 119 Quantitative Methods** **3**  
 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.

# Course Descriptions

	<b>Units</b>		<b>Units</b>
<b>BUS 170</b>	<b>3</b>	<b>Introduction to Sales</b>	<b>3</b>
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.			
<b>BUS 174</b>	<b>3</b>	<b>Marketing Principles</b>	<b>3</b>
Hours:		3 Lecture/Discussion	
This course introduces students to the fundamentals of marketing by exposing them to planning, producing, storing, promoting, selling, and distributing commodities. In addition, the student will focus on the importance of market research, market segmentation, consumer behavior, marketing plans, and advancements in e-business and the internet. This course is approved for Distance Education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.			
<b>BUS 181</b>	<b>3</b>	<b>Introduction to Entrepreneurship</b>	<b>3</b>
Hours:		3 Lecture/Discussion	
Business 181 develops an understanding of complex tasks faced by individuals engaged in entrepreneurial activities. It identifies the methods for developing a business idea, the process of starting a business, how to acquire resources, and the key parts of a business plan. Approved for Distance Education format.			
<b>BUS 184</b>	<b>3</b>	<b>Business Communications</b>	<b>3</b>
Hours:		3 Lecture/Discussion	
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.			
<b>BUS 185</b>	<b>3</b>	<b>Ethics in Business &amp; Industry</b>	<b>3</b>
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.			
<b>BUS 188</b>	<b>3</b>	<b>Human Relations in Business</b>	<b>3</b>
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 and in life. The student will be exposed to management techniques applicable to his/her business, domestic, personal, and social lives. Exploration of issues including diversity, leadership, teamwork, motivation, employee development, stress management, physical and emotional health, wellness, ethics, decision making and problem solving toward the goal of improving interpersonal effectiveness on the job. This course is a general education course which will be of value to both the business and non-business student. Approved for Distance Education format.			
<b>BUS 230</b>	<b>3</b>	<b>Supervision, Management/1st Line Supervision</b>	<b>3</b>
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.			
<b>BUS 231</b>	<b>3</b>	<b>Starting A New Business</b>	<b>3</b>
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.			
<b>BUS 240</b>	<b>2</b>	<b>Banking Skills</b>	<b>2</b>
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.			
<b>BUS 256</b>	<b>3</b>	<b>Medical Terminology</b>	<b>3</b>
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. Approved for Distance Education format.			
<b>BUS 268</b>	<b>2</b>	<b>Electronic Calculating</b>	<b>2</b>
Hours:		2 Lecture/Discussion	
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.			
<b>BUS 270</b>	<b>3</b>	<b>College Keyboarding Level 1</b>	<b>3</b>
Hours:		2 Lecture/Discussion 2 Lab	
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.			
<b>BUS 271</b>	<b>3</b>	<b>College Keyboarding Level 2</b>	<b>3</b>
Hours:		2.5 Lecture/Discussion 2 Lab	
Business 271 is an intermediate keyboarding course with emphasis on improving speed and accuracy related to business correspondence, forms, tables, manuscripts, and production keyboarding. Approved for Distance Learning format. Advisory on Recommended Preparation: BUS 270 or equivalent college course with a "C" or better, or one year of previous typing instruction.			
<b>BUS 293</b>	<b>4</b>	<b>Business English</b>	<b>4</b>
Hours:		4 Lecture/Discussion	
BUS 293 is a lecture/discussion class that is designed to help the business student become more proficient in and more comfortable with the use of the English language. It provides a complete review of and practice in using the fundamentals of English grammar: parts of speech, spelling, sentence structure, punctuation, and vocabulary building. Advisory on Recommended Preparation: ENGL 360 or equivalent college course with a "C" or better or eligibility for ENGL 251 determined by COS placement procedures.			

# Course Descriptions

		Units	Units
<b>BUS 295</b>	<b>Business Mathematics</b>	<b>3</b>	
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.			
<b>BUS 297</b>	<b>Personal Finance</b>	<b>3</b>	
Hours:	3 Lecture/Discussion		
This course is open to both business and non-business majors and provides an overview of the elements necessary for effective personal financial planning. 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. This course is approved for Distance Education format.			
<b>BUS 360AC</b>	<b>Elementary Keyboarding</b>	<b>1</b>	
Hours:	.5 Lecture/Discussion 1 Lab		
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. Approved for Distance Learning Format.			
<b>BUS 361AC</b>	<b>Elementary Keyboarding for ESL</b>	<b>1</b>	
Hours:	.5 Lecture/Discussion 1 Lab		
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. Approved for Distance Education format.			
<b>CHEMISTRY</b>			
<b>CHEM 001</b>	<b>General Chemistry</b>	<b>5</b>	
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. <b>Prerequisites:</b> CHEM 020 or CHEM 253 and MATH 230 or MATH 235 or equivalent college courses with "C" or better or eligibility for MATH 021 as determined by COS Placement Procedures.			
<b>CHEM 002</b>	<b>General Chemistry</b>	<b>5</b>	
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. <b>Prerequisites:</b> CHEM 001 or equivalent college course with "C" or better.			
<b>CHEM 012</b>	<b>Organic Chemistry</b>	<b>5</b>	
Hours:	3 Lecture/Discussion 6 Lab		
This is the first semester of a comprehensive study of organic chemistry. This course, taught at the sophomore level, is primarily for chemistry or biochemistry 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. The course includes a laboratory use of micro/macro methods and techniques, synthesis and instrumentation. Formerly CHEM 12 and 12L. <b>Prerequisites:</b> CHEM 002 or equivalent college course with "C" or better.			
<b>CHEM 013</b>	<b>Organic Chemistry 2</b>	<b>5</b>	
Hours:	3 Lecture/Discussion 6 Lab		
This is a continuation of CHEM 12, a comprehensive study of organic chemistry. The course, taught at a sophomore level, is primarily for chemistry, biochemistry 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. The course includes a laboratory use of micro/macro methods and techniques, synthesis and instrumentation. <b>Prerequisites:</b> CHEM 012 or equivalent college course with "C" or better.			
<b>CHEM 020</b>	<b>Introduction to General Chemistry</b>	<b>4</b>	
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 and MATH 200 or equivalent college course with "C" or better or eligibility for MATH 230 as determined by COS Placement Procedures.			
<b>CHEM 021</b>	<b>Organic/Biological Chemistry</b>	<b>4</b>	
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. <b>Prerequisites:</b> CHEM 020 or equivalent college course with "C" or better.			
<b>CHEM 025</b>	<b>Environmental Chemistry</b>	<b>3</b>	
Hours:	3 Lecture/Discussion		
<b>Equivalent Course:</b> CHEM 125. Fundamental principles of chemistry applied to current environmental issues. Principles include atomic and molecular structure, chemical calculations, gases and liquids, acids and bases, nuclear chemistry, polymers. Issues include air and water pollution, ozone depletion, global warming, energy waste disposal, nutrition. 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.			
<b>CHEM 030</b>	<b>General &amp; Biological Chemistry</b>	<b>5</b>	
Hours:	4 Lecture/Discussion 3 Lab		
The theme of this course is the molecular basis of life. It will cover essential concepts of inorganic, organic, and biochemistry. Inorganic topics include atomic theory, stoichiometry and solution chemistry. Topics for organic and biochemistry are chosen to enhance the basic understanding of living processes. Advisory on Recommended Preparation: MATH 200 or equivalent college course with "C" or better or eligibility for MATH 230 as determined by COS Placement Procedures.			



# Course Descriptions

	Units		Units
<b>CHEM 151AD Independent Study - Chemistry</b>	<b>1 - 4</b>	<b>CHLD 122 Promoting Oral Language in ECE</b>	<b>1</b>
Hours: 3 TO 12 Lab		Hours: 1 Lecture/Discussion	
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.		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.	
<b>CHEM 190AD Supervised Practice</b>	<b>1 - 3</b>	<b>CHLD 123 Dual Language Learners in ECE</b>	<b>1</b>
Hours: 3 TO 9 Lab		Hours: 1 Lecture/Discussion	
Supervised Practice. Limitation on enrollment: Permission of the department.		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.	
<b>CHEM 253 Introduction to Chemistry</b>	<b>4</b>	<b>CHLD 126 Observation and Assessment-DS3</b>	<b>3</b>
Hours: 3 Lecture/Discussion 3 Lab		Hours: 3 Lecture/Discussion	
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 "C" or better, or eligibility for MATH 230 as determined by COS Placement Procedures.		This course focuses on the appropriate use of assessment and observation strategies to document developmental, growth, play and learning in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. This core class qualifies for the COS Vocational Certificate, COS AS Degree and the California Child Development Permit. 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.	
<b>CHILD DEVELOPMENT</b>			
<b>CHLD 039 Child Development DS 1</b>	<b>3</b>	<b>CHLD 134 Understanding Child Abuse</b>	<b>3</b>
Hours: 3 Lecture/Discussion		Hours: 3 Lecture/Discussion	
This course is a study of the principles of both typical and atypical human development from conception to adolescence. The course content focuses on physical, cognitive, social, and emotional domains of development. This course is approved for Distance Education.		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.	
Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.		<b>CHLD 135 Music Experiences in ECE-DS3</b>	<b>1</b>
<b>CHLD 042 Child, Family &amp; Society-DS2</b>	<b>3</b>	Hours: 1 Lecture/Discussion	
Hours: 3 Lecture/Discussion		This course investigates several methods of using musical experiences in the early childhood curriculum. Topics include various themes, creating and using musical instruments, songs, rhythm, movement and multicultural music. This course is appropriate for teachers of young children and can be used towards the 12 units required for employment in a child care center and also qualifies as an elective for the Child Development Permit.	
The study of the social development of children with emphasis on the interactions among and between children, families, and community systems. This course is approved for Distance Education format.		<b>CHLD 136 Children's Literature-DS3</b>	<b>3</b>
<b>CHLD 120 Early Literacy in ECE</b>	<b>1</b>	Hours: 3 Lecture/Discussion	
Hours: 1 Lecture/Discussion		This course will focus on literature appropriate for early childhood, infancy to age 8. Included are methods of evaluating books for young children, using literature as a basis for early curriculum and development of early interest in books and reading through appreciation of literature. Appropriate for any adult working with young children.	
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.		<b>CHLD 137 Science Experiences in ECE-DS3</b>	<b>1</b>
<b>CHLD 121 Curriculum Development in ECE</b>	<b>1</b>	Hours: 1 Lecture/Discussion	
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.	
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.		<b>CHLD 138 Science Exp in School-Age Ed</b>	<b>1</b>
		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.	

# Course Descriptions

		Units			Units
<b>CHLD 140</b>	<b>Principles of ECE-DS3</b>	<b>3</b>	<b>CHLD 146</b>	<b>Exceptional Child</b>	<b>3</b>
Hours:	2 Lecture/Discussion 3 Lab		Hours:	3 Lecture/Discussion	
<p>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 TB test clearance must be obtained prior to participation in lab exercises.</p> <p><b>Prerequisites:</b> CHLD 039 or equivalent college course with "C" or better.</p>			<p>A study of types of disabilities and characteristics of children with special needs. Focus will be on etiology, legislation, recommended curriculum, interventions, role of the teacher, family issues, current trends, and inclusion. C.D. 146 fulfills 3 of the required 12 units for E.C Employment in California and is required for the Child Development - Option II, Early Childhood Special Education Certificate. This course is approved for Distance Education format.</p>		
<b>CHLD 141</b>	<b>Practices in ECE DS3</b>	<b>3</b>	<b>CHLD 147</b>	<b>Infant/Toddler-Child Care-DS4</b>	<b>3</b>
Hours:	2 Lecture/Discussion 3 Lab		Hours:	3 Lecture/Discussion	
<p>The primary emphasis of the course is the understanding of theories in Early Childhood Development and concepts that underlie practice and the development of technical skills required for immediate employment. This course also requires three hours of lab per week at an approved child care setting to pass this class. Lack of Tuberculin Test Clearance prior to participation in lab exercises will result in administrative drop. This course qualifies for the COS Vocational Certificate, Child Development Permit, and the AS Degree.</p> <p><b>Prerequisites:</b> CHLD 140 or equivalent college course with "C" or better.</p>			<p>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.</p>		
<b>CHLD 142</b>	<b>Adult Supervision/Mentor DS6</b>	<b>2</b>	<b>CHLD 148</b>	<b>Child Health/Safety-DS7</b>	<b>3</b>
Hours:	2 Lecture/Discussion		Hours:	3 Lecture/Discussion	
<p>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 Child Development Permit Matrix. This course is required for the Child Development Permit, levels of Master Teacher and above. Students will complete the ECERS (Early Childhood Rating Scale), Mentor Application, as well as study team building and child care ethics.</p> <p><b>Prerequisites:</b> CHLD 141 and CHLD 143 or equivalent college courses with "C" or better.</p>			<p>A comprehensive study of health, safety, nutrition and current issues in child development with the young child. This course is designed for child caregivers, teachers and parents. This is a core class for the Child Development Vocational Certificate and for an AS Degree in Child Development and also qualifies for the California Child Development Permit.</p>		
<b>CHLD 143</b>	<b>Administration of ECE-DS 6</b>	<b>3</b>	<b>CHLD 149</b>	<b>Creative Curriculum/Children-DS3</b>	<b>3</b>
Hours:	3 Lecture/Discussion		Hours:	2 Lecture/Discussion 3 Lab	
<p>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.</p> <p><b>Prerequisites:</b> CHLD 140 or equivalent college course with "C" or better.</p>			<p><b>Materials Fee:</b> \$10.00 <b>Equivalent Course:</b> CHLD 149AB.</p> <p>This course presents an overview of knowledge and skills related to providing age-appropriate curriculum and environments for young children. It is designed to prepare child development students in the planning, development and implementation of a wide variety of preschool curriculum. Emphasis is on age and developmentally appropriate practices, theory and curriculum topics. Students will integrate cognitive theory into practicum in the areas of language and literacy, social/emotional learning, sensory learning, creative art, math and science.</p>		
<b>CHLD 144</b>	<b>Advanced Administration of ECE-DS6</b>	<b>3</b>	<b>CHLD 152</b>	<b>School-Age Child Care-DS5</b>	<b>3</b>
Hours:	3 Lecture/Discussion		Hours:	3 Lecture/Discussion	
<p>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 a grade of "C" or better.</p> <p><b>Prerequisites:</b> CHLD 140 or equivalent college course with "C" or better.</p>			<p>This course studies school-age child care programs. Topics include: developmental needs of school-age children, age appropriate environments, planning, curriculum, and guidance techniques.</p>		
<b>CHLD 145</b>	<b>Parenting</b>	<b>3</b>	<b>CHLD 154</b>	<b>Introduction to Early Intervention</b>	<b>3</b>
Hours:	3 Lecture/Discussion		Hours:	3 Lecture/Discussion	
<p>The course explores theoretical and practical approaches to parenting. Topics include: guidance principles and techniques, parenting styles, cultural diversity, special needs, and resources to promote healthy parent and child relationships. This course is approved for Distance Education format.</p>			<p>This course gives an overview of treatments, strategies and techniques used to serve high-risk and handicapped infants, birth to age three, according to PL99-457, as well as the transition process to school-based services. The course meets the training needs of educators, parents and care providers who will serve this special needs population. It is required for the COS Vocational Certificate Special Education-Option II and it also fulfills part of the 6-units of specialization needed for a California Child Development Permit.</p>		
<b>CHLD 155</b>	<b>Child Guidance DS3</b>	<b>3</b>	<b>CHLD 156</b>	<b>Family Child Care Management</b>	<b>1</b>
Hours:	3 Lecture/Discussion		Hours:	1 Lecture/Discussion	
<p>This course is designed for students preparing to work in early childhood and school-age settings. It provides an overview of positive child guidance practices and a foundation for understanding children's behavior.</p>			<p>This is an introductory course designed to meet the training needs of family</p>		

# Course Descriptions

		Units			Units
<p>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.</p>			<p>California Child Development Training Consortium Advisory Registry. Approved for distance education format.</p>		
<b>CHLD 157</b>	<b>Family Day Care Principles/Practices</b>	<b>1</b>	<b>CHLD 230</b>	<b>Autism Competency</b>	<b>2</b>
Hours:	1 Lecture/Discussion		Hours:	1.5 Lecture/Discussion 1.5 Activity	
<p>This is an introductory course designed to meet the training needs of family child care providers. It combines practical application to introduce daily routines, parent/provider relationships, child growth and development, discipline techniques and resources for family child care providers.</p>			<p>This course prepares students to work with children diagnosed with Autism Spectrum Disorders (ASD). Instruction will be provided on researched based strategies, methodology and best practices for paraprofessionals serving children with ASD.</p>		
<b>CHLD 158</b>	<b>Cultural Diversity in ECE DS3</b>	<b>3</b>	<b>CHLD 238</b>	<b>Food Activities for the Child</b>	<b>1</b>
Hours:	3 Lecture/Discussion		Hours:	1 Lecture/Discussion	
<p>Various classroom strategies will be explored emphasizing cultural and linguistically appropriate anti-bias approaches, supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, the media and Internet. This course qualifies for a core course for an AS Degree in Child Development, COS Vocational Certificate, California Child Development Permit and meets the requirements for the California Community College ECE Curriculum Alignment Project. 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.</p>			<p><b>Materials Fee: \$5.00</b> 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.</p>		
<b>CHLD 159</b>	<b>Child Development Permits</b>	<b>2</b>	<b>CHLD 249</b>	<b>Developing Teaching Materials</b>	<b>3</b>
Hours:	2 Lecture/Discussion		Hours:	3 Lecture/Discussion	
<p>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.</p>			<p>An introductory course with a focus on planning and developing teaching materials for early childhood classrooms. Students will build resource files of age-appropriate activities which include: drama, creative movement, cooking experiences, flannel board stories, big books, visual arts, dance and dramatic play themes. Emphasis will be on activities that integrate into learning centers for early childhood environments. This course will apply as an elective toward the COS Vocational Certificates.</p>		
<b>CHLD 163AD</b>	<b>After School Programs</b>	<b>4</b>	<b>CHLD 261</b>	<b>Play, Space, and Guidance</b>	<b>3</b>
Hours:	4 Lecture/Discussion		Hours:	3 Lecture/Discussion	
<p>The course is a study of literacy/numeracy curriculum in after-school enrichment programs, such as, the HEART program. It is designed to cover social, cognitive, and physical development of school-age children, curriculum development, enrichment activities and classroom management. This course is designed to be taught and offered only during the summer term. This course may be repeated three times.</p>			<p>The course will focus on the importance of play for young children and how the learning environment along with age appropriate materials promotes children's development. The class will explore how the environment affects behavior and students will learn strategies for guiding children's behavior.</p>		
<b>CHLD 164</b>	<b>Family Child Care Mentoring</b>	<b>2</b>	<b>CHLD 310AC</b>	<b>Parenting/ Education Success</b>	<b>.5</b>
Hours:	2 Lecture/Discussion		Hours:	.5 Lecture/Discussion	
<p>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, developing leadership skills, staff development, licensing guidelines, and professionalism in family child care. This course can be used as an elective for the California Child Development Permit and/or the COS Vocational Certificates.</p>			<p>A course for parents to learn to take an active role in their child's education. Parents will learn how to navigate the school system for their child's success and understand the importance of their role in strengthening the partnership between home and school. Course repeatability is for school age levels: grade school, junior high and senior high.</p>		
<b>CHLD 190AD</b>	<b>Supervised Practice</b>	<b>1 - 3</b>	<b>CHLD 339</b>	<b>Introduction to Child Dev</b>	<b>3</b>
Hours:	3 TO 9 Lab		Hours:	3 Lecture/Discussion	
<p>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.</p>			<p><b>Equivalent Course: CHLD 239.</b> This is an introductory course with an overview of the early childhood education profession covering child development theory, age-appropriate curriculum and the developmental domains. It also includes licensing requirements and health, safety and nutrition standards for early childhood programs. Units will apply as electives toward the COS Vocational Certificate. Three hours of observation is required at the COS Child Development Center or licensed child care facility.</p>		
<b>CHLD 210</b>	<b>Prof Growth Advisor Training</b>	<b>1</b>	<b>CHLD 410</b>	<b>Parents for Student Success</b>	<b>0</b>
Hours:	1 Lecture/Discussion		Hours:	.5 Lecture/Discussion	
<p>This is an introductory course designed to provide training to child development students on the advising requirements for the California Child Development Permits issued by the California Commission on Teacher Credentialing. Training qualifies students to become Professional Growth Advisors and to apply for the</p>			<p>This is a non-credit course for parents to learn how to take an active role in their child's education. Parents will learn how to navigate the school system for their child's success and understand the importance of their role in strengthening the partnership between home and school.</p>		

# Course Descriptions

## Units

### CINEMA ARTS

**CINA 031**      **Film Appreciation-American**      **2**  
 Hours:            1.5 Lecture/Discussion  
                       1.5 Lab

An exploration of the 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 31 offered only in the Fall semester covers the period from beginning to present with emphasis on American films.

**CINA 032**      **Film Appreciation-International**      **2**  
 Hours:            1.5 Lecture/Discussion  
                       1.5 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.

### COMMUNICATION

**COMM 001**      **Fundamentals/Public Speaking**      **3**  
 Hours:            3 Lecture/Discussion  
*Equivalent Course: COMM 001H, SPCH 001.*

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.

**COMM 001H**    **Fundamentals/Public Speaking-Honors**      **3**  
 Hours:            3 Lecture/Discussion  
*Equivalent Course: COMM 001, SPCH 001.*

COMM 1H 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. Duplicate credit not granted for COMM 1. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 001 determined by COS Placement Procedures. Limitation on Enrollment: Acceptance into the Honors Program.

**COMM 004**      **Interpersonal Communication**      **3**  
 Hours:            3 Lecture/Discussion  
*Equivalent Course: SPCH 004.*

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. Approved for Distanced Education format. Formerly SPCH 004.

**COMM 005**      **Argumentation and Debate**      **3**  
 Hours:            3 Lecture/Discussion  
*Equivalent Course: SPCH 005.*

COMM 005 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 presentation.

Formerly SPCH 005. Approve for distance education format. 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.

**COMM 007**      **Persuasion**      **3**  
 Hours:            3 Lecture/Discussion  
*Equivalent Course: SPCH 007.*

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.

**COMM 008**      **Group Communication**      **3**  
 Hours:            3 Lecture/Discussion  
*Equivalent Course: SPCH 008.*

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.

**COMM 009**      **Intercultural Communication**      **3**  
 Hours:            3 Lecture/Discussion  
*Equivalent Course: SPCH 009.*

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.

**COMM 112**      **Public Speaking for Business**      **4**  
 Hours:            4 Lecture/Discussion  
*Equivalent Course: BUS 112, SPCH 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 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 and BUS 270 or equivalent college course with "C" or better.

**COMM 151AD**    **Independent Study-Communication**      **1 - 4**  
 Hours:            3 TO 12 Lab  
*Equivalent Course: SPCH 151AD.*

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 52.5 hours of academic work per unit. In addition, students must file an Independent Study form through the Admissions and Records Office. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected area is required. In addition, each student must file an Independent Study form through the Admissions Office to obtain approval to enroll.

# Course Descriptions

<b>COMPUTER</b>		<b>Units</b>		<b>Units</b>
<b>COMP 005</b>	<b>Computer Concepts</b>	<b>4</b>		<b>COMP 135</b>
Hours:	4 Lecture/Discussion			<b>Desktop Publishing for Business</b>
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. This course is approved for Distance Education format. Advisory on Recommended Preparation: Keyboarding speed of 20 cwpm.				Hours:
				4 Lecture/Discussion
				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.
<b>COMP 006</b>	<b>Programming Fundamentals</b>	<b>3</b>		<b>COMP 136</b>
Hours:	2.5 Lecture/Discussion			<b>Word Processing</b>
	1.5 Lab			Hours:
This course introduces students to problem analysis and programming techniques for preparing computerized solutions using Visual Basic. Approved for Distance Education format. Advisory on Recommended Preparation: COMP 005 or COMP 130 and BUS 270 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment.				3 Lecture/Discussion
				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. 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.
<b>COMP 008</b>	<b>Programming Concepts (Java)</b>	<b>3</b>		<b>COMP 138</b>
Hours:	3 Lecture/Discussion			<b>Spreadsheet for Business</b>
	2 Lab			Hours:
<i>Equivalent Course: COMP 108.</i>				3 Lecture/Discussion
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.				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. Advisory on Recommended Preparation: Keyboard speed of 20 cwpm and microcomputer experience.
<b>COMP 009</b>	<b>Advanced Application Software</b>	<b>3</b>		<b>COMP 140</b>
Hours:	2.5 Lecture/Discussion			<b>Computer Operating Systems</b>
	1.5 Lab			Hours:
<i>Equivalent Course: COMP 109.</i>				3 Lecture/Discussion
This course advances the Visual Basic .NET techniques learned in COMP 6 with the inclusion of file handling techniques, interconnectivity to an RDB (such as MS Access), and advanced software development using the management of visual objects on microcomputers. Emphasis of the course is on structure and style, using visual environments (windows and graphs), program planning, and logic structures. Approved for Distance Education format. Advisory on Recommended Preparation: COMP 006 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment.				Computer Operating Systems is designed to provide a theoretical and practical background to utilizing computer operating systems tools and accessories.
<b>COMP 130</b>	<b>Introduction to Personal Computers</b>	<b>4</b>		<b>COMP 220</b>
Hours:	4 Lecture/Discussion			<b>Essential Computer Concepts</b>
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. Advisory on Recommended Preparation: BUS 270 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment and Keyboarding speed of 20 wpm.				Hours:
				2 Lecture/Discussion
				This beginning course is designed to give students a basic familiarity with the personal computer. It is appropriate for anyone just starting to use a computer. Advisory on Recommended Preparation: BUS 270 or equivalent college course with "C" or better or equivalent knowledge and/or skills determined by departmental assessment.
<b>COMP 133</b>	<b>Database Processing</b>	<b>3</b>		<b>COMP 227</b>
Hours:	3 Lecture/Discussion			<b>Presentation Software</b>
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. Advisory on Recommended Preparation: COMP 130 and keyboard speed of 20 cwpm or equivalent college course with a grade of "C" or better.				Hours:
				1.5 Lecture/Discussion
				Students will learn how to prepare presentations in a business setting using presentation software to create a computerized slide show as well as speaker outlines/notes and audience handouts. This course is approved for Distance Education format. Advisory on Recommended Approval: Computer experience and keyboarding speed of 20 cwpm.
				<b>COMP 228</b>
				<b>Introduction to World Wide Web</b>
				Hours:
				1 Lecture/Discussion
				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.
				<b>COMP 229</b>
				<b>Web Page Design &amp; Development</b>
				Hours:
				3 Lecture/Discussion
				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 websites. 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.

# Course Descriptions

**COMP 230**     **Java Script/XML**     **Units**  
 Hours:         2.5 Lecture/Discussion     **3**  
                   1.5 Lab

This course teaches students to use JavaScript and advanced HTML techniques to add functionality to web pages, including scrolling messages, animations and dynamic images, data input forms, pop-up forms, pop-up windows, and interactive quizzes. Approved for Distance Education format. Advisory on Recommended Preparation: COMP 005 or COMP 130 and BUS 270 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment.

**COMP 395AD**   **Computer Support**     **.5**  
 Hours:         1.5 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 400**     **Computer Supplemental Learning Assistance**     **0**  
 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.

## COMPUTER SCIENCE

**CSCI 001**     **Programming Concepts/Method 1**     **4**  
 Hours:         3 Lecture/Discussion  
                   2 Lab

*Equivalent Course: CSCI 101.*

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 075 as determined by COS placement procedures.

**CSCI 002**     **Programming Concepts/Method 2**     **4**  
 Hours:         3 Lecture/Discussion  
                   2 Lab

*Equivalent Course: CSCI 102.*

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 100**         **Construction Drawing/Design Analysis 1**     **4**  
 Hours:         3 Lecture/Discussion  
                   3 Lab

**Materials Fee:** \$5.00

*Equivalent Course: CT 100AB.*

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.

**CT 101AB**     **Construction Drawing/Design Analysis 2**     **4**  
 Hours:         4 Lecture/Discussion  
                   2 Lab

*Equivalent Course: CT 101.*

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.

**CT 105**         **Computer Assisted Construction Theory**     **4**  
 Hours:         3 Lecture/Discussion  
                   3 Lab

*Equivalent Course: CT 105AB.*

A study of basic construction practices and theory including computer estimating, scheduling, and budgeting.

**CT 109**         **Project Management/Codes**     **3**  
 Hours:         3 Lecture/Discussion

Practices in construction documents, computer-operated construction control, project management, building inspection/codes, utilities, labor and insurance requirements.

**CT 113AB**     **Residential Construct-Preframe**     **4**  
 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 119AB**     **Advanced Residential Construction 2**     **5**  
 Hours:         3 Lecture/Discussion  
                   6 Lab

*Equivalent Course: CT 119.*

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 109.

**CT 125**         **Fundamental Remodeling**     **4**  
 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**         **Construction Management Practices**     **3**  
 Hours:         3 Lecture/Discussion

Professional practice in management, ethics, regulations, safety regulations, utilities, insurance, labor, licensing, public relations and advanced construction topics.

**CT 132**         **Basic Building Systems**     **3**  
 Hours:         3 Lecture/Discussion

Basic building systems theory, including foundations, walls, roofs, mechanical, electrical, corresponding building plans and specifications.

# Course Descriptions

		Units			Units
<b>CT 134</b>	<b>Residential Construction Estimating</b>	<b>2</b>	<b>CT 204</b>	<b>Construction Theory/Practice 1</b>	<b>4</b>
Hours:	2 Lecture/Discussion 1 Lab		Hours:	3 Lecture/Discussion 3 Lab	
<p>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.</p>			<p><b>Equivalent Course: CT 104AB.</b> Basic construction practices and theory for residential construction from site plan through drywall.</p>		
<b>CT 135</b>	<b>Blueprint Reading/Residential Construction</b>	<b>2</b>	<b>CT 205</b>	<b>Plumbing</b>	<b>3</b>
Hours:	2 Lecture/Discussion 1 Lab		Hours:	2 Lecture/Discussion 3 Lab	
<p>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.</p>			<p><b>Equivalent Course: CT 205AB.</b> Basic plumbing theory, materials and installation procedures, skill development for professional and non-professional plumbing students.</p>		
<b>CT 138</b>	<b>Contractors License Law</b>	<b>3</b>	<b>CT 208</b>	<b>Construction Theory/Practice 3</b>	<b>4</b>
Hours:	3 Lecture/Discussion		Hours:	3.5 Lecture/Discussion 1 Lab	
<p>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.</p>			<p><b>Equivalent Course: CT 108.</b> A study of foundation systems, anchors, shear panels, engineered plans, structural metal, truss and roof systems and systems integration.</p>		
<b>CT 162AB</b>	<b>Basic Cabinetmaking</b>	<b>4</b>	<b>CT 214</b>	<b>On-Site Construction 1</b>	<b>5</b>
Hours:	3 Lecture/Discussion 3 Lab		Hours:	3 Lecture/Discussion 6 Lab	
<p>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.</p>			<p><b>Equivalent Course: CT 114AB.</b> Hands-on construction practices on a construction site to construct specific building projects to plans and specifications and to develop or enhance building skills.</p>		
<b>CT 163AB</b>	<b>Commercial Cabinet Construct</b>	<b>3</b>	<b>CT 215</b>	<b>On-Site Construction/Quality</b>	<b>5</b>
Hours:	2 Lecture/Discussion 4 Lab		Hours:	3 Lecture/Discussion 6 Lab	
<p>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.</p>			<p><b>Equivalent Course: CT 115AB.</b> Hands-on construction practices on a construction site to construct specific building projects to plans and specifications and develop or enhance building skills with emphasis on quality management.</p>		
<b>CT 175AD</b>	<b>Plumbing Inspection</b>	<b>3</b>	<b>CT 218</b>	<b>On-Site Construction 3</b>	<b>5</b>
Hours:	3 Lecture/Discussion		Hours:	3 Lecture/Discussion 6 Lab	
<p>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.</p>			<p><b>Equivalent Course: CT 118AB.</b> Advanced hands-on construction practices on a construction site to construct specific building projects to plans and specifications and develop or enhance building skills.</p>		
<b>CT 180</b>	<b>Multi Residential Fire Sprinkler</b>	<b>2</b>	<b>CT 250</b>	<b>Basic Principles of Millwork</b>	<b>4</b>
Hours:	1.5 Lecture/Discussion 1 Lab		Hours:	3 Lecture/Discussion 3 Lab	
<p>Trains and educates the student to inspect and/or design fire sprinkler systems for homes, apartments and motels.</p>			<p><b>Equivalent Course: CT 150.</b> Introduction to construction tools, materials, measuring, cabinet design and construction, interior finish, tool and job safety.</p>		
<b>CT 251</b>	<b>Cabinetmaking 3 - Layout/Technology</b>	<b>4</b>			
Hours:	3 Lecture/Discussion 3 Lab				
<p>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, methods of layout, countertops, cabinet construction and installation. This course is an invaluable career asset for people interested in cabinetmaking, woodworking, furniture making, drafting, interior decorating, architecture, construction, maintenance, engineering or remodeling.</p>					

# Course Descriptions

		Units			Units
<b>CT 260</b>	<b>Interior Millwork</b>	<b>4</b>	<b>CFS 151AD</b>	<b>Independent Study-CFS</b>	<b>1 - 4</b>
Hours:	3 Lecture/Discussion 3 Lab		Hours:	3 TO 12 Lab	
<i>Equivalent Course: CT 160.</i>			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.		
<b>CT 270</b>	<b>Residential Wiring</b>	<b>3</b>	<b>CFS 190AD</b>	<b>Supervised Practice</b>	<b>1 - 3</b>
Hours:	3 Lecture/Discussion		Hours:	3 TO 9 Lab	
<i>Equivalent Course: CT 270AB.</i>			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 an Independent Study form through the Admissions and Records Office. This course may be repeated three times.		
<b>CT 271</b>	<b>Life Safety for Construction</b>	<b>3</b>	<b>CFS 251AD</b>	<b>Independent Study-CFS</b>	<b>1 - 4</b>
Hours:	3 Lecture/Discussion		Hours:	3 TO 12 Lab	
<i>Equivalent Course: CT 171AD.</i>			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.		
<b>CT 272</b>	<b>Residential Inspection Code</b>	<b>3</b>			
Hours:	3 Lecture/Discussion				
<i>Equivalent Course: CT 172AD.</i>					
The study of residential code application and inspection principles for construction management and inspection professions.					
<b>CT 273</b>	<b>Electrical Codes</b>	<b>3</b>			
Hours:	3 Lecture/Discussion				
<i>Equivalent Course: CT 173AD.</i>					
Electrical code, theory, plan review, math and field inspection for construction management and inspection professions					
<b>CT 274</b>	<b>Mechanical Inspection</b>	<b>3</b>			
Hours:	3 Lecture/Discussion				
<i>Equivalent Course: CT 174AD.</i>					
Principles of mechanical inspection, plan review, applicable math and field practices for construction management and inspection professions.					
<b>CT 276</b>	<b>Architecture Inspection</b>	<b>3</b>			
Hours:	3 Lecture/Discussion				
<i>Equivalent Course: CT 176AD.</i>					
Principles of architectural inspection, applicable codes, related math and engineering plan symbols for construction management and inspection professions.					
<b>CT 277</b>	<b>Structural Inspection</b>	<b>3</b>			
Hours:	3 Lecture/Discussion				
<i>Equivalent Course: CT 170AD.</i>					
Structural inspection principles of concrete, wood and metal for construction management and inspection professions.					
<b>CONSUMER/FAMILY STUDIES</b>					
<b>CFS 080</b>	<b>Lifespan Development</b>	<b>3</b>			
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. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.					

