

# College of the Sequoias



2013-2014  
General  
Catalog

915 S. Mooney Boulevard Visalia, California







# College of the Sequoias 2013-2014 General Catalog

Visalia Campus  
915 S. Mooney Blvd  
Visalia, California 93277  
(559) 730-3700

Hanford Educational Center  
925 13th Ave.  
Hanford, CA 93230  
(559) 583-2500

Tulare College Center  
4999 E. Bardsley Ave.  
Tulare, CA 93274  
(559) 688-3000

College of the Sequoias is a member of the American Association of Community Colleges and the Community College League of California. The College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (10 Commercial Blvd, Novato, CA 94949, Telephone (415) 506-0234, Fax (415) 506-0238), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. The College is an accredited institution recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. It is listed in the Directory of the Western Association of Schools and Colleges and in the Accredited Institutions of Postsecondary Organizations, 1990-91, a publication of the American Council on Education.

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

# President's Message



Dear COS Students, Faculty, Staff and Community:

Welcome to the College of the Sequoias, an institution that has been helping students achieve their educational and career goals for the past 85 years. The College of Sequoias has programs designed to meet nearly every student need. From transfer curriculum designed to assist those students pursuing four year degrees to career technical education programs centered around building career/technical skills, to our Basic Skills Initiative, the College is committed to helping each one of its students define what success means to them and then achieve it!

The College is also committed to providing opportunities for lifelong learning and corporate training through our Business, Industry, and Community Services program. We offer students the opportunity to participate in extracurricular activities that enhance the educational experience such as the arts, intercollegiate athletics, and student government. Wherever you are on your road to success, the College's faculty, counselors, staff, and administrators are right there to assist you. So on behalf of our whole team, I want to wish you the very best that the College of the Sequoias has to offer!

Most respectfully,

A handwritten signature in blue ink that reads "Stan A. Carrizosa". The signature is fluid and cursive.

Stan A. Carrizosa  
Superintendent/President  
College of the Sequoias



# ACADEMIC CALENDAR 2013-2014

## Fall Semester 2013

### August 12, 2013 - December 16, 2013

January 22	On-Line Admission Applications Begin for Fall 2013 at <a href="http://www.cos.edu">www.cos.edu</a>
May 6 – May 17	Fall Priority Registration/Continuing Students
May 2	Registration for High School Seniors who have completed S.T.E.P.S.
May 28	Fall Registration for New Students Who Have Completed All Matriculation
May 29 - August 11	Fall OPEN On-Line Registration for All Eligible Students
July 29 - August 11	Fall On-Line Registration for Concurrently Enrolled High School Students
August 7	Registration for Students Who Have Accumulated 120 or More Units at COS
August 9	FLEX Day; Registration is available at <a href="http://www.cos.edu">www.cos.edu</a>
August 12	Fall Semester Begins
August 12 - August 18	Fall Late On-Line Registration With Instructor Add Codes
August 18	Last Day to Add Full Term classes
August 25	Last Day to Drop Full Term Classes Without a “W” and be Eligible to Request a Refund
September 2	Labor Day Holiday (no classes)
October 18	Fall Final Drop Date for Full Term Classes - Drop Classes On-Line This drop date does not apply to short-term classes as each short-term class has its own drop date
November 11	Veterans Day Holiday (no classes)
November 14	Last Day to File for Associate Degree for Fall 2013
November 20	2014/2015 Scholarship Application Deadline
November 25 - November 29	Thanksgiving Holiday (no classes), Offices closed Nov. 27-29
December 10 - December 16	Fall Final Exams
December 16	Fall Semester Ends
December 16	Last Day to Make Up Incomplete “I” Grades for Fall 2012 Semester
December 17 - January 12	Break Between Semesters

## Spring Semester 2014

### January 13, 2014 - May 22, 2014

September 9	On-Line Admission Applications Begin for Spring 2012 at <a href="http://www.cos.edu">www.cos.edu</a>
December 2 - December 13	Spring On-Line Registration for Priority Registration/Continuing Students
December 16	Spring Registration for New Students Who Have Completed All Matriculation
December 17 - January 12	Spring Open On-Line Registration for All Eligible Students
January 2 - January 12	Spring On-Line Registration for Concurrently Enrolled High School Students
January 8	Registration for Students Who Have Accumulated 120 or More Units at COS
January 10	FLEX Day; Registration is available at <a href="http://www.cos.edu">www.cos.edu</a>
January 13	Spring Semester Begins
January 13 - January 19	Spring late On-Line Registration With Instructor Add Codes
January 19	Last Day to Add Full Term classes
January 20	Martin Luther King, Jr. Holiday; Registration is available at <a href="http://www.cos.edu">www.cos.edu</a>
January 27	Last Day to Drop Full Term Classes Without a “W” and be Eligible to Request a Refund
February 7	Lincoln Day Holiday (no classes)
February 17	Washington Day Holiday (no classes)
March 3	Cal Grant Financial Aid Deadline for New and Transferring Students
March 13	Last Day to File for Associate Degree for Spring 2014
March 21	Spring Final Drop Date for Full Term Classes - Drop Classes On-Line This drop date does not apply to short-term classes as each short-term class has its own drop date
April 14 - April 18	Spring Break (no classes); Offices closed April 17 - April 18
May 16 - May 22	Spring Final Exams
May 22	Commencement; Spring Semester Ends
May 22	Last Day to Make Up Incomplete “I” Grades for Spring 2013



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## DIRECTORY

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

# Board of Trustees



Greg Sherman (Ward 1)



Ken Nunes (Ward 2)



Earl Mann (Ward 3)



Lori Cardoza (Ward 4)



John Zumwalt (Ward 5)

## College Mission

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

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

College of the Sequoias: Is committed to supporting students' mastery of basic skills and to providing programs and services that foster student success.

## Philosophy

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

## Administration

Stan A. Carrisoza .....	Superintendent/President
Brent Calvin .....	Vice President, Student Services
Christine Statton .....	Vice President, Administrative Services
Jennifer Vega La Serna, Ph.D. ....	Vice President, Academic Services
Larry Dutto, Ph.D. ....	Provost, Tulare College Center, Career Technical Education
Kristin Hollabaugh, Ph.D. ....	Provost, Hanford Educational Center
John Bratsch .....	Dean, Human Resource Services
Stephanie Collier .....	Dean, Student Services
Brent Davis .....	Associate Dean, Physical Education/Athletic Director
Cindy DeLain .....	Dean, Business, Consumer Family Studies, Nursing and Allied Health
Jessica Figallo .....	Dean, Student Services
Tim Hollabaugh .....	Dean, Technology Services
Leangela Miller-Hernandez .....	Dean, Fiscal Services
Eric Mittlestead .....	Dean, Facilities and Facilities Planning
Karen Roberts .....	Dean, Arts and Letters
Robert Urtecho, Ph.D. ....	Dean, Natural and Social Sciences, Math and Engineering

## Faculty Leadership

Thea Trimble, Ph.D. ....	Interim Academic Senate President
Jeff Basham .....	Academic Senate Vice-President
Sondra Bergen .....	Academic Senate State Representative
Fernando Fernandez .....	Agriculture Division Chairperson
Brian Bettencourt .....	Business Division Chairperson
SanDee Hodges .....	Consumer Family Studies Division Chairperson
Rolando Gonzalez .....	Industry and Technology Division Chairperson
James McDonnell .....	Fine Arts Division Chairperson
David Robinson .....	Language Arts Division Chairperson
Jared Burch .....	Mathematics and Engineering Division Chairperson
Belen Kersten .....	Nursing and Allied Health Division Chairperson
John Boragno .....	Physical Education Division Chairperson
Jesse Wilcoxson, Ed.D. ....	Science Division Chairperson
Carol Enns .....	Social Sciences Division Chairperson
Adrienne Duarte .....	Student Services Division Chairperson



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

**John Bratsch, Dean, Human Resource Services  
Equal Employment Opportunity Officer,  
Title IX Coordinator, Section 504 Coordinator  
and ADA Compliance Officer  
(559) 730-3830**

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

College of the Sequoias recognizes its obligation to provide overall program and physical accessibility throughout the College for persons with disabilities. Contact the Section 504 Coordinator/ADA Compliance Officer to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities. Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District compliance with those provisions may also be directed to:

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

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

### **College of the Sequoias is an equal opportunity employer.**

The preliminary injunction regarding Proposition 187, issued March 15, 1995, remains in effect until further court notice; students who are not citizens or who are not officially authorized by federal law to be present in the United States will not

be prevented from seeking admission, enrolling in, continuing their enrollment in, or attending any California Community College. Students will only be asked to verify their immigration status for the sole purpose of determining residence status for tuition purposes (March 24, 1995, California Community College Chancellor's Office).

By order of the San Francisco Superior Court, community colleges and all other public postsecondary institutions have been prohibited from taking action to implement or enforce Sections 8 and 9 of Proposition 187, an initiative passed by the electorate on November 8, 1994. Pending further court order, this college will take no action to prohibit the admission, enrollment or attendance of any person who isn't a United States citizen or any person who isn't otherwise authorized by federal law to be present in the United States. Students and applicants will not be prohibited from attending or continuing their enrollment based on the provisions of Section 8 and 9 of Proposition 187. In addition, this college will take no action to determine the legal status of enrollees as such status relates to the implementation and enforcement of Proposition 187.

### **Student Right-to-Know Disclosure**

The Student Right-to-Know (SRTK) legislation (Public Law 101-542) requires an institution to produce and publicly disclose its graduate rate and transfer rate. These two SRTK rates have been derived from the annual IPEDs/Graduation Rate Survey performed by the California Community Colleges Chancellor's Office and are available at the National Center for Educational Statistics web site (<http://nces.ed.gov/collegenavigator>) from the Dean, Student Services. Copies may also be requested by calling (559) 730-3879.

### **Accessibility**

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

### **Alternative Formats**

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

### **Policies and Administrative Procedures**

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

**Statement of Professional Ethics (AP 3050)**

College of the Sequoias (COS) is comprised of professionals who are dedicated to promoting a climate which enhances the worth, dignity, potential, and uniqueness of each individual within the college community. Although we work in various settings and positions, we are committed to protecting human rights and pursuing academic excellence. While demanding for ourselves freedom of inquiry and communication, we accept the responsibility these freedoms require: competency; objectivity in the application of skills; concern for the best interest of students, colleagues, and the college community; and avoidance of conflicts of interest; and, the appearance of impropriety.

1. Model ethically responsible behavior for students and colleagues and expect ethical behavior from others at all times. When the employee and the College encounter disagreements or conflicts concerning ethical behavior, personal values, performance or conduct, both the employee and the College have the responsibility directly and constructively to seek resolution of the conflicts. Possible actions include (a) confronting the individual in question, (b) utilizing institutional channels and procedures, and/or (c) using available mechanisms of professional associations.
2. Have responsibilities to the institution and to individuals they serve. Therefore, employees support the philosophy and mission of the District.
3. Address issues and work with people without prejudice and, therefore, do not discriminate unjustly against or in favor of any student or employee.
4. Avoid relationships that seek to meet an employee's personal needs at the expense of a student or a person under their supervision. They avoid conflicts of interest which may result from dual relationships, such as those of a sexual nature.
5. Recognize that personal problems and conflicts may interfere with employee effectiveness. Accordingly, employees monitor their personal and professional effectiveness and seek assistance when needed (e.g., psychological, medical, legal).
6. Ensure that accurate representation of District goals, services, programs, and policies are made to the public, students, and colleagues.
7. Avoid conflicts of interest between their contractual obligations to the District and private business or personal commitments (e.g., not soliciting clients or selling services or products during the course of their regular work at COS and refusing remuneration for services rendered to persons for whom they perform the same services as an employee of the District.
8. Avoid forcing personal values, beliefs, and behaviors on others.

9. Recognize that the shift to an information society gives employees access to increasing amounts of data, much of it automated. Employees exercise the privilege of using such data with care and integrity, and actively guard the privacy of individuals.
  10. Engaged in research are knowledgeable and skilled in research techniques, use sound and defensible methodologies, conduct and report investigations in a manner that minimizes the possibility that results will be misleading, inaccurate, and/or deceptively incomplete.
  11. Adhere to copyright law and established guidelines which seek an appropriate balance between the proprietary rights of copyright owners and the instructional needs of educational institutions.
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# GENERAL INFORMATION

## Enrollment

Total student population at College of the Sequoias is approximately 12,700 and is comprised of the following: 35% Caucasian, 45% Hispanic, 6% Asian or Pacific Islander, 3% Black, 1% American Indian, and 8% unidentified. The current trends reflect increased enrollments of women, minorities, students who state that English is not their primary language, and students who plan to transfer, and part-time students.

Students are offered a wide variety of academic and vocational programs. The college administration, faculty and staff are committed to the principle that society benefits when all of its members have an opportunity to develop to their fullest potential. All those in the college community are dedicated to reaching out to a diversified and changing population which has increased by more than 25 percent in the past decade.

## The Community

College of the Sequoias is located in Visalia, California (in the County of Tulare), 185 miles north of Los Angeles and 225 miles south of San Francisco. In addition to easy access to the Sierra Nevada Mountains, residents of the District enjoy nearby Sequoias and Kings Canyon National Parks and two large lakes (Kaweah and Success) for boating and fishing. The Central Valley also features many fine golf courses. The Tulare County Symphony, Community Theatre and the annual COS Musical are just a few of the many performing and fine arts enjoyed and practiced by residents. Visalia has recently been recognized (2011) as having some of the best restaurants in the nation for a town of its size. The World Ag Expo-Tulare Farm Show and the Tulare County Fair attract many people each year.

## Responsibility to and Involvement of the Community

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

## Open Access Principle

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

"The policy of this District is that, unless specifically exempted by statute or regulation, every course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who

meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations."

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

## INSTITUTIONAL LEARNING OUTCOMES

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

### Quantitative Reasoning

Apply quantitative and symbolic reasoning to obtain objective solutions to problems and equations.

### Writing and Reading

Write coherently and effectively, adjusting to a variety of audiences and purposes, while taking into account others' writings and ideas.

### Creative/Analytic Thinking

Use appropriate creative and analytic methods to interpret ideas, solve problems, and present conclusions.

### Oral and Listening Skills

Communicate effectively for a given purpose within the specific context of a communication event.

### Information Literacy

Locate, evaluate and use information from a variety of sources to take action or make a decision.

### Social Interaction

Demonstrate effective self-management and interpersonal skills with people from a variety of backgrounds to seek consensus, resolve conflicts and take responsibility.

### Health and Wellness

Participate in active living and self-care practices that support health and wellness.

### Global Awareness

Demonstrate awareness, respect, sensitivity, and understanding needed for participating successfully in a diverse, local and global society.

# Programs and Services

## Adult and Lifelong Learning Education

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

## Citizenship Education

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

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

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

## Employment Development

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

## General Education

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

## Remediation

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

## Support Services

To provide a broad base of support services to assist students in successfully attaining their academic and occupational goals. Included are comprehensive counseling and guidance services, assessment, financial aid and scholarships, job

placement, veterans' assistance, tutorial programs, and disabled student programs.

## Transfer Curriculum

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

## Vocational and Technical Training

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

Traditional facilities at the Visalia campus include lecture classrooms; science laboratories; computer laboratories in Art, English, Math, Business, and Nursing; a photography laboratory; a multipurpose gymnasium; a theater; an art gallery; an industrial and automotive technology complex; a learning resource center; administrative and student services offices; a disabled student complex; a student union; a student health center; a bookstore; and student activities office.

Recreational facilities include a track and field complex; outdoor tennis; pool; basketball and volleyball courts (Porter Field House); softball, baseball, and football fields; weight room which utilizes both Nautilus and free weights; and an outdoor stage. In addition, College of the Sequoias has developed facilities that support its academic programs.





### **MESA Helps Build Your Future!**

We help individuals achieve their academic goals. MESA CCCP (Math Engineering Science Achievement California Community College Program) provides support to community college students who are majoring in math, engineering and science so they can excel academically and transfer to four-year institutions.

Contact: Duane Goodwin (559) 737-6136    duaneg@cos.edu    Office: John Muir 124

# College Facilities

## **Tulare College Center 4999 E. Bardsley Avenue Tulare, CA**

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

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

A complete horticulture facility provides students with practical landscape experiences while working in the unit during class laboratories or after hours at student work sites. The farm laboratory provides students with worksites in animal science, horse production, dairy, ornamental horticulture, floriculture, turf culture, crop production, vegetable gardening and soils.

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

## **Hanford Educational Center 925 13th Avenue Hanford CA**

The COS Hanford Educational Center offers a wide variety of courses which range from transfer to vocational classes. Our transfer classes include general education requirements including, but not limited to: history, political science, English, math, communications, sociology, psychology, math, and business/computers. In addition, if a student is interested in pursuing a Registered Nursing program, all the prerequisites are offered at COS Hanford--with the exception of Microbiology.

At each of the College of the Sequoias campuses, we also offer anchor programs - meaning that those classes and/or programs are only offered at that campus. For COS Hanford, the anchor programs are those in the Public Safety arena. We offer two POST Basic Police Academies every year. In addition, we offer a firefighter academy in Spring of each year. Also, as part of these anchor programs, we offer advanced officer training for peace officers and firefighters every year, some of which are offered through the Business, Industry, and Community Service program.

Additionally, COS Hanford can meet a variety of student services needs at the Hanford Hub located in the Education Building. Services which can be obtained at the Hub include, but are not limited to: transcripts, financial aid, Associated Student Body Cards (and bus passes), photo identification cards, counseling appointments, and assessment tests.

Other services available for students at COS Hanford include: computers which are located in the library and available for student use, a Health Center, and regularly scheduled visits by personnel from the Disability Resource Center, Extended Opportunity & Services Programs, Work Experience, Veterans, and Cal Works Departments.

Other off-campus locations within the District are used to offer college courses. Students may register for off-campus classes through the Web.

**Off Campus Sites****CORCORAN**

Corcoran High School  
1100 Letts Avenue  
559-992-5061

Family Resource Center/YMCA  
800 Dairy Avenue

**CUTLER/OROSI**

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

**DINUBA**

Proteus Service Center  
400 W. Tulare Street

**EXETER**

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

**FARMERSVILLE**

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

**Farmersville Unified High School**

631 Walnut  
559-594-4567

Gateway Apartments  
200 N Stevens Avenue

**HANFORD**

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

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

Proteus  
216 W 7th Street

**LINDSAY**

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

John J. Cairns Continuation High School  
290 N. Harvard

**TULARE**

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

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

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

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

**VISALIA**

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

**CSET**

312 NW 3rd Avenue

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

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

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


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

The Meadows  
3900 West Tulare  
559-734-3275

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

**WOODLAKE**

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



Admissions  
Matriculation  
Transfer  
Information



## Admissions/Matriculation

All Student Registration at College of the Sequoias is completed online - at [www.cos.edu](http://www.cos.edu).

Individuals without access to a computer can access the internet on the Visalia campus - in the Sequoia Building Student Services Resource Lab and The Welcome Center, at the Hanford Educational Center and at the Tulare College Center.

### Eligibility for Admission

Any graduate of an accredited high school may be admitted to College of the Sequoias. Also, any person having successfully completed the California High School Proficiency Examination (CHSPE) or the General Educational Development Test (G.E.D.) with scores of 45 overall and with no subtest lower than 35 may be admitted.

The college may admit other persons 18 years of age or over when the evidence indicates that the individual will benefit from college level instruction. Students are encouraged to complete high school prior to enrolling in the college.

For dates relating to registration, check the calendar in the front of this catalog or inquire at the Registration Office in the Sequoia Building. Registration is online.

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

### Placement Tests

All students are required to take the COS Placement Test for math and English if they have completed or will complete six (6) or more units AND plan to pursue either a certificate, Associate degree, or transfer program. All other students who plan to enroll in an English or math course or any course with an English and/or math prerequisite, must also take the test. Students may be exempt from the Placement Test requirements based upon criteria listed in the Matriculation policies section of the catalog.

Tests are administered throughout the year. Information on testing may be obtained by contacting the Assessment/Placement Test Office in the Sequoia Building (730-3737).

### Summary of Admission Requirements

(Full-time Students, twelve (12) or more units and students planning to take more than six (6) units.)

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

1. Prior to the deadline specified in the schedule of classes, complete a COS Admission Application online at [www.cos.edu](http://www.cos.edu). Detailed instructions are printed in the schedule of classes.

2. If you are under 21 years of age, request the last high school attended to send one transcript of work completed or attempted. If you have attended college, we require only college transcripts. Transcripts are to be official copies sent directly from previous schools to the Admissions and Records Office, College of the Sequoias, 915 S. Mooney Blvd., Visalia, CA 93277.
3. If the G.E.D. Test or the California High School Proficiency Examination (CHSPE) was taken in the last two years, have the G.E.D. scores or a copy of the CHSPE Certificate sent to the Admissions and Records Office.
4. Request each college of attendance to send one complete transcript of work attempted, whether or not credit was earned. Transcripts are to be official copies sent directly from the previous schools to College of the Sequoias. Any high school or college transcript received by College of the Sequoias becomes the property of the College and will not be released to the student or other institutions.

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

1. Prior to the deadline specified in the school calendar, complete a COS Admission Application online at [www.cos.edu](http://www.cos.edu). Details are available at [www.cos.edu](http://www.cos.edu).
2. File one transcript of all previous high school and/or college academic records if the student wishes to:
  - a. Apply for a Certificate of Achievement or an Associate Degree
  - b. Apply for financial assistance (EOPS, financial aid, veterans)
  - c. Apply for special programs, particularly in the health, arts, and sciences
  - d. Validate that a prerequisite has been met either in high school or at another college

### Classification of Students

#### Freshmen:

Students with fewer than 30 units of college credit.

#### Sophomores:

Students who have completed 30 units or more of college credit.

#### Other:

Students who have completed more than 60 units of college credit.

#### Full-time Students:

Students carrying 12 units or more.

#### Part-time Students:

Students carrying less than 12 units.

**Returning Students:**

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

**Continuing Students:**

Students who are currently enrolled.

**New Students:**

Students who have never attended COS.

**Concurrently Enrolled High School Students/  
Accelerated Students:**

7th-12th grade students are required to complete an on-line admission application and submit a high school permission form to the Admissions and Records Office for every semester of attendance. Attendance is on a space-available basis only. High school accelerated students attending a class at COS are not considered "continuing students." An additional form is required for 7th and 8th grade students. Home-schooled students will need to meet with a Student Services administrator to complete the permission form.

**Registration**

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

**Resident Regulations**

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

A "resident" is a student who has physical presence in the state for more than one year immediately preceding the opening day of instruction of the semester (T554028; EC 68017,680601) and has demonstrated intent to make California his/her permanent home.

A student shall be required to present evidence of physical presence in California, intent to make California his/her home for other than a temporary purpose, and if the student was classified as a nonresident in the preceding term, s/he may be required to demonstrate financial independence (T5:54022/EC 68044) and intent to make California his/her place of residence.

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

A student who is a member of the Armed Forces of the United States stationed in this state on active duty, except those assigned for educational purposes to state-supported

institutions of higher education, shall be entitled to resident classification until s/he has resided in the state the minimum time necessary to become a resident (EC68075). During this time, the student should demonstrate intent to make California his/her permanent home.

A student who is a natural or adopted child, stepchild (under 18 years of age), or spouse who is a dependent of a member of the Armed Forces of the United States stationed in this state on active duty shall be entitled to resident classification until s/he has resided in the state the minimum time necessary to become a resident (EC68074). During this time, the student should demonstrate intent to make California his/her permanent home.

**Waiver of Non-Resident Fees**

Assembly Bill 540 (Firebaugh) provides for the waiver of non-resident tuition if: (1) the individual has attended a California high school for three or more years; (2) has graduated from a California high school or attained the equivalent; and (3) has filed an affidavit with the College if s/he is an alien without lawful immigration status. Contact the Admissions and Records office with any questions.



COS Tulare Educational Center

## International Students

College of the Sequoias accepts International Students each year. In order to keep a well-balanced representation of the various nations of the world, the number of students accepted from any one country may be restricted.

Transcripts of academic records and good health verification are required to qualify for admission. To be admitted, international students are required to qualify for admission. International students are required to achieve a score of at least 500 (173 for computerized test; 61 IBT) on the written Test of English as a Foreign Language (TOEFL), which is administered in their own country or at a test center in the United States. The International Student's annual tuition fees of approximately \$7,200 (for those students enrolled in 15 units each semester) are \$245 per unit, the same as for other non-resident students. International and nonresident students must also pay the resident tuition of \$36 per unit (subject to change) which has been included in the \$7,200 annual tuition fee listed above. A \$100 Application Fee must be paid upon application to the college. Payment should be by U.S. bank draft or money order and must be received before the Form I-20 will be issued by the college. Tuition for subsequent semesters will be paid at the time of registration.

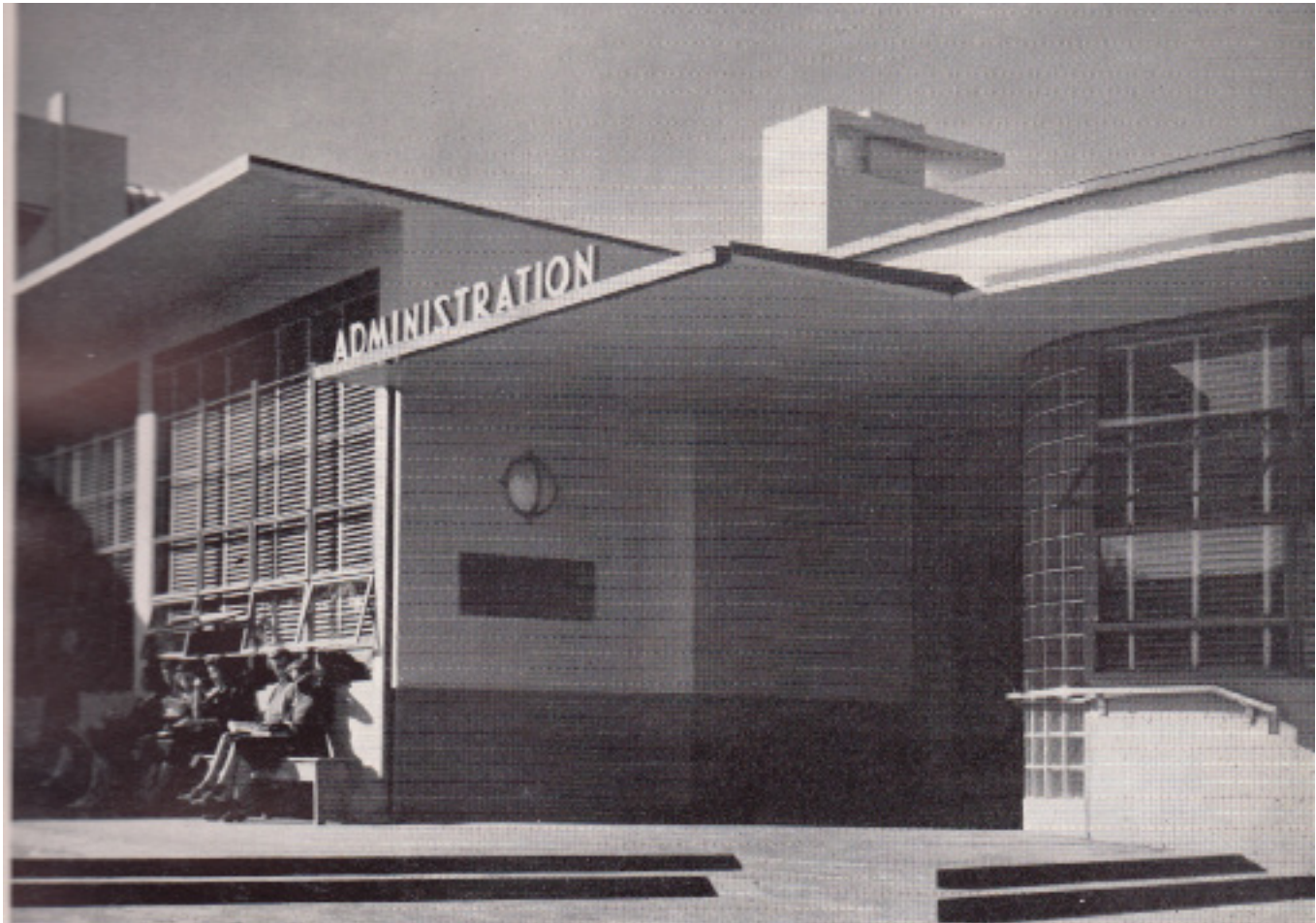
Students must complete an International Student Application (including financial documentation), TOEFL test (unless English is the student's native language), AND the online COS application. See International Student website for complete information.

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

Federal and State financial aid or funding for scholarships is not available to foreign students. Working during the first year is not allowed and students must have sufficient funds to defray expenses. Each application must be accompanied by a certified financial statement indicating sufficient monies are available to pay college costs and living expenses.

Students on an "F" type visa are required to register for a minimum of 12 units and they must maintain the same scholastic standards as other students.

The deadline for application is April 1 for the fall and October 1 for the spring semester. Requests for application forms should be sent to the Matriculation Coordinator ([monaf@cos.edu](mailto:monaf@cos.edu)).





## Transcripts

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

Failure to file transcripts may delay or prevent admission or graduation. Transcripts should be sent directly from the high school or college to College of the Sequoias. All transcripts become the property of the College and will not be returned to the student or sent to other institutions.

### Exception:

The high school transcript requirements may be waived for:

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

## Fee Assistance

The California Legislature has made funds available to low-income students who are California residents and desire to attend a community college, but who are prevented from doing so by the mandatory enrollment fee. The Board of Governor's Financial Assistance Program provides several ways to help lower-income students pay the enrollment fee. For eligibility information, please go to [www.cos.edu/financial aid](http://www.cos.edu/financial%20aid), or contact the Financial Aid Office located in the Sequoia Building.

## Fees and Expenses

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

## ASB Representation, Photo, & ID Fee

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

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

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

A transit pass is an identification sticker (attached to the back of the ASB card) that grants a student permission to take the bus to and from COS. Each student is charged a transportation

fee (\$4.00 for part-time, \$5.00 for fulltime students), which provides students with unlimited ridership on fixed bus routes for Tulare County Bus Service (excluding Sequoia Shuttle) and Kings Area Rural Transit fixed routes. Tulare County bus service will include the following transit providers: City of Visalia (Visalia Transit, Visalia Towne Trolley), City of Tulare (Tulare Intermodal Express), City of Dinuba (Dinuba Area Regional Transit/Dinuba Connection), City of Porterville (Porterville Transit), the County of Tulare (Tulare County Area Transit) transit services, and Kings Area Rural Transit (KART). The transportation fee is paid at the Cashier's Office in the Sequoia building. After payment, students take the receipt to the Student Activities and Affairs Office to obtain the transit pass.

## Enrollment

An enrollment fee of \$46.00 per unit is charged to all students. An enrollment fee of \$23.00 is charged per ½ unit. The nonresident fee is an additional \$190.00 per unit.

## Health Fee

A mandatory health fee is charged each semester to all COS students enrolled in classes for units or who are repeating a class under the Course Audit Option. The health fee is \$19 for the Spring and Fall semesters and \$15 for the Summer semester. Fee waivers are available for religious reasons. The health services fee helps support student health services, including student accident insurance.

## Material Fees

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

## Matriculation Policies

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

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

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,
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
  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 below 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 s/he 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.

## 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 in the following circumstances:

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
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 in the following circumstances:

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 non-exempt 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.

**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.

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.

**Nonresident Tuition Fees**

The nonresident fee for the academic year 2013-2014 is \$190 per semester unit, plus applicable enrollment fees payable each semester upon registration. The nonresident tuition fee for foreign students is \$190 per semester unit and when the student is both a citizen and a resident of a foreign country, a \$100 processing fee must accompany the application which is deducted from the tuition fee at the time of enrollment, plus all applicable enrollment fees. Guidelines and regulations for fee refunds for the nonresident student are the same as for all other students.

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

**IMPORTANT NOTES:**

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

**Parking Fees (Optional)**

Students wishing to park on campus must pay a fee. Parking permits are purchased on a semester basis. Spring and Fall permits are \$25.00 per semester for both full-time and part-time students. Motorcycle and Moped parking is free in designated areas. CSU Fresno students may use their Spring or Fall permit from CSU Fresno or purchase a COS permit for \$25.00.

Students are charged a \$15 fee for a summer parking permit. Fall or spring semester permits are valid for summer semester. Permits may be purchased online at <http://sequoias.thepermitstore.com>.

