

2011-2013 Catalog Supplement



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This catalog supplement is provided as a brief review of the catalog course and program changes which have taken place since the 2011-2013 catalog was printed. The changes include those made through March 2012.

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The College of the Sequoias Community College District has made every reasonable effort to determine that information stated in this supplement 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.

Published May 24, 2012

Miscellaneous Modifications

Miscellaneous Modifications

College of the Sequoias District

559.730.3700

Please check the COS website - www.cos.edu - for a telephone directory of offices and staff.

College Facilities

Farm

The COS Farm will be moving to the **Tulare Educational Center** beginning January 2013. The Center is located at 4999 East Bardsley Avenue, Tulare, California 93274 (near Mission Oak High School).

Hanford Educational Center

The Hanford Educational Center is located at 925 13th Avenue, Hanford, California 93230.

Maps of the Visalia Campus, the Hanford Center, and the Tulare Center are available at the end of this supplement.

Fees

Beginning Fall Semester 2012 the following fees become effective (subject to change):

- Enrollment fee \$46.00 per unit
- Non-Resident fee..... \$245.00 per unit
- Health Fee \$19.00
- Student Ctr \$1.00-5.00 based on units
- Student Rep..... \$1.00
- Activity Benefit fee \$7.50 - 6 or more units
- Transit fee..... \$4.00-5.00 based on units
- Parking (Optional)..... \$20.00

Miscellaneous Modifications

Matriculation

Administrative Procedure 5050

Revised June 13, 2011

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.

Matriculation brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies and requirements. The agreement is implemented by means of the student educational plan.

- A. Each student, in entering into an educational plan, will do all of the following:
 - 1. Express at least a broad educational intent upon admission;
 - 2. Declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable credit coursework;
 - 3. Diligently attend class and complete assigned coursework;
 - 4. Complete courses and maintain progress toward an educational goal;
 - 5. Complete a student educational plan;
 - 6. Complete the COS Placement Test or other assessments;
 - 7. Participate in orientation;
 - 8. Discuss educational/vocational choices and class selections with a counselor prior to registration; and,
 - 9. Seek support services as needed and complete courses to maintain progress toward an educational goal.

- B. Matriculation services include, but are not limited to, all of the following:
 - 1. Processing of the application for admission;
 - 2. Orientation and pre-orientation services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters;
 - 3. Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
 - a. Administration of assessment instruments to determine student competency in computational and language skills;
 - b. Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses; and,
 - c. Evaluation of student study and learning skills
 - 4. Referral to specialized support services as needed, including, but not limited to:
 - a. Federal, state, and local financial assistance;
 - b. Health services;
 - c. Campus employment placement services;
 - d. Extended Opportunity Programs and Services;
 - e. Campus child care services programs that teach English as a second language; and
 - f. Disability Resource Center programs and services.
 - 5. Advisement concerning course selection; and

Miscellaneous Modifications

6. Post-enrollment evaluation of each student's progress, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

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 Exemption Criteria listed later in this document are welcome to request any services 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 students plan and achieve the student's goals in college. The student may choose not to participate in parts of this process if he/she meets any of the exemption criteria. In addition, if a class has a prerequisite or corequisite and the student has not been through the assessment process, the student 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 placements tests in order to enroll in appropriate English and math classes.

Orientation - All new students are expected to participate in an orientation to COS services and educational programs. Orientation content will be determined and updated by findings from satisfaction surveys and focus groups from randomly selected students who have completed orientation.

There will be three available options for students to fulfill their orientation requirement:

1. Online, interactive orientation
2. First Giant Step Orientation to be held just prior to the beginning of the Fall Semester and will consist of a large group general session followed by small group breakout sessions for the following areas:
 - a. General college information
 - b. Educational program review: Certificates and Degrees
 - c. Graduation Requirements
 - d. Transfer General Education requirements with online resource information
 - e. Campus tours of support services
 - f. Distance access skill development for college website
 - g. Student support cohorts for follow-up interventions during the semester with advisors
 - h. Registration for first semester classes.
3. Face-to-Face Orientation during the first two weeks of Fall and Spring semester

Students completing one of the Orientation options (listed above) are enrolled in IS 220 (Orientation) and will receive .5 unit of credit for the process and will be billed accordingly.

All students will be able to register for classes their first semester but must take Orientation prior to registering the second semester at COS.

Counseling - New students must complete all matriculation requirements before registering for their second semester. This provides the new students with some flexibility in meeting the enrollment requirements. Returning students are encouraged to see a counselor prior to registration. Counselors will recommend appropriate courses based on assessment results.

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EXEMPTION CRITERIA

Any student who has completed an associate degree or higher is exempt from the orientation, assessment and counseling requirements. 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 tests before enrolling in remedial (300-level) Math or English courses.)

COS does not accept placement test results from other colleges unless the tests are the same as used at COS. All placement test cut-off scores are validated against COS courses per Matriculation regulations.

A. Math Test: Students are exempt from the Math Test if:

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

B. English Test: Students are exempt from the English Test if:

1. 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. Presenting a valid college transcript demonstrating successful completion (grade "C" or higher) of English courses equivalent to courses offered at COS; or
3. Presenting a valid score report reflecting a score of 3, 4, or 5 on the AP Language Composition or the AP Literature and Composition test.

Orientation Exemption: Students are exempt from the orientation requirement if:

1. Previously participated in a COS orientation; or
2. Transferring to COS from another college; or
3. Enrolling in 6 units or less and have no plan to obtain a degree, certificate or participate in a transfer program. It is highly recommended that students who qualify for an exemption participate in the online Orientation as a guest.

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

Students are exempt from the counseling requirement if:

1. Transferring to COS from another college; or
2. 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 previously), yet wishes to be considered for exemption for one or more of the activities, shall be directed to the Admissions and Records Office.

Miscellaneous Modifications

Formal Procedure:

1. The student can acquire the Matriculation Exemption Form from the Admissions and Records Office.
2. The student must return the form to the Admissions and Records Office.
3. The staff will review forms within 24 hours of submission.
4. The student may file an Appeal/Grievance Form requesting a hearing from the Matriculation Appeal/Grievance Committee within 10 working days of submission if the student is dissatisfied with the exemption status.

APPEAL/GRIEVANCE PROCEDURES

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

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

Formal Procedure:

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

Miscellaneous Modifications

Limitation on Number of Withdrawals from a Course

Substandard Grade Repeats for Non-Repeatable Courses

Administrative Procedure 4228

Revised April 9, 2012

Board Policy 4225 states that “students may repeat courses two (2) times in which substandard grades (less than “C”) were earned or a withdrawal (“W”) is assigned. However, in support of the College’s philosophy of quality collegiate education and following the guidelines of Section 55024(a)(9) of Title 5, the Board of Trustees has also limited the number of times a student may withdraw and receive a “W” notation from any course to two (2) times.

This limitation will not apply to students who withdraw prior to the end of the second week of a full semester course (2nd day for Summer Semester) and who do not receive a notation of “W” on their academic record.

Students who want to re-enroll in a course from which they previously withdrew and received a “W” notation in two prior semesters, MUST submit a Petition to Repeat a Course and have written approval from the Dean, Admissions and Records, before they can again register in that course. The form is available from Admissions and Records Office (Room 107) or the COS website.

Miscellaneous Modifications

Course Repetition

Administrative Procedure 4225

Revised April 10, 2012

Courses are repeatable without specific permission if they provide skills or proficiencies which are enhanced by supervised repetition and practice; or, if active participation experience is a basic means by which learning occurs. With permission of the Dean, Student Services, or designee, a student may repeat a course if a substandard grade (less than "C") was earned or there are extenuating circumstances that warrant repetition of a course in which a grade of "C" or better was earned.

When permission to repeat is required, students may secure a Petition to Repeat a Course from the Admissions and Records Office or website and submit it for review to the Dean, Student Services. The decision of the Dean, Student Services, may be appealed to the Vice President, Student Services.

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

A. Repetition of Activity Courses: Activity courses include courses where the student: meets course objectives by repeating a similar primary educational activity; builds on skills or proficiencies by supervised repetition and practice; or learns objectives via participatory experience in individual study or group assignments. Such courses include, but are not limited to:

1. Physical education courses; and,
2. Visual or performing arts courses in music, fine arts, theater or dance (sequential transfer courses are excluded).

The District will identify the courses which are to be repeatable and publish this list in print in the catalog and/or in electronic format. (Title 5, Section 55041).

Designation of repeatable courses and the number of times they may be taken for credit are 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

These courses, however, may not be taken concurrently. Students will be blocked at the time of registration if they attempt to enroll in an unauthorized course.

Students enrolled in courses the permitted number of times will receive credit. A Course Audit Option (See AP 4070 - Auditing and Auditing Fees) is available for course attendance in repeatable courses once the repetition limit has been reached.

B. Course Repetition to Alleviate Substandard Academic Work: Board Policy 4225 authorizes two (2) repetitions of a course in which a student earns a substandard grade (less than "C") or was assigned a withdrawal ("W"). Students do not need to submit a Petition to Repeat a Course when repeating a course for the first time after receiving a final course grade of D, F, NP or W. If the student again earns a substandard grade or withdraws from a class after the first repeat and wishes to repeat the course a second time, he/she must be granted prior approval of a Petition to Repeat a Course by the Dean, Student Services.

Students not meeting the above criteria are blocked from repeating courses at the time of registration.

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C. Repetition of Repeatable Courses to Alleviate a Substandard Grade: Students 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 of A, B, C, D, or P 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).

In addition to the maximum number of evaluative grades (A, B, C, D, F, P, NP) permissible for repeatable courses, students may withdraw and receive a "W" notation two (2) times. This limitation will not apply to students who withdraw prior to the end of the second week of a full semester course (2nd day for Summer Semester) and who do not receive a notation of "W" on their academic record.

Students who want to re-enroll in a course from which they previously withdrew and received a "W" notation in two prior semesters, MUST submit a Petition to Repeat a Course, and have written approval from the Dean of Student Services, before they can again register in that course. The form is available from the Admissions and Records Office or the website.

Students who receive a "W" notation two (2) times will not be allowed to register again for the repeatable course, unless special circumstances are approved by the Dean of Student Services, regardless of how many times the courses were completed for an evaluative grade. For example, if a student completed PE 001AD twice with a grade of "B" and "A" and then received three "W" notations, the student would not be allowed to repeat the courses even though only two evaluative grades were earned.

AD repeatable courses, such as PE 001AD, are allowed four total attempts, no additional attempts are allowed to alleviate substandard grade(s). If a student wants a substandard grade alleviated, a petition is required. The forms are available at the Admissions and Records Office or on the COS website: www.cos.edu.

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. A student must submit a petition and receive approval before registering for this additional attempt. If a student wants a substandard grade alleviated, a petition must be submitted. The forms are available at the Admissions and Records Office or on the COS website: www.cos.edu.

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). A student must submit a petition and receive approval before registering for these additional attempts. If a student wants a substandard grade alleviated, a petition must be submitted. The forms are available at the Admissions and Records Office or on the COS website: www.cos.edu.

D. Special Circumstances for Course Repetition: The District may, upon petition by the student, permit a third repetition of a course in an effort to alleviate prior substandard academic work, provided the District finds that there are extenuating circumstances which justify an additional repetition. With submission and prior approval of a Petition to Repeat a Course (these petitions are reviewed on a case-by-case basis by the Dean, Student Services), students may repeat a course in which they earned a grade of a "P" or a "C" or better grade. Extenuating circumstances are:

1. Verified cases of accidents, illness, or other circumstances beyond the control of the student. (Title 5, Section 55040)
2. Individualized determination that such a repetition is required as a disability-related accommodation for a student with disabilities as specified in Title 5, Section 56029.
3. Significant lapse of time since the course was taken (at least one calendar year). (Title 5, Section 55043)
4. Significant modification or update of the content of the course.
5. The course to be repeated is needed to satisfy a recency requirement either established as a prerequisite for a COS course or required for transfer by another institution of higher education. (Title 5, Section 55043)

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E. Variable Unit Open-Entry/Open-Exit Courses: Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once. (Title 5, Section 55044)

Students may not repeat variable unit open-entry/open-exit courses unless:

1. The course is required for legally mandated training; or
2. The course is a special class for students with disabilities which needs to be repeated; or
3. Repetition of the course is justified by extenuating circumstances; or
4. The student wishes to repeat the course to alleviate substandard work.

Whenever a student enrolls in a physical education activity course offered for open-entry/open-exit, the enrollment will count as a repetition of the course.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student's grade point average.

F. Cooperative Work Experience Education Courses: Students are allowed to repeat an occupational work experience course if only one course in a given field is offered and that course is not offered as a variable unit open-entry/open-exit course. Where only one work experience course is offered, students are allowed to repeat a cooperative work experience course as long as they do not exceed the limits on the number of units of cooperative work experience set forth in title 5, Section 55253(a).