## COSMETOLOGY

**COSM 261**      **Basic Cosmetology**      **6 - 15**

Hours: 5 Lecture/Discussion  
3 TO 30 Lab

COSM 261 includes a study of basic scientific theories and techniques as they apply to cosmetology. The course covers disorders, diseases, analysis, and treatment of the skin, hair, scalp, and nails; bacteriology, sterilization, and sanitation; principles of hair styling, chemicals and applications, fundamentals of massage, facials, and manicuring; ethics in cosmetology and salon management principles. Advisory on Recommended Preparation: Students need to meet with Estes Representative. Limitation on Enrollment: Admission into the Cosmetology Program.

**COSM 262**      **Intermediate Cosmetology**      **6 - 15**

Hours: 5 Lecture/Discussion  
3 TO 30 Lab

Cosmetology 262 includes a study of basic scientific theories and techniques as they apply to cosmetology. The course covers disorders, diseases, analysis, and treatment of the skin, hair, scalp, and nails; bacteriology, sterilizations, and sanitation; principles of hair styling, chemicals and applications, fundamentals of massage, facials, and manicuring; ethics in cosmetology and salon management principles. Prerequisite may be waived with 500 hours of cosmetology training. Limitation on Enrollment: Admissions into the Cosmetology Program.  
**Prerequisites: COSM 261 or equivalent college course with "C" or better.**



# Course Descriptions

**COSM 263AB Advanced Cosmetology** Units  
6 - 15  
Hours: 5 Lecture/Discussion  
3 TO 30 Lab

COSM 263AB 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 greater depth, and provide a State Board review.

**Prerequisites:** COSM 261 or COSM 262 or equivalent college course with "C" or better.

## COUNSELING

**COUN 100 Career Planning** 3  
Hours: 3 Lecture/Discussion

An introduction to career/life planning including an exploration of interests, skills, values, personality traits, past experiences and life stages. Students will develop a career/life plan using gathered self-information, decision-making strategies and an awareness of psychological, sociological and physiological factors related to career/life satisfaction. The course is approved for distance education format.

**COUN 110 First-Year Experience Seminar** 3  
Hours: 3 Lecture/Discussion

This course will provide students an opportunity to learn and adopt techniques, tools and methods that will enhance success in college, including goal-setting strategies; gain information about campus resources, regulations and graduation/transfer requirements; and use electronic databases, print resources and the Web for research purposes.

**COUN 115 Transfer/Career Readiness** 2  
Hours: 2 Lecture/Discussion

This course is designed to be the cornerstone of a successful transition into the next stage of a student's academic goal. Students will gain an understanding of the psychological, sociological and academic demands of college and employment as well as learn how to utilize tools available to search for employment and/or to apply for transfer to a university. Upon course completion, students will have applied to universities and/or submitted an application for employment.

**COUN 122AD Peer Counseling** 2  
Hours: 2 Lecture/Discussion

This course focuses on utilizing and providing information from the COS catalog, the class schedule, student services, and community resources. Topics include academic policies, interpersonal communication skills, and peer counseling techniques. This course is required for participation in the college's Student Ambassador Program.

**COUN 125 Creating College Success** 2  
Hours: 2 Lecture/Discussion

This course will focus on strategies and tools for college success, in addition to exploring culture and its impact on academic success. Students in this course will also be paired with a mentor from the professional community.

Limitation on Enrollment: Participation in the Puente Project.

**COUN 230 Student Success Skills** 1  
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.

## CULINARY

**CULN 201 Foods** 3  
Hours: 2 Lecture/Discussion  
3 Lab

**Materials Fee:** \$35.00

**Equivalent Course:** NUTR 101.

An overview of basic principles of food science, culinary and cooking techniques. Areas of study include ingredient properties, nutritive values, preservation methods, product evaluation, meal management, food safety and sanitation.

**CULN 205 Professional Cooking** 3  
Hours: 2 Lecture/Discussion  
3 Lab

**Materials Fee:** \$40.00

**Equivalent Course:** NUTR 105.

An introduction to the fundamentals of culinary arts. This hands-on course covers sauces and stocks, soups, pasta-making, breakfast and brunch items, yeast and quick breads and seasonal cuisine. Also includes knife techniques, culinary terms, menu-planning, tools and equipment. These topics are explored as they fit into a professional culinary operation. The class is taught by a professional with experience in the commercial food service industry.

**CULN 206 Professional Cooking 2** 3  
Hours: 2 Lecture/Discussion  
3 Lab

**Materials Fee:** \$40.00

**Equivalent Course:** NUTR 106.

Fundamentals of culinary arts with an emphasis on baking techniques; yeast products, pastries, cookies, pies, and cakes. Other culinary techniques covered are stocks, soups, sauces, fish and shell fish. This hands-on course covers culinary basics such as sanitation and safety, knife skills, mise en place, tools and equipment, and professionalism. The class is taught by a professional with experience in the commercial food service industry. Formerly NUTR 106.

**CULN 230AD The Italian Table** 1  
Hours: .5 Lecture/Discussion  
1.5 Lab

**Materials Fee:** \$40.00

**Equivalent Course:** NUTR 230AD.

Through lectures, demonstrations, and food preparation students will gain first-hand knowledge of a variety of culinary skills that will allow them to prepare Italian dishes. The course is repeatable four times to introduce students to the various regional foods and cooking techniques of Italy.

## DAIRY FOOD PROCESSING

**DPTI 120 General Dairy Manufacturing** 3  
Hours: 3 Lecture/Discussion

Composition and properties of fluid milk and manufactured milk products. Processes and equipment involved in the manufacture of butter, cheeses, and other fermented dairy products, frozen, condensed, and dried dairy foods.

**DPTI 125 Dairy Foods Evaluation** 1.5  
Hours: 1 Lecture/Discussion  
1 Lab

**Materials Fee:** \$10.00

This course addresses the basic principles of sensory evaluation of dairy foods, the physiology of various senses and their relationship to distinguishing the quality of dairy products by sight, flavor, body and texture. Other topics include product defects, causes, and methods of prevention.

# Course Descriptions

		<b>Units</b>			<b>Units</b>
<b>DPTI 201</b>	<b>Fluid Stream</b>	<b>1</b>	<b>DPTI 210</b>	<b>Transportation</b>	<b>1</b>
Hours:	1 Lecture/Discussion		Hours:	1 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.			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.		
<b>DPTI 202</b>	<b>GMP and Sanitation</b>	<b>1</b>	<b>DPTI 211</b>	<b>Cheese &amp; Whey Processing</b>	<b>1</b>
Hours:	1 Lecture/Discussion		Hours:	1 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.			Introduction of aspects in the art of cheese making. Elementary techniques of whey processing will also be covered.		
<b>DPTI 203</b>	<b>Industrial Safety</b>	<b>1</b>	<b>DPTI 212</b>	<b>Warehousing/Dry-Refrigerated</b>	<b>1</b>
Hours:	1 Lecture/Discussion		Hours:	1 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.			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.		
<b>DPTI 204</b>	<b>Sensory Evaluation</b>	<b>1</b>	<b>DPTI 213</b>	<b>Specialty Cheese Making</b>	<b>2</b>
Hours:	1 Lecture/Discussion		Hours:	2 Lecture/Discussion 2 Lab	
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.			This is a course in the technique and art of specialty cheese making. Students will develop skills needed in cheese making and whey processing.		
<b>DPTI 205</b>	<b>HACCP and Food Safety</b>	<b>1</b>	<b>DPTI 214</b>	<b>Milk Pasteurization</b>	<b>2</b>
Hours:	1 Lecture/Discussion		Hours:	2 Lecture/Discussion 2 Lab	
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.			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.		
<b>DPTI 206</b>	<b>Human Resources</b>	<b>1</b>	<b>DPTI 218</b>	<b>Marketing Dairy Products</b>	<b>2</b>
Hours:	1 Lecture/Discussion		Hours:	2 Lecture/Discussion 2 Lab	
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.			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.		
<b>DPTI 207</b>	<b>Process Equipment &amp; Engineer</b>	<b>1</b>	<b>DAIRY SCIENCE</b>		
Hours:	1 Lecture/Discussion		<b>DSCI 101</b>	<b>Introduction to Dairy Science</b>	<b>3.5</b>
Introduction and identification of equipment used in the processing facility. Function, cleaning, sanitizing and maintenance of processing equipment. How to perform equipment teardowns for inspections. Discussions of required Regulatory Licensing.			Hours:	3 Lecture/Discussion 1 Lab	
<b>DPTI 208</b>	<b>Laboratory Skills</b>	<b>1</b>	This introductory course to dairy science shall include the theory and concepts of dairy animal selection, culling, fitting, and showing. Interpretation of pedigrees and the fundamentals of bovine reproduction shall be covered. The basic premise of dairy management skills and an overview of the California dairy industry will be covered.		
Hours:	1 Lecture/Discussion		<b>DSCI 102</b>	<b>Principles/Milk Production</b>	<b>3</b>
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.			Hours:	3 Lecture/Discussion 1 Lab	
<b>DPTI 209</b>	<b>Dairy Products and Marketing</b>	<b>1</b>	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.		
Hours:	1 Lecture/Discussion				
Introduction of the standards of identification of milk and dairy foods, introduction of elementary dairy products, as well as marketing and handling will be covered in this course.					

# Course Descriptions

**DSCI 103 Commercial Dairy Herd Management** **3.5**  
 Hours: 3 Lecture/Discussion  
 1 Lab

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** **3.5**  
 Hours: 3 Lecture/Discussion  
 1 Lab

Instruction in the theory and interpretation of elements used in the selection and evaluation of dairy breeds of cattle shall be the main emphasis of this course. Concepts and abstracts used for quality grading of animals shall be emphasized. The theory of insemination, embryo transplantation, gender selection practices and gene splicing shall be covered as it relates to quality criteria.

**DSCI 105AD Dairy Cattle Evaluation** **2**  
 Hours: 1 Lecture/Discussion  
 3 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 upon body conformation and type. This course can be repeated three times.

**DSCI 108 Dairy Nutrition** **3.5**  
 Hours: 3 Lecture/Discussion  
 1 Lab

This course is designed to give 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 spreadsheets to project feed inventories and usage.

## DANCE

**DANC 006AD Choreography** **1**  
 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**  
 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**  
 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, and energy. This course can be repeated three times.

**DANC 012AD Jazz Dance** **1**  
 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**  
 Hours: .5 Lecture/Discussion  
 1.5 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 016AD Beginning Tap Dance** **1**  
 Hours: .5 Lecture/Discussion  
 1.5 Activity

**Equivalent Course: PE 016AB.**

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 three times.

**DANC 041AD Musical Theater Performance-Dance** **2**  
 Hours: 6 Activity

**Equivalent Course: MUS 097AD, DRAM 020AD.**

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.

## DRAFTING

**DRFT 016AD CAD Applications** **4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

**Materials Fee: \$20.00**

**Equivalent Course: DRFT 116AD.**

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. 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.

**DRFT 112 Mechanical Drafting 1** **3**  
 Hours: 3 Lecture/Discussion  
 3 Lab

**Materials Fee: \$5.00**

**Equivalent Course: DRFT 200.**

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.

**DRFT 113 Mechanical Drafting 2** **3**  
 Hours: 3 Lecture/Discussion  
 3 Lab

**Materials Fee: \$5.00**

**Equivalent Course: DRFT 100.**

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. 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.

# Course Descriptions

		Units			Units
<b>DRFT 114</b>	<b>Introduction to CAD</b>	<b>4</b>	<b>DRAMA</b>		
Hours:	3 Lecture/Discussion 3 Lab		<b>DRAM 001</b>	<b>Intro to the Theatre</b>	<b>3</b>
<b>Materials Fee:</b>	<b>\$20.00</b>		Hours:	3 Lecture/Discussion	
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.			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.		
<b>DRFT 115</b>	<b>Advanced CAD</b>	<b>4</b>	<b>DRAM 002</b>	<b>Fundamentals of Acting 1</b>	<b>3</b>
Hours:	3 Lecture/Discussion 3 Lab		Hours:	3 Lecture/Discussion 1 Lab	
<b>Materials Fee:</b>	<b>\$20.00</b>		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.		
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.			<b>DRAM 003</b>	<b>Fundamentals of Acting 2</b>	<b>3</b>
<b>DRFT 151AD</b>	<b>Independent Study-Drafting</b>	<b>1 - 4</b>	Hours:	2.5 Lecture/Discussion 1.5 Lab	
Hours:	3 TO 12 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.		
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. 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. Limitation on Enrollment: Permission of the department. Advisory on Recommended Preparation: DRFT 114 or equivalent college course with "C" or better.			<b>DRAM 004</b>	<b>Intermediate Acting 1</b>	<b>3</b>
<b>DRFT 190AD</b>	<b>Supervised Practice</b>	<b>1 - 3</b>	Hours:	2.5 Lecture/Discussion 1.5 Lab	
Hours:	3 TO 9 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 18th century. Advisory on Recommended Preparation: DRAM 2 and 3 or equivalent college courses with "C" or better, or recommendation of department.		
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. Advisory on Recommended Preparation: DRFT 114 or equivalent college course with "C" or better.			<b>DRAM 005</b>	<b>Intermediate Acting 2</b>	<b>3</b>
<b>DRFT 251AD</b>	<b>Independent Study-Drafting</b>	<b>1 - 4</b>	Hours:	2.5 Lecture/Discussion 1.5 Lab	
Hours:	3 TO 12 Lab		Continuation of acting sequence 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 from the 18th and 19th centuries through the social dramas of the 1930s. Students may enroll in this course without having taken DRAM 4. Advisory on Recommended Preparation: DRAM 2 or equivalent college course with "C" or better or DRAM 3 or equivalent college course with "C" or better or DRAM 4 or equivalent college course with "C" or better.		
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. 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. Limitation on Enrollment: Permission of the department. Advisory on Recommended Preparation: DRFT 114 or equivalent college course with "C" or better			<b>DRAM 006</b>	<b>Shakespeare</b>	<b>3</b>
<b>DRFT 400</b>	<b>Drafting Tech Supplemental Learning Assistance</b>	<b>0</b>	Hours:	3 Lecture/Discussion	
Hours:	27 TO 108 Lab		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.		
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 116.					

# Course Descriptions

	<b>Units</b>		<b>Units</b>
<b>DRAM 008 History of Theatre and Drama</b>	<b>3</b>	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.	
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.			
<b>DRAM 009 History of Theatre and Drama</b>	<b>3</b>		
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.			
<b>DRAM 011AD Rehearsal and Performance</b>	<b>3</b>		
Hours: 5.25 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.			
<b>DRAM 012AB Costuming</b>	<b>3</b>		
Hours: .5 Lecture/Discussion 3.5 Lab 4 Activity			
<i>Equivalent Course: FASH 012AB.</i>			
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.			
<b>DRAM 013AB Beginning Stagecraft</b>	<b>3</b>		
Hours: .5 Lecture/Discussion 3.5 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.			
<b>DRAM 014AB Intermediate Stagecraft</b>	<b>3</b>		
Hours: .5 Lecture/Discussion 3.5 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.			
<b>DRAM 015AB Beginning Stage Lighting</b>	<b>3</b>		
Hours: 2.5 Lecture/Discussion 1.5 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.			
<b>DRAM 016AB Intermediate Stage Lighting</b>	<b>3</b>		
Hours: 2.5 Lecture/Discussion 1.5 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.			
<b>DRAM 017AB Makeup</b>	<b>3</b>		
Hours: .5 Lecture/Discussion 3.5 Lab 4 Activity			
<i>Equivalent Course: FASH 017AB.</i>			
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.			
<b>DRAM 019AD Rehearsal and Performance 1</b>	<b>2</b>		
Hours: 7 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.			
<b>DRAM 020AD Musical Theatre Rehearsal &amp; Performance</b>	<b>2</b>		
Hours: 6 Activity			
<i>Equivalent Course: MUS 097AD, DANC 041AD.</i>			
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.			
<b>DRAM 021AD Rehearsal and Performance 2</b>	<b>2</b>		
Hours: 7 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 in Enrollment: Audition by Department.			
<b>DRAM 022AD One Act Play Production</b>	<b>2.5</b>		
Hours: 1 Lecture/Discussion 3 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.			
<b>DRAM 030AB Stage Movement/Stage Combat</b>	<b>2</b>		
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.			
<b>DRAM 040AD Musical Theatre</b>	<b>3</b>		
Hours: 3 Lecture/Discussion 1 Lab			
<i>Equivalent Course: DRAM 040AB.</i>			
This course is designed as an introduction to the fundamental skills and knowledge that musical theatre students must apply to performance situations. This course also examines musical theatre as an art form and studies its placed in history as well as contemporary culture. This course may be repeated three times. Advisory on Recommended Preparation: MUS 030A and DRAM 002 or equivalent college course with a grade of "C" or better.			

# Course Descriptions

**DRAM 101AD Introduction to TV Production** **4**  
 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 Professional Screenplay** **3**  
 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 180AD Communication Strategies** **2**  
 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.

## EARTH SCIENCE

**ESCI 001 Introduction to Earth Science** **4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

*Equivalent Course: ESCI 100.*

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, and ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## ECONOMICS

**ECON 025 Introduction to Economics** **3**  
 Hours: 3 Lecture/Discussion  
*Equivalent Course: ECON 125.*

A broad survey of the development of economic ideas and theories in the context of economic history (including major economic thinkers). Both microeconomic and macroeconomic topics are covered including supply and demand, market structures, inflation, unemployment, fiscal policy, monetary policy, and international trade. 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 360 or equivalent college course with "C" or better, or eligibility for MATH 200 as determined by COS Placement Procedures.

**ECON 040 Principles of Microeconomics** **3**

Hours: 3 Lecture/Discussion  
*Equivalent Course: ECON 002, ECON 40H.*

This is an introductory course focusing on choices of individual economic decision-makers. Topics include: scarcity, comparative advantage, market equilibrium, elasticity, cost theory, market structures, factor markets and market failure. This course is approved for Distance Education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.  
**Prerequisites: MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility for MATH 021 as determined by COS placement procedures.**

**ECON 040H Principles of Microeconomics-Honors** **4**  
 Hours: 4 Lecture/Discussion

*Equivalent Course: ECON 002, ECON 040.*

This is an introductory course focusing on choices of individual economic decision-makers. Topics include: scarcity, comparative advantage, market equilibrium, elasticity, cost theory, market structures, factor markets and market failure. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures. Limitation on Enrollment: Acceptance into the Honor's Program.  
**Prerequisites: MATH 230 or equivalent college course with "C" or better or eligibility for MATH 021 as determined by COS placement procedures.**

**ECON 050 Principles of Macroeconomics** **3**  
 Hours: 3 Lecture/Discussion

*Equivalent Course: ECON 001.*

An introductory course focusing on aggregate economic analysis. Topics include: market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.  
**Prerequisites: ECON 040 or ECON 002 and MATH 230 or MATH 235 or equivalent college courses with "C" or better or eligibility as determined by COS Placement Procedures.**

## EDUCATION

**EDUC 050 Introduction to Teaching** **3**  
 Hours: 2 Lecture/Discussion  
 3 Lab

*Equivalent Course: EDUC 150.*

Exploration of teaching as a career. Students are introduced to the teaching profession in American schools. A minimum of forty-five hours of on-site school visitation required. Approved for distance education format. 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.

**EDUC 101AD Cross-Cultural Education** **2**  
 Hours: 2 Lecture/Discussion

*Equivalent Course: IS 101AD.*

This course is designed to acquaint students with cross-cultural experiences with migrant children. This course may be repeated three times.

**EDUC 120 Technical Skills for Educators** **3**  
 Hours: 3 Lecture/Discussion

Information and hands-on explorations allow students to develop basic skills for using computer technology for productivity and instruction in educational settings. Major topics include basic computer terminology and functions, common computer applications (word processing, databases, spreadsheets, and presentation software), educational technology trends, and issues relating to the uses of computers in educational settings. Approved for distance education format.

# Course Descriptions

Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 001 as determined by COS Placement Procedures.

**EDUC 310AD Teacher Aide Test Preparation** 1  
Hours: 1 Lecture/Discussion  
Students review basic reading, writing, and math skills, understand test-taking strategies, acquire knowledge of techniques used to support instruction in reading, writing, and mathematics in schools. Provides preparatory class for instructional aide test to meet No Child Left Behind Act of 2001 requirements. This course emphasizes reading comprehension, English grammar and syntax, mathematics, basic writing skills, and other skills and dispositions necessary for supporting classroom instruction. Approved for distance education format. This course may be repeated three times.

## ELECTRICIAN TRAINING

**ET 200 Introduction to Electrician Training** 3  
Hours: 2 Lecture/Discussion  
3 Lab  
**Materials Fee:** \$40.00  
**Equivalent Course:** ET 200AB.  
This is the first course in a series of state-approved Electrician Training classes. Topics include basic safety, math, tools, blueprints, rigging.

**ET 201 Electrician Training 1** 3  
Hours: 2 Lecture/Discussion  
3 Lab  
**Materials Fee:** \$40.00  
**Equivalent Course:** ET 201AB.  
Electrical theory, introduction to NEC codes, electrical blue prints, hand bending, fasteners, anchors, test equipment, raceways, boxes, fittings and residential wiring.  
**Prerequisites:** ET 200 or equivalent college course with "C" or better.

**ET 202 Electrician Training 2A** 3  
Hours: 2 Lecture/Discussion  
3 Lab  
**Materials Fee:** \$40.00  
**Equivalent Course:** ET 202AB.  
Commercial and industrial wiring, AC motor theory and application, grounding, conduit bending, boxes and fittings, conductor installations.  
**Prerequisites:** ET 201 or equivalent college course with "C" or better.

**ET 203 Electrician Training 2B** 3  
Hours: 2 Lecture/Discussion  
3 Lab  
**Materials Fee:** \$40.00  
**Equivalent Course:** ET 203AB.  
Voice and data systems, fiber optics, cable tray, conductor terminations and splices, electric services, breakers, contactors and relays, lighting circuits.  
**Prerequisites:** ET 202 or equivalent college course with "C" or better.

**ET 204 Electrician Training 3A** 3  
Hours: 2 Lecture/Discussion  
3 Lab  
**Materials Fee:** \$40.00  
**Equivalent Course:** ET 204AB.  
Calculations, overcurrent protection, raceway, box, and fitting fill, wiring devices, distribution equipment.  
**Prerequisites:** ET 203 or equivalent college course with "C" or better.

**ET 205 Electrician Training 3B** 3  
Hours: 2 Lecture/Discussion  
3 Lab  
**Materials Fee:** \$40.00  
**Equivalent Course:** ET 205AB.  
Distribution system transformers, lighting, motor calculations, maintenance, hazardous locations.  
**Prerequisites:** ET 204 or equivalent college course with "C" or better.

**ET 206 Electrician Training 4A** 3  
Hours: 2 Lecture/Discussion  
3 Lab  
**Materials Fee:** \$40.00  
**Equivalent Course:** ET 206AB.  
Load Calculations, lighting, standby/emergency systems, electronic theory, fire alarm systems, specialty transformers.  
**Prerequisites:** ET 205 or equivalent college course with "C" or better.

**ET 207 Electrician Training 4B** 3  
Hours: 3 Lecture/Discussion  
**Materials Fee:** \$40.00  
**Equivalent Course:** ET 207AB.  
Motor controls, HVAC controls, motor maintenance, high-voltage terminations/splices, foremanship, NEC code review.  
**Prerequisites:** ET 106 or equivalent college course with "C" or better.

**ET 220AC Electrical Code Update** 2  
Hours: 2 Lecture/Discussion  
National Electrical Code overview and update for all sections of NEC code book. This course is repeatable two times. This course is approved for Distance Education format.

**ET 225 Electrician Journeymen Exam** 1  
Hours: 1 Lecture/Discussion  
This course is a preparation course for the journeymen general electrician test that is required by the Division of Apprenticeship Standards of the State of California.

**ET 230 Solar System Design** 3  
Hours: 2.5 Lecture/Discussion  
1.5 Lab  
This course is based around photovoltaic systems design and Installation and goes over photovoltaic concepts, system configurations, National Electrical Code items related to PV systems and installation techniques. Upon completion of the course students will be eligible to take the certification exam from the North American Board of Certified Energy Practitioners.

## ELECTRONICS

**ELEC 151AD Independent Study-Electronics** 1 - 4  
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 and Independent Study form through the Admissions and Records Office to obtain approval to enroll. This course may be repeated three times.

# Course Descriptions

**ELEC 160**      **Survey of Electronics**      **Units**  
**2.5**  
Hours:            2 Lecture/Discussion  
                      2 Lab

**Materials Fee:** \$64.00  
**Equivalent Course:** *ELEC 160AC*.

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, including electricity and magnetism, transformers, alternating and direct currents as well as magnetic fields, without the detail and math rigor usually found in a comprehensive electronics curriculum.

**ELEC 190AD**    **Supervised Practice**                      **1 - 3**  
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-Electronics**            **1 - 4**  
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 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**  
Hours:            3 Lecture/Discussion  
                      4.5 Lab

**Equivalent Course:** *EMT 351*.

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.

## ENGINEERING

**ENGR 001**      **Engineering Graphics**                      **4**  
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.

**ENGR 002**      **Statics**    **3**  
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.

**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**      **Engineering Materials**                      **4**  
Hours:            3 Lecture/Discussion  
                      3 Lab

The course consists of a fundamental treatment of the principles of materials science in engineering. Topics included are chemical bonding, crystallography, phase diagrams, diffusion and mechanical and electrical properties of solids.  
**Prerequisites:** *PHYS 005 and CHEM 001 and MATH 075 or equivalent college courses with "C" or better.*

**ENGR 004**      **Electric Circuits**                              **4**  
Hours:            3 Lecture/Discussion  
                      3 Lab

An introductory course in the analysis of linear electrical circuits. Analysis techniques are developed for both DC and AC circuits. Use of circuit simulation software is included.

**Prerequisites:** *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.*

**ENGR 007**      **Surveying**                                        **3**  
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.

**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**  
Hours:            1 Lecture/Discussion

An exploration of the engineering profession, including engineering disciplines and career opportunities, ethical and legal aspects of the profession, educational requirements and an introduction to engineering problem-solving and the design process. This course is approved for Distance Education format.

**ENGR 151AD**    **Independent Study-Engineer**                      **1 - 4**  
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**  
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**  
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. This course requires a substantial research component and writing of a minimum of 6,000 words. Students enrolled in ENGL 1 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. This course is approved for distance education format.

**Prerequisites:** *ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.*



# Course Descriptions

	Units		Units
<b>ENGL 002</b>	<b>3</b>	<b>Logic &amp; Composition</b>	
Hours:	3 Lecture/Discussion		
<b>Equivalent Course: ENGL 002H.</b>			
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. This course requires substantial writing of a minimum of 6,000 words. Students enrolled in ENGL 2 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. This course is approved for Distance Education format.			
<b>Prerequisites: ENGL 001 or equivalent college course with "C" or better.</b>			
<b>ENGL 014AB</b>	<b>3</b>	<b>Creative Writing</b>	
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.			
<b>Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 001 as determined by COS placement procedures.</b>			
<b>ENGL 002H</b>	<b>4</b>	<b>Logic &amp; Composition-Honors</b>	
Hours:	4 Lecture/Discussion		
<b>Equivalent Course: ENGL 002.</b>			
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. This course requires substantial writing of a minimum of 6,000 words. Students enrolled in ENGL 2H may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Approved for Distance Education format. Limitation on Enrollment: Acceptance into the Honor's Program.			
<b>Prerequisites: ENGL 001 or equivalent college course with "C" or better.</b>			
<b>ENGL 015</b>	<b>3</b>	<b>Survey of British Literature 1</b>	
Hours:	3 Lecture/Discussion		
This course examines major works of early British literature from Beowulf through the period of the Restoration. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 15 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. This course is approved for Distance Education format.			
<b>Prerequisites: ENGL 001 or equivalent college course with "C" or better.</b>			
<b>ENGL 004</b>	<b>3</b>	<b>Composition &amp; Literature</b>	
Hours:	3 Lecture/Discussion		
<b>Equivalent Course: ENGL 004H.</b>			
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.			
<b>Prerequisites: ENGL 001 or equivalent college course with "C" or better.</b>			
<b>ENGL 016</b>	<b>3</b>	<b>Survey of British Literature 2</b>	
Hours:	3 Lecture/Discussion		
This course examines major works of British literature from the Romantic period to the present. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 16 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. This course is approved for Distance Education format.			
<b>Prerequisites: ENGL 001 or equivalent college course with "C" or better.</b>			
<b>ENGL 004H</b>	<b>4</b>	<b>Composition &amp; Literature-Honors</b>	
Hours:	4 Lecture/Discussion		
<b>Equivalent Course: ENGL 004.</b>			
English 4H 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 4H may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Approved for Distance Learning format.			
<b>Prerequisites: ENGL 001 or equivalent college course with "C" or better.</b>			
<b>ENGL 017</b>	<b>3</b>	<b>Native American Literature</b>	
Hours:	3 Lecture/Discussion		
This course examines the literature of Native America: novels, short stories, essays, autobiographies, poetry, legends, and "as-told-to" stories. It explores the aesthetic, historical, and political contexts in Native American literary tradition. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 17 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. This course is approved for Distance Education format.			
<b>Prerequisites: ENGL 001 or equivalent college course with "C" or better.</b>			
<b>ENGL 018</b>	<b>3</b>	<b>African American Literature</b>	
Hours:	3 Lecture/Discussion		
ENGL 018 is a study of African American literature including novels, short stories, poetry and plays, from the Colonial period to the present. This course is approved for distance education format.			
<b>Prerequisites: ENGL 001 or equivalent college course with "C" or better.</b>			
<b>ENGL 010</b>	<b>3</b>	<b>Chicano Literature</b>	
Hours:	3 Lecture/Discussion		
This course examines 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. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 10 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. This course is approved for Distance Education format.			
<b>Prerequisites: ENGL 001 or equivalent college course with "C" or better.</b>			
<b>ENGL 019</b>	<b>3</b>	<b>Women in Literature</b>	
Hours:	3 Lecture/Discussion		
This course examines literature about or by women including myths, short stories, essays, novels, and poetry. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 19 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. This course is approved for Distance Education format.			
<b>Prerequisites: ENGL 001 or equivalent college course with "C" or better.</b>			
<b>ENGL 030</b>	<b>3</b>	<b>American Literature 1</b>	
Hours:	3 Lecture/Discussion		
This course examines major works of early American literature from the colonial period through the Civil War. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 30 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Approved for Distance Education format.			
<b>Prerequisites: ENGL 001 or equivalent college course with "C" or better.</b>			

# Course Descriptions

		<b>Units</b>		<b>Units</b>
<b>ENGL 031</b>	<b>American Literature 2</b>	<b>3</b>	enrolled in ENGL 360 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.	
Hours:	3 Lecture/Discussion			
This course examines major works of American literature from the end of the Civil War to the present. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 31 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Approved for Distance Education format.				
<b>Prerequisites:</b> ENGL 001 or equivalent college course with "C" or better.				
<b>ENGL 044</b>	<b>World Literature 1</b>	<b>3</b>	<b>ENGL 365</b>	<b>Fundamentals of Reading</b>
Hours:	3 Lecture/Discussion		Hours:	3 Lecture/Discussion
This course examines major works of ancient world literature from the classical period through the Renaissance. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 44 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Approved for Distance Education format.				
<b>Prerequisites:</b> ENGL 001 or equivalent college course with "C" or better.				
<b>ENGL 045</b>	<b>World Literature 2</b>	<b>3</b>	<i>Equivalent Course:</i> ENGL 265AB.	
Hours:	3 Lecture/Discussion		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. One additional outside Reading Lab hour is required for this class. Students enrolled in ENGL 365 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.	
This course examines major works of modern world literature from the Enlightenment to the present. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 45 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Approved for Distance Education format.				
<b>Prerequisites:</b> ENGL 001 or equivalent college course with "C" or better.				
<b>ENGL 046</b>	<b>Shakespeare</b>	<b>3</b>	<b>ENGL 380</b>	<b>Vocabulary Building for Tests</b>
Hours:	3 Lecture/Discussion		Hours:	1 Lecture/Discussion
This course examines works of Shakespeare. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 46 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Approved for Distance Education format.				
<b>Prerequisites:</b> ENGL 001 or equivalent college course with "C" or better.				
<b>ENGL 123AD</b>	<b>Writing Consulting Theory/Practice</b>	<b>2.5</b>	<i>Equivalent Course:</i> ENGL 280.	
Hours:	2 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.	
	1 Lab		<b>ENGL 400</b>	<b>Engl Supplemental Learning Assistance</b>
Instruction and guided practice in effective writing 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. Advisory on Recommended Preparation: ENGL 001 or equivalent college course with "C" or better.				
<b>ENGL 251</b>	<b>Introduction to Academic Reading &amp; Writing</b>	<b>4</b>	Hours:	.5 TO 6 Lab
Hours:	4 Lecture/Discussion		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.	
This course emphasizes analytical reading and writing as processes that result in compositions appropriate for entry into transfer-level academic study. Students enrolled in ENGL 251 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Approved for Distance Education format.				
<b>Prerequisites:</b> ENGL 360 or ENGL 360AB or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.				
<b>ENGL 360</b>	<b>Reading and Writing Skills</b>	<b>6</b>	<b>ENGL 405</b>	<b>Augmented Instruction in English</b>
Hours:	6 Lecture/Discussion		Hours:	2 Activity
	1 Lab		This course provides supplemental instruction to help students succeed in their English coursework (composition and reading). It will link with corresponding sections of ENGL 251 and ENGL 001.	
<i>Equivalent Course:</i> ENGL 360AB.				
This course is a basic course in learning effective reading and writing strategies. The students will learn sentence structure, the writing process, composition construction, vocabulary acquisition, reading comprehension, and critical thinking. One additional outside Language Lab hour is required for this class. Students				

## ENGLISH AS A SECOND LANGUAGE

<b>ESL 300</b>	<b>Beginning Writing/Grammar 1</b>	<b>4</b>
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. 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.