Students not wishing to purchase a semester parking permit may purchase one-day parking passes for \$2.00 from the dispensers located at the following locations:

Visalia Campus: Parking Lots 1, 3, 4, 6, 7 and 9.

Hanford Campus: Breezeway between the Educational and Public Safety Buildings and Lot 2.

Tulare: Lots 1, 2 and 3.

If a permit machine is malfunctioning, please contact District Police at 730-3999. It is your responsibility to obtain a permit prior to parking.

**IMPORTANT NOTES:**

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

**Student Center Fee**

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

**Student Center Fee Exemptions**

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

## Student Representation Fee

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

## Textbooks and Supplies

Textbooks and school supplies average approximately \$400 per semester. These costs, however, vary according to the student's major. New and used textbooks and essential supplies may be purchased at the COS Bookstore.

## Transit Fee

The Transit Fee was voted in by the student body. It is a benefit to all students to ride the city bus for an entire semester just by showing the student ID with the current transit sticker. It is not a fee that can be waived. Students with five units or less will be charged \$4.00. Students with six units or more units will be charged \$5.00.

## Payment of Fees

Payment may be made by credit card (Visa, Master Card, American Express or Discover Card), cash, check or money order. Payment over the Web is only by credit card. Payment by credit card, check, money order, agency payment (Department of Rehab, financial aid), or by any other method may occur in person at the Cashier's Office or at the Hanford Center. Credit card purchases may be subject to pre-approval. The following policy applies when payment is made by personal check:

1. Check is for the amount due only
2. Must provide photo identification and social security number
3. Imprinted checks only
4. In-state checks only
5. No personal two-party checks
6. The non-sufficient funds check charge is \$25.00 plus customer bank charge and will be added to all returned checks

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

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

## Refund Policy

Enrollment and health fees for students who reduce units or completely withdraw (not including short-term classes) from college prior to the end of the SECOND WEEK OF INSTRUCTION will be as follows:

## Enrollment and Health Fee Refunds

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

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

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

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

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

For questions regarding refunds on fees, contact the Cashier Office at 730-3956.

## Parking Fee Refunds

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

- A \$3 service fee will be deducted from all permit refunds
- Parking permits must be returned to the Cashier's Office before refunds will be processed.
- A Refund check will be mailed in 6-8 weeks.
- Permits must be picked up as soon as purchased as a limited number will be issued.
- Lost permits may be replaced at the same cost as the original purchase.

## Scholastic Regulations

The scholastic average is obtained by dividing the total number of grade points by the total number of units for which the student was registered. Grade points are assigned as follows:

- Grade A – receives 4 points per unit
- Grade B – receives 3 points per unit
- Grade C – receives 2 points per unit
- Grade D – receives 1 point per unit
- Grade F – receives 0 points per unit

Satisfactory scholarship means at least a "C" (or 2.0) average. To achieve at least a "C" (or 2.0) average, students must have



a minimum of twice as many grade points as they have units attempted.

**Transfer Students**

Any student transferring from another college shall be subject immediately to these same scholastic regulations. Transfer students must supply official transcripts from all other colleges attended. It is the responsibility of all students to compute their current grade point averages for their own guidance in determining whether their scholastic records are meeting their needs. As an example of computing a grade point average, let us assume a student undertook the subjects shown below and earned grades as indicated:

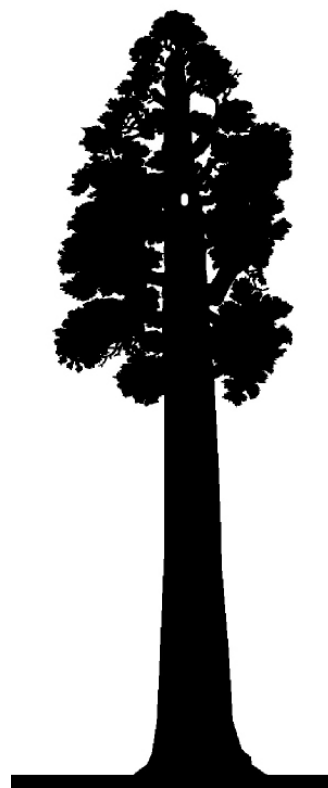
Subjects	Units Attempted	Units Passed	Grade	Grade Points
PE 10AD	1	1	C	2
ENGL 4	3	0	F	0
CHEM 30	5	5	A	20
GEOL 1	4	4	B	12
MATH 154	3	0	F	0
HW1	0	0	W	0
<b>TOTAL</b>	<b>16</b>	<b>10</b>		<b>34</b>

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

Explanation: Since HW1 was dropped with a “W,” it does not count as units attempted. All other subjects which were carried count as units attempted, including Math 154 in which the grade was “F” and English 4 in which the grade was “F.”

**Scholastic Honors**

Special recognition is granted to top scholars each semester. The President of the college acknowledges, on the Dean’s List, those full-time students who attain a semester and cumulative grade point average of 3.0 (B) or better. In addition, he also recognizes on the President’s Honor List those full-time students who attain a semester and cumulative grade point average of 3.5 or better. Qualification for either honor requires enrollment in a minimum of twelve units with a letter grade. A record of these accomplishments becomes a part of the student’s permanent scholastic record.



## Academic Regulations and Policies

### Academic Counseling

Counselors at College of the Sequoias provide complete educational and career guidance services. They meet with students on an individual basis for a range of purposes; interpreting the assessment scores, recommending further assessment/testing, determining specific courses for immediate and future registration and developing a Student Educational Plan, which reflects the current goal of the student and identifies needs for referrals and services. (AP 5110)

### Academic Freedom

The College of the Sequoias Community College District affirms and supports the basic principles of Academic Freedom as enumerated in the Association of American University Professors 1940 Statement of Principles of Academic Freedom, Sections (a),(b), and (c) and as approved by the Academic Senate on April 14, 1999.

- a. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- b. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.
- c. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public might judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

### Attendance

Course start times are printed on your Banner Web Student Schedule and are also posted on the COS website. Students are expected to be in class on time and to remain for the entire class period. Classes are not automatically dismissed in the absence of the instructor. Classes are cancelled only by a representative of the administration. If a class is cancelled, a cancellation notice is posted on the door of the room where the class meets. A notice is also posted near the bottom of the

COS webpage ([www.cos.edu](http://www.cos.edu)) under "Cancelled Classes."

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

### Class Cancellations

Courses listed in the Schedule of Classes are subject to cancellation based on low enrollment or loss of instructor. If a class is cancelled, fees will automatically be refunded and every effort will be made to reschedule students to meet their needs. Early registration and attendance of first class meetings will help ensure continuance of scheduled classes. (AP 4071)

### Class Wait Lists

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

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

When there are Wait List openings, anyone can get on a Wait List. However, a student is eligible to remain on the Wait List only if: s/he meets the class prerequisites, the class time does not conflict with another class in which s/he is already registered or wait listed, s/he has no repeat errors, no holds on her/his record, or the class units will not exceed the maximum allowed. Be aware: If a student puts him/herself on a Wait List and any of these errors occur when the nightly processes move students into classes from the Wait List, s/he will be dropped from the wait list. Also, s/he cannot be on a Wait List for another section of a course in which s/he is already registered..

If a student is moved into a class automatically from the Wait List, s/he will be notified via e-mail. Fees will be assessed when the student is "rolled" or registered into the class and must be paid within the 14 day payment limit. Students must check the Web student schedule regularly during registration if included are on any Wait Lists and watch for e-mail notifications. It is the student's responsibility to monitor his/her schedule for any changes from the Wait List.

A student can add him/herself to the Wait List until the day before the first day of the semester or short-term class. Once the semester or short-term class begins, Wait Lists will no longer be accessible. It is the student's responsibility to monitor his/her schedule for any changes from the Wait List.

### **Cooperative Education Program/ Work Experience-Internship**

The Cooperative Education Program offers students an opportunity to use their work experience to earn transferable elective college credit. Any student who is working (paid or volunteer) and can meet the criteria to qualify may participate. The employer must be willing to assist the student in setting measurable learning objectives, which will be accomplished during the grading period and evaluated as to degree of accomplishment. At the time of registration, students will be registered in either General or Occupational Work Experience, depending on work site. Occupational Work Experience is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goals. (Title 5, Section 55250 and 55250.2)

Each semester, one to four units can be earned depending on the type of employment and the hours worked. Students may earn a maximum of sixteen units in Cooperative Education during their educational career. Students interested in registering for Work Experience should plan on attending a registration meeting to be held on campus prior to each semester. Registration forms and course codes will be available from the Program Coordinator during this meeting. (AP 4103)

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

### **Course Audit Option**

The Governing Board of College of the Sequoias has authorized the auditing of courses at the college. There will be a \$15.00 fee charged for each unit. Students should take courses for credit and use this option ONLY when necessary (i.e. they have completed all possible repetitions that the course can legally offer.) Students must also pay all health, materials and parking fees (if applicable). Students enrolling for credit will have priority in all credit classes. Auditors will not be counted in enrollment based decisions about maintaining or canceling classes, nor will they be allowed to remain in class unless the Application for Course Audit Form has been completed and processed by the COS Cashier's Office.

#### **STEPS TO COMPLETE A COURSE AUDIT FORM**

1. After the second week of instruction, and after all students wishing to take the class for credit have enrolled, a student may apply for a course audit. Application for Course Audit Forms are available in Cashier's Office.
2. Student completes the STUDENT portion of the form.

3. Student takes the form to the appropriate instructor to complete the INSTRUCTOR portion of the form. Requires Instructor signature. The student may not attend during the first 2 weeks of class.
4. The unofficial transcript should be attached to the application.
5. Student takes the form to the Area Dean's Office for the Dean's Signature. The Dean will review the transcript to determine if the student has already repeated the course the maximum allowable number of times before approving the form.
6. Student takes the completed form with the appropriate signatures to the Cashier's Office for final processing and payment.
7. Student takes a copy of the receipt of payment and a copy of the completed Application for Course Audit form to the instructor before being allowed into the class. Due to insurance concerns, under no circumstances are students allowed to remain in a class without either registering for the credit course or presenting the instructor with evidence that the student has enrolled as an auditor and paid for the class. (AP 4070)

### **First Day Attendance for Credit Classes**

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

1. Open registration will end at 11:59 pm on the day before the first day of classes, including sections that are not filled.
2. No open registration will be permitted during the first week of the term for term-length class sections that have available seats.
3. Students who wish to add a class must be in attendance on the first day of instruction in order to obtain an add code from the instructor. Students wishing to enroll in on-line courses must contact the instructor on the first day of instruction.
4. All add codes will expire 48 hours after the first meeting of the class.
5. If a student misses the 48 hour deadline he/she must obtain an add slip from the instructor.
6. Students must turn in the add slip by the end of the second week of the semester or register through the late add process.

7. Wait listed students must be in continuous attendance in order to have priority over walk-ins for adding a class.
8. Only the instructor of record or designated instructor may issue an add code.
9. Students who are absent from the first meeting of the class without notifying the instructor prior to the first class meeting will be reported as a “No Show” on the class roster.
10. An instructor is not obligated to keep a student on the roster if the student does not attend the first class meeting even if the student has previously contacted the instructor of his/her absence.

## Course Repetition Policy

Students may repeat credit courses at College of the Sequoias under specific circumstances as outlined in COS Board Policy 4225 and COS Administrative Procedures 4225. There are three general circumstances when a course may be repeated:

1. When a course is specifically designed as repeatable
2. When a student earns a substandard grade (“D”, “F”, “NC”, “NP”) or a withdrawal (“W”) is assigned, and the student wants to retake the course to earn a passing grade
3. When a student meets the criteria for special circumstances

### 1. Repeatable Courses

Courses specifically designed as repeatable are designated “AB”, “AC”, and “AD” (ex., MUS 34AD). These courses may be repeated as follows:

- “AB” may be taken 2 times
- “AC” may be taken 3 times
- “AD” may be taken 4 times

New statewide regulations have eliminated repeatability in Dance, Drama, Physical Education, and Visual Arts. Intercollegiate Athletics and some Music courses that are required for transfer programs will be the only courses that will remain repeatable; all other courses previously offered as repeatable will be offered as one time enrollment courses.

All enrollments in repeatable courses will count toward the total allowable repetitions. Student will be considered “enrolled” any time they receive an evaluative grade (“A”, “B”, “C”, “D”, “F”, “C/NC”, “P/NP”) or a non-evaluative symbol (“W”, “I”) on their record. The grade received for each enrollment will be included for computing the student’s grade point average (GPA).

Board Policy 4228 limits the number of times a student may withdraw and receive a “W” notation from any course, including repeatable courses, to two times. Students who want to re-enroll in a course from which they previously withdrew and received a “W” notation in two prior semesters, must petition for approval. The Petition to Repeat a Course Form is available from Admissions and Records Office (Room 107) or the COS Web Site.

Students will not be allowed to enroll in repeatable courses more than the maximum limit. 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.

### 2. Repeating a Course to Alleviate a Substandard Grade

Students may repeat a course in which a substandard grade was earned or a withdrawal was assigned in non-repeatable courses (ex., MATH 230). Board Policy 4225 authorizes two (2) repetitions of a course in which a student earns a substandard grade (“D”, “F”, “NC”, “NP”) 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”, “NC”, or “W”. If the student again earns a substandard grade or withdraws from a class after the first repeat and wants to repeat the course a second time, he/she must be granted prior approval. The Petition to Repeat a Course Form is available from Admissions and Records Office (Room 107) or the COS Web Site. When a non-repeatable course is repeated to alleviate a substandard grade, the most recent grade is used for the calculation of the grade point average (GPA), and a maximum of two substandard grades will be excluded in computing the student’s GPA. (Title 5, Section 55042).

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

### 3. Special Circumstances

All requests to repeat courses based on special circumstances require permission. Students may secure a Petition to Repeat a Course from the Admissions and Records Office (Room 107) or the COS Web Site 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.

- A. Extenuating Circumstances: Students may petition to repeat a course where a previous satisfactory or substandard grade was earned, one time, for extenuating circumstances based upon verified cases of accidents, illness, or other circumstances beyond the control of the student (Title 5, section 55045). The District may 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. Enrollment in the course must be requested and approved through the petition process (these petitions are reviewed on a case-by-case basis by the Dean, Student Services).
- B. Significant Lapse of Time: Students may repeat a course, one time, where a satisfactory grade was earned after a lapse of no less than 36 months if one of the following conditions is met:
  1. The District has properly established a recency prerequisite for a course or program pursuant to Title 5, section 55003
  2. Another institution of higher education to which the



student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question. Pursuant to petition, the District may allow repetition where less than 36 months have elapsed if the student documents the repetition is necessary for the student's transfer to the institution of higher education.

If the District determines that a student needs to repeat an active participatory course, as defined by Title 5, Section 55000, in physical education or visual or performing arts, or an active participatory course that is related in content (i.e., family of courses), as defined by Title 5, Section 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth in Title 5, Section 55040(c) except that, if the student has already exhausted the number of repetitions permitted, an additional repetition due to significant lapse of time may be permitted or required by the District.

Enrollment in the course must be requested and approved through the petition process (these petitions are reviewed on a case-by-case basis by the Dean, Student Services). Substandard grades may be excluded in computing the student's GPA.

C. 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). Student 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.

D. 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).

E. Legally Mandated Training: Students are allowed to repeat a course when the 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 and credit earned by the student each time will be included in calculations of the student's grade point average. Enrollment in the course must be requested and approved

through the petition process. The student is required to certify or document that course repetition is legally mandated.

F. Significant Change in Industry or Licensure Standards: Students may petition the district to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade and credit earned by the student each time will be included in calculations of the student's grade point average. Enrollment in the course must be requested and approved through the petition process. The student is required to certify or document that there has been a significant change in industry or licensure standards necessitating course repetition.

G. 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.

H. Special Circumstances for Course Repetition for Disability Accommodation: The District may, upon petition by the student, permit a third repetition of a course in an effort to alleviate prior substandard academic work when an 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.

#### 4. Finality of Grades/Student Records

When a course is repeated to alleviate a substandard grade, the most recent grade is used for the calculation of the grade point average (GPA).

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 disabilities (see 3.G above), the District will allow the previous grade and credit to be disregarded in computing the student's grade point average (GPA) each time the course is repeated. (Title 5, Section 56029)

## Courses that are related in Content/Families of Courses

New regulations governing the repetition of credit courses in the California Community College system effective FALL 2013 have eliminated repeatability in Dance, Drama, Physical Education, Visual Arts, and most Music courses. Intercollegiate Athletics and some Music courses that are required for transfer programs will be the only courses that will remain repeatable; all other courses previously offered as repeatable will be offered as one time enrollment courses.

While students will not, in most cases, be allowed to repeat active participatory courses in Dance, Drama, Music, Physical Education, and Visual Arts, they will still be allowed to enroll in a series of active participatory courses that are related in content (commonly referred to as a family of courses) a maximum of four times.

For example, all weight training courses are part of the "Weight Training Family." Repeatable courses that are related in content and taken prior to FALL 2013 will count toward the four enrollment limitation. Therefore, the "Weight Training Family" includes the old PE 004AD and the new PEAC 074, 075, and 076. A student who previously enrolled in PE 004AD twice can only take two more courses in the family; a student who previously enrolled in PE 004AD four times may not take any additional courses in the family.

A family of courses may include more than four courses, but students are limited to a maximum of four courses in any family. Further, all grades, including "Ws," will count toward the four course enrollment limitation and for computing the grade point average (GPA). Students can repeat Art, Dance, Drama, Music, and PE courses that are included in Families of Courses in which a "NP", "D", "F" grade was earned or "W" was assigned; however, all enrollments count toward the four (4) enrollment maximum for each family of courses.

The college has developed forty-five (45) Families of Courses. The Families of Courses, which include the old and new courses related in content, are listed in the [Families of Courses by Department](#) document (see page 268). All courses currently planned for inclusion in each Family are included in the list; however, some new courses were not approved at the time of publication and are pending activation for SPRING 2014.

## Credit by Examination

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

## Conditions and Requirements for Credit by Examination

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

1. Students must be currently registered and in good standing at COS. The student may not be currently enrolled in the course for which s/he is applying for Credit by Examination. Good standing is defined as not on probationary status. The student must have completed 12 units at COS prior to applying for Credit by Examination. Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.
2. Students must file a petition for credit by examination to challenge a course with the Admissions and Records Office. Petitions are available from the Admissions and Records Coordinator.
3. Credit by examination will not be allowed if the student has received college credit for the course s/he is petitioning for credit by examination. Credit by exam will not be allowed for a course (i.e., Spanish 2) if the student has already completed or is currently enrolled in a more advanced course (i.e., Spanish 3) based on prerequisite sequencing.
4. Students must furnish strong proof to the satisfaction of the instructor, division chair, and the area dean that previous background experience or training would ensure a reasonable measure of success in the challenge. The examination cannot begin until the petition is approved. Notice of approval will be sent by mail to the student.
5. If the petition is approved, the paper(s), project(s) and examination or series of tests will be administered by the appropriate instructor as designated by the Dean.
6. The course, with units and letter grade assigned, shall be clearly annotated to reflect that credit was earned by examination and will be reflected in the student's cumulative grade point average. In no case will credit be awarded for more than one course in a sequence of courses. A maximum of 12 units may be earned through credit by examination. This limitation is waived in the case of nursing courses.
7. Once the student receives approval for Credit by Examination, the examination must be completed within the same semester unless extenuating circumstances are shown to justify an extension of time. In the event the examination is not completed within the semester approval was obtained, an NP grade will be assigned. If an NP grade is assigned, the student will not be allowed to challenge the same course again.

8. When the examination, paper(s) or project(s) is completed, the instructor will submit a letter grade (A-D, NP) commensurate with the quality of work submitted. Fees must be paid after the petition has been approved and before the examination is administered.
9. A nonrefundable processing fee of \$15 will be assessed for each credit by examination petition in addition to the appropriate enrollment and/or nonresident fees charged for each semester unit to be challenged.
10. The deadline to complete the petition process is as follows:

Fall Semester: First Monday in October  
Spring Semester: First Monday in March

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

### Dropping a Class/Withdrawals

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

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

Drops processed for full term courses after the 2nd week and through the 10th week of a spring or fall semester, or set date for each summer session, will result in a "W" recorded on the transcript and no refund.

It is the student's responsibility to drop a class in which s/he no longer wishes to be enrolled. Non-attendance does not release the student from this responsibility. Students can process all drops and complete withdrawals through their BANNER WEB account.

### Limitation on Withdrawals

Students may repeat courses two (2) times in which standard grades (less than "C") were earned or a withdrawal ("W") is assigned (BP 4225). 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, Student Services, before they can again register in that course. The form is available from Admissions and Records Office (Room 107) or the COS website.

A student who is a member of an active or reserve United States military service who has received orders may withdraw from a course. Upon verification of such orders, a withdrawal symbol (either "MW" or "W" may be assigned at any time after the after the second week (2nd day for Summer Session).

Military withdrawals shall not be counted in progress probation and dismissal calculations. (Title 5, Section 55024)

Students withdrawing after the final drop date must bring documentation of approved extenuating circumstances (verified cases of accidents, illnesses, or other circumstances beyond the control of the student) to the Dean, Student Services. After consultation with appropriate instructor or, in the event the instructor cannot be contacted, the department chair or appropriate administrator, a "W" on the transcript may be authorized (Title 5, Section 55024).

### Grading Procedures

All college work is measured in terms of both quantity and quality. The measure of quantity is the unit and the measure of quality is the grade point. Grades from the following grade scale shall be averaged on the basis of point equivalencies using the following evaluative symbols:

Symbol	Definition	Grade Point
A+		4.0
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
D+		1.3
D	Less than satisfactory	1.0
D-		0.7
F	Failing	0
P	Pass --	
NP	No Pass --	

Pass and No Pass grades are not counted in GPA.

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

### 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.

### **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 their 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.

Students may access their grades through logging into their BANNER WEB account (see [www.cos.edu](http://www.cos.edu)). A hard copy of grades may be obtained at no cost from the Web (on any Web accessible computer or in the Student Services Lab). Semester grade reports are no longer mailed to students.

For purposes of grading and transfer to other collegiate institutions, it is necessary for the student to obtain a "C" average.

"A" "B" and "C" are passing grades, corresponding to excellent, good and satisfactory. A "D" earns credit but is insufficient to fulfill general education, major, and certificate course requirements. "F" is failure. A grade of "I" (incomplete) will be given at the discretion of the instructor in cases of extenuating circumstances (see below). The student is entitled to all grade points upon satisfactory completion of assignments within one year.

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

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

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

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

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

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

## **Grades: Final Examinations**

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

## **Grades: Incompletes**

Incomplete academic work due to an unforeseeable emergency and/or for justifiable reasons (see Extenuating Circumstances), may result in an "I" symbol being entered in the student's record. The condition for the removal of the "I" shall be stated by the instructor on the "Incomplete" Grade Report form submitted at the end of the term. This form shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. A copy of this form must be given to the student with a copy on file with the Dean, Student Services until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.



The “I” may be made up no later than one year following the end of the semester in which it was assigned. The student should not re-enroll in the class. The “I” symbol shall not be used in calculating units attempted nor for grade points. Students may petition for a time extension if there are extenuating circumstances by submitting documentation to the Dean of Student Services.

### Grades: “Pass/No Pass” Grading

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

The following courses are graded on a Pass/No Pass basis. Counseling 115, Eng 123, IS 308, LIB 425, PTA 160, PTA 161. Pass and No Pass grades are not counted in GPA

### Grades: Report Delayed (RD)

The “RD” symbol is to be used when there is a delay in reporting the grade of the student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.

### Independent Study

The purpose of an independent study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement existing courses. The independent study requires a minimum of 54 hours of academic work per unit.

Before a student may enroll...

The student must have completed ALL beginning level courses offered at the college in the subject. Only in very unusual cases may students be enrolled in independent study without completing the beginning level courses.

Students must have written approval from:

1. the instructor;
2. the division chairperson;
3. Vice President, Academic Services.

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

### Independent Study Application Procedure

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

1. A student who has completed all beginning level courses and wishes to pursue a subject of interest may obtain an Independent Study application form in the Admissions and Records Office.

2. The student seeking independent study should outline his/her proposal and discuss it with an appropriate instructor. With the instructor’s approval, the student should then complete the independent study application form. Once the form is completed, the student should return it to the supervising instructor. This approval process should be completed before the third week of the semester.
3. The form must then be signed by the instructor, division chairperson and the Vice President, Academic Services, before the end of the third week of the semester.
4. If approved, the form is sent from the Office of Academic Services to the Admissions and Records Office and the course is entered on the student’s schedule of classes. Registration is complete at this point. A copy of the approved form is then sent to the student by mail along with information regarding appropriate fees.
5. If disapproved, the reason for the disapproval is written (stated) on the form and returned to the instructor and/or division chairperson who approved the independent study. The instructor then notifies the student as to the reason for the denial.
6. Roll sheets are printed by the instructor from the Banner software program.
7. At the end of the semester, grade reports are due in the Admissions and Records Office at the same time as those for regularly scheduled classes.
8. If the independent study project must continue beyond the semester’s end, a grade of “I” (incomplete) will be assigned to the student. An incomplete must be made up according to the stated procedure in the college catalog.
9. A complete roster of all independent study students will be kept by semester for a given year and filed in the Admissions and Records Office.

### Peace Corps Credit

Credit will be granted for service in the Peace Corps only if the work is earned on an official college transcript. No credit can be granted for field work.

### Prerequisites and Corequisites

Title 5 Matriculation Regulations (Sections 55002(a)2D, 55003) state that students are entitled to enroll in any course for which they can meet necessary and valid pre- and co- requisites.

A “prerequisite” means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. Prerequisites shall be based on successful completion of an appropriate course (e.g., Math 230 with a “C” or better prior

to attempting Math 154 or 021) or the college's assessment process using multiple measures.

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

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

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

### Challenge Process:

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

1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working day period, the student shall be allowed to enroll in the course.
2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.

Grounds for challenge shall include the following:

1. Those grounds for challenge specified in Title 5, Section 55201(f).
2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.

3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

### Overlapping Enrollments

Multiple and overlapping enrollments will not be permitted unless a Time Conflict Petition has been submitted with all appropriate authorizations.

The college discourages students from enrolling in classes where the meeting times overlap. Therefore, no student may enroll in two or more courses where the meeting times for the courses overlap, unless the following conditions have been satisfied:

1. The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule on the Time Conflict Petition form.
2. The student and instructor agree in writing as to how the overlapping time will be made up under the supervision of the instructor of the course.
3. The appropriate instructor, Area Dean, and the Vice President of Academic Services approve and return the Time Conflict Petition to the student. It is the student's responsibility to take the petition to the Registrar's Office to be enrolled in the course.

The instructor will track hours of attendance of the student as agreed and submit this documentation to the Registrar's Offices for attachment to the Time Conflict Petition. The Petition and documentation describing the justification for the overlapping schedule and showing that the student made up the hours of overlap in the course will then be retained by the Admissions and Records office for any auditing purposes. (AP 4226)

### Progress, Probation and Dismissal

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

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

Once the Counselor has entered the overload into the system, the student can register for units above the maximum via the web.

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

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

If satisfactory progress through College of the Sequoias' specialized support service programs (i.e., the Learning Assistance Center, etc.) is not made during two semesters, life-goal setting and career counseling will occur with the individual student involved. The Academic Review Board and selected faculty members will determine, for referral purposes, the most appropriate educational or community-based agency to better serve the student's need.

### Academic Probation Removal

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

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

### Academic Dismissal Procedures

A student on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 2.0 in all units attempted in each of the three consecutive semesters which were graded on the basis of the grading scale. Dismissals occur only after the spring semester. Students have the right to appeal a dismissal within thirty days of receiving a letter of dismissal. The Petition of Appeal is submitted to the Dean of Student Services (AP 4255).

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

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

Academically disqualified students will be so informed by letter and notice of their status will be entered on their permanent record. A student who has been dismissed shall not be eligible for reinstatement or readmission until one semester has elapsed after the dismissal (not including summer semester). A petition for readmission is required prior to enrollment and is available from the Admissions and Records Office. Approval for readmission will specify conditions and requirements to be met.

Any student readmitted after disqualification remains on probation until probation removal requirements have been fulfilled. Students dismissed for the second time are not eligible to petition for readmission until another semester of non-attendance has elapsed (not including summer session).

### Academic Renewal

A student may petition the Academic Review Board to have "F" grades disregarded from inclusion in the unit totals and grade points as listed on the permanent record. A maximum of 12 units can be renewed. Prior to petitioning for the renewal of an "F" grade, conditions (1), (2) and (3) below must be met.

- (1) Fifteen or more semester units of lower division college work with a 2.5 ("C") or better grade point average at College of the Sequoias or another accredited institution of higher learning must be completed following the semester in which the "F" grades were earned.
- (2) At least three years must have elapsed since the "F" grades were received. Instructors who originally assigned the grades must give written approval for their forgiveness. In cases where the faculty members cannot be located, the final decision on forgiveness of "F" grades will reside with the Dean, Student Services.
- (3) Decisions of the Dean, Student Services, may be appealed to the Vice President, Student Services.

Forms to petition for academic renewal are available in the Admissions and Records Office. The "F" grade for which academic renewal is approved remains on the student's transcript per Title 5 regulations.

### Progress Probation

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

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

## Appeal of Probation

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

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

### Progress Probation Removal

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

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

### Progress Dismissal Procedures

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

Disqualified students will be so informed by letter and notice of their status may be entered on their permanent record.

A student who has been dismissed shall not be eligible for reinstatement or readmission until one semester has elapsed after the dismissal (not including summer semester). A petition for readmission is required prior to enrollment and is available from the Admissions and Records Office. Approval for readmission will specify conditions and requirements to be met.

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

## Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student feels that facts exist to warrant an exception to this action. The student may obtain a Petition to Appeal Dismissal from the Admission and Records Office and file it with Dean, Student Services, within 30 days after the dismissal letter was mailed. If the student fails to file a Petition to Appeal Dismissal with the 30-day time limit, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the Petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Vice President of Student Services.

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

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

### Unit Limitation

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

### Remedial Coursework Limit

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

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

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

Waiver of limitations: Students who demonstrate significant, measurable progress towards development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure. These waivers shall be provided pursuant to standards and which are reviewed and approved by the Board of Trustees (Title 5, Section



55035). The standards shall include provisions which ensure that waivers are only given for specified periods of time or for specified numbers of units.

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

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

### Transfer Deficiencies

In the case of an applicant not eligible for clear admission to a college or university at the time of entrance to the community college, deficiencies in both subject and grade requirements for such admission should be removed in the community college.

Repetition of a college course for the purpose of removing a grade deficiency is permissible. Contact the Admissions and Records Office for details.

### Withdrawal from College

Withdrawals will be processed through Banner Web. Students wishing to withdraw after the final drop date may petition for "Extenuating Circumstances" and must bring documentation to the Admissions and Records Office.

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

### Distance Learning

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

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

Online/Hybrid: A course where any portion of the instructional time is provided online in addition to, or instead of, face-to-face interaction between the instructor and student. Most classes are taught via Blackboard course management system.

Please see the Logging into Blackboard link on this site to learn how to log in to Blackboard.

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

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

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

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

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

For more information, check our web page at: <http://www.cos.edu> or contact the Distance Education Coordinator, Dr. Deborah Nolan, in the Learning Resource Center (Lodgepole Building) [deborahn@cos.edu](mailto:deborahn@cos.edu).

## Student Rights and Responsibilities

### Academic Counseling

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

### Student Rights and Grievances

#### Administrative Procedure 5503

College of the Sequoias has adopted a student grievance procedure under which students who feel that their rights have been abridged may appeal their cases to a committee composed of representatives from the administration, faculty, and student body. A full description of the procedures is available on the COS website or upon request from Student Services. Anyone desiring additional information or wishing to file a complaint in regard to the above statement should contact the Dean of Student Services or the Student Grievance Officer.

### Student Rights Grievance Procedure

#### Summary Information

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

This procedure does not apply to:

- Student disciplinary actions, which are covered under Board policies 5500, 5510, and 5550 and Administrative Procedure 5501 and 5502.
- Police citations (i.e., “tickets”), which are covered under Administrative Procedure 6750.
- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972, which is covered under Administrative Procedures 3410 and 3430.
- Sexual harassment, which is covered under separate Administrative Procedures 3410 and 3430, and collective bargaining agreements.
- Illegal discrimination, which is covered under Administrative Procedures 3410 and 3430, and collective bargaining agreements.
- The challenge process for prerequisites, co-requisites, advisories, and limitations on enrollment.
- Employee Discipline.
- Challenges to established district policies and administrative regulations.
- Financial claims against the District.

- Furthermore, nothing in this Administrative Procedure can supersede education code or other local, state or federal rules and regulations.