G. Legally Mandated Training: Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

H. Repetition for Disability Accommodation: Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation. Repetition of a special class is permitted to provide an accommodation to a student's educational limitations under the following circumstances: (Title 5, Section 56029 [a], [b], [c])

1. When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;
2. When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes; or
3. When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

I. Finality of Grades/Student Records: The prior approval of a Petition to Repeat a Course assures that the most recent grade is recorded on the student's transcript. The second grade shall not be counted in calculating a student's grade point average. However, both grades earned will appear on the official transcript.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

With regard to students with a disability (see D.2. above), the District may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated. (Title 5, Section 55040)

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In determining transfer of a student's credits, the District honors similar, prior course repetition actions by other accredited colleges and universities. (Title 5, Section 55040)

J. Course Withdrawals - Limitation on Repeats: Please see AP 4228 regarding limitations on the number of times a student may repeat, withdraw from a course and receive a "W" on his/her transcript.

SYNOPSIS

California state law has been changed, forcing College of the Sequoias to change its policy regarding course repeats for Fall 2012. This could very likely affect your ability to repeat a class, so read the following carefully and consult a counselor if necessary.

For **standard courses**, such as Math 200: Elementary Algebra or History 025: World History to 1500

Current Withdrawal and Repeat Policy	New Withdrawal and Repeat Policy
Ws = maximum of 4 allowed (2 + 2 more with approved petitions.) After that, course cannot be attempted again.	Ws = maximum of 3 allowed (2 + 1 more with approved petitions). After that, course cannot be attempted again.
D/F/NP = maximum of 3 allowed (2 + 1 more with approved petition). After that, course cannot be attempted again.	
Combined W/D/F/NP = maximum of 7 allowed with approved petitions. After that, course cannot be attempted again.	Combined W/D/F/NP = maximum of 3 allowed (2 + 1 more with approved petition). After that, course cannot be attempted again.

For **courses designed to be repeated**, such as PE 1AD: Aerobic Conditioning or Music 030AD: Beginning Voice

The maximum number of withdrawals has changed from 4 to 3. After getting 2 Ws, an approved petition is still required before the course can be attempted a third time. Once 3 Ws have been received, the course cannot be attempted again.

These new limits are retroactive. For example, students who have 3 or more W/D/F/NP grades in a course such as Math 200 or English 251 prior to Summer 2012 will not be allowed to take these courses again. Students who have 2 W/D/F/NP grades in a course may take the course only one more time.

This can have a real effect on your ability to repeat a class, so please take note. If you have questions, **please call Glenda Bergman, Admissions and Records Specialist at 559.730.3729.**

The College District anticipates changes in the Banner System will occur early this summer to comply with the new repeatability regulations. Once the changes are made to BANNER students will no longer be allowed to stay in the "forbidden" courses if they attempted to modify their schedule (add, drop, etc). Please keep this in mind if you decide to modify your schedule.

As a reminder, if you complete a class and pass the class with a grade of "C" or better, you are not eligible to repeat a course (there are a few exceptions).

Miscellaneous Modifications

General Education Requirements

1) Associate Degree General Education Pattern (see 2011-2013 General Catalog, p. 63)

Courses added: AREA D: SOC 1H

Note: All students with catalog rights 2012-13 and beyond must complete all GE and Subject requirements with a grade of “C” or better as described in the 2012-13 GE and Graduation Requirements Advising Form.

2) California State University General Education Pattern (see 2011-2013 General Catalog, p. 57)

Courses added: AREA D0: SOC 1H

3) Intersegmental General Education Transfer Curriculum (see 2011-2013 General Catalog, p. 58)

Courses added: AREA 3A: MUS 15; AREA 4J: SOC 1H

Grading Procedures

Administrative Procedure 4230

College of the Sequoias Begins Plus and Minus Grading in Fall 2012

Recently the COS Board of Trustees approved Administrative Procedure 4230 which allows for plus and minus grading. This policy was created by the COS Academic Senate with feedback from the COS Associated Student Body. The following is a brief explanation of the new system.

Why is COS going to plus/minus grading?

Both the UC and CSU systems use plus/minus grading. Using plus/minus grading at COS will reduce certain grade inequities that result with a grading policy that uses only base letter grades. Faculty also want to recognize student effort to improve a grade that falls short of the required whole letter grade. Now they will be able to assign A+, B+, C+, etc.

What does the new scale look like?

A+	A	A-	B+	B	B-	C+	C	D+	D	D-	F
4.0	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.3	1.0	0.7	0.0

Why is an A+ worth the same as an A?

The California Education Code defines a grading scale with no grade greater than a 4.0 in the determination of a student’s GPA. The A+ grade, however, will be notated on your transcript.

Why is there no C-?

The California Education Code does not allow the reporting of a C- grade.

Are all COS professors going to use this system?

While the Academic Senate encourages faculty to adopt plus/minus grading, individual faculty members are free to assign grades that they believe best reflect the performance of their students. Professors discuss how they grade at the start of each semester. Students who have questions should ask their professors about what grading scale they will be using.

Miscellaneous Modifications

Student Rights and Grievances

Administrative Procedure 5503

Revised June 13, 2011

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to grievances regarding:

- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972
- Sexual harassment
- Financial aid
- Illegal discrimination
- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

DUE PROCESS PROCEDURES

A. Preliminary Action

The Dean of Student Services, Admissions & Records, shall receive and may issue any charge of alleged misconduct of a student made by another student, a staff member, or an administrator. Such person shall sign a written statement specifying the time, place, and nature of the alleged misconduct.

The Dean shall confer with the accused student and advise him/her of the charge, possible penalties, and rights under College regulations and state laws within ten (10) school days after receipt of the student's written statement.

The Dean shall investigate the charge by seeking information from the accused student and other persons, including assessment of damage to property and injury to persons, if any, during a ten (10) school day time frame prior to making any decisions or actions.

After verification, the Dean may take any of the following actions:

1. Dismiss the charge for lack of merit.
2. Impose reprimand, with a written notice to the student and a copy placed in student's record.
3. Recommend to the Superintendent/President that the student be suspended for a specified number of days, to a maximum of five (5) days.

These decisions must be documented and forwarded to the pertinent parties within twenty (20) school days after receipt of the initial written statement of the student.

B. Formal Hearing with Committee on Student Conduct and Grievance (Hearing Committee):

When presented with a written request for a hearing, the Dean shall ask the Hearing Committee to convene for the hearing within ten (10) school days, with written notification to the student. (During Summer Session or week days when school is not in session, all attempts will be made to comply with the ten (10) school day time parameters; however, there may be circumstances beyond the control of school officials that may extend that timeframe.)

Meanwhile the Superintendent/President may delay acting on the case until after the hearing.

The determination of whether the Statement of Grievance presents sufficient ground for a hearing shall be based on the following:

1. The statement contains facts which, if true, would constitute a grievance under these procedures;
2. The grievant is a student as defined in these procedures, which includes applicants and former students;
3. The grievant is personally and directly affected by the alleged grievance;
4. The grievance was filed in a timely manner; and,
5. The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

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If the grievance does not meet each of the requirements, the Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within five (5) school days of the date the decision is made by the Hearing Committee.

If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing. The hearing will begin within ten (10) school days following the decision to grant a grievance hearing. All parties to the grievance shall be given not less than five (5) school days notice of the date, time, and place of the hearing.

The Hearing Committee shall consist of the following seven members, each with the same right to vote:

1. Two students elected annually by the Student Body Association. Any full-time student in good standing is eligible, as defined by the Associated Student Body Constitution and By-Laws.
2. Two faculty members appointed annually by the Superintendent/President.
3. Two administrators appointed annually by the Superintendent/President.
4. One person appointed annually by the Superintendent/President to serve as chairperson. Those eligible are students, faculty members, or administrators other than the Dean.

All seven members are eligible for annual reelection or appointment. Any four members shall constitute a quorum. No person shall serve as a member of the Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the Hearing Committee prior to the beginning of the hearing by addressing a challenge to the Superintendent/President who shall then determine whether cause for disqualification has been shown. If the Superintendent/President feels that sufficient ground for removal of a member of the committee has been presented, the Superintendent/President shall remove the challenged member or members and substitute member or members from the panel described above. This determination is subject to appeal as defined below.

The Grievance Officer shall sit with the Hearing Committee but shall not serve as a member or vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

C. Hearing Committee Procedures: The Hearing Committee shall conduct its proceedings as follows:

1. At the time the Dean requests the hearing, the Hearing Committee shall receive from the Dean a signed written statement specifying the time, place, and nature of the charge.
2. The student concerned shall have the opportunity to be present at the hearing, and may be accompanied by testamentary witnesses, (a maximum of three witnesses unless special and extenuating circumstances require more witnesses).
3. All parties to the case shall have the right to present statements, testimony, evidence, and witnesses, and to be represented by counsel, if they desire, and to question witnesses and testimony.
4. The Hearing Committee shall discuss the charge, hear testimony, examine witnesses, and receive all available evidence pertaining to the charge.
5. The Hearing Committee shall make findings of fact relative to the charges by a majority vote. The Hearing Committee shall also make recommendations as to penalties or other action which it considers just.

The hearing shall be recorded by the Grievance Officer, either by tape recording or stenographic recording, and shall be the only recording made. No witness who refused to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District at all times unless released to a professional transcribing service. Any party may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the Hearing Committee Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.

The Hearing Committee will submit its findings of fact and its recommendations for action to the Superintendent/President with copies to the student in question, the Dean, the Student Body Association, the Academic Senate, and other interested parties involved in the hearing.

Miscellaneous Modifications

D. Final Action

1. If the student did not appeal for a hearing, the Superintendent/President may act on the recommendation from the Dean in any way deemed just, ranging from dismissal of charges to recommending to the Board of Trustees that the student be expelled. No appeal will be permitted from the Superintendent/President's decision because the student previously chose not to appeal to the committee for a hearing.
2. If the student appealed for a hearing, the Superintendent/President may act to implement the recommendation of the Hearing Committee, without further comment. If the Superintendent/President wished to act contrary to the recommendations of the Hearing Committee, it may be done after reading a complete transcript of the Hearing Committee hearing or after listening to a tape recording of the hearing. In that case, the Superintendent/President shall accompany the announcement of the action with a statement setting forth the reasons for it.
3. A student wishing to appeal the action of the Superintendent/President after the Hearing Committee hearing must submit a written request for a hearing before the Board of Trustees to the Dean's office within two (2) school days from the time of receiving the Superintendent/President's decision. The Dean shall deliver the request promptly to the Superintendent/President, who shall forward it to the Board of Trustees, together with all pertinent records of the case. (These time parameters will be maintained pending unexpected circumstances in the availability of the respective administrators.)
4. The Board of Trustees reserves the right to reject the appeal for a second hearing, in which case the Superintendent/President's decision shall be final. If the Board chooses to grant the student a hearing, it shall be conducted in accord with the normal procedures of the Board. The Board's decision in the case shall be final.

STUDENT GRIEVANCE

Students should be free of unfair or improper action by any member of the college community. A student disturbed by acts of another student has recourse to the procedures of the Code of Student Conduct. Any student believing that he/she has been subjected to unjust action by a staff member or administrator may initiate a grievance action for any of the following reasons:

- Prejudicial or capricious evaluation of the student's academic performance.
- Any act or threat of harassment or intimidation.
- Arbitrary action or imposition of penalties without regard to due process as specified in the Code of Student Conduct.

A. Preliminary Grievance Action:

1. The student with a grievance shall first attempt to resolve it by informal consultation, first with the staff member or administrator concerned, and then with the chairperson of the appropriate division or next level administrator.
2. The student who is still unsatisfied after such consultation may submit to the Dean a written statement specifying the time, place, and nature of the grievance and requesting a hearing before the Committee on Student Conduct and Grievance.
3. Consult the Due Process Procedures, Section A—*Preliminary Action*, paragraph three, for procedures and processes.

B. Formal Grievance Hearing:

1. The hearing shall ordinarily be convened within ten (10) school days of the date that the written request was received. The student will be notified by letter of the time and place of the hearing. (During Summer Session or week days when school is not in session, all attempts will be made to comply with the ten (10) school day time parameters; however, there may be circumstances beyond the control of school officials that may extend that timeframe.) Consult the Due Process Procedures, Section B—*Formal Hearing with Committee on Student Conduct and Grievance*, and Section C—*Hearing Committee Procedures*, for procedures and processes.
2. The Board of Trustees reserves the right to reject the appeal for a second hearing, in which case the Superintendent/President's decision shall be final. If the Board chooses to grant the hearing, it shall be conducted in accordance with established procedures of the Board. The Board's decision in the case shall be final. Consult the Due Process Procedures, Section D—*Final Action*, for procedures and processes.

Miscellaneous Modifications

Student Rights and Responsibilities

Student's Right to Lodge Complaint:

Excepting for unlawful discrimination complaints, each Sequoias Community College District (COS) student must first follow the COS Student Grievance Procedures set forth in Administrative Procedure 5503. Upon the student's completion of the use of these grievance procedures, the student has the right to lodge a complaint with the California Community Colleges State Chancellor's Office, through the State Chancellor's Office complaint websites below. A student may also lodge a complaint with the College's accrediting commission, the Western Association of Schools and Colleges, through the Accrediting Commission of Community and Junior Colleges websites.