<b>ESL 301</b>	<b>Beginning Reading/Vocabulary 1</b>	<b>3</b>
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

# Course Descriptions

	<b>Units</b>		<b>Units</b>
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.)		332 (or appropriate Pronunciation/Speaking course) is strongly recommended.	
<b>ESL 310</b>	<b>Beginning Writing/Grammar 2</b>	<b>4</b>	
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. 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 department assessment. Concurrent registration in ESL 311 (or appropriate ESL Reading/Vocabulary course) AND ESL 312AB (or appropriate ESL Pronunciation/Speaking course) is STRONGLY recommended.			
<b>ESL 311</b>	<b>Beginning Reading/Vocabulary 2</b>	<b>3</b>	
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. 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 department assessment. Concurrent registration in ESL 310 (or appropriate ESL Writing/Grammar course) AND ESL 312AB (or appropriate ESL Pronunciation/Speaking course) is STRONGLY recommended.			
<b>ESL 312AB</b>	<b>Beginning Pronunciation/Speaking</b>	<b>2</b>	
Hours:	2 Lecture/Discussion		
This beginning ESL is designed for students to develop basic speaking skills and to comprehend and respond to basic spoken English. Students enrolled in ESL 312AB 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 310 (or appropriate Writing/Grammar course) AND ESL 301 OR 311 (or appropriate ESL Reading/Vocabulary course) is STRONGLY recommended.			
<b>ESL 320</b>	<b>Intermediate Writing/Grammar 3</b>	<b>4</b>	
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			
<b>ESL 321</b>	<b>Intermediate Reading/Vocab 3</b>	<b>3</b>	
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. 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 332AB (or appropriate ESL Pronunciation/Speaking course) is STRONGLY recommended.			
<b>ESL 330</b>	<b>Intermediate Writing/Grammar 4</b>	<b>4</b>	
Hours:	3 Lecture/Discussion 3 Lab		
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. 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 332AB (or appropriate ESL Pronunciation/Speaking course) is STRONGLY recommended.			
<b>ESL 331</b>	<b>Intermediate Reading/Vocabulary 4</b>	<b>3</b>	
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.			
<b>ESL 332AB</b>	<b>Intermediate Pronunciation/Speaking</b>	<b>2</b>	
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.			

# Course Descriptions

		Units			Units
<b>ESL 340</b>	<b>Advanced Writing/Grammar 5</b>	<b>4</b>	<b>ESL 352AB</b>	<b>Advanced Pronunciation/Speaking</b>	<b>2</b>
Hours:	3 Lecture/Discussion 3 Lab		Hours:	2 Lecture/Discussion	
<p>This ESL course is suitable for the advanced student with a strong foundation in English grammar and writing. Using the process writing 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. 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 department assessment. Concurrent registration in ESL 341 (or appropriate ESL Reading/Vocabulary course) AND ESL 352AB (or appropriate ESL Pronunciation/Speaking course) is STRONGLY recommended.</p>			<p>This advanced ESL course is designed for the student to improve speaking skills and to comprehend and respond to spoken English in advanced academic and vocational situations. 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 department assessment. Concurrent registration in ESL 340 OR 350 (or appropriate ESL Writing/Grammar course) AND ESL 341 OR 351 (or appropriate Reading/Vocabulary course) is STRONGLY recommended.</p>		
<b>ESL 402</b>	<b>Beginning Writing/Grammar 1</b>	<b>0</b>	<b>ESL 403</b>	<b>Beginning Reading/Vocabulary 1</b>	<b>0</b>
Hours:	3 Lecture/Discussion 3 Lab		Hours:	3 Lecture/Discussion	
<p>This basic introduction course in English is designed for the true beginner with little or no knowledge of writing and grammar skills.</p>			<p>This is a beginning course in English reading and vocabulary and is designed for students to develop basic reading techniques, vocabulary and study skills.</p>		
<b>ESL 341</b>	<b>Advanced Reading/Vocabulary 5</b>	<b>3</b>	<b>ESL 410</b>	<b>Beginning Writing/Grammar</b>	<b>0</b>
Hours:	3 Lecture/Discussion		Hours:	3 Lecture/Discussion 3 Lab	
<p>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.</p>			<p>This is a beginning course in English writing and grammar skills and is designed to expand basic writing and grammar skills for beginning level students.</p>		
<b>ESL 350</b>	<b>Advanced Writing/Grammar 6</b>	<b>3</b>	<b>ESL 411</b>	<b>Beginning Reading/Vocabulary 2</b>	<b>0</b>
Hours:	3 Lecture/Discussion		Hours:	3 Lecture/Discussion	
<p>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.</p>			<p>This is a beginning course in English reading and vocabulary and is designed for students to develop and expand basic reading techniques, vocabulary and study skills.</p>		
<b>ESL 412AB</b>	<b>Beginning Pronunciation/Speaking</b>	<b>0</b>	<b>ESL 420</b>	<b>Intermediate Writing/Grammar 3</b>	<b>0</b>
Hours:	2 Lecture/Discussion		Hours:	3 Lecture/Discussion 3 Lab	
<p>A beginning course in 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.</p>			<p>This is a low intermediate level course for students who have a basic foundation in English writing and grammar. The course focuses on grammar and paragraph writing.</p>		
<b>ESL 421</b>	<b>Intermediate Reading/Vocab 3</b>	<b>0</b>	<b>ESL 430</b>	<b>Intermediate Writing/Grammar 4</b>	<b>0</b>
Hours:	3 Lecture/Discussion		Hours:	3 Lecture/Discussion 3 Lab	
<p>This is a low intermediate course in English reading and vocabulary and is designed to help students comprehend and respond to basic academic and vocational situations.</p>			<p>This is a high intermediate level course for students who have a good foundation in English writing and grammar. This course focuses on grammar, paragraphs and narratives.</p>		
<b>ESL 351</b>	<b>Advanced Reading/Vocabulary 6</b>	<b>3</b>			
Hours:	3 Lecture/Discussion				
<p>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. 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 352AB (or appropriate ESL Pronunciation/Speaking course) is STRONGLY recommended.</p>					

# Course Descriptions

		Units			Units
<b>ESL 431</b>	<b>Intermediate Reading/Vocabulary 4</b>	<b>0</b>	Hours:	3 Lecture/Discussion	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.
<p>This is a high intermediate course in English reading and vocabulary and is designed to expand reading techniques vocabulary and study skills so that students can comprehend and respond to intermediate-level academic and vocational situations.</p>					
<b>ESL 432AB</b>	<b>Intermediate Pronunciation/Speaking</b>	<b>0</b>	Hours:	2 Lecture/Discussion	<b>ECT 260</b> <b>Basic Refrigeration</b> <b>2</b>
<p>This is an intermediate level course in English pronunciation and speaking skills, designed for students to improve speaking skills so that students can comprehend and respond to spoken English in academic and vocational settings. This course can be repeated one time.</p>					
<b>ESL 440</b>	<b>Advanced Writing/Grammar 5</b>	<b>0</b>	Hours:	3 Lecture/Discussion 3 Lab	Hours:      1.5 Lecture/Discussion 1.5 Lab
<p>This course is designed for intermediate advanced students with a working foundation in grammar and writing. This course is designed to review and build upon grammar and writing skills enabling the student to function in advanced academic and vocational writing environments.</p>					
<b>ESL 441</b>	<b>Advanced Reading/Vocabulary</b>	<b>0</b>	Hours:	3 Lecture/Discussion	<b>ECT 261</b> <b>Introduction to Air Conditioning/Refrigeration C/D</b> <b>2</b>
<p>This course is designed for intermediate advanced students with a working foundation in reading and vocabulary skills. The course expands reading techniques, vocabulary, and study skills so that the student can effectively respond to written and spoken English in Advanced academic and vocational environments.</p>					
<b>ESL 450</b>	<b>Advanced Writing/Grammar 6</b>	<b>0</b>	Hours:	3 Lecture/Discussion	Hours:      1.5 Lecture/Discussion 1.5 Lab
<p>This course is designed for high advanced students with a strong working foundation in grammar and writing. This course is designed to further review and refine grammar and writing skills enabling the student to successfully transition into more challenging college courses.</p>					
<b>ESL 451</b>	<b>Advanced Reading/Vocabulary 6</b>	<b>0</b>	Hours:	3 Lecture/Discussion	<b>ECT 262</b> <b>Heating Systems &amp; Controls</b> <b>2</b>
<p>This course is designed for high advanced students with a strong working foundation in reading and vocabulary skills. The course expands reading techniques, vocabulary, and study skills so that the student can effectively respond to written and spoken English in advanced academic and vocational environments.</p>					
<b>ESL 452AB</b>	<b>Advanced Pronunciation/Speaking</b>	<b>0</b>	Hours:	2 Lecture/Discussion	Hours:      1.5 Lecture/Discussion 1.5 Lab
<p>This is a high advanced level course in English pronunciation and speaking skills, designed to further develop functional spoken English for academic and vocational settings.</p>					
<b>ENVIRONMENT CONTROL TECHNOLOGY</b>					
<b>ECT 200</b>	<b>Introduction Industrial Ammonia Refrigeration</b>	<b>3</b>	Hours:	3 Lecture/Discussion	<b>ECT 263</b> <b>Commercial Refrigeration Systems Controls</b> <b>2</b>
<p>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.</p>					
<b>ECT 201</b>	<b>Advanced Ammonia Refrigeration</b>	<b>3</b>	Hours:	3 Lecture/Discussion	Hours:      1.5 Lecture/Discussion 1.5 Lab
<p>This class is the natural extension of the Introduction to Ammonia Refrigeration (ECT 200). Specific topics of safety, maintenance, installation, trouble shooting,</p>					
<p>An introductory course offered in Environmental Control Technology that covers commercial and domestic air conditioning, and refrigeration theory. The students will study the practical wiring circuits and diagnosing of electrical problems found in both commercial and domestic applications. The student will also become familiar with various types of electrical motors, and their individual characteristics. This course provides essential knowledge for students seeking further advancement in his/her career. Advisory on Recommended Preparation: ECT 260 or equivalent college course with "C" or better or equivalent skills and knowledge as determined by departmental assessment.</p>					
<p>Heating Systems &amp; Controls 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.</p>					
<p>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.</p>					
<p>Air Condition Control Systems 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 with "C" or better; or equivalent college course with "C" or better.</p>					

# Course Descriptions

		Units			Units
<b>ECT 266AD</b>	<b>Advanced Controls Systems</b>	<b>2</b>			
Hours:	1.5 Lecture/Discussion 1.5 Lab		course. Approved for Distance Education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.		
Advanced Control Systems is an advanced controls course designed to introduce system setup, programming and application engineering of building automation control systems algorithms. To include temperature controls, lighting controls, access controls and CCTV. This course can be repeated three times. Advisory on Recommended Preparation: ECT 265 or equivalent college course with "C" or better.					
<b>ECT 280</b>	<b>Electronics &amp; Controls for HVAC</b>	<b>4</b>	<b>ETHN 003</b>	<b>Mexican-American Studies</b>	<b>3</b>
Hours:	3 Lecture/Discussion 3 Lab		Hours:	3 Lecture/Discussion	
The course studies the Mexican-American community and culture in American society from Pre-Colombian roots. The Mexican-American contributions and conflicts in American society are studied using an interdisciplinary approach (anthropology, history, sociology, literature, art and music). Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better or eligibility for ENGL 251 determined by COS Placement Procedures.					
<i>Equivalent Course: ECT 180.</i>					
Electronics & Controls for HVAC 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.					
<b>Corequisites: ECT 281.</b>					
<b>ECT 281</b>	<b>Basic Air Conditioning</b>	<b>12</b>	<b>ETHN 004</b>	<b>Asian American Studies</b>	<b>3</b>
Hours:	11 Lecture/Discussion 3 Lab		Hours:	3 Lecture/Discussion	
<b>Materials Fee:</b>	<b>\$20.00</b>		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 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.		
<i>Equivalent Course: ECT 181.</i>					
Basic Air Conditioning 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.					
<b>Corequisites: ECT 280.</b>					
<b>ECT 282</b>	<b>Advanced Air Conditioning/Refrigeration C/D</b>	<b>12</b>	<b>FASHION</b>		
Hours:	9 Lecture/Discussion 9 Lab		<b>FASH 012AB</b>	<b>Costuming</b>	<b>3</b>
<b>Materials Fee:</b>	<b>\$15.00</b>		Hours:	.5 Lecture/Discussion 3.5 Lab 4 Activity	
<i>Equivalent Course: ECT 182.</i>					
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 loads values necessary to sizing equipment in the industry. Advisory on Recommended Preparation: ECT 281 or equivalent college course with "C" or better.					
<b>ETHNIC STUDIES</b>					
<b>ETHN 001</b>	<b>Black American Studies</b>	<b>3</b>	<i>Equivalent Course: DRAM 012AB.</i>		
Hours:	3 Lecture/Discussion		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.		
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. This course is approved for Distance Education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.					
<b>ETHN 002</b>	<b>American Indian Studies</b>	<b>3</b>	<b>FASH 017AB</b>	<b>Makeup</b>	<b>3</b>
Hours:	3 Lecture/Discussion		Hours:	.5 Lecture/Discussion 3.5 Lab 4 Activity	
<i>Equivalent Course: DRAM 017AB.</i>					
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.					
<b>ETHN 003</b>	<b>Asian American Studies</b>	<b>3</b>	<b>FASH 076</b>	<b>Textiles</b>	<b>3</b>
Hours:	3 Lecture/Discussion		Hours:	3 Lecture/Discussion	
Introduction to basic textiles, including fibers, fabric manufacturing, finishes, care and storage, and appropriate selection for end use. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures. This course is approved for Distance Education format.					

# Course Descriptions

		Units			Units
<b>FASH 140</b>	<b>Introduction to the Fashion Industry</b>	<b>3</b>	<b>FASH 190AD</b>	<b>Supervised Practice</b>	<b>1 - 3</b>
Hours:	3 Lecture/Discussion		Hours:	3 TO 9 Lab	
Overview of the fashion industry including the organization, structure and interrelationship of industries and services in apparel and fashion businesses. Includes terminology, designers, trade organizations and publications, as well as career and professional opportunities.			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.		
<b>FASH 141</b>	<b>Principles of Fashion</b>	<b>3</b>	<b>FASH 261AD</b>	<b>Principles of Clothing Construction</b>	<b>1</b>
Hours:	3 Lecture/Discussion		Hours:	3 Lab	
Analysis of clothing and fashion, including the interplay among social, psychological, cultural, economic, aesthetic, and physical factors. Includes the analysis of wardrobe, color selection, image and line for individuals.			Basic clothing construction principles for individuals pursuing careers in the fashion industry, applying for a certificate or AA/AS degree in fashion, and/or wishing to construct clothing. Professional custom, and speed techniques for developing skills in clothing construction are covered as well as fit with an emphasis on developing manipulative skills. This course may be repeated three times.		
<b>FASH 160AB</b>	<b>Clothing Construction</b>	<b>3</b>	<b>FASH 266AB</b>	<b>Advanced Sewing Techniques</b>	<b>1</b>
Hours:	2 Lecture/Discussion 3 Lab		Hours:	3 Lab	
Instruction in 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.			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 those who wish to construct clothing for themselves and others. This course may be repeated one time. Advisory on Recommended Preparation: FASH 261AD or equivalent college course with "C" or better or previous sewing experience.		
<b>FASH 161AB</b>	<b>Tailoring</b>	<b>3</b>	<b>FIRE TECHNOLOGY</b>		
Hours:	2 Lecture/Discussion 3 Lab		<b>FIRE 125</b>	<b>Fundamental Fire Apparatus/Equipment</b>	<b>3</b>
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.			Hours:	3 Lecture/Discussion	
<b>FASH 162AB</b>	<b>Fashion/Design/Patternmaking</b>	<b>3</b>	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. Approved for distance education format. Advisory on Recommended Preparation: FIRE 159 or equivalent college course with a "C" or better.		
Hours:	2 Lecture/Discussion 3 Lab		<b>FIRE 155</b>	<b>Fire Behavior &amp; Combustion</b>	<b>3</b>
<i>Equivalent Course: FASH 162.</i>			Hours:	3 Lecture/Discussion	
A study of apparel design using flat pattern techniques including design, drafting, and construction of garments. Advisory on Recommended Preparation: FASH 160AB or equivalent college course with "C" or better; FASH 161AB or equivalent college course with "C" or better. Concurrent enrollment in FASH 161AB or FASH 160AB will be acceptable for enrollment in FASH 162A.			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.		
<b>FASH 164</b>	<b>The World of Fashion</b>	<b>2</b>	<b>FIRE 156</b>	<b>Fire Service Hydraulics</b>	<b>3</b>
Hours:	2 Lecture/Discussion		Hours:	3 Lecture/Discussion	
An overview of the fashion industry. Topics include 20th century fashion history, current fashion designers and trend setters, design development, fashion forecasting, consumer demand, the global market place and fashion career opportunities.			This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire suppression and to apply hydraulic principles to analyze and to solve water supply problems. This course is approved for Distance Education format (hybrid/online).		
<b>FASH 166</b>	<b>Fashion Collection Development</b>	<b>1</b>	<b>FIRE 157</b>	<b>Fire Prevention Technology</b>	<b>3</b>
Hours:	1.0 Lecture/Discussion		Hours:	3 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.			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.		
<b>FASH 171</b>	<b>Fashion Promotion</b>	<b>1</b>			
Hours:	1 Lecture/Discussion				
Introduction to fashion promotion and advertising, including print, broadcast media, publicity, special events and visual merchandising.					
<b>FASH 172</b>	<b>Fashion Buying</b>	<b>1</b>			
Hours:	1.0 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.					

# Course Descriptions

		Units			Units
<b>FIRE 159</b>	<b>Introduction to Fire Protection Organization</b>	<b>3</b>	<b>FIRE 169</b>	<b>S.F.M. Training Instructor 1B</b>	<b>2</b>
Hours:	3 Lecture/Discussion		Hours:	2 Lecture/Discussion	
This course provides an overview to fire protection, career opportunities in fire protection and related fields, philosophy and history of fire protection/service, fire loss analysis, organization and function of public and private fire protection services, fire departments as part of local government, laws and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, basic fire chemistry and physics, introduction to fire protection systems, introduction to fire strategy and tactics. This course is approved for Distance Education format.			<b>Materials Fee: \$80.00</b>		
			<b>Equivalent Course: FIRE 172.</b>		
This course is recommended for Fire Service personnel who have training responsibilities within their fire department. Techniques of Fire Service Instruction 1B deals with such topics such 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.					
<b>FIRE 160</b>	<b>Fire &amp; Emergency Safety</b>	<b>3</b>	<b>FIRE 173</b>	<b>S.F.M. Fire Command 1A</b>	<b>2</b>
Hours:	3 Lecture/Discussion		Hours:	2 Lecture/Discussion	
This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.			<b>Materials Fee: \$80.00</b>		
			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 Fire Officer Certification and is taught in compliance with regulations and requirements of the California State Fire Marshal's Office.		
<b>FIRE 161</b>	<b>S.F.M.-Fire Prevention 1A</b>	<b>2</b>	<b>FIRE 174</b>	<b>S.F.M. Fire Command 1B</b>	<b>2</b>
Hours:	2 Lecture/Discussion		Hours:	2 Lecture/Discussion	
<b>Materials Fee: \$80.00</b>			<b>Materials Fee: \$80.00</b>		
Provides fundamental information regarding the history and philosophy of fire prevention organization and operation of a fire prevention bureau. Provides use of fire codes, identification and correction of fire hazards, inspection of detection and suppression systems, and the relationship of fire prevention with fire safety education. This course is approved for Distance Education format.			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.		
<b>FIRE 162</b>	<b>S.F.M.-Fire Prevention 1B</b>	<b>2</b>	<b>FIRE 182</b>	<b>Building Construction for Fire Protection</b>	<b>3</b>
Hours:	2 Lecture/Discussion		Hours:	3 Lecture/Discussion	
<b>Materials Fee: \$80.00</b>			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. This course is approved for Distance Education format.		
This course is designed to prepare the student to identify the responsibility and authority for fire prevention inspections and related activities. This course is consistent with California State Fire Marshal and State Board of Fire Service curriculum. It provides information regarding fire prevention organization and operation of a fire prevention bureau, the use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education. This course is approved for Distance Education format. 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 equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.					
<b>FIRE 163</b>	<b>Fire Protection Equipment/System</b>	<b>3</b>	<b>FIRE 249</b>	<b>Driver Operator 1A</b>	<b>2</b>
Hours:	3 Lecture/Discussion		Hours:	2.25 Lecture/Discussion .25 Lab	
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. Approved for Distance Education format.			<b>Materials Fee: \$80.00</b>		
			This is the first of a two part course which teaches the operation and maintenance of fire apparatus. It includes; driver responsibilities, inspections of operating systems, driving in adverse conditions, off road, and emergency responses. Advisory on Recommended Preparation: Students are recommended to be currently employed as a full-time volunteer or seasonal fire fighter and possess a California Class "B" or California "Fire Fighter Restricted" drivers' license.		
<b>FIRE 168</b>	<b>S.F.M. Training Instructor 1A</b>	<b>2</b>	<b>FIRE 250</b>	<b>Driver Operator 1B</b>	<b>2</b>
Hours:	2 Lecture/Discussion		Hours:	2.25 Lecture/Discussion .25 Lab	
<b>Materials Fee: \$80.00</b>			<b>Materials Fee: \$80.00</b>		
<b>Equivalent Course: FIRE 171.</b>			This is the second of a two part course, which teaches the operation and maintenance of fire apparatus. It is required by many fire departments prior to personnel being allowed to promote to Driver/Operator. Advisory on Recommended Preparation: Students are recommended to be currently employed as a full-time volunteer or seasonal fire fighter and possess a California Class "B" or California "Fire Fighter Restricted" drivers' license.		
This course is recommended for Fire Service personnel having training responsibilities within their fire department. Techniques of Fire Service Instruction 1 A 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.					
<b>FIRE 172</b>	<b>S.F.M. Fire Investigation 1A</b>	<b>2</b>	<b>FIRE 252</b>	<b>S.F.M. Fire Investigation 1A</b>	<b>2</b>
Hours:	2 Lecture/Discussion		Hours:	2 Lecture/Discussion	
<b>Materials Fee: \$80.00</b>			<b>Materials Fee: \$80.00</b>		
SFM 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					



# Course Descriptions

of investigation. Students will study the techniques of fire scene investigation, fire indicators and fire behavior. Additionally, the course will expose students to arson laws, writing documentation and insurance reports. This course applies toward investigator certification by the California State Fire Marshal's Office.

**FIRE 253 S.F.M. Fire Investigation 1B 2**

Hours: 2 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 demonstrations will assist to develop skill and understanding of the legal and investigative procedures.

**FIRE 270 Basic Fire Fighter I Academy 15**

Hours: 12 Lecture/Discussion

9 Lab

Materials Fee: \$210.00

Equivalent Course: FIRE 170.

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. 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-I-Zone Fire F1 2**

Hours: 2 Lecture/Discussion

Materials Fee: \$80.00

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). It prepares them to evaluate individual structures for survivability and how to employ the tactics and strategies necessary to protect the public and their property from a wild land fire. Prerequisites: FIRE 270 or equivalent college course with "C" or better.

**FIRE 277 S.F.M. Fire Management 1 2**

Hours: 2 Lecture/Discussion

Materials Fee: \$80.00

Reviews management styles of leadership and through the use of in-action exercises, simulations, and case studies, allows each students 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.

**FIRE 280 Fire Fighter 2 Academy 5**

Hours: 4 Lecture/Discussion

3 Lab

Materials Fee: \$50.00

Fire Fighter 2 Academy is the second of two courses in the State Fire Marshal's 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 access to NFPA approved protective clothing for structural fire fighters. Prerequisites: FIRE 270 or equivalent college course with "C" or better.

**FIRE 390 Advanced Fire Fighter Topics 1 - 4**

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**

Hours: 4 Lecture/Discussion

Elementary French 1 is an introductory course in understanding, speaking, reading and writing French. It is the first course in a series of four and introduces basic sentence patterns, vocabulary, and grammar for every day activities.

**FREN 002 Elementary French 2 4**

Hours: 4 Lecture/Discussion

Elementary French 2 is an elementary course in understanding, speaking, reading and writing French. It is useful for business and travel in French speaking countries. It strengthens and broadens the student knowledge of basic French. Prerequisite may be waived with one year of high school French with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

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

**FREN 003 Intermediate French 3 4**

Hours: 4 Lecture/Discussion

Elementary French 3 addresses understanding, speaking, reading, and writing French. It is useful in business and travel in French speaking, literature, and media sources. Prerequisite may be waived with two years of high school French with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

Prerequisites: FREN 002 or equivalent college course with "C" or better.

**FREN 004 Advanced French 4 4**

Hours: 4 Lecture/Discussion

Advanced French 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.

Prerequisites: FREN 003 or equivalent college course with "C" or better.

## GENERAL STUDIES

**GS 120 Yes I Can! 3**

Hours: 3 Lecture/Discussion

This course focuses on the development of skills necessary to empower students to become effective partners in their own education, giving them the outer behaviors and inner qualities to create greater success in college life

## GEOGRAPHY

**GEOG 001 Physical Geography 3**

Hours: 3 Lecture/Discussion

An investigation of weather, climate, landforms, and maps. An emphasis is placed on using the methodologies of scientific inquiry to explain the distribution of physical phenomena on the surface of the earth and on examining the relationship between man and the natural environment. This course is approved for distance education format. Advisory on Recommended Preparation: MATH 200, 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 a "C" or better, or eligibility for ENGL 001 determined by COS Placement Procedures.

# Course Descriptions

**GEOG 001L Physical Geography Lab Class** **Units 1**  
 Hours: 3 Lab  
 Observations, computer projects, experiments, and a field trip are designed to familiarize students with techniques used in physical geography.  
**Corequisites:** GEOG 001.

**GEOG 002 World Regional Geography** **Units 3**  
 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. An emphasis is placed on examining 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.

## GEOLOGY

**GEOL 001 Physical Geology** **Units 4**  
 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. Advisory on Recommended Preparation: MATH 200, 205, 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.

**GEOL 004 Earth History** **Units 3**  
 Hours: 3 Lecture/Discussion  
**Equivalent Course:** GEOL 004H.  
 This course examines the geologic evidence for the major events in Earth's history, including: the formation of the crust, atmosphere, and oceans; the tectonic history of the continents; and mass extinctions and the record of life on Earth. 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 as determined by COS Placement Procedures.

**GEOL 004H Earth History-Honors** **Units 3**  
 Hours: 3 Lecture/Discussion  
**Equivalent Course:** GEOL 004.  
 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. Students will be required to participate in field trips and complete a research paper as part of this course. Limitation on Enrollment: Acceptance into the Honors Program 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 equivalent college course with "C" or better or eligibility for MATH 230 as determined by COS Placement Procedures.

**GEOL 012 Environmental Geology** **Units 3**  
 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: ENGL 251 or equivalent college course with "C" or better, or

eligibility for ENGL 1 as determined by COS Placement Procedures and MATH 200 or equivalent college course with a "C" or better, or eligibility for MATH 230 as determined by the COS Placement Procedures.

**GEOL 150 Geology of Kings Canyon NP** **Units .5**  
 Hours: .5 Lecture/Discussion  
 .5 Lab  
 This field trip course explores the geology of Kings Canyon National Park. Major themes include: rivers and valley development, glaciers and climate change, the formation of the Sierra Nevada mountains and the rocks therein, plate tectonics and the geologic history of California. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**GEOL 151 Geology of the Mojave Desert** **Units 1**  
 Hours: 1 Lecture/Discussion  
 .5 Lab  
**Equivalent Course:** GEOL 251.

This field trip course introduces 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 en route, while extended stops, that include some hiking, allow closer examination of phenomena such as faults, volcanoes, mines, and solar power plants. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**GEOL 152 Geology of the Central Coast** **Units 1**  
 Hours: 1 Lecture/Discussion  
 .5 Lab  
**Equivalent Course:** GEOL 252.

This field trip course introduces 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. Extended stops, that include some hiking, allow closer examination of phenomena (e.g., the San Andreas Fault and Morro Rock). Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**GEOL 153 Granite, Glaciers, and Gold** **Units 1**  
 Hours: 1 Lecture/Discussion  
 .5 Lab

This field trip course explores the geology of the central Sierra Nevada. Primary topics include: the formation and evolution of Yosemite Valley, the Mother Lode gold deposits, and the central Sierran foothills (the Western Metamorphic Belt). Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**GEOL 154 Volcanoes of Northern CA** **Units 2**  
 Hours: 1.5 Lecture/Discussion  
 1.5 Lab

This extended field trip explores northern California's sleeping volcanoes: Mt Shasta, Medicine Lake Volcano and Mt Lassen. Volcanic features, landforms, processes, and hazards constitute the major themes of this class. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

## GRAPHIC DESIGN

**GD 151AD Independent Study - Graphic Design** **Units 1 - 4**  
 Hours: 3 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

# Course Descriptions

studies to supplement and enhance existing courses. Independent Study requires a minimum of 52.5 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.

**GD 159 Adobe Illustrator 2**  
 Hours: 1.5 Lecture/Discussion  
 1.5 Lab  
**Materials Fee: \$20.00**

This introductory course is designed to provide working knowledge and skills required for graphic designers and illustrators using Adobe Illustrator on a PC. This course is approved for Distance Education format. Advisory on Recommended Preparation: ART 006 or equivalent college course with "C" or better and ART 008 or equivalent college course with "C" or better and COMP 130 or equivalent college course with "C" or better.

**GD 160 Graphic Design 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab  
**Materials Fee: \$20.00**

Using Adobe Illustrator, this course will introduce basic creative problem-solving methods and applications of graphic design theory, elements and principles. This is an invaluable course for students interested in graphic design. Students will develop a professional portfolio with extensive practice in computer image generation, basic techniques, speed, and precision. Approved for Distance Education format. Advisory on Recommended Preparation: ART 006 or equivalent college course with "C" or better and ART 008 or equivalent college course with "C" or better and GD 159 or equivalent college course with "C" or better.

**GD 161AD Graphic Design Applications 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab  
**Materials Fee: \$20.00**

This course emphasizes the creative problem solving process as it relates to graphic design utilizing Adobe Photoshop. It includes knowledge in the conceptualization, refinement and implementation of graphic design. Practical applications will include a variety of print, packaging and container designs. This course may be repeated 3 times. Approved for Distance Education format. Advisory on Recommended Preparation: ART 6 or equivalent college course with "C" or better and ART 8 or equivalent college course with "C" or better.

**GD 162AD Integrated Graphics 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab  
**Materials Fee: \$20.00**

Students enrolled in this course will employ skills developed in beginning and intermediate classes utilizing Adobe Creative Suite software: InDesign, Illustrator and Photoshop. Continued studies in typography, publication design, package design, logo creation and digital imaging will be taken to more advanced applications and projects. As the name of the course indicates, it includes integration of various graphic and digital images, logo designs and technical illustrations for the purpose of print media projects. This course may be repeated three times. Advisory on Recommended Preparation: ART 6 and ART 8 and GD 159 and GD 160 and GD 161AD and GD 163AD or equivalent colleges course with "C" or better.

**GD 163AD Digital Mechanicals 3**  
 Hours: 2 Lecture/Discussion  
 3 Lab  
**Materials Fee: \$20.00**

This course is designed to provide working knowledge of publication design utilizing Adobe InDesign software. This course may be repeated three times. This

course is approved for Distance Education format. Advisory on Recommended Preparation: COMP 130 and ART 6 and ART 8 or equivalent college courses with "C" or better.

**Prerequisites: GD 160 or equivalent college course with "C" or better.**

**GD 164AD Digital Animation 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab  
**Materials Fee: \$20.00**

This is a graphic design course in digital animation utilizing the Maya computer program. Course content includes an understanding of the tools and navigation necessary to create 3-D animations that can be applied to a wide variety of industry including multimedia, interactive, gaming and web graphics, as well as production CG. This course can be repeated three times. This course is approved for Distance Education format.

Advisory on Recommended Preparation: GD 159 or GD 161AD or equivalent college course with a "C" or better.

**GD 190AD Supervised Practice-Graphic Design 1 - 3**  
 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. Advisory on Recommended Preparation: GD 159 or equivalent college course with "C" or better.

**GD 251AD Independent Study-Graphic Design 1 - 4**  
 Hours: 3 TO 12 Lab  
 Independent Study

**GD 400 Graphic Design Supplemental Learning Assistance 0**  
 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.

## HEALTH

**HLTH 280 Interpreting in Health Care 1 2**  
 Hours: 2 Lecture/Discussion

Provides a theoretical foundation for bilingual individuals to develop the awareness and knowledge necessary for effective language interpretation in health care settings. Emphasis on the roles and responsibilities of a health care interpreter and insight in language and cultural nuances for specific communities necessary in the art of interpretation.

**HLTH 281 Interpreting in Health Care 2 4**  
 Hours: 4 Lecture/Discussion

Provides training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Further enhancement of theoretical foundation learned in HLTH 280 with emphasis on basic knowledge of common medical conditions, treatments, and procedures.

**Prerequisites: HLTH 280 or equivalent college course with "C" or better (HLTH 280 may be taken concurrently).**

**HLTH 282 Interpreting in Health Care 3 6**  
 Hours: 6 Lecture/Discussion

Training for bilingual individuals to be an integral member of the health care team in bridging the language and cultural gap between clients and providers. Further enhancement of interpreting skills learned in Health 281 covering

# Course Descriptions

specialized health care service areas such as genetics, mental health, death and dying. Emphasis also on the development of cultural competency in the community and workplace and careers in interpretation. Can be taken concurrently with HLTH 283.