### Due Process Procedures

#### A. Informal Resolution

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

##### Step One:

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

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

##### Step Two:

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

##### Step Three:

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

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

#### B. Formal Resolution

A student who is still unsatisfied after the informal resolution process has the right to request a Formal Grievance Hearing by submitting to the District’s Grievance Officer the Statement of Grievance form (Appendix A in the Administrative Procedure), which includes a signed written statement specifying the time,

place and nature of the grievance, identifying what occurred in the informal resolution process and requesting a hearing before the Grievance Hearing Committee.

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

## Student Bill of Rights

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

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

1. In preparing student publications, the editorial staff and faculty advisors shall be free from censorship and advance copy approval. These publications shall do the following:
  - a. Adhere to canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo;
  - b. State on the editorial page that the opinions expressed are not necessarily those of the College or the student body;
  - c. Follow district policies, individual publications policies (The Campus and other publications of information) and the free flow of ideas as a public forum.
2. Students shall have the right to take stands on issues, the right to examine and discuss questions of interest to them, and the right to support causes by orderly means which are in harmony with the regular functioning of the institution.
3. Students shall have the right to hear speakers on any subject, and on-campus recognized student organizations shall have the right to present speakers on any subject. In addition, students shall have the right of free assembly on campus subject to regulations that concern the regular functioning of the institution, to ensure that there is orderly scheduling of facilities and adequate preparation for the event. The recognized organizations, together with the Student Activities and Affairs Office, shall be responsible for following the policies for scheduling and use of facilities for campus activities.
4. Students shall have the right to form an organization around any particular interest; this right will include the freedom to organize and join student organizations

subject to published associated student and district regulations.

5. Students shall have the right to be informed on all campus matters that can be shown to be directly relevant to them by having a voice in decision-making that affects their academic future with the exception of staff appointment, termination, and tenure. In case of conflict in determining what campus matters are relevant to students, the determination will be made by the Committee on Student Conduct and Grievance.
6. Students shall have the right to have their academic records treated in a confidential and responsible manner with due regard to the personal nature of the information these records contain. Students' records will be released only on the written consent of the student, or by court order or subpoena, according to the law.
7. Students shall have the right of protection against prejudiced or capricious academic evaluation. At the same time, however, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
8. Students shall have the right to receive the quality education as outlined in this catalog and in the California Education Code, Title 5 regulations, and the Code of Ethics of the Teaching profession.
9. Students shall have the right to file a grievance under the procedures of the district student grievance policy which provides a prompt and equitable method of resolution.

## Student Record Privacy Rights and Access to Students Official Records

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

- (1) The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Dean, Student Services, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to appeal the decision.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Records may also be released without the student's written consent for the following reasons: (a) pursuant to a court order or lawfully issued subpoena; (b) a federal court order concerning an investigation or prosecution of terrorism; (c) to authorized representatives of state or federal agencies where that information is necessary to audit or evaluate state or federally supported programs; (d) other public or private schools where the student seeks to enroll; (e) to agencies or organizations in connection with a student's application for, or receipt of, financial aid; (f) to organizations conducting studies for accrediting organizations or educational agencies; (g) in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons; and (h) to federal military for the purposes of recruitment.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by College of the Sequoias to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

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

## Prohibition of Harassment Policy

(BOARD POLICY 3430)

### Purpose

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

### Definition of Unlawful Discrimination and Harassment

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

### Definition of Sexual Harassment

Sexual harassment is defined as unwelcome acts of a sexual nature including sexual advances, requests for sexual favors and/or other verbal or physical conduct including written communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior when:

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

### Kinds of Sexual Harassment

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

1. "Quid pro quo" sexual harassment occurs when a person in a position of authority makes education or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
2. "Hostile environment" sexual harassment occurs when unwelcome conduct based on sex is sufficiently severe or pervasive so as to alter the conditions of an individual's



learning or work environment, unreasonably interferes with an individual's academic or work performance, or creates an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.

### Examples of Sexual Harassment

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

#### 1. Verbal Sexual Harassment

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

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

#### 2. Physical Sexual Harassment

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

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

#### 3. Visual or Written Sexual Harassment

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

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

#### 4. Environmental Sexual Harassment

An academic or work environment that is permeated with sexually oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class or activities on

the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work place. An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his or her immediate surroundings.

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

#### 5. Relationships

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

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

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

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

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

#### 1. Informal Complaint Procedure

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

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

**2. Filing a Complaint**

- a. **Complaint Form**  
A complaint may be filed directly with the Chancellor's Office using the Chancellor's Office complaint form. Where a complaint is initially filed with the Chancellor's Office, Title 5 §59329 requires the Chancellor to immediately forward a copy of the complaint to the College for investigation and response.
- b. **College Complaint Office**  
The College will designate an administrator of each gender to act as the College Complaint Officer. Each College Complaint Officer shall be given training, which is current in the proper methods of receiving, investigating, and processing complaints of unlawful discrimination and harassment. The Complaint Officer is charged with receiving complaints of sexual or other forms of prohibited discrimination or harassment, and coordinating the investigation. The accused shall have the right to select which College Complaint Officer oversees the investigation; however, if the complainant prefers the other College Complaint Officer, the two Officers will coordinate with one another on the investigation.

The Complaint Officer may assign the actual investigation to other staff or to an outside person or

organization under contract with the College after written notice has been given to the accused. An outside investigating organization shall be utilized whenever the Complaint Officer is named in the complaint or implicated by the allegations of the complaint.

**c. Written Complaint**

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

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

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

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

**3. Notice to Accused**

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

**4. Investigation Process**

**a. Witness Interviews**

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

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

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

- b. **Analysis of Information Gathered**  
The Complaint Officer will review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment giving consideration to all factual information and the totality of the circumstances, including the nature of the conduct and the context in which the alleged incidents occurred.
- c. **Written Report**  
The Complaint Officer will prepare a written report that sets forth the results of the investigation. The written report shall include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether harassment did or did not occur with response to each allegation in the complaint, and any other appropriate information.
- d. **Notice to Complainant and Accused**  
Within ninety (90) days from the date the College received the written complaint or reduced the complainant's verbal allegations to writing, the Complaint Officer will provide the complainant and the accused with a summary statement of the findings. The summary statement will also include the determination of the Complaint Officer as to whether harassment did or did not occur with respect to the allegations in the complaint, the proposed resolution to the complaint, a statement regarding action taken, if any,

and notice of the complainant's right to appeal to the College's Board of Trustees and the State Chancellor's Office.

## 5. Appeal Process

### a. Board of Trustees

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

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

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

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

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

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

## 6. Remedial Action

### a. Conclusions

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

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

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

- c. Right to Grieve  
An employee accused of harassment who is subject to disciplinary action as a result of the complaint shall have the right to proceed to advisory arbitration only after s/he has attempted a settlement at the mediation level. The parties agree to use the State Mediation and Conciliation Service to mediate the dispute. The mediation will be conducted as confidential settlement negotiations such that if the parties fail to reach agreement none of the information or proposals exchanged in the mediation may be used in any subsequent advisory arbitration hearing. If mediation fails to generate a settlement, the parties agree to request a list of arbitrators from the State Mediation and Conciliation Service and to select an arbitrator using a “strike-off” process.
- d. Confidentiality and Prohibition of Retaliation  
The College shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties. The College shall also take reasonable steps to protect the complainant from further harassment and to protect the complainant from retaliation as a result of filing the complaint. The College shall take reasonable actions to ensure that neither the accused person nor the accuser, nor his/her representative, shall engage in any retaliation or intimidation toward each other or the witnesses. The College shall make every effort and take all necessary steps in order to protect personnel from the consequences of false accusations relating to sexual harassment.

**7. Dissemination of Policy and Procedures**

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

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

materials for new students.

**8. Training**

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

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

**Student Standards of Conduct**

The Superintendent/President shall establish Codes of Conduct and procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations. (Board Policy 5500)

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

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

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

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



paraphernalia, as defined in California Health and Safety Code Section 11014.5.

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

President, notice of which has been given prior to such violation, and which order is not given by publication in the College newspaper, or by the student bulletin which is posted on bulletin boards designated for this purpose.

22. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
  23. Violation of any District Board Policy.
  24. Any other cause identified as good cause by the Education Code or other laws governing a community college.
- B. Students who engage in the above are subject to the procedures outlined in AP 5502, which include:
1. Reprimand - Written warning that continued misconduct will result in more serious disciplinary action.
  2. Temporary Exclusion - Removal from class or College activity for the duration of its scheduled period.
  3. Short-term Suspension - Exclusion from classes, activities, and/or student privileges for a specified number of days, up to maximum of ten days.
  4. Long-term Suspension – Exclusion from classes, activities, and/or student privileges for the remainder of the school term or for one or more terms.
  5. Expulsion - Termination of student status at this College.
- C. Certain members of the campus community are authorized to impose the above penalties as follows:
1. Any instructor may temporarily exclude the offending student from the class for the remainder of the class session and the next class meeting.
  2. Any administrator may temporarily exclude the student from any District sponsored activity for the remainder of the activity time.
  3. The Dean of Student Services (Admissions and Records) may reprimand or temporarily exclude the student, or may recommend suspension or expulsion.
  4. The Superintendent/President of the District may impose suspension or recommend expulsion.
  5. The Board of Trustees may impose expulsion.

See Administrative Procedures 5501, 5502 and 5503.

## Student Discipline Procedures

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

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

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

### Attendance

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

STUDENTS MAY BE WITHDRAWN FROM ALL CLASSES IN WHICH THEY WERE ABSENT ON THE FIRST MEETING OF THE SEMESTER.

If unusual circumstances prevent the student from attending, the student should notify the Dean of Student Services/ Admissions and Records. However, the decision to retain a student in the class is the decision of the faculty member. However, it is the student's responsibility to drop a class in which he/she no longer wishes to be enrolled.

NONATTENDANCE DOES NOT RELEASE THE STUDENT FROM THIS RESPONSIBILITY.

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

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

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

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

### Dropping a Class

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

Non-attendance does not release the student from this responsibility.

Classes may be dropped online through your BANNER WEB account.

### Eating

Eating is allowed in the Student Union (Carl's Junior, TACOS); the food courts and areas outside of buildings, BUT IS NOT permitted in classrooms or conference rooms.

### Liquor and Drugs

The unlawful manufacture, distribution, dispensing, possession or use of alcohol 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.).

### Smoking on Campus

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

In an effort to provide a healthy, productive work and learning environment, the Superintendent/President will assure that students and employees alike have access to information regarding programs that reduce tobacco product use initiation, reduce consumption, and/or support cessation efforts. (Reference: Government Code 7596-7598; 19994.30-19994.33; Education Code 76030-76037.

### Pets

Pets are not permitted on campus without approval.

### Messages

College staff cannot relay any personal communication for such things as medical appointments, car breakdowns, lost keys, employer contacts, transportation problems, jury duty, etc. In the case of an emergency, contact Campus Police: (559) 730-3999.

### Posting of Materials

Clearance must be obtained from the Student Activities and Affairs Office for posting or distribution of any materials on campus. If there is any question of appropriateness, materials may be referred to the Dean of Counseling and Matriculation for clearance. Materials may be posted only on bulletin boards that say "Approved for Posting" across the top. General Advertisements (for sale, roommates or transportation needed, etc.) may be placed on cards available in the Student Activities and Affairs Office.

## Service Animals

The District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

The District will allow an individual with a disability to use a miniature horse as a service animal in District facilities and on District campuses if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability and the District has determined, based on the assessment factors provided in this procedure, that a reasonable accommodation can be made.

The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District's facilities where members of the public, invitees, clients, customers, patrons, or participants in services, programs or activities, as relevant, are allowed to go.

These procedures shall also be applicable to an individual who is training a service animal.

### Service Animal Defined

A service animal for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Miniature horses will be approximately 24-34 inches in height and 70-100 pounds in weight.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

### Exceptions

The District may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it; or
- The animal is not housebroken.

If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

## Assessment Factors for Miniature Horses

The District shall consider the following factors:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

### Control

The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether; or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

### Care or Supervision

The District is not responsible for the care or supervision of the animal.

### Inquiries by the District

The District may make two inquiries to determine whether an animal qualifies as a service animal:

- Whether the animal is required because of a disability; and
- What work or task the animal has been trained to perform.

The District will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

### No Surcharge

The District will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damaged caused by his or her service animal. (AP 3440)

**Speech: Time and Place**

The students and employees of the District and members of the community shall be permitted to exercise their rights of free expression subject to the time, place and manner following the established procedures outlined below and other applicable Board Policies and Administrative Procedures.

The colleges and campuses of the District are non-public forums, except for the areas designated by the Superintendent/President, or designee, and those areas designated as public forums. These designated areas are generally available to students, employees, and the community and are reserved for expressive activities which do not violate District policy and which are lawful. These areas are chosen to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also not to disrupt educational and other activities of the District on behalf of students.

**Areas Designated For Use As Public Forums:**

**Visalia:** Grass area on North side of Quad (designated by signs)

**Tulare:** Lower Walkway between Building A and B on the ground floor

**Hanford:** Patio behind Student Lounge

**Other:**

The Superintendent/President, or designee, shall have the discretion to modify the designated area of a campus in accordance with the following limitations: The newly designated area must be reasonably comparable in size and pedestrian traffic to the former area as possible given the layout of the campus in question and use of the surrounding buildings. This discretion is not to be exercised on a case-by-case basis but only to the extent necessary when all or part of a designated area becomes inaccessible or not safe (such as when construction is undertaken in the designated area or in the event of a natural disaster) or when the use of the area or part of the area for speech activities in general interferes with the educational and administrative activities of the District (such as when noise caused by public speakers significantly and repeatedly interferes with classes and other activities taking place in surrounding buildings).

The areas generally available to students, employees and the community are limited public forums. The areas are available during days when District classes are held and during the hours of 8:00 a.m. to 5:00 p.m.

The District reserves the right to revoke that designation and apply a non-public forum designation. The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the College

**District.**

Areas of the District that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, or locker rooms.

The use of areas generally available to students, employees and the community is subject to the following:

1. Persons using areas generally available to students, employees and the community and/or distributing material in the areas generally available to students and community shall not impede the progress of passersby, nor shall they force passersby to take material.
2. No persons using areas generally available to students, employees and the community shall touch, strike or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.
3. Persons using areas generally available to students, employees and the community shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at the time.
4. No persons using the areas generally available to students, employees and the community shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the areas generally available to students, employees and the community on behalf of and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.
5. Outside vendors may be approved by the Vice President, Administrative Services, or designee, to come to a campus to promote their business and provide information to students. A \$50.00 per day charge (in advance) will be collected and deposited to an account as designated by each campus. To reserve a date on the Visalia campus and to be included on the District's master calendar, a vendor must secure, complete, and submit an Activity Date Request two weeks prior to the promotion date to the Student Activities and Affairs Office. For the Hanford Campus, Activity Date Requests will be submitted to the Hub. In Tulare the requests will be submitted to the Tulare campus administrator. Each campus will handle scheduling their individual calendars. No commercial business will be allowed which is in direct competition with the District or with vendors with whom the District has exclusive agreements.
6. Members of the public are welcome to speak and/or distribute written materials within the designated area(s) of each campus subject to the time, place, and manner outlined in this procedure and any other applicable Board Policy or Procedure.



Prior to speaking and/or distributing written materials, members of the public who are not students or employees of the District, shall provide notice of their intent to speak and/or distribute written materials to the Office of the Superintendent/President, or designee(s), for Sequoias Community College District. This notice shall not be provided more than three days prior to the use of the designated area(s). This notice shall include the person's name and contact information and the dates and times he or she will be speaking and/or distributing written materials on campus. This notice does not involve any application or approval process, and therefore, the ability to use the designated area(s) cannot be denied. This notice is only intended to provide the District with knowledge of the community member's presence on campus so the District can notify the appropriate members of its staff whose services might be needed or impacted by the use of the designated area(s).

7. No amplified sound devices shall be used for any event other than approved ASB functions at times deemed acceptable so as not to interfere with scheduled classes.

All persons using the designated area(s) of the District shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the designated area(s). Material distributed in the designated area(s) that is discarded or dropped in or around the designated area(s) other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the designated area(s) that day.

Distribution and/or posting of materials on campus is subject to the following:

1. Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. All materials displayed on a bulletin board shall be approved by the Superintendent/President, or designee and shall clearly indicate the author or agency responsible for its production and reflect the date of posting. Materials displayed shall be removed after two weeks or after the date of the event. If a student's request for posting of materials is denied, s/he may meet with the Dean, Student Services, or designee, to appeal the decision.
2. Unacceptable items include:
  - So-called "HATE" literature which scurrilously attacks gender and sexual orientation (actual or perceived), ethnic, religious and racial groups; other irresponsible publications aimed at creating hostility and violence; hardcore pornography; and, similar materials are not suitable for distribution on campus.
  - Materials denigrating to specific individuals in or out of school.

- Materials designated for commercial purpose to advertise a product or service for sale without providing a discount to students.
- Materials which are designed to solicit funds, unless approved by the proper authorities.

## Student Field Trips

### Student Transportation

Throughout the school year various classes will meet at off-campus locations. The College will not provide transportation to these sites and all transportation arrangements are the responsibility of each of the students enrolled in the class. Although district personnel may assist in coordinating this transportation and/or may recommend travel time, routes, caravans, etc., these recommendations are not mandatory. The District is not responsible nor does the District assume liability for any injuries or losses resulting from non-district sponsored transportation. If a student rides with another student, that student is not an agent of, or driving on behalf of, the District.

### Voluntary Field Trips

Throughout the school year, the district may sponsor voluntary field trips and excursions in which students may want to participate. Be advised as stated in the California Code of Regulations, Sub Chapter 5, Section 55220(h), if students participate in a voluntary field trip or excursion, they are deemed to have held harmless the District, its officers, agents and employees from all liability or claims which may arise out of or in connection with students' participation in this activity.



## Student Services

### Associated Student Body

The Associated Students of College of the Sequoias is the official student body organization. Upon payment of the student activity fee at registration, students become official members of the Associated Student Body and are represented by the Student Executive Board. Upon payment of the activity fee, students are issued an activity sticker which entitles them to participate in activities of the organization as long as they remain in good standing. Most activities which concern the student body as a whole are sponsored by the Associated Students.

The business of the Associated Students is carried out by the Student Executive Board. Members comprising the Student Executive Board are: Associated Student Body President, Vice-President, Commissioners of Activities, Clubs, Records, Finance, Publicity, Student Body Ambassador, and Student Board of Trustees member.

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

### COS Bookstore

The COS Bookstore welcomes students to College of the Sequoias. Conveniently located on campus, the bookstore carries textbooks and supplies as well as clothing, gifts, and college memorabilia.

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

Students can buy textbooks online at <http://cos.bncollege.com>

Sign up for FACTS - Textbook Payment Plan

### Discounts

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

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

### Refunds and Exchanges

#### Terms

**Refunds:** Dates will be posted each semester.

**Refunds or exchanges** for books purchased for short-term classes must be returned on or before the first day of class; a COS Bookstore receipt must be presented for any refund or exchange; new books must be in perfect condition to return;

a refund will not be issued if books are written in, unwrapped, soiled or stickers are removed.

### Buy Back Policy

Students can sell their books back at the COS Bookstore. Wholesale prices may be offered during the semester. At the end of the semester, books may be worth up to 50% of the new price IF they are being used again on campus AND the bookstore needs additional quantities. If the bookstore does not need a used book, a wholesale price MAY be offered

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

The staff at the COS Bookstore is here to serve students. For questions or requests, please contact the Bookstore by phone at (559) 730-3751 or by e-mail.

Dorianna Mendieta, Bookstore Manager  
doriannam@cos.edu

Karyl Johnson, Bookstore Operations Coordinator  
karylj@cos.edu

### California Mini-Corps

The California Mini-Corps Program provides direct instructional services to migrant students as prescribed by the federal law titled Improving America's Schools Act. The primary focus is to assist migrant students in the core curriculum, to assist high risk migrant students and promote advocacy for them in their school. The program is designed for college students interested in becoming primary or secondary school teachers. For more information, please contact the California Mini-Corps Office by calling 559.730.3958 or visiting the office located on the Visalia Campus.

### CalWORKs

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

### Campus Parking

Parking facilities on campus are limited. Students are encouraged to participate in car pools or ride public transportation rather than drive their own vehicles because of the added safety, financial savings, and parking congestion. Purchase of a parking permit does not guarantee a space will be available.

The District is not responsible for losses due to theft or damage. All parking lot users are urged to lock their vehicles and not leave valuables within view.

Those who do bring vehicles are required to purchase a permit and to obey ALL parking regulations. Citations may be issued by the District Police to anyone who is in violation of the college parking policy or California Vehicle Code. A brochure containing the parking policies is available at the District Police Office.

Students wishing to park on campus must pay a fee for a semester parking permit and are charged a \$15.00 fee for a summer parking permit. Fall or spring semester permits are valid for summer semester. Permits may be purchased online at <https://sequoias.thepermitstore.com>. Students not wishing to purchase a semester parking permit may purchase one-day parking passes for \$2.00 from the dispensers located at the following locations:

**Visalia Campus:** Parking Lots 1, 3, 4, 6, 7, and 9.

**Hanford Campus:** Breezeway between the Education and Public Safety Buildings and Lot 2.

**Tulare Campus:** Lots 1, 2 and 3.

Permits must be picked up as soon as purchased as a limited number will be issued.

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

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

Refund Procedure:

1. Apply for parking refunds at the Cashier's Office in the Sequoia Building.
2. A \$3.00 service fee will be deducted from all full-time and part-time permit refunds.
3. Parking permits must be returned to the Cashier's Office before refunds will be processed.
4. A refund check will be mailed in 6-8 weeks.

## Cooperative Agencies Resources for Education

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

## Career Services and Advising

Career services are available to all COS students. The Career Center assists individuals in finding and researching careers, occupations, and college majors. The Center hosts workshops in career and work-related topics such as interview techniques,

resume preparation and labor market information. The Center also assists students in finding off-campus employment using the online Hire COS job search system. The Career Center is located in the Sequoia Building. Students can contact the Center by calling (559) 730-3730.

## CDC-WORKS

The Child Development Careers Program (CDC-WORKs) receives funds from the Foundation for California Community Colleges to increase self-sufficiency among CalWORKs recipients and alleviate the shortage of qualified Early Childhood Educators in California. Participants will be enrolled in a program of coursework and work experience to meet the requirements needed to obtain an Associate Teacher and/or a Teacher permit. For more information, please contact the CDC-WORKs Office by calling (559) 730-3864 or visiting the office located in the Sequoia Building on the Visalia Campus.

## Clubs and Organizations

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

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

## Counseling Services

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

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



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

College of the Sequoias' students wishing to make an appointment on the Visalia campus may call or stop by the Counseling Office located in the Sequoia building. The telephone number is (559) 730-3741 or 730-3715. To schedule a counseling appointment at the Hanford Center, students may call (559) 585-2500; for the Tulare Center, contact (559) 688-3000.

### **COS District Police Department**

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

Other services provided by the District Police Department include:

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

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

Members of the Sequoias Community College District who are witnesses or victims of a crime should immediately report the crime to the College District Police. (AP 3515)

The District Police Department maintains a close working relationship with local law enforcement agencies. Meetings may be held between the leaders of these agencies on both a formal and informal basis. District Police and local law enforcement agencies communicate regularly on the scene of incidents that occur in and around all District campus areas. When incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, the District Police Department works closely with local law enforcement agencies. (AP 3520)

The District Police Department is located in Parking Lot 1 off Meadow Lane. The business office phone number is (559) 730-3726. **For emergencies at any campus call 911.** For non-emergencies or to reach an officer call (559) 730-3999 for the Visalia Campus, (559) 583-2599 for the Hanford Center., and (559) 688-3051 for the Tulare Center.

### **Disability Resource Center**

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

The DRC serves COS students with a variety of disabilities, including but not limited to: students with mobility, vision and other health impairments; hearing and speech difficulties; learning disabilities that affect acquiring, storing and/or retrieving information; acquired brain injuries and psychological disabilities; as well as developmentally delayed learners with potential for measurable achievement in college.

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

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

### **Early Alert**

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

Early Alerts are dispersed in two ways.

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

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

### **Extended Opportunity Programs and Services**

The Extended Opportunity Programs and Services (EOPS) Program serves college students of educationally and socio-economically challenged backgrounds. The primary purpose of the EOPS Program is to prepare students to transfer to a four-year university, complete an associate degree or vocational certificate in order to acquire desirable career-related skills to attain rewarding employment as a result of their educational experience. For more information, please contact the EOPS Office by calling (559) 730-3818 or visiting the office located in the Sequoia Building on the Visalia Campus. Or online at: [www.cos.edu/eops](http://www.cos.edu/eops).

### **Financial Aid Programs**

College of the Sequoias recognizes that many students need financial assistance to pursue their educational goals and strives to provide this assistance to all eligible students. The



College offers a coordinated program of scholarships, grants, loans and employment opportunities to assist students in meeting their college expenses.

Financial aid awards are made on the basis of demonstrated financial need and academic eligibility. For the purpose of establishing financial need, students should submit the Free Application for Federal Student Aid (FAFSA). Complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov). Application materials and detailed instruction booklets are available at California high school counseling offices and/or College of the Sequoias Financial Aid Office. For general financial aid information, please visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov). For COS financial aid policies and procedures, please go to [www.cos.edu/financialaid](http://www.cos.edu/financialaid). Financial Aid services are available at the following locations:

Visalia Campus, Sequoias Building, Room 105  
(559) 730-3747

Hanford Center, Hanford Hub  
(559) 583-2512

Tulare College Center, Student Services Building A  
(559) 688-3013

## COLLEGE OF SEQUOIAS SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY (Effective Summer 2013)

The U.S. Department of Education requires, as a condition of receiving Title IV federal student aid, that students be making satisfactory academic progress toward an associate degree, vocational certificate of at least sixteen units, or transfer to a four-year college or university. This policy is also applied to state student aid.

At College of Sequoias (COS), students are considered to be meeting the satisfactory academic progress standards if the following four requirements are met:

1. **2.0 Cumulative Grade Point Average:** A student must maintain a 2.0 cumulative grade point average (GPA). This includes all GPA units at COS and those from other regionally accredited colleges and universities that have been evaluated by the COS Admissions & Records Office and applied to the student's academic record. GPA units are those with grades of A, B, C, D, or F.
2. **67% Cumulative Pace of Unit Completion:** A student must complete at least 67% of the total number of units they attempt (passed hours divided by attempted hours). All courses with grades of A, B, C, D, or F, as well as W, I, NC, NP, NG, and repeated courses will be counted towards the total attempted units. Units from regionally accredited colleges and universities that have been evaluated by the COS Admissions & Records Office and applied to the student's academic record will be counted.

3. **Degree Earned:** The student has not earned an associate degree or higher from a regionally accredited college or university.
4. **Maximum Attempted Unit Timeframe:** A student has not exceeded the maximum attempted unit timeframe allowed for the completion of his/her educational program. The units required to complete a vocational certificate vary. Completion of an associate degree normally requires 60 units. Based on federal regulations, a student is allowed a maximum attempted unit timeframe not to exceed 150% of the length of an educational program. Example: 150% of a 60 unit program (60 x 1.5) equals 90 attempted units, at which time the student would be disqualified. All courses, including remedial, ESL, repeated courses, and courses taken while pursuing other majors, with grades of A, B, C, D, or F, as well as W, I, NC, NP, NG, will be counted as attempted units applied to the maximum attempted unit timeframe allowed. Courses from other regionally accredited colleges or universities that have been evaluated by the COS Admissions & Records Office and applied to the student's academic record will also be counted toward the maximum attempted unit timeframe.

### Additional Requirements

- All financial aid students are required to meet with an academic counselor prior to registering for their courses to create a Student Educational Plan (SEP).
- Students must only register for courses that are required for their eligible educational program. Click here to view the Eligible Programs list or go to the Financial Aid website at [www.cos.edu/financialaid](http://www.cos.edu/financialaid).
- **Repeated coursework:** Federal regulations allow for students to receive federal student aid for one repeat of a previously passed course. A grade of D or better is considered passing. Ws do not count as repeats.
- Transcripts from all regionally accredited colleges or universities attended must be submitted to COS.
- During any term of attendance, if it is determined by COS that the student is not actively attending classes and/or does not have a reasonable probability of receiving passing grades, eligibility for financial aid may be forfeited.
- No more than two units of Physical Education, Dance, or Intercollegiate Athletics will be counted for students registered in nine or more units. No more than one unit will be counted for students registered in fewer than nine units.

### Financial Aid Status

The College of Sequoias Financial Aid Office will evaluate students' academic progress at the end of each term (fall, spring,

and summer) following the official posting of grades by the COS Admissions & Records Office. The financial aid academic progress status will then be assigned from those listed below and posted to BANNER WEB.

- **Good Progress:** Students will be awarded and disbursed financial aid, if otherwise eligible.
- **Warning:** Students who fail to meet the 67% cumulative pace of unit completion and/or 2.0 cumulative GPA will be placed on financial aid warning status and continue to receive financial aid in the following term, if otherwise eligible.
- **Disqualified-Poor Progress:** Students who fail to meet the 67% cumulative pace of unit completion and/or 2.0 cumulative GPA requirement for two consecutive terms will be disqualified, and not receive financial aid.
- **Degree Earned:** Students will not receive additional financial aid unless they are granted a financial aid appeal because of additional time needed to complete their educational goal.
- **Degree Earned and Poor Progress:** Students will not receive additional financial aid because of having earned an associate degree or higher from a regionally accredited college or university and having failed to meet the 67% cumulative pace of unit completion and/or 2.0 cumulative GPA requirement.
- **Exceeded Maximum Attempted Unit Timeframe:** Students will not receive additional financial aid unless they are granted a financial aid appeal because of additional time needed to complete their educational goal.
- **Exceeded Maximum Attempted Unit Timeframe and Poor Progress:** Students will not receive additional financial aid because of exceeding the 150% maximum attempted unit timeframe allowed for the completion of their educational program and failing to meet the 67% cumulative pace of unit completion and/or 2.0 cumulative GPA requirement.
- **Probation-Approved:** Student has submitted an appeal which has been approved, and will therefore receive financial aid if otherwise eligible. At the end of the term for which s/he is placed on probation, the student must be back in GOOD PROGRESS status or have met all conditions of his/her appeal. Students may not be placed on PROBATION status for the subsequent term if the appeal conditions were not met.
- **Appeal Denied:** Student has submitted an appeal that has been denied and therefore will not receive additional financial aid.

## Financial Aid Appeals

In certain documented circumstances, students placed on any financial aid status that results in their loss of financial aid eligibility may file an appeal for reinstatement of financial aid. The appeal form can be found in the forms section of the COS financial aid website at [www.cos.edu/financialaid](http://www.cos.edu/financialaid). The

following are the acceptable reasons for consideration of an appeal:

- Additional time needed to complete an educational goal beyond an associate degree or higher or has exceeded maximum attempted unit timeframe of 150% that is allowed for the completion of an educational program.
- Illness or accident of the student (documentation required)
- Death of an immediate family member (documentation required)
- U.S. military service orders (documentation required)
- Academic Pace Plan Request – Student has a cumulative pace of unit completion from 60% to 66% and a cumulative grade point average (GPA) of 2.0 or greater. Student has completed a qualifying term where six (6) or more units were attempted and all units attempted were passed with a grade of “C” or better (no Ws). If any units were attempted after the qualifying term, they were also passed with a grade of “C” or better (no documentation required).

When submitting an appeal, a student must:

- Attach a counselor-approved Student Educational Plan (SEP).
- Be currently registered for required courses in the term for which they are submitting the appeal.
- Have all transcripts from regionally accredited colleges or universities submitted to COS.
- Attach complete documentation of circumstances as specified on the appeal form instructions OR
- Have met the conditions of an appeal, if one was submitted and approved in the previous term.
- Have met the submission deadline of October 31st for the fall term, March 31st for the spring term, and a deadline to be posted in the COS Financial Aid Office and on the COS financial aid website for the summer term.

An appeal will NOT be approved for a student with a change of program (major or educational goal) if they have exceeded the 150% maximum attempted unit timeframe allowed for the completion of an educational program, except in limited circumstances such as retraining due to medical reasons, and only after a Change of Program Contract has been signed by the student and approved by the COS Financial Aid Office.

## Reinstatement of Financial Aid Eligibility

- **Self-Reinstatement** - A student may have financial aid self-reinstated by earning a cumulative 2.0 GPA and by earning a cumulative 67% pace of unit completion but

must not have exceeded the maximum attempted unit timeframe of 150% allowed for the completion of their educational program.