California Community Colleges State Chancellor's Office: (Student Complaints)

<http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx#complaintForm>

California Community Colleges State Chancellor's Office: (Unlawful Discrimination Complaints). If your complaint involves a claim of unlawful discrimination, please refer to the Chancellor's Office website at:

<http://www.cccco.edu/ChancellorsOffice/Divisions/Legal/Discrimination/tabid/294/Default.aspx>

Accrediting Commission for Community and Junior Colleges

(Western Association of Schools and Colleges)

<http://www.accjc.org/complaint-policy>

<http://www.accjc.org/complaint-process/complaint-form>

COS has provided this disclosure to you in compliance with the requirements of the Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008, as regulated in CFR 34, Sections 600.9 (b) (3) and 668.43(b).

If you have concern with anything in this disclosure, please notify COS at 915 S. Mooney Blvd. Visalia, CA 93277. This disclosure was last revised on 12/14/2011. Nothing in this disclosure should be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaints.

Miscellaneous Modifications

Student Discipline Procedures

Administrative Procedure 5502

Revised March 14, 2011

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, however, the district will cooperate with local law enforcement agencies and report required offenses as required by law.

The Student Right to Know and Campus Security Act of 1990, known as the Clery Act, requires that the district report "statistics concerning the occurrence of certain criminal offenses that are reported to the local police agency or any official of the institution who is defined as a Campus Security Authority. These offenses include murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violations and/or illegal weapons possession.

The district is also required to report statistics for hate (bias) related crimes for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny, vandalism, intimidation, simple assault, liquor law violations, drug violations and/or illegal weapons possession."

The district will report offenses that occur on campus, in residence facilities, in non-campus property and on public property.

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.

A. Definitions:

Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

District. The College of the Sequoias Community College District.

Expulsion. Exclusion of the student by the Board of Trustees from all sites in the District for one or more terms.

Instructor. Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Long-term Suspension. Exclusion of the student by the Superintendent/President, or designee, for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

Removal from Class. Exclusion of the student by an instructor for the day of the removal and the next class/meeting or activity.

Short-term Suspension. Exclusion of the student by the Superintendent/President, or designee, for good cause from one or more classes for a period of up to ten (10) consecutive days of instruction.

Student. Any person currently enrolled as a student at any site or in any program offered by the District.

Written or Verbal Reprimand. An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the College for a period of up to one year.

Withdrawal of Consent to Remain on Campus. Withdrawal of consent by the Superintendent/President or his/her designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Superintendent/President, or designee, has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

B. Short-term Suspensions, Long-term Suspensions, and Expulsions: Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

Miscellaneous Modifications

1. Notice. The Superintendent/President, or designee, will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
 - a. The specific section of the Standards of Student Conduct that the student is accused of violating;
 - b. A short statement of the facts supporting the accusation; this should include the “COS Student Conduct Form (Appendix A)
 - c. The right of the student to meet with the Superintendent/President or his/her designee to discuss the accusation, or to respond in writing; and,
 - d. The nature of the discipline that is being considered.
2. Time limits. The notice must be provided to the student within ten (10) school days of the date on which the conduct took place; in the case of continuous, repeated or ongoing conduct, the notice must be provided within five (5) school days of the date on which conduct occurred which led to the decision to take disciplinary action.
3. Meeting. If the student chooses to meet with the Superintendent/President or designee, the meeting must occur no sooner than two (2) school days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation and must be given an opportunity to respond verbally or in writing to the accusation.

C. Short-term Suspension. Within ten (10) school days after the meeting described above, the Superintendent/President, or designee, shall, pursuant to a recommendation from the Dean of Student Services, decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the decision of the Superintendent/President, or designee, shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The decision of the Superintendent/President, or their designee, on a short-term suspension shall be final.

D. Long-term Suspension. Within ten (10) school days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from the Dean of Student Services, decide whether to impose a long-term suspension. Written notice of the decision of the Superintendent/President shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed and a copy of this policy describing the procedures for a hearing.

E. Expulsion. Within ten (10) school days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from the Dean of Student Services, decide whether to recommend expulsion to the Board of Trustees. Written notice of the Superintendent/President’s decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing.

F. Hearing Procedures:

Request for Hearing. Within ten (10) school days after receipt of the Superintendent/President’s decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Superintendent/President or designee.

Schedule of Hearing. The formal hearing shall be held within ten (10) school days after a formal request for hearing is received.

Hearing Panel. The hearing panel for any disciplinary action shall be composed of two students annually elected by the Associated Student Body Association, two faculty members appointed annually by the Superintendent/President, two administrators appointed annually by the Superintendent/President, and one person appointed annually by the Superintendent/President to serve as chairperson.

The Superintendent/President, the president of the Academic Senate, and the ASB president shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. The Superintendent/President shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

Hearing Panel Chair. The Superintendent/President shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

Miscellaneous Modifications

Conduct of the Hearing. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

The facts supporting the accusation shall be presented by a college representative.

The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by substantial evidence that the facts alleged are true.

The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel, but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) school days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The hearing shall be recorded by the District either by tape recording or stenographic recording. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. Any witness who refuses to be recorded may not be permitted to give testimony.

Within ten (10) school days following the close of the hearing, the hearing panel shall prepare and send to the Superintendent/President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

G. Superintendent/President's Decision:

Long-term Suspension. Within five (5) school days following receipt of the hearing panel's recommended decision, the Superintendent/President shall render a final written decision. The Superintendent/President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President modifies or rejects the hearing panel's decision, the Superintendent/President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President shall be final.

Expulsion. Within five (5) school days following receipt of the hearing panel's recommended decision, the Superintendent/President shall render a written recommended decision to the Board of Trustees. The Superintendent/President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Superintendent/President's decision shall be forwarded to the Board of Trustees .

Miscellaneous Modifications

H. Decision of the Board of Trustees: The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

The student shall be notified in writing, by registered or certified mail or by personal service, at least three (3) days prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within forty-eight (48) hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

The Board may accept, modify or reject the findings, decisions and recommendations of the Superintendent/President and/or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

I. Immediate Interim Suspension [Education Code Section 66017]: The Superintendent/President, or designee, may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.

J. Lowered Grade [Education Code Section 76224]: Any instructor may lower a grade, including, giving an F or no credit, on an assignment, essay, project test, or quiz that involves cheating or plagiarism.

K. Removal from Class/Activity [Education Code Section 76032]: Any instructor may order a student removed from his or her class/activity for the day of the removal and the next class/activity meeting. The instructor shall immediately report the removal to the Superintendent/President and the Dean of Student Services. The Dean of Student Services shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Dean of Student Services shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean of Student Services from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

L. Withdrawal of Consent to Remain on Campus: The Dean of Student Services or a District Police Officer may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the Dean of Student Services or a District Police Officer, a written report must be promptly made to the Superintendent/President.

The person whose consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than ten (10) school days from the date upon which consent was initially withdrawn.

Miscellaneous Modifications

Any person whose consent to remain on campus has been withdrawn and who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. [Penal Code Section 626.4]

M. Time Limits: Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

Drug Free Environment and Drug Prevention Program
Administrative Procedure 3550
Modified March 12, 2012

The Superintendent/President, or designee, has the authority and responsibility for implementing this procedure.

The District is committed to providing its employees and students with a drug free workplace and campus environment. It emphasizes prevention and intervention through education.

Prohibition of Drugs: The unlawful manufacture, distribution, dispensing, possession or use of alcohol (refer to BP/AP 3560 - Alcohol on Campus for Fund-Raising Events) or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within five days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten days after receiving notice of a workplace drug conviction.

Miscellaneous Modifications

Smoking and Use of Tobacco Products Limited on District Property to Designated Parking Lots

Administrative Procedure 3570

The District is committed to providing a healthy, comfortable and productive work and learning environment for students and employees and has determined that students, employees, visitors, and the general public attending any campus event have a right to be protected from exposure to smoke-contaminated air. The District will, whenever possible, provide information and access to programs that reduce tobacco product use initiation, reduce consumption, and/or support cessation efforts.

For the purposes of this procedure, the following definition applies: "Tobacco product" means any product containing tobacco, the prepared leaves of the nicotiana family, including, but not limited to, cigarettes, loose tobacco, cigars, snuff, chewing tobacco, or any other preparation of tobacco.

Smoking and Use of Tobacco Products Limited Permitted On District Property

Smoking and use of tobacco products will be prohibited on District property with the exception of designated parking lots. Smoking and use of tobacco products shall not be permitted in any classroom, other enclosed facility, or in any outdoor area on campus. Smoking and use of tobacco products will not be permitted in any vehicle owned, operated, leased, or chartered by the District.

For the Visalia Campus, smoking and use of tobacco products are permitted in Parking Lot 4, Parking Lot 7, and Parking Lot 9. For the Hanford site, smoking and use of tobacco products are permitted in Parking Lot 1 or Parking Lot 2.

Sale or Advertising of Tobacco Products

Tobacco products will not be sold or distributed in any manner on district property, either in vending machines, bookstore or any other campus area. This prohibition includes free samples distributed by vendor or event sponsors. Advertising and sponsorship of district events by tobacco companies will not be permitted.

Programs that reduce tobacco product use and/or support cessation efforts

Information about free/accessible initiation and cessation programs and treatment will be made available by the COS Health Center or their designee to students and all District employees.

Disciplinary Action

Any person who violates this policy will be subject to a fine. The fine shall be equal to the average fine of parking violations as set forth in AP 6750 and enforced by District Police personnel.

Miscellaneous Modifications

Disability Resource Center
Administrative Procedure 5140
Revised March 14, 2011

The District maintains a Disability Resource Center (DRC) for the provision of programs and services to students with disabilities designed to ensure that they have equality of access to District classes and programs.

GOALS AND OBJECTIVES OF THE DRC

1. Promote independence and self-sufficiency so that students can maintain active fulfilling lives.
2. Provide support services, special facilities/equipment, and special classes/curriculum to enrich students' lives and assist them in achieving their goals.
3. Assist in the provision of cooperative programs/services to minimize impediments for students served.
4. Increase awareness of the needs and abilities of individuals with disabilities.
5. Assist in the provision of a full range of opportunities – academic, cultural, and social – to prepare the student for further educational and/or employment opportunities.
6. Serve as a liaison with agencies to enhance services to students.
7. Serve as a resource for students with disabilities, for the District, and for the community.
8. Provide assistance regarding job placement/employment opportunities and/or further educational opportunities.
9. Foster self-advocacy and independence in students served.

REQUESTS FOR SUPPORT SERVICES, ACADEMIC ACCOMMODATIONS AND/OR SPECIAL CLASS INSTRUCTION

1. In order to receive support services academic accommodations, and/or special class instruction, a student with a disability must meet the requirements described in the Eligibility section of this regulation.
2. Students should contact the DRC in a timely manner to make requests for support services, academic accommodations, and/or special class instruction.
3. The student's educational limitations must be identified by appropriate DRC professional staff and described in the student file.
4. When filing a request, students are requested to:
 - a. provide verification of the specific need for the requested services, accommodations, and/or special class instruction to DRC professional staff;
 - b. complete paperwork and forms necessary to establish a student file;
 - c. meet with a counselor to develop a student educational contract (SEC) based upon student educational goals and obtain DRC recommendation/approval for support services, academic accommodations and/or special class instruction; and
 - d. meet with appropriate DRC staff to arrange for the actual support services, accommodations and/or special class instruction.
5. Students with disabilities seeking academic accommodations from instructors must present instructors, at or before the beginning of the semester or as soon as possible after classes begin, the DRC- recommendation for academic accommodations listed on the authorized accommodation form, so that the accommodations can be provided in a timely manner.

ELIGIBILITY

Students who wish to receive services offered through the DRC are required to submit verification of their impairment which results in an educational limitation by having their appropriate agency or licensed/certified professional complete and submit the Disability Verification form to the DRC. The existence of impairment may also be verified through observation by DRC professional staff with review by the DRC Director, or through assessment by appropriate DRC professional staff. Students shall complete an intake interview appointment, program paperwork and additional testing, if needed, to establish eligibility.

Miscellaneous Modifications

Accommodations must be reasonable and appropriate and may not fundamentally alter the course content. Upon receipt of verification of one or more disabilities, accommodations will be offered for as long as the student's disabling condition warrants the accommodation(s) and the disability falls within at least one of the following categories:

1. Physical Disability
2. Vision Impairment
3. Communication Disability (hearing and/or speech)
4. Learning Disability
5. Acquired Brain Injury
6. Developmentally Delayed Learner
7. Psychological Disability
8. Other Disabilities

Conditions and difficulties solely attributable to economic, cultural, or language disadvantages will not qualify a student for services from the DRC. (Title 5 Regulations, Section 56002)

Appeal of Eligibility Determination:

1. If upon reviewing the disability documentation submitted by the student, the DRC professional staff determines that the student is ineligible, the student may appeal the ineligibility decision to the District DRC Review Committee. The student must submit an appeal to the DRC Coordinator within ten (10) working days of receiving the notice of the student's ineligibility.
2. The District DRC Review Committee will consist of District DRC Coordinator, the Dean of Student Services, and the Chief Student Services Officer.
3. Within 30 working days of the appeal, the District DRC Review Committee will consider the appeal and make a recommendation to the President/Superintendent. During its deliberations, the District DRC Review Committee may consult with Counsel and/or other appropriate community college professionals.
4. The District DRC Review Committee will provide the President/Superintendent with written notification, including the rationale for its decision, within five (5) working days of its decision. The President/Superintendent will provide the student of his or her final decision with ten (10) working days of receipt of the DRC Review Committee's recommendation.
5. If the student is not satisfied with the President/Superintendent's decision, the student has the right to file an AB803 Complaint with the District Compliance Officer. The student may utilize this option at any time during the process.