**HLTH 283      Field Experience in HCI      3**  
Hours:            2 Lecture/Discussion  
                      3 Lab

This course is for students in the Health Care Interpreting program. The course trains interpreters in facilitating linguistic and cultural communication between client and health care providers. Knowledge and technical interpreting skills studied and practiced in the classroom will be applied in the field.

**Corequisites:** HLTH 282.

## HEALTH AND WELLNESS

**HW 001      Personal & Community Health      3**  
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. This course is approved for distance education.

**HW 003      Standard First Aid      3**  
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**  
Hours:            3 Lecture/Discussion

This course covers different aspects of physical and mental health as it relates to the athlete. The effects of pain and stress on performance are studied. Diet, weight control, fitness and exercise, genetics, and their influence on training are examined. The consequences of using alcohol, tobacco and anabolic steroids and other drugs are explained in terms of their effects on human performance.

**HW 060      Concepts in Health & Fitness      3**  
Hours:            3 Lecture/Discussion

**Equivalent Course:** SMED 060.

This course is open to all students interested in learning about the different components of physical fitness, cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition as related to healthy living. Students will develop individual plans using decision-making strategies, analysis, and an awareness of the conditions related to nutrition, physiological factors and physical fitness. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**HW 104      Drugs and Society      3**  
Hours:            3 Lecture/Discussion

This course covers the broad spectrum of drug use in society, including the physical and psychological effects. The material is constantly updated to reflect the current interests of students and new information made available by the scientific community.

**HW 119      Nutrition for Fitness      3**  
Hours:            3 Lecture/Discussion

**Equivalent Course:** NUTR 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.

## HISTORY

**HIST 004      Western Civilization to 1648      3**  
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 17th century to form a mature Western civilization. This course is approved for Distance Education format. 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 005      Western Civilization Since 1648      3**  
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.

**HIST 017      People of the US to 1877      3**  
Hours:            3 Lecture/Discussion

**Equivalent Course:** HIST 017H.

A study of the people of the United States from colonial beginnings to 1877, 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. Approved for Distance Education format. 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 017H      US History to 1877-Honors      3**  
Hours:            3 Lecture/Discussion

**Equivalent Course:** HIST 017.

A study of the people of the United States from colonial beginnings to 1865 emphasizing the significance of primary source documents to analyze the interaction of political, economic, geographic and social factors in the evolution of American culture. Emphasizes historiographical approach. Special emphasis is given to the roles of women and various ethnic minority groups in settling America and shaping its history. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Duplicate credit not granted for HIST 17. Limitation on Enrollment: Acceptance into the Honors Program.

**HIST 018      People of the US from 1877      3**  
Hours:            3 Lecture/Discussion

A study of the people of the United States from 1877 to the present time, emphasizing the interaction of political, economic and social factors in the evolution of American culture. This course is approved for Distance Education format. 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 023      Mexican American History      3**  
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,

# Course Descriptions

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 025 World History to 1500** **3**  
Hours: 3 Lecture/Discussion  
*Equivalent Course: HIST 125.*

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.

## HUMAN DEVELOPMENT

**HDEV 120AB Student Success** **2**  
Hours: 2 Lecture/Discussion

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. This course is approved for Distance Education format.

**HDEV 151AD Independent Study-Human Development** **1 - 4**  
Hours: 3 TO 12 Lab

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 230 College Success Skills** **1**  
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.

## HUMAN SERVICES

**HSRV 101 Group Design and Leadership** **4**  
Hours: 3 Lecture/Discussion  
3 Lab

This class focuses on research-based design, leadership and evaluation for a variety of support, treatment and therapeutic groups. 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.

**HSRV 102 Drug and Alcohol Treatment** **3**  
Hours: 3 Lecture/Discussion

This course is designed to develop the basic skills and knowledge needed to work in the field of alcohol and other drugs. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**HSRV 120 Introduction to Social Welfare** **3**  
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. Approved for Distance Education format.

Units

**HSRV 121 Interviewing** **4**  
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 eligibility for ENGL 1 determined by COS Placement Procedures or equivalent college course with a grade of "C" or better.

**HSRV 122 Introduction of Human Services** **3**  
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. Approved for distance education format. 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 228 Alcohol Intervention Treatment & Recovery** **2**  
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**  
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 Industrial Maintenance, Opt. A** **15**  
Hours: 10 Lecture/Discussion  
15 Lab

**Materials Fee: \$7.00**  
ITEC 100 is the first semester of a two semester program in Industrial Maintenance Technology. This course will provide the students with theories, concepts, and skills utilized in the areas of: basic electricity, machine tool operation, acetylene and MIG welding, hydraulics/pneumatics, and mechanics.

**ITEC 101 Industrial Maintenance, Opt. A** **15**  
Hours: 10 Lecture/Discussion  
15 Lab

**Materials Fee: \$7.00**  
This course will provide the students with theories, concepts, and skills utilized in the areas of: industrial motor control 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.**

**ITEC 105AD Industrial Maintenance** **4**  
Hours: 3 Lecture/Discussion  
3 Lab

**Materials Fee: \$7.00**  
This employment-oriented class will provide the students with knowledge and

# Course Descriptions

	<b>Units</b>		<b>Units</b>
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. ITEC 105AD requires four semesters of course work and work experience to complete the certification requirement.		<b>ITEC 220</b>	<b>Water Treatment Fundamentals</b>
		Hours:	3 Lecture/Discussion
			The course provides an introduction to the basic methods used to treat water supplies for domestic drinking water purposes. The course introduces and works with the supporting science and mathematics concepts. The course fulfills the specialized education/training requirement that is necessary for water treatment plant or distribution system operator certification by California Department of Public Health. The course prepares students for the Grade T1 and T2 water treatment plant operator certification exams.
<b>ITEC 106</b>	<b>Industrial Maintenance 1</b>	<b>4</b>	
Hours:	3 Lecture/Discussion		
	3 Lab		
<b>Materials Fee:</b>	<b>\$8.00</b>		
This employment-oriented class will provide the students with knowledge and skills in the areas of basic electricity, industrial mechanics, and MIG welding.			
<b>ITEC 107</b>	<b>Industrial Maintenance 2</b>	<b>4</b>	
Hours:	3 Lecture/Discussion		
	3 Lab		
<b>Materials Fee:</b>	<b>\$8.00</b>		
This employment-oriented class will provide the students with knowledge and skills in the areas of basic electricity, machining, and hydraulics/pneumatics.			
<b>ITEC 108</b>	<b>Industrial Maintenance 3</b>	<b>4</b>	
Hours:	3 Lecture/Discussion		
	3 Lab		
<b>Materials Fee:</b>	<b>\$8.00</b>		
This employment-oriented class will provide the students with knowledge and skills in the areas of industrial motor controls, stick, and TIG welding.			
<b>ITEC 109</b>	<b>Industrial Maintenance 4</b>	<b>4</b>	
Hours:	3 Lecture/Discussion		
	3 Lab		
<b>Materials Fee:</b>	<b>\$8.00</b>		
This employment-oriented class will provide the students with knowledge and skills in the areas of programmable logic controllers, variable frequency drives, and basic industrial refrigeration and boilers.			
<b>ITEC 151AD</b>	<b>Independent Study-Industry &amp; Technology</b>	<b>1 - 4</b>	
Hours:	3 TO 12 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.			
<b>ITEC 190AD</b>	<b>Supervised Practice</b>	<b>1 - 3</b>	
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.			
<b>ITEC 216</b>	<b>Intro to Industry &amp; Technology</b>	<b>5</b>	
Hours:	3 Lecture/Discussion		
	6 Lab		
This is an introductory course into the many different aspects of the Industry and Technology field. This class will provide basic knowledge in the following fields: Workplace Ethics, Applied Industrial Mathematics, Industrial Specific Terms, Principles of Pneumatics-Hydraulics, Basics of Industrial Electricity, Principles of Electric Motors, Refrigeration and Air-Conditioning Basics, Power Transmission Devices, Use of Pump in Industry, Applications of Piping Systems, Basics of Welding, Workplace Strategies and Job Preparation.			
		<b>ITEC 242</b>	<b>Air Conditioning Sheet Metal</b>
		Hours:	3 Lecture/Discussion
			3 Lab
		<b>Materials Fee:</b>	<b>\$20.00</b>
		<b>Equivalent Course: ITEC 142.</b>	
		ITEC 242 is an introduction to basic air conditioning sheet metal theory, design, drafting, bending, shaping, soldering, tools and equipment used to fabricate fittings. Formerly ITEC 142.	
		<b>ITEC 243</b>	<b>Advanced Air Conditioning Duct Sheet Metal</b>
		Hours:	3 Lecture/Discussion
			3 Lab
		<b>Materials Fee:</b>	<b>\$15.00</b>
		<b>Equivalent Course: ITEC 143.</b>	
		ITEC 243 is designed for the individual seeking to further their skills and knowledge in advance sheet metal layout, fabrication, & installation of sheet metal fittings used in HVAC industry. Computer aided drafting is also utilized in this course. Advisory on Recommended Preparation: ITEC 242 or equivalent college course with "C" or better. Formerly ITEC 143.	
		<b>ITEC 251AD</b>	<b>Independent Study-Industry &amp; Technology</b>
		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.	
		<b>ITEC 274</b>	<b>Programmable Logic Controllers</b>
		Hours:	2 Lecture/Discussion
			1 Lab
		<b>Materials Fee:</b>	<b>\$5.00</b>
		This course addresses the necessary theory and skills in the field of programmable controllers for maintenance electricians. The student will learn the coding, numbering, wiring methods and programming of programmable logic controllers. The student will learn how to design ladder diagrams from a hard wired diagram or from a sequence of operation.	
		<b>ITEC 276</b>	<b>Advanced Programmable Logic Controllers</b>
		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.	
		<b>Prerequisites: ITEC 274 or equivalent college course with "C" or better.</b>	

# Course Descriptions

**ITEC 280 Career Tech Education Academy** **Units 2**  
 Hours: 1 Lecture/Discussion  
 3 Lab

The CTE Summer Academy is a survey course for students to learn about educational and career opportunities in manufacturing and related industrial technology fields.

**ITEC 281 Introduction to Robotics** **Units 2**  
 Hours: 1 Lecture/Discussion  
 3 Lab

This course is built around the fundamental understanding of the systems that make up robots and the development of workplace competencies. The cornerstone of the class involves solving engineering design problems.

**ITEC 300 Applied Measurement/Workplace** **Units 1 - 4**  
 Hours: 1 TO 4 Lecture/Discussion

An easy-to-use, computerized, open-entry/open-exit applied mathematics course. This course teaches methods to solve one-step mathematical operations and to use these skills with work-related problems. Examples and situations focus on applying problem-solving skills in real-world situations. A variety of interactive exercises helps students practice each concept. A calculator function and formula sheet are available to the learner with a simple mouse-click. Detailed solutions to the problems are explained, allowing students to analyze their mistakes. A full human-voice sound track and immediate feedback aid learning.

**ITEC 302 Reading for Information** **Units 1 - 4**  
 Hours: 1 TO 4 Lecture/Discussion

An easy-to-use, computerized, open-entry/open exit course designed to improve the student's comprehension of workplace communications such as memos, policies, procedures, legal constraints, safety guidelines, and other technically dense documents. Examples and situations focus on applying problem-solving skills in real-world situations. Uses a variety of interactive exercises so the learner can practice each concept. The course includes a full human-voice sound track and immediate feedback to aid learning. Approved for Distanced Education format.

**ITEC 304 Locating Information** **Units 1 - 4**  
 Hours: 1 TO 4 Lecture/Discussion

An easy-to-use, computerized, open-entry/open-exit course to develop skills in using information presented in workplace graphics such as memos, tables, charts, and graphs. Examples and situations focus on applying this ability in real-world situations. Uses a variety of interactive exercises so that the learner can practice each concept. A full human-voice sound track and immediate feedback aid learning. Non-graded. Approved only for online distribution.

## INFORMATION TECHNOLOGY

**IT 122AC Network Administration** **Units 3**  
 Hours: 3 Lecture/Discussion  
 3 Lab  
**Materials Fee: \$15.00**

This is an advanced computer networking course using Microsoft Windows NT Workstation and Server. Students will load NT Workstation/Server then create and administrate a NT 4.0 network. Students will also be introduced to diagnostic software, and troubleshooting and repair of networks and network hardware, components and peripherals. The course is repeatable two times. Advisory on Recommended Preparation: IT 110 and IT 111 AC, and COMP 5 or COMP 130 or equivalent college courses with a "C" or better, or equivalent skills and knowledge as determined by departmental assessment.

**IT 140AC MCSE Windows 2000 Pro** **Units 2**  
 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** **Units 2**  
 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** **Units 3**  
 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.

**IT 143AC MCSE Active Directory** **Units 3**  
 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** **Units 3**  
 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,

# Course Descriptions

		Units			Units
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.			<b>IT 230</b>	<b>CISCO Academy 1</b>	<b>4</b>
			Hours:	3 Lecture/Discussion 3 Lab	
			<b>Materials Fee:</b>	<b>\$20.00</b>	
			<b>Equivalent Course:</b>	<b>IT 130AC.</b>	
			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.		
<b>IT 210</b>	<b>PC Troubleshooting &amp; Repair</b>	<b>2.5</b>	<b>IT 231</b>	<b>CISCO Academy 2</b>	<b>4</b>
Hours:	2 Lecture/Discussion 2 Lab		Hours:	3 Lecture/Discussion 3 Lab	
<b>Materials Fee:</b>	<b>\$20.00</b>		<b>Materials Fee:</b>	<b>\$15.00</b>	
<b>Equivalent Course:</b>	<b>IT 110.</b>		<b>Equivalent Course:</b>	<b>IT 131AC.</b>	
This course will introduce students to the 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.			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.		
<b>IT 211</b>	<b>Comp TIA A+Exam Preparation</b>	<b>4</b>	<b>IT 232</b>	<b>CISCO Academy 3</b>	<b>4</b>
Hours:	3 Lecture/Discussion 3 Lab		Hours:	3 Lecture/Discussion 3 Lab	
<b>Materials Fee:</b>	<b>\$20.00</b>		<b>Materials Fee:</b>	<b>\$15.00</b>	
<b>Equivalent Course:</b>	<b>IT 111AC.</b>		<b>Equivalent Course:</b>	<b>IT 132AC.</b>	
This is a 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 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.		
<b>IT 212</b>	<b>Computer Multimedia Concepts</b>	<b>4</b>	<b>IT 233</b>	<b>CISCO Academy 4</b>	<b>4</b>
Hours:	3 Lecture/Discussion 3 Lab		Hours:	3 Lecture/Discussion 3 Lab	
<b>Materials Fee:</b>	<b>\$15.00</b>		<b>Materials Fee:</b>	<b>\$15.00</b>	
<b>Equivalent Course:</b>	<b>IT 112AC.</b>		<b>Equivalent Course:</b>	<b>IT 133AC.</b>	
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 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.		
<b>IT 220</b>	<b>Computer Networking Fundamentals</b>	<b>3</b>	<b>IT 251AD</b>	<b>Information Technology-Independent Study 1 - 3</b>	
Hours:	2 Lecture/Discussion 2 Lab		Hours:	3 TO 9 Lab	
<b>Equivalent Course:</b>	<b>IT 120.</b>		Independent Study in Information Technology. Advisory on Recommended Preparation: IT 210 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment.		
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.					
<b>IT 221</b>	<b>Comp TIA Network + Exam Preparation</b>	<b>4</b>	<b>INTERCOLLEGIATE ATHLETICS</b>		
Hours:	3 Lecture/Discussion 3 Lab		<b>IA 001AD</b>	<b>Intercollegiate Men's Baseball</b>	<b>2</b>
<b>Materials Fee:</b>	<b>\$20.00</b>		Hours:	1 Lecture/Discussion 9 Activity	
<b>Equivalent Course:</b>	<b>IT 121AC.</b>		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.		
This course will prepare students for the Comp TIA Network + 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.			<b>IA 002AD</b>	<b>Intercollegiate Men's Basketball</b>	<b>1</b>
<b>IT 223</b>	<b>TCP/IP and IP Routing</b>	<b>3</b>	Hours:	.5 Lecture/Discussion 4.5 Activity	
Hours:	3 Lecture/Discussion 1 Lab		An advanced skill course for male students who want to participate in an intercollegiate basketball program. This course can be repeated three times.		
<b>Materials Fee:</b>	<b>\$15.00</b>				
<b>Equivalent Course:</b>	<b>IT 123AC.</b>				
This is a course on the TCP/IP internet protocol, in the COS Network Plus 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.					



# Course Descriptions

		Units		Units
<b>IA 003AD</b>	<b>Intercollegiate Women's Basketball</b>	<b>1</b>	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.	
Hours:	.5 Lecture/Discussion 4.5 Activity			
An advanced skill course for female students who want to participate in an intercollegiate basketball program. This course can be repeated three times.				
<b>IA 006AD</b>	<b>Intercollegiate Football</b>	<b>2</b>		
Hours:	1 Lecture/Discussion 9 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.				
<b>IA 007AD</b>	<b>Intercollegiate Golf</b>	<b>2</b>		
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.				
<b>IA 008AD</b>	<b>Intercollegiate Women's Softball</b>	<b>2</b>		
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.				
<b>IA 010AD</b>	<b>Intercollegiate Women's Golf</b>	<b>2</b>		
Hours:	1 Lecture/Discussion 9 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.				
<b>IA 011AD</b>	<b>Intercollegiate Men's Tennis</b>	<b>2</b>		
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.				
<b>IA 012AD</b>	<b>Intercollegiate Women's Tennis</b>	<b>2</b>		
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.				
<b>IA 016AD</b>	<b>Intercollegiate Women's Volleyball</b>	<b>2</b>		
Hours:	1 Lecture/Discussion 9 Activity			
Designed to introduce advanced skills necessary for playing competitive volleyball. This course may be repeated three times.				
<b>IA 023AD</b>	<b>Intercollegiate Track and Field</b>	<b>2</b>		
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				
<b>IA 024AD</b>	<b>Intercollegiate Cross Country</b>	<b>2</b>		
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.				
<b>IA 029AD</b>	<b>Intercollegiate Swim/Diving</b>	<b>2</b>		
Hours:	1 Lecture/Discussion 9 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.				
<b>IA 030AD</b>	<b>Intercollegiate Women's Soccer</b>	<b>2</b>		
Hours:	1 Lecture/Discussion 9 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.				
<b>IA 031AD</b>	<b>Intercollegiate Women's Equestrian</b>	<b>1</b>		
Hours:	.5 Lecture/Discussion 4.5 Activity			
<i>Equivalent Course: IA 131AD.</i>				
This course is 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.				
<b>IA 032AD</b>	<b>Intercollegiate Men's Soccer</b>	<b>2</b>		
Hours:	1 Lecture/Discussion 9 Activity			
<i>Equivalent Course: IA 113AD.</i>				
Intercollegiate Men's Soccer is designed for male student/athletes interested in competing in intercollegiate soccer. The course involves daily practices as well as competition at the collegiate level through league games and tournament play. This course may be repeated three times.				
<b>INTERDISCIPLINARY STUDIES</b>				
<b>IS 180</b>	<b>Freshman Science Seminar</b>	<b>1</b>		
Hours:	1 Lecture/Discussion			
An orientation to the strategies needed to successfully complete a major in mathematics, science or engineering. This course assists students in acquiring the knowledge and skills necessary to reach their educational objectives in highly technical fields. Topics include: career planning, educational and personal enrichment, study skills and habits, time management, academic preparation, and self-discipline. This course serves as the orientation requirement for MESA, but is open to all students. Approved for Distance Education format.				
<b>IS 202AD</b>	<b>Students in Government &amp; Leadership</b>	<b>2</b>		
Hours:	2 Lecture/Discussion			
<i>Equivalent Course: IS 102AD.</i>				

# Course Descriptions

**Units**

The purpose of this course is to allow students to learn and exercise leadership skills in the context of a student governing body. Students will be afforded this opportunity in executive board meetings, at conferences with ASB executive boards, on campus committees and in planning student activities. While no reading or writing prerequisite skills are formally required, students will be expected to work at a high level of independence and will spend several hours outside of class in executive board business. This course supports members of the Executive Board of ASB for the study of the student body, constitution, parliamentary procedure, organization, publicity, finance, and the development of leadership qualities through participation in campus governance and administration of the student activities program.

**IS 220 Orientation/College Success .5**  
Hours: .5 Lecture/Discussion

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. Approved for Distance Education format.

**Orientation Exemption:**

- You have previously participated in COS Orientation
- You are transferring to COS from another college
- You are enrolling in six units or fewer and have no plan to obtain a degree, certificate or participate in a transfer program.

## JOURNALISM

**JOUR 001 Writing for New Media 3.5**  
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, blogging, podcasting, interviewing techniques, writing, organizing, and editing a story for publication, and development of news judgment.

**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**  
Hours: 3 Lecture/Discussion

**Equivalent Course:** GOVT 007, POLS 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.

**JOUR 011AB Introduction to Digital Photography 3**  
Hours: 2 Lecture/Discussion  
3 Lab

**Equivalent Course:** JOUR 111AD, PHOT 011AD, PHOT 111AD.

This course is designed for students who want knowledge of digital and 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 Campus student newspaper in print and online. This course may be repeated one time.

**JOUR 020 Cultural Issues in Film/TV/Web 3**  
Hours: 3 Lecture/Discussion

An in-depth study of social and cultural issues such as ethnicity, gender and politics through the prism of film, television and the Internet.

**JOUR 103AD Newspaper Production 4.5**  
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, multimedia, and general editorial development. This course may be repeated three times. Advisory on Recommended Preparation: ENGL 251 or equivalent course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

**JOUR 104AD Editorial Board 2**  
Hours: 1 Lecture/Discussion  
3 Lab

JOUR 104 is a course for students interested in participating in The Campus student newspaper. Course content includes leadership skills, opinion writing, editing, general editorial development and multimedia. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

## LEARNING SKILLS

**LS 308AD Instructional Support 1 - 3**  
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.

## LIBRARY

**LIBR 101 College Research Strategies 1**  
Hours: 1 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. Advisory on Recommended Preparation: COMP 220 or equivalent college course with "C" or better or COMP 228 or equivalent college course with "C" or better.

**LIBR 102 Internet Information Resources 1**  
Hours: 1 Lecture/Discussion

Internet Information Resources is an information literacy course teaching students to efficiently retrieve and evaluate websites for academic and personal use.

**LIBR 103 Evaluating Information Sources 1**  
Hours: 1 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.

**LIBR 423 Tutor Training 0**  
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**  
Hours: 2 Lab

**Equivalent Course:** LIBR 424.

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.

# Course Descriptions

		Units			Units
<b>LINGUISTICS</b>					
<b>LING 111</b>	<b>Introduction to Language</b>	<b>3</b>			
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.					
<b>MATHEMATICS</b>					
<b>MATH 010</b>	<b>Structure and Concepts 1</b>	<b>4</b>	<b>MATH 075</b>	<b>Calculus 1</b>	<b>5</b>
Hours:	4 Lecture/Discussion		Hours:	5 Lecture/Discussion	
<i>Equivalent Course: MATH 110.</i>			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.		
This is a four-unit course 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. This course is intended for liberal studies students, though it can be used to meet general education requirements. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 010 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.			<i>Prerequisites: MATH 070 or equivalent college course with "C" or better as determined by COS placement procedures.</i>		
<i>Prerequisites: (MATH 230 or MATH 235) or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.</i>			<b>MATH 076</b>	<b>Calculus 2</b>	<b>5</b>
<b>MATH 011</b>	<b>Structure and Concepts 2</b>	<b>4</b>	Hours:	5 Lecture/Discussion	
Hours:	4 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.		
<i>Equivalent Course: MATH 111.</i>			<i>Prerequisites: MATH 075 or equivalent college course with "C" or better.</i>		
This course continues topics from MATH 10 and includes 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 intended for liberal studies students, though it can be used to meet general education requirements. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 011 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.			<b>MATH 077</b>	<b>Calculus 3</b>	<b>3</b>
<i>Prerequisites: MATH 010 or equivalent college course with "C" or better.</i>			Hours:	3 Lecture/Discussion	
<b>MATH 021</b>	<b>Introduction to Statistics</b>	<b>4</b>	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 077 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.		
Hours:	4 Lecture/Discussion		<i>Prerequisites: MATH 076 or equivalent college course with "C" or better.</i>		
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.			<b>MATH 080</b>	<b>Linear Algebra</b>	<b>3</b>
<i>Prerequisites: MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.</i>			Hours:	3 Lecture/Discussion	
<b>MATH 070</b>	<b>Precalculus</b>	<b>5</b>	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.		
Hours:	5 Lecture/Discussion		<i>Prerequisites: MATH 076 or equivalent college course with "C" or better.</i>		
This course 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 070 may access the supplemental learning assistance by enrolling in			<b>MATH 081</b>	<b>Differential Equations</b>	<b>5</b>
<i>Prerequisites: MATH 077 or equivalent college course with "C" or better.</i>			Hours:	5 Lecture/Discussion	

# Course Descriptions

	Units		Units
<b>MATH 151AD</b> <b>Independent Study-Math</b>	<b>1 - 4</b>	<i>Equivalent Course: MATH 230.</i>	
Hours:            3 TO 12 Lab		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.	
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.		<b>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.</b>	
<b>MATH 154</b> <b>Trigonometry</b>	<b>4</b>	<b>MATH 245</b> <b>Practical Career Mathematics</b>	<b>4</b>
Hours:            4 Lecture/Discussion		Hours:            4 Lecture/Discussion	
An intensive one-semester course in the elements of trigonometry including: trigonometric functions, solving triangles for unknown parts, proving and applying identities, graphing, solving trigonometric equations, expressing and using complex numbers in trigonometric form. Students enrolled in MATH 154 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.		This course is a study of the practical applications of linear and exponential growth models, including statistical methods and finance math. It is intended to develop math literacy through the use of current events and real life applications. This course is designed for students who are earning an associate's degree and who are not planning to transfer to a four-year institution.	
<b>Prerequisites: MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.</b>		<b>Prerequisites: MATH 200 or MATH 205 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.</b>	
<b>MATH 200</b> <b>Elementary Algebra</b>	<b>4</b>	<b>MATH 251AD</b> <b>Independent Study-Math</b>	<b>1 - 4</b>
Hours:            4 Lecture/Discussion		Hours:            3 TO 12 Lab	
<i>Equivalent Course: MATH 205.</i>		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.	
This is a four-hour-a-week intensive one-semester course in elementary algebra covering: operations with real numbers, linear equations and inequalities, graphing, systems of equations, word problems, exponents, factoring, and rational expressions. 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.		<b>Prerequisites: MATH 360 or MATH 365 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.</b>	
<b>Prerequisites: MATH 360 or MATH 365 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.</b>		<b>MATH 360</b> <b>Pre-Algebra</b>	<b>4</b>
<b>MATH 205</b> <b>Beginning Algebra</b>	<b>4</b>	Hours:            4 Lecture/Discussion	
Hours:            3.5 Lecture/Discussion 1.5 Activity		<i>Equivalent Course: MATH 365.</i>	
<i>Equivalent Course: MATH 200.</i>		This four-hour-a-week course focuses on the fundamental operations of whole and signed numbers, fractions, mixed numbers, decimals, and their use in applied problems. Other topics include factors and multiples, ratios, proportions, introductory algebra, percents, unit conversions, and geometric measurements. All topics are taught with a pre-algebra perspective. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 360 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.	
This is a five-hour-a-week, one-semester course in beginning algebra covering: operations with real numbers, linear equations and inequalities, word problems, factoring, rational expressions, graphing and exponents. This course will benefit students who need more time on task 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.		<b>Prerequisites: MATH 360 or MATH 365 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.</b>	
<b>Prerequisites: MATH 360 or MATH 365 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.</b>		<b>MATH 365</b> <b>Arithmetic and Pre-Algebra</b>	<b>4</b>
<b>MATH 230</b> <b>Intermediate Algebra</b>	<b>4</b>	Hours:            5 Lecture/Discussion	
Hours:            4 Lecture/Discussion		<i>Equivalent Course: MATH 360.</i>	
<i>Equivalent Course: MATH 235.</i>		This course focuses on the fundamental operations of whole and signed numbers, fractions, mixed numbers, decimals, and their use in applied problems. Other topics include factors and multiples, ratios, proportions, introductory algebra, percents, unit conversions, and geometric measurements. This course will benefit students who need more time on task 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 365 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.	
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.		<b>Prerequisites: MATH 360 or MATH 365 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.</b>	
<b>Prerequisites: MATH 200 or MATH 205 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.</b>		<b>MATH 372</b> <b>Arithmetic</b>	<b>3</b>
<b>MATH 235</b> <b>Math for Math-Related Majors</b>	<b>4</b>	Hours:            3 Lecture/Discussion	
Hours:            5 Lecture/Discussion		This course focuses on the fundamental operations with whole numbers, fractions, mixed numbers, decimals and some percentages. Also included are applications involving measurement and geometry and general study skills for success in math courses.	
<b>MATH 400</b> <b>Math Supplemental Learning Assistance</b>	<b>0</b>	Hours:            3.1 Lab	
Hours:            3.1 Lab		Math Supplemental Learning Assistance is intended to strengthen students' mathematical skills and reinforce their mastery of concepts. This open entry/	

# Course Descriptions

open exit class is linked with MATH 10, 11,21, 70,75,76,77,80,81, 154, 200, 205, 230, 360, and 365.

**MATH 401**      **Prep/Quant Qualifying Exams**      **0**  
 Hours:            .75 Lecture/Discussion  
 A survey of the strategies and skills needed to prepare for exams that require familiarity with 7-11th grade math standards. Test preparation strategies and study methods will assist students in performing better on college placement exams. Approved for Distance Education format.

**MATH 405**      **Augmented Instruction in Math**      **0**  
 Hours:            2 Activity  
 This course provides supplemental instruction to help students succeed in their Math coursework. It will link to corresponding sections of MATH 372, MATH 360, MATH 200, or MATH 230.

## METEOROLOGY

**MET 001**      **Elementary Meteorology**      **3**  
 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**  
 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. This is a course designed for the non-major, the elementary or secondary school teaching credential candidate, and the music major who seeks remedial instruction prior to beginning the Comprehensive Musicianship sequence.

**MUS 004**      **Theory and Musicianship 1**      **4**  
 Hours:            3.5 Lecture/Discussion  
                          1.5 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, rhythm performance, and the use of music computer software. Advisory on Recommended Preparation: MUS 001 or equivalent college course with "C" or better.

**MUS 005**      **Theory and Musicianship 2**      **4**  
 Hours:            3.5 Lecture/Discussion  
                          1.5 Lab  
 This is the second in a series of four courses, intended primarily for music majors. It covers the study of secondary triads, chord root relationships, harmonization of melodies, nonchord tones, diatonic seventh chords, and Bach Chorale analysis; as well as ear training, sight singing, rhythm performance, and the use of music computer software.  
**Prerequisites:** MUS 004 or equivalent college course with "C" or better.

**MUS 006**      **Theory and Musicianship 3**      **4**  
 Hours:            3.5 Lecture/Discussion  
                          1.5 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.  
**Prerequisites:** MUS 005 or equivalent college course with "C" or better.

**MUS 007**      **Theory and Musicianship 4**      **4**  
 Hours:            3.5 Lecture/Discussion  
                          1.5 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 modes and chant notation, species counterpoint, Schenker analysis, various post-tonal resources, atonal analysis, twelve-tone analysis and composition, 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.  
**Prerequisites:** MUS 006 or equivalent college course with "C" or better.

**MUS 010**      **Music Appreciation**      **3**  
 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**      **Music Appreciation/Jazz**      **3**  
 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 1890s to the present. No previous musical training is necessary. This course is approved for Distance Education format.

**MUS 013**      **Music of the World**      **3**  
 Hours:            3 Lecture/Discussion  
 MUS 13 includes a study of the elements of music as they pertain to the world's musical traditions and styles, and a survey of world music from selected regions and genres. This course is approved for Distance Education format.

**MUS 014**      **History of Rock & Roll**      **3**  
 Hours:            3 Lecture/Discussion  
**Equivalent Course:** MUS 114.  
 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.

**MUS 015**      **History of American Folk Music**      **3**  
 Hours:            3 Lecture/Discussion  
**Equivalent Course:** MUS 115.  
 Study of American folk music by both region and period. Course will include lecture, reading, writing and listening assignments with audio-visual materials. No previous musical experience required. Approved for Distance Education format.

**MUS 020AD**      **Piano 1**      **2**  
 Hours:            1.5 Lecture/Discussion  
                          2 Lab  
 For a student without prior piano training who would like to learn to read music and to identify musical symbols on sight while performing a repertoire encompassing all periods of music. This course may be repeated three times and is required for all music majors.

# Course Descriptions

	<b>Units</b>		<b>Units</b>
<b>MUS 021AD Piano 2</b>	<b>2</b>	<b>MUS 034AD Concert Choir</b>	<b>2</b>
Hours: 1.5 Lecture/Discussion 2 Lab		Hours: 6 Lab <b>Materials Fee: \$10.00</b>	
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 department.		MUS 034AD 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. This course can be repeated three times. Limitation on Enrollment: Audition by department.	
<b>MUS 022AD Intermediate &amp; Advanced Piano</b>	<b>2</b>	<b>MUS 035AD Concert Choir 2</b>	<b>2</b>
Hours: 1.5 Lecture/Discussion 2 Lab		Hours: 6 Lab <b>Materials Fee: \$10.00</b> <b>Equivalent Course: MUS 135AD.</b>	
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 021AD or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment. Limitation on Enrollment: Audition by department.		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.	
<b>MUS 023AD Organ 1,2,3, &amp; 4</b>	<b>1</b>	<b>MUS 036AD Chamber Singers</b>	<b>2</b>
Hours: 2 Lecture/Discussion 1 Lab		Hours: 6 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 036AD is designed to provide an environment for study of choral literature, techniques and performance with experienced vocal students, This course focuses on works written for Chamber ensembles. This course can be repeated three times. Limitation on Enrollment: Audition by department.	
<b>MUS 030AD Beginning Voice</b>	<b>2</b>	<b>MUS 040AD Performance Music</b>	<b>1</b>
Hours: 1.5 Lecture/Discussion 1.5 Lab		Hours: 3 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.		Study and performance of music activities for recitals, musicals, concerts, or in small ensembles- string, brass, woodwind, vocal. Some public performances required. This course can be repeated three times. Course may be repeated three times. Limitation on Enrollment: Audition by department.	
<b>MUS 031AD Intermediate Voice</b>	<b>1</b>	<b>MUS 041AD Applied Music Lessons</b>	<b>1</b>
Hours: 3 Lab		Hours: 3 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 30A, or equivalent college course with "C" or better.		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. Limitation on Enrollment: Audition by department.	
<b>MUS 032AD Women's Chorus</b>	<b>1</b>	<b>MUS 050AD String Instruments</b>	<b>1</b>
Hours: 3 Lab		Hours: .5 Lecture/Discussion 1.5 Lab	
Women's chorus offers a study and performance of choral literature for treble 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.		Provides beginning level group instruction in how to play the violin, viola, cello and string bass. Students should provide their own instruments. Some are available for class use only. This course can be repeated three times.	
<b>MUS 033AD Men's Chorus</b>	<b>1</b>	<b>MUS 053AD Symphony of Sequoias</b>	<b>1</b>
Hours: 3 Lab <b>Equivalent Course: MUS 133AD.</b>		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.		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 course can be repeated three times. Limitation on Enrollment: Audition of department.	