- **Approval of SAP Appeal with Resulting Probation Status** - A student may submit an SAP Appeal Form accompanied by supporting documentation (if required) and have his/her appeal approved. In this scenario, students are placed on Probation status for that term only, and must be in Good Progress status or have met conditions of their approved appeal by the end of that term.

Students submitting an SAP Appeal will be notified of the appeal decision by email to their COS issued email account (giant.cos.edu) approximately 4-6 weeks after prior term grades are officially posted. The decision will also be posted on BANNER WEB.

#### **ALL FINANCIAL AID APPEAL DECISIONS ARE FINAL**

College of the Sequoias  
915 South Mooney Boulevard  
Sequoia Building, Room 105  
Visalia, CA 93277

Tel: (559) 730-3747 Fax: (559) 737-4840  
Email: financialaid@cos.edu  
Website: www.cos.edu/financialaid

#### **Food Services**

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

A snack bar (food court) with an outside seating area is located at the north end of the Giant Forest building. The snack bar offers a variety of snacks (including candies, ice-cream, crackers, and cookies) a variety of drinks, light lunches and sandwiches. The snack bar is open 7 a.m. to 9 p.m. Monday through Thursday, and 7 a.m. to 2 p.m. on Fridays.

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

Carl's Jr. , COS Cafe and TaCOS are located in the Alta Peak Student Union. They are open Monday through Thursday 7:30 a.m. to 7:00 p.m. and Fridays 7:30 a.m. to 1:00 p.m. Both breakfast and lunch are served at TaCOS and Carl's Jr., with breakfast orders ending at 10 a.m. COS Cafe serves lunch only between the hours of 8 a.m. and 2 p.m.

Food snacks are available at the Tulare and Hanford Center.

#### **Housing Services**

The Student Activities and Affairs Office provides a Housing Bulletin Board to assist students in locating apartments,

rooms, and houses in the local area. Anyone interested in posting a listing should stop by the Student Activities and Affairs Office located in the Giant Forest building, or call (559) 730-3736. The Housing Bulletin Board is located in the breezeway. There are no dormitories on campus.

#### **Insurance Coverage for Students**

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

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

#### **Learning Resource Center (LRC)**

##### **Visalia**

Monday – Thursday: 7:30am-8:00pm  
Friday 7:30am-12:00pm

##### **Tulare**

Monday - Thursday: 8:00am-5:00pm

##### **Hanford**

Monday - Thursday: 8:00am-7:00pm  
Friday: 8:00am-4:00pm

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

College of the Sequoias's Learning Resource Center in Visalia is a 53,000 square foot state-of-the-art facility equipped to meet the information and technological needs of students and faculty. On the first floor there are over 100 computers for student use, some in the Computer Commons and others in the Tutorial Center. In the Tutorial Center students can receive assistance from a trained student tutor or use computer based tutoring programs. The library's online catalog directs students to print and audiovisual materials located in the Visalia, Tulare, and Hanford campus libraries. The library also subscribes to a wide range of academic databases which

provide students with access to thousands of online books, newspapers, journals, and magazines.

Staff members are available at service points located throughout the Visalia library to assist students with their information and technological needs. The Computer Commons staff assists students using the computers. Also located on the first floor are current periodicals, the reference and legal collections, and listening and viewing stations for microforms and videos. And when students are done researching and doing their school work, there is a lounge area where they can go to just relax and read a good book or magazine.

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

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

College of the Sequoias also has libraries at the Tulare and Hanford Centers. These libraries hold limited print collections but students may request print materials to be delivered between campuses. All COS students have 24/7 access to the library's digital collections of books, newspapers, journals, and magazines.

### Computer Commons

Computer Commons are located on all three campuses.  
Visalia (LRC)

Monday – Thursday: 7:30am-8:00pm  
Friday 7:30am – 12:00pm

Tulare (Building A)

Mondays and Wednesdays: 10:00am – 2:00pm  
Tuesdays and Thursdays: 8:30am – 1:30pm

Hanford (Education Building)

Monday - Thursday: 8:00am – 8:00pm  
Friday: 8:00am – 4:00pm

The Computer Commons is closed during holiday weekends and school breaks. Summer school hours will be posted at the entrance. The Computer Commons, with 72 computers networked with a wide variety of library resources and course tutorials, plus word processing, graphic, and spread sheet applications, Internet access, and Blackboard is open to all COS

students, faculty and staff once they've registered for a free account. Librarians and Computer Commons staff are on hand if students need help in registration. Guidelines for appropriate Computer Commons computer use are posted in the Learning resource Center. College computers, including those in the Computer Commons, are for instructional use only—online games and social sites are not permitted.

*Note: The hours of the Learning Resource Centers in Tulare and Hanford are subject to change.*

### First-Year Experience Program

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

Another component of FYE is the First Year Experience Seminar course. This course focuses on college success, goal setting, and research techniques using electronic databases, graduation/transfer requirements and organization skills. For more information contact the FYE office in the Sequoia Building, or call (559) 730-3926.

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

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

### Orientation Services

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



fee. Tuition amount is subject to change.

Extended Orientation will also be available by attending a variety of “free” Student Success Workshops that will be offered, such as Time Management, Learn About Financial Aid, Study Skills, Self-Esteem, Discover Your Learning Style, Student Mental Health, etc. For more information on topics and dates contact the Orientation office at (559) 737-5410 or visit the web site [www.cos.edu](http://www.cos.edu).

Students selecting the online option will go to [www.cos.edu](http://www.cos.edu) and click on “Orientation.” After viewing the online orientation, the questionnaire and information which appear at the end of the orientation must be completed and submitted electronically to receive credit for this portion of orientation process. Face-to-face orientations are typically offered the first two weeks of each semester (additional dates may be offered). Call the Orientation Office (559) 737-5410 or check the web site at [www.cos.edu](http://www.cos.edu) for more information.

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

## Outreach Services

The goal is to help new students make a smooth transition from high school to COS. However, staff are here to help current students learn about resources and services available on campus. The Outreach Office is located in the Sequoia Building, room 104. Students and guests are welcome to drop in between the hours of 8:00 AM to 4:30 PM. To contact the Outreach Department please call the Career, Transfer, Outreach-Coordinator at (559) 730-3700 or email [outreach@cos.edu](mailto:outreach@cos.edu).

## PASEO Program

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

- They intend to pursue a bachelor’s degree or higher degree in a math or science-based major such as Mathematics; Chemistry; Biology; or Engineering.
- They completed a high school chemistry class and are ready for advanced math.
- They are interested in working closely with COS STEM faculty in classes and in STEM enrichment activities such as conferences, field trips and university visits.
- They are interested in internships and scholarships.

- They qualify to receive financial aid and/or if their parents did not complete college.

### How PASEO helps STEM students at COS:

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

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

### PASEO Eligibility Requirements:

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

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

## Puente Project

What is the Puente Project?

The mission of the Puente Project is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees and return to their communities as leaders and mentors to succeeding generations. Puente is open to all students. Puente students sign up for a transfer program that will help them to develop necessary skills to accomplish their goals.

There are four main components to the program:

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

**Counseling:** Puente students work closely with their Puente counselor until they graduate. The counselor tracks their

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

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

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

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

### Scholarship Program

College of the Sequoias offers over \$130,000 in Scholarship Awards each year to eligible student applicants. Awards sponsored by the College, COS Foundation and many community donors range from \$100 to \$2,500 and are offered to incoming freshman, continuing sophomores, and graduating/transferring students. The online COS Scholarship Application and Directory may be accessed from the COS website: [www.cos.edu/scholarships](http://www.cos.edu/scholarships). The Scholarship Office is located in the Sequoia Building, Room 3. Contact number: (559) 730-3878.

### Student Activities

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

### Student Health Center

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

Nursing assessments and referrals, health information and education, blood pressure, vision and hearing screening; first aid; confidential mental health/psychological counseling, massage therapy; reproductive care, counseling and testing;

communicable disease control, including tuberculosis skin testing; and over the counter medications. Fees are subject to change.

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

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

For more information about any of the health services listed here please call the Student Health Center at (55) 730-3880.

### Transfer Center Services

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

### Tutorial Center

The Tutorial Center provides small group tutoring and walk-in tutoring for a variety of subjects: Math, English, Chemistry, Biology and Computers. The Tutorial Center is located in the Learning Resource Center (Lodgepole Building). The center is open Monday through Thursday 7:30 am to 7:30 pm and Fridays 7:30 am to 3:30 am. There is helpful information available in the center at no cost. It includes information in the areas of note taking, study skills, test anxiety, improving memory and test taking. Tutoring is also offered at the Hanford and Tulare Centers. For more information, please call (55) 730-3820 or (559) 737-6241.

### Veteran's Educational Benefits

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

## Welcome Center

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

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

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

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

## Workforce Investment Act Program

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

## Work Experience

The Work Experience Program offers students the opportunity to earn elective credit (1-4 units) related to work they perform within the community. This program is open to students from all majors with acceptable employment (paid or volunteer).

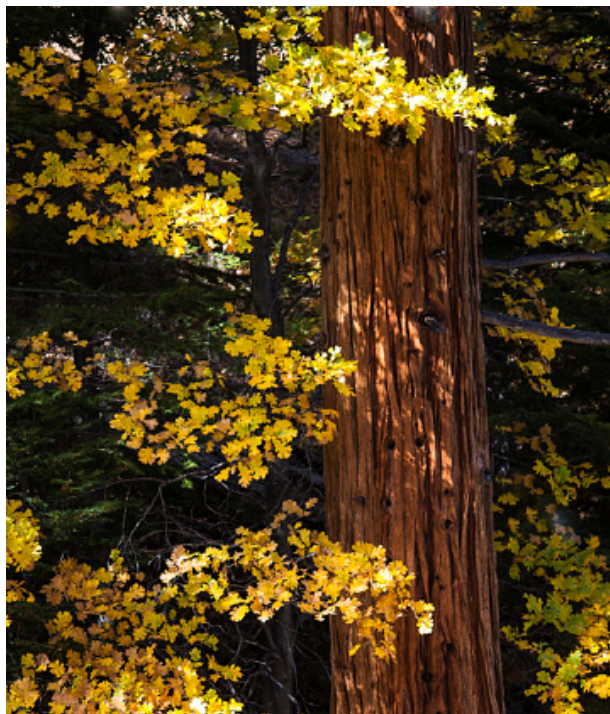
Students interested in participating may contact Lisa Greer in the Sycamore Building, or call (559) 730-3742.

## On-Campus Student Employment/Work Study

College of the Sequoias offers on and off campus student employment. On-campus student employment is funded by various departments and programs, including Federal Work Study and CalWORKs Work Study. On campus positions are posted online at the COS website: [hire.cos.edu](http://hire.cos.edu). For more information, contact the Work Study Specialist, at (559) 730-3864, located in the Sequoia Building-Room 106.

## Work Study

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





## Academic Divisions

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

### Agriculture

Fernando Fernandez, Chairperson

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

A wide variety of educational and career opportunities is available for all agriculture students at COS, including Vocational and Skill Certificates, Associates of Science Degrees and general education classes in preparation for transfer to a four-year university. The Agriculture Program at COS also offers evening and short-term classes designed for individuals who seek to upgrade existing job skills. Faculty in the Agriculture Program are experts in their disciplines and are dedicated to helping students learn. Adjunct faculty are practicing professionals in their fields whose teaching abilities and expertise enhance the educational experience for all students.

Supervised work experience is an integral part of instruction in the Agriculture Program and provides interaction with professionals in many areas of the industry. Clubs representing every agricultural major are an important and active presence on campus. They include, among others, Ag Council, Ag Ambassadors, Ag Business, Ag Welding, Livestock, Dairy, Equine, Ornamental Horticulture, Floriculture and Plant Science clubs. Students may also audition for the only community college Varsity Women's Equestrian Team in California. By participating in clubs and other extracurricular activities, students develop invaluable skills that will serve them throughout their lives.

### Business

Brian Bettencourt, Chairperson

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

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

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

- Access
- Excel
- Word
- Java
- Visual BASIC
- Computer Operating Systems
- World Wide Web
- Keyboarding Software
- ProSeries Tax Preparation Software
- Lexis Legal Research
- FrontPage
- InDesign
- PowerPoint
- QuickBooks

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

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

- Accounting
- Administrative Assistant
- Business, General
- Business Management
- Computer Applications
- Computer & Information Systems
- Computerized Office Procedures
- Law Office Clerk/Receptionist
- Legal Secretary
- Marketing Management
- Paralegal
- Word Processing

### Paralegal Program

The objective of the Paralegal Program is to prepare students for careers as paralegals. A paralegal is a person qualified by education, training, or work experience and is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. A paralegal is not an attorney and, therefore, cannot give legal advice or represent another in court, except under very limited circumstances provided by law. This is not a four-year



transfer program or a pre-law program. The program includes work experience and assistance with job placement.

## Consumer/Family Studies

San Dee Hodges, Chairperson

### Focus of Consumer/Family Studies

The Consumer/Family Studies Division is dedicated to improving the quality of life for our diverse student population and their families within the global community. Our mission is to support acquisition of basic skills and provide pathways leading to careers in child development, education, nutrition and foods, fashion merchandising and design. Consumer/Family Studies offers classes that meet requirements for Associate Degrees, vocational certificates, and general education. (Revised October 2009)

### Areas of Study

The Child Development department provides courses leading to work in private child care programs and preschools and courses to earn a Child Development Permit for employment in state or federally funded programs. Additional course work is offered for infant/toddler care, administration for director qualifications, and for a Special Education option. Students may obtain a 6-, 12-, 24- or 26-unit Child Development Vocational Certificate, an AS degree in Child Development and/or classes for a transfer option. Child Development 042 will fulfill a CSU, Area D3 and IGETC Area 4 transfer general education course; CFS 080 will fulfill a CSU Area E and IGETC Area 4 transfer general education course; and Child Development 39 will fulfill a CSU Area D3 or E and IGETC Area 4 transfer general education course.

The Nutrition and Culinary Department offers three culinary Certificates at 8, 14, and 21 units for students to obtain or upgrade employment in the food service industry. The Nutrition 18 course will fulfill the COS Area B (science) for an AA/AS degree and CSU Area E transfer general education course. NUTR 020 is a transfer course that will fulfill a CSU transfer Area D3 or E, and IGETC transfer Area 4 general education course.

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

The Consumer Family Studies Division also includes education courses. EDUC 050, Introduction to Teaching, fulfills the CSU Teacher Credential admission requirement for on-site school observation.

## Industry and Technology

Rolando Gonzalez, Chairperson

The COS Industry and Technology Division is dedicated to serving the needs of all students interested in furthering their Industrial education at the college level. Our fourteen

departments provide educational opportunities for students seeking job skills needed for employment, transferable credits for students who plan on transferring to a university and opportunities for persons wishing to upgrade their job skills in order to advance in their current jobs. The Industry and Technology Division offers Associate of Science Degrees and Certificates in Aeronautics, Automotive Technology, Architecture, Construction Technology, Drafting Technology, Electronics, Information Technology, Electrician Training, Waste Water Treatment, Graphic Design, Heating Ventilation and Air Conditioning, Industrial Maintenance, Plumbing, and Welding. The Industry and Technology Division stresses quality teaching/learning through formal classroom lecture/discussion methods as well as plenty of hands-on "learn-by doing" in well-equipped laboratory facilities.

## Fine Arts

James McDonnell, Chairperson

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

### Associate of Arts Degrees:

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

### Certificates:

Commercial Art  
Commercial Music  
Communication Studies

### Performing Arts Organizations:

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

## Language Arts and Communications

David Robinson, Chairperson

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

Most students at COS take composition courses to fulfill either transfer or graduation requirements or to enhance their writing skills. Faculty in the English Department help students improve reading, writing and thinking abilities, all of which are necessary components in any major field of study. The composition courses vary in entry skill level from basic writing, where students learn to develop and sharpen their writing, to the critical thinking courses, in which students tackle issues and elements of logic. In addition to the composition courses, the department offers a wealth of courses in literature from survey courses, such as Introduction to Literature, to ethnic courses, such as Chicano Literature or African-American Literature, to period literature, such as Shakespeare or American Literature. Several courses are offered online, allowing students to meet minimally on campus and to do the majority of the coursework from their own homes. The English Department houses the Puente Project, a transfer program for students interested in studying Latino culture and issues and in transferring to the University of California, and many composition courses offered in the department are part of the First Year Experience program. The department also runs the WritingCenter, a place for any student in any discipline to receive feedback and assistance on any college writing project at any stage of the writing process. The Writing Center offers students across campus support and resources from laptop computers and printing capabilities to trained student tutors and English and ESL faculty to help with any essay. Increasingly, employers demand strong reading and writing skills of their employees, in addition to the ability to work with a variety of people successfully: English classes hone these skills. An English major prepares a student for a number of professional opportunities--law, teaching, publishing, broadcasting, journalism, and many more. The department also sponsors a Creative Writing club that annually produces the literary magazine, *The Working Title*. The courses of study within the English Department emphasize growth, communication, and the ability to live life more deeply.

Coursework in English as a Second Language is intended for students whose first language is one other than English. The program differs from that offered through the adult school in its rigor and focus. Courses make college-level demands on students, requiring intense study in and outside of class, and they focus on academic reading, writing, speaking and listening skills, rather than the life-skills focus of the adult school program. Intermediate courses are designed for students with minimal skills in one or more of the reading, writing, speaking and listening areas; advanced courses are equivalent in rigor

to developmental composition courses in the English department but stress improvement of the skills with an emphasis on the special needs of the non-native speaker. The program seeks to support and encourage students as they take coursework elsewhere in the college curriculum, and thus many students take courses simultaneously in ESL and in other disciplines. The ESL department also offers a non-credit, no cost program for students who want to learn English but do not need college credits. There are options both on campus and in local off-site locations to complete a non-credit beginning, intermediate, and advanced certificate in ESL. A transfer level Linguistics class that satisfies the requirement for prospective primary school teachers is offered via this department as well.

The Foreign Language department offers transfer courses in Portuguese and Spanish. The Foreign Language Department believes that it is in the interest of all students to become bilingual or fluent in many languages in order to compete in today's global community. Therefore, the instructors in the department provide a sequenced program of courses that support the goal of fluency in speaking, reading, writing and comprehension. Besides offering Portuguese 1-2 and Spanish 1-4, the department also features a vital Spanish for Spanish Speakers Program (Spanish 22-23) and a survey of literature (Spanish 12). The Spanish program and instructors are particularly active, sponsoring activities like the campus MEChA club and a Dia de los Muertos display. A particularly popular Skill Certificate offered by the Spanish department is the Spanish Interpreters Certificate that encompasses a group of courses designed to lead a student to the successful completion of the California state interpreters exam.

American Sign Language (ASL) was introduced at COS in the early 1980s. From a few evening classes, the ASL department has grown into a vibrant program. Currently, students can take four levels of ASL. We also offer an interpreting course to train students who are interested in becoming qualified interpreters for as well as teachers of the deaf.

The Journalism department is responsible for the production of the COS student-run newspaper, *The Campus*. Students interested in journalism can gain invaluable experience--seldom offered to students in their first two years at a four-year college--in all areas of newspaper production, from news and editorial writing, to photojournalism and layout. The journalism computer lab offers students the opportunity to design and print both hard copy and online versions of the newspaper, simulating the production of local and national newspapers. In addition, the courses in "Mass Communication" and "Cultural Issues in Film/TV/Web" also meet a transfer requirement in Area 4 for the CSU and UC transfer.

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

## Math and Engineering

Jared Burch, Chairperson

The Mathematics Department offers courses for basic skills instruction, general education, and support curricula for

math, science, computer science and engineering majors. An Associate Degree is offered in Mathematics which is designed to prepare students to transfer to a university with a solid foundation in mathematics. In addition to traditional coursework, the department supports a tutorial and computer lab which is available for walk-in use by students enrolled in math courses.

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

The Math and Engineering departments have transfer agreements with most University of California campuses and California State University campuses, which accept transfers from these programs into the junior year of study. See a COS counselor for more information.

## Nursing and Allied Health

Belen Kersten, Chairperson

The College of the Sequoias Division of Nursing and Allied Health offers a variety of courses and programs for students interested in the health care field. Included among these are an Emergency Medical Technician Certificate; a Nursing Assistant Certificate; a Pharmacy Technician Certificate; an Associate Degree Physical Therapist Assistant and an Associate Degree Registered Nurse Major as well as a variety of courses designed to meet the health education needs of the community.

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

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

Students who are interested in health care education are encouraged to visit the nursing division office for additional information. Regular monthly information meetings are held for all students interested in nursing education. Dates and times are available in the division offices, the counseling office and on the division website.

Safe nursing practice is necessary for retention of students in the nursing program. If, at any time, a student's conduct and/or patient care displays a potential harm to the well-being of patients, or if, at any time the physical or emotional health of a student appears such that he or she cannot withstand the program in nursing, based on the professional judgment of the faculty, the student may be asked to terminate from the nursing program. The amount of time that can be lost in any nursing course, for any reason, is stated in the Nursing Student Handbook.

## Physical Therapist Assistant

Jonna Schengel

The physical therapist assistant curriculum integrates scientific knowledge of physical therapist assistant and general education courses to fulfill requirements of the College of the Sequoias and the Commission on Accreditation of Physical Therapy Education (CAPTE). The physical therapist assistant and general education classes are taken on the college campus and clinical education courses are offered in selected hospitals and community health care agencies. The faculty is directly responsible for teaching the physical therapist assistant classes and supervising the clinical experience.

Regular monthly information meetings are held for all students interested in physical therapist assistant education, on the first Tuesday of every month in HR 133.

Safe physical therapist assistant practice is necessary for retention of students in the physical therapist assistant program. Attendance to class, lab and clinical experience is mandatory. If, at any time, a student's conduct and/or patient care displays a potential harm to the wellbeing of patients, or if, at any time, the physical or emotional health of a student appears such that he or she cannot withstand the program in physical therapy assistant, based on the professional judgment of the faculty, the student may be asked to terminate from the physical therapy assistant program. The amount of time that can be lost in any PTA course, for any reason, is stated in the Physical Therapist Assistant Student Handbook.

## Physical Education

John Boragno, Chairperson

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

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

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

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

## Science

Jesse Wilcoxson, Chairperson

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

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

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

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

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

Biology is the largest Department in the Division and offers a wide variety of courses for non-majors and majors alike. The department offers courses required for students majoring in allied health fields such as nursing, dental hygiene, physical therapy and sports medicine. Students preparing for pre-dental and pre-medical majors normally major in Biological Sciences and can find all the required courses available at COS. Please consult with your counselor if you are planning such a major since there are many prerequisites for the required courses. Creating a Student Education Plan (SEP) early in your academic career will reduce the chance of taking courses you do not need to transfer.

Science majors are invited to participate in two programs designed to improve transfer to the university: MESA and SETA.

MESA provides students with academic support services such as advising and tutoring. SETA is the student science club. Both programs provide information on scholarships, internships, field trips and enrichment opportunities.

## Social Sciences

Carol Enns, Chairperson

Professors in the Social Science Division teach the following disciplines:

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

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

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

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

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

## Student Services

Adrienne Duarte, Chairperson

### Mission Statement

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



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

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

### **Cooperative Agencies Resources for Education (CARE)**

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

### **Counseling**

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

Students wishing to change their goal should see a counselor to revise their Student Educational Plan. Personal and social concerns are also addressed as they relate to college success. Students are encouraged to take advantage of these services offered at no cost.

### **Courses**

The purpose of Interdisciplinary Studies 220 (college orientation) is to prepare students for a successful entrance into college life. With the introduction of the supportive services at the college through orientation, students become informed of the resources available to them. Students also become aware of their rights and responsibilities. The Counseling and Human Development courses provide an opportunity for students to develop career decision making and college success skills.

### **Disability Resource Center**

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

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

Other services include in-class sign language interpreters, specialized tutoring, and videophone access for deaf and hearing impaired students. Students with disabilities attending College of the Sequoias are able to receive instructional materials in alternate formats to assist them in achieving academic success. Alternate formats include Braille, electronic text, large print, and tactile graphics. In addition, members of the community who have disabilities may request COS publications in alternate formats.

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

### **Extended Opportunity Programs & Services (EOPS)**

Extended Opportunity Programs and Services (EOPS) is a state-funded program that provides targeted recruitment to students identified as being educationally and socioeconomically disadvantaged. The EOPS Program provides academic, financial and personal counseling to student participants as they work to attain their educational goal of graduating or transferring. Additional academic and financial support services are also provided.

### **Puente Project**

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

### **Work Experience**

The Work Experience Program offers students the opportunity to earn elective credit (1-4 units) related to work they are doing within the community. This program is open to all majors with acceptable employment (paid or volunteer). Students interested in participating may contact Lisa Greer at (559)730-3742.

## Transfer Information and Requirements

Students planning to transfer have a wide variety of options. The California State University with 23 campuses; the University of California with 9 campuses; and over 60 private/independent colleges in California provide a wide range of academic programs, physical and academic environments, and social climates. College of the Sequoias offers the equivalent of the first half of these college and university programs. Students wishing to pursue any of these goals should meet with a counselor as early as possible to discuss their plans. Careful planning will help students avoid mistakes which could prolong their academic pursuits.

Successful transfer planning requires the following steps:

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

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

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

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

*Students are responsible for complying with regulations and instructions set forth in catalogs, for selecting the courses which will permit them to meet their educational objectives, and for satisfying any program or course prerequisites. College requirements and articulation agreements are constantly changing; the following pages represent our best attempt to provide current and pertinent information for transfer students.*

### The California State University Upper Division Transfer Requirements

If a student has completed at least 60 transferable semester (90 quarter) units, has a grade point average of 2.0 (C) or better (2.4 for California non-residents) in all transferable units attempted, and is in good standing at the last college or university attended, s/he may be eligible for upper division transfer if s/he has completed at least 30 semester (45 quarter) units of college courses with a grade of "C" or better in each course to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements.

The 30 semester (45 quarter) units must include all of the general education requirements in communication in the English language (at least 9 semesters or 12 quarter units to include written communication, oral communication, and critical thinking) and mathematics (at least 3 semester or 4 quarter units) or, if completing the Intersegmental General Education Transfer Curriculum, English communication (at least 9 semester or 12 quarter units in English composition, oral communication, and critical thinking) and the requirement in mathematics (at least 3 semester or 4 quarter units. Required courses must be completed by deadlines established by the university.

#### New Degrees for CSU Transfer Students:

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

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

“high-unit” major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

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

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an “AA-T” or “AS-T” major as detailed in the Degrees for Transfer section of the catalog. All courses in the major must be completed with a grade of C or better. (Title 5 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, including Area 1C: Oral Communication (CSU requirement only.)

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

## General Education Requirements for CSU

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

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

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

[http://www.cos.edu/articulationandtransfer/Infor for Artic-CSU GE and IGETC link.htm](http://www.cos.edu/articulationandtransfer/Infor%20for%20Artic-CSU%20GE%20and%20IGETC%20link.htm)

## General Education Certification for Transfer to CSU

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

### Area A

English Language Communication and Critical Thinking (9 units minimum)

Choose one course from each section.

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

A2 Written Communication ENGL1

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

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

\*Courses can be counted in ONE AREA ONLY.

## COMM 112 same as BUS 112

### Area B

Scientific Inquiry and Quantitative Reasoning (9 units minimum)

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

#### Group 1 (B1) Physical Science

AG 4, ASTR 10; GEOG 1, 11; CHEM 1, 2, 20, 21, 30;

GEOL 1, 4, 2, MET 1; PSCI 20;

PHYS 5, 6, 7, 20, 21

#### Group 2 (B2) Life Science

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

ANTH 11; PLSI 1

#### Group 3 (B4) Mathematics

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

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

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

### Area C

Arts and Humanities (9 units minimum)

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

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

ARCH 70, 71  
 ART 1, 2, 3, 4, 5, 8  
 CINA 31, 32, DRAM 1, 2, 3, 6\*, 8, 9;  
 MUS 1, 4, 5, 6, 7, 10, 11, 13, 14

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

AJ 123  
 ASL 1, 2, 3, 4  
 BUS 185  
 DRAM 6\*  
 ENGL 4, 10, 15, 16, 18, 19, 30, 31, 44, 45, 46  
 ETHN 1\*,2\*,3\*,4\*  
 HIST 17\*, 18\*, 25\*  
 LING 111  
 PHIL 1, 5, 12, 13, 14  
 PORT 2  
 SPAN 1, 2, 3, 4, 12, 22, 23

\*Courses can be counted in ONE AREA ONLY.

**Area D**

Social Sciences (9 units minimum)

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

**Group 1 (D8 & US-2 & US-3) AMERICAN INSTITUTIONS**  
 POLS 5

**Group 2 (D6 & US -1) AMERICAN INSTITUTIONS**  
 HIST 17, 18

**Group 3**

(D1): ANTH 10, 12  
 (D2): ECON 40,50, 25, AGMT 1  
 (D3): ETHN 1\*,2\*,3\* , 4\*,5  
 (D4): SOC 10  
 (D5): GEOG 2  
 (D6): HIST 4, 5, 23, 25\*  
 (D7): PSY 5, COMM 9, NUTR 20\*, AG 1, JOUR 20  
 (D8): POLS 6, 8, AJ 25\*, JOUR 7  
 (D9): CHLD 39\*, 42, PSY 1\*, 10\*, 34\*  
 (D0): AJ 11, 45,114, SOC 1, 2, 23, 26\*, 43, SSCI 36\*

\* Courses can be counted in ONE AREA ONLY.

**Area E**

Lifelong Learning and Self-Development (3 units minimum)  
 PSY 1\*, 10\*, 34\*, 133; SOC 26\*; NUTR 18, 20\*; CFS 80, 186;  
 CHLD 39\*; ENGL 14; HW 1, 7, 104; NURS 106; SSCI 36\*.

\* Courses can be counted in ONE AREA ONLY.

Note: An approved military DD214 fulfills Area E.

**American Institutions Requirement**

All CSU graduates must complete coursework in U.S. History, Constitution, and American Ideals as required by Section 40404 of Title 5 of the Administrative Code. This requirement may be fulfilled at COS for all CSU campuses by completing POLS 5 and either HIST 17 or 18 as part of the General Education Certification.

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

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

**Area 1**

English Communication

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

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

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

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

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

**Area 2**

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

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

**Area 3**

Arts and Humanities

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

**Group A** Art

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

**Group B** Humanities

ASL 3, 4



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

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

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

#### Area 4

Social and Behavioral Sciences (Minimum of 9 semester units)

Select at least three courses from at least two disciplines.

AG 1  
 AJ 45  
 AGMT 1;  
 ANTH 10, 12  
 CFS 80  
 CHLD 39, 42  
 ECON 25, 40, 50  
 ETHN 1\*\*, 2\*\*, 3\*\*, 4\*\*, 5  
 GEOG 2  
 HIST 17\*\*, 18\*\*  
 JOUR 7, 20  
 NUTR 20  
 POLS 5+, 6, 8  
 PSY 1, 5, 10, 34,  
 SOC 1, 2, 10, 23, 26, 43  
 SSCI 36  
 COMM 9

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

#### Area 5

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

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

##### Group A Physical Sciences

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

##### Group B Biological Sciences

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

##### Language Other Than English

(UC Requirement only)

This requirement may be fulfilled by the completion of two years of a foreign language in high school with a grade of "C" or better; a score of 3 or higher on an AP Exam in a language

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

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

CSU Graduation Requirements in U.S. History, Constitution, and American Ideals. This is not part of the IGETC; however, this requirement may be completed prior to transfer. Select one course each from Groups 1 and 2.

##### GROUP 1

GOVT 5+

##### GROUP 2

HIST 17+, 18+

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

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

### Eligibility for Transfer to UC

If a student was eligible for admission to the University of California when s/he graduated from high school--meaning s/he satisfied the subject, scholarship, and examination requirements, or were identified by the University during the senior year in high school as being eligible under the Eligibility in the Local Context (ELC) Program, s/he is eligible to transfer if s/he has a "C" (2.0) average in his/her transferable college coursework.

If a student met the Scholarship Requirement, but did not satisfy the 15-course Subject Requirement, s/he must take transferable college courses in the missing subjects, earn a "C" or better in each required course and maintain a 2.0 GPA in all transferable coursework to be eligible for transfer.