STUDENT RIGHTS

1. Participation by students with disabilities in the DRC shall be entirely voluntary.
2. Receiving support services or instruction authorized by the DRC shall not preclude a student from also participating in any other course, program, or activity offered by the College.
3. All records maintained by DRC personnel pertaining to students with disabilities shall be protected from disclosure and shall be subject to all other requirements for handling of student records as provided in statute.

STUDENT RESPONSIBILITIES

Students receiving support services or instruction from the DRC shall:

1. Comply with the Student Code of Conduct adopted by the College and all other applicable statutes and regulations related to student conduct;
2. Be responsible in their use of DRC services and adhere to written service provision policies adopted by the DRC; and
3. Make measurable progress toward the goals established in the student's Student Educational Contract, by meeting academic standards established by the College.

A full description of the procedure is available on the COS website or upon request from Student Services.

Miscellaneous Modifications

Honors Program

Administrative Procedure 4112

Revised May 9, 2011

The Honors Program establishes greater academic rigor by offering collaborative interaction in themed and threaded coursework. Students who are accepted into the Honors Program will benefit from engaging in enriched course work in the areas of social science, humanities, science and business/economics. A one-unit colloquium is added into a designated honors course each semester, providing the student the opportunity to integrate and emphasize the knowledge gained in the core courses.

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 transcript and an honors recognition ceremony.

Acceptance into the Honors Program requires students to meet the following qualifications and submissions:

1. Completion of the COS Honors Program Application
2. Documentation that will demonstrate special talent and/or leadership abilities through any or all of the following:
 - a. Outstanding Achievements, Awards, Honors
 - b. Creative Activities and Interests
 - c. Leadership Experiences, Service and /or Community Involvement
 - d. Relevant Work Experiences
3. Two letters of recommendations from non-family members
4. Personal Essay (typed, adhering to MLA page-layout guidelines with a length of at least 400 words, not exceeding 600 words)
5. SEP (Student Education Plan) of at least two semesters

FOR INCOMING STUDENTS, 1-5 above and: completion of the COS placement test with placement scores eligible for enrollment in college-level courses (i.e., non-developmental courses) in at least two of the three test areas, graduation in the upper 10 percent of one's high school class and a 3.5 GPA in high school classes. *Note – English 1 and Math 230 or higher must be successfully completed prior to the end of the first semester for student continuation in the Honors program.

FOR CURRENT STUDENTS, 1-5 above and completion of at least 6 semester hours of college-level courses with a 3.5 GPA in core curriculum courses.

Miscellaneous Modifications

Summary of Degrees: AA-T, AS-T, AA and AS for Transfer, AA and AS Not for Transfer

- AA-T An Associate of Arts Degree designed for students planning to transfer to a CSU in a similar major
- Provides guaranteed admissions to the CSU system, but not to a particular campus or major
 - Requires a minimum of 60 units, including 37-43 units of transfer general education courses (IGETC or CSU G.E. Patterns)
 - Consult a COS counselor for assistance selecting transferable elective courses
- AS-T An Associate of Science Degree designed for students planning to transfer to a CSU in a similar major
- Provides guaranteed admissions to the CSU system, but not to a particular campus or major
 - Requires a minimum of 60 units, including 37-43 units of transfer general education courses (IGETC or CSU G.E. Patterns)
 - Consult a COS counselor for assistance selecting transferable elective courses
- AA for Transfer: An Associate of Arts Degree that is designed for transfer to many baccalaureate institutions
- Course requirements vary between colleges and universities. Students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection
 - Requires a minimum of 60 units, including 37-43 units of transfer general education courses (IGETC or CSU G.E. Patterns)
- AS for Transfer: An Associate of Science Degree that is designed for transfer to many baccalaureate institutions
- Course requirements vary between colleges and universities. Students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection
 - Requires a minimum of 60 units, including 37-43 units of transfer general education courses (IGETC or CSU G.E. Patterns)
- AA-Not for Transfer: An Associate of Arts Degree that is designed to prepare students for employment
- This degree is not designed for transfer; however, the courses included in this degree may be transferable and may apply to other degrees designed for transfer
 - Requires a minimum of 60 units, including 19 units of associate degree general education courses as well as subject and competency requirements
- AS-Not for Transfer: An Associate of Science Degree that is designed to prepare students for employment
- This degree is not designed for transfer; however, the courses included in this degree may be transferable and may apply to other degrees designed for transfer
 - Requires a minimum of 60 units, including 19 units of associate degree general education courses as well as subject and competency requirements

Summary of Certificates

- Achievement Certificate: Prepares students for high level of competency for work in a business or industry
- Requires a minimum of 18 units in the vocational area and does not require general education courses
- Skill Certificate: Prepares students for entry-level employment opportunities in a business or industry
- Requires 17 or fewer units in a vocational area and does not require general education courses
 - Skill Certificate may not be used to establish financial aid eligibility

Miscellaneous Modifications

Enrollment Priorities

Administrative Procedure 5055

Revised April 11, 2011

I. Registration Priority

A. Priority for registration will be District-wide.

B. The priority order for registration will be as specified below.

1. Any member or former member of the Armed forces of the United States for any academic term within two years of leaving active duty, provided the student did not receive either a dishonorable discharge or bad conduct discharge (Education Code 66025.8).
Any student who is a member of an active or reserve military service and who receives orders compelling a withdrawal from courses will be reinstated to their previous priority status upon their return.
2. Students with disabilities whose educational limitation(s) warrant priority registration qualify through the COS Disability Resource Center (DRC). -
3. Students who are eligible and enrolled in the COS Extended Opportunity Programs and Services (EOPS) are assigned priority registration appointments within the normal continuing student unit categories. These students register online during the first appointment of each priority category.
Priority 3A = EOPS students with 36 – 119.9 units
Priority 3B = EOPS students with 12 – 35.9 units
Priority 3C = EOPS students with 0 – 11.9 units
Note: Units earned at another regionally accredited college may be approved for priority registration. Official transcripts from prior colleges are required. Posting of units transferred from another college are subject to delay due to staffing limitations.
4. Student Athletes who have been identified as eligible to participate in competitive intercollegiate athletics.
5. Associated Student Body Officers who hold official office in the current term or will hold office in the upcoming term. This includes all elected and appointed positions per the Associated Students Constitution.
6. Students who are active members of the Honors Program, defined as those who meet the criteria specified in Administrative Procedure 4112.
7. Students who attended classes at COS within two semesters of the registration period are assigned priority registration appointments based on units completed. (Students enrolled in units during a fall or spring semester are considered continuing students for the subsequent fall or spring semester.)
Continuing Student Registration Priority Categories

Priority 7A = Students with 36 - 119.9 units
Priority 7B = Students with 12 – 35.9 units
Priority 7C = Students with 0 – 11.9 units
Note: Units earned at another regionally accredited college may be approved for priority registration. Official transcripts from prior colleges are required. Posting of units transferred from another college are subject to delay due to staffing limitations.
8. Currently enrolled high school students in a partnership school such as the University Preparatory High School or the Visalia Technical Education Center, provided they have met established criteria and have completed necessary documents, including permission from school officials and the student's parent or guardian.
9. New High School Graduates participating in the "Registration-To-Go" program. Participating high schools will have priority dates set for each Fall/Summer registration.

Miscellaneous Modifications

10. New students who have completed matriculation requirements and who did not participate in Registration-To-Go.
 11. Open registration is available, after the above priorities, for new, returning, transfer, and continuing students (who did not register during their priority) who have completed the admission application or are otherwise eligible and have accumulated less than 120 units at COS.
 12. Concurrently enrolled high school and younger students are eligible to register after all other priority and open registration times provided they have met established criteria and have completed necessary documents, including permission from school officials and the student's parent or guardian.
 13. Students who have accumulated 120 or more units at COS are eligible to register only during the last three days of open registration with the exception of those in the Nursing Program, the Public Training Safety Academies, and those who petition for an exception.
- C. Students who owe money to the College for prior or current semesters or terms will be denied registration unless the student has a current payment plan. Students who have defaulted on a payment plan will not be permitted to register until the full amount owing is paid.

*Continuing students registration will be based on a point system. The point system is dependent on how many units the student has completed, their grade point average and if they have completed their student education plan and orientation. The more points a student has, the sooner s/he will be able to register. Please see the charts and examples on the following page to better understand the point system.

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Miscellaneous Modifications

Units Completed	Value
1-15	5
16-30	10
31-45	20
46-60	30
61-75	30
76-90	25
91-110	20
101-110	10
111-119	5
120+	0

GPA	Multiplicative Factor	Value
0.00-0.99 (F)	1	0.0.99
1.00-1.99 (D)	2	2-3.98
2.00-2.99 (C)	5	10-14.95
3.0-4.0 (A & B)	10	30-40

- Student Education Plan Status/Student Orientation Completion

Preference will be given to students who have filed a Student Education Plan (SEP) within four semesters and who have completed Student Orientation.

Student Orientation = 5 points

SEP completed within the previous four semesters = 5 points

Given the charts above, see the following examples of priority registration:

If GPA is 2.5 and completed units is 18 then:
18 units will receive 10 points (value column)

2.5 GPA will multiply by 5 to receive 12.5 points
Student also completed orientation to receive 5 points
With all points tallied this student will receive a total of 27.5 points.

If GPA is 4.0 and completed units is 60 then:

60 units will receive 30 points (value column)
4.0 GPA will multiply by 10 to receive 40 points
Student completed orientation to receive 5 points
Student completed SEP to receive 5 points
With all points tallied this student will receive a total of 80 points

REMEMBER: Your number of completed units does not include units you are currently enrolled in at the time of registration.

Miscellaneous Modifications

Cardholder Data Information Security Policy

Administrative Policy 6302

Revised May 9, 2011

This policy is intended to relay the importance of security and protecting cardholder data and to establish the College of the Sequoias policy for the secure handling of sensitive card holder data including but not limited to magnetic strip data, Primary Account Numbers (PAN's), expiration date, and service code. This policy applies to all employees and systems of College who collect/accept cardholder data.

Policies to Protect and Manage Cardholder Data

The importance of protecting cardholder data is paramount. Allowing data theft or destruction, inadvertently sharing confidential information, infecting system networks with viruses, misuse of company resources, allowing the theft of company property, and allowing the compromise of private or confidential company or client information are all very real examples of what might result from a security compromise.

1. All sending of unencrypted Primary Account Numbers by end-user messaging technologies (i.e., email, instant messaging, and chat) are strictly prohibited. If a PAN must be sent by end-user messaging, only email is allowed and the PAN will be encrypted using WinZip. The WinZip password will be communicated to the end user by means other than end user messaging (phone or fax is allowed).
2. Access to system components and cardholder data is limited to only those authorized individuals whose job require such access or have a need-to-know. This authority is granted by senior management and reviewed annually.
3. All paper that contains cardholder data is to be identified and physically secured in a locked drawer. No electronic cardholder data will ever be stored.
4. Strict control is to be maintained over the internal or external distribution of any kind of media that contains cardholder data.
 - a. Media is classified and clearly marked as confidential
 - b. Media is sent by secured courier or other delivery method that can be accurately tracked.
5. Management approval is to be obtained prior to moving any and all media containing cardholder data from a secured area.
6. Strict control must be maintained over the storage and accessibility of media that contains cardholder data.
7. Media containing cardholder data is to be destroyed when it is no longer needed for business or legal reasons.
 - a. Paper materials are to be shredded, incinerated, or pulped so that cardholder data cannot be reconstructed.
 - b. The general rule is that media containing cardholder data will be destroyed when over 180 days old. Exceptions to the rule must be approved by Fiscal Services.

Policy Maintenance and Employee/Contractor Awareness

1. Review of this policy will be conducted on an annual basis or as changes to the environment occur.
2. Usage of employee-facing technologies such as remote access, wireless, electronic media, internet, PDAs and wireless will adhere to the following:
 - a. No unauthorized equipment can be brought in or set up in the College facility. This includes, but is not limited to modems, computers, or wireless devices.
 - b. Wireless devices must be set up securely by establishing secure accounts/passwords, disabling SSID broadcasts, and using the highest available encryption for the device.
3. One or more employees will be designated with security responsibility.
4. Incident response documents will be created, reviewed by all employees, and will be updated on an annual basis.
5. These security policies will be formally reviewed annually with all employees/contractors.

Miscellaneous Modifications

6. A list of Service Providers must be maintained. This list will be updated and reviewed by Fiscal Services when necessary but at every 180 days.
7. A written Agreement that includes an acknowledgement that the service providers are responsible for the security of cardholder data the service provider possesses is required from each Service Provider.
8. Due diligence is to be performed prior to the engagement of Service Providers. Procedures performed will include when possible:
 - a. A written statement acknowledging their responsibilities to securely process, handle and transmit cardholder data.
 - b. Written proof that the Service provider is PCI compliant.
 - c. Request reliable industry references.
9. A program is to be maintained to monitor Service Providers' PCI DSS compliance status. On an annual basis a request for a new compliance certificate will be requested.