# Course Descriptions

	Units		Units
<b>MUS 054AD</b> <b>Symphony Orchestra</b>	<b>1</b>	<b>MUS 074AD</b> <b>Concert Band 1</b>	<b>2</b>
Hours:            3 Lab		Hours:            6 Lab	
The study and performance of symphony orchestra music. Orchestral works are chosen to enhance and develop the knowledge and performing abilities of experienced orchestral musicians. This course can be repeated three times. Limitation on Enrollment: Audition by department required.		A study and performance of standard concert band repertoire 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. Participation in public performance is required. This course may be repeated three times. Advisory: Intended for students with high school band experience or a equivalent type of experience.	
<b>MUS 055AB</b> <b>Beginning Classical Guitar</b>	<b>1</b>	<b>MUS 075AD</b> <b>Concert Band 2</b>	<b>2</b>
Hours:            .5 Lecture/Discussion		Hours:            6 Lab	
1.5 Lab		This course is a study and performance of advanced symphonic band and wind ensemble repertoire 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.	
Beginning Classical Guitar introduces basic classical guitar technique and repertoire for the student with little or no experience, including music reading and right and left hand techniques. Students will learn simple pieces in the classical style. Students should provide their own guitars. This course can be repeated one time.		<b>Prerequisites:</b> MUS 074AD or equivalent college course with "C" or better.	
<b>MUS 056AB</b> <b>Intermediate Classical Guitar</b>	<b>1</b>	<b>MUS 091AD</b> <b>Music Theater Orchestra</b>	<b>2</b>
Hours:            .5 Lecture/Discussion		Hours:            7.0 Activity	
1.5 Lab		Music Theatre Orchestra will emphasize the rehearsal and performance techniques necessary to accompany the production of a musical.	
Intermediate Classical Guitar, MUS 56AB, continues the study of classical guitar techniques from MUS 55AB. Emphasis is on technique, sight reading, development of repertoire, performance, and transcription and transposition. Students should have experience equivalent to beginning guitar. Advisory on Recommended Preparation: MUS 055AB or equivalent college course with "C" or better.		<b>MUS 092AD</b> <b>Night Jazz Ensemble</b>	<b>1</b>
<b>MUS 060AD</b> <b>Beginning Brass Instruments</b>	<b>2</b>	Hours:            3 Lab	
Hours:            1.5 Lecture/Discussion		A study in the preparation and performance of Jazz Ensemble repertoire. 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.	
1.5 Lab		<b>MUS 095AD</b> <b>Master Chorale</b>	<b>1</b>
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.		Hours:            3 Lab	
<b>MUS 061AD</b> <b>Beginning Percussion Instruments</b>	<b>2</b>	<b>Equivalent Course:</b> MUS 195AD.	
Hours:            1.5 Lecture/Discussion		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. Limitation on Enrollment: Audition by department.	
1.5 Lab		<b>MUS 096AD</b> <b>Master Chorale-Renaissance</b>	<b>1</b>
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.		Hours:            3 Lab	
<b>MUS 062AD</b> <b>Beginning Woodwind Instruments</b>	<b>2</b>	<b>Equivalent Course:</b> MUS 196AD.	
Hours:            1.5 Lecture/Discussion		A study and performance of choral literature focusing on works of the Renaissance period 1450-1600. Evening Rehearsals. This course may be repeated three times. Limitation on Enrollment: Audition by department.	
1.5 Lab		<b>MUS 097AD</b> <b>Music Theater Voice</b>	<b>2</b>
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.		Hours:            6.0 Activity	
<b>MUS 072AD</b> <b>Jazz Ensemble 1</b>	<b>2</b>	<b>Equivalent Course:</b> DANC 041AD, DRAM 020AD.	
Hours:            6 Lab		Experience in drama and theatre through active participation in major musical and dramatic productions. Includes training and experience in all facets of the theatre. This course can be repeated three times.	
A study and performance of Jazz Ensemble repertoire with special attention to interpretation, tone, technique and general effect. Some outside or public performances are required. This course may be repeated three times.		<b>MUS 124AD</b> <b>Keyboard Accompaniment</b>	<b>2</b>
<b>MUS 073AD</b> <b>Jazz Ensemble 2</b>	<b>2</b>	Hours:            1.5 Lecture/Discussion	
Hours:            6 Lab		2 Lab	
A study and performance of advanced jazz ensemble repertoire with special attention to soloistic interpretation, tone, technique and general effect. Planned for those interested in improving their musicianship and improvisational skills. Participation in public performance is required. Intended for students with college level jazz ensemble experience or an equivalent type of experience. This course may be repeated three times.		<b>Equivalent Course:</b> MUS 224AD.	
<b>Prerequisites:</b> MUS 072AD or equivalent college course with "C" or better.		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.	
		<b>MUS 125</b> <b>Fine Art Cultures</b>	<b>2</b>
		Hours:            .5 Lecture/Discussion	
		4 Lab	
		<b>Equivalent Course:</b> MUS 125AD.	
		Course focus is on understanding and approaching cultural musical functions	

# Course Descriptions

and styles in the performing arts and will include readings, lectures, verbal and nonverbal observations, discussions on history, instrumentation, and architecture analysis of the various historical periods as they relate to fine art cultures. When possible, actual participation to play instruments or sing will be arranged. Students will travel to local sites or abroad to attend live performances for a critical analysis in performance practices, history, art and architecture.

**MUS 180 The Music Business** 2  
Hours: 2 Lecture/Discussion  
This course is an introduction to the inner workings of the music industry. Intellectual property protections, management teams, recording contracts, publishing deals, and current industry trends will be studied and discussed. Career opportunities and employability enhancement will be explored. Guest speakers, as availability permits, may be a part of the course.

**MUS 226AD Computerized Audio 1: MIDI** 2  
Hours: 1 Lecture/Discussion  
3 Lab

*Equivalent Course: MUS 126AD.*

This course focuses on the use of a MIDI capable DAW (Digital Audio Workstation) for the production of popular music. iMac computers, Yamaha keyboards, and Pro Tools software are used in conjunction to teach students the fundamentals of MIDI technology for creating their own music.

**MUS 227AD Computerized Audio Production 2** 2  
Hours: 1 Lecture/Discussion  
3 Lab

*Equivalent Course: MUS 127.*

This is an intermediate course focusing on the use of a DAW (Digital Audio Workstation) for the production of popular music. iMac computers, Yamaha keyboards, and Pro Tools software and a variety of virtual instruments are used in conjunction to teach students advanced techniques in computer audio production and editing.

**Prerequisites:** MUS 226AD or equivalent college course with "C" or better.

**MUS 277AD Marching Band Outreach** 1  
Hours: 3 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 281 Recording Arts 1** 2  
Hours: 1.5 Lecture/Discussion  
2 Lab

*Equivalent Course: MUS 181.*

Hands-on instruction for beginners in the use of multi-track recording systems, with emphasis on the development of critical listening and thinking skills related to sound, recording, reproduction and music technology.

**MUS 282 Recording Arts 2** 3  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

*Equivalent Course: MUS 182.*

Intermediate students will acquire hands-on multi-track recording technique in strategy with producers studio musicians and recording engineers. Course will cover advanced signal processing, recording production and management procedures.

**Prerequisites:** MUS 281 or equivalent college course with "C" or better.

## Units

**MUS 294AD Jazz Improvisation** 1

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 rhythm section. The course will cover the application of improvisational techniques found in jazz music. This course can be repeated three times.

**MUS 295AD Sequoia Winds Community Band** 1

Hours: 3 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. Preparation: Intended for all interested instrumental band musicians.

**MUS 400 Music Supplemental Lrng Assist** 0

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.

**MUS 454 Symphony Orchestra for Seniors** 0

Hours: 3 Lab

A course designed to offer opportunities for adults to participate in ensemble music with the Symphony Orchestra. Note: Field trips and outside of class performances may be required.

**MUS 466 Symphonic Band for Seniors** 0

Hours: 3 Lab

A course designed to offer opportunities for adults to participate in ensemble music with the Symphonic Band. Note: Field trips and outside of class performances may be required.

**MUS 472 Jazz Ensemble for Seniors** 0

Hours: 3 Lab

A course designed to offer opportunities for adults to participate in jazz ensemble music. Note: Field trips and outside of class performances may be required.

**MUS 495 Community Chorus for Seniors** 0

Hours: 3 Lab

A course designed to offer opportunities for adults to participate in ensemble music with the Community chorus. Note: Outside of class performances required.

## NATURAL SCIENCES

**NSCI 131 Chemistry & Physics for Educators** 4

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.

## NURSING

**NURS 106 Cultural Diversity/Healthcare** 3

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



# Course Descriptions

	Units		Units
health and illness behaviors. Advisory on Recommended Preparation: ENGL 001 or equivalent college course with "C" or better.		Prerequisite of NURS 161 may be waived with LVN licensure and NURS 150. <b>Prerequisites: NURS 161 or equivalent college course with "C" or better.</b>	
<b>NURS 111AD Medication Administration</b>	<b>1</b>	<b>NURS 155 IV Skills</b>	<b>.5</b>
Hours: 2 Lab		Hours: .25 Lecture/Discussion 1.0 Lab	
<b>Equivalent Course: NURS 111.</b>		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.	
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.		<b>Prerequisites: NURS 153 and NURS 154 or equivalent college courses with "C" or better.</b>	
<b>Prerequisites: NURS 161 or equivalent college course with "C" or better.</b>			
<b>NURS 120 Perioperative Nursing</b>	<b>4</b>	<b>NURS 161 Maintaining Optimal Wellness</b>	<b>11</b>
Hours: 2 Lecture/Discussion 6 Lab		Hours: 6 Lecture/Discussion 16 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.		<b>Materials Fee: \$14.00</b>	
<b>Prerequisites: NURS 161 or equivalent college course with "C" or better.</b>		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 wellbeing. Limitation on Enrollment: Acceptance into the RN Program.	
		<b>Prerequisites: (BIOL 030 and BIOL 031 and BIOL 040 and ENGL 001) or equivalent college courses with "C" or better.</b>	
<b>NURS 150 Transition Course</b>	<b>2</b>	<b>NURS 163 Promote and Restore Wellness 1</b>	<b>9</b>
Hours: 1.5 Lecture/Discussion 1.5 Lab		Hours: 5 Lecture/Discussion 12 Lab	
<b>Materials Fee: \$229.00</b>		<b>Materials Fee: \$126.00</b>	
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.		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.	
<b>Prerequisites: NURS 161 or equivalent college course with "C" or better.</b>		<b>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).</b>	
<b>NURS 152 Promoting Perinatal Wellness</b>	<b>4</b>	<b>NURS 164 Promote and Restore Wellness 2</b>	<b>8</b>
Hours: 2 Lecture/Discussion 6 Lab		Hours: 4 Lecture/Discussion 12 Lab	
<b>Materials Fee: \$6.00</b>		<b>Materials Fee: \$126.00</b>	
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 child-bearing 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.		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.	
<b>Prerequisites: NURS 161 or equivalent college course with "C" or better.</b>		<b>Prerequisites: NURS 163 or equivalent college course with "C" or better.</b>	
<b>NURS 153 Promoting Pediatric Wellness</b>	<b>4</b>	<b>NURS 166 Nursing Leadership</b>	<b>3</b>
Hours: 2 Lecture/Discussion 6 Lab		Hours: .5 Lecture/Discussion 7.0 Lab	
<b>Materials Fee: \$142.00</b>		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.	
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.		<b>Prerequisites: NURS 163 or equivalent college course with "C" or better.</b>	
<b>Prerequisites: NURS 161 or equivalent college course with "C" or better.</b>			
<b>NURS 154 Promoting Mental Wellness</b>	<b>4</b>		
Hours: 2 Lecture/Discussion 6 Lab			
<b>Materials Fee: \$8.00</b>			
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			

# Course Descriptions

	Units		Units
<b>NURS 170AD Diagnostic Test Analysis</b> Hours: 2 Lecture/Discussion Students will use diagnostic test information to develop pertinent nursing interventions. Application of previously learned prerequisite and RN program content is essential. This course can be repeated 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.	2	<b>NURS 202 Phlebotomy Practicum</b> Hours: 3 Lab This is the clinical aspect of the phlebotomy course of study for students seeking certification to become a Certified Phlebotomy Technician 1 in California. Students will perform venipunctures and capillary (skin) punctures on actual patients under the supervision of current Laboratory staff. This course meets the State of California requirements for Certified Phlebotomy Technician 1 after passing a national certification examination. <b>Prerequisites:</b> NURS 200 and NURS 201 or equivalent college courses with "C" or better (NURS 200 and/or NURS 201 may be taken concurrently).	1
<b>NURS 171AB ECG Rhythm Analysis</b> Hours: 2 Lecture/Discussion Students will use ECG rhythm information to develop pertinent nursing interventions. Application of previously learned pre-requisite 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.	2	<b>NURS 260 Nursing Assistant</b> Hours: 3.5 Lecture/Discussion 7 Lab <b>Equivalent Course:</b> NURS 351. 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 on Enrollment: Students must possess a current CPR card.	6
<b>NURS 172 Pharmacology in Health Care</b> Hours: 3 Lecture/Discussion This basic pharmacology course is designed for the student in a career in health-care. 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.	3	<b>NURS 310 Prepare/Health Care Careers</b> Hours: 2 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.	2
<b>NURS 173 Health Care Pathophysiology</b> Hours: 3 Lecture/Discussion This course discusses the mechanisms of disease processes, structural and functional changes that occur, and effects of these changes on the human body. Also discussed are means of prevention, treatment and outcomes evaluation within the scope of health careers. <b>Prerequisites:</b> (ENGL 001 and BIOL 030 and BIOL 031) or equivalent college courses with "C" or better.	3	<b>NURS 321 General Nursing Math</b> 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.	2
<b>NURS 190AD Supervised Practice</b> 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.	1 - 3	<b>NURS 400AD Nursing Skills Lab</b> 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.	0
<b>NURS 200 Basic Phlebotomy</b> Hours: 1 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.	1	<b>NUTRITION/FOODS</b>	
<b>NURS 201 Advanced Phlebotomy</b> Hours: 1.5 Lecture/Discussion Advanced study into blood sample collection techniques by venipuncture, arterial puncture (theory only) and capillary (skin) puncture 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 Phlebotomy Technician I. <b>Prerequisites:</b> NURS 200 or equivalent college course with "C" or better (NURS 200 may be taken concurrently).	1.5	<b>NUTR 018 Nutrition</b> Hours: 3 Lecture/Discussion A scientific study of basic chemical, biological and physiological principles and concepts of human nutrition. The course includes the application of these principles to the individual and the translation of this knowledge into food choices throughout life. Approved for Distance Learning format. 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, and MATH 360 or equivalent college course with a "C" or better or eligibility for MATH 200 as determined by COS Placement Procedures.	3

# Course Descriptions

		Units			Units
<b>NUTR 020</b>	<b>Cultural Foods</b>	<b>3</b>	<b>OH 002</b>	<b>Plant Identification 1</b>	<b>3.5</b>
Hours:	2 Lecture/Discussion 3 Lab		Hours:	3 Lecture/Discussion 1 Lab	
<b>Materials Fee:</b>	<b>\$35.00</b>			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.	
	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. 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 360 or equivalent college course with "C" or better or eligibility for MATH 200 as determined by COS Placement Procedures.		<b>OH 003</b>	<b>Plant Identification 2</b>	<b>3</b>
<b>NUTR 107</b>	<b>Sanitation and Safety</b>	<b>2</b>	Hours:	2 Lecture/Discussion 2 Lab	
Hours:	2 Lecture/Discussion		<b>Materials Fee:</b>	<b>\$10.00</b>	
	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.			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.	
<b>NUTR 114</b>	<b>Cooking for a Healthy Life</b>	<b>3</b>	<b>OH 007</b>	<b>Landscape Design</b>	<b>3</b>
Hours:	2 Lecture/Discussion 3 Lab		Hours:	2 Lecture/Discussion 2 Lab	
<b>Materials Fee:</b>	<b>\$45.00</b>		<b>Materials Fee:</b>	<b>\$10.00</b>	
	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.			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.	
<b>NUTR 119</b>	<b>Nutrition for Fitness</b>	<b>3</b>	<b>OH 104</b>	<b>Nursery Practices</b>	<b>3</b>
Hours:	3 Lecture/Discussion		Hours:	3 Lecture/Discussion 1 Lab	
<b>Equivalent Course:</b>	<b>HW 119.</b>			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.	
	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. This course is approved for Distance Education format.		<b>OH 105</b>	<b>Plant Propagation</b>	<b>3.5</b>
<b>NUTR 218</b>	<b>Nutrition Basics</b>	<b>3</b>	Hours:	3 Lecture/Discussion 1 Lab	
Hours:	3 Lecture/Discussion		<b>Materials Fee:</b>	<b>\$10.00</b>	
	Students will study the science of nutrition and relate this to their own dietary habits, become informed nutrition consumers, and make healthy nutrition choices.			This course presents the common principles and techniques of asexual and sexual plant propagation. Emphasis is placed on the propagation of ornamental and related plants by seed, cuttings, layering, division, grafting and budding.	
<b>NUTR 231AD</b>	<b>The Seasonal Table</b>	<b>1</b>	<b>OH 106</b>	<b>Landscape Drafting</b>	<b>3</b>
Hours:	.5 Lecture/Discussion 1.5 Lab		Hours:	3 Lecture/Discussion 1 Lab	
<b>Materials Fee:</b>	<b>\$40.00</b>		<b>Materials Fee:</b>	<b>\$10.00</b>	
	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.			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.	
<b>ORNAMENTAL HORTICULTURE</b>					
<b>OH 001</b>	<b>Basic Ornamental Horiculture</b>	<b>3</b>	<b>OH 108</b>	<b>Landscape Construction</b>	<b>3</b>
Hours:	3 Lecture/Discussion 1 Lab		Hours:	2 Lecture/Discussion 3 Lab	
<b>Materials Fee:</b>	<b>\$5.00</b>		<b>Materials Fee:</b>	<b>\$10.00</b>	
<b>Equivalent Course:</b>	<b>OH 101.</b>			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.	
	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.				

# Course Descriptions

		Units			Units
<b>OH 109</b>	<b>Landscape Maintenance</b>	<b>3</b>	<b>OH 128</b>	<b>Advanced Floral Design</b>	<b>3</b>
Hours:	3 Lecture/Discussion 1 Lab		Hours:	3 Lecture/Discussion 2 Lab	
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.			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.		
<b>OH 110</b>	<b>Turfgrass Management</b>	<b>3</b>	<b>OH 212</b>	<b>Sympathy Flowers</b>	<b>3</b>
Hours:	3 Lecture/Discussion 1 Lab		Hours:	2.5 Lecture/Discussion 1.5 Lab	
<b>Materials Fee:</b>	<b>\$5.00</b>		<b>Materials Fee:</b>	<b>\$75.00</b>	
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.			<b>Equivalent Course: OH 112.</b> This course teaches the advanced styling and design of flowers specifically for sympathy work, casket sprays, wreaths, hospital arrangements and solid work. <b>Prerequisites: OH 111 or equivalent college course with "C" or better.</b>		
<b>OH 111</b>	<b>Floral Design</b>	<b>3.5</b>	<b>OH 213</b>	<b>Wedding Flowers</b>	<b>3</b>
Hours:	3 Lecture/Discussion 1 Lab		Hours:	2.5 Lecture/Discussion 1.5 Lab	
<b>Materials Fee:</b>	<b>\$75.00</b>		<b>Equivalent Course: OH 113.</b> This course focuses on advanced styling of floral designs to wear and carry, as practiced specifically in wedding work, including complete coverage of wedding bouquets, corsages, church decorations, balloons and bouquet decor and the basic principles of theory and design relevant to wedding styles. <b>Prerequisites: OH 111 or equivalent college course with "C" or better.</b>		
An introductory course in commercial floral design 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. Materials and design as they relate to cultural practices will be integral to this course.			<b>OH 223</b>	<b>Interior Floral Design</b>	<b>3</b>
<b>OH 117</b>	<b>Sprinkler Irrigation</b>	<b>3</b>	Hours:	2.5 Lecture/Discussion 1.5 Lab	
Hours:	3 Lecture/Discussion 1 Lab		<b>Equivalent Course: OH 123.</b> Silk and dried floral design includes designs with nonliving semi/permanent materials. Tools, materials, care, basic techniques, design styles, and techniques in both dried and silk arrangements are studied. This course is an integral part of an extensive floral design program intended for those persons desiring to enter the floral design industry. It is also of great value to persons pursuing careers in the area of interior design and home furnishings. Students will acquire the knowledge and skill to bring grace and color to interiors. <b>Prerequisites: OH 111 or equivalent college course with "C" or better.</b>		
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.			<b>OH 271</b>	<b>Introduction to Horticulture</b>	<b>3</b>
<b>OH 118</b>	<b>Xeriscape</b>	<b>3</b>	Hours:	3 Lecture/Discussion 1 Lab	
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.		
<b>Materials Fee:</b>	<b>\$10.00</b>		<b>OH 120</b>	<b>Diseases of Ornamentals</b>	<b>3</b>
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.			Hours:	3 Lecture/Discussion 1 Lab	
<b>OH 120</b>	<b>Diseases of Ornamentals</b>	<b>3</b>	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.		
Hours:	3 Lecture/Discussion 1 Lab		<b>OH 122</b>	<b>Pests of Ornamentals</b>	<b>3</b>
A 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.			Hours:	3 Lecture/Discussion 1 Lab	
<b>OH 122</b>	<b>Pests of Ornamentals</b>	<b>3</b>	<b>PARALEGAL</b>		
Hours:	3 Lecture/Discussion 1 Lab		<b>PARA 101</b>	<b>Introduction to Paralegalism</b>	<b>3</b>
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.			Hours:	3 Lecture/Discussion	
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.			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.		
<b>OH 122</b>	<b>Pests of Ornamentals</b>	<b>3</b>	<b>PARA 102</b>	<b>Legal Terminology</b>	<b>2</b>
Hours:	3 Lecture/Discussion 1 Lab		Hours:	2 Lecture/Discussion	
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.			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.		

# Course Descriptions

	Units		Units
<b>PARA 103</b>	<b>4</b>	<b>Civil Procedures 1</b>	
Hours:		4 Lecture/Discussion	
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.			
<b>Prerequisites:</b> PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).			
<b>PARA 104</b>	<b>3</b>	<b>Civil Procedures 2</b>	
Hours:		3 Lecture/Discussion	
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. Advisory for Recommended Preparation: PARA 101 and PARA 103 or equivalent college course with a grade of "C" or better.			
<b>PARA 105</b>	<b>4</b>	<b>Legal Research and Writing</b>	
Hours:		4 Lecture/Discussion	
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.			
<b>Prerequisites:</b> PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).			
<b>PARA 110</b>	<b>3</b>	<b>Legal Ethics, Management &amp; Interview</b>	
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.			
<b>PARA 232</b>	<b>2</b>	<b>Wills, Trust &amp; Elder Law</b>	
Hours:		2 Lecture/Discussion	
This is an elective course in the paralegal major designed to familiarize the student with the legal aspects of wills, trusts, conservatorships, and 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.			
<b>Prerequisites:</b> PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).			
<b>PARA 233</b>	<b>3</b>	<b>Probate Procedures</b>	
Hours:		3 Lecture/Discussion	
This is an advanced three-unit non repeatable required course in the Paralegal certificate designed to familiarize students with the procedures for probating an estate and settling non-probate estates.			
<b>Prerequisites:</b> PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).			
<b>PARA 236</b>	<b>3</b>	<b>Administrative Law</b>	
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.			
<b>Prerequisites:</b> PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).			
<b>PARA 237</b>	<b>3</b>	<b>Family Law</b>	
Hours:		3 Lecture/Discussion	
This is a required course in the paralegal major designed to familiarize the student with California law relating to dissolutions of marriage.			
<b>Prerequisites:</b> PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).			
<b>PHARMACY TECHNOLOGY</b>			
<b>PT 210</b>	<b>1</b>	<b>Introduction to Pharmacy Systems</b>	
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, or 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.			
<b>PT 211</b>	<b>3</b>	<b>Pharmacology for Pharmacy Technicians</b>	
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 or, 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.			
<b>PT 212</b>	<b>1</b>	<b>Pharmacy Technician Practice 1</b>	
Hours:		3 Lab	
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, or 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.			
<b>PT 220</b>	<b>2</b>	<b>Pharmacy Technician Practice 2</b>	
Hours:		1 Lecture/Discussion 3 Lab	
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.			
<b>Prerequisites:</b> PT 210 and PT 211 and PT 212 or equivalent college courses with "C" or better.			
<b>PT 221</b>	<b>1</b>	<b>Professionalism for Pharmacy Technicians</b>	
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.			
<b>Prerequisites:</b> PT 210 and PT 211 and PT 212 or equivalent college courses with "C" or better.			
<b>PT 222</b>	<b>2</b>	<b>Pharmacy Technician Externship</b>	
Hours:		6 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.			
<b>Prerequisites:</b> PT 210 and PT 211 and PT 212 or equivalent college courses with "C" or better.			
<b>Corequisites:</b> PT 220, PT 221.			

# Course Descriptions

## Units

### PHILOSOPHY

**PHIL 001**      **Introductory Philosophy**      **3**  
Hours:            3 Lecture/Discussion

**Equivalent Course: PHIL 001H.**

Students study the ideas of philosophers by discussing essays and writing argument papers. Areas of study may include political theory, ethics, metaphysics and epistemology through the ideas of philosophers such as Plato, Aristotle, Hobbes, Marx and Kant. This course is approved for distance education format. 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.

**PHIL 001H**      **Introductory Philosophy-Honors**      **4**  
Hours:            4 Lecture/Discussion

**Equivalent Course: PHIL 001.**

Students will study the ideas of philosophy by discussing primary source philosophical works and writing argument papers. Areas of study can be political theory, ethics, metaphysics and epistemology through the ideas of philosophers such as Plato, Aristotle, Aquinas, Descartes and Kant. Students will lead discussions and present argument papers for critique. Duplicate credit not granted for PHIL 1. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures. Limitation on Enrollment: Acceptance into the Honors Program.

**PHIL 005**      **Ethics**      **3**  
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 placement procedures.

**PHIL 012**      **Comparative Religion**      **3**  
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**      **Introduction to the Old Testament**      **3**  
Hours:            3 Lecture/Discussion

A survey of the religion of the Hebrews with particular emphasis on the thought, theology and writings of the Old Testament. Myth, themes and language of religion will be examined according to the historical time period. Approved for Distance Education format. 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**      **Introduction to the New Testament**      **3**  
Hours:            3 Lecture/Discussion

An introduction to the early Christian community in the period following the death of Christ. New Testament writing is traced through the thought and theology of the historical time period. Approved for Distance Education format. 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**  
Hours:            3 Lecture/Discussion

Students will determine the truth of arguments based on logical structure. For ease of proof, ordinary language will be translated into symbols. This course has philosophical implications for areas of study such as mathematics,

computer sciences, law, philosophy and electronics. This course is approved for distance education format. Approved for distance education format. Advisory on Recommended Preparation: ENGL 1 or equivalent college course with "C" or better; or MATH 230 or equivalent college course with "C" or better, or eligibility for MATH 21 determined by COS Placement Procedures.

**PHIL 025**      **Critical Thinking**      **3**  
Hours:            3 Lecture/Discussion

Principles and methods of reasoning including identification of arguments, use of language, common errors, and development of strong deductive and inductive arguments. Students are required to write 6,000 to 8,000 words in several essays to demonstrate critical thinking. Approved for distance education format. **Prerequisites: ENGL 001 or equivalent college course with "C" or better.**

## PHOTOGRAPHY

**PHOT 001**      **Beginning Photography**      **3**  
Hours:            2 Lecture/Discussion  
                         3 Lab

**Materials Fee: \$20.00**

This class is a study in the basic principles and practices of digital and film photography. This course is designed to provide a foundation of basic knowledge for those wishing to use photography as a means of artistic expression or those who are planning a professional career in photography and plan further advanced photographic study, or for those in other fields where an understanding of photography may be beneficial.

**PHOT 002AD**      **Advanced Photo Laboratory**      **1**  
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 011AB**      **Introduction to Digital Photography**      **3**  
Hours:            2 Lecture/Discussion  
                         3 Lab

**Equivalent Course: JOUR 011AD, JOUR 111AD, PHOT 111AD.**

This course is designed for students who want knowledge of digital and 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 Campus student newspaper in print and online. This course may be repeated one time.

## PHYSICAL EDUCATION

**PE 001AD**      **Aerobic Conditioning**      **1**  
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**  
Hours:            .5 Lecture/Discussion  
                         1.5 Activity

Non-impact aerobics is designed specifically for students with weight management problems, who are just beginning a fitness program. Aerobic exercise routines are done to slower-paced music, incorporating movements where no jumping or bouncing takes place. The non-impact aerobic phase is then followed by a series of muscle-toning exercises. This course may be repeated three times.