If a student was not eligible for admission to the University when s/he graduated from high school because of not meeting the Scholarship Requirement, s/he must:

a. Complete 60 semester (90 quarter) units of transferable college credit with a grade point average of at least 2.4 (2.8 for nonresidents); NO more than 14 semester/21 quarter units may be taken (pass/not pass), and;

b. Complete the following seven transferable college courses, earning a grade of “C” or better in each course:

1. Two transferable college courses (3 semester or 4-5 quarter units each) in English composition, and;
2. One transferable college course (3 semester 4-5 quarter units) in mathematical concepts and quantitative reasoning, and;
3. Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

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

## Clearing High School “A-F” Deficiencies with College Courses

### University of California

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

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

For a deficiency in U.S. History/Civics/American Government, a transferable college course of three or more semester units in U.S. History, civics or American Government. For a deficiency in world history/cultures/geography, a transferable college course of three or more semester units in world history, cultures, and geography.

- (b) English  
High School Requirement: four years

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

- (c) Mathematics  
High School Requirement: three years

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

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

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

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

To clear entire deficiency, any transferable course or courses held by the college or university to be equivalent to two years of high school language (excluding conversation).

- (f) Visual and Performing Arts  
High School Requirement: one year

Any transferable 3-semester/4- quarter unit course that clearly falls within one of four Visual/Performing Arts disciplines: dance, drama/ theater, music or visual art.

- (g) College Preparatory Electives  
High School Requirement: one year

One transferable course beyond those listed above as clearing any of the “a-f” requirements: or a transferable course having as prerequisite the equivalent of two high school years in a second language; or transferable course equivalent to those that clear the “c”, “d”, or “e” requirement; or a transferable course of three or more semester (4 or more quarter) units in history, social science, or visual and performing arts.

## General Education Requirements for UC

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

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

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

# University of California Transfer Course List

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

## Accounting

1, 2

## Administration of Justice

11, 13, 14\*, 25\*, 45

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

## Agriculture

1, 2, 3, 4

## Agriculture Management

1

## American Sign Language

1, 2, 3, 4

## Animal Science

1, 2, 22,

## Anthropology

10, 11, 12

## Architecture

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

## Art

1, 2, 3, 4, 5, 6, 7, 8, 9, 15, 16, 23, 25, 32, 43, 49, 61, 63, 66

## Astronomy

10

## Biology

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

+No credit for BIOL 20 if taken after BIOL 1

## Business

18, 20\*, 82

\*BUS 20, MATH 21 and SSCI 25 combined: maximum credit allowed; one course

## Chemistry

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

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

## Child Development

39, 42

## Consumer/Family Studies

80

## Cinema Arts

31, 32

## Communication

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

## Computer

5, 6, 8, 9

## Computer Science

1, 2

## Dance

50, 54, 58, 62, 80

## Drafting

16

## Drama

1, 2, 3, 4, 5, 6, 12, 13, 14, 15, 16, 17, 19, 21

## Earth Science

1

## Economics

25, 40, 50

## Education

50

## Engineering

1, 2, 3, 4, 7

## English

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

## Ethnic Studies

1, 2, 3, 4, 5

## Fashion

76

## Geography

1, 1L, 2,

## Geology

1, 4, 12

## History

4, 5, 17, 18, 23, 25

## Health and Wellness

1\*, 3, 7\*, 60\*

\*1, 7, and 60 combined: maximum credit allowed, one course

NOTE: HW 60 same as SMED 60

**Independent Study**  
(See COS Counselor)

**Intercollegiate Athletics**  
1AD through 49AD  
\*See PEAC (\*) for limitation

**Journalism**  
1, 7, 11, 20

**Kinesiology**  
82, 83, 84

**Mathematics**  
10\*\*,11\*\*, 21\*, 70, 75,76, 77, 80, 81

\*21, BUS 20 and SSCI 25 combined: maximum credit allowed, one course

\*\*10 and 11 combined: maximum credit allowed, one course

**Meteorology**  
1

**Music**  
1++, 4++, 5++ 6, 7, 10, 11, 13, 14,  
20AD, 25, 30, 31, 34AD, 36, 41AD, 54AD, 60, 62, 72AD, 74AD,  
91, 97

+1, 4, & 5 combined: no credit for 1 if taken after 4 or 5

**Nutrition**  
18, 20

**Ornamental Horticulture**  
1, 2\*, 3\*, 7

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

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

**Physical Education Activity (PEAC)**  
1 through 99  
\*any or all of these PE Activity courses : maximum credit allowed, 4 units

**Physical Science**  
20\*

No credit for 20 if taken after a college course in Astronomy, Chemistry, Geology or Physics.

**Physics**  
5\*, 6\*, 7\*, 20\*, 21\*

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

**Plant Science**  
1, 12

**Political Science**  
5, 6, 8

**Portuguese**  
1, 2

**Psychology**  
1, 5, 10, 29, 34

**Sociology**  
1, 2, 10, 23, 26, 43

**Social Science**  
25\*, 36

\*25, BUS 20 and MATH 21 combine: maximum credit allowed, one course

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

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

**Sports Medicine**  
40\*, 60+

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

NOTE: SMED 60 same as HW 60

## Private Independent Colleges

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

## Major and Certificate Requirements

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

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



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

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

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

## General Education Philosophy for the Associate Degree

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

Major requirements educate students in the area of specialization, breadth requirements help them develop the capacity for independent judgment. The general education breadth requirements are of vital importance in the personal, social, and vocational/professional life of each student.

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

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

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

General education breadth requirements:

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

## AA/AS Requirements for Graduation

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

1. A minimum of 60 units of college-level courses (numbered from 1 – 299), at least 15 of which must be taken in residence at COS, with a “C” (2.0) average. These 60 units include General Education, major and electives courses.
2. Completion of all courses required for the desired major (see major and certificate section of this catalog for details).
3. Subject requirements:
  - a. Two units of Dance, Intercollegiate Athletics, or Physical Education activity courses with a grade of “C” or better. Exemptions will be granted to veterans with an approved DD214, students who have completed a police or fire academy, and students with medical exemptions from qualified doctors.
  - b. Three units of Health and Wellness. Completion of HW 1 or 7 or an equivalent college course at a regionally accredited college with a grade of “C” or better. Exemptions will be granted to students earning a degree in Registered Nursing; however, they must complete one of the following courses: PSY 1, SOC 1 or NURS 106.

Exemptions will also be granted to veterans with an approved DD214. The four units granted by the college for the approved DD214 will be used to meet the minimum units required by Title 5.

- c. Three units of American Institutions. Completion of HIST 17, 18, POLS 5, or an equivalent course at a regionally accredited college with a grade of “C” or better.
4. Competency Certification:

State law requires that the candidate for the Associate of Arts or Associate of Science degree be certified as competent in the areas of Writing, Reading, and Computation. Additionally, COS has established a local information competency requirement. Students may establish competency in each area as follows:

- a. Writing and Reading:  
ENGL 1 or an equivalent course at a regionally accredited college with a grade of “C” or better.
- b. Mathematics:
  - i. MATH 230 or 245, or a more advanced math course at COS, or an equivalent course at a regionally accredited college with a grade of “C” or better; or

- ii. Eligibility for MATH 10, 21, 70, 154 or BUS 20, 119, or SSCI 25, based on COS Placement Procedures. Eligibility based on Assessment and Placement Testing must be established on students' initial placement (retesting not permitted). Students with a substandard grade in MATH 230 or 245 or a more advanced math course at COS, or an equivalent course at a regionally accredited college may not use this option, unless the eligibility was established before enrollment in the course in which the substandard grade was earned.

c. Information:

- i. One unit of information competency. This may be satisfied by completion of LIBR 101, 102 or 103 with a grade of "C" or better **or** equivalent coursework **or** an equivalent course at a regionally accredited college with a grade of "C" or better, **or**
- ii. Pass information competency examination with a score of at least 75%. Students will be allowed two attempts. If the exam is not passed after two attempts, students will be required to complete one of the LIBR courses listed above.

5. Nineteen units of General Education:

Thirteen units of General Education will be satisfied by meeting requirements in Areas A-C below. The additional six units required by Title 5 will be met with Health and Wellness and American Institutions subject requirements (see above).

**Area A1**

Written Communication

A minimum of four (4) units of:  
ENGL 1

**Area A2**

Oral Communication and Analytical Thinking

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

AJ 25  
BUS 20, #112, 119  
COMM 1, 4, 5, 7, 8, #112  
COMP 5, 6  
ENGL 2  
JOUR 7  
MATH 10, 21, 70, 75, 154  
PHIL 20, 25  
SSCI 25  
#BUS 112 same as COMM 112.

**Area B**

Natural Science

A minimum of three (3) units chosen from the following:  
AG 2, 3, 4

ANTH 11  
ASTR 10  
BIO1, 2, 20, 21, 22, 25, 30, 31, 40  
CHEM 1, 20, 30  
GEOG 1,  
GEOL 1, 4, 12  
MET 1  
NUTR 18  
PSCI 20  
PHYS 5, 20  
PLSI 1

**Area C**

Humanities

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

AJ 123  
ASL 1,2,3,4  
ARCH 10, 20, 70, 71  
ART 1, 2, 3, 4, 5, 6, 7, 8, 11  
BUS 185  
CINA 31, 32  
DRAM 1, 2, 3, 6, 8, 9  
ENGL 4, 10, 15, 16, 18, 19, 30, 31, 44, 45, 46  
ETHN 1, 2, 3, 4  
HIST 25  
LING 111  
MUS 1, 10, 11, 13, 14  
OH 111  
PHIL 1, 5, 12, 13, 14  
PORT 1, 2  
SPAN 1, 2, 3, 4, 12, 22, 23

**Area D**

Social/Behavioral Science

This area is satisfied by the American Institutional subject requirement above.

Notes for AA/AS Requirements for Graduation:

Completion of the CSU-GE, IGETC or general education requirements at any regionally accredited university will fulfill the COS general education, subject and competency requirements.

Students who have met the minimum admissions requirements for transferring to a UC or CSU campus in a major, such as Science or Engineering, where completion of the CSU GE or IGETC is **not** recommended, due to excessive units, will be granted an Associate degree (Transfer Studies, Engineering, Math and Science) with the completion of the COS Associate Degree General Education requirements instead of the CSU GE or IGETC. The information competency, physical education, and health and wellness requirements will be waived and the additional 3 units required per Title 5 will be met with numerous additional science and math courses required for these majors.

## Graduation Application

An Application to Graduate must be filed by each student who wishes to receive an Associate degree. Students must have a graduation checklist completed by a counselor prior to submitting their application.

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

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

## Second Degree

1. A minimum of 12 semester units at COS subsequent to completion of the first AA or AS Degree with attendance during the last semester prior to graduation, or a total of forty-five (45) units in residence if not in attendance during the last semester prior to graduation. Units earned through Credit by Examination may not be counted as units in residence.
2. Courses specifically required in the major field of the second degree.
3. Only one diploma will be provided by COS at no cost to the student. A student may purchase additional (2nd or more, if earned) diplomas for \$15.00 each.
4. Notations of all degrees earned and majors completed will appear on students' transcripts.
5. A receipt from the cashier for an additional diploma must accompany the application for a degree.

## Catalog Rights

Students may graduate under the degree requirements in effect:

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

\*At the time of first enrollment at College of the Sequoias does not apply to students concurrently enrolled in high school.

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

## Transfer and External Exam Credit

### Acceptance of Credit from Other Institutions

Students may use coursework completed at other institutions to fulfill program, general education, and/or elective unit requirements for the Associate Degree or certificate programs at College of the Sequoias.

Colleges and Universities must ensure the quality of their programs by adhering to specific evaluation criteria established and evaluated by private educational associations called accrediting agencies. College of the Sequoias accepts courses from institutions accredited by the following regional agencies:

**MSA** - Middle States Association (of Colleges and Schools)

**NASC** - Northwest Association of Schools and Colleges

**NCA** - North Central Association (of Colleges and Schools)

**NEASC-CIHE** - New England Association of Schools and Colleges – Commission on Institutions of Higher Education

**SACS** - Southern Association of Colleges and Schools

**WASC-ACCJC** - Western Association of Schools and Colleges-Accrediting Commission for Community and Junior Colleges

**WASC-ACACS** - Western Association of Schools and Colleges-Accrediting Commission for Senior Colleges and Universities

College of the Sequoias recognizes those institutions that are either fully accredited or are listed as a candidate for accreditation as published in the [Database of Accredited Postsecondary Institutions and Programs maintained by the U.S. Department of Education](#).

The elective unit requirement may be met with courses from regionally accredited colleges and universities without further evaluation. Program and general education requirements may be met with courses from regionally accredited colleges and universities only after being evaluated through the course equivalency or course substitution process.

**Course equivalency may be determined by any of the following methods:**

1. Direct articulation between COS and the sending institution

2. Indirect articulation between COS and other California Community Colleges based on approval of courses for the California Identification Number System (C-ID)
3. Indirect articulation between COS and a sending institution determined by cross referencing additional public colleges and universities included in the California statewide articulation repository (ASSIST.org). For example, if a course under review is not approved for C-ID and COS does not have direct articulation with the California Community College a CSU that maintains articulation with both COS and the other California Community College could be used to establish indirect articulation.
4. A critical evaluation of the course to verify core elements of the course including topics, course objectives, lecture and/or lab hours, and pre-co-requisites are sufficiently aligned with COS courses. This review will be conducted by the counseling and/or evaluations staff. Some courses will also require review by the college Articulation Officer, appropriate faculty content experts and the appropriate department chair.

***Course substitutions may be approved by any of the following methods:***

1. Courses completed at another California Community College that are approved for an associate degree general education category as outlined in Title 5 will be applied to the same associate degree general education category at COS regardless of whether or not COS has an equivalent course.
2. Courses completed at another California Community College or at a California State University that are approved for a CSU general education category as outlined in CSU E.O. 1065 will be applied to the parallel associate degree general education category at COS .
3. Courses completed at private colleges and universities that are approved for a CSU general education category as outlined in CSU E.O. 1065 will be applied to the parallel associate degree general education category at COS.
4. Courses completed at another California Community College that are approved for the Intersegmental General Education Transfer Curriculum (IGETC) as outlined in the Standards, Policies & Procedures for IGETC (version 1.4 or most current) will be applied to the parallel associate degree general education category at COS .

## Upper Division Units

College of the Sequoias will accept coursework completed at the upper division level at a regionally accredited college or university under the following conditions:

1. The course must be deemed comparable to a College of the Sequoias course by the appropriate Department

- Chair, a designee, or an articulation agreement.
2. Courses may be used to meet a program requirement, an associate degree general education requirement, or a prerequisite
3. Courses will be accepted for subject credit only; units will not be awarded.
4. Maximum subject credit for 12 upper division units will be allowed
5. Courses will not be used to certify CSU GE or IGETC requirements

## Foreign Coursework

Foreign coursework must first be evaluated by an accredited and approved evaluation service, and then reviewed by the COS Evaluations Office. Some courses may also require approval by the appropriate department chair. Courses may be used to fulfill prerequisite, program, general education and elective unit requirements only if course descriptions, in English, are submitted for review along with the evaluated foreign transcript. Course descriptions for English courses will be considered only if the language of instruction was English. College of the Sequoias will not determine course transferability to other colleges and universities.

To have foreign coursework evaluated, students need to contact one of the approved evaluation agencies listed below and request a detailed equivalency report that includes –for each course—a course description in English, whether it is an upper or lower division course, its U.S. semester equivalency, and the grade the student earned:

AERC	(American Education Research Corporation) (626) 339-4404, <a href="http://www.aerc-eval.com">www.aerc-eval.com</a>
APIE	(Academic & Professional International Evaluations, Inc.) (562) 594-6498, <a href="http://www.apie.org">www.apie.org</a>
IERF	(International Education Research Foundation) (310) 258-9451, <a href="http://www.ierf.org">www.ierf.org</a>
NACES	(The National Association of Credential Evaluation Services) Email: <a href="mailto:info@naces.or">info@naces.or</a> , <a href="http://www.naces.org/">http://www.naces.org/</a>

## Military Service Credit

Four semester units of elective credit will be granted to any actively enrolled student with an approved DD214 that shows completion of basic training in the Armed Services of the United States and any discharge other than dishonorable. Students with an approved DD214 will also be exempt from two associate degree subject requirements: 1) the 2-unit Physical Education activity course requirement, and 2) the



3-unit Health and Wellness course requirement. An approved DD214 may also be used to fulfill the California State University 3-unit Area E General Education Breadth requirement.

In addition, up to eleven semester units of elective credit may be granted to actively enrolled students submitting a military transcript for lower division/baccalaureate level courses completed at schools in the Armed Services of the United States and in accordance with recommendations by the American Council on Education (ACE). The number of units awarded is those recommended by the Council in the Guide to the Evaluation of Educational Experience in the Armed Services.

Please note: the Community College of the Air Force is accredited by the Southern Association of Colleges and Schools and credit will be granted accordingly.

may be considered for certification through a process called **“pass along certification.”** Courses taken at other California Community Colleges will be certified in the subject areas (AREA 1 – 6) approved by the institution where the courses were taken. Courses taken at other regionally accredited colleges and universities will be certified only if the course is determined to be equivalent to a course on a California Community College IGETC Certification Pattern. Courses deemed equivalent would be certified in the subject areas in which the equivalent CCC courses have been approved.

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## Transfer General Education Pass Along Certification

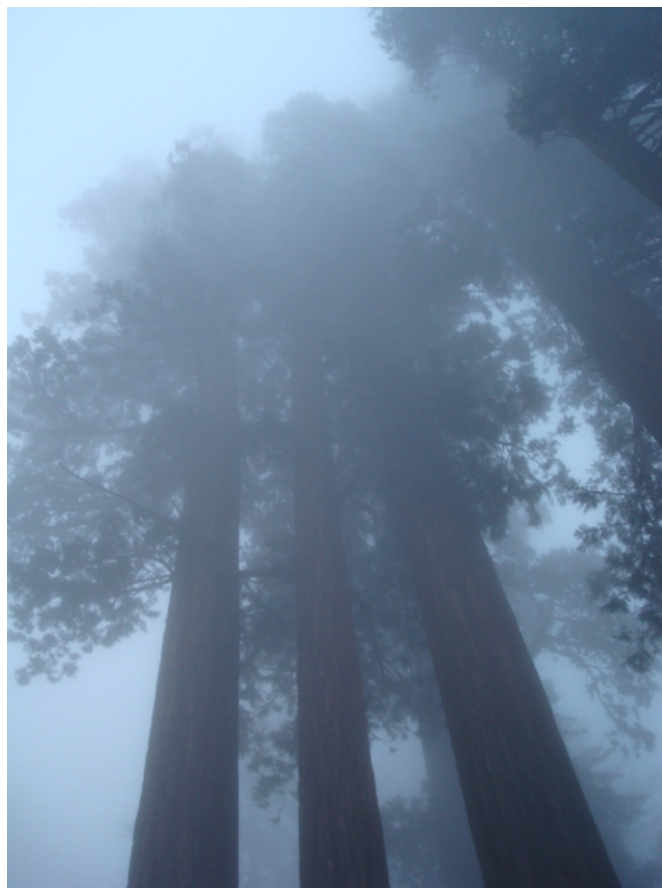
### CSU GE Certification

**“Certification”** means that College of the Sequoias has verified that a student has completed the lower division general education requirements for the California State University. Certification is important because without it students will be held to the general education requirements specific to the CSU campus to which the student transfers. Courses from other colleges and universities may be considered for certification by petition through a process called “pass along certification”. Courses taken at CSU campuses, participating private colleges and universities\*, and other California Community Colleges will be certified in the subject areas (AREA A - E) approved by the institution where the courses were taken. Courses taken at other regionally accredited colleges and universities will be certified only if the course is determined to be equivalent to a course in a California Community College Certification Pattern. Courses deemed equivalent would be certified in the areas (AREA A - E) in which the equivalent courses have been approved.

\*Participating private colleges and universities include: Fashion Institute of Design & Merchandising, Heald College, Humphreys College, Marymount College, and San Joaquin Valley College.

### IGETC Certification

**“Certification”** means that College of the Sequoias has verified that a student has completed the lower division general education requirements for the University of California and/or the California State University. Certification is important because without it students will be held to the general education requirements specific to the UC campus to which the student transfers. Courses from other colleges and universities



## Advanced Placement Exams (CEEB)

College of the Sequoias recognizes high achievements by students who have successfully completed one or more Advanced Placement Examinations as authorized by the College Entrance Examination Board.

Students who have successfully completed exams in the Advanced Placement Program with a score of 3, 4, or 5 may be granted credit for purposes of general education, graduation, and/or advanced placement in the college's sequence of courses.

Students enrolled at College of the Sequoias will automatically receive credit for Advanced Placement Examinations, if scores are sent to the college. The College will confirm the credit granted. If students choose not to receive credit for AP exams, they should request to have the credit removed from their transcript by making this request in writing to the Dean of Student Services. Please be aware that other institutions, particularly four-year colleges/universities, may evaluate your Advanced Placement credits differently. Check with an Academic Counselor or the institution to which you plan to transfer for an evaluation of your AP credits. (AP4236)

**Refer to the following AP chart (beginning next page) for information on specific course credit awarded and general education areas cleared to meet College of the Sequoias' program requirements as well as the transfer general education areas cleared for CSUGE and/or IGETC certification.**

	Course equivalency, GE, and units granted for COS PROGRAMS				AP exams with a minimum score of 3 can be used toward CSU admission and CSU GE certification, and UC admission and IGETC certification requirements.			
AP EXAM	SCORE	COS Course(s) Units ( ) GE Area	SCORE	COS Course(s) Units ( ) GE Area	CSU GE Certification Area/ Semester Units**	CSU Minimum Admission Semester Units**	IGETC Certification Area/ Semester Units***	UC Minimum Admission Semester Units***
Art History	3	ART 2 (3) Area C	4,5	ART 2 (3) + ART 3 (3) Area C	Area C2 3 units	6 units	Area 3A or 3B 3 units	5.3 units
Studio Art-Drawing	3	ART 8 (3) Area C	4,5	ART 8 + Electives (3) Area C	N/A	3 units	N/A	5.3 units maximum for all three exams
Studio Art-2D Design	3	ART 6 (3) Area C	4,5	ART 6 + Electives (3) Area C	N/A	3 units	N/A	
Studio Art-3D Design	3	ART 7 (3) Area C	4,5	ART 7 + Electives (3) Area C	N/A	3 units	N/A	
Biology	3	BIOL 20 (4) Area B	4,5	BIOL 20 (4) + Electives (2) Area B	B2 + B3 4 units	6 units	Area 5B (with lab) 4 units	5.3 units
Calculus AB	4,5	Meets MATH 76 prerequisite. If MATH 76 is completed with a "C" or better, then credit for MATH 75 will be granted and transcribed.			Area B4 3 units	3 units (only one CALC AP exam applied to degree)	Area 2 3 units	2.7 units (5.3 max credit for Calculus AP exams)
Calculus BC	3	MATH 75 (5) Area A2	4,5	MATH 75 (5)+ MATH 76 (5) Area A2	Area B4 3 units	6 units (only one CALC AP exam applied to degree)	Area 2 3 units	5.3 units (max credit for Calculus AP exams)
Calculus AB Sub-score		N/A		N/A	Area B4 3 units	3 units (only one CALC AP exam applied to degree)	Area 2 3 units	2.7 units (5.3 max credit for Calculus AP exams)
Chemistry	3	CHEM 1 (5) Area B	4,5	CHEM 1 (5) + CHEM 2 (5) Area B	Area B1 + B3 4 units	6 units	Area 5A (with lab) 4 units	5.3 units
Chinese Language & Culture		N/A		N/A	Area C2 3 units	6 units	Area 3B & 6 3 units	5.3 units
Computer Science A	3	CSCI 1 (4)	4,5	No additional credit	N/A	3 units (only one CS AP exam applied to degree)	N/A	1.3 units
Computer Science AB -discontinued after May 09	3	CSCI 2 (4)	4,5	No additional credit	N/A	6 units (only one CS AP exam applied to degree)	N/A	2.7 units (max credit for CS AP exams)

ADVANCED PLACEMENT EXAMS

AP EXAM	S C O R E	COS Course(s) Unit(s) GE Area	S C O R E	COS Course(s) Unit(s) GE Area	CSU GE Certification Area/ Semester Units	CSU Minimum Admission Semester Units**	IGETC Certification Area/ Semester Units***	UC Minimum Admission Semester Units***
English: Language & Composition	3	ENGL 1 (4) Area A1	4,5	No additional credit	Area A2 3 units	6 units	Area 1A 3 units	5.3 units (max credit for English AP exams)
English: Literature & Composition	3	ENGL 1 (4) Area A1	4,5	ENGL 1 (4) & ENGL 4 (3) Area A1 & C	Area A2 & C2 6 units	6 units	Area 1A or 3B 3 units	5.3 units (max credit for English AP exams)
Environmental Science	3	BIOL 21 (3) Area B	4,5	No additional credit	Area B1 & B3 4 units	4 units	Area 5A (with lab) 3 units	2.7 units
French Language	3				Area C2 3 units	6 units	Area 3B & 6 3 units	5.3 units
French Literature	3				N/A	6 units	Area 3B & 6 3 units	5.3 units
German Language		N/A		N/A	Area C2 3 units	6 units	Area 3B & 6 3 units	5.3 units
Geography (Human)	3	GEOG 3 (3) Area D	4,5	No additional credit	Area D5 3 units	3 units	Area 4E 3 units	2.7 units
Government & Politics: Comparative		N/A		N/A	Area D8 3 units	3 units	Area 4H 3 units	2.7 units
+ Government & Politics: US	3	POLS 5 (3) Area D	4,5	No additional credit	Area D8 & US-2 CSU AI requirement 3 units	3 units	Area 4H 3 units	2.7 units
History: European	3	HIST 4 (3) Area D	4,5	HIST 4 (3) & HIST 5 (3) Area D	Area C2 or D6 3 units	6 units	Area 3B or 4F 3 units	5.3 units
++ History: US	3	HIST 17 (3) Area D	3,4	HIST 17 (3) & HIST 18 (3) Area D	Area C2 or D6 & US-1 CSU AI requirement 3 units	6 units	Area 3B or 4F 3 units	5.3 units
History: World	3	HIST 25 (3) Area D	4,5	HIST 25 (3) & Electives (3) Area D	Area C2 or D6 3 units	6 units	Area 3B or 4F 3 units	5.3 units
Italian Language & Culture		N/A		N/A	Area C2 3 units	6 units	Area 3B & 6 3 units	5.3 units
Japanese Language & Culture		N/A		N/A	Area C2 3 units	6 units	Area 3B & 6 3 units	5.3 units
Latin: Lit: discontinued after May 2009		N/A		N/A	Area C2 3 units	6 units	Area 3B & 6 3 units	2.7 units
Latin: Virgil		N/A		N/A	Area C2 3 units	3 units	Area 3B & 6 3 units	2.7 units
Macro Economics	3	ECON 50(3) Area D	4,5	No additional credit	Area D2 3 units	3 units	Area 4B 3 units	2.7 units
Micro Economics	3	ECON 40(3) Area D	4,5	No additional credit	Area D2 3 units	3 units	Area 4B 3 units	2.7 units



AP EXAM	SCORE	COS Course(s) Units ( ) GE Area	SCORE	COS Course(s) Units ( ) GE Area	CSU GE Certification Area/ Semester Units**	CSU Minimum Admission Semester Units**	IGETC Certification Area/ Semester Units***	UC Minimum Admission Semester Units***
Music Theory	3	Electives (3)	4,5	Electives (6)	NA	6 units	N/A	5.3 units
*Physics B	3	PHYS 20 (5) Area B	4,5	PHYS 20 (5) & Electives (2) Area B	Area B1+B3 4 units	6 units (6 units max credit for all Physics AP exams)	Area 5A (with lab) 4 units	5.3 units (max credit for Physics AP exams)
*Physics C- Mechanics	3	PHYS 5 (5) Area B	4,5	PHYS 5 (5) & PHYS 6 (5) Area B	Area B1+B3 4 units	4 units (6 units max credit for all Physics AP exams)	Area 5A (with lab) 4 units	2.7 units (5.3 units max credit for Physics AP exams)
*Physics C- Electricity & Magnetism	3	PHYS 7 (5) Area B	4,5	PHYS 7 (5) & Electives (2) Area B	Area B1 +B3 4 units	4 units (6 units max credit for all Physics AP exams)	Area 5A (with lab) 4 units	2.7 units (5.3 units max credit for Physics AP exams)
Psychology	3	PSY 1 (3)	4,5	No additional credit	Area D9 3 units	3 units	Area 4 3 units	2.7 units
Spanish Language	3	SPAN 3 (4) Area C	4,5	SPAN 3 (4) & SPAN 4 (4) Area C	Area C2 3 units	6 units	Area 3B & 6 3 units	5.3 units
Spanish Literature	3	SPAN 12 (3) Area C	4,5	SPAN 12 (3) & Electives (4) Area C	Area C2 3 units	6 units	Area 3B & 6 3 units	5.3 units
Statistics	3	MATH 21 (4) Area A2	4,5	No additional credit	Area B4 3 units	3 units	Area 2 3 units	2.7 units

\* If a student passes both the AP Physics B and AP Physics C exams, credit will be granted for AP Physics C for COS program requirements.

+ AP Government & Politics: US Exam may be used to clear CSU GE AREA D8; however, to clear the CSU American Institutions graduation requirement for Federal, State, and Local Government, students must also complete POLS 110.

++ This exam only partially fulfills the CSU General Education-breadth requirements.

\*\*\* CSU Advanced Placement Policies

All CSU campuses will accept the minimum units shown if the exam is included in full or subject area certification; individual CSU campuses may choose to accept more units than those specified towards completion of general education breadth requirements. The CSU Minimum Admissions Semester Units column reflects the number of units all CSU campuses will accept toward CSU admission.

\*\*\* UC Advanced Placement Policies

Each AP exam may be applied to one IGETC area satisfying one course requirement, with the exception of Language Other Than English (LOTE). The UC Minimum Admission Semester Units column reflects the minimum number of units all University of California campuses will accept toward UC admission.



## College Level Examination Program (CLEP)

College of the Sequoias awards credit for the five General Examination sections of the College Level Examination Program: 1) College Composition, 2) College Mathematics, 3) Humanities, 4) Natural Science, and 5) Social Science & History. Six units of elective credit may be awarded for each examination that a student completes with a score of 50 or higher. Students enrolled at College of the Sequoias may petition for credit by submitting the official CLEP Test results to the COS Admissions and Records Office, Sequoia Building.

Currently, CLEP exams are not approved to clear associate degree general education requirements and the specific subject exams are not approved for general education or elective credit. This policy is currently under review. Refer to the following CLEP chart for information on general education areas cleared for CSU GE certification and minimum admission semester units granted.

CLEP Exams with a minimum score of 50 may be granted Associate Degree elective credit as indicated in the table below.				
CLEP Exams with a minimum score of 50 can be used toward CSU admission and CSU GE certification as indicated in the table below.				
CLEP Exam	COS GE Area/ Semester Units	COS Associate Degree Semester Units	CSU GE Certification Area / Semester Units	CSU Minimum Admission Semester Units
American Government	N/A	N/A	Area D8 / 3 units	3 units
American Literature	N/A	N/A	Area C2 / 3 units	3 units
Analyzing and Interpreting Literature	N/A	N/A	Area C2 / 3 units	3 units
Biology	N/A	N/A	Area B2 / 3 units	3units
Calculus	N/A	N/A	Area B4 / 3 units	3 units
Chemistry	N/A	N/A	Area B1 / 3 units	3 units
College Algebra	N/A	N/A	Area B4 / 3 units	3 units
College Algebra-Trigonometry (no longer offered)	N/A	N/A	Area B4 / 3 units	3 units
College Mathematics	N/A	6 units	N/A	N/A
English Composition – no essay (no longer offered)	N/A	6 units	N/A	N/A
English Composition – with essay (no longer offered)	N/A	6 units	N/A	N/A
English Literature	N/A	N/A	Area C2 / 3 units	3 units
Financial Accounting	N/A	N/A	N/A	3 units
French (score of 50) +	N/A	N/A	N/A	6 units
French (score of 59) +	N/A	N/A	Area C2 / 3 units	12 units
German (score of 50) +	N/A	N/A	N/A	6 units
German (score of 59) +	N/A	N/A	Area C2 / 3 units	12 units
History, U.S. I ++	N/A	N/A	Area D6 & US-1 CSU AI requirement/3 units	3 units
History, U.S. II ++	N/A	N/A	Area D6 & US-1 CSU AI requirement/3 units	3 units
Human Growth & Development	N/A	N/A	Area E / 3 units	3 units
Humanities	N/A	6 units	Area C2 / 3 units	3 units
Information Systems and Computer Applications	N/A	N/A	N/A	3 units
Introduction to Educational Psychology	N/A	N/A	N/A	3 units
Introduction to Business Law	N/A	N/A	N/A	3 units
Introduction to Psychology	N/A	N/A	Area D9 / 3 units	3 units
Introduction to Sociology	N/A	N/A	Area D10 / 3 units	3 units
Natural Science	N/A	6 units	Area B1 or B2 / 3 units	3 units
Pre-Calculus	N/A	N/A	Area B4 / 3 units	3 units
Principles of Accounting	N/A	N/A	N/A	3 units
Principles of Macroeconomics	N/A	N/A	Area D2 / 3 units	3 units
Principles of Management	N/A	N/A	N/A	3 units

Principles of Marketing	N/A	N/A	N/A	3 units
Principles of Microeconomics	N/A	N/A	Area D2 / 3 units	3 units
Social Sciences & History	N/A	6 units	N/A	N/A
Spanish (score of 50) +	N/A	N/A	N/A	6 units
Spanish (score of 63) +	N/A	N/A	Area C2 / 3 units	12 units
Trigonometry (no longer offered)	N/A	N/A	Area B4 / 3 units	3 units
Western Civilization I	N/A	N/A	Area C2 or D6 / 3 units	3 units
Western Civilization II	N/A	N/A	Area D6 / 3 units	3 units

**CSU CLEP Policies:**

All CLEP exams may be incorporated into certification of CSU GE-breadth requirements. All CSU campuses will accept the minimum units shown if the examination is included in full or subject area certification; individual CSU campuses may choose to accept more units than those specified toward completion of general education breadth requirements. The CSU Minimum Admission Semester Units column reflects the minimum number of units all CSU campuses will accept toward CSU admission. The CSU has grandfathered in this policy to guide CLEP submissions for any year the CLEP exam was taken.