Certificate and Degree Programs

Certificate and Degree Programs

Associate of Science in Aeronautical and Aviation Technology- Not for Transfer* (AS)
 Division: Industry & Technology
 (Modified - Fee Changes)

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:	\$19,460.62
AERO 211:	\$13,475.54
AERO 212:	\$ 8,852.77
AERO 213:	\$16,160.54
AERO 214:	\$ 8,731.77
AERO 215:	\$16,400.12

Total Aero Program Fees: \$83,081.36

*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.

	<u>Units</u>
1. GENERAL EDUCATION COURSES:	
A. College of the Sequoias' Associate Degree General Education (<u>COS-GE</u>)	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
Total Major Units:	24
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.

Certificate and Degree Programs

Associate of Science in Computer & Information Systems - Not for Transfer* (AS)
 Division: Business
**(Modified - Course Unit Value, Required Major Units, Total Major and Restricted Units,
 and Additional Unit Requirements)**

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.

	<u>Units</u>	<u>COS-GE AREA</u>
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. 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	2.5	
Required Major Units:	28.5	

(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 7 units may double count above In 1A (COS-GE).

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Certificate and Degree Programs

Associate of Science in Computer & Information Systems - Not for Transfer* (AS) Division: Business

(continued from previous page)

3. RESTRICTED ELECTIVES: 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)	1
	Restricted Elective Units:	1
	Total Major and Restricted Units:	29.5**
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:		18.5

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 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).

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Certificate and Degree Programs

Associate of Science in Construction Technology- Not for Transfer* (AS) Division: Industry & Technology (Modified - Course Title Changes)

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.

		<u>Units</u>
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/Time 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 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
Required Major Units:		44
2. RESTRICTED ELECTIVES (Select a minimum of 2 units from the following):		
	CT 109 Project Management/Codes	3
	CT 130 Intro to 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
Restricted Elective Units:		2
Total Major and Restricted Units:		46
Total Degree Units:		65

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.

Certificate and Degree Programs

Associate of **Science** in Fashion Merchandising - Not for Transfer* (AS)
 Division: Consumer/Family Studies
 (Modified - Course Title Change)

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.

	<u>Units</u>	<u>COS-GE AREA</u>
1. GENERAL EDUCATION COURSES:		
A. College of the Sequoias’ Associate Degree General Education (<u>COS-GE</u>)	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. ART 6	3**	C
B. FASH 76	3	
C. FASH 140	3	
D. FASH 141	3	
E. FASH 160AB	3	
F. COMM 4	3**	A2
G. WEXP 193 Z	1	
	<i>Fashion Work Exp - 1st Sem</i>	
Total Major Units:	19**	
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 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).

Certificate and Degree Programs

Associate of Science in Industrial Maintenance Technology - Not for Transfer* (AS)
 Division: Industry & Technology
(Modified - Course Title Changes)

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.

	<u>Units</u>
1. GENERAL EDUCATION COURSES:	
A. College of the Sequoias' Associate Degree General Education (<u>COS-GE</u>)	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 Maint Tech Wrk Exp-1st Sem	4
F. WEXP 194 M Maint Tech Wrk Exp-2nd Sem	4
G. WEXP 195 M Maint Tech Wrk Exp-3rd Sem	4
H. WEXP 196 M Maint Tech Wrk Exp-4th Sem	2
Total Major Units:	30
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.

Certificate and Degree Programs

Associate of Science in Landscape Management - Not for Transfer* (AS)
 Division: Agriculture
 (Modified - Course List)

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.

	<u>Units</u>	<u>COS-GE AREA</u>
1. GENERAL EDUCATION COURSES:		
A. College of the Sequoias' Associate Degree General Education (<u>COS-GE</u>)	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 Ag Business Computer Apps	3.5	
B. OH 2 Plant Identification 1	3.5	
C. OH 1 Basic Ornamental Horticulture	3**	B
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 Agriculture Wrk Exp-1st Sem	4	
Total Major Units:	30**	
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).

Certificate and Degree Programs

Associate of Arts in Liberal Arts with an Area of Emphasis in
Communications
Division: Student Services
(Modified - Course List)

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
MATH 10, 11, 21, 70, 75, 76, 77, 80, 81, 154
PHIL 20, 25
BUS 112 is equivalent to COMM 112

3. Select additional transferable courses numbered 1-199 to achieve 60 units.

POLS 7 has been deleted from the list of courses in Item 2.

Associate of Arts in Liberal Arts with an Area of Emphasis in
Natural Science
Division: Student Services
(Modified - Course List)

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 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 natural science courses:

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, 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.

BIOL 60 has been deleted from the list of courses in Item 2.

Certificate and Degree Programs

Associate of Arts in Liberal Arts with an Area of Emphasis in
Social and Behavioral Sciences
Division: Student Services
(Modified - Course List)

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, 8

3. Select additional transferable courses numbered 1-199 to achieve 60 units.

POLS 7 has been deleted from the list of courses in Item 2.

Certificate and Degree Programs

Associate of Science in Paralegal - Not for Transfer* (AS)

Division: Business

(Modified - Course Title)

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.

	<u>Units</u>	<u>COS-GE AREA</u>
1. GENERAL EDUCATION COURSES:		
A. College of the Sequoias' Associate Degree General Education (<u>COS-GE</u>)	19	
Note: 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 P Paralegal Wrk Exp-1st Sem	2	
Required Major Units:	24	
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)		
Restricted Elective Units:	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 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 0-4 units may double count above In 1A (COS-GE).

Certificate and Degree Programs

Associate of Science in Paralegal - Not for Transfer* (AS)
 Division: Business

(continued from previous page)

	Units	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	0-3
C. BUS 293	Business English (4)	
or ENG 1	College Reading and Composition (4)	4** A1
	Minimum Professional Proficiencies Units:	8
	Total Major and Restricted Units:	30
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 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 0-4 units may double count above In 1A (COS-GE).

Certificate and Degree Programs

Associate of Arts in Physical Education - Not for Transfer* (AA)

Division: Physical Education

(Modified - Degree was listed as Associate of Science in 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.

	<u>Units</u>	<u>COS-GE AREA</u>
1. GENERAL EDUCATION COURSES:		
A. College of the Sequoias' Associate Degree General Education (<u>COS-GE</u>)	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. 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	
Required Major Units:	27	
3. RESTRICTED ELECTIVES: (Select a minimum of 3 units)		
HW 7 Sports Health	3	
PE 37 Introduction to Coaching	2	
PE 188 Peak Performance	3	
SMED 40 Introduction to Sports Injuries	3	
Restricted Elective Units:	3	
Total Major and Restricted Units:	30**	
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).

Certificate and Degree Programs

Associate of Science in Veterinary Technology - Not for Transfer* (AS)

Division: Agriculture

(Modified - Program Description, Career Opportunities and Course Titles)

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 for individuals interested in pursuing a career in veterinary technology. Additional training or work experience will be required to become a Registered Veterinary Technician. For more information, see the California Veterinary Medical Association website: <http://www.cvma.net/doc.asp?id=1350>.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: veterinary assistant. Once a student passes the California Veterinary Technician Exam, s/he becomes a licensed 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
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. PREREQUISITES COURSES: (must be completed prior to program application)		
A. BIO 22 Animal Biology	3**	B
B. VT 109 Intro to Veterinary Technology	3	
3. REQUIRED MAJOR COURSES: (after program admittance)		
<u>1st Semester:</u>		
VT 216 Veterinary Office Practices	2	
VT 118 Comparative Anatomy/Physiology	4	
<u>2nd Semester:</u>		
VT 120 Parasitology	3	
VT 121 Large Animal Diseases	3	
VT 217 Practical Animal Nursing	2	
<u>3rd Semester:</u>		
VT 115 Diseases of Small Animals	3	
VT 119 Clinical Procedures I	3	
VT 124 Pharmacology	3	
VT 128 Clinical Pathology	3	
WEXP 191 General Work Exp-1st Sem	2	
<u>4th Semester:</u>		
VT 122 Clinical Diagnostic Imaging	3	
VT 123 Exotic Animal Care	2	
VT 125 Clinical Procedures II	4	
VT 127 Anesthesiology & Surgical Assistant	3	
VT 230 Veterinary Technician Proficiency (exam prep)	1	
WEXP 192 General Work Exp-2nd Sem	4	
Total Prerequisites and Major Units:	51**	
Total Degree Units:	67	

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 3 units may double count above in 1A (COS-GE).

Certificate and Degree Programs

Associate of Science in Welding Technology - Not for Transfer* (AS)
 Division: Industry & Technology
(Modified - Course Title)

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.

		<u>Units</u>
1. GENERAL EDUCATION COURSES:		
A. College of the Sequoias' Associate Degree General Education (<u>COS-GE</u>)		19
2. REQUIRED MAJOR COURSES:		
A. AGTC 210AD Ag Project Construction (3.5) or WELD 276 Metal Fabrication (3.5)		3.5
B. WELD 161 Oxyacetylene Welding		4
C. WELD 162 Shielded Metal Arc Welding		4
D. WELD 171 Specialty Metals Welding		4
E. WELD 172 Gas Tungsten Arc Welding		4
F. WELD 181 Blueprint Reading/Metallurgy		3
G. WEXP 193F Agriculture Work Experience (1 st Semester)		1
Total Major Units:		23.5
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 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.

Certificate and Degree Programs

Associate of Science in Biology for Transfer (AS)
 Division: Science
 (Modified - Course Titles)

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.

	<u>Units</u>	<u>CSUGE</u>	<u>IGETC</u>
		<u>AREA</u>	<u>AREA</u>
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (<u>CSU GE</u>)	43-45		
B. Intersegmental General Education Transfer Curriculum (<u>IGETC</u>)	41-43		
GE Units:	41-45		
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 1	5*	B2	5B
B. BIOL 02 Principles of Biology 2	5		
Required Major Units:	10		

(continued on next page)

The Associate in 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 13-15 units may be double counted above in 1A (CSUGE) or in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

Certificate and Degree Programs

Associate of Science in Biology for Transfer (AS) Division: Science (Modified - Course Titles)

(continued from previous page)

	<u>Units</u>	<u>CSUGE AREA</u>	<u>IGETC AREA</u>
3. RESTRICTED ELECTIVES (Select 15 units; one course minimum from each group)			
<u>Group 1:</u>			
MATH 21	Introduction to Statics	4*	B4 2
MATH 70	Pre-calculus	5*	B4 2
MATH 75	Calculus 1	5*	B4 2
<u>Group 2:</u>			
BIOL 40	General Microbiology	4	
CHEM 01	General Chemistry 1	5*	B1 5A
CHEM 02	General Chemistry 2	5	
CHEM 12	Organic Chemistry 1	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	
Restricted Elective Units:		15	
Total Major and Restricted Elective Units:		25*	
4. Select additional transferable courses numbered 1-199 to achieve 60 units.		5-7	

The Associate in 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 13-15 units may be double counted above in 1A (CSUGE) or in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

Certificate and Degree Programs

Associate of Science in Chemistry for Transfer (AS)

Division: Science

(Modified - Course Titles)

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.

	<u>Units</u>	<u>CSUGE</u>	<u>IGETC</u>
		<u>AREA</u>	<u>AREA</u>
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (<u>CSU GE</u>)	44-45		
B. Intersegmental General Education Transfer Curriculum (<u>IGETC</u>)	42-43		
GE Units:	42-45		
<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 & 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 1	5*	B1	5A
B. CHEM 2 General Chemistry 2	5		
C. CHEM 12 Organic Chemistry 1	5		
D. CHEM 13 Organic Chemistry 2	5		
Required Major Units:	20		
3. RESTRICTED ELECTIVES (Select a minimum of 10 units from the following):			
BIOL 01 Principles of Biology 1	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)			
or PHYS 20 General Physics 1 (5)	5		
Restricted Elective Units:	10		
Total Major and Restricted Elective Units:	30*		
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**)

*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.

Certificate and Degree Programs

Associate of Science in Engineering for Transfer (AS)
 Division: Math & Engineering
(Modified - Course Title)

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).

	<u>Units</u>	<u>COS GE AREA</u>
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 1	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*

3. Total Units Required for the Degree: 62

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 (COS GE) in the AREAs designated in the CSUGE and IGETC columns.

Certificate and Degree Programs

Certificate of Achievement in Accounting
 Division: Business
(Modified - Total Units)

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.

	<u>Units</u>
1. REQUIRED CERTIFICATE COURSES:	
A. Select one course sequence:	8-10
ACCT 1 Financial Accounting (4)	
and ACCT 2 Managerial Accounting (4)	
OR	
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 3 units from the following:	3
BUS 20 Business Statistics (3)	
BUS 119 Quantitative Methods (3)	
BUS 295 Business Mathematics (3)	
E. 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)	
BUS 188 Human Relations in Business (3)	
F. COMP 138 Spreadsheet Design for Business	3
Total Certificate Units:	31-33

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 and Degree Programs

Certificate of Achievement in Aeronautical and Aviation Technology
 Division: Industry & Technology
(Modified - Fees)

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:	\$19,460.62
AERO 211:	\$13,475.54
AERO 212:	\$ 8,852.77
AERO 213:	\$16,160.54
AERO 214:	\$ 8,731.77
AERO 215:	\$16,400.12

Total Aero Program Fees: \$83,081.36

*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:		<u>Units</u>
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
Total Certificate Units:		24

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.