# Course Descriptions

		Units			Units
<b>PE 003AD</b>	<b>Walk/Jog for Aerobic Fitness</b>	<b>1</b>	<b>PE 012AD</b>	<b>Advanced Baseball</b>	<b>1</b>
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	.5 Lecture/Discussion 1.5 Activity	
<p>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.</p>			<p>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 can be repeated three times. Advisory on Recommended Preparation: PE 010AD or equivalent college course with "C" or better.</p>		
<b>PE 004AD</b>	<b>Weight Training</b>	<b>1</b>	<b>PE 014AD</b>	<b>Basketball</b>	<b>1</b>
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	.5 Lecture/Discussion 1.5 Activity	
<p>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.</p>			<p>Designed for students interested in the sport of basketball; both experienced players and those not familiar with the game are encouraged to take this class.</p>		
<b>PE 005AB</b>	<b>Advanced Strength/Body Building Principles</b>	<b>2</b>	<b>PE 015AD</b>	<b>Fundamentals of Football</b>	<b>1</b>
Hours:	1 Lecture/Discussion 3 Activity		Hours:	.5 Lecture/Discussion 1.5 Activity	
<p>PE 5AB is a 2 unit course designed for the student who seeks further knowledge in the scientific and theoretical components of resistance training. Included in the course are 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.</p>			<p>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.</p>		
<b>PE 006AD</b>	<b>Stretch &amp; Tone</b>	<b>1</b>	<b>PE 016AD</b>	<b>Conditioning for Football</b>	<b>1</b>
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	.5 Lecture/Discussion 1.5 Activity	
<p><b>Equivalent Course: PE 116AD.</b> 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.</p>			<p>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.</p>		
<b>PE 009AD</b>	<b>Condition for Track &amp; Field</b>	<b>1</b>	<b>PE 017</b>	<b>Theory of Football</b>	<b>2</b>
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	2 Lecture/Discussion	
<p>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.</p>			<p>This course is designed for the student with an interest in coaching football. Philosophy fundamentals, strategies and rules will be emphasized.</p>		
<b>PE 010AD</b>	<b>Fundamentals of Baseball</b>	<b>1</b>	<b>PE 018AB</b>	<b>Beginning Golf</b>	<b>1</b>
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	.5 Lecture/Discussion 1.5 Activity	
<p>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.</p>			<p>Focus is on understanding the basic fundamentals of playing golf, learning rules and terms of the game. This course may be repeated one time.</p>		
<b>PE 011AD</b>	<b>Circuit/Step Aerobics</b>	<b>1</b>	<b>PE 019AB</b>	<b>Advanced Golf</b>	<b>1</b>
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	.5 Lecture/Discussion 1.5 Activity	
<p>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.</p>			<p>For students who wish to gain advanced golf skills. This course may be repeated one time. Advisory on Recommended Preparation: PE 018AB or equivalent college course with "C" or better.</p>		
			<b>PE 021AD</b>	<b>Soccer</b>	<b>1</b>
			Hours:	.5 Lecture/Discussion 1.5 Activity	
			<p>This course is designed for any student interested in the sport of soccer. This course focuses on three main aspects: basic soccer skills, offensive and defensive strategy, rules and regulations. This course may be repeated three times. This course may be repeated three times.</p>		
			<b>PE 022AD</b>	<b>Women's Softball</b>	<b>1</b>
			Hours:	.5 Lecture/Discussion 1.5 Activity	
			<p>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.</p>		

# Course Descriptions

		Units			Units
<b>PE 023AD</b>	<b>Fundamental of Fast-Pitch Softball</b>	<b>1</b>	<b>PE 035AB</b>	<b>Advanced Volleyball</b>	<b>1</b>
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	.5 Lecture/Discussion 1.5 Activity	
<p>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.</p>			<p>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.</p>		
<b>PE 024AD</b>	<b>Conditioning for Softball</b>	<b>1</b>	<b>PE 036</b>	<b>Introduction to Physical Education</b>	<b>3</b>
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	3 Lecture/Discussion	
<p><i>Equivalent Course: PE 124AD.</i> 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.</p>			<p>This course is designed to introduce the student to Physical Education. The course includes the professional foundations of, history, philosophy, concepts, careers, and the future of the discipline. It is presented in a format that will be valuable to anyone thinking about entering the teaching profession.</p>		
<b>PE 025AD</b>	<b>Basic Swimming</b>	<b>1</b>	<b>PE 037</b>	<b>Introduction to Theory of Coaching</b>	<b>2</b>
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	2 Lecture/Discussion	
<p>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.</p>			<p>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.</p>		
<b>PE 026AD</b>	<b>Swimming for Fitness</b>	<b>1</b>	<b>PE 042AD</b>	<b>Varsity Performance/Pep Squad/Flag</b>	<b>2</b>
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	2 Lecture/Discussion 3 Activity	
<p>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.</p>			<p><i>Equivalent Course: PE 142AD.</i> 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.</p>		
<b>PE 029AD</b>	<b>Conditioning for Baseball</b>	<b>1</b>	<b>PE 044AD</b>	<b>Pilates Mat Class</b>	<b>1</b>
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	.5 Lecture/Discussion 1.5 Activity	
<p><i>Equivalent Course: PE 113AD.</i> 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 addresses fitness, nutritional and conditioning concepts and rules. This course can be repeated three times.</p>			<p><i>Equivalent Course: PE 107AD.</i> Pilates is a workout to condition and strengthen the muscles that support the spine. This Pilates Mat class is designed for all students and will develop flexibility, coordination, and balance through a safe progression of challenging and functional exercises. This course may be repeated three times.</p>		
<b>PE 030AB</b>	<b>Beginning Tennis</b>	<b>1</b>	<b>PE 046AD</b>	<b>Yoga</b>	<b>1</b>
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	.5 Lecture/Discussion 1.5 Activity	
<p>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.</p>			<p><i>Equivalent Course: PE 108AD.</i> Introduction to basic yoga poses with emphasis on form and body alignment. Strength, flexibility, and balance emphasized in poses. Relaxation and breathing techniques also introduced. This course may be repeated three times.</p>		
<b>PE 031AB</b>	<b>Advanced Tennis</b>	<b>1</b>	<b>PE 047AD</b>	<b>Fundamentals of Sport</b>	<b>1</b>
Hours:	3 Activity		Hours:	.5 Lecture/Discussion 1.5 Activity	
<p>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.</p>			<p><i>Equivalent Course: PE 147AD.</i> This class is designed for the student who wants to learn the necessary skills required to play various sports such as softball, baseball, basketball, swimming, diving, and football. Elementary skills of throwing, fielding, batting, pitching, blocking, dribbling, passing, freestyle, backstroke, and diving will be taught and practiced.</p>		
<b>PE 034AB</b>	<b>Beginning Volleyball</b>	<b>1</b>			
Hours:	.5 Lecture/Discussion 1.5 Activity				
<p>Development of basic fundamental skills in volleyball through drills and play. This course may be repeated one time.</p>					



# Course Descriptions

		Units			Units
<b>PE 049AD</b>	<b>Conditioning for Athletics</b>	<b>1</b>	<b>PE 080AD</b>	<b>Modified Conditioning</b>	<b>1</b>
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	.5 Lecture/Discussion 2.5 Activity	
<i>Equivalent Course: PE 149AD.</i>			<i>Equivalent Course: PE 180AD.</i>		
This course is designed to provide student/athletes interested in competing the opportunity to acquire optimal fitness and conditioning for skill development, injury prevention and general physical-developmental improvement. This course can be repeated three times.			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.		
<b>PE 052AD</b>	<b>Adapted Weight Training</b>	<b>1</b>	<b>PE 081AD</b>	<b>Adapted Strength Training</b>	<b>1</b>
Hours:	.5 Lecture/Discussion 2.5 Activity		Hours:	.5 Lecture/Discussion 2.5 Activity	
<i>Equivalent Course: PE 181AD.</i>			<i>Equivalent Course: PE 181AD.</i>		
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.			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. Limitation on Enrollment: Any physical disability.		
<b>PE 057AD</b>	<b>Physical Fitness &amp; Flexibility</b>	<b>1</b>	<b>PE 083AD</b>	<b>Adapted Physical Fitness/Sport</b>	<b>1</b>
Hours:	.5 Lecture/Discussion 2.5 Activity		Hours:	.5 Lecture/Discussion 2.5 Activity	
<i>Equivalent Course: PE 183AD.</i>			<i>Equivalent Course: PE 183AD.</i>		
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.			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.		
<b>PE 066AD</b>	<b>Arthritis Self Management Exercise</b>	<b>1</b>	<b>PE 089AD</b>	<b>Adapted Sports &amp; Activities</b>	<b>1</b>
Hours:	.5 Lecture/Discussion 2.5 Activity		Hours:	.5 Lecture/Discussion 2.5 Activity	
<i>Equivalent Course: PE 182AD.</i>			<i>Equivalent Course: PE 182AD.</i>		
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.			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.		
<b>PE 071AD</b>	<b>General Conditioning for Disabled Students</b>	<b>1</b>	<b>PE 142AD</b>	<b>Varsity Performance/Pep Squad/Flag</b>	<b>2</b>
Hours:	.5 Lecture/Discussion 2.5 Activity		Hours:	1 Lecture/Discussion 3 Activity	
<i>Equivalent Course: PE 182AD.</i>			<i>Equivalent Course: PE 182AD.</i>		
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.			Designed to enhance the skills of the Performance Teams 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.		
<b>PE 074AD</b>	<b>Cardio/Resist Training for Disabled</b>	<b>1</b>	<b>PE 188</b>	<b>Peak Performance</b>	<b>3</b>
Hours:	.5 Lecture/Discussion 2.5 Activity		Hours:	3 Lecture/Discussion	
<i>Equivalent Course: PE 182AD.</i>			<i>Equivalent Course: PE 182AD.</i>		
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.			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.		
<b>PE 076AD</b>	<b>Adapted Cross Training</b>	<b>1</b>	<b>PE 243AD</b>	<b>Conditioning for Pep Squad</b>	<b>1</b>
Hours:	.5 Lecture/Discussion 2.5 Activity		Hours:	3 Activity	
<i>Equivalent Course: PE 182AD.</i>			<i>Equivalent Course: PE 182AD.</i>		
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.			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.		

# Course Descriptions

<b>PHYSICAL SCIENCE</b>		<b>Units</b>
<b>PSCI 020</b>	<b>Physical Science</b>	<b>4</b>
Hours:	3 Lecture/Discussion 3 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 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.

## **PHYSICAL THERAPY ASSISTANT**

<b>PTA 121</b>	<b>Fundamentals for the PTA</b>	<b>2</b>
Hours:	2 Lecture/Discussion	

This course introduces students to the field of physical therapy by covering the history and values of the American Physical Therapy Association. It covers development of the team approach in specific roles of Physical Medicine and Rehabilitation professionals in the health care system; discusses components of communication among the healthcare team, patients and family members/caretakers; and explores issues such as patient diversity and cultural competence. Limitation on Enrollment: Acceptance into the PTA program.

**Prerequisites:** BIOL 030 or BIOL 031 or equivalent college course with "C" or better.

<b>PTA 125</b>	<b>Basic Principle of Patient Management</b>	<b>3</b>
Hours:	2 Lecture/Discussion 3 Lab	

This lecture and lab course provides training in basic patient management including bed mobility, transfers, and ambulation training. Course will include Physical Therapy assessments of goniometric range of motion and manual muscle testing. It will address infection control, isolation precautions, assessment of vital signs, and responses to pain. Course will cover basic documentation skills and documentation for interventions learned in this course. Limitation on Enrollment: Acceptance into the PTA Program.

**Prerequisites:** BIOL 030 and BIOL 031 or equivalent college courses with "C" or better.

<b>PTA 128</b>	<b>Kinesiology</b>	<b>3</b>
Hours:	2 Lecture/Discussion 3 Lab	

This course instructs the PTA student in the study of human movement. It is a foundational course exploring the laws of physics and motion and applied anatomy. Students will determine biomechanical forces on the body. Topics will include musculoskeletal review of origins, insertions, innervations and actions of prime movers. Limitation on Enrollment: Acceptance into the PTA program.

**Prerequisites:** BIOL 030 and BIOL 031 or equivalent college courses with "C" or better.

<b>PTA 130</b>	<b>Physical Agents &amp; Modalities</b>	<b>3</b>
Hours:	1 Lecture/Discussion 6 Lab	

This lecture and skills lab course provides the PTA student with exposure to the duties related to dealing with physical agents, modalities and massage. These applications include the use of cold, heat, ultrasound, diathermy and hydrotherapy. Other modalities include mechanical traction, electro-therapy, compression and laser/light. Basic dressing changes and wound care with the use of universal precautions and infection control are covered. Soft tissue mobilization and therapeutic massage as therapeutic modality are presented. This course has a significant number of laboratory hours and psychomotor learning opportunities.

Limitation on Enrollment: Acceptance into the PTA program.  
**Prerequisites:** PTA 125 or equivalent college course with "C" or better.

<b>PTA 131</b>	<b>Engineering &amp; Physics for PTA</b>	<b>1</b>
Hours:	1 Lecture/Discussion	

This is a basic introduction to the natural laws governing motion, light, sound, electricity, thermodynamics and mechanical properties, in addition to various tissues related to field of physical therapy. Advisory on Recommended Preparation: MATH 230 or equivalent college course with "C" or better or eligibility for MATH 21 as determined by COS Placement Procedures. Limitation on Enrollment: Acceptance into the PTA program.

<b>PTA 139</b>	<b>Pathophysiology</b>	<b>2</b>
Hours:	2 Lecture/Discussion	

This course presents signs, symptoms and complications of disease states of the body. It covers the nature of diseases and abnormalities of structure and function. The physical, clinical and laboratory presentation of disease process is examined. Limitation on Enrollment: Acceptance to the COS PTA Program.

**Prerequisites:** PTA 125 or equivalent college course with "C" or better.

<b>PTA 140</b>	<b>Administration</b>	<b>1</b>
Hours:	1 Lecture/Discussion	

This course addresses issues facing physical therapist assistants. Topics presented include ethics and values, patient advocacy, personal and career development, access to health care, reimbursement, quality assurance and legal issues. Limitation on Enrollment: Admissions to COS, PTA program.

**Prerequisites:** PTA 121 or equivalent college course with "C" or better.

<b>PTA 145</b>	<b>Neurorehabilitation for PTA</b>	<b>3</b>
Hours:	2 Lecture/Discussion 3 Lab	

This course instructs the PTA student in the functional activities and rehabilitation procedures relating to the management of the patients with neurological diagnosis. Students will review normal neurodevelopmental sequences as well and developmental delays. The focus of the class is to integrate safe, legal, ethical and effective rehabilitation procedures for neurological patients. This course requires a high level of critical thinking and application, implementation and modification of physical therapy interventions. This class will help the student develop the necessary communication skills needed in the rehabilitation setting. Limitations on Enrollment: Acceptance into the PTA Program.

**Prerequisites:** PTA 139 or equivalent college course with "C" or better.

<b>PTA 148</b>	<b>Orthopedic Management</b>	<b>3</b>
Hours:	2 Lecture/Discussion 3 Lab	

This course instructs the PTA student in the application of kinesiological concepts to the clinical setting and treatment of orthopedic diagnoses. The focus is on safe, legal and ethical use of appropriate therapeutic exercise. Students will learn the physiological responses for orthopedic conditions and management of surgical cases. Limitations on Enrollment: Acceptance into the PTA Program.

**Prerequisites:** PTA 128 or equivalent college course with "C" or better.

<b>PTA 150</b>	<b>Clinical Education 1</b>	<b>3</b>
Hours:	9.5 Lab	

This course will involve supervised clinical instruction to observe/participate in the PT/PTA clinical activities. Emphasis will be placed on developing professional behaviors and interpersonal skills. Students will be given the opportunity to practice data collection, therapeutic modalities, transfers, patient positioning, patient instruction, and therapeutic exercise, as well as documentation of measurements and interventions. Students will practice assessment techniques including goniometry, manual muscle testing, and patient functional levels. Skills practiced are dependent on clinical site. This course is the PTA student's first exposure to clinical education. Clinical course work will include a 4 week clinical

# Course Descriptions

course at 40 hours per week at off-site lab instruction. Limitation on Enrollment: Acceptance into the PTA program.  
**Prerequisites:** PTA 121 or equivalent college course with "C" or better.

**PTA 152      Cardiopulmonary Rehabilitation      3**  
 Hours:      2 Lecture/Discussion  
               3 Lab

This course will apply the physiology of body systems as related to various influences such as aging, environmental exposure and pathological dysfunction. Included will be common disease pathways of the cardiovascular and pulmonary systems. The course will also introduce the student to cardiopulmonary fitness and rehabilitation techniques. Limitation on Enrollment: Acceptance into the PTA Program.  
**Prerequisites:** PTA 139 or equivalent college course with "C" or better.

**PTA 155      Therapeutic Exercise      4**  
 Hours:      2 Lecture/Discussion  
               6 Lab

In this course students develop knowledge and skill in the treatment of various conditions. This course includes integration, modification and progression of concepts taught in previous courses in order to perform physical therapy interventions with multiple systems conditions. Integrated principles and application of therapeutic exercise will be reviewed. Specific topics include various motor learning techniques, aquatic therapy, proprioceptive retraining/balance, spinal stabilization, functional progression for the spine and extremities. Issues pertaining to health and wellness across the lifespan are presented. Limitation on Enrollment: Acceptance into the PTA Program.  
**Prerequisites:** PTA 148 or equivalent college course with "C" or better.

**PTA 160      Clinical Education 2      5.5**  
 Hours:      16 Lab

This course provides the PTA student with full time clinical education experience with application of previously learned techniques and skills in rehabilitation in various clinical settings. The focus is on safe, legal, ethical and effective use of physical therapy interventions. Focus is on communication skills, interpersonal relationships and professionalism required in the health care setting. Students are expected to assume a greater responsibility in the clinical setting, as they improve their clinical treatment skills. Students will have successfully completed the didactic portion of the curriculum and will make satisfactory progress toward competent and safe entry level PTA skills at the conclusion of this clinical experience. Skills practiced are dependent on the clinical site. Supervision is at the intermediate level provided by the staff of the affiliating institution and coordinated by the Academic Clinical Education Coordinator (ACCE).  
**Prerequisites:** PTA 145 or equivalent college course with "C" or better.

**PTA 161      Clinical Education 3      5.5**  
 Hours:      16 Lab

This is a seven week, full-time affiliation, where students are given the opportunity to implement therapeutic treatments learned in the academic setting under the supervision of a Physical Therapist. The student will be responsible for patient care compatible to the role of the entry-level PTA utilizing knowledge and skills developed in the program. The student will have an opportunity to advance his/her skills level in the competencies experienced during Clinical Affiliation I and II to an entry-level within the role of the PTA. Students will demonstrate competent and safe entry level PTA skills at the conclusion of this clinical experience.  
**Prerequisites:** PTA 155 or equivalent college course with "C" or better.

**PTA 170      Seminar for PTA      1**  
 Hours:      1 Lecture/Discussion

This course provides the Physical Therapist Assistant (PTA) student with the review of various systems and interventions provided by the PTA. Students will summarize and discuss management and interventions. Also included is a review of how to apply and prepare for the state board PTA licensure examination.  
**Prerequisites:** PTA 155 or equivalent college course with "C" or better.

Units

Units

## PHYSICS

**PHYS 005      Physics for Science & Engineering 1      5**  
 Hours:      4 Lecture/Discussion  
               3 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 those majoring in engineering and physics. Topics included are statics, kinematics, dynamics of particles and rigid bodies, simple harmonic motion and mechanical properties of solids.

**Prerequisites:** MATH 075 and MATH 076 or equivalent college courses with "C" or better. MATH 076 may be taken concurrently.

**PHYS 006      Physics for Science & Engineering 2      5**  
 Hours:      4 Lecture/Discussion  
               3 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.

**Prerequisites:** PHYS 005 or equivalent college course with "C" or better.

**PHYS 007      Physics for Science & Engineering 3      5**  
 Hours:      4 Lecture/Discussion  
               3 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.

**Prerequisites:** PHYS 006 or equivalent college course with "C" or better.

**PHYS 020      General Physics 1      5**  
 Hours:      4 Lecture/Discussion  
               3 Lab

This is the first semester of a two semester introductory non-calculus based physics course. This course includes laboratory experiments, in addition to lectures. It is required for premedical, pre dental, prepharmacy, and occasionally science and math students. Topics include kinematics, statics and dynamics of particles and rigid bodies, simple harmonic motion, and thermal physics.

**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      5**  
 Hours:      4 Lecture/Discussion  
               3 Lab

This is the second semester of a two-semester introductory non-calculus based physics course. This course includes laboratory experiments, in addition to lectures. It is required for premedical, pre dental, prepharmacy, and occasionally science and math students. Topics included are electricity and magnetism, optics, modern and nuclear physics.

**Prerequisites:** PHYS 020 or equivalent college course with "C" or better.

**PHYS 101      Introduction to Physics      3**  
 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 070 as determined by COS Placement Procedures.

**PHYS 151AD      Independent Study-Physics      1 - 4**  
 Hours:      3 TO 12 Lab

Independent Study. Limitation on Enrollment: Completion of all beginning level

# Course Descriptions

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.

**PHYS 251AD Independent Study-Physics 1 - 4**

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 Introduction to Plant Science 3.5**

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.

**PLSI 012 Introduction to Fruit Science 3.5**

Hours: 3 Lecture/Discussion  
1 Lab

The botany, taxonomy, and development of major fruit, vine, and nut crops in California, including variety selection, production practices including site selection establishment, fertilization, pollination, irrigation, harvest, storage, processing, marketing, pest management, and pruning. Laboratory required. Advisory on Recommended Preparation: PLSI 001 or equivalent college course with "C" or better.

**PLSI 102 Row Crops 3**

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 105 Weeds & Poisonous Plants 3.5**

Hours: 3 Lecture/Discussion  
1 Lab

The study of the classification, identification, and life cycle of common and poisonous weeds in California production areas and grasslands and their affects on animals and man including management practices such as prevention, mechanical, biological, and chemical methods. Weeds establishment and chemical resistance also discussed. Laboratory required.

**PLSI 106 Fertilizers & Soil Amendments 3.5**

Hours: 3 Lecture/Discussion  
1 Lab

*Equivalent Course: AG 105.*

The study of the composition, value, selection, and use of fertilizer materials and soil amendments within the context of soil, plant, and fertilizer relationships. Application practices currently being used in California will be discussed. Laboratory required.

**Units**

**PLSI 108 Water Management 3.5**

Hours: 3 Lecture/Discussion  
1 Lab

The principles and practices of California water delivery including: plant-soil-moisture relationships and water movement in the soil; water quality, water law, measurement of water; evaluation of irrigation methods, systems, wells and pumps. Laboratory required. Advisory on Recommended Preparation: AG-004 or equivalent college course with "C" or better.

**PLSI 110 Integrated Pest Management 3.5**

Hours: 3 Lecture/Discussion  
1 Lab

The origin, history, and management measures for insect, plant pathogen, weed, and other pests of field crops; pest biology and life cycles are studied to demonstrate the use of various Integrated Pest Management (IPM) technologies for economic crop production. Pesticide regulations, application, formulations, and materials for specific uses are covered. Laboratory required. Advisory on Recommended Preparation: PLSI-001 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment.

**PLSI 111 Citrus Production 3**

Hours: 2.5 Lecture/Discussion  
1.5 Lab

This course focuses on the economic importance of the citrus industry. Topics include: historical development, areas of production, environmental requirements and citrus climatology, citrus botany, commercial varieties and rootstocks. Orchard planning and development and cultural practices are also covered in a laboratory setting.

**PLSI 113 Introduction to Viticulture 3.5**

Hours: 3 Lecture/Discussion  
1 Lab

An introduction to viticulture including grape growing, history, distribution, biology, anatomy, propagation, cultivated varieties, rootstocks, climate, vineyard practices, common diseases and pests. Advisory on Recommended Preparation: PLSI-001 or equivalent college course with "C" or better.

## POLITICAL SCIENCE

**POLS 005 Federal, State & Local Government 3**

Hours: 3 Lecture/Discussion  
*Equivalent Course: GOVT 005, POLS 005H.*

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. Approved for Distance Learning format. 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 GOVT 005.

**POLS 005H Federal, State & Local Government-Honors 3**

Hours: 3 Lecture/Discussion  
*Equivalent Course: GOVT 005H, POLS 005.*

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. Duplicate credit not granted for GOVT 5. Limitation on Enrollment: Acceptance into the Honors Program.

**Units**

**3.5**

**3.5**

**3**

**3.5**

**3**

**3**

# Course Descriptions

**POLS 006 Comparative Politics** Units  
3  
Hours: 3 Lecture/Discussion  
**Equivalent Course: GOVT 006.**  
This course is a comparative study of the political theories and practices of selected European and non-western political systems. Also included in this course is an analysis of the dynamics of political change and its relationship to economic and social development. Approved for Distance Education format. 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.

**POLS 007 Mass Communications** Units  
3  
Hours: 3 Lecture/Discussion  
**Equivalent Course: GOVT 007, 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.

**POLS 008 International Relations** Units  
3  
Hours: 3 Lecture/Discussion  
**Equivalent Course: POLS 108.**  
This course is a study of relations among nations including the function of power, diplomacy, international law and organizations and economic factors. Special emphasis will be placed on such concepts as war, nationalism, imperialism, ideological conflict and collective security and how these concepts affect American foreign policy. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**POLS 110 California Government & Politics** Units  
1  
Hours: 1 Lecture/Discussion  
**Equivalent Course: GOVT 110.**  
Introduction to the structure and function of California state government. Satisfies California state and local government requirement for students who have taken Federal, State, and Local Government without a California component or who receive advanced placement credit for American Government. This course is approved for Distance Education format.

## PORTUGUESE

**PORT 001 Elementary Portuguese** Units  
4  
Hours: 4 Lecture/Discussion  
**Equivalent Course: PORT 101.**  
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.

**PORT 002 Elementary Portuguese** Units  
4  
Hours: 4 Lecture/Discussion  
**Equivalent Course: PORT 102.**  
Elementary Portuguese 2 is the second course in this series. It reviews the vocabulary and concepts of Elementary Portuguese 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 Portuguese world are stressed throughout the class.  
**Prerequisites: PORT 001 or equivalent college course with "C" or better.**

## PSYCHOLOGY

**PSY 001 General Psychology** Units  
3  
Hours: 3 Lecture/Discussion  
**Equivalent Course: PSY 001H.**  
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. Approved for Distance Learning format.

**PSY 001H General Psychology-Honors** Units  
3  
Hours: 3 Lecture/Discussion  
**Equivalent Course: PSY 001.**  
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. Limitation on Enrollment: Enrollment limited to students accepted into the Honors Program. This course is approved for Distance Education format.  
**Prerequisites: ENGL 251 or equivalent college course with "C" or better.**

**PSY 005 Social Psychology** Units  
3  
Hours: 3 Lecture/Discussion  
A theoretical exploration of group dynamics influenced by the fields of anthropology, sociology and psychology. Focus will be upon how individuals act, perceive, conform, feel and behave within group environments. Approved for Distance Education. 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: PSY 001 or equivalent college course with "C" or better.**

**PSY 010 Human Sexuality** Units  
3  
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** Units  
3  
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.**

# Course Descriptions

**PSY 129      Research Methods      3**  
 Hours:      3 Lecture/Discussion  
 This course provides an overview of the methodologies used in experimental, quasi-experimental and non-experimental research in psychology. Students will learn how to design and conduct research, including formulating hypotheses, reviewing the literature, evaluating ethical issues, selecting methodologies, organizing data, applying statistics and writing reports.  
**Prerequisites:** (MATH 021 or SSCI 025) and PSY 001 or equivalent college courses with "C" or better.

**PSY 130      Introduction to Behavior Modification      3**  
 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 combines both the theoretical and practical models for understanding human behavior.  
**Prerequisites:** PSY 001 or equivalent college course with "C" or better.

**PSY 133      Personal & Social Growth      3**  
 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 251 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## REAL ESTATE

**REAL 140      Real Estate Principles      3**  
 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**  
 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**  
 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**  
 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**  
 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**  
 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 146      Property Management      3**  
 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 025      Statistics-Social Sciences      3**  
 Hours:      3 Lecture/Discussion  
**Equivalent Course:** SSCI 125.  
 Introduction to the role of quantitative methods in research with an emphasis on the appropriate use of statistical techniques and the interpretation of statistical findings in the social sciences.  
**Prerequisites:** MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS Placement Procedures.

**SSCI 036      Introduction to Aging      3**  
 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.

## SOCIOLOGY

**SOC 001      Introduction to Sociology      3**  
 Hours:      3 Lecture/Discussion  
 Introduction to Sociology 1 is an introductory course covering basic principles and concepts, including culture, personality, social inequality, institutions, population and ecology, and social change. Approved for Distance Learning format. 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.

**SOC 002      Social Problems      3**  
 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 placement procedures. Approved for Distance Learning format.

# Course Descriptions

	Units		Units
<b>SOC 010</b>	<b>3</b>	<b>SOC 023</b>	<b>3</b>
<b>Sociology of Gender</b>		<b>Urban Sociology</b>	
Hours: 3 Lecture/Discussion		Hours: 3 Lecture/Discussion	
<b>Equivalent Course: SOC 110.</b>		<b>Equivalent Course: SOC 123.</b>	
Course explores the social construction of feminine and masculine identities both historically and in cross-cultural contexts. This course explores both the macro sociological understanding of gender as well as the micro level analysis of how individuals “do” gender. Approved for Distance Education. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with “C” or better or eligibility for ENGL 1 determined by COS Placement Procedures.		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.	
<b>SOC 026</b>	<b>3</b>	<b>SOC 043</b>	<b>3</b>
<b>Marriage &amp; Family Life</b>		<b>Sociology of Deviance</b>	
Hours: 3 Lecture/Discussion		Hours: 3 Lecture/Discussion	
<b>Equivalent Course: SOC 143.</b>		<b>Equivalent Course: SOC 143.</b>	
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.		Students in this course will examine rule breaking behavior and society’s responses to it. The 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 “C” or better or eligibility for ENGL 1 as determined by COS Placement Procedures.	
<b>SOC 105</b>	<b>3.5</b>	<b>SPAN 002</b>	<b>4</b>
<b>Rural Sociology</b>		<b>Elementary Spanish</b>	
Hours: 3 Lecture/Discussion		Hours: 4 Lecture/Discussion	
1 Activity		Elementary Spanish2 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 departmental assessment. <b>Prerequisites: SPAN 001 or equivalent college course with “C” or better.</b>	
The course is designed to introduce the student to key aspects of contemporary rural society in developed countries with an emphasis on the United States and Europe. It is also designed to introduce students to the broad subdiscipline of rural sociology. This course provides a substantially broader understanding of the conditions and trends confronting rural society beyond the stereotypes associated with rural people and places. 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.		<b>SPAN 003</b>	<b>4</b>
		<b>Intermediate Spanish</b>	
		Hours: 4 Lecture/Discussion	
		Intermediate Spanish 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 equivalent skills as determined by department assessment. <b>Prerequisites: SPAN 002 or equivalent college course with “C” or better.</b>	
		<b>SPAN 004</b>	<b>4</b>
		<b>Advanced Spanish</b>	
		Hours: 4 Lecture/Discussion	
		Advanced Spanish 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 if equivalent skills are demonstrated as determined by departmental assessment. <b>Prerequisites: SPAN 003 or equivalent college course with “C” or better.</b>	
		<b>SPAN 012</b>	<b>3</b>
		<b>Hispanic Literature</b>	
		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 a wide spectrum of interpretation of Hispanic life and culture. <b>Prerequisites: SPAN 004 or equivalent college course with “C” or better.</b>	
		<b>SPAN 022</b>	<b>4</b>
		<b>SPAN 2 for Spanish Speakers</b>	
		Hours: 4 Lecture/Discussion	
		This course is equivalent to Spanish 002 for Spanish Speakers, 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.	
		<b>SPAN 023</b>	<b>4</b>
		<b>Span 3 for Spanish Speakers</b>	
		Hours: 4 Lecture/Discussion	
		A continuation of Spanish 022. This course is for the native speakers who wish to improve their written and oral communication skills. It is equivalent to SPAN 003. <b>Prerequisites: SPAN 022 or equivalent college course with “C” or better.</b>	
		<b>SPAN 280</b>	<b>1</b>
		<b>Interpreter Written Exam Preparation</b>	
		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 001** **Beginning Spanish** **4**  
 Hours: 4 Lecture/Discussion  
 Beginning Spanish 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.

# Course Descriptions

**SPAN 281AC Spanish Interpreting Skills** **Units 3**  
 Hours: 3 Lecture/Discussion  
**Equivalent Course: SPAN 281AD.**  
 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.

**SPAN 282 Spanish Legal/Medical Terms** **Units 3**  
 Hours: 3 Lecture/Discussion  
**Equivalent Course: SPAN 180.**  
 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.

## SPORTS MEDICINE

**SMED 040 Introduction to Sports Injuries** **Units 3.5**  
 Hours: 3 Lecture/Discussion  
 1.5 Lab  
 This course is open to all students interested in the prevention, care and treatment of sport(s) injuries. The subject matter covers the responsibilities of professional development of the athletic trainer, emergency procedures; mechanisms, characteristics, and evaluation of sports injuries as well as their acute care. SMED 40 includes the partial regulations and requirements of the National Athletic Trainer's Association for transfer to a four year institution and certification. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**SMED 060 Concepts in Health & Fitness** **Units 3**  
 Hours: 3 Lecture/Discussion  
**Equivalent Course: HW 060.**  
 This course is open to all students interested in learning about the different components of physical fitness, cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition as related to healthy living. Students will develop individual plans using decision-making strategies, analysis, and an awareness of the conditions related to nutrition, physiological factors and physical fitness. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**SMED 150AD Practicum in Sports Medicine** **Units 2**  
 Hours: 1 Lecture/Discussion  
 3 Lab  
 This course is open and recommended for students who have an interest in the field of Sports Medicine with an emphasis in athletic training. The content includes muscle testing and other special tests as they relate to a given body area, as well as general body fitness testing. This course partially fulfills the recommended requirements of the National Athletic Trainers Association in terms of field experience. Advisory on Recommended Preparation: SMED 040 or equivalent course with "C" or better or HW 003 or equivalent course with "C" or better.

**SMED 180AD Application of Treatment & Rehabilitation** **Units 2**  
 Hours: 6 Lab  
 This course is open and recommended to all students who have an interest in learning about the treatment and rehabilitation of sports injuries with a hands-on approach. Emphasis will be on the components of modalities and rehabilitation which include cryotherapy, thermotherapy, flexibility, muscular strength, muscular endurance and proprioceptive neuromuscular techniques. This course partially fulfills the recommended requirements of the National Athletic Trainers Association. This course may be repeated three times. This course may be repeated three times. Advisory on Recommended Preparation: SMED 040

or equivalent college course with "C" or better or HW 003 or equivalent college course with "C" or better; or SMED 150AD or equivalent college courses with "C" or better.

**SMED 280AD Policies/Procedures of Sports Medicine** **Units 2**  
 Hours: 2 Lecture/Discussion  
 This course is intended to assure a smooth and safe operation of daily activities in the athletic training room and sports venues. It will cover policies and procedures, emergency protocols, vital signs, HIPAA regulations, blood borne pathogens and daily functions of the athletic training room. Students will develop individual plans using decision-making strategies, analysis, and awareness of factors related to medical protocols. This course is part of the Sports Medicine curriculum. This course may be repeated three times. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

## VETERINARY TECHNICIAN

**VT 109 Introduction to Veterinary Technology** **Units 3**  
 Hours: 2.5 Lecture/Discussion  
 1.5 Lab  
 An introductory course for students interested in the field of veterinary technology. Designed to give students hands-on experience with domestic, farm and laboratory animals.