+ If a student passes more than one CLEP exam in the same language other than English (French, German, & Spanish), only one exam may be applied to the baccalaureate degree. For each of these tests, a passing score of 50 is considered "Level I" and earns 6 units of admissions credit; the higher scores are considered "Level II" and earn additional admissions units and clears Area C2 of CSU GE-breadth.

++ This exam only partially fulfills the CSU American Institutions graduation requirement.

**UC CLEP Policies:**

The University of California currently does not accept CLEP Examinations.



## Vocational Certificate Program

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

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

### Certificate Policy

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

Students can petition their division for a waiver and/or the certificate requirements with training and/or professional experience from another institution or agency.

Students must complete at least 50% of the units required for the certificate in classes offered through COS. The petition is initiated through the division chair or department faculty in which the certificate training is available. Verification of any substitution for a required class must be attached to the certificate application.

## Types of Certificates

### Achievement Certificates (18 - 60 units)

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

### Skill Certificates (17.5 or fewer units)

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

## How to Apply for a Certificate

### Awarding of Certificates

#### General Skill and Certificate Provisions

1. Skill Certificates (17 units or fewer) or Certificates of Achievement (18 units or more and approved by the Chancellor's Office) will be awarded after the posting of grades of the particular certificate's course requirements (as outlined in the college catalog) and application procedures have been completed.
2. In order for certificates to be published in the COS graduation program, certificate applications must be approved and returned to the Admissions and Records Department prior to the deadline established each year by the Admissions and Records Department.

### Application Procedures

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

### Determining Award

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

## Alphabetical Listing of all Certificates and Majors

### A

Accounting - Certificate of Achievement .....	188
Accounting - Not for Transfer (AS) .....	123
Administration of Justice: Corrections - Not for Transfer (AS) .....	124
Administration of Justice: Law Enforcement - Not for Transfer (AS) .....	125
Administrative Assistant - Not for Transfer (AS) .....	126
Administrative Assistant – Certificate of Achievement .....	189
Adobe Illustrator – Skill Certificate .....	190
Adobe InDesign – Skill Certificate .....	191
Adobe PhotoShop – Skill Certificate .....	192
Aeronautical & Aviation Technology - Not for Transfer (AS) .....	127-128
Aeronautical and Aviation Technology - Certificate of Achievement .....	193
Agricultural Business Management - Not for Transfer (AS) .....	129
Agricultural Business Management - Certificate of Achievement .....	194
Agricultural Pest Management - Certificate of Achievement .....	195
Agricultural Transportation - Skill Certificate .....	196
American Sign Language - Not for Transfer (AA) .....	130
Animal Science - Not for Transfer (AS) .....	131
Animal Science - Certificate of Achievement .....	197
Architecture - Not for Transfer (AS) .....	132-133
Architectural Design - Skill Certificate .....	198
Architectural Drafting - Skill Certificate .....	199
Architectural History - Skill Certificate .....	200
Architectural Visual Communication - Skill Certificate .....	201
Architecture - Certificate of Achievement .....	202
Art - Not for Transfer (AA) .....	134
Autodesk AutoCad for Architecture – Skill Certificate .....	203
Automotive Technology - Not for Transfer (AS) .....	135
Automotive Air Conditioning Technology-Skill Certificate .....	204
Automotive Brake Systems - Skill Certificate .....	205
Automotive Chassis Technology - Skill Certificate .....	206
Automotive Electrical Technology - Skill Certificate .....	207
Automotive Engine Technology - Skill Certificate .....	208
Automotive Power Train Systems Technology - Skill Certificate .....	209
Automotive Technology (Basic) - Certificate of Achievement .....	210

### B

Biology - For Transfer (AS) .....	94-95
Bookkeeping - Certificate of Achievement .....	211
Building Information Modeling (BIM) – Skill Certificate .....	212
Business , General - Certificate of Achievement .....	213
Business, General - Not for Transfer (AS) .....	136

### C

Chemistry for Transfer - AS .....	96-97
Child Development - Not for Transfer (AS) .....	137
Child Development - Assistant - Skill Certificate .....	214
Child Development - Associate Teacher - Skill Certificate .....	215
Child Development - Special Education – Certificate of Achievement .....	216
Child Development – Teacher – Certificate of Achievement .....	217
Commercial Art - Certificate of Achievement .....	218
Communication Studies - Skill Certificate .....	219
Communication Studies - Not for Transfer (AA) .....	138
Communication Studies for Transfer (AA-T) .....	98
COMP TIA A + - Skill Certificate .....	220
Computer and Information Systems-Not for Transfer (AS) .....	139
Computer and Information Systems - Certificate of Achievement .....	222
Computer Applications - Certificate of Achievement .....	221
Computerized Office Procedures - Not for Transfer (AS) .....	140
Computerized Office Procedures - Certificate of Achievement .....	223
Construction Inspection - Certificate of Achievement .....	224
Construction Inspection - Not for Transfer (AS) .....	141
Construction Technology - Certificate of Achievement .....	225
Construction Technology - Not for Transfer (AS) .....	142
Consumer Family Studies - Not for Transfer (AS) .....	143

### D

Dairy Science - Not for Transfer (AS) .....	144
Dairy Science - Certificate of Achievement .....	226
Dance - Not for Transfer (AA) .....	145-146
Drafting (Mechanical) - Certificate of Achievement .....	227
Drafting Technology - Not for Transfer (AS) .....	147
Dramatic Arts: Acting: Acting - Not for Transfer (AA) .....	148
Dramatic Arts: Technical - Not for Transfer (AA) .....	149

### E

ECT Air Cond, Heating and Refrigeration Systems – Skill Certificate .....	228
Electrician Training - Certificate of Achievement .....	229
Emergency Medical Technician B - Skill Certificate .....	230
Engineering for Transfer (AS) .....	99
English for Transfer (AA) .....	100-101
Environmental Control Technology (HVAC) - Not for Transfer (AS) .....	150
Environmental Control Technology - Certificate of Achievement .....	231
Equine Science - Skill Certificate .....	232
ESL Advanced Level Certificate of Completion (Noncredit) .....	234
ESL Intermediate Level Certificate of Completion (Noncredit) .....	235

### F

Fashion Design - Not for Transfer (AS) .....	151
Fashion Design - Certificate of Achievement .....	236
Fashion Merchandising - Not for Transfer (AS) .....	152
Fashion Merchandising - Certificate of Achievement .....	237
Fire Technology - Skill Certificate .....	238

Fire Technology - Not for Transfer (AS).....	153-154	Pharmacy Technician - Skill Certificate .....	258
Fire Technology - Certificate of Achievement.....	239-240	Physical Education - Not for Transfer (AA).....	177
Floral Technology - Certificate of Achievement.....	241	Physical Science for Transfer (AA).....	104
Food Services, Advanced Skills - Certificate of Achievement .....	242	Physical Therapist Assistant - Not for Transfer (AS).....	178-179
Food Services, Basic Skills - Skill Certificate .....	243	Physics for Transfer (AS).....	105
Food Services, Intermediate Skills - Skill Certificate .....	244	Plant Science - Certificate of Achievement .....	259
<b>H</b>		Plant Science - Not for Transfer (AS) .....	180
Health Education - Not for Transfer (AA) .....	155	P.O.S.T. Certified Basic Police Academy - Certificate of Achievement .....	260
Human Services (Social Work) - Certificate of Achievement .....	245	Programmable Logic Controllers - Skill Certificate .....	261
Human Services (Social Work) - Not for Transfer (AS) .	156-157	Psychology for Transfer (AA-T).....	106-107
<b>I</b>		<b>R</b>	
Industrial Maintenance Technology - Certificate of Achievement .....	246	Registered Nursing - Not for Transfer (AS).....	181-185
Industrial Maintenance Technology-Not for Transfer (AS) .	158	<b>S</b>	
Interpreter (Spanish) - Skill Certificate.....	247	Sociology for Transfer (AA-T) .....	108
<b>J</b>		Spanish for Transfer (AA) .....	109-110
Journalism - Not for Transfer (AA) .....	159-160	Sports Medicine/Athletic Trainer for Transfer (AS).....	111-112
<b>L</b>		<b>T</b>	
Landscape Design - Skill Certificate .....	248	Tactile Mechanical Drafting - Skill Certificate .....	262
Landscape Management - Certificate of Achievement.....	249	Transfer Studies with an Area of Emphasis in Agriculture and Environmental Science (AA).....	113
Landscape Management - Not for Transfer (AS).....	161	Transfer Studies with an Area of Emphasis in Arts and Humanities (AA).....	114
Law Office Clerk/Receptionist - Skill Certificate .....	250	Transfer Studies with an Area of Emphasis in Business (AA).....	115
Legal Secretary - Skill Certificate.....	251	Transfer Studies with an Area of Emphasis in Communication Studies (AA) .....	116
Liberal Arts with an Area of Emphasis in Arts and Humanities (AA) .....	162	Transfer Studies with an Area of Emphasis in Elementary Teaching Preparation (AA).....	117-118
Liberal Arts with an Area of Emphasis in Communications (AA) .....	163	Transfer Studies with an Area of Emphasis in Math and Science (AA).....	119-120
Liberal Arts with an Emphasis in Health and Physical Education (AA) .....	164	Transfer Studies with an Area of Emphasis in Social and Behavioral Sciences (AA) .....	121
Liberal Arts with an Emphasis in Natural Science (AA).....	165	<b>W</b>	
Liberal Arts with an Area of Emphasis in Social and Behavioral Science (AA) .....	166	Water & Wastewater Treatment - Skill Certificate .....	263
<b>M</b>		Welding Technology - Certificate of Achievement.....	264
Marketing Management - Certificate of Achievement .....	252	Welding Technology - Not for Transfer (AS).....	186
Mathematics for Transfer (AS) .....	102-103	Word Processing - Skill Certificate .....	265
Music: Instrumental - Not for Transfer (AA) .....	167		
Music: Keyboard - Not for Transfer (AA).....	168-169		
Music: Theory/Composition - Not for Transfer (AA)....	170-171		
Music: Vocal Emphasis - Not for Transfer (AA).....	172-173		
<b>N</b>			
Nursing Assistant - Skill Certificate .....	253		
<b>O</b>			
Ornamental Horticulture - Certificate of Achievement .....	254		
Ornamental Horticulture - Not for Transfer (AS) .....	174		
Ornamental Horticulture: Retail Nursery - SkillCertificate .....	255		
<b>P</b>			
Paralegal - Not for Transfer (AS).....	175-176		
Paralegal - Certificate of Achievement .....	256-257		

# Alphabetical Listing of All Majors and Certificates by Division

## Agriculture

Agricultural Business Management - Not for Transfer (AS) .....	129
Agricultural Transportation - Skill Certificate .....	196
Agricultural Business Management - Certificate of Achievement .....	194
Agricultural Pest Management - Certificate of Achievement .....	195
Animal Science - Not for Transfer (AS) .....	131
Animal Science - Certificate of Achievement .....	197
Dairy Science - Not for Transfer (AS) .....	144
Dairy Science - Certificate of Achievement .....	226
Equine Science - Skill Certificate .....	232
Floral Technology - Certificate of Achievement .....	241
Landscape Design - Skill Certificate .....	248
Landscape Management - Not for Transfer (AS) .....	161
Landscape Management - Certificate of Achievement .....	249
Ornamental Horticulture - Certificate of Achievement .....	254
Ornamental Horticulture - Not for Transfer (AS) .....	174
Ornamental Horticulture: Retail Nursery - Skill Certificate .....	255
Plant Science - Not for Transfer (AS) .....	180
Plant Science - Certificate of Achievement .....	259

## Business

Accounting - Not for Transfer (AS) .....	123
Accounting - Certificate of Achievement .....	188
Administrative Assistant - Not for Transfer (AS) .....	126
Administrative Assistant - Certificate of Achievement .....	189
Bookkeeping - Certificate of Achievement .....	211
Business, General - Not for Transfer (AS) .....	136
Business, General - Certificate of Achievement .....	213
Computer and Information Systems-Not for Transfer (AS) .....	139
Computer & Information Systems - Certificate of Achievement .....	222
Computer Applications - Certificate of Achievement .....	221
Computerized Office Procedures - Not for Transfer (AS) .....	140
Computerized Office Procedures - Certificate of Achievement .....	223
Law Office Clerk/Receptionist - Skill Certificate .....	250
Legal Secretary - Skill Certificate .....	251
Marketing Management - Certificate of Achievement .....	252
Paralegal - Not for Transfer (AS) .....	175-176
Paralegal - Certificate of Achievement .....	256-257
Word Processing - Skill Certificate .....	265

## CFS

Child Development Assistant - Skill Certificate .....	214
Child Development - Not for Transfer (AS) .....	137
Child Development - Associate Teacher - Skill Certificate .....	215
Child Development - Special Education - Certificate of Achievement .....	216
Child Development - Teacher - Certificate of Achievement .....	217

Consumer Family Studies - Not for Transfer (AS) .....	143
Fashion Design - Not for Transfer (AS) .....	151
Fashion Design - Certificate of Achievement .....	236
Fashion Merchandising - Not for Transfer (AS) .....	152
Fashion Merchandising - Certificate of Achievement .....	237
Food Services, Advanced Skills - Certificate of Achievement .....	242
Food Services, Basic Skills - Skill Certificate .....	243
Food Services, Intermediate Skills - Skill Certificate .....	244

## Fine Arts

Art - Not for Transfer (AA) .....	134
Commercial Art - Certificate of Achievement .....	218
Communication Studies - Not for Transfer (AA) .....	138
Communication Studies - For Transfer (AA-T) .....	98
Communication Studies - Skill Certificate .....	219
Dramatic Arts: Acting - Not for Transfer (AA) .....	148
Dramatic Arts: Technical - Not for Transfer (AA) .....	149
Music: Instrumental - Not for Transfer (AA) .....	167
Music: Keyboard - Not for Transfer (AA) .....	168-169
Music: Theory/Composition -Not for Transfer (AA) .....	170-171
Music: Vocal Emphasis - Not for Transfer (AA) .....	172-173

## Industry and Technology

Adobe Illustrator - Skill Certificate .....	190
Adobe InDesign - Skill Certificate .....	191
Adobe PhotoShop - Skill Certificate .....	192
Aeronautical & Aviation Technology - Certificate of Achievement .....	193
Aeronautical and Aviation Technology - Not for Transfer (AS) .....	127-128
Architectural Design - Skill Certificate .....	198
Architectural Drafting - Skill Certificate .....	199
Architectural History - Skill Certificate .....	200
Architectural Visual Communication - Skill Certificate .....	201
Architecture - Certificate of Achievement .....	202
Architecture - Not for Transfer (AS) .....	132-133
Autodesk AutoCAD for Architecture - Skill Certificate .....	203
Automotive Air Conditioning Technology-Skill Certificate .....	204
Automotive Brake Systems - Skill Certificate .....	205
Automotive Chassis Technology - Skill Certificate .....	206
Automotive Electrical Technology - Skill Certificate .....	207
Automotive Engine Technology - Skill Certificate .....	208
Automotive Power Train Systems Technology - Skill Certificate .....	209
Automotive Technology (Basic) - Certificate of Achievement .....	210
Automotive Technology - Not for Transfer (AS) .....	135
Building Information Modeling (BIM) - Skill Certificate .....	212
COMP TIA A + - Skill Certificate .....	220
Construction Inspection - Certificate of Achievement .....	224
Construction Inspection - Not for Transfer (AS) .....	141
Construction Technology - Certificate of Achievement .....	225
Construction Technology - Not for Transfer (AS) .....	142
Drafting (Mechanical) - Certificate of Achievement .....	227
Drafting Technology - Not for Transfer (AS) .....	147
ECT Air Cond, Heating and Refrigeration Systems - Skill Certificate .....	228
Electrician Training - Certificate of Achievement .....	229



Environmental Control Technology - Certificate of Achievement .....	231
Environmental Control Technology (HVAC) - Not for Transfer (AS) .....	150
Industrial Maintenance Technology - Certificate of Achievement .....	246
Industrial Maintenance Technology-Not for Transfer (AS) .....	158
Programmable Logic Controllers - Skill Certificate .....	261
Tactile Mechanical Drafting - Skill Certificate .....	262
Water & Wastewater Treatment - Skill Certificate .....	263
Welding Technology - Certificate of Achievement.....	264
Welding Technology - Not for Transfer (AS).....	186

### Language Arts and Communications

American Sign Language - Not for Transfer (AA) .....	130
English - For Transfer (AA).....	100-101
ESL Advanced Level Certificate of Completion (Noncredit).....	234
ESL Intermediate Level Certificate of Completion (Noncredit).....	235
Interpreter (Spanish) - Skill Certificate.....	247
Journalism - Not for Transfer (AA) .....	159-160
Spanish - For Transfer (AA).....	109-110

### Math and Engineering

Engineering - For Transfer (AS).....	99
Mathematics - For Transfer (AS) .....	102-103

### Nursing

Emergency Medical Technician B - Skill Certificate.....	230
Nursing Assistant - Skill Certificate .....	253
Pharmacy Technician - Skill Certificate .....	258
Physical Therapist Assistant - Not for Transfer (AS).....	178-179
Registered Nursing - Not for Transfer (AS).....	181-185

### Physical Education

Dance - Not for Transfer (AA).....	145-146
Health Education - Not for Transfer (AA) .....	155
Physical Education - Not for Transfer (AA) .....	177
Sports Medicine/Athletic Trainer - For Transfer (AS) ...	111-112

### Social Sciences

Administration of Justice: Corrections - Not for Transfer (AS) .....	124
Administration of Justice: Law Enforcement - Not for Transfer (AS) .....	125
Human Services (Social Work) - Not for Transfer (AS) .....	156-157
Human Services (Social Work)-Certificate of Achievement .....	245
Psychology - For Transfer (AA-T).....	106-107
Sociology - For Transfer (AA-F) .....	108

### Science


Biology - For Transfer (AS).....	94-95
Chemistry - For Transfer (AS) .....	96-97
Physical Science - For Transfer (AA) .....	104
Physics - For Transfer (AS).....	105

### Special Programs

Basic Police Academy (P.O.S.T. Certified) - Certificate of Achievement .....	260
Fire Technology - Skill Certificate .....	238
Fire Technology - Certificate of Achievement.....	239-240
Fire Technology - Not for Transfer (AS).....	153-154

### Student Services

Liberal Arts with an Area of Emphasis in Arts and Humanities (AA) .....	162
Liberal Arts with an Area of Emphasis in Communications (AA) .....	163
Liberal Arts with an Area of Emphasis in Health and Physical Education (AA) .....	164
Liberal Arts with an Area of Emphasis in Natural Science (AA) .....	165
Liberal Arts with an Area of Emphasis in Social and Behavioral Science (AA).....	166
Transfer Studies with an Area of Emphasis in Agriculture and Environmental Science (AA).....	113
Transfer Studies with an Area of Emphasis in Arts and Humanities (AA) .....	114
Transfer Studies with an Area of Emphasis in Business (AA).....	115
Transfer Studies with an Area of Emphasis in Communication Studies (AA) .....	116
Transfer Studies with an Area of Emphasis in Elementary Teaching Preparation (AA).....	117-118
Transfer Studies with an Area of Emphasis in Math and Science (AA).....	119-120
Transfer Studies with a Area of Emphasis in Social and Behavioral Sciences (AA) .....	121



D e g r e e s  
a n d  
C e r t i f i c a t e s

# 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 17.5 or fewer units in a vocational area and does not require general education courses
  - Skill Certificate may not qualify for financial aid eligibility







# AA and AS Degrees - For Transfer

## AA-T and AS-T Degrees - For Transfer

*These degrees are designed for students planning to transfer to a CSU in a similar major.*

*They provide guaranteed admission to the CSU system, but not to a particular campus or major.*

*They require a minimum of 60 units, including 37-43 units of transfer general education courses (IGETC or CSU GE Patterns)*

*Consult a COS counselor for assistance selecting transferable elective courses.*

## AA and AS Degrees for Transfer

*The degrees are 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.*

*The degrees require a minimum of 60 units, including 37-43 units of transfer general education courses (IGETC or CSU GE Patterns).*

## Associate of Science in Biology for Transfer (AS)

Division: Science

This degree prepares students for potential further study and in some cases for entry-level employment in the field of biological science. Students completing this degree will have a foundation in a wide variety of biological fields, including pre-medicine, pre-dentistry, pre-pharmacy, physiology, science teaching, research, marine biology, biotechnology and field ecology through the study of biochemistry, cell biology, genetics, microbiology, plant and animal systematics, physiology, ecology and evolution and will acquire the knowledge and skill sets necessary to succeed in upper division studies as a life sciences major.

### PROGRAM OUTCOMES:

- The student will design, implement and analyze the results of experiments utilizing the scientific method as measured by the scientific method rubric.
- The student will infer the role of evolution at the molecular, cellular, physiological or ecological level of biology as measured by the evolution rubric.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: biochemist, curator, cytologist, ecologist, food scientist, geneticist, teacher, professor, sales representative, entomologist, environmental specialist, fisheries biologist, marine biologist, microbiologist, museum technician, biotechnologist, forester, pathologist, pharmacologist, zoologist, science writer, biotechnology investment analyst. Please note that many of these careers require a bachelors degree or higher to meet minimum job requirements.

	Units	CSUGE AREA	IGETC AREA
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	43-45		
B. Intersegmental General Education Transfer Curriculum (IGETC)	41-43		
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 and HIST 17 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 of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail).

\*Course(s) meets General Education requirement and 13-15 units may be double counted above in 1A (CSUGE) or in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

## Associate of Science in Biology for Transfer (AS)

Division: Science

(continued from previous page)

	Units	CSUGE AREA	IGETC AREA
3. RESTRICTED ELECTIVES (Select 15 units; one course minimum from each group)			
Group 1:			
MATH 21            Introduction to Statics	4*	B4	2
MATH 70            Pre-calculus	5*	B4	2
MATH 75            Calculus 1	5*	B4	2
Group 2:			
BIOL 40            General Microbiology	4		
CHEM 01            General Chemistry 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 of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail).

\*Course(s) meets General Education requirement and 13-15 units may be double counted above in 1A (CSUGE) or in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

## Associate of Science in Chemistry for Transfer (AS)

Division: Science

This degree prepares students for entry-level employment and/or potential further study in the field of chemistry. Students completing this degree will have a foundation for the field of chemical sciences through the study of atomic structure, thermodynamics, orbital theory, inorganic and organic chemistry, reaction mechanisms, stoichiometry, instrumentation and laboratory protocol and will acquire the knowledge and skill sets necessary to succeed in upper division studies as a chemical sciences major.

### PROGRAM OUTCOMES:

- Understand and apply the concepts of the scientific method.
- Predict the shape of molecules and relate the molecular shape to the physical and chemical properties of a substance.
- Use of laboratory equipment to collect data accurately and interpret laboratory data.
- Apply a concept they have learned to a specific application and/or problem that they have not practiced

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: chemical lab technician, water purification technician, quality control coordinator, general laboratory work. Additionally, the major prepares students for transfer in any of several majors related to the chemical sciences such as food and drug inspector, industrial hygienist, materials scientist, chemist, geochemist, pharmaceutical sales. Please note that many of these careers require a bachelors degree or higher to meet minimum job requirements.

	Units	CSUGE AREA	IGETC AREA
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	44-45		
B. Intersegmental General Education Transfer Curriculum (IGETC)	42-43		
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 &amp; American Ideas (POLS 5 and HIST 17 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		

(continued on next page)

The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail).

\*Course(s) meets General Education requirement and 14-15 units may be double counted above in 1A (CSUGE) or in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

**Associate of Science in Chemistry for Transfer (AS)**

Division: Science

(continued from previous page)

		Units	CSUGE AREA	IGETC AREA
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** section for additional detail).

\*Course(s) meets General Education requirement and 14-15 units may be double counted above in 1A (CSUGE) or in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.



## Associate in Arts in Communication Studies for Transfer (AA-T)

Division: Fine Arts

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

### PROGRAM OUTCOMES:

- Demonstrate effective interpersonal communication.
- Relate effective workplace communication strategies.
- Apply organizational, research, and delivery skills.
- Analyze a communicative event using appropriate theoretical frameworks.
- Analyze and synthesize basic communication theories through reconstruction oral and/or written communication.

**TRANSFER & CAREER OPPORTUNITIES:** This Associate in Arts in Communication Studies for Transfer (AA-T) Degree is intended to meet the lower division requirements for Communication Studies for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: Consulting & Marketing, Law, Ministry, Public Information Officer, Personal and Human Resources, Sales Executive, Media Specialist, Education (instructor, translator, and negotiator), Consumer Affairs, Recreations and Event Managers, Promoter, Public Service & Administration and Accounts Specialist.

	Units	CSUGE AREA	IGETC AREA
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	39-41		
B. General Education Transfer Curriculum (IGETC-CSU)**	37-39		
Total GE Units:	37-41		
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 and HIST 17 or 18) prior to transfer is required for CSUGE and recommended for CSU bound students utilizing IGETC and is reflected in the double counting designations.			
2. REQUIRED MAJOR COURSES:			
A. COMM 1                      Public Speaking	3*	A1	1C
B. COMM 4                      Interpersonal Communication	3		
C. COMM 5                      Argumentation and Debate	3*	A3	
D. COMM 7                      Persuasion	3		
E. COMM 8                      Group Communication	3		
F. COMM 9                      Intercultural Communication	3*	D	4
Total Core Units:	18*		
3. Select additional transferable courses numbered 1-199 to achieve 60 units:	9-12		

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 9 units may be double counted above in 1A (CSUGE) or 6 units may be double counted above in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

\*\*IGETC-CSU requires completion of IGETC AREA 1C

## Associate of Science in Engineering for Transfer (AS)

Division: Math & Engineering

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation for the fields of civil engineering, mechanical engineering, electrical engineering, and other engineering disciplines through the study of mathematics, physics, chemistry and engineering and will acquire a broad knowledge within those subjects and the ability to analyze data and solve complex problems.

### PROGRAM OUTCOMES:

- Students will develop the ability to identify, formulate, and solve engineering problems (e.g. circuits, statics, materials, graphics).
- Students will develop the ability to design and conduct experiments, as well as to analyze and interpret data.
- Students will develop the ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

**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).

	Units	COS GE AREA
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*	
	Total Units Required for the Degree:	62	

The Associate of Science Degree for Transfer requirements include completion of the 62 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail).

\*Course(s) meets General Education requirement and 10 units may be double counted above in 1 (COS GE) in the AREAs designated in the CSUGE and IGETC columns.

## Associate of Arts in English for Transfer (AA)

Division: Language Arts

This degree prepares students for entry-level employment and/or potential further study in the field of English. Students completing this degree will have a foundation for the field of English through the study of composition and literature and will acquire the ability to write for a wide variety of audiences and purposes, as well as a familiarity with concepts of literature and literary devices.

### PROGRAM OUTCOMES:

- Produce effective, meaningful writing for a variety of contexts, purposes, and audiences.
- Read literature and other texts closely and critically.
- Think critically and creatively about issues and ideas.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: education, publishing and editing, journalism, humanities-based careers, pre-law, theater and entertainment.

	Units	CSUGE AREA	IGETC AREA
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	39-41		
B. Intersegmental General Education Transfer Curriculum (IGETC)	37-39		
GE Units:	37-41		

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 and HIST 17 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. ENGL 2	Logic and Composition	3*	A3	1B
B. ENGL 4	Composition and Literature	3*	C2	3B
Required Major Units:		6		

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The Associate of Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\*Course(s) meets General Education requirement and 12-14 units may be double counted above in 1A (CSUGE) or 9-11 units may be double counted above in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

## Associate of Arts in English for Transfer (AA)

Division: Language Arts

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	Units	CSUGE AREA	IGETC AREA
3. RESTRICTED ELECTIVES (Select a minimum of 10-12 units from the following):			
ENGL 10 Chicano Literature	3*	C2	3B
ENGL 14 Creative Writing	3*	E	
ENGL 15 Survey of British Literature 1	3*	C2	3B
ENGL 16 Survey of British Literature 2	3*	C2	3B
ENGL 18 African American Literature	3*	C2	3B
ENGL 19 Women in Literature	3*	C2	3B
ENGL 30 American Literature 1	3*	C2	3B
ENGL 31 American Literature 2	3*	C2	3B
ENGL 44 World Literature 1	3*	C2	3B
ENGL 45 World Literature 2	3*	C2	3B
ENGL 46 Shakespeare	3*	C2	3B
ENGL 123 Writing Consult. Theory/Practice	2.5		
Restricted Elective Units:	10-12		
Total Major and Restricted Elective Units:	18*		
4. Select additional transferable courses numbered 1-199 to achieve 60 units:	14-15		

The Associate of Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\*Course(s) meets General Education requirement and 12-14 units may be double counted above in 1A (CSUGE) or 9-11 units may be double counted above in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

## Associate of Science in Mathematics for Transfer (AS)

Division: Math & Engineering

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation for the field of mathematics through the study of single and multivariate calculus, linear algebra, and differential equations, and will acquire the knowledge and skill sets necessary for success in a baccalaureate level mathematics program.

### PROGRAM OUTCOMES:

- Students will take real situations and develop mathematical models to solve problems.
- Students will be able to apply analytical techniques to solve problems.
- Students will be able to create, interpret and analyze graphical representations of data and equations.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Career opportunities with a baccalaureate degree in mathematics can be found in technical and financial industries, academics and research, computer and statistical fields (many other career options require an advanced degree).

	Units	CSUGE AREA	IGETC AREA
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	43-45		
B. Intersegmental General Education Transfer Curriculum (IGETC)	41-43		
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 and HIST 17 or 18) prior to transfer is required for CSUGE and recommended for CSU bound students utilizing IGETC and is reflected in the double counting designations.

2. REQUIRED MAJOR COURSES:			
A. MATH 75	Calculus 1	5*	B4 2
B. MATH 76	Calculus 2	5	
C. MATH 77	Calculus 3	3	
D. MATH 80	Linear Algebra	4	
E. MATH 81	Differential Equations	5	
Total Core Units:		22	

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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 5-10 units may be double counted above in 1A (CSUGE) or in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.



## Associate of Science in Mathematics for Transfer (AS)

Division: Math & Engineering

(continued from previous page)

	Units	CSUGE AREA	IGETC AREA
3. RESTRICTED ELECTIVES (Select a minimum of 4 units from the following):			
MATH 21            Introduction to Statistics	4		
PHYS 5            Physics for Engineers 1	5*	B1	5A
PHYS 6            Physics for Engineers 2	5		
PHYS 7            Physics for Engineers 3	5		
ENGR 1            Engineering Graphics	4		
ENGR 2            Statics	3		
ENGR 3            Materials	3		
ENGR 4            Alternating Current Circuits	4		
Restricted Elective Units:	4		
Total Major and Restricted Elective Units:	26*		
4. Select additional transferable courses numbered 1-199 to achieve 60 units.	0-3		

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 5-10 units may be double counted above in 1A (CSUGE) or in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

## Associate of Science in Physical Science for Transfer (AA)

Division: Science

This degree prepares students for entry-level employment and/or potential further study in the field(s) of physical science. Students completing this degree will have a foundation for the field(s) of chemistry, mathematics, physics and geology through the study of atomic structure, organic and inorganic chemistry, electricity, magnetism, geomorphology and mathematical modeling and will acquire the knowledge and skill sets necessary to succeed in upper division studies as a physical sciences major.