Certificate and Degree Programs

Certificate of Achievement in Agricultural Business Management
 Division: Agriculture
(Modified - Course Title)

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.

1. REQUIRED CERTIFICATE COURSES:			<u>Units</u>
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	Agriculture Wrk Exp-1st Sem	3
Total Certificate Units:			18.5

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 and Degree Programs

Certificate of Achievement in Agricultural Pest Management

Division: Agriculture

(Modified - Program Description, Employment Opportunities and Course Titles)

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 operator, pesticide applicator, or crop advisor or serving as an agronomist or farm manager. In order to seek further pesticide licensing requirements, log on to www.cdpr.ca.gov.

		<u>Units</u>
1. REQUIRED CERTIFICATE COURSES:		
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	Agriculture Wrk Exp-1st Sem	3
Total Required Certificate Units:		27
2. RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following):		
AG 2	Environmental Conservation (3)	
AG 200AD	Ag Leadership (1)	
AGMT 102	Ag 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)	
Minimum Restricted Elective Units:		3
Total Certificate Units:		30

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 and Degree Programs

Skill Certificate in Agricultural Power Equipment Technician

Division: Agriculture

(Modified - Course Titles)

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:		<u>Units</u>
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 193 F	Agriculture Wrk Exp-1st Sem	2
F. WEXP 194 F	Agriculture Wrk Exp-2nd Sem	1
Total Certificate Units:		15.5

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 and Degree Programs

Skill Certificate in Agricultural Science
 Division: Agriculture
 (Modified - Course Number)

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.

1. REQUIRED CERTIFICATE COURSES:		<u>Units</u>
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 1 Basic Ornamental Horticulture (3)	
	or PLSI 1 Introduction to Plant Science (3.5)	3-3.5
Total Certificate Units:		16.5-17

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 Agriculture Division Chair.

Certificate and Degree Programs

Certificate of Achievement in Animal Science
 Division: Agriculture
(Modified - Course Title)

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.

1. REQUIRED CERTIFICATE COURSES:		<u>Units</u>
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	Agriculture Wrk Exp-1st Sem	3
Total Certificate Units:		22.5

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 and Degree Programs

Certificate of Achievement in Child Development-Special Education
 Division: Consumer/Family Studies
 (Modified - Course Titles)

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.

		<u>Units</u>
1. REQUIRED CERTIFICATE COURSES:		
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 Interv Wrk Exp-1st Sem	1*
and WEXP 193 S	Spec Ed Wrk Exp-1st Sem	1*
Total Certificate Units:		26

*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 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 and Degree Programs

Skill Certificate in CISCO: CCNA Academy

Division: Industry & Technology

(Modified - Total Required Units)

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.

		<u>Units</u>
1. REQUIRED CERTIFICATE COURSES:		
A. IT 230	CISCO Academy 1	4
B. IT 231	CISCO Academy 2	4
C. IT 232	CISCO Academy 3	4
D. IT 233	CISCO Academy 4	4
Total Certificate Units:		16

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 and Degree Programs

Skill Certificate in COMP TIA A+

Division: Industry & Technology

(Modified - Course Number, Required Units, Restricted Electives Units and Total Units)

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.

	<u>Units</u>
1. REQUIRED CERTIFICATE COURSES:	
A. IT 210 PC Troubleshooting and Repair	2.5
B. IT 211 Comp TIA A+ Exam Preparation	4
C. IT 212 Computer Multimedia	3
D. COMP 5 Computer Concepts	4
Required Certificate Units:	13.5
2. RESTRICTED ELECTIVES: (Select a minimum of 4 units from the following):	
IT 220 Computer Networking Fundamentals	3
IT 221 Comp TIA Network + Exam Preparation	4
IT 122AC Network Administration	3
IT 223 TCP/IP and IP Routing	3
IT 230 CISCO Academy 1	4
IT 231 CISCO Academy 2	4
IT 232 CISCO Academy 3	4
IT 233 CISCO Academy 4	4
COMP 6 Programming Fundamentals	3
COMP 133 Database Processing	3
Minimum Restricted Elective Units:	4
Total Certificate Units:	17.5

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 and Degree Programs

**Skill Certificate in COMP TIA Network +
Division: Industry & Technology
(Modified - Required Units and Minimum Restricted Elective Units)**

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.

	<u>Units</u>
1. REQUIRED CERTIFICATE COURSES:	
A. IT 220 Computer Networking Fundamentals	3
B. IT 221 Comp TIA Network + Exam Preparation	4
C. IT 122AC Network Administration	3
D. IT 223 TCP/IP and IP Routing	3
Required Certificate Units:	13
2. RESTRICTED ELECTIVES: (Select a minimum of 4 units from the following):	
COMP 5 Computer Concepts	4
COMP 6 Programming Fundamentals	3
COMP 133 Database Processing	3
IT 210 PC Troubleshooting and Repair	2.5
IT 211 Comp TIA A+ Exam Preparation	4
IT 230 CISCO Academy 1	4
IT 231 CISCO Academy 2	4
IT 232 CISCO Academy 3	4
IT 233 CISCO Academy 4	4
Minimum Restricted Elective Units:	4
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.

Certificate and Degree Programs

Certificate of Achievement in Computer Applications
Division: Business

(Modified - Course Title, Course Number and Unit Value)

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.

	<u>Units</u>
1. REQUIRED CERTIFICATE COURSES:	
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
Required Certificate Units:	34
2. RESTRICTED ELECTIVES: Select a minimum of 3 units from the following:	3
ACCT 210 Computer Accounting (3)	
COMP 5 Computer Concepts (4)	
or COMP 130 Introduction to Personal Computers (4)	
IT 210 PC Trouble Shooting/Repair (2.5)	
WEXP 193 I-196 I Bus & Ind Wrk Exp-1st Sem-4th Sem	
Minimum Restricted Elective Units:	3
Total Certificate Units:	37

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 and Degree Programs

Certificate of Achievement in Computer & Information Systems

Division: Business

*(Modified - Course Numbers and Unit Value, Required Certificate Units
and Total Certificate Units)*

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.

	<u>Units</u>
1. REQUIRED CERTIFICATE COURSES:	
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
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 Web Page Design & Development (3) or COMP 230 JavaScript/XML (3)	3
I. IT 210 PC Troubleshooting and Repair	2.5
Required Certificate Units:	28.5
2. RESTRICTED ELECTIVES: (Select a minimum of 1 unit from the following):	
BUS 112/COMM 112 Public Speaking for Business (4)	1
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 220 Computer Networking Fundamentals (3)	
Minimum Restricted Elective Units:	1
Total Certificate Units:	29.5

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 and Degree Programs

Certificate of Achievement in Construction Technology
 Division: Industry & Technology
(Modified - Course Number and Titles)

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.

	<u>Units</u>
1. REQUIRED CERTIFICATE COURSES:	
A. CT 214 On-Site Construction/Time Mgt	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 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
Required Certificate Units:	44
2. RESTRICTED ELECTIVES (Select a minimum of 2 units from the following):	
CT 109 Project Management/Codes (3)	2
CT 130 Intro to Const Practices (3)	
CT132 Basic Building System/Codes (3)	
CT 135 Blueprint Reading/Res Constr (2)	
CT 138 Contractors License Law (3)	
CT 205 Plumbing (3)	
CT 270 Residential Wiring (3)	
Minimum Restricted Elective Units:	2
Total Certificate Units:	46

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.

Certificate and Degree Programs

Skill Certificate in Dairy Food Processing
Division: Agriculture
(Modified - Course Title)

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.

1. REQUIRED CERTIFICATE COURSES:		<u>Units</u>
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 Wrk Exp-1st Sem	4
Total Certificate Units:		12

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 and Degree Programs

Certificate of Achievement in Electrician Training
Division: Industry & Technology
(Modified - Course Titles)

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.

1. REQUIRED CERTIFICATE COURSES:		<u>Units</u>
A. ET 200	Introduction to Electrician Training	3
B. ET 201	Electrician Training 1	3
C. ET 202	Electrician Training 2A	3
D. ET 203	Electrician Training 2B	3
E. ET 204	Electrician Training 3A	3
F. ET 205	Electrician Training 3B	3
G. ET 206	Electrician Training 4A	3
H. ET 207	Electrician Training 4B	3
Total Certificate Units:		24

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.

Certificate and Degree Programs

Certificate of Achievement in Fashion Merchandising
 Division: Consumer/Family Studies
 (Modified - Course Title)

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.

1. REQUIRED CERTIFICATE COURSES:		<u>Units</u>
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 Wrk Exp-1st Sem	1
Total Certificate Units:		19

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 and Degree Programs

Certificate of Achievement in Food Services, Advanced Skills
 Division: Consumer/Family Studies
 (Modified - Course Title)

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.

		<u>Units</u>
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 193 D	Food Services Wrk Exp-1st Sem	1
Total Required Certificate Units:		18
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
Minimum Restricted Elective Units:		3
Total Certificate Units:		21

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 and Degree Programs

Certificate of Achievement in Industrial Maintenance Technology
 Division: Industry & Technology
(Modified - Course Numbers and Titles)

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 areas 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.

	<u>Units</u>
1. REQUIRED CERTIFICATE 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 Maint Tech Wrk Exp-1st Sem	4
F. WEXP 194 M Maint Tech Wrk Exp-2nd Sem	4
G. WEXP 195 M Maint Tech Wrk Exp-3rd Sem	4
H. WEXP 196 M Maint Tech Wrk Exp-4th Sem	2
Total Certificate Units:	
	30

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.

Certificate and Degree Programs

Skill Certificate in Interpreter (Spanish)
 Division: Language Arts
 (Modified - Course Titles)

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.

		<u>Units</u>
1. REQUIRED CERTIFICATE COURSES:		
1. English Competency:		
A. ENGL 1	College Reading & Composition	4
2. Spanish Competency:		
A. SPAN 4	Advanced Spanish	4
or Spanish 12	Hispanic Literature	3
3. Interpreting Competency:		
A. SPAN 280	Interpreters Written Exam Prep (Fall Semester)	1
and 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
Required Certificate Units:		14
2. RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following):		
AJ112	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 C-196 C	Court Interp Wrk Exp-1st Sem - 4th Sem	1-4
Minimum Restricted Elective Units:		0-3
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 Language Arts Division Chair.

Certificate and Degree Programs

Certificate of Achievement in Landscape Management
 Division: Agriculture
 (Modified - Course Number & Title)

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:		<u>Units</u>
A. AGMT 108AB	Ag Business Computer Apps	3.5
B. OH 2	Plant Identification 1	3.5
C. OH 1	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	Agriculture Wrk Exp-1st Sem	4
Total Major Units:		30

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 and Degree Programs

Skill Certificate in Law Enforcement (Advanced Officer)
Division: Special Program
(This Certificate Has Been Deleted)

Certificate and Degree Programs

Skill Certificate in Legal Secretary
 Division: Business
(Modified - Course Title)

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.

		<u>Units</u>
1. REQUIRED CERTIFICATE COURSES:		
A.	PARA 101 Introduction to Paralegalism	3
B.	PARA 102 Legal Terminology	2
C.	BUS 293 Business English (4) or ENGL 1 College Reading & Composition (4)	4
D.	PARA 103 Civil Procedures 1 (4) or PARA 237 Family Law (3) (PARA 101 is a co-requisite for both courses)	3-4
E.	PARA 110 Legal Ethics, Management & Interviewing	3
F.	WEXP 193 P Paralegal Wrk Exp-1st Sem	1-4
G.	Typing certificate within the last 18 months verifying a typing speed of 45 CWPM for 5 minutes.	
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 Business Division Chair.

Certificate and Degree Programs

Certificate of Achievement in Paralegal
 Division: Business
 (Modified - Course Title)

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.

		<u>Units</u>
1. 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 P Paralegal Wrk Exp-1st Sem	2
Required Certificate Units:		24
2. RESTRICTED ELECTIVES: (Select a minimum of 6 units from the following)		
	PARA 104 Civil Procedure 2 (3)	6
	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 (2)	
Restricted Elective Units:		6
3. PARALEGAL PROFESSIONAL PROFICIENCIES:		
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
C. BUS 293 Business English (4)		
	or ENG 1 College Reading and Composition (4)	
Minimum Professional Proficiency Units: 8		
Total Certificate Units:		38

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 and Degree Programs

**Certificate of Achievement in Real Estate
Division: Business
(Modified - Course Number and Title Changes)**

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.