**VT 115 Diseases of Small Animals** **Units 3**  
 Hours: 3 Lecture/Discussion  
 This course is designed to provide descriptions of clinical features and current veterinary therapeutics employed in the most common disorders seen in companion animal practice. Client education and the technician's role in clinical recognition, treatment, control and prevention of diseases in companion animals will be discussed. Interpretation and implementation of effective therapies will be stressed.  
**Prerequisites: BIOL 022 and VT 109 and VT 118 or equivalent college courses with "C" or better.**

**VT 117 Veterinary Terminology** **Units 3**  
 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/Physiology** **Units 4**  
 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 to further illustrate the similarities and differences in structures. Limitation on Enrollment: Acceptance into the Veterinary Technician program.  
**Prerequisites: BIOL 022 and VT 109 or equivalent college courses with "C" or better.**

**VT 119 Clinical Procedures 1** **Units 3**  
 Hours: 2 Lecture/Discussion  
 3 Lab  
 A course designed to help students develop the knowledge and skills required in the veterinary profession. Lecture and laboratory sessions provide opportunities to develop practical skills in various types of animal nursing scenarios.  
**Prerequisites: VT 109 and VT 118 or equivalent college courses with "C" or better.**



# Course Descriptions

		Units			Units
<b>VT 120</b>	<b>Parasitology</b>	<b>3</b>	<b>VT 127</b>	<b>Anesthesiology &amp; Surgical Assist</b>	<b>3</b>
Hours:	2.5 Lecture/Discussion 1.5 Lab		Hours:	2 Lecture/Discussion 3 Lab	
<p>This course will cover the types, life cycles, diagnosis and control of parasites that infect and infest animals. Both internal and external parasites will be covered. <b>Prerequisites:</b> VT 216 and VT 118 and BIOL 022 or equivalent college courses with "C" or better.</p>			<p>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. <b>Prerequisites:</b> VT 118 and VT 119 or equivalent college courses with "C" or better. <b>Corequisites:</b> VT 125.</p>		
<b>VT 121</b>	<b>Large Animal Diseases</b>	<b>3</b>	<b>VT 128</b>	<b>Clinical Pathology</b>	<b>3</b>
Hours:	2 Lecture/Discussion 3 Lab		Hours:	2 Lecture/Discussion 3 Lab	
<p>This course will cover the role of Veterinary Technician as an aid to the veterinarian in the diagnosis and treatment of infectious and non-infectious disease of large and domesticated animals. <b>Prerequisites:</b> VT 109 and VT 118 or equivalent college courses with "C" or better.</p>			<p>An advanced lecture and laboratory course providing instruction in hematology, clinical microbiology, cytology, urinalysis, serology and necropsy procedures used to diagnose health problems in veterinary clinics and diagnostic laboratories. <b>Prerequisites:</b> BIOL 022 and VT 118 or equivalent college courses with "C" or better.</p>		
<b>VT 122</b>	<b>Clinical Diagnostic Imaging</b>	<b>3</b>	<b>VT 216</b>	<b>Veterinary Office Practices</b>	<b>2</b>
Hours:	2 Lecture/Discussion 3 Lab		Hours:	2 Lecture/Discussion	
<p>A course designed to cover basic concepts of x-ray generation, positioning and processing techniques. Radiation safety will be emphasized throughout the course. <b>Prerequisites:</b> VT 109 and VT 118 or equivalent college courses with "C" or better. <b>Corequisites:</b> VT 121, VT 123.</p>			<p><b>Equivalent Course:</b> VT 116. This course is designed to teach the skills that are necessary to operate the veterinary business office. Client communications, routine vaccinations, and preventative medicine procedures will be covered. Limitation on Enrollment: Acceptance into the Veterinary Technician Program. <b>Prerequisites:</b> VT 109 or equivalent college course with "C" or better.</p>		
<b>VT 123</b>	<b>Exotic Animal Care</b>	<b>2</b>	<b>VT 217</b>	<b>Practical Animal Nursing</b>	<b>2</b>
Hours:	2 Lecture/Discussion		Hours:	2 Lecture/Discussion 3 Lab	
<p>A foundation course designed to introduce students to basic concepts of exotic animal care. Topics include breed identification, nutrition, principles of sanitation and disinfection, social and reproductive patterns, and common disease problems of selected species. <b>Prerequisites:</b> VT 109 and VT 118 or equivalent college courses with "C" or better.</p>			<p>A course designed to help students develop the knowledge and skills required in the veterinary profession. Lecture and laboratory sessions provide opportunities to develop practical skills in various types of animal nursing scenarios. <b>Prerequisites:</b> VT 118 and VT 216 or equivalent college courses with "C" or better.</p>		
<b>VT 124</b>	<b>Pharmacology</b>	<b>3</b>	<b>VT 220</b>	<b>Principles of Veterinary Assisting</b>	<b>3</b>
Hours:	3 Lecture/Discussion		Hours:	2.5 Lecture/Discussion 1.5 Lab	
<p>To emphasize the basic mechanisms of disease and veterinary therapeutics. The broader principles of pathology are applied toward a study of the more common animal diseases and the pharmacological agents to treat them. <b>Prerequisites:</b> VT 109 and VT 118 or equivalent college courses with "C" or better.</p>			<p>This course is designed to teach the skills that are necessary to work as an assistant in a veterinary practice. Client communications, basic anatomy, veterinary computing skills, and recognition of common diseases will be covered.</p>		
<b>VT 125</b>	<b>Clinical Procedures 2</b>	<b>4</b>	<b>VT 230</b>	<b>Veterinary Tech Proficiency</b>	<b>1</b>
Hours:	3 Lecture/Discussion 3 Lab		Hours:	1 Lecture/Discussion	
<p>Designed to build upon the knowledge and skills developed in Clinical Procedures 1 and other prior courses. Course sessions are designed to help students in small animal veterinary practice. Lecture and laboratory sessions will provide opportunities to develop skills in assessment, monitoring, and nursing care of the critical patient, veterinary emergency medicine, and advanced veterinary technician procedures. <b>Prerequisites:</b> VT 118 and VT 217 or equivalent college courses with "C" or better.</p>			<p>A review course for students who have completed the sequence of courses in the Veterinary Technician Program. The course is designed to assist students in organizing review materials in preparation to take the California State Board Exam. <b>Prerequisites:</b> VT 122 and VT 125 and VT 127 or equivalent college courses with "C" or better.</p>		
<b>VT 126</b>	<b>Large Animal Care</b>	<b>3</b>	<b>WELDING</b>		
Hours:	1.5 Lecture/Discussion 2.5 Lab		<b>WELD 105AC</b>	<b>Basic Metalcraft/Welding/Forging</b>	<b>3.5</b>
<p>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. <b>Prerequisites:</b> VT 123 or equivalent college course with "C" or better. <b>Corequisites:</b> VT 125, VT 127.</p>			Hours:	3 Lecture/Discussion 1 Lab	
			<b>Materials Fee:</b>	<b>\$15.00</b>	
			<b>Equivalent Course:</b> ART 105AC.		
			<p>Instruction in metalcraft welding and forging techniques, basic tools for welded craft projects and sculpture, theory of abstract shapes and designs, plus principles of using various metal types will introduce the concepts of metal craft welding. This course may be repeated twice.</p>		

# Course Descriptions

	<b>Units</b>		<b>Units</b>
<b>WELD 106AC Forging &amp; Wrought Iron</b>	<b>2.5</b>	<b>WELD 264 Welding Upgrade</b>	<b>1.5 - 4</b>
Hours: 2 Lecture/Discussion 1 Lab		Hours: 1 TO 3 Lecture/Discussion 1 TO 3 Lab	
<b>Materials Fee: \$15.00</b>		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.	
<b>Equivalent Course: WELD 106AD.</b>			
WELD 106AC offers the student both theory and concepts, in addition to the application of artistic metal working. Both the practical and the abstract notions of working hot metal and forging as they are applied to iron sculptures will be covered. This course may be repeated two times.			
<b>WELD 161 Oxyacetylene Welding</b>	<b>4</b>	<b>WELD 264AD Welding Upgrade</b>	<b>1.5 - 4</b>
Hours: 3 Lecture/Discussion 3 Lab		Hours: 1 TO 3 Lecture/Discussion 1 TO 3 Lab	
Introduction to the concepts and interpretation of principles of oxyacetylene welding, braze welding, brazing soldering, flame spraying and flame cutting of common ferrous and non-ferrous sheet, plate and pipe. Properties of ferrous materials and principles of destructive testing of welded materials complete the program.		<b>Equivalent Course: WELD 264.</b>	
		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.	
<b>WELD 162 Shielded Metal Arc Welding</b>	<b>4</b>	<b>WELD 273 Stainless Steel Welding/Repair</b>	<b>4</b>
Hours: 3 Lecture/Discussion 3 Lab		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.		<b>Equivalent Course: WELD 173.</b>	
		This course is designed to give welding students training in the practice, theory, and skill of welding stainless steel. Both repair and fabrication, as well as concepts to sanitary tube welding and fabrication will be covered.	
<b>WELD 171 Specialty Metals Welding</b>	<b>4</b>	<b>WELD 274 Aluminum Welding</b>	<b>4</b>
Hours: 3 Lecture/Discussion 3 Lab		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.		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.	
<b>WELD 172 Gas Tungsten Arc Welding</b>	<b>4</b>	<b>WELD 275AB Welding Codes/Certification</b>	<b>4</b>
Hours: 3 Lecture/Discussion 3 Lab		Hours: 3 Lecture/Discussion 3 Lab	
Introduction to the theory and concepts as applied to gas tungsten arc welding. Introduction to modern shielding gas technology, non-ferrous filler metals. Students will learn the theory of ferrous metallurgy and its application to destructive testing of welded materials.		<b>Equivalent Course: WELD 174AB.</b>	
		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.	
<b>WELD 175AB Metal Working for Engineers</b>	<b>2.5</b>	<b>WELD 276AC Metal Fabrication</b>	<b>3.5</b>
Hours: 2 Lecture/Discussion 1 Lab		Hours: 3 Lecture/Discussion 1 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.		<b>Materials Fee: \$20.00</b>	
		<b>Equivalent Course: WELD 176AD.</b>	
<b>WELD 181 Blue Print Reading/Metallurgy</b>	<b>3</b>	This course is designed for the students to develop the concepts and apply the theories of the skills of a welder fabricator. This is a project-based course that will introduce students to the abstraction of design, layout, pricing and construction of metal projects.	
Hours: 3 Lecture/Discussion			
This course combines the fundamental concepts and theories of blueprint reading relating to the concepts, as well as the application, of welded assemblies. The theory of ferrous metal identification and the concept of preparation of metal samples for identification prepares students entering the fabrication, construction or welding engineering fields.			
<b>WELD 190AD Supervised Practice</b>	<b>1 - 3</b>		
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.			

# Course Descriptions

<b>WORK EXPERIENCE</b>		<b>Units</b>	<b>Units</b>
<b>WEXP 191</b>	<b>General Work Exp - 1st Sem</b>	<b>1 - 3</b>	
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. 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.			
<b>WEXP 192</b>	<b>General Work Exp - 2nd Sem</b>	<b>1 - 3</b>	
Hours:	5 TO 15 Lab		
Students employed in a job that is not directly related to their college major may earn up to three units. The student must have the approval of the program coordinator or his/her designee and the participating employer must provide expanded learning opportunities which add to the student's job skills/ knowledge. <b>Prerequisites:</b> WEXP 191 or equivalent college course with "C" or better.			
<b>WEXP 193 C</b>	<b>Court Interpr Wrk Exp-1st Sem</b>	<b>1 - 4</b>	
Hours:	4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. 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 students 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 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.)			
<b>WEXP 193 D</b>	<b>Food Services Wrk Exp-1st Sem</b>	<b>1 - 4</b>	
Hours:	4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. 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 students 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 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.)			
<b>WEXP 193 E</b>	<b>Early Interv Wrk Exp-1st Sem</b>	<b>1 - 4</b>	
Hours:	4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. 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 students 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 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.)			
<b>WEXP 193 F</b>	<b>Agriculture Wrk Exp-1st Sem</b>	<b>1 - 4</b>	
Hours:	4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. 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 students 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 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.)			
<b>WEXP 193 G</b>	<b>Architecture Wrk Exp-1st Sem</b>	<b>1 - 4</b>	
Hours:	4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. 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 students 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 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.)			
<b>WEXP 193 H</b>	<b>Human Services Wrk Exp-1st Sem</b>	<b>1 - 4</b>	
Hours:	4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. 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 students 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 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.)			





# Course Descriptions

	Units	Units
<b>WEXP 193 Y Sports Med Wrk Exp - 1st Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. 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).		
<b>WEXP 193 Z Fashion Wrk Exp-1st Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. 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.)		
<b>WEXP 194 C Court Interpr Wrk Exp-2nd Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. 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.)		
<b>WEXP 194 D Food Services Wrk Exp-2nd Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. 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).
<b>WEXP 194 E Early Interv Wrk Exp-2nd Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. 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.)		
<b>WEXP 194 F Agriculture Wrk Exp-2nd Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. 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.)		
<b>WEXP 194 G Architecture Wrk Exp-2nd Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. 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.)		



# Course Descriptions

	Units	Units
<b>WEXP 194 O Law Office Clk Wrk Exp-2nd Sem</b> Hours: 4 TO 20 Lab This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. 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).	<b>1 - 4</b>	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).
<b>WEXP 194 P Paralegal Wrk Exp-2nd Sem</b> Hours: 4 TO 20 Lab This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. 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).	<b>1 - 4</b>	<b>WEXP 194 T Industry Tech Wrk Exp-2nd Sem</b> Hours: 4 TO 20 Lab This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. 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).
<b>WEXP 194 R Library Tech Wrk Exp-2nd Sem</b> Hours: 4 TO 20 Lab This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. 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).	<b>1 - 4</b>	<b>WEXP 194 V Automotive Wrk Exp-2nd Sem</b> Hours: 4 TO 20 Lab This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. 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).
<b>WEXP 194 S Spec Ed Wrk Exp-2nd Sem</b> Hours: 4 TO 20 Lab This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. 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	<b>1 - 4</b>	<b>WEXP 194 W Health Prof Wrk Exp-2nd Sem</b> Hours: 4 TO 20 Lab This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. 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).



# Course Descriptions

	Units	Units
<b>WEXP 194 X Fire Tech Wrk Exp-2nd Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. 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).		
<b>WEXP 194 Y Sports Med Wrk Exp - 2nd Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. 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).		
<b>WEXP 194 Z Fashion Wrk Exp-2nd Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. 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).		
<b>WEXP 195 C Court Interpr Wrk Exp-3rd Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 194. 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).		
<b>WEXP 195 D Food Services Wrk Exp-3rd Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 194. 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).		
<b>WEXP 195 E Early Interv Wrk Exp-3rd Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 194. 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).		
<b>WEXP 195 F Agriculture Wrk Exp-3rd Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 194. 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).		

# Course Descriptions

	<b>Units</b>	<b>Units</b>
<p><b>WEXP 195 G    Architecture Wrk Exp-3rd Sem</b> Hours:            4 TO 20 Lab</p> <p>This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 194. 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).</p>	<b>1 - 4</b>	<p>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).</p>
<p><b>WEXP 195 H    Human Services Wrk Exp-3rd Sem</b> Hours:            4 TO 20 Lab</p> <p>This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 194. 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).</p>	<b>1 - 4</b>	<p><b>WEXP 195 K    Child Dev Wrk Exp-3rd Sem</b> Hours:            4 TO 20 Lab</p> <p>This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 194. 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).</p>
<p><b>WEXP 195 I    Bus &amp; Ind Wrk Exp-3rd Sem</b> Hours:            4 TO 20 Lab</p> <p>This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 194. 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).</p>	<b>1 - 4</b>	<p><b>WEXP 195 L    Education Wrk Exp-3rd Sem</b> Hours:            4 TO 20 Lab</p> <p>This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 194. 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).</p>
<p><b>WEXP 195 J    AJ Wrk Exp-3rd Sem</b> Hours:            4 TO 20 Lab</p> <p>This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 194. 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</p>	<b>1 - 4</b>	<p><b>WEXP 195 M    Maint Tech Wrk Exp-3rd Sem</b> Hours:            4 TO 20 Lab</p> <p>This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 194. 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).</p>



# Course Descriptions

	Units	Units
<b>WEXP 195 W Health Prof Wrk Exp-3rd Sem</b> Hours: 4 TO 20 Lab This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 194. 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).	<b>1 - 4</b>	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).
<b>WEXP 195 X Fire Tech Wrk Exp-3rd Sem</b> Hours: 4 TO 20 Lab This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 194. 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).	<b>1 - 4</b>	<b>WEXP 196 C Court Interpr Wrk Exp-4th Sem</b> Hours: 4 TO 20 Lab This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. 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).
<b>WEXP 195 Y Sports Med Wrk Exp - 3rd Sem</b> Hours: 4 TO 20 Lab This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 194. 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).	<b>1 - 4</b>	<b>WEXP 196 D Food Services Wrk Exp-4th Sem</b> Hours: 4 TO 20 Lab This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. 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).
<b>WEXP 195 Z Fashion Wrk Exp-3rd Sem</b> Hours: 4 TO 20 Lab This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 194. 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	<b>1 - 4</b>	<b>WEXP 196 E Early Interv Wrk Exp-4th Sem</b> Hours: 4 TO 20 Lab This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. 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).



# Course Descriptions

	Units	Units
<b>WEXP 196 M Maint Tech Wrk Exp-4th Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. 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).		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).
<b>WEXP 196 N Nursing Wrk Exp-4th Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. 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).		
<b>WEXP 196 O Law Office Clk Wrk Exp-4th Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. 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).		
<b>WEXP 196 P Paralegal Wrk Exp-4th Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. 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		
<b>WEXP 196 R Library Tech Wrk Exp-4th Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. 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).		
<b>WEXP 196 S Spec Ed Wrk Exp-4th Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. 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).		
<b>WEXP 196 T Industry Tech Wrk Exp-4th Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. 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).		

# Course Descriptions

	<b>Units</b>	<b>Units</b>
<b>WEXP 196 V Automotive Wrk Exp-4th Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. 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).		
<b>WEXP 196 Z Fashion Wrk Exp-4th Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. 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).		
<b>WEXP 196 W Health Prof Wrk Exp-4th Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. 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).		
<b>WEXP 196 X Fire Tech Wrk Exp-4th Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. 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).		
<b>WEXP 196 Y Sports Med Wrk Exp - 4th Sem</b>	<b>1 - 4</b>	
Hours: 4 TO 20 Lab		
This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. 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		





# **FACULTY, STAFF & ADMINISTRATORS**

# Faculty, Staff & Administrators

## ■ Administrators

BRATSCH, JOHN  
DEAN, HUMAN RESOURCES AND  
LEGAL AFFAIRS  
B.A., UC Davis  
J.D., California Western School of Law

CALVIN, BRENT  
INTERIM SUPERINTENDENT/PRESIDENT  
B.A., Cal State University, Fullerton  
M.B.A., Cal State University Dominguez Hills

CASTRO, DEBRA  
PROGRAM DEVELOPMENT MANAGER  
BUSINESS & COMMUNITY EDUCATION  
B.S., University of Phoenix

COSTA, KRIS  
DIRECTOR, AGRICULTURE PROGRAMS  
B.S., M.S., Cal Poly SLO

DE CUIR, BRIAN  
DIRECTOR, PUBLIC SAFETY TRAINING  
A.S., Rio Hondo College  
B.A., Cal State University, Fresno

DE LAIN, CYNTHIA  
DEAN, NURSING, ALLIED HEALTH,  
PHYSICAL EDUCATION & ATHLETICS  
B.S.N., Mount Saint Mary's College, Los  
Angeles;  
M.S.N., Azusa Pacific University

DOUGLASS, DEBBIE  
DIRECTOR, STUDENT ACTIVITIES & AFFAIRS  
A.A., College of the Sequoias; B.A., Fresno  
Pacific University; M.A., Cal State University,  
Fresno

DUTTO, LARRY  
DEAN, VOCATIONAL PROGRAMS, BUSINESS  
and CONSUMER FAMILY STUDIES  
B.A., M.A., Cal Poly, San Luis Obispo;  
Ph.D., Colorado State University, Fort Collins

GARCIA, WILLIAM  
ASSOCIATE DEAN, STUDENT SERVICES  
B.S., Georgetown University  
M.A., Santa Clara University

GRAHAM, DUNCAN  
VICE-PRESIDENT, ACADEMIC SERVICES  
A.A. De Anza College;  
B.A. Santa Clara University;  
M.A., Cal State University, San Jose

GUSMAN, FRANCES  
VICE PRESIDENT,  
STUDENT SERVICES  
B.A., UC, Santa Barbara  
M.A., Cal State University, Northridge

HARRIS, LAMEL  
DIRECTOR, ATHLETICS  
B.A., Carroll College  
M.A., Cal State University, Dominguez Hills

HOLLABAUGH, KRISTIN  
PROVOST, HANFORD EDUCATIONAL CENTER  
B.S., M.B.A., Cal State University, Fresno  
Ph.D., Colorado State University, Fort Collins

HOLLABAUGH, TIM  
DEAN, TECHNOLOGY SERVICES  
A.S. Regents College of New York;  
B.S. Cal State University, Fresno

JEFFERY, SONIA  
ASSISTANT DIRECTOR, FYE  
AA, Bakersfield City College,  
B.A., Cal State University, Bakersfield  
M.A., University of Phoenix

LEWIS, KATHIE  
DIRECTOR, LEARNING RESOURCES  
AND INSTRUCTIONAL TECHNOLOGY  
B.A., Arizona State University;  
M.A., Brigham Young University

MCCAULEY, LINDA  
CHIEF ACCOUNTING OFFICER  
A.S., College of the Sequoias  
B.S., Cal State University, Fresno

MCDONALD, LEE  
B.A., Westminster College;  
M.S., University of Utah

MACIEL, DAVID  
DIRECTOR, DISABILITY RESOURCE  
CENTER AND SAFETY OFFICER  
B.A., Cal State University, Fresno;  
M.S.W., Cal State University, Fresno

MALLOUF, RALPH  
MANAGER, MAINTENANCE AND  
OPERATIONS  
A.S., College of the Sequoias

MARMOLEJO, RICARDO  
DIRECTOR, TRIO GRANT  
B.A., UC Davis

MASTERTON, ROBERT  
CHIEF OF POLICE  
POST Basic Academy Certificate

MENDIETTA, DORIANNA  
MANAGER, COS BOOKSTORE

MITTLESTEAD, ERIC  
DEAN, FACILITIES AND  
FACILITIES PLANNING  
B.A., Cal State University, Bakersfield;  
M.A., Cal State University, Bakersfield

MILLER-HERNANDEZ, LEANGELA  
DEAN, FISCAL SERVICES  
B.S., Kansas State University  
M.B.A., Cal State University Dominguez Hills

PAREDEZ, LINDA  
DIRECTOR, FOSTER CARE AND  
INDEPENDENT LIVING  
A.A., College of the Sequoias;  
B.A. Chapman University

RAVELIN, TAMARA  
DEAN, STUDENT SERVICES  
B.A., Cal State University Fresno;  
M.A. Fresno Pacific University;  
M.Ed. Lesley College

RENTON, STEVE  
PUBLIC INFORMATION OFFICER  
B.A., UC, Davis

ROBERTS, KAREN  
DIRECTOR, ALLIED HEALTH AND NURSING  
A.S. College of the Sequoias;  
A.S. San Diego Mesa College, San Diego;  
B.S.N., Graceland College, Lamoni, Iowa;  
M.S.N., Graceland University, Lamoni, Iowa

ROBINSON, SABRINA  
B.S., University of Phoenix

ROQUE, JOE  
SUPERVISOR, FOOD SERVICES

SCHENGEL, JONNA  
PHYSICAL THERAPY ASSISTANT PROGRAM  
B.A., Cal State University, San Francisco; B.S.,  
UC,  
San Francisco; M.A., Cal State University, San  
Francisco

# Faculty, Staff & Administrators

URTECHO, ROBERT  
DEAN, SCIENCE, SOCIAL SCIENCE,  
MATHEMATICS AND ENGINEERING  
B.S., Saint Mary's College of California;  
M.S., Saint Bonaventure University, New York;  
Ph.D., UC, Davis

VEGA LA SERNA, JENNIFER  
DEAN, ARTS AND LETTERS  
B.A., UC, Santa Barbara  
M.A., Cal Poly, San Luis Obispo;  
M.S.; Ph.D., University of Southern California

WALDNER, (CHRISTINE) LOUANN  
COORDINATOR, BUSINESS &  
COMMUNITY EDUCATION  
B.S., University of Kentucky;  
M.S., Kansas State University;  
Ph.D., Oklahoma State University

## ■ Faculty

ALLEN, CURTIS  
PHYSICAL EDUCATION  
B.S., Cal State University, Fresno;  
M.S., United States Sports Academy

ALLEN, JODY  
PHYSICAL EDUCATION  
B.A., M.A., Cal State University, Fresno

AMARAL, LINDA  
DANCE  
B.A., Cal State University, Long Beach

ANDERSON, CHRISTIAN  
ECONOMICS  
B.A., M.A., UC, Santa Barbara

ARNOLD, CRAIG  
BUSINESS  
B.A., M.S., Cal State University, Fresno

AYTMAN, GWENETTE  
CONSUMER/FAMILY STUDIES  
B.A., M.A., Pacific Oaks College

BASHAM, JEFF  
SOCIAL SCIENCES  
B.A., Cal State University, Sonoma  
M.A., UC, San Francisco

BEAUDOIN, JANE  
NURSING  
B.A., St. Joseph College, Bangor Maine  
M.S.N., Husson College, Windham, Maine  
BELTRAN, ADRIAN

COUNSELING (EOP&S)  
A.A., Reedley College;  
B.A., M.S., Cal State University, Fresno;

BERGEN, SONDRRA  
A.A., College of the Sequoias;  
B.A., Fresno Pacific University;  
M.A., Utah State University

BETTENCOURT, BRIAN  
BUSINESS  
B.S., Cal State University, San Jose;  
M.B.A., National University

BEUCLER, SANDRA  
NURSING  
B.S.N., Andrews College;  
M.A., Loma Linda University

BILDEN, JON  
MUSIC  
B.A., Cal State University, Fresno;  
M.S., University of Laverne

BIRD, DAVID  
CHEMISTRY  
B.A., M.S., Cal State University, Fresno

BLAKELY, JON  
MATHEMATICS  
A.A., Cerritos College  
B.S., Cal State University, Hayward  
M.S., Cal State University, Long Beach

BOLT, MICHELLE  
PHYSICAL EDUCATION  
B.A., Cal State University, Fresno;  
M.A., University of the Pacific

BORAGNO, JOHN V.  
PHYSICAL EDUCATION  
B.A., M.A., Cal State University, Fresno

BOUREZ, MATTHEW  
MATHEMATICS  
A.S., College of the Sequoias;  
B.A., M.A., Cal State University, Fresno

BRAND, STACY  
ENGLISH  
B.A., University of Arkansas;  
M.A., Florida State University;  
M.F.A., Cal State University, Fresno

BRANDIS, LISA  
COUNSELING  
B.A., M.A., Cal State University, Fresno

BRITTON, ROBERT  
AGRICULTURE  
B.S., Cal State University, Fresno;  
M.S., Cal State University, San Luis Obispo

BROWN, JANICE  
NURSING  
A.S., College of the Sequoias;  
B.S., M.S., Cal State University, Fresno

BULLOUGH, REBECCA  
COMPUTER APPLICATIONS/BUSINESS  
A.A., York College;  
B.A., Harding University;  
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., Cal State University,  
Fresno

CHICONNI, MICHAEL  
AUTOMOTIVE  
A.S., Fresno City College

CHILDERS, CAROLYN  
NURSING  
A.A., College of the Sequoias;  
B.S.N., Cal State University, 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., Cal State University, Sacramento

COLLIER, STEPHANIE  
MATHEMATICS  
B.S., Cal State University, San Luis Obispo,  
M.A., UCLA

# Faculty, Staff & Administrators

CONWAY, KATHLEEN  
LEARNING DISABILITIES  
SPECIALIST  
B.A., M.A., Cal State University, Humboldt

CRAVEN, LIANA  
MATHEMATICS  
A.A./A.S., College of the Sequoias;  
B.A., M.A., Cal State University, Fresno

CRUMAL, GLENA  
CONSUMER/FAMILY STUDIES  
B.A., UC, Berkeley;  
M.A., Cal State University, Fresno

CRUMPLER, ALICIA  
ADMINISTRATION OF JUSTICE  
B.S., University of San Francisco;  
M.S., Cal State University, Fresno

DE CARO, LUCILLE  
BUSINESS  
B.S., M.B.S., Cal State University, Bakersfield

DEL RIO, LINDA  
PSYCHOLOGY  
B.A., Cal State University, San Jose  
M.A., National University, Fresno

DE SILVA, DAVID  
AGRICULTURE  
B.S., M.S., Cal State University, San Luis  
Obispo;  
Ed.D., Cal State University, Fresno/ Davis

DOUGHERTY, ROBERT  
PHYSICAL EDUCATION  
B.A., Boston University  
M.S.S. United States Sports Academy

DRONEY, LA DONNA  
NURSING  
B.S., Murray State University;  
M.S., Medical College of Georgia;  
M.A., UC, San Francisco

DUARTE, ADRIENNE  
COUNSELING  
A.A., Fresno City College;  
B.A., M.S., Cal State University, Fresno

EDDY, KEITH  
MATHEMATICS  
B.A. Cal State University, Humboldt  
M.S., Cal State University, San Luis Obispo

EHRlich, VALERIE  
ENGLISH  
B.A., M.Ed., Whitworth College

ENNS, CAROL  
PHILOSOPHY  
B.A., UC, Santa Cruz;  
M.A., Cal State University, Dominguez Hills;  
M.A., Cal State University, San Francisco

ESPINOZA, JAMES  
ENGLISH  
B.A., Loyola Marymount University  
M.F.A., Cal State University, Fresno

FERMOILE, MARIA  
PHYSICAL THERAPY ASSISTANT  
BA, Cal State University, Long Beach  
Ph.D., Regis University

FERNANDEZ, FERNANDO  
ORNAMENTAL HORTICULTURE  
A.S., Kings River Community College;  
B.S., M.S., Cal State University, Fresno

FIGALLO, JESSICA  
COUNSELING  
BA, Cal State University, Long Beach,  
MA, Cal State University, San Luis Obispo

FLORES, RICHARD  
ART  
A.A., Pierce College; B.A.,  
M.A., Cal State University, Northridge

GEIST, JOSHUA  
ENGLISH  
B.S., M.F.A., Cal State University, Fresno

GILMAN, JOELLEN  
NURSING  
A.S., College of the Sequoias;  
B.S.N., Cal State University, Bakersfield;  
M.S.N., Cal State University, Dominguez Hills

GOEBEL, DENNIS  
SPORTS MEDICINE  
A.A., Santa Barbara City College;  
B.A., Cal State University, 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., Cal State University, Fresno;  
M.A., Cal State University, Fresno

GREER, LISA  
WORK EXPERIENCE  
A.A., College of the Sequoias;  
M.S.W., B.A., Cal State University, Fresno

GRIFFITH, REBECCA  
CHILD DEVELOPMENT  
B.A., Cal State University, 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., Cal State University, Fresno

HANSEN, ROB  
BIOLOGICAL SCIENCES  
B.A., M.A., Cal State University, Fresno

HARPER, VINETA  
MATHEMATICS  
M.S., Cal State University, Fresno

HAYCOCK, GINA  
LIBRARIAN  
B.A., UC, Davis;  
M.L.S., Cal State University, San Jose

HESTER-REYES, MICHELE  
SPANISH  
B.A., Cal State University, 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., Cal State University, Fresno;  
M.B.A., Cal State University, Fresno

HOBSON, REBECCA  
NUTRITION  
B.A., M.A., University of Wisconsin

# Faculty, Staff & Administrators

HODGES, SANDEE  
CONSUMER/FAMILY STUDIES  
A.A., College of the Sequoias;  
B.A., Century University;  
B.A., M.A., Pacific Oaks College

HOTT, LISA  
BUSINESS  
B.A., Business Administration, Cal State University, Fresno;  
Certified Public Accountant, California;  
MBA, Cal State University, Dominguez Hills

HOWELL, DAVID  
GEOGRAPHY  
A.A., Long Beach City College;  
B.A., Cal State University, Dominguez Hills;  
M.A., Cal State University, San Diego

HOWLAND, STEVEN  
ENGLISH  
B.A., Cal State University, Fresno;  
M.A., Ohio University

HURST, DAVID  
B.A., Cal State University, Fresno;  
M.F.A., Cal State University, Fresno

HURTADO, ALEC  
ENVIRONMENTAL CONTROL  
TECHNOLOGY  
A.A., College of the Sequoias

JENSEN, SUSAN  
ENGLISH  
A.A., Fresno City College; B.A., Cal State University,  
Fresno; M.A. Cal State University, Fresno

JOHNSON, CYNTHIA  
SPEECH  
B.A., M.A., Cal State University, Fresno  
M.A., North Central University, Arizona

JORDAN, JONI  
ENGLISH  
B.A., Cal State University, Fresno;  
M.A., UC, Irvine

KEEN, CHRISTINE  
MATHEMATICS  
B.S., M.S. University of Pittsburgh

KERSTEN, BELEN  
NURSING  
A.A., College of the Sequoias; B.S., Cal State University,  
Dominguez Hills; M.S., Cal State University,  
Dominguez Hills

KNOX, CHRISTINA  
PSYCHOLOGY  
B.A., University of the Pacific;  
M.S., Cal State University, Hayward

LAIRD-JACKSON, BARBARA  
LINGUISTICS (ESL)  
B.A., MA, Cal State University, San Diego

LILE, JANET  
NURSING  
A.S.N., B.S.N., University of Tennessee; M.S.N., Vanderbilt University;  
Ph.D., Columbia Pacific University

LOEWEN, LISA  
COUNSELING COORDINATOR  
(HANFORD CENTER)  
A.A., San Joaquin Delta College;  
B.A., M.A., Fresno Pacific University;

LUKEHART, DENNIS  
NURSING  
B.S.N., Cal State University, Dominguez Hills;  
B.S.N., Graceland College;  
B.A., Fresno Pacific;  
M.A., Chapman College

LYNCH, TIMOTHY  
MUSIC  
B.A., M.A., Cal State University, Hayward;  
Ph.D., University of Iowa

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., Cal State University, Fresno

MANGELS, CHRISTOPHER  
FINE ARTS  
A.A., College of the Sequoias;  
B.A., Cal State University, Fresno;  
M.F.A., Cal State University, San Diego

MANGNALL, RICHARD  
ENGLISH/HISTORY  
B.A., M.A., Cal State University, Northridge;  
M.A., Cal State University, Fresno

MARINELLI, RENEE L. MIGUEL  
BUSINESS  
A.A., College of the Sequoias;  
B.S., M.S., Cal State University, 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., Cal State University, Fresno

MAZZOLA, SUSAN  
BUSINESS  
B.S., Cal State University, San Luis Obispo;  
M.S., Cal State University, Fresno

MENEZES, JUDY  
JOURNALISM  
B.A., M.A., Cal State University, Fresno

MOORE, HEATHER  
BIOLOGY  
B.S., Ph.D., University of Arizona;

MORRIS, ROBERT  
NURSING  
B.S.N., M.S.N., Cal State University, Dominguez Hills

MULLER, JOSH  
PSYCHOLOGY  
A.A., College of the Sequoias;  
B.A., M.A., Cal State University, Fresno

MYERS, TRACY  
PHYSICAL EDUCATION  
B.A., Cal State University, Fresno;  
M.A., International University

NATOLI, STEVEN  
HISTORY  
B.S., M.S., Claremont McKenna College;  
M.A., Cal State University, Fullerton

# Faculty, Staff & Administrators

NOLAN, DEBORAH  
DISTANCE EDUCATION  
A.A., Long Beach City College; B.A., Cal State University,  
Long Beach; M.A., Cal State University,  
Fullerton;  
Ph.D., University of Denver

OWENS, LAWRENCE  
ENGINEERING/PHYSICS  
A.S., College of the Sequoias;  
B.S., M.S., Cal State University, Fresno;  
Ph.D., University of Texas, Austin

OWENS, MILLICENT  
NUTRITION  
B.S., Cal State University, Fresno;  
M.A., University of Texas, Austin

PADEN, TERESA  
NURSING  
A.A., Mount St. Mary's College; B.S.N.,  
UC, San Francisco;  
M.S., Regis University

PALOS, LETICIA  
SPANISH  
A.A., Kings River Community College;  
B.A., M.A., Cal State University, 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., Cal State University, Chico;  
M.B.A., Cal State University, Fresno

PITIGLIANO, KIMBERLY  
ANIMAL SCIENCE  
BS, Cal State University, Fresno  
MED, National University

PORTERFIELD-PYATT, CHAUMONDE  
MUSIC  
A.A., College of the Sequoias;  
B.S., M.A., Cal State University, San Francisco

PROCHNOW, MARLA  
ANTHROPOLOGY  
B.A., M.A., Cal State University, Fullerton;