### PROGRAM OUTCOMES:

- Identify, formulate, and solve physics problems.
- Design and conduct experiments, as well as to analyze and interpret experimental data.
- Use critical thinking in problem-solving.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: Entry level skills in the applied physics/sciences such as physical sciences technician, lab assistant, quality control officer. Most fields in the physical sciences require a bachelors degree or higher to meet minimum job requirements.

	Units	CSUGE AREA	IGETC AREA
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	42-45		
B. Intersegmental General Education Transfer Curriculum (IGETC)	40-43		
GE Units:	40-45		
<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 &amp; American Ideas (POLS 5 and HIST 17 or 18) prior to transfer is required for CSUGE and recommended for CSU bound students utilizing IGETC and is reflected in the double counting designations.</p>			
2. REQUIRED MAJOR COURSES:			
A. CHEM 1                    General Chemistry	5*	B1	5A
B. CHEM 2                    General Chemistry	5		
C. Select one sequence:			
PHYS 20                    General Physics 1 (5)			
and PHYS 21              General Physics 2 (5)	10		
or			
PHYS 5                    Physics for Engineers 1 (5)			
and PHYS 6              Physics for Engineers 2 (5)			
and PHYS 7              Physics for Engineers 3 (5)	15		
D. GEOL 1                  Physical Geology	4		
E. MATH 75                Calculus 1 (5)			
or MATH 21              Introduction to Statistics (4)	4* or 5* B4		2
Total Major Units:	28-34*		
3. Select additional transferable courses numbered 1-199 to achieve 60 units:	0-1		
Total Degree Units:	60-69		

The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\*Course(s) meets General Education requirement and 10 units may be double counted above in 1A (CSUGE) or in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

## Associate of Science in Physics for Transfer (AS)

Division: Science

This degree prepares students for entry-level employment and/or potential further study in the field(s) of physics. Students completing this degree will have a foundation for the field(s) of classical and modern physics through the study of mechanics, magnetism, optics, astronomy, particle physics, thermodynamics, nuclear physics and will acquire knowledge and skill sets necessary to succeed in upper division studies as a physics major.

### PROGRAM OUTCOMES:

- Identify, formulate, and solve physics problems.
- Design and conduct experiments, as well as to analyze and interpret experimental data.
- Use critical thinking in problem-solving.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: scientific instrumentation salesperson, physicist technician, physicist, computer scientist, engineer, geophysicist, oceanographer, astronomer, mathematician. Most fields in the physics require a bachelors degree or higher to meet minimum job requirements.

	Units	CSUGE AREA	IGETC AREA
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	44-45		
B. Intersegmental General Education Transfer Curriculum (IGETC)	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 and HIST 17 or 18) prior to transfer is required for CSUGE and recommended for CSU bound students utilizing IGETC and is reflected in the double counting designations.

2. REQUIRED MAJOR COURSES:			
A. MATH 75	Calculus 1	5*	B4      2
B. MATH 76	Calculus 2	5	
C. MATH 77	Calculus 3	3	
D. MATH 80	Linear Algebra	4	
E. MATH 81	Differential Equations	5	
F. PHYS 5	Physics for Engineers 1	5*	B1      5A
G. PHYS 6	Physics for Engineers 2	5	
H. PHYS 7	Physics for Engineers 3	5	
Required Major Units:		37*	
Total Degree Units:		68-72	

The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\*Course(s) meets General Education requirement and 10 units may be double counted above in 1A (CSUGE) or in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

## Associate in Arts in Psychology for Transfer (AA-T)

Division: Social Science

Students completing this program will have an introductory foundation for the field of psychology through the study of facts, principles, and theories that pertain to the basic concepts of behavior, thoughts, and emotions from human and animal research studies. The program will approach such varied topics from a scientific perspective, using systematic investigation and critical thinking methods.

### PROGRAM OUTCOMES:

- Understand and summarize concepts in the text while demonstrating the paradigms of different influential perspectives (e.g. social, cultural, historical, etc.)
- Explain and apply the practical implications of concepts in the text and supportive materials when evaluating case studies and research articles.
- Compare and contrast the different theories and perspectives within the discipline, and
- categorize them according to unifying themes found in the scientific methods of those theories and perspectives.
- Write various types of essays in a clear and grammatically correct manner throughout the semester, demonstrating successive improvement in style, comprehensiveness, and critical analysis through iterative writing processes.
- Analyze evidence according to the practices and principles of the scientific method.
- Research psychology theories and case studies via library databases, and compose a research project and/or presentation according to the APA guidelines.

**TRANSFER & CAREER OPPORTUNITIES:** This Associate in Arts in Psychology for Transfer (AA-T) Degree is intended to meet the lower division requirements for psychology for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: Correction Counselor Trainee, Public Affairs/Social Sciences, Personnel Analyst, Market Researcher, Mental Health Care Worker, Community Youth Programs Worker, Crisis Intervention Counselor, Community and Social Service Worker, Probation Officer and Parole Officer.

	Units	CSUGE AREA	IGETC AREA
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	39-41		
B. Intersegmental General Education Transfer Curriculum (IGETC-CSU)**	37-39		

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 and HIST 17 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

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The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\*Course(s) meets General Education requirement and 13-14 units may be double counted above in 1A (CSUGE) or in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

\*\*IGETC-CSU requires completion of IGETC AREA 1C

## Associate in Arts in Psychology for Transfer (AA-T)

Division: Social Science

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	Units	CSUGE AREA	IGETC AREA
2. REQUIRED MAJOR COURSES:			
A. Select one from the following:	3-4*		
SSCI 25                      Statistics for Social Sciences (3)		B4	2
or MATH 21                Introduction to Statistics (4)		B4	2
B. PSY 1                      General Psychology	3*	D or E	4
C. PSY 29                    Methods for Psychology	3		
D. BIOL 20                  Frontiers in Biology	4*	B2	5B
E. Select one from the following:	3*		
ANTH 10                  Cultural Anthropology (3)		D	4
or CFS 80                Lifespan Development (3)		E	4
or PSY 5                  Social Psychology (3)		D	4
or SOC 1                  Introduction to Sociology (3)		D	4
or SOC 2                  Social Problems (3)		D	4
F. Select one from the following:	3		
PSY 10                    Human Sexuality (3)			
or PSY 34                Abnormal Psychology (3)			
or PSY 130              Intro to Behavior Modification (3)			
or PSY 133              Personal and Social Growth (3)			
or Any course not selected from 2E above			
Total Required Major Units:	19-20*		
3. Select additional transferable courses numbered 1-199 to achieve 60 units:	14-17		

The Social Science Division recommends additional courses from 2E or 2F above to meet this requirement.

The Associate 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 13-14 units are double counted above in 1A (CSUGE) or 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.



## Associate in Arts in Sociology for Transfer (AA-T)

Division: Social Science

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation for the field of sociology through the study of facts, principles, and theories that pertain to basic sociological issues. Students will acquire the ability to analyze and interpret qualitative and quantitative sociological data, communicate effectively about social issues, and identify group/cultural influences. The Program will approach sociological topics from a scientific perspective, using systematic investigation and critical thinking methods.

### PROGRAM OUTCOMES:

- Describe sociological methods for defining studies, assessing data and drawing conclusions.
- Use sociological principals to develop a written report.
- Apply sociological principles for in-person observation of groups of people.

**TRANSFER & CAREER OPPORTUNITIES:** This Associate in Arts in Sociology for Transfer (AA-T) Degree is intended to meet the lower division requirements for sociology for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: Law, Public Administration, Social Services, Applied Research, Leadership & Management in Non- Profit Organizations.

	Units	CSUGE AREA	IGETC AREA
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	39-41		
B. Intersegmental General Education Transfer Curriculum (IGETC-CSU)**	37-39		

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 and HIST 17 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. SOC 1	Introduction to Sociology	3*	D	4
B. SOC 2	Social Problems	3*		4
C. SSCI 25	Statistics for Social Science	3*	B4	2
or MATH 21	Introduction to Statistics	4*	B4	2
D. Select two from the following:		6*		
SOC 26	Marriage and Family Life (3*)		E	
or SOC 10	Sociology of Gender (3)			
or SOC 23	Urban Sociology (3)			
or PSY 5	Social Psychology (3)			
E. Select one from the following:				
SOC 43	Sociology of Deviance (3)			
or SOC 105	Rural Sociology (3)	3		

Total Required Major Units: 18-19\*

3. Select additional transferable courses numbered 1-199 to achieve 60 units: 9-14  
(College of the Sequoias Social Science Division recommends additional courses from 2D or 2E above to meet this requirement).

The Associate 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 6-10 units are double counted above in 1A (CSUGE) or 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

\*\*IGETC-CSU requires completion of IGETC AREA 1C

## Associate of Arts in Spanish for Transfer (AA)

Division: Language Arts

This degree prepares students for entry-level employment and/or potential further study in the field of Spanish. Students completing this degree will have a foundation for the field of Spanish through the study of Spanish language, culture and literature and will acquire the abilities to engage in conversation, understand the essential points of a narrative or explanation, read and comprehend literature, write summaries and engage in correspondence.

### PROGRAM OUTCOMES:

- Transfer learned content to written forms appropriate for the course level with errors that do not interfere with communication.
- Respond orally at level with commensurate and well-pronounced vocabulary.
- Comprehend language learned at the course level by answering questions either in writing or orally with few errors that interfere with communication.
- Identify pervasive values of Spanish culture and relate this information in oral or written forms in either Spanish or English.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: international business, finance, health care, social services, travel, and interpreting.

	Units	CSUGE AREA	IGETC AREA
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	39-41		
B. Intersegmental General Education Transfer Curriculum (IGETC)	37-39		
GE Units:	37-41		

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 and HIST 17 or 18) prior to transfer is required for CSUGE and recommended for CSU bound students utilizing IGETC and is reflected in the double counting designations.

### 2. REQUIRED MAJOR COURSES:

A. HIST 23	Mexican-American	3*	D6	3B
B. SPAN 4	Advanced Spanish	4*	C2	3B
C. SPAN 12	Hispanic Literature	3*	C2	
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 units may be double counted above in 1A (CSUGE) or 16 may be double counted in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

## Associate of Arts in Spanish for Transfer (AA)

Division: Language Arts

(continued from previous page)

	Units	CSUGE AREA	IGETC AREA
3. RESTRICTED ELECTIVES (Select a minimum of 11 units from the following):			
ANTH 10            Cultural Anthropology	3*		4
ART 4             Pre-Columbian Art & Cul/Americas-Meso	3*	C1	3A
ART 5             Pre-Columbian Art & Cul Americas-So Ame	3*	C1	3A
COMM 09          Intercultural Communications	3		4
ENGL 10          Chicano Literature	3		
ETHN 3            Mexican-American Studies	3		
LING 111          Introduction to Language	3		
NUTR 20          Cultural Foods	3*		4
SPAN 1            Beginning Spanish	4		
SPAN 2            Elementary Spanish	4		
SPAN 3            Intermediate Spanish	4		
SPAN 22          Spanish 2 for Spanish speakers	4		
SPAN 23          Spanish 3 for Spanish speakers	4		
SPAN 180         Spanish Legal/Medical Terms	3		
Restricted Elective Units:	11		
Total Major and Restricted Elective Units:	21*		
4. Select additional transferable courses numbered 1-199 to achieve 60 units.	11-18		

The Associate of Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\*Course(s) meets General Education requirement and 13 units may be double counted above in 1A (CSUGE) or 16 units may be double counted above in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

## Associate of Science in Sports Medicine/Athletic Trainer for Transfer (AS)

Division: Physical Education

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation for the field of Sports Medicine through the study of anatomy, physiology, chemistry, nutrition, first aid, sports injuries, psychology and health and fitness and will acquire the skill and knowledge for the prevention, care and rehabilitation of sport injuries.

### PROGRAM OUTCOMES:

- Explain, interpret, and relate anatomical, physiological, and biomechanical systems to sport and physical activities.
- Plan, implement, and assess appropriate injury care and management procedures.
- Evaluate and plan performance enhancement methods to improve physical function and condition.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: exercise physiology, sports psychology, sports, nutrition, strength and conditioning, coaching, athletic training, physical therapy, sports dentistry, prosthetists and podiatry.

1. GENERAL EDUCATION: Complete one of the following:	
A. California State University General Education (CSU GE)	41-42
B. Intersegmental General Education Transfer Curriculum (IGETC)	39-40
GE Units:	39-42

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 and HIST 17 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.

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The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\*Course(s) meets General Education requirement and 14-15 units may be double counted above in 1A (CSUGE) or 15-16 units may be double counted above in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.

**Associate of Science in Sports Medicine/Athletic Trainer for Transfer (AS)**

Division: Physical Education

(continued from previous page)

		Units	CSUGE AREA	IGETC AREA
<b>2. REQUIRED MAJOR COURSES:</b>				
A.	BIOL 30	Human Anatomy	4*	B2 5B
B.	CHLD 039	Child Development DS 1	3*	D9 4
C.	CHEM 01	General Chemistry	5*	B1 5A
	or CHEM 020	Introduction to General Chemistry	4*	B1 5A
D.	HW 3	Standard First Aid	3	
E.	NUTR 18	Nutrition	3*	E
F.	SMED 40	Introduction to Sports Injuries	3.5	
G.	SMED 60	Concepts in Health & Fitness	3	
H.	SMED 151	Lower Extremities Assessment	2	
I.	SMED 152	Lower Extremities Rehab	2	
J.	SMED 153	Upper Extremities Assessment	2	
K.	SMED 154	Upper Extremities Rehab	2	
	Required Major Units:		31.5-32.5	
<b>3. RESTRICTED ELECTIVES (Select a minimum of 4 units from the following):</b>				
	BIOL 31	Human Physiology	4	
	CHEM 002	General Chemistry	5	
	or CHEM 21	Organic/Biological Chemistry	4	
	HW 1	Personal & Community Health	3	
	HW 104	Drugs & Society	3	
	PSY 1	General Psychology	3	4
	WEXP 193Y-196Y	Sports Med Wrk Exp - 1st Sem-4th Sem	1-4	
	Restricted Elective Unites:		4	
	Total Major and Restricted Elective Units		35.5-36.5	
	Total Degree Units:		60.5-63.5	

The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

\*Course(s) meets General Education requirement and 14-15 units may be double counted above in 1A (CSUGE) or 15-16 units may be double counted above in 1B (IGETC-CSU) in the AREAs designated in the CSUGE and IGETC columns.



## Associate of Arts in Transfer Studies with an Area of Emphasis in Agriculture and Environmental Science for Transfer (AA)

Division: Student Services

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation for the field of agriculture and environmental science through the study of facts, principles, and theories that pertain to agricultural disciplines such as accounting, management, biological and physical sciences, and plant, animal, soil, dairy, and ornamental horticulture sciences. With proper course selection, students will acquire the discipline-specific lower division skills and knowledge necessary for success in their chosen baccalaureate major.

### PROGRAM OUTCOMES:

- Describe the importance of biological principles to the field of agriculture.
- Explain the impact of urban growth on agricultural productivity.
- Demonstrate the ability to effectively communicate the importance of agroecological sustainability.

**TRANSFER & CAREER OPPORTUNITIES:** The College maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. This degree prepares students for baccalaureate majors including, but not limited to: Agricultural Business; Agricultural Education; Agricultural Science; Animal Science; Crop Science; Dairy Science; Environmental Horticulture Science; Forestry and Natural Resources; Fruit Sciences; Plant Sciences; and Viticulture.

1. GENERAL EDUCATION: Complete one of the following:
 

A. California State University General Education (CSU GE)	39-41 units
B. Intersegmental General Education Transfer Curriculum (IGETC)	37-39 units

Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 and HIST 17, or 18) prior to transfer is required for CSUGE certification and is recommended for CSU bound students utilizing IGETC.

2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.

ACCT 1, 2, 101  
 AG 4, 105  
 AGMT 1, 102, 103, 104, 108  
 AGTC 103, 106  
 ASCI 1, 2, 22, 103, 104, 110, 111, 112  
 BIOL 21, 22  
 BUS 20  
 CHEM 20, 21  
 DSCI 101, 102, 104, 105, 108  
 MATH 21, 70, 75, 154  
 OH 1, 2, 3, 108, 109  
 PLSI 12

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

The Associate of Arts in Transfer Studies requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

# Associate of Arts in Transfer Studies with an Area of Emphasis in Arts & Humanities for Transfer (AA)

Division: Student Services

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation in the arts and humanities. Students will be encouraged to analyze and appreciate the works of philosophical, historical, literary, aesthetic and cultural importance. Students will develop intellect, imagination, sensibility and sensitivity, and be motivated to refine their affective as well as cognitive and physical faculties.

## PROGRAM OUTCOMES:

- Demonstrate the ability to critically evaluate artistic expression in its various manifestations.
- Relate the role of cultural awareness in the development of a civil society.
- Demonstrate interpersonal, verbal communication and written skills at the university level.

**TRANSFER & CAREER OPPORTUNITIES:** The College maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. This degree prepares students for baccalaureate majors including, but not limited to: Art, English, Interior Design, Foreign Language, History, Linguistics, Music, Philosophy and Theatre Arts.

1. GENERAL EDUCATION: Complete one of the following:
  - A. California State University General Education (CSU GE) 39-41 units
  - B. Intersegmental General Education Transfer Curriculum (IGETC) 37-39 units

Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 HIST 17 or 18) prior to transfer is required for CSUGE certification and is recommended for CSU bound students utilizing IGETC.

2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.

AJ 123; ASL 1, 2, 3, 4;  
ART 1, 2,3, 4, 5,6, 7, 8;  
BUS 185;  
CINA 31, 32;  
DRAM 1, 2, 3, 6, 8, 9;  
ENGL 4, 10, 15, 16, 18, 19, 30, 31, 44, 45,46;  
ETHN 1, 2, 3, 4;  
HIST 4, 5, 17, ,18, 23, 25;  
LING 111;  
MUS 1,4, 5,6,7,10, 11, 13, 14;  
PHIL 1, 5, 12, 13, 14;  
PORT 2;  
SPAN 1, 2, 3, 4, 22, 23

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

The Associate of Arts in Transfer Studies requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

## Associate of Arts in Transfer Studies with an Area of Emphasis in Business for Transfer (AA)

Division: Student Services

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation in the field of business through the study of facts, principles, and theories that pertain to business related disciplines such as accounting, management, business law, computer information systems, economics, statistics, and mathematics. With proper course selection students will acquire the discipline specific lower division skills and knowledge necessary for success in their chosen baccalaureate major.

### PROGRAM OUTCOMES:

- Demonstrate competency in the use of word processing and spreadsheet programs.
- Explain the importance of small business to the local and regional economies.
- Demonstrate interpersonal, verbal communication and written skills at the university level.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some Private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. This degree prepares students for baccalaureate majors including, but not limited to: Business Administration, Community and Regional Development, Construction Management, Agricultural Business, Public Administration, and Health Administration.

- |    |  |             |
|----|--|-------------|
| 1. | GENERAL EDUCATION: Complete one of the following:              |             |
|    | A California State University General Education (CSU GE)       | 39-41 units |
|    | B Intersegmental General Education Transfer Curriculum (IGETC) | 37-39 units |

Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 and HIST 17 or 18) prior to transfer is required for CSUGE certification and is recommended for CSU bound students utilizing IGETC.

2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.
  - A. A minimum of 12 units from the following business courses:
    - ACCT 1, 2, 101;
    - AGMT 1, 104, 108;
    - BUS 18, 82, 112, 185;
    - COMM #112;
    - COMP 5, 130, 140;
    - CSCI 1, 2,
    - ECON 40, 50

# BUS 112 same as COMM 112
  - B. A minimum of 3 units from the following mathematics courses:
    - BUS 20, 119
    - MATH 21, 70, 75, 76, 154
3. Select additional transferable courses numbered 1-199 to achieve 60 units.

The Associate of Arts in Transfer Studies requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

# Associate of Arts in Transfer Studies with an Area of Emphasis in Communication Studies for Transfer (AA)

Division: Student Services

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation in communication studies. The curriculum emphasizes the content as well as the form of communication and provides an understanding of the psychological basis and social significance of communication. Students will learn to read, listen, speak, and write effectively. Students will also acquire the ability to distinguish fact from judgment, and belief from knowledge, to use inductive and deductive processes, and to recognize common logical errors or fallacies of language and thought.

## PROGRAM OUTCOMES:

- Describe the importance of clear and precise expression in communication.
- Apply appropriate organizational, research and delivery skills.
- Demonstrate interpersonal, verbal communication and written skills at the university level.

**TRANSFER & CAREER OPPORTUNITIES:** The College maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. This degree prepares students for baccalaureate majors including, but not limited to: Speech and Communication. Most common career opportunities with a baccalaureate degree include: Consulting & Marketing, Law, Ministry, Public Information Officer, Personal and Human Resources, Sales Executive, Media Specialist, Education (instructor, translator, and negotiator), Consumer Affairs, Recreations and Event Managers, Promoter, Public Service & Administration and Accounts Specialist.

1. GENERAL EDUCATION: Complete one of the following:

- |   |             |
|---|-------------|
| A. California State University General Education (CSU GE)       | 39-41 units |
| B. Intersegmental General Education Transfer Curriculum (IGETC) | 37-39 units |

Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 and HIST 17 or 18) prior to transfer is required for CSUGE certification and is recommended for CSU-bound students following IGETC.

2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.

AJ 25  
BUS #112  
COMM 1, 4, 5, 7, 8, #112  
ENGL 1, 2,  
PHIL 20, 25

# BUS 112 is the same as COMM 112

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

The Associate of Arts in Transfer Studies requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

## Associate of Arts in Transfer Studies with an Area of Emphasis in Elementary Teaching Preparation for Transfer (AA)

Division: Student Services

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation in liberal arts through the study of facts, principles, and theories in the arts and humanities, social and behavioral sciences, biological and physical sciences, statistics, mathematics, English composition and literature, and communication studies. Students will develop intellect, imagination, sensibility and sensitivity, and be motivated to refine their affective as well as cognitive and physical faculties.

### PROGRAM OUTCOMES:

- Plan, implement and assess various teaching methods.
- Relate the impact of cognitive, social and emotional development in children to effective instruction.
- Demonstrate professional interpersonal, verbal communication and written skills.

**TRANSFER & CAREER OPPORTUNITIES:** The college maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. This degree prepares students for baccalaureate majors including, but not limited to: Liberal Studies, Interdisciplinary Studies, and Teacher Preparation. Most students pursue this credential with the goal of becoming an elementary school or special education teacher.

- |    |   |             |
|----|---|-------------|
| 1. | GENERAL EDUCATION: Complete one of the following:               |             |
|    | A. California State University General Education (CSU GE)       | 39-41 units |
|    | B. Intersegmental General Education Transfer Curriculum (IGETC) | 37-39 units |

Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 and HIST 17 or 18) prior to transfer is required for CSUGE certification and is recommended for CSU bound students utilizing IGETC.

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The Associate of Arts in Transfer Studies requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)



## Associate of Arts in Transfer Studies with an Area of Emphasis in Elementary Teaching Preparation for Transfer (AA)

Division: Student Services

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2. Complete a minimum of 18 units with a “C” grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.

AJ 25;  
 ANTH 10;  
 ART 1, 2, 3, 6, 7, 8, 15, 23, 43, 61, 66;  
 BIOL 20, 22;  
 BUS #112;  
 CFS 80;  
 CHEM 20;  
 CHLD 39;  
 COMM 1,4, 5, 7,8, #112;  
 COMP 5,130;  
 DRAM 1, 2;  
 EDUC 50, 120;  
 ENGL 1, 2, 4, 10, 14 15, 16, 18, 30,31,44, 45;  
 ESCI 1;  
 ETHN 1,2, 3,4;  
 GEOG 1, 1L, 2;  
 GEOL 1;  
 HIST 17, 18, 23, 25;  
 HW 1;  
 LING 111;  
 MATH 10, 11, 21, 70;  
 MUS 1, 10, 13;  
 NSCI131;  
 PHIL 1, 5, 12, 20, 25;  
 PHOT 1;  
 POLS 5,  
 PSCI 20;  
 SOC 1

#BUS 112 is same as COMM 112

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

The Associate of Arts in Transfer Studies requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a “C” (2.0) average (see **Transfer Information and Requirements** section for additional detail)

## Associate of Arts in Transfer Studies with an Area of Emphasis in Math and Science for Transfer (AA)

Division: Student Services

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation in mathematics and science. Students will gain an understanding of basic mathematical concepts, quantitative reasoning and their application, experimental methodology, hypotheses testing, and the power of systematic questioning. Students will also develop a comprehension of the basic concepts of physical and biological sciences, and a sophisticated understanding of science as a human endeavor, including the limitations, as well as the power of scientific inquiry.

### PROGRAM OUTCOMES:

- Apply the principles of mathematics to the process of scientific investigation.
- Explain and apply quantitative reasoning.
- Demonstrate an understanding of science and mathematical concepts relevant to inquiry at the university level.

**TRANSFER & CAREER OPPORTUNITIES:** The College maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. This degree prepares students for baccalaureate majors including, but not limited to: Atmospheric Science, Biotechnology, Computer Science, Engineering, Enology, Food and Nutritional Sciences, Genetics, Health Science, Hydrology, Kinesiology, Natural Science, Pre-Nursing (B.S.N.), Physics, and many pre-professional majors: Pre-Med, Pre-Dental, Pre-Pharmacy, Pre-Optometry, Pre-Veterinary Med, and Pre-Chiropractic.

- |  |             |
|--|-------------|
| 1. GENERAL EDUCATION: Complete one of the following:                     |             |
| A. California State University General Education (CSU GE)                | 39-41 units |
| B. Intersegmental General Education Transfer Curriculum (IGETC)          | 37-39 units |
| C. College of the Sequoias' Associate Degree General Education (COS GE)* | 19 units    |

\*EXEMPTION FOR HIGH UNIT TRANSFER MAJORS: Students who have met the minimum admissions requirements for transferring to a UC or CSU campus in a major, such as Science or Engineering, where completion of the CSU GE or IGETC is not recommended, due to excessive units, will be granted this Associate degree with the completion of the COS Associate Degree General Education requirements, instead of the CSU GE or IGETC.

Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 and HIST 17 or 18) prior to transfer is required for CSUGE certification and is recommended for CSU bound students utilizing IGETC.

2. AREA of EMPHASIS: Complete a minimum of 18 units with a "C" grade or better, including at least one mathematics course and at least one science course. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.
  - A. Mathematics:
    - MATH 10, 11, 21, 70, 75, 76, 77, 80, 81, 154;
    - BUS 20, 119;
    - SSCI 25

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The Associate of Arts in Transfer Studies requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

## Associate of Arts in Transfer Studies with an Area of Emphasis in Math and Science for Transfer (AA)

Division: Student Services

(continued from previous page)

- B. Science:
- AG 2, 4;
  - ANTH 11,
  - ASTR 10,
  - BIOL 1, 2, 20, 21, 22, 25, 30, 31, 40,
  - CHEM 1, 2, 20, 21, 30;
  - GEOG 1, 1L;
  - GEOL 1, 4, 12;
  - MET 1;
  - PHYS 5, 6, 7, 20, 21;
  - PLSI 1;
  - PSCI 20
3. Select additional transferable courses numbered 1-199 to achieve 60 units.

The Associate of Arts in Transfer Studies requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)

## Associate of Arts in Transfer Studies with an Area of Emphasis in Social and Behavioral Sciences for Transfer (AA)

Division: Student Services

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation in social and behavioral sciences. Students will gain a basic knowledge of the cultural and social organizations in which they exist, as well as the behavior and social organizations of other human societies. Students will develop an understanding of the perspectives and methods of the social and behavioral sciences.

### PROGRAM OUTCOMES:

- Apply the principles of sociology and psychology to explain human behavior.
- Describe the role of socioeconomics in human development.
- Demonstrate verbal and written expressions suitable to the university level.

**TRANSFER & CAREER OPPORTUNITIES:** The College maintains articulation with most CSU and UC campuses and some private colleges and universities. Course requirements vary between colleges and universities and students are encouraged to consult ASSIST.org and a COS counselor for program planning and course selection. This degree prepares students for baccalaureate majors including, but not limited to: African American Studies, Anthropology, Chicano Studies, Child Development, Communicative Disorders, Economics, Geography, History, Mass Communication and Journalism, Political Science, Psychology, Social Work, Sociology, and Women's Studies.

1. GENERAL EDUCATION: Complete one of the following:
 

A. California State University General Education (CSU GE)	39-41 units
B. Intersegmental General Education Transfer Curriculum (IGETC)	37-39 units

Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 and HIST 17 or 18) prior to transfer is required for CSUGE certification and is recommended for CSU bound students utilizing IGETC.

2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.

AG 1;  
 AGMT 1;  
 AJ 11, 25, 45, 114;  
 ANTH 10, 12;  
 CFS 80;  
 CHLD 39, 42;  
 COMM 9;  
 ETHN 1, 2, 3, 4, 5;  
 ECON 25, 40, 50;  
 GEOG 2;  
 HIST 4, 5, 17, 18, 23, 25;  
 JOUR 7, 20;  
 NUTR 20;  
 POLS 5, 6, 8;  
 PSY 1, 5, 10, 34;  
 SOC 1, 2, 10, 23, 26, 43;  
 SSCI 36

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

The Associate of Arts in Transfer Studies requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail)



# AA and AS Degrees - Not for Transfer

## **AA and AS - Not for Transfer**

*These degrees are not designed for transfer.*

*The courses included may be transferable and may apply to other degrees designed for transfer.*

*The degrees require a minimum of 60 units, including 19 units of associate degree general education courses as well as subject and competency requirements.*



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

Division: Business

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

### PROGRAM OUTCOMES:

- Accurately prepare an individual income tax return (Form 1040).
- Show proficiency in financial statement analysis.
- Accurately analyze, interpret, and record business transactions.
- Accurately record and retrieve company financial transactions and statements in a computerized bookkeeping program.

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

	Units	COS-GE AREA
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
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. ACCT 1                                  Financial Accounting	4	
and ACCT 2                              Managerial Accounting	4	
B. ACCT 210                                Computer Accounting	3	
C. ACCT 282                                Individual Income Tax	5	
D. Select a minimum of 9 units from the following:	9	
BUS 82                                    Introduction to Business (3)		
BUS 100                                  Career Strategies (3)		
BUS 185                                 Ethics in Business and Industry (3)		
BUS 188                                 Human Relations in Business (3)		
E. Select a minimum of 3 units from the following:	3**	
BUS 20                                    Business Statistics (3)		A2
BUS 119                                 Quantitative Methods (3)		A2
BUS 295                                 Business Mathematics (3)		
F. COMP 138                                Spreadsheet Design for Business	3	
Total Major Units:	31**	
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	7-10	

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

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

Division: Social Sciences

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

**PROGRAM OUTCOMES:**

- Analyze ethical dilemmas encountered in the corrections and law enforcement fields and identify the correct ethical choice.
- Explain the “corrections umbrella” by applying definitions, concepts, and principles to the three branches of the corrections system.
- Develop, organize and write an objective report that meets the legal and detailed requirements of law enforcement and corrections agencies.

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

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias’ Associate Degree General Education (COS-GE)	22	
Note: Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. AJ 11 Introduction to Criminal Justice	3	
B. AJ 13 Community Relations	3	
C. AJ 14 Criminal Law 1	3	
D. AJ 112 Legal Aspects of Evidence	3	
E. AJ 114 Juvenile Delinquency	3	
F. AJ 117 Corrections/Counseling	3	
G. AJ 118 Criminal Investigation	3	
H. AJ 121 Introduction to Corrections	3	
I. AJ 130 Legal Aspects of Corrections	3	
Required Major Units:	27	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 3 units)</b>		
AJ 25 Constitutional Law	3**	A2
AJ 45 Terrorism and Freedom	3	
AJ 111 Writing for Criminal Justice	3	
AJ 113 Juvenile Laws and Procedures	3	
AJ 115 Criminal Law 2	3	
AJ 123 Criminal Justice Ethics	3**	C
WEXP 193 J – 196 J Admin of Justice Work Experience	1-4	
Restricted Elective Units:	3	
Total Major and Restricted Units:	30**	
<b>4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:</b>	<b>11</b>	

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

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

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

Division: Social Sciences

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

### PROGRAM OUTCOMES:

- Analyze ethical dilemmas encountered in the corrections and law enforcement fields and identify the correct ethical choice.
- Develop, organize and write an objective report that meets the legal and detailed requirements of law enforcement and corrections agencies.