	<u>Units</u>
1. REQUIRED CERTIFICATE COURSES:	
A. BUS 185 Ethics in Business and Industry	3
B. COMP 5 Computer Concepts (4) or COMP 130 Introduction to Personal Computers (4)	4
C. REAL 140 Real Estate Principles	3
D. REAL 241 Real Estate Finance (3) or REAL 242 Real Estate Law (3)	3
E. REAL 243 Real Estate Economics	3
F. REAL 244 Real Estate Practice	3
G. REAL 245 Real Estate Appraisal	3
Required Certificate Units:	22
2. RESTRICTED ELECTIVES: (Select a minimum of 6 units from the following):	
ACCT 101 Essentials of Accounting (5) or ACCT 1 Financial Accounting (4)	6
BUS 231 Starting a New Business (3) BUS 297 Personal Finance (3)	
COMM 1 Fundamentals of Public Speaking (3) OR BUS 112/COMM 112 Public Speaking for Business (4)	
REAL 246 Property Management (3) BUS 18 Business Law (4) BUS 100 Career Strategies (3)	
BUS 20 Business Statistics (3) or BUS 119 Quantitative Methods (3) or BUS 295 Business Mathematics (3)	
BUS 184 Business Communications (3) BUS 188 Human Relations in Business (3) BUS 293 Business English (4) WEXP 193 – 196 1 Bus & Ind Wrk Exp-1st - 4th Sem (1-4)	
Minimum Restricted Elective Units:	6
Total Certificate Units:	28

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 and Degree Programs

Skill Certificate in Veterinary Technician
Division: Agriculture
(Modified - Course Title)

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:		<u>Units</u>
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	Agriculture Wrk Exp-1st Sem	1
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 Agriculture Division Chair.

Certificate and Degree Programs

Certificate of Achievement in Welding Technology
 Division: Industry & Technology
(Modified - Course Number and Title)

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.

1. REQUIRED CERTIFICATE COURSES:		<u>Units</u>
A.	AGTC 210AD Ag Project Construction (3.5) or WELD 276AC Metal Fabrication (3.5)	3.5
B.	Oxyacetylene Welding	4
C.	Shielded Metal Arc Welding	4
D.	Advanced Welding	4
E.	Gas Tungsten Arc Welding	4
F.	Blueprint Reading/Metallurgy	3
G.	WEXP 193F Agriculture Wrk Exp-1st Sem	1
Total Certificate Units:		23.5

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.

Deleted Courses

The following courses are no longer being offered and have been deleted from the curriculum:

BUS 240
Banking Skills

CHLD 120
Early Literacy in ECE

CHLD 121
Curriculum Development in ECE

CHLD 122
Promoting Oral Language in ECE

CHLD 123
Dual Language Learners in ECE

CHLD 137
Science Experiences in ECE-DS3

CHLD 138
Science Exp in School-Age ED

CHLD 156
Family Child Care Management

CHLD 157
Family Day Care Principles/Practices

ITEC 105AD
Industrial Maintenance

NURS 150
Transition Course

POLS 007
Mass Communications

Modified Courses

Modified Courses

ACCOUNTING

ACCT 202

Gen Vocational Accounting

5 Lecture/Discussion hours per week

Modifications:

Prerequisite added: ACCT 101 or equivalent college course with "C" or better.

ADMINISTRATION OF JUSTICE

A number of Administration of Justice courses have been modified.

Modifications:

Deletion of Advisory on Recommended Preparation

Addition of Prerequisite: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS placement procedures.

The list below contains the courses with the modifications:

AJ 025

AJ 111

AJ 114

AJ 121

AJ 130

AERONAUTICS

AERO 210

Private Pilot License Training

6 Lecture/Discussion hours per week and

3 Lab hours per week-7 units

Modifications:

Deletion of Corequisite: AERO 211

Fee Increase to \$19,460.62.

AERO 211

Basic Commercial Pilot Trng

2 Lecture/Discussion hours per week and

3 Lab hours per week-3 units

Modification:

Fee Increase to \$13,475.54

AERO 212

Basic Instrument Pilot

1 Lecture/Discussion hour per week and

3 Lab hours per week-2 units

Modifications:

Lecture/Lab/Activity Hours changed from 2 Lecture/Discussion hours per week

Fee Increase to \$8,852.77

AERO 213

Advanced Instrument Training

3 Lecture/Discussion hours per week-3 units

Modification:

Fee Increase to \$16,160.54

AERO 214

Advanced Commercial Pilot Training

1 Lecture/Discussion hour per week and

3 Lab hours per week-2 units

Modifications:

Deletion of Prerequisite: AERO 213

Fee Increase to \$8,731.77

AERO 215

Flight Instructor Training

6 Lecture/Discussion hours per week and

3 Lab hours per week-7 units

Modificaton:

Fee Increase to \$16,400.12

AMERICAN SIGN LANGUAGE

ASL 001

Beg Amer Sign Lang

4 Lecture/Discussion hours per week-4 units

Modification:

Title Changed from Beginning American Sign Language 1

ASL 002

Elem Amer Sign Lang

4 Lecture/Discussion hours per week-4 units

Modifications:

Title Changed from Beginning American Sign Language 2

Course Description

Revised Course Description: ASL 2 is the second course in a four-course series. Emphasis will be on increasing vocabulary, developing everyday conversational skills, expressing considerably more complicated needs and ideas, and becoming more adept at functioning in the deaf community. Students will also begin translating written text into ASL.

Modified Courses

ASL 003

Inter Amer Sign Lang

3 Lecture/Discussion hours per week-3 units

Modifications:

Title Changed from Intermediate American Sign Language

Course Description

Revised Course Description: ASL 3 is the third course in a four-course series. Students learn to communicate at an intermediate level. Emphasis is on expanding conversation adeptly and comfortably in a wide variety of situations in the deaf community.

ASL 004

Adv Amer Sign Lang

3 Lecture/Discussion hours per week-3 units

Modifications:

Title Changed from Advanced American Sign Language

Course Description

Revised Course Description: ASL 4 is the final course in this four-course series. Emphasis is placed on fluency in functional conversational skills in cultural context. Morphology and grammar of American Sign Language will be explored in depth.

ANTHROPOLOGY

ANTH 010

Cultural Anthropology

3 Lecture/Discussion hours per week-3 units

Modification:

Deletion of Advisory on Recommended Preparation

Addition of a Prerequisite: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS placement procedures

ART

ART 004

Precol Art & Cult/Americas-Meso

3 Lecture/Discussion hours-3 units

Modifications:

Removed Distance Education component

Course Description

Revised Course Description: A survey of the major cultures of Mesoamerica from the Early Hunters stage until the European conquest. The course uses art as a vehicle for understanding these people's philosophy, religion, politics, history, and economics. Included are the Olmec, Zapotec, Tajin, Mixtec, Maya and Aztec.

ART 005

Precol Art&Cult/Americas-S.Ame

3 Lecture/Discussion hours-3units

Modifications:

Removed Distance Education component

Course Description

Revised Course Description: 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.

ART 017AD

Handbuilding Ceramics

1.5 Lecture/Discussion hours per week and

4.5 Lab hours per week – 3 units

Modification:

Lecture/Lab/Activity hours changed from 1 Lecture/Discussion hour per week and 5 Activity hours per week

ART 121AC

Serigraphy/Screen Printing

1.5 Lecture/Discussion hours per week and

4.5 Lab hours per week – 3 units

Modifications:

Lecture/Lab/Activity hours changed from 1 Lecture/Discussion hour per week and 5 Activity hours per week

Course Description

Revised Course Description: Students will study the history and technique of screen-printing processes, including traditional serigraphic printmaking; reductive, handmade stencils; and digital/photographic methods on a variety of substrates, including paper, fabric and glass.

ART 212AD

Painting/Photographic Realism

1.5 Lecture/Discussion hours per week and

4.5 Lab hours per week – 3 units

Modification:

Lecture/Lab/Activity hours changed from 1 Lecture/Discussion hour per week and 5 Activity hours per week

BIOLOGY

BIOL 001

Principles of Biology 1

3 Lecture/Discussion hours per week and

6 Lab hours per week-5 units

Modification: Changed course title from Principles of Biology

Modified Courses

BIOL 002**Principles of Biology 2**

*3 Lecture/Discussion hours per week and
6 Lab hours per week-5 units*

Modification: Changed course title from Principles of Biology

BUSINESS**BUS 170****Introduction to Sales**

3 Lecture/Discussion hours per week-3 units

Modifications:**Course Description****Added Distance Education Addendum for Online Instruction**

Revised Course Description: 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 the marketing certificate.

BUS 184**Business Communication**

3 Lecture/Discussion hours per week-3 units

Modification: Course Description

Revised Course Description: This course introduces students to the foundations of communication in a business setting. Students are exposed to various topics related to interpersonal and group communication within the context of applications in an office or virtual office setting. Students will develop skills in the forms of written communication, including memos, emails, business letters, and reports. Communication ethics and cross-cultural communications are also explored. Upon completing the course, students will have an awareness of their personal communication style and be able to identify areas for further exploration of communication as a business skill.

Advisory on Recommended Preparation: BUS 293 or equivalent college course with "C" or better
OR 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 230**Supervision/Mgmt/1st Line Supr**

3 Lecture/Discussion hours per week-3 units

Modification: Added Distance Education Addendum for Online Instruction

CHEMISTRY**CHEM 001****General Chemistry 1**

*3 Lecture/Discussion hours per week and
6 Lab hours per week-5 units*

Modification: Changed course title from General Chemistry

CHEM 002**General Chemistry 2**

*3 Lecture/Discussion hours per week and
6 Lab hours per week-5 units*

Modification: Changed course title from General Chemistry

CHEM 012**Organic Chemistry 1**

*3 Lecture/Discussion hours per week and
6 Lab hours per week-5 units*

Modification: Changed course title from Organic Chemistry

COMPUTER**COMP 008****Programming Concepts (JAVA)**

*3.5 Lecture/Discussion hours per week and
1.5 Lab hours per week-4 units*

Modifications:

Changed hours from 3 Lecture per week and 2 Lab per week

Unit value changed from 3.0 units

Added Distance Education Addendum for Online Instruction

Course Description

Revised Course Description: This is an advanced computer class designed to teach students how to plan and program typical business problems utilizing JAVA, a high-level, object-oriented language.

Advisory on Recommended Preparation: COMP 006 or equivalent college course with "C" or better and BUS 270 or equivalent college course with "C" or better.

Modified Courses

CONSTRUCTION TECHNOLOGY

COMP 133

Database Processing

3 Lecture/Discussion hours per week-3 units

Modifications:

Course Description

Added Distance Education Addendum for Online Instruction

Revised Course Description: Database processing for microcomputers emphasizes relational database theory, design, and implementation. Practical applications will include using the database software to create tables, queries, forms, and reports. Advisory on Recommended Preparation: BUS 270 or equivalent college course with "C" or better AND COMP 130 or equivalent college course with "C" or better.

COMP 138

Spreadsheet for Business

3 Lecture/Discussion hours per week-3 units

Modifications:

Course Description

Added Distance Education Addendum for Online Instruction

Revised Course Description: This course emphasizes the design, creation, and use of spreadsheets for business applications. Students will learn beginning to advanced features of microcomputer spreadsheets, including proper use of formulas, customizing charts, and using pivot tables. Students entering this course need to be able to type 20 cwpm.

COMP 229

Web Page Design & Development

3 Lecture/Discussion hours per week-3 units

Modifications:

Course Description

Added Distance Education Addendum for Online Instruction

Revised Course Description: 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, to create professional-looking web sites. Advisory on Recommended Preparation: COMP 220 or equivalent college course with "C" or better AND LIBR 102 or equivalent college course with "C" or better.

CT 101

Const Draw/Design Analysis 2

3 Lecture/Discussion hours per week and

3 Lab hours per week-4 units

Modifications:

Course Number: Changed from CT 101AB

Changed hours from 4 Lecture per week and 2 Lab per week

Course Description

Revised Course Description: Computer aided construction drafting including construction plan development, details for wood, concrete and structural steel. Advisory on Recommended Preparation: CT100 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment. Equivalent Course: CT 101AB

CT 130

Intro to Const Practices

3 Lecture/Discussion hours per week-3 units

Modifications:

Course Title changed from Construction Management Practices

Course Description

Revised Course Description: Professional practice in management, ethics, regulations, safety regulations, utilities, insurance, labor, licensing, public relations and basic business skills as related to construction.

CT 132

Basic Building System/Codes

3 Lecture/Discussion hours per week-3 units

Modifications:

Course Title changed from Basic Building Systems

Course Description

Revised Course Description: Basic building systems theory, including foundations, walls, roofs, mechanical, electrical, corresponding building codes and inspections.

CT 219

On-Site Construction/Safety

3 Lecture/Discussion hours per week and

6 Lab hours per week-5 units

Modifications:

Course Number changed from CT 119AB

Course Title changed from Advanced Residential Construction 2

Course Description

Revised Course Description: Hands-on construction practices on a construction site to construct specific

Modified Courses

building projects to plans and specifications and develop or enhance building skills with emphasis on building site safety.

ECONOMICS

A number of Economics courses have been modified.

Modifications:

Deletion of Advisory on Recommended Preparation

Addition of Prerequisite: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

The list below contains the courses with the modifications:

- ECON 025
- ECON 040
- ECON 040H
- ECON 050

ENGLISH

ENGL 010

Chicago Literature

3 Lecture/Discussion hours per week-3 units

Modification: Course Description

Revised Course Description: 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 supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

Prerequisite: ENGL 001 or equivalent college course with "C" or better.