RECTOR, JOHN  
BUILDING TRADES  
B.A., M.S., Cal State University, Fresno

REDDEN, JOHN  
MATHEMATICS  
B.A., M.S., Cal State University, Northridge

REDDEN, TRACY  
MATHEMATICS  
B.A., M.S., Cal State University, Northridge

REYNOSO, SALLY A.  
PARALEGAL  
A.S., College of the Sequoias;  
J.D., San Joaquin College of Law, Fresno

RICO, DIANNA  
COUNSELING  
B.S., Cal State University, Fresno;  
M.A., Cal State University, Bakersfield

ROBINSON, DAVID  
ENGLISH  
A.A., Grossmont College;  
B.A., Cal State University, San Diego;  
M.A., UC, Los Angeles

RODARTE, CATHERINE  
COUNSELOR  
B.A., M.A., Cal State University, Fresno

RODRIGUEZ, JULIE  
CHEMISTRY  
B.S., Cal State University, Bakersfield  
M.S., Cal State University, Fresno

ROLLINGER, JEANETTE  
BIOLOGICAL SCIENCES  
B.A., UC, Santa Barbara;  
Ph.D., UC, Santa Cruz

ROSE, DON  
MATHEMATICS  
B.S., M.S., Cal State University, Hayward

RUEGER, ROSS  
MATHEMATICS  
B.S., UC, Riverside;  
M.A., UC, Los Angeles

RUIZ, RON  
HISTORY  
B.A., Cal State University, Fresno;  
M.A., Cal State University, San Diego

RUSH, ELAINE  
ENGLISH  
B.A., M.A., Cal State University, 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., Cal State University, Fresno

SENSE, ED  
ENGLISH  
B.A., Cal State University, Bakersfield;  
M.A., Cal State University, Fresno

SEYED, MILENA  
LIBRARIAN  
B.A., University of Belgrade;  
M.L.I.S., Cal State University, San Jose

SHUMAN, MICHAEL  
COUNSELING  
B.A., M.S., Cal State University, Fresno

SILVA, DIANE  
SOCIOLOGY  
B.A., College of St. Benedict;  
M.A., Cal State University, Sacramento;  
M.S.W., Cal State University, Fresno

SKAFF, MICHAEL  
BUSINESS  
B.A., M.B.A., Cal State University, San Luis  
Obispo

SMITH, RUSSELL  
PHYSICAL EDUCATION  
B.A., M.A., Cal State University, Northridge

# Faculty, Staff & Administrators

SPENCER, JANELL  
ACCOUNTING/BUSINESS  
MANAGEMENT  
A.A., College of the Sequoias;  
B.A., Fresno Pacific University;  
M.B.A., National University

STRAW, MARIE  
CHEMISTRY  
B.A., San Francisco College for Women;  
M.S., St. Louis University

SULLIVAN, ALLYSON  
ART (APPRECIATION/HISTORY)  
B.A., M.A., Cal State University, Fresno

SWISEGOOD, GAILERD  
HUMAN SERVICES  
B.A., Cal State University, Stanislaus;  
M.A., Cal State University, Fresno

TEBEAU, FRANK  
AGRICULTURE/WELDING TECHNOLOGY  
A.S., College of the Sequoias;  
B.S., Cal State University, Fresno

THOMAS, JANE  
ENGLISH  
B.A., Western Oregon University,  
Monmouth; B.S.,  
M.A., Oregon State University, Corvallis

TIDWELL, PAUL  
ENGLISH  
B.S., Cal State University, Humboldt

TOM, MARK  
MATHEMATICS  
B.A., Cal State University, Fresno;  
M.A., UC, Santa Barbara

TOOTLE, STEPHEN  
SOCIAL SCIENCE  
B.S., Cal State University, San Luis Obispo;  
M.A., Cal State University, Fresno;  
Ph.D., Ohio University

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., Cal State University, Sacramento

TURNER, GREG  
ENGLISH  
A.A., College of the Sequoias;  
B.A., M.A., Cal State University, Fresno

VALENZUELA, SANDY  
COUNSELING  
A.S. College of the Sequoias;  
B.A., M.A., Cal State University, Long Beach

VANG, MENG  
COUNSELING  
B.A., UC Santa Barbara;  
M.A., Cal State University, Fresno

VASQUEZ, ROBERT  
ENGLISH  
B.A., Cal State University, Fresno;  
M.F.A., UC, Irvine

VEGA-PRITCHETT, AMY  
SOCIAL SCIENCES  
B.A., UC, San Diego;  
M.A., Cal State University, Long Beach

VIDALES, VERONICA  
SPANISH  
B.A., M.A., Cal State University, Fresno

WEISE, THOMAS  
SPEECH  
A.A., Fresno City College;  
B.A., M.A., Cal State University, Fresno;  
Ed.D., Cal State University FRESNO/UC Davis

WHEELER, DAVID  
ADMINISTRATION OF JUSTICE  
A.A., College of the Sequoias;  
B.S., Cal State University, Fresno;  
M.A., Fresno Pacific College

WILCOXSON, JESSE  
BIOLOGY  
A.S., College of the Sequoias;  
B.S., Cal State University, Humboldt;  
M.S., Cal State University, Cal Poly;

WILLIAMS, ANNA  
COUNSELING  
B.S., University of San Francisco;  
M.A., Cal State University, Fresno

WILLIAMS, SCOTT  
INDUSTRIAL ENGINEERING  
B.S., Cal State University, Fresno

WINTERTON, JOHN  
ELECTRONICS  
A.S., College of the Sequoias;  
B.S., M.A., Cal State University, Fresno

WOODBURY, GEORGE  
MATHEMATICS  
B.S., UC Santa Barbara;  
M.S., Cal State University, Northridge

YAMAKAWA, LINDA  
LIBRARIAN  
A.A., Kings River College;  
B.A., M.A., Cal State University, San Jose State

YOCUM, STEPHANIE  
STUDENT HEALTH CENTER COORDINATOR  
A.S.N. San Joaquin Delta College;  
B.S.N., Cal State University Dominguez Hills;  
M.S.N., University of Phoenix

## ■ Confidential Staff

BARBEIRO, JANET  
Executive Assistant to President

BARRY-SOUZA, RYAN  
Research Technician

CARROLL, JULIE  
Human Resource Assistant

GIEGOLD, ANNETTE  
Executive Assistant  
to the VP of Academic Services

GUTIERREZ, OMAR  
Payroll/Accounting Coordinator

JONES, LINDA  
Academic Resource Coordinator

MCCUSKER, KEVIN  
Public Information Assistant

PAULS, KAREN  
Executive Assistant  
to the VP Administrative Service

REIS, LINDA  
Human Resource Specialist

TAYLOR, SHARON  
Human Resource Assistant

# Faculty, Staff & Administrators

TIERCE, MEGHAN  
Executive Assistant to the VP Student Services

## ■ Classified Staff

ACOSTA, ARTURO  
Custodian

ALVAREZ, PATRICIA  
College Nurse

ANDERSON, BEVERLY  
Library Assistant

ANDERSON, JAMES  
Bookstore Shipping Receiving Clerk

ANDRADE, CHERYL  
ECE Specialist

AVILES, HELEN  
A&R Specialist

AZEVEDO, BETHANY  
Outreach, Career & Transfer

BAIG, AHSEN  
Programmer Analyst

BARAJAS, URIEL  
Custodian

BARKHURST, JOANNE  
Accounting Technician

BERGMAN, GLENDA  
A&R Specialist

BIRCH, RICHARD  
Plumber

BOMGARDNER, JOSEPH  
District Police Officer

BONNAR, TREASA  
Accompanist

BOOKOUT, JON  
Instructional Asst-Lab Setting

BROGDON, SCOTT  
Microcomputer Specialist

BUCK, CONNIE  
Food Service Assistant

CADENA, ELISA  
Financial Aid Specialist

CAMPBELL GATES, CATRINA  
Instructional Assistant-Lead I

CARGILL, DAVID  
Graphic Artist/Designer

CARRILLO, LAURA  
Instructional Assistant-CDC

CASTANEDA, LUCIANA  
Student Ser Specialist-TRIO

CASTILLO, SANDRA  
Clerical Assistant

CHARLES, DONALD  
District Police Sergeant

CHAVEZ, SAMUEL  
Warehouse Worker

CHOATE, BRENDA  
Microcomputer Specialist

CHRISTIANSEN, PATRICIA  
Adm. Asst. Bus. & Soc Science

CHURCH, RENEE  
Senior Secretary

CLARK, AMANDA  
Clerical Assistant

CLARKE, KATHRYN  
Senior Clerical Assistant

COLUCCI, LINDA  
Senior Programmer Analyst

CORREIA, KRISTEN  
Administrative Assistant

COTE, JOSIE  
Accounting Assistant

COX, AMBER  
Kitchen Specialist - CDC

CRAIG, ERICA  
Senior Clerical Assistant

DAGO, DING  
Custodian

DAVALOS, FRANCISCO  
Microcomputer Specialist

DEISMAN, CHANDA  
Senior Secretary

DELGADILLO, KRISTINA  
ECE Specialist

DEMERS, CAROL  
Library Specialist

DIAZ, KELLY  
Instructional Specialist, Senior

DIAZ, ROSA  
Senior Clerical Assistant

FAUVOR, DIANNA  
Work Study Specialist

FELECIANO, BEVERLY  
Administrative Assistant

FELECIANO, FRANK  
Microcomputer Specialist

FERNANDEZ, TAMERA  
Grant Secretary-Upward Bound  
Math and Science

FIGUEROA, LUZ  
Senior Secretary

FLORES, PAMELA  
Administrative Assistant

FORD, JASON  
Advising Specialist-YES

FOX, MICHAEL  
Custodian

FRANCO, CAROLYN  
Student Ser Specialist-EOPS

FREEMAN, MONA  
Matriculation/International Studies

GALVAN, EVELYN  
Instructional Assistant-CDC

GARCIA, GLORIA  
Instructional Assistant-CDC

GARCIA, IRENE  
Sr Adm & Records Specialist



# Faculty, Staff & Administrators

GARCIA, JOSEPH  
Lead Custodian

GARCIA, MARIE  
Adm. Asst. Arts & Letters

GARCIA, SIMONA  
Custodian

GARSTER, STACEY  
Support Services Specialist

GILES, SHELLI  
Adm. Asst. Allied Health & PE

GOLDEN-MOTTO, JANET  
Evaluations Specialist

GONZALES, ALAYNNA  
Instructional Assistant-CDC

GONZALES, MARY  
Administrative Assistant

GONZALES, RACHEL  
Admissions & Records Specialist

GRAY, TERRY  
TV Studio Technician

HAGTHROP, CHRISTINE  
Library Technician

HARP, JOHN  
Custodian

HENRY, LIVIER  
Clerical Assistant

HENSON, MELONY  
Senior Instructional Assistant

HERNANDEZ, ALEX  
Senior Custodian

HERNANDEZ, ALICE  
Clerical Assistant

HERNANDEZ, BRIDGETTE  
Administrative Assistant

HIDALGO, PEDRO  
Custodian

HIGHTOWER, MARY  
Registered Nurse

HILL, JUDI  
Instructional Assistant-Lab Setting

HINOJOS, SYLVESTER  
Custodian

HOLGUIN, DANNY  
Maintenance Worker

HULSEY, CHRIS  
Grounds Maintenance Worker II

IRIYE-MEADE, JEANNIE  
Administrative Technician

IVES, LINDA  
Clerical Assistant

JACKSON, KIMBERLY  
Ctr Student Servs Specialist

JARAMILLO, AGUSTIN  
Custodian

JOHNSON, KARYL  
Bookstore Operations Coordinator

JONES, LORI  
Instructional Division Secretary

KEELINE, BARBARA  
Counseling Assistant

KEEN, GREG  
Articulation/Assessment Coordinator

KENNEDY, BRETT  
EOPS/CARE Program Specialist

KIPNIS, DARCY  
Program Specialist, FAO

KIRKMAN, KIMBERLY  
Accounting Coordinator

KIRKPATRICK, KAREN  
Lab Technician

KOSS, KAREN  
Account Clerk

LAKHANI, SHARMEEN  
DRC, Support Services Coordinator

LAMAR, STEVE  
Theatre Technician

LARSON, RAYMOND  
Microcomputer Specialist

LEAL, MARY  
Payroll Specialist

LEBOUEF, CATHY  
Accounting Technician

LEDESMA, CASANDRA  
Veterans Coordinator

LEWIS, SARAH  
Student Ser Specialist-CalWORKs

LINDSTRAND, MARGARET  
Administrative Assistant

LOPEZ, CARLOS  
Custodian

LORENZI, LISA  
Assistant Athletic Trainer

LUEVANO, LETICIA  
Library Assistant

LUNA, LORI  
Instructional Division Secretary

MAGANA, CHRISTY  
Instructional Assit Test Proctor

MANGRUM, CARLA  
Accounting Technician

MARKHAM, JAE  
Data Base Administrator

MARTIN, BRIAN  
Library Assistant

MARTIN, DELMAR  
Maintenance Electrician

MARTINEZ, EDWARD  
Financial Aid Specialist

MARTINEZ, JESUCITA  
Grill/Fry Cook

MARTINEZ, TEODORA  
Custodian

MASSEY, THERESA  
Assessment Specialist

# Faculty, Staff & Administrators

MCCALISTER, TALAURA  
Instructional Assistant-CDC

MCCALISTER-GUILLORY, JENNY  
Instructional Assistant-CDC

MCCRIGHT, PRISCILLA  
Clerical Assistant

MCGUIRE, CATHERINE  
Counseling Technician

MCKINNEY, SANDRA  
Senior Secretary

MCLAIN, WENDI  
Access Specialist/High Technician

MEIER, STEPHEN  
System Administrator

MILLER, RICHARD  
Police Academies Coordinator

MIRAMONTES, AGUSTIN  
Grill/Fry Cook

MITCHELL, PATRICK  
Media Services Technician

MIZNER, KEVIN  
District Police Officer

MOLINE, FAY  
Instructional Division Secretary

MORALES, DAMARIS  
Instructional Assistant-CDC

MORGAN, NANCY  
Accounting Technician

MORRELLI, DEREK  
Lab Technician

MUNOZ, STUART  
Printer/Bindery Operator

NELSON, STACEY  
Clerical Assistant

NORMAN, LOIS  
Financial Aid Resource Specialist

PARKER, LISA  
Support Services Clerk

PEREZ, SUSANA  
Student Servs Success Technician

PERRY, LINDA  
Instructional Assistant-CDC

PILGRIM, DIANE  
ECE Director

PITTS, CAROL  
Administrative Assistant

PRATT, STEPHEN  
Network Analyst

PUGA, REBECCA  
Financial Aid Specialist

RAGLAND, PAULA  
Instructional Assistant-CDC

RAMIREZ, ROBERT  
Custodian

RANGEL-LEMUS, ELVIA  
Clerical Assistant

RAY, CLARK  
Senior Programmer Analyst

ROBINSON, DONNA  
College Accountant

ROBINSON, MIRANDA  
Financial Aid Specialist

RODRIGUEZ, JENNIFER  
District Police Officer

RODRIGUEZ, VELIA  
Admissions & Records Coordinator

ROMO SANCHEZ, ROSA  
Clerical Assistant

ROSE, CAROL  
Administrative Assistant

RUSH, CHARLES  
Activity Lead, PASEO

RUVALCABA, ISMAEL  
Custodian

SANCHEZ, CANDELARIO  
Mechanic

SCHAEFER, MARY  
Payroll Specialist

SCHIELER, DUSTIN  
Webmaster

SHORT, TERRI  
Account Clerk

SIEGEL, LETICIA  
Financial Aid Specialist

SISK, JEFFERY  
Grounds Maintenance Worker II

SOLIS, ARISTEO  
Grounds Maintenance Worker II

SOLIS, OLGA  
Custodian

SOLIS JR., ARISTEO  
Grounds Maintenance Worker II

SPEIDEL, ROBERT  
Custodian

STICH, SYLVIA P.  
Payroll Specialist

STIFF, SYLVIA  
Administrative Assistant

SULLIVAN, DANIEL  
Instructional Specialist, Senior

SWEENEY, AMELIA  
Administrative Assistant

SWEENEY, JOE  
HVAC Technician

TAYLOR, ELIZABETH  
ECE Specialist

TERRY, NICHOLAS  
Theatre Technician

THOMAS, CHERYL  
District Police Officer

THOMPSON, MARY  
Instructional Assistant-CDC

TIERCE, JEREMY  
Computer Resource Specialist

# Faculty, Staff & Administrators

TREVINO, REGINA  
Registration Coordinator

VASQUEZ, MARIA  
Food Service Assistant

VEGA, BENITA  
Financial Aid Supervisor

WEISS, DELIA  
Administrative Assistant

WILCOXON, DOLORES  
Instructional Division Secretary

WILLIAMS, SANDRA  
Tutorial Center Coordinator

WILSON, MERLE  
Instructional Assistant-CDC

WRIGHT, KAREN  
Facilities Technician

ZANTOS, HEATHER  
Administrative Assistant

## ■ Emeritus

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

BADRIKAN, KAMIRAN S.  
President/Superintendent, 1997-2005

BAILEY, JENNIFER  
English, 1989-2010

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

BERG LEROY  
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

BRADY, MERRILYN  
Student Health Center  
1994-2008

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

CABRERA, TONY  
French, 1962-1977

CHANCE, STEPHEN  
Automotive, 1993-2010

CHILDS, WOODROW  
English, 1972-2001

COLE, JAMES  
Psychology, 1968-1996

CONLEY, RICHARD  
Work Experience/Business  
1968-1996

COTTRELL, RICHARD  
Architecture, 1960-1990

CRAIN, JOHN  
Geology/Mathematics  
1970-1997

CULVER, LOUISE  
English, 1981-2008

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

# Faculty, Staff & Administrators

FALLER, PAMELA  
Paralegal, 1985-2010

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

FLY, JOHN  
Building Trades, 1961-1984

FOTIAS, CRISTOS  
Spanish, 1949-1983

FRANCISKOVICH, SUSAN  
Linguistics (ESL), 1990-2010

FRESE, ROD  
Finance, 2004-2009

FREEBORN, NORMA  
Nursing, 1981-2002

FRESE, ROD  
Vice-President, 2003-2010

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

GORLEY, PAUL  
Counseling, 1984-2010  
GREENING, JOHN  
Biology, 1976-2008

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

HARRIS, RICHARD  
Agriculture  
Agriculture, 1972-2009

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

HOUK, STEPHEN  
Physical Science/Engineering/Math  
1979-2010

HOWLAND, GARY  
Mathematics, 1967-2003

HUDDLESTON, LAUNA  
Business, 1966-1992

INOUE, YOSHINOBU  
Mathematics, 1988-2010

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

# Faculty, Staff & Administrators

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

KUNCL, GARY  
Public Safety Training, 1990-2008

LAKE, CONNIE  
English, 1988 -2008

LANG, ANNIE  
Mathematics, 1969-1977

LAWTON, JACQUELINE  
English, 1989-2010

LEWIS, REX  
Business, 1960-1993

LOYD, RAY  
Architecture/Drafting Technology,  
1979-2004

McCLURE, DARLEAN  
Business, 1977-2010

MC CORMICK-MIRANDA ANNE  
Home Economics, 1966-1984

McGRIFF, RON  
Political Science, 1996-2010

MADDOX, GENE  
Art, 1969-2004

MALDONADO-ARROYO, CELIA  
Associate Dean, Student services (EOPS),  
1996-2006

MANCINI, JAMES  
Sign Language, 1979-2006

MANES, (WALTER) SCOTT  
Business & Community Ed., 2000-2008

MANNON, KIRBY  
Physical Education,  
1973-2003

MARCELLUS, ROBERT  
Fine Arts, 1966-1984

MARTIN, FRED  
Biological Sciences, 1965-1992

MARTIN, NOEL  
History, 1959-1984

MAST, DONALD  
Dean, Student Services, 1982-2009

MIRVISS, LYNN  
Nursing/Administration, 1971-1998

MORRIS, CAROL  
Nursing, 1998-2010

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

PRESTON, WAYNE  
Biological Sciences, 1973-2010

REYNOLDS, BARBARA  
Consumer/Family Studies, 1987-2008

ROBERTSON, GLEN  
English, 1957-1983

RYAN-STARMER, BEA  
Business, 1977-1996

SCROGGINS, WILLIAM T.  
President/Superintendent 2006 - 2011

SEASTROM, GREG  
English, 1968-1996

SELLERS, JAMES  
Biological Sciences, 1977-2006

SHARPLES, DIANNE  
Academic Dean, 1970 – 2003

SHELLY, DANIEL  
Chemistry, 1974-2009

SHEWEY, JEAN  
Physical Education, 1959-1984

SHIRK, RICHARD  
Building Trades, 1975-2004

SILVA, VERNON  
Dean, Student Services,  
1957-1983

SINDLINGER, AL  
Metals Technology, 1961-1990

# Faculty, Staff & Administrators

SMITH, ELAINE  
Chemistry, 1979-2002

WRIGHT, MARY  
Child Development, 1999-2009

STAVA, SHERRY  
Nursing, 1987-2010

SWANSON, BETTY  
Nursing, 1971-1978

SWEENEY, ALBERT  
English, 1963-1984

SWISHER, JAMES  
Mathematics, 1959-1984

TAYLOR, ROY  
Physical Education,  
1950-1984

THEIGE, JACK  
Information Services,  
1960-1989

TOMASEVICH, ROBERT  
Agriculture, 1971-1984

VANE, R.L.  
Social Sciences, 1965-1980

VIEIRA, DONALD  
Agriculture, 1965-1996

WALKER, LEWIS  
Librarian, 1965-1984

WEAVER, ARLENE  
Nursing, 1979-1988

WEBB, ELAINE  
Research and Grants,  
1980-2006

WEST, VERNON  
Welding/English, 1976-1990

WESTON, DUANE  
Music, 1975-1990

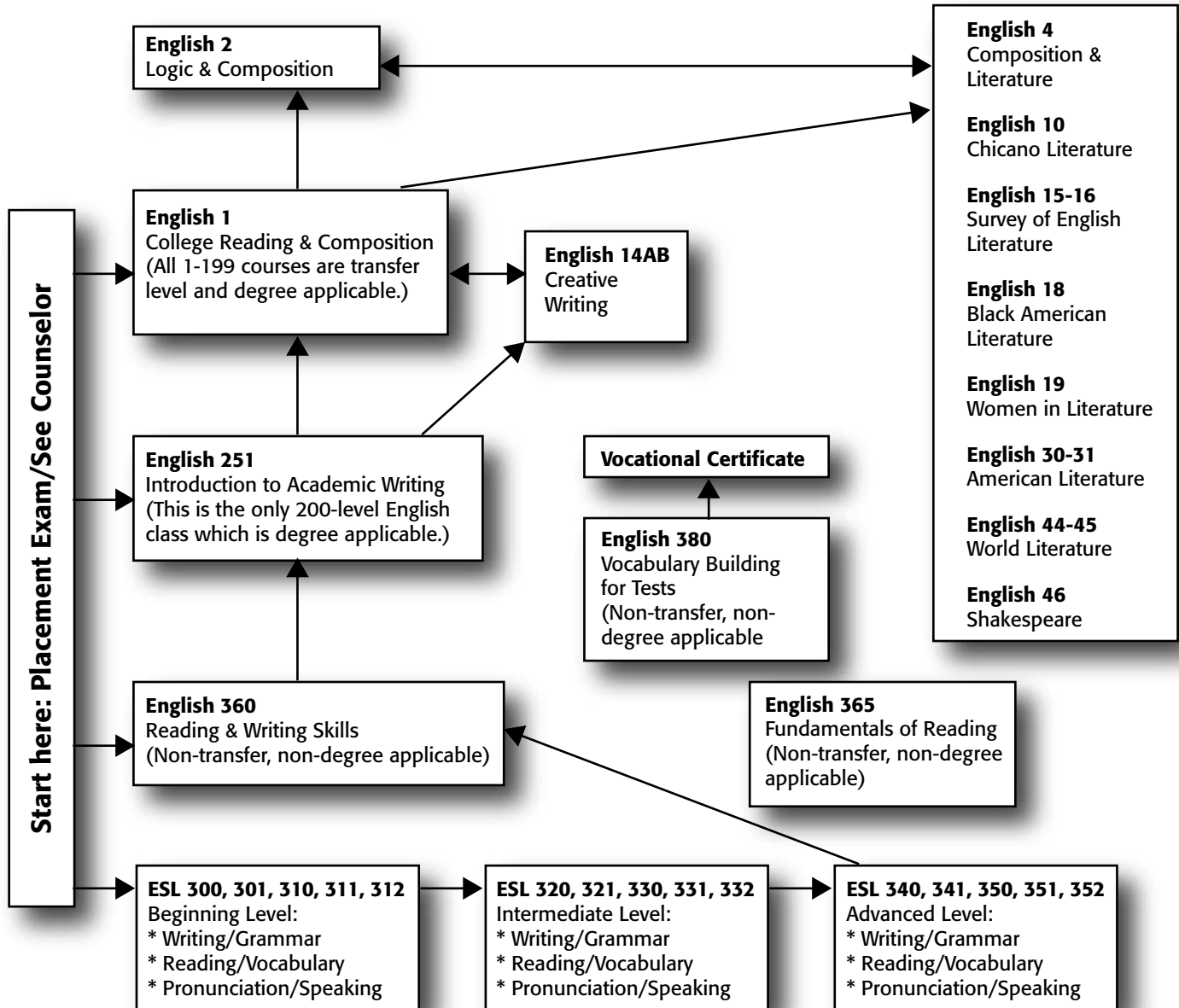
WICKMAN, GAYLE  
Nursing, 1974-1993

WOODALL, JANET  
Nursing, 1984-2010

WREN, HOWARD  
Counseling, 1990-2006

<b>A</b>		<b>P</b>	
AA/AS Degrees - Not For Transfer.....	71	Parking.....	15, 40
AA/AS Degrees - For Transfer.....	133	PASEO.....	47
About our College.....	8	Pass/No Pass Grades.....	25
Academic Calendar.....	6	Peace Corps Credit.....	25
Academic Divisions.....	49	Pets.....	39
Academic Regulations & Policies.....	19	Physical Education.....	53
Academic Renewal.....	27	Placement Tests.....	12
Administration.....	4	Posting of Materials.....	39
Admissions/Matriculation.....	12	Prerequisites and Corequisites.....	25
Advanced Placement.....	12, 19	President's Message.....	1
Agriculture.....	49	Probation and Dismissal.....	26
Alternative Formats.....	3	Programs and Services.....	9
American Institutions Requirement.....	57	Prohibition of Harassment.....	32
Assessment.....	17	Proposition 187.....	2
Associated Student Body.....	14, 39	Puente Project.....	47
Attendance.....	19, 38		
<b>B</b>		<b>R</b>	
Board of Trustees.....	4	Record Privacy Rights.....	31
Bookstore.....	40	Refund Policy.....	16
Business.....	50	Resident Regulations.....	13
<b>C</b>		<b>S</b>	
California Mini-Corps Program.....	40	Satisfactory Academic Progress Policy	
California State University.....	55	for Financial Aid Recipients.....	43
CalWORKs.....	40	Scholarship Program.....	47
CARE.....	41	Scholastic Honors.....	17
Career Service and Advising.....	41	Science.....	53
Catalog Rights.....	65	Sexual Harassment.....	32
CDC-Works.....	41	Smoking on Campus.....	39
Certificate Policy.....	65	Social Sciences.....	54
Certificates, Alphabetical Listing.....	67	Student Activities.....	48
Certificates, Division Listing.....	68	Student Bill of Rights.....	30
Class Cancellations.....	19	Student Employment.....	49
Classification of Students.....	13	Student Field Trips.....	39
Clubs and Organizations.....	41	Student Grievance Procedure.....	29
Code of Student Conduct.....	37	Student Health Center.....	48
College Level Examination Program (CLEP).....	13	Student Right to Know.....	2
Compliance Statement.....	2	Student Services Division.....	54
Computer Commons.....	45	Student Rights and Responsibilities.....	29
Consumer/Family Studies.....	50		
Cooperative Education/Work Experience.....	20	<b>T</b>	
Counseling/Advisement.....	18, 41	Table of Contents.....	5
Course Audit Option.....	20	Textbooks and Supplies.....	16
Course Descriptions.....	251	Transcripts.....	14
Course Numbering Systems.....	66	Transfer Center.....	48
Course Repetition Policy.....	21	Transfer Information and Requirements.....	55
Credit by Examination.....	22	Transfer Students.....	16
CSU Transfer.....	55	Tutorial Center.....	48
<b>D</b>		<b>U</b>	
Degree Requirements.....	62	UC Transfer.....	59, 60
Directory.....	5	<b>V</b>	
Disability Resource Center.....	42, 54	Veteran's Educational Benefits.....	48
Distance Learning.....	29	<b>W</b>	
District Police Department.....	42	Wait Lists.....	20
Dropping a Class/Withdrawals.....	23, 39	Welcome Center.....	48
		Withdrawal from College.....	28
		Work Experience.....	20, 49
		Work Study.....	49
<b>E</b>			
Early Alert.....	42		
Eating.....	39		
Eligibility for Admission.....	12		
English Sequence.....	358		
Extended Opportunity Programs & Services (EOPS)....	42		
<b>F</b>			
Fees.....	14		
Financial Aid Programs.....	42		
Fine Arts.....	51		
First-Year Experience.....	45		
Food Services.....	44		
Foundation.....	4		
<b>G</b>			
General Information.....	2		
Grading Procedures.....	23		
Graduation Requirements.....	62		
<b>H</b>			
Honors Program.....	46		
Housing Services.....	44		
<b>I</b>			
Independent Study.....	24		
Industry and Technology.....	51		
Insurance Coverage for Students.....	45		
International Students.....	14		
Intersegmental GE Transfer.....	57		
<b>L</b>			
Language Arts.....	51		
Learning Resource Center.....	45		
Liquor and Drugs.....	39		
<b>M</b>			
Major and Certificate Requirements.....	62		
Majors, Alphabetical Listing.....	67		
Majors, Division Listing.....	68		
Math and Engineering.....	52		
Math Sequence.....	359		
Matriculation Policies.....	17		
MESA.....	46		
Messages.....	39		
Military Service Credit.....	25		
<b>N</b>			
Non-Resident Fees.....	15		
Nursing and Allied Health.....	53		
<b>O</b>			
Off-Campus Locations.....	11		
Open Access Principle.....	9		
Orientation.....	18, 46		

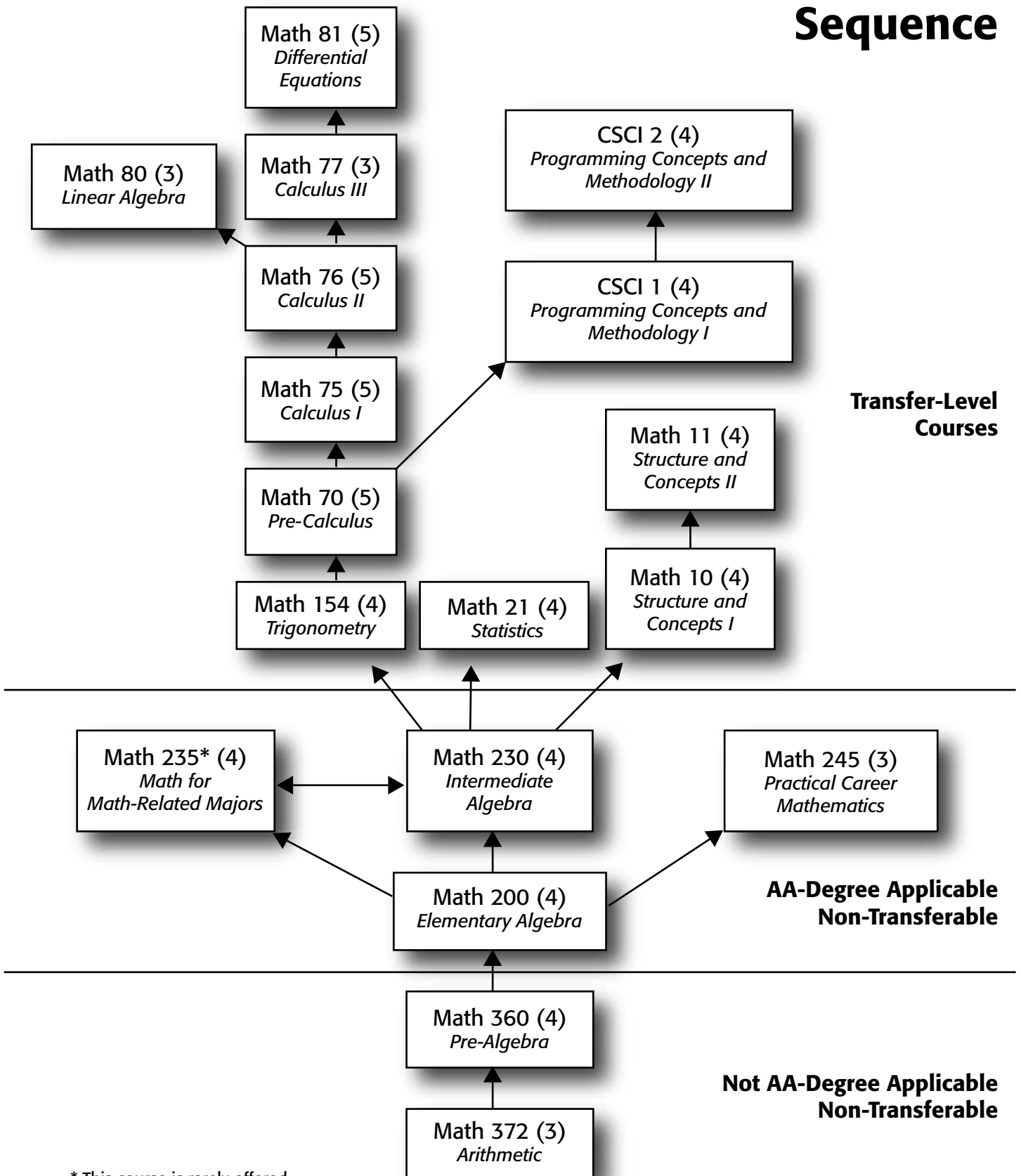
## English Sequence



**Writing Center**  
 Available to all students who want assistance  
 with any writing project.  
 Drop-in.  
 Lodgepole 209.



## Mathematics Sequence



\* This course is rarely offered