ENGL 014

Creative Writing

3 Lecture/Discussion hours per week-3 units

Modifications:

Course Number: Changed from ENGL 014AB

Course Description

Revised Course Description: An introduction to the writing of fiction, poetry, and creative nonfiction. Using the peer workshop method, students will practice writing in multiple genres. Students enrolled in ENGL 14 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

Prerequisite: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 001 as determined by COS Placement Procedures

ENGL 015

Survey of British Lit 1

3 Lecture/Discussion hours per week-3 units

Modification: Course Description

Revised Course Description: 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.

ENGL 016

Survey of British Lit 2

3 Lecture/Discussion hours per week-3 units

Modification: Course Description

Revised Course Description: 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.

ENGL 018

African American Literature

3 Lecture/Discussion hours per week-3 units

Modification: Course Description

Revised Course Description: ENGL 018 is a study of African American literature including novels, short stories, poetry and plays, from the Colonial period to the present. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 18 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

Prerequisite: ENGL 001 or equivalent college course with "C" or better.

ENGL 019

Women in Literature

3 Lecture/Discussion hours per week-3 units

Modification: Course Description

Revised Course Description: 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.

Prerequisite: ENGL 001 or equivalent college course with "C" or better.

Modified Courses

ENGL 030

American Literature 1

3 Lecture/Discussion hours per week-3 units

Modification: Course Description

Revised Course Description: 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.

Prerequisite: ENGL 001 or equivalent college course with "C" or better.

ENGL 031

American Literature 2

3 Lecture/Discussion hours per week-3 units

Modification: Course Description

Revised Course Description: 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.

Prerequisite: ENGL 001 or equivalent college course with "C" or better.

ENGL 044

World Literature 1

3 Lecture/Discussion hours per week-3 units

Modification: Course Description

Revised Course Description: 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.

Prerequisite: ENGL 001 or equivalent college course with "C" or better.

ENGL 045

World Literature 2

3 Lecture/Discussion hours per week-3 units

Modification: Course Description

Revised Course Description: 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.

Prerequisite: ENGL 001 or equivalent college course with "C" or better.

ENGL 046

Shakespeare

3 Lecture/Discussion hours per week-3 units

Modification: Course Description

Revised Course Description: 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.

Prerequisite: ENGL 001 or equivalent college course with "C" or better.

HISTORY

A number of History courses have been modified.

Modifications:

Deletion of Advisory on Recommended Preparation

Addition of Prerequisite: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS placement procedures.

The list below contains the courses with the modifications:

HIST 004

HIST 005

HIST 017

HIST 017H

HIST 018

HIST 023

HIST 025

HUMAN SERVICES

HSRV 101

Group Design and Leadership

3 Lecture/Discussion hours per week and

2 Lab hours per week-4 units

Modification:

Changed hours from 3 Lecture per week and 3 Lab per week

Modified Courses

JOURNALISM

JOUR 007

Mass Communication

3 Lecture/Discussion hours per week

Modification: Removed cross listing with GOVT 007 and POLS 007

MATH

MATH 021

Introduction to Statistics

4 Lecture/Discussion hours per week-4 units

Modifications:

Course Description

Prerequisites/Corequisites: Deletion of Math 235 Prerequisite

Revised Course Description: This is an introductory course in probability and statistics covering both descriptive and inferential statistics. Statistical software will be used throughout this course. 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. Prerequisite: MATH 230 or equivalent college course with "C" or better or eligibility as determined by COS Placement procedures.

MUSIC

MUS 091AD

Music Theatre Orchestra

6.86 Activity hours per week-2 units

Modification:

Addition of Limitation on Enrollment

Course Description

Revised Course Description: Music Theatre Orchestra will emphasize the rehearsal and performance techniques necessary to accompany the production of a musical. Audition by department.

NURSING

NURS 161

Maintaining Optimal Wellness

5 Lecture/Discussion hours per week and

18 Lab hours per week-11 units

Modification:

Changed hours from 6 Lecture per week and 16 Lab per week

NUTRITION

NUTR 107

Sanitation and Safety

2 Lecture/Discussion hours per week-2 units

Modification: Added Distance Education Addendum for Online Instruction

ORNAMENTAL HORTICULTURE

OH 109

Landscape Maintenance

3 Lecture/Discussion hours per week and

1 Lab hour per week-3.5 units

Modifications:

Units changed from 3.0

Course Description

Revised Course Description: This course is a lecture lab combination and covers skills and activities related to landscape maintenance such as pruning, planting, fertilizing, irrigation system repair, lawn mowing, pest control, safety on the worksite, and landscape management equipment operation and safety. This class is a requirement for the Landscape Management certificate and degree. It is also a valuable course for home owners wanting to gain skills to maintain their own landscapes.

PHILOSOPHY

PHIL 005

Ethics

3 Lecture/Discussion hours per week-3 units

Modifications:

Deletion of Advisory on Recommended Preparation

Addition of Prerequisite: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures

Added Distance Education Addendum

Course Description

Revised Course Description: Ethics is an introduction to theories that answer questions such as "How ought I live?" and "What is best for me and others?" Students will analyze basic ethical theories such as utilitarianism, deontology and virtue ethics and apply these theories to moral problems such as lying, abortion, capital punishment, euthanasia, and world hunger.

Modified Courses

PHIL 012

Comparative Religion

3 Lecture/Discussion hours per week-3 units

Modifications:

Added Distance Education Addendum

Deletion of Advisory on Recommended Preparation

Addition of Prerequisite: ENGL 251 or equivalent college course with “C” or better or eligibility for ENGL 1 as determined by COS Placement Procedures

Course Description

Revised Course Description: Comparative Religion is an introduction to major religions, including Hinduism, Buddhism, Judaism, Christianity, and Islam. The religions are compared with respect to questions such as What is spiritual? How should I live my life? and What happens after death?

Additionally, a number of other Philosophy courses have been modified.

Modifications:

Deletion of Advisory on Recommended Preparation

Addition of Prerequisite: ENGL 251 or equivalent college course with “C” or better or eligibility for ENGL 1 as determined by COS placement procedures.

The following list contains the courses with this modification:

PHIL 001

PHIL 001H

PHIL 013

PHIL 014

POLITICAL SCIENCE

A number of Political Science courses have been modified.

Modifications:

Deletion of Advisory on Recommended Preparation

Addition of Prerequisite: ENGL 251 or equivalent college course with “C” or better or eligibility for ENGL 1 as determined by COS placement procedures.

The list below contains the courses with the modifications:

POLS 005

POLS 005H

POLS 006

POLS 008

POLS 110

PSYCHOLOGY

PSY 029

Research Methods

3 Lecture/Discussion hours per week-3 units

Modifications:

Course number: Course has been renumbered from PSY 129 TO PSY 029 (it is now transferable to UCs and CSUs).

Addition of Prerequisite: ENGL 251 or equivalent college course with “C” or better or eligibility for ENGL 1 as determined by COS Placement Procedures

Additionally, a number of other Psychology courses have been modified.

Modifications:

Deletion of Advisory on Recommended Preparation

Addition of Prerequisite: ENGL 251 or equivalent college course with “C” or better or eligibility for ENGL 1 as determined by COS placement procedures.

The list below contains the courses with the modifications:

PSY 001

PSY 005

PSY 010

PSY 034

REAL ESTATE

REAL 241

Real Estate Finance

3 Lecture/Discussion hours per week-3 units

Modifications:

Course renumbered from REAL 141

Added Distance Education Addendum for Online Instruction

REAL 242

Real Estate Law

3 Lecture/Discussion hours per week-3 units

Modifications:

Course renumbered from REAL 142

Added Distance Education Addendum for Online Instruction

REAL 243

Real Estate Economics

3 Lecture/Discussion hours per week-3 units

Modifications:

Course renumbered from REAL 143

Added Distance Education Addendum for Online Instruction

Modified Courses

REAL 244

Real Estate Practice

3 Lecture/Discussion hours per week-3 units

Modifications:

Course renumbered from REAL 144

Added Distance Education Addendum for Online Instruction

REAL 245

Real Estate Appraisal

3 Lecture/Discussion hours per week-3 units

Modifications:

Course renumbered from REAL 145

Added Distance Education Addendum for Online Instruction

REAL 246

Property Management

3 Lecture/Discussion hours per week-3 units

Modifications:

Course renumbered from REAL 146

Added Distance Education Addendum for Online Instruction

SOCIOLOGY

SOC 001

Introduction to Sociology

3 Lecture/Discussion hours per week-3 units

Modifications:

Deletion of Advisory on Recommended Preparation

Addition of Prerequisite: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures

Revised Course Description: Sociology 1 is an introductory study covering basic concepts, principles, methods, and theoretical perspectives of sociology. Topics include culture, personality, social inequality, diversity, institutions, population and ecology, and social change. Course objectives include the ability to apply sociological principles to everyday life. Approved for Distance Learning format.

SOC 002

Social Problems

3 Lecture/Discussion hours per week-3 units

Modification:

Course Description

Deletion of Advisory on Recommended Preparation

Addition of Prerequisite: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures

Revised Course Description: 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. Approved for Distance Learning format.

VETERINARY TECHNICIAN

VT 217

Practical Animal Nursing

1 Lecture/Discussion hour per week and

3 Lab hours per week-2 units

Modification:

Changed hours from 2 Lecture per week and 3 Lab per week

WELDING

WELD 162

Shielded Metal Arc Welding

3 Lecture/Discussion hours per week and

3 Lab hours per week-4 units

Modification: Course Description

Revised Course Description: Introduction to the theory and concepts as applied to shielded metal arc welding. Introduction to modern solid shield technology and ferrous filler metals. Students will learn the theory of ferrous metallurgy and its application to shielded metal arc welding. Once students understand the theory and concepts of shielded metal arc welding, they will move into the application of the principles of position and out of position welding.

WORK EXPERIENCE

The majority of Work Experience courses have been modified.

Modifications:

Lab Hours per week: 4-17

Limitation on Enrollment

Prerequisites added to WEXP 194, 195 and 196 courses

WEXP 193, 194, 195 and 196 courses have had the Limitation on Enrollment modified to eliminate the sentence: Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation.)

WEXP 193, 194, 195, and 196 courses have had the maximum lab hours changed from 4-20 lab hours per week

WEXP 194, 195 and 196 courses have also had a prerequisite added of the like WEXP 193, 194, or 195 course.

For example, the prerequisite for WEXP 194 F is WEXP 193 F.

The prerequisite for WEXP 195 F is WEXP 194 F.

The prerequisite for WEXP 196 F is WEXP 195 F.

The following WEXP courses have had the modifications as noted above:

- WEXP 193 – 196 C
- WEXP 193 – 196 D
- WEXP 193 – 196 E
- WEXP 193 – 196 F
- WEXP 193 – 196 G
- WEXP 193 – 196 H
- WEXP 193 – 196 I
- WEXP 193 – 196 J
- WEXP 193 – 196 K
- WEXP 193 – 196 L
- WEXP 193 – 196 M
- WEXP 193 – 196 N
- WEXP 193 – 196 O
- WEXP 193 – 196 P
- WEXP 193 – 196 S
- WEXP 193 – 196 T
- WEXP 193 – 196 V
- WEXP 193 – 196 W
- WEXP 193 – 196 X
- WEXP 193 – 196 Y
- WEXP 193 – 196 Z

New Courses

New Courses

New Courses

ANIMAL SCIENCE

ASCI 117

Veterinary Terminology

3 Lecture/Discussion hours per week-3 units

This course is designed to acquaint the student with veterinary medical terminology. Emphasis on anatomical, diagnostic, symptomatology, and operative terms relating to individual body systems.

Course had previously been listed as VT 117

ASCI 240

Prin of Veterinary Assisting

2.5 Lecture/Discussion hours per week and

1.5 Lab hours per week-3 units

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.

MANUFACTURING

MANU 210

Introduction to Machine Shop

2 Lecture/Discussion hours per week-2 units

This course explores the basic concepts of machine tools, with a particular examination of cutting tool geometric and variation. New technologies in manufacturing are considered, as well as discussion of National Industry Metal Skill Standards (NIMS).

SOCIOLOGY

SOC 001H

Intro to Sociology-Honors

4 Lecture/Discussion hours per week-4 units

Sociology 001H is an introductory study covering basic concepts, principles, methods, and theoretical perspectives of sociology. Topics include culture, personality, social inequality, diversity, institutions, population and ecology, and social change. Course objectives include the ability to apply sociological principles to everyday life. Duplicate credit not granted for SOC 001. Prerequisite: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Limitation on Enrollment: Acceptance into the Honors Program.

SOC 201

Understanding Society

3 Lecture/Discussion hours per week and

1 Activity hour per week-3.5 units

Course designed to provide non-transfer students with an understanding of contemporary social life. Course will focus on the organization of social life in the San Joaquin Valley.

WELDING

WELD 277

Industrial Piping Systems

3 Lecture/Discussion hours per week and

3 Lab hours per week-4 units

The modern welding industry serves a multitude of industrial applications. One of the largest of these is the welding of piping systems. This class will introduce students not only to the welding of pipes, but also pipe fitting and all entry-level pipe maintenance skills.

Maps

Visalia Campus

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Tulare Educational Center

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