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

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
 Note: Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. AJ 11 Introduction to Criminal Justice	3	
B. AJ 13 Community Relations	3	
C. AJ 14 Criminal Law 1	3	
D. AJ 112 Legal Aspects of Evidence	3	
E. AJ 118 Criminal Investigation	3	
F. AJ 119 Criminal Identification	3	
G. AJ 219 Police Patrol Procedures	3	
Required Major Units:	21	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 9 units)</b>		
AJ 25 Constitutional Law	3**	A2
AJ 45 Terrorism and Freedom	3	
AJ 111 Writing for Criminal Justice	3	
AJ 113 Juvenile Laws and Procedures	3	
AJ 114 Juvenile Delinquency	3	
AJ 115 Criminal Law 2	3	
AJ 123 Criminal Justice Ethics	3**	C
WEXP 193 J – 196 J Admin of Justice Work Experience	1-4	
Restricted Elective Units:	9	
Total Major and Restricted Units:	30**	
<b>4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:</b>		
	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 Social Sciences Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

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



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

Division: Industry & Technology

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

### PROGRAM OUTCOMES:

- Student will demonstrate the ability to fly a rotorcraft helicopter and display satisfactory knowledge of aviation theory, to commercial pilot standards as determined by the Federal Aviation Administration.
- Student will be able to operate a rotorcraft - helicopter, solely by reference to instruments and display knowledge of instrument flight rules and regulations for issuance of a rotorcraft - helicopter instrument rating
- Student will demonstrate knowledge and ability to teach all aspects of aviation flight theory, and in-flight maneuvers to certified flight instructor and certified flight instructor - instrument standards as determined by the Federal Aviation Administration.
- Student will demonstrate advanced knowledge and piloting ability (as appropriate) for rotorcraft - helicopter operations in at-least one specialized discipline of helicopter aviation, based on the student's individual career goals

**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.

(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.



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

Division: Industry & Technology

(continued from previous page)

	Units
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:	
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22
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	4
E. AERO 214 Advanced Commercial Pilot Training	2
F. AERO 215 Flight Instructor Training	6
Total Major Units:	24
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 Industry & Technology Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

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

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

Division: Agriculture

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

### PROGRAM OUTCOMES:

- Use economic principles to analyze financial data to optimize production in an agricultural business.
- Demonstrate proficiency in public relations and business communications.
- Employ learned principles through applications created for real world management scenarios.

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

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. AGMT 1                                      Agriculture Economics	3	
B. AGMT 102                                    Ag Sales and Marketing	3	
C. AGMT 103                                    Introduction to Agricultural Management	3	
D. AGMT 104                                    Agriculture Accounting	3	
E. AGMT 108                                    Ag Business Computer Apps	3.5	
F. WEXP 193 F                                    Agricultural Work Experience	3	
Total Major Units:	18.5	
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	19.5	

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

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

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

Division: Language Arts

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

**PROGRAM OUTCOMES:**

- Sign effectively and fluently, using the parameters of ASL
- Demonstrate proficient receptive skills when using ASL.
- Be familiar with deaf culture and be able to articulate its basic history.

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

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
<b>Note:</b> Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. ASL 2                                      Elementary American Sign Language	3**	C
B. ASL 3                                      Intermediate American Sign Language	3	
C. ASL 4                                      Advanced American Sign Language	3	
Required Major Units:	9	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 9 units)</b>		
ASL 110                                      Sign Language Interpreting	4	
ASL 1    Beginning American Sign Language	4	
DRAM 2                                      Fundamentals of Acting 1	3	
SOC 1    Introduction to Sociology	3	
SOC 2    Social Problems	3	
COMM 9                                        Intercultural Communication	3	
Restricted Elective Units:	9	
Total Major and Restricted Units:	18**	
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	23	

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

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

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

Division: Agriculture

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

### PROGRAM OUTCOMES:

- Incorporate hands-on production skills with sound economic principles to optimize economic returns in a changing global economy.
- Demonstrate an understanding of disease transmission as it applies to animal health and human food safety.
- Evaluate live animals and written performance data on livestock to select for optimum returns or efficiencies as it applies to current market conditions.

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

	Units
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:	
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22
2. REQUIRED MAJOR COURSES:	
A. AGMT 108                      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
Required Major Units:	22.5
3. RESTRICTED ELECTIVES: (Select two courses from the following)	
ASCI 2                            Livestock Selection/Evaluation	3.5
ASCI 104                        Animal Diseases & Sanitation	3.5
VT 109                            Introduction to Veterinary Technology	3
Restricted Elective Units:	6.5-7
Total Major and Restricted Units:	29-29.5
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	8.5-9

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

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

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

Division: Industry & Technology

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

**PROGRAM OUTCOMES:**

At the end of this program, students will create and appraise architectural design, create and distinguish 2D & 3D visual communication drawings (tactile & digital), analyze and differentiate architecture history, and create and analyze documents related to construction technology.

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

Architecture integrates social, cultural, technological, and aesthetic issues. Students planning to transfer to a university and pursue a higher degree should be aware of all the requirements set by that university and select classes accordingly.

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

	Units	COS-GE AREA
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS: College of the Sequoias' Associate Degree General Education (COS-GE)	22	

Note: Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.

**2. REQUIRED MAJOR COURSES:**

<u>First Semester</u>	A. ARCH 10	Architectural Design 1	4**	C
	B. ARCH 70	Architecture History 1	3	
	C. ARCH 162	Conceptual Structural Analysis	3	
	D. DRFT 114	Introduction to CAD	4	
 <u>Second Semester</u>	E. ARCH 11	Architectural Design 2	4	
	F. ARCH 71	Architecture History 2	3	
	G. ARCH 120 or ARCH 121	Freehand Drawing (3) Perspective Alternatives	3	
	H. ARCH 161 or ARCH 163	Architectural Detailing(3) Construction Documents	3	

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



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

Division: Industry & Technology

(continued from previous page)

			Units	COS-GE AREA
<u>Third Semester</u>	I. ARCH 13	Architectural Design 3	4	
	J. ARCH 20	Visual Communication 1	3	
	K. ARCH 160	Construction Materials/ Methods	4	
<u>Fourth Semester</u>	L. ARCH 14	Architectural Design 4	4	
	M. ARCH 21	Visual Communication 2	3	
	N. ARCH 121 or ARCH 120	Perspective Alternatives (3) Freehand Drawing	3	
	O. ARCH 163 or ARCH 161	Construction Documents (3) Architectural Detailing	3	
		Total Major Units:	51**	
	Total Degree Units:	70		

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

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

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

Division: Fine Arts

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

**PROGRAM OUTCOMES:**

Understand the history of the creative experience and critique one’s own artwork in terms of design principles, application of media and portfolio development.

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

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias’ Associate Degree General Education (COS-GE)	22	
Note: Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. ART 2                                      Art History/Ancient-Gothic	3**	C
B. ART 3                                      Art History/Gothic-Modern	3	
C. ART 6                                      Color and Design	3	
D. ART 8                                      Drawing Fundamentals	3	
E. ART 23                                    Macintosh, Basics for Artists	3	
F. ART 32                                    3D Design	3	
Total Major Units:	18**	
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	23	

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

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

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

Division: Industry & Technology

Students completing this degree will acquire skills and knowledge required to perform diagnosis, service and repair of automotive systems in an automotive shop environment. The skills include, but are not limited to, working safely in the automotive shop and performing repair tasks correctly, and safely using the correct tools.

### PROGRAM OUTCOMES:

- Use the proper automotive terminology to discuss systems operation, methods of diagnosis and needed repairs.
- Prepare a written estimate of needed system repairs and estimate the related costs.
- Practice safety in the repair and service associated with electrical, hydraulic and mechanical systems.
- Use a systematic approach to select the proper method to diagnose, repair and test automotive systems.
- Demonstrate proficiency in the use of automotive diagnostic equipment to evaluate system performance and determine needed repairs.

CAREER OPPORTUNITIES: include but are not limited to, automatic and manual transmission disassembly, repair or rebuilding, diagnosis and repair or replacement of clutch assemblies, and the diagnosis, repair and servicing of differentials, electronic and electrical systems, suspension and steering systems, brake systems, heating and air conditioning, and drivability concerns and engine performance. This degree will also meet national certification and training standards (NATEF) for automotive service excellence (ASE) testing and certification in all automotive categories.

	Units
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:	
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22
2. REQUIRED MAJOR COURSES:	
A. AUTO 130           Introduction to Automotive Technology	3
B. AUTO 131           Automotive Engine Systems	4
C. AUTO 132           Automotive Automatic Transmissions	4
D. AUTO 133           Automotive Power Train Systems	4
E. AUTO 134           Automotive Suspension/Steering Systems	4
F. AUTO 135           Automotive Brake Systems	4
G. AUTO 136           Automotive Electrical Systems	5
H. AUTO 137           Automotive Air Conditioning	4
I. AUTO 138           Automotive Engine Performance	6
Total Major Units:	38
Total Degree Units:	60

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

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

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

Division: Business

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

**PROGRAM OUTCOMES:**

- Evaluate an existing business and identify the business organization, key business procedures relevant to a specific problem using appropriate technology.
- Explain the functions of business financial operations and apply them to business situations.

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

	Units	COS-GE AREA
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
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 18                      Business Law	4	
B. BUS 82                     Introduction to Business	3	
C. BUS 100                    Career Strategies	3	
D. BUS 184                    Business Communication	3	
E. BUS 185                    Business Ethics	3**	C
F. BUS 188                    Human Relations in Business	3	
G. BUS/COMM 112            Public Speaking for Business	4**	A2
H. BUS 293                    Business English	4	
I. Select a minimum of 3 units from the following:	3	
BUS 20                        Business Statistics (3)		
BUS 119                      Quantitative Methods (3)		
BUS 295                      Business Mathematics (3)		
J. COMP 5                      Computer Concepts (4)		
or COMP 130                Introduction to Personal Computers (4)	4	
Total Major Units:	34**	
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 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).

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

Division: Consumer/Family Studies

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

### PROGRAM OUTCOMES:

- Identify and analyze the major theories and/or principles of child development.
- Complete lab experience needed for employment in a licensed child care facility at an approved site.
- Explain the requirements for CA Title 22 Licensing Regulations regarding health, safety, nutrition and mandated reporting law.

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

	Units	COS-GE AREA
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
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. CHLD 39	Child Development-DS1	3
B. CHLD 42	Child, Family & Society-DS2	3
C. CHLD 126	Observation and Assessment-DS3	3
D. CHLD 140	Principles of ECE-DS3	3
E. CHLD 141	Practices in ECE-DS3	3
F. CHLD 148	Child Health/Safety-DS7	3
G. CHLD 149	Creative Curriculum for Young Children-DS3	3
H. CHLD 158	Cultural Diversity in ECE-DS3	3
	Total Major Units:	24
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 Consumer/Family Studies Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

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



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

Division: Fine Arts

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

**PROGRAM OUTCOMES:**

- Demonstrate effective interpersonal communication.
- Relate effective workplace communication strategies.
- Apply organizational, research, and delivery skills.
- Analyze a communicative event using appropriate theoretical frameworks.
- Analyze and synthesize basic communication theories through reconstruction oral and/or written communication.

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

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
<p>Note: Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.</p>		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. COMM 1                      Fundamentals/Public Speaking	3**	A2
B. COMM 4                      Interpersonal Communication	3	
C. COMM 5                      Argumentation and Debate	3	
D. COMM 7                      Persuasion	3	
E. COMM 8                      Group Communication	3	
F. COMM 9                      Intercultural Communication	3	
Required Major Units:	18	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 12 units)</b>		
PHIL 25                      Critical Thinking	3	
MATH 21                      Introduction to Statistics	4	
COMM 112/BUS112              Public Speaking for Business	4	
COMM 151                      Independent Study - Communication	1-4	
Restricted Elective Units:	12	
Total Major and Restricted Units:	30**	
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	11	

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

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

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

Division: Business

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

**PROGRAM OUTCOMES:**

- At the end of this program, students will be able to apply basic computer hardware, software, and information technology concepts and techniques to a variety of business environments.
- At the end of this program, students will be able to demonstrate proficiency in applying common business productivity software to business functions, including word processing, spreadsheet, database and presentation applications.

**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.

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
Note: Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. BUS 82 Introduction to Business	3	
B. COMP 5 Computer Concepts (4)		
or COMP 130 Introduction to Personal Computers (4)	4	
C. COMP 6 Programming Fundamentals	3**	A2
D. COMP 8 Programming Concepts (Java)	4	
E. 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	
<b>3. RESTRICTED ELECTIVES: Select a minimum of 1 unit</b>		
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 Making the Most of the Internet	1	
COMP 230 Java Script/XML	3	
IT 220 Computer Networking Fundamentals	3	
Restricted Elective Units:	1	
Total Major and Restricted Units:	29.5**	
<b>4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:</b>	<b>12.5</b>	

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

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

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

Division: Business

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

**PROGRAM OUTCOMES:**

- Use appropriate office procedures as related to records information management, telephone communications, and mail management.
- Demonstrate appropriate critical thinking and human relations skills.

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

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
Note: Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. BUS 184                      Business Communications	3	
B. BUS 188                      Human Relations in Business	3	
C. BUS 268                      Electronic Calculating	2	
D. BUS 271                      College Keyboarding Level (3)		
or COMP 136                      Word Processing (3)	3	
E. BUS 293                      Business English	4	
F. Select a minimum of 3 units from the following:	3	
BUS 20                              Business Statistics (3)		A2
BUS 119                            Quantitative Methods (3)		A2
BUS 295                            Business Mathematics (3)		
G. COMP 5                        Computer Concepts (4)		
or COMP 130                        Introduction to Personal Computers (4)	4	
H. COMP 140                      Computer Operating System	3	
I. Select option 1 or 2:	2.5-4	
1) BUS 112/COMM 112              Public Speaking for Business (4)		
OR		
2) COMP 227                        Presentation Software for Business (1.5)		
and COMP 228                        Making the Most of the Internet (1)		
Total Major Units:	27.5-29**	
<b>3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:</b>	<b>12-13.5</b>	

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

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

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

Division: Industry & Technology

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

### PROGRAM OUTCOMES:

- Students will be able to list required site conditions, necessary documents, equipment, and necessary pre communication in order for a building official to make a requested inspection.
- Students will be able to list necessary site safety practices for building officials when making inspections.
- Students will be able to list the major inspections involved in the construction of a residence.
- Students will be able to list National authority for building codes, electrical codes and fire safety codes.

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

	Units
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:	
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22
2. REQUIRED MAJOR COURSES:	
A. CT132                      Basic Building Systems/Codes	3
B. CT 109                     Project Management/Codes	3
C. CT 271                     Life Safety for Construction	3
D. CT 272                     Residential Inspection Code	3
E. CT 273                     Electrical Codes	3
F. CT 274                     Mechanical Inspection	3
G. CT 276                     Architecture Inspection	3
Total Major Units:	21
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.

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

Division: Industry & Technology

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

### PROGRAM OUTCOMES:

- Use a systematic National Center for Construction Education and Research (NCEER) throughout their CT coursework.
- Students will attain national registration with NCCER for CT coursework completed.
- Students will demonstrate national skill and theory competiveness by passing accumulative testing modules NCCER application.
- Students will demonstrate safe and proper methods of operation of construction related power tools.

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

		Units
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:		
A. College of the Sequoias' Associate Degree General Education (COS-GE)		22
2. REQUIRED MAJOR COURSES:		
A. CT 214	On-Site Construction/Time Mgt	3.5
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:	42.5
2. RESTRICTED ELECTIVES (Select a minimum of 2 units from the following):		
CT 109	Project Management/Codes	3
CT 130	Intro Const. Practices	3
CT132	Basic Building System/Codes	3
CT 135	Blueprint Reading/Residential Construction	2
CT 138	Contractors License Law	3
CT 205	Plumbing	3
CT 270	Residential Wiring	3
	Restricted Elective Units:	2
	Total Major and Restricted Units:	44.5
	Total Degree Units:	66.5

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

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



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

Division: Consumer/Family Studies

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

### PROGRAM OUTCOMES:

- Identify and practice proper food safety and sanitation techniques.
- Use the proper equipment and apply the proper techniques in food preparation.
- Identify the developmental stages from infancy through adolescence and/or adulthood examine and critically evaluate the major theories and principles of child development.
- Use and evaluate different fabrics and fibers with respect to their application or end use.
- Design recipes menus that consider the nutritional, visual appeal, food quality, and financial concerns of the food service business.
- Evaluate multiple factors important to the apparel industry (i.e. materials, design, quality standards, production methods, profit ability, end use, and consumer expectations to make manufacturing and marketing decisions.
- Identify the major influences on the social development of children describe the impact of diverse cultural, socioeconomic and lifestyle experiences on children and families.

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

	Units	COS-GE AREA
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
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. CFS 80 or CHLD 39	Life-Span Development (3) Child Development-DS1	3
B. CHLD 42	Child, Family and Society-DS2	3
C. ART 6	Color and Design	3** C
D. FASH 140	Intro to the Fashion Industry	3
E. FASH 160 or FASH 161	Clothing Construction (3) Tailoring	3
F. NUTR 18	Nutrition	3
G. CULN 201 or NUTR 20	Foods (3) Cultural Foods	3
	Total Major Units:	21**
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	20	

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

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

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

Division: Agriculture

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

**PROGRAM OUTCOMES:**

- Demonstrate skills needed to successfully manage the modern dairy herd. Care of dairy animals and selection of quality animals and other management skills needed for the modern dairy herd shall be required.
- Demonstrate the implementation of an effective reproductive management plan.
- Evaluate a dairy cattle based upon their dairy characteristics for profitability and type.

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

	Units
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:	
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22
1. REQUIRED MAJOR COURSES:	
A. AGMT 108                      Ag Business Computer Apps	3.5
B. DSCI 101                      Introduction to Dairy Science	3.5
C. DSCI 103                      Commercial Dairy Herd Management	3.5
D. DSCI 104                      Breeding & Selection of Dairy Cattle	3.5
E. DSCI 108                      Dairy Nutrition	3.5
F. WEXP 193F                    Agriculture Wrk Exp-1st Sem	3
Total Major Units:	20.5
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 Agriculture Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

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

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

Division: Physical Education

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

### PROGRAM OUTCOMES:

- Choreograph dance combinations using specified lines, design, technique and/or vocabulary.
- Develop and increase competency in a specific dance form as well as access and analyze commonalities and differences with other dance forms.
- Apply aesthetic principles and critical thinking skills in the creation, performance and analysis of dance.

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

	Units	COS-GE AREA
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	

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 1	Art Appreciation	3**	C
B. DANC 080	Choreography	1	
C. DANC 050	Ballet 1	1	
D. DANC 054	Modern Dance 1	1	
E. DANC 058	Jazz Dance 1	1	
G. DANC 062	Tap Dance 1	1	
H. DANC 159	Jazz Dance 2	1	
I. DRAM 2	Fundamentals of Acting 1	3	
J. DRAM 12	Costuming	3	
K. DRAM 17	Makeup	3	
L. HW 1	Personal & Community Health	3**	SR
M. MUS 10	Music Appreciation	3	
	Required Major Units:	24**	

(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 Physical Education Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education or Health & Wellness subject requirements and 3-6 units may double count above in 1A (COS-GE).

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

Division: Physical Education

(continued from previous page)

	Units	COS-GE AREA
3. RESTRICTED ELECTIVES: (Select a minimum of 3 units)		
HW 3                                      Standard First Aid	3	
HW 60                                     Concepts in Health & Fitness	3	
KINE 188                                Found. of Sports/Exerc. Psych.	3	
Restricted Elective Units:	3	
Total Major and Restricted Units:	27**	
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	14	

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

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education or Health & Wellness subject requirements and 3-6 units may double count above In 1A (COS-GE).

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

Division: Industry & Technology

This degree prepares students for entry-level employment and/or potential further study in the field of Drafting Technology through the study of drafting technology, architecture, computers, and graphic design. Students will acquire skills, knowledge, and abilities in CAD, visual communication, computer concepts, graphic design, and construction technology.

### PROGRAM OUTCOMES:

At the end of this program, students will create and analyze documents related to mechanical drafting, i.e. computer assisted and tactile drafting/design.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: manufacturing or industrial mechanical drafting technology. Students planning to transfer to a university and pursue a higher degree should be aware of all the requirements set by that university and select classes accordingly. Architecture Department Website: [www.cos.edu/architecture](http://www.cos.edu/architecture).

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
 Note: Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. ARCH 20      Visual Communication 1	3**	C
B. COMP 140    Computer Operating Systems	3	
C. GD 159      Adobe Illustrator	2	
D. DRFT 114    Introduction to CAD	4	
E. ARCH 120    Freehand Drawing	3	
F. ARCH 161    Architectural Detailing	3	
G. DRFT 112    Mechanical Drafting 1	3	
H. DRFT 115    Advanced CAD	4	
I. ARCH 160    Construction Materials/Methods	4	
J. COMP 229    Web Page Design and Development	3	
K. COMP 228    Make the Most of the Internet	1	
L. DRFT 16      CAD Applications	4	
M. ARCH 163    Construction Documents	3	
N. DRFT 113    Mechanical Drafting 2	3	
Required Major Units:	43**	
Total Degree Units:	62	

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

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



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

Division: Fine Arts

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

**PROGRAM OUTCOMES:**

- The student will critically analyze the acting component of a publicly produced production.
- The student will apply historical context to a performance.
- The student will synthesize interpretation of ideas with the physical/psychological action in performance in front of an audience

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

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
Note: Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. DRAM 1 Introduction to the Theatre	3**	C
B. DRAM 2 Fundamentals of Acting 1	3	
C. DRAM 3 Fundamentals of Acting 2	3	
D. DRAM 4 Intermediate Acting 1	3	
E. DRAM 5 Intermediate Acting 2	3	
F. DRAM 6 Shakespeare	3	
G. DRAM 19 Rehearsal and Performance 1 (2)		
or DRAM 21 Rehearsal and Performance 2 (2)	2	
Required Major Units:	20	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 11 units)</b>		
CINA 31 Motion Picture Appreciation	2	
CINA 32 Motion Picture Appreciation	2	
DRAM 8 History of Theater and Drama	3	
DRAM 12 Costuming	3	
DRAM 13 Beginning Stagecraft	3	
DRAM17 Makeup	3	
DRAM 19 Rehearsal and Performance 1 (2)		
or DRAM 21 Rehearsal and Performance 2 (2)	2	
Restricted Elective Units:	11	
Total Major and Restricted Units:	31**	
<b>4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:</b>	10	

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

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

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

Division: Fine Arts

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

### PROGRAM OUTCOMES:

- The student will apply historical context to a technical aspect of a production.
- The student will critically analyze the technical component(s) of a publicly produced production.
- The student will synthesize implementation of physical, visual, and/or aural elements within a production in front of an audience.

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

	Units	COS-GE AREA
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
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. DRAM 1                      Introduction to the Theatre	3**	C
B. DRAM 2                      Fundamentals of Acting 1	3	
C. DRAM 12                     Costuming	3	
D. DRAM 17                     Makeup	3	
E. DRAM 13                     Beginning Stagecraft	3	
F. DRAM 15                     Beginning Stage Lighting	3	
G. DRAM 19                     Rehearsal and Performance 1(2)	2	
or DRAM 21                 Rehearsal and Performance 2 (2)		
Required Major Units:	20	
3. RESTRICTED ELECTIVES: (Select a minimum of 9 units)		
DRAM 6                         Shakespeare	3	
DRAM 14                        Intermediate Stagecraft	3	
DRAM 16                        Intermediate Stage Lighting	3	
DRAM 19                        Rehearsal and Performance 1(2)	2	
or DRAM 21                 Rehearsal and Performance 2 (2)		
Restricted Elective Units:	9	
Total Major and Restricted Units:	29**	
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	12	

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

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

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

Division: Industry & Technology

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

**PROGRAM OUTCOMES:**

At the end of this program, students will demonstrate competency in the necessary knowledge and skills required of a HVAC/R technician in the industry. This outcome will be assessed by test scores, labs completed and by diagnostic procedures.

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

			Units
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:			
A. College of the Sequoias' Associate Degree General Education (COS-GE)			22
2. REQUIRED MAJOR COURSES:			
First Semester	A. ECT 280	Electricity and Controls for HVAC	4
	B. ECT 281	Basic Air Conditioning	12
Second Semester	C. ECT 282	Adv Air Cond/Refrig Com/Dom	12
	D. ITEC 242	Air Conditioning Sheet Metal	4
Total Major Units:			32
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:			6

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

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

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

Division: Consumer/Family Studies

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

### PROGRAM OUTCOMES:

- Apply elements and principles of design to the development, production, selection, and evaluation of apparel and other textile products.
- Evaluate different fabrics and fibers with respect to their application or end use.
- Identify and appraise a variety of career paths within the fashion world.
- Create and construct patterns and garments using appropriate technology and methods.

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

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
Note: Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. ART 6	Color and Design	3** C
B. FASH 76	Textiles	3
C. FASH 141	Principles of Fashion	3
D. FASH 160	Clothing Construction	3
E. FASH 161	Tailoring	3
F. FASH 162	Fashion/Design/Patternmaking	3
	Required Major Units:	18
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 3 unit)</b>		
FASH 12	Costuming	3
FASH 140	Intro to the Fashion Industry	3
	Restricted Elective Units:	3
	Total Major and Restricted Units:	21**
<b>4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:</b>		
		20

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

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

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

Division: Consumer/Family Studies

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

**PROGRAM OUTCOMES:**

- Apply elements and principles of design to the development, production, selection, and evaluation of apparel and other textile products.
- Evaluate different fabrics and fibers with respect to their application or end use.
- Identify and appraise a variety of career paths within the fashion world.
- Apply interpersonal and communication skills to solve problems or create solutions within the apparel industry.
- Evaluate multiple factors important to the apparel industry (i.e. materials, design, quality standards, production methods, profitability, end use, and consumer expectations) to make manufacturing and marketing decisions.

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

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias’ Associate Degree General Education (COS-GE)	22	
 Note: Required Major courses that may double count for specific COS-GE AREAS are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. ART 6                                      Color and Design	3**	C
B. FASH 76                                    Textiles	3	
C. FASH 140                                   Intro to the Fashion Industry	3	
D. FASH 141                                   Principles of Fashion	3	
E. FASH 160                                   Clothing Construction	3	
F. COMM 4                                    Interpersonal Communication	3**	A2
G. WEXP 193 Z                                Fashion Wrk Exp-1st Sem	1	
Total Major Units:	19**	
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	25	

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

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



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

Division: Special Programs

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

### PROGRAM OUTCOMES:

- Explain the history and basic principles of the fire service.
- Demonstrate effective communication and interpersonal skills with supervisors, peers, and the public.
- Demonstrate an understanding of the principles of fire development, cause, and prevention.
- Demonstrate in-depth knowledge of the principles of fire control through the utilization of personnel, equipment, extinguishing agents on the fire ground.
- Apply knowledge of building construction, fire protection systems, and fire prevention codes to affect safer occupancies and fire control.
- Apply the theory and principles for the use of water in fire suppression activities, including hydraulic principles.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: firefighter, firefighter-paramedic, fire investigation, fire prevention, hazardous materials, and public education. The fire service offers many career opportunities for graduates including positions in municipal fire departments, fire protection districts, and more than 250 California state fire protection agencies. There are also employment opportunities in forestry agencies, correctional institutions, military bases, and numerous federal agencies.

	Units
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:	
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22
2. REQUIRED MAJOR COURSES:	
A. FIRE 155                      Fire Behavior and Combustion	3
B. FIRE 157                      Fire Prevention Technology	3
C. FIRE 159                      Introduction to Fire Protection Organization	3
D. FIRE 160                      Fire and Emergency Safety	3
E. FIRE 163                      Fire Protection Equipment and Systems	3
F. FIRE 182                      Building Construction for Fire Protection	3
Required Major Units:	18

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

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

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

Division: Special Programs

(continued from previous page)

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

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

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

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

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

		Units
A. EMT 251	Emergency Medical Technician B	4
B. FIRE 125	Fundamentals of Fire Apparatus and Equipment	3
C. FIRE 156	Fire Service Hydraulics	3
D. FIRE 161	S.F.M. Fire Prevention 1A	2
E. FIRE 162	S.F.M. Fire Prevention 1B	2
F. FIRE 168	S.F.M. Training Instructor 1A	2
G. FIRE 169	S.F.M. Training Instructor 1B	2
H. FIRE 173	S.F.M. Fire Command 1A	2
I. FIRE 174	S.F.M. Fire Command 1B	2
J. FIRE 275	S.F.M. Fire Command 1C	2
K. FIRE 277	S.F.M. Fire Management 1	2
L. FIRE 280	Fire Fighter 2 Academy	5
	Restricted Elective Units:	13
	Total Major and Restricted Units:	31
	Total Degree Units:	63

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

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

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

Division: Physical Education

This degree prepares students for entry-level employment and/or potential further study in the field of Health Education through the study of child health, personal and community health, standard first aid, fitness, nutrition, general psychology, sociology, drugs and sports health. This course of study provides the student a background to pursue a career in any health field.

### PROGRAM OUTCOMES:

- Identify, explain, and develop and enhance the various components necessary to live a healthy life including nutrition, exercise, and wellness in its multiple aspects.
- Analyze several life-threatening conditions (including, for example, those such as cessation of breathing, obesity, drug abuse, and so on) and apply appropriate actions to sustain, maintain, or improve life.
- Evaluate theatrical forms of dance in a socio-historical context as an artistic, political or ideological medium of communication.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for employment in the following fields: public health, hospitals, rehabilitation centers, geriatric facilities and sales of medical supplies.

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. CHLD 148 Child Health/Safety DS7	3	
B. HW 1 Personal & Community Health	3**	SR
C. HW 3 Standard First Aid	3	
D. HW 60/SMED 60 Concepts in Health & Fitness	3	
E. NURS 106 Cultural Diversity/Healthcare	3	
F. NUTR 18 Nutrition	3	
G. PSY 1 General Psychology	3	
H. SOC 1 Introduction to Sociology	3	
Required Major Units:	24	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 6 units from the following)</b>		
HW 7 Sports Health	3	
HW 104 Drugs and Society	3	
SMED 40 Introduction to Sports Injuries	3	
Restricted Elective Units:	6	
Total Major and Restricted Units:	30**	
<b>4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:</b>	<b>14</b>	

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

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

## Associate of Science in Human Services (Social Work) - Not for Transfer\* (AS)

Division: Social Sciences

This degree prepares students for entry-level employment and/or potential further study in the fields of human services, case management, eligibility and crisis work. Students completing this degree will have a foundation for the field(s) of Human Services, Social Work and non-profit service organizations through the study of legal and ethical issues in practice, theories of practice, theories of human behavior, history of social welfare and current policies and will acquire skills in critical thinking, case planning, crisis intervention, theory-based assessment, working knowledge of community resources and hands-on work experience in a human services agency in the community.

**PROGRAM OUTCOMES:**

- Apply various social work theories to describe the dynamics of a case.
- Demonstrate knowledge of the National Association of Social Work by applying various practice ethics to specific cases dilemmas.
- Link specific community resources to a variety of cases to meet the needs of the actors in the case.
- Match specific models of treatment with the actors presented in a case vignette.
- Apply APA writing styles in a research paper. This is the writing style that is used in professional social research writing.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: entry level jobs in Health and Human Services and a variety of non-profit agencies in the community in the area of crisis management, substance abuse, eligibility and case management.

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
 Note: Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. COMP 5                                      Computer Concepts (4) or COMP 130                                Introduction to Personal Computers	4	
B. Select one of the following:	3	
ECON 25                                      Introduction to Economics (3) or ECON 40                                Principles of Microeconomics (3) or BUS 297                                Personal Finance (3)		
C. HSRV 101                                    Group Design and Leadership	4	
D. HSRV 102                                    Drug and Alcohol Treatment	3	
E. HSRV 120                                    Introduction to Social Welfare	3	
F. HSRV 121                                    Interviewing	4	
G. HSRV 122                                    Introduction of Human Services	3	
H. WEXP 193 H-196 H                        Human Services Wrk Exp-1st Sem - 4th Sem	6	

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

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

## Associate of Science in Human Services (Social Work) - Not for Transfer\* (AS)

Division: Social Sciences

(continued from previous page)

	Units	COS-GE AREA
3. Restricted Electives (Select 6 units from the following):		
ANTH 10                      Cultural Anthropology	3	
PSY 1                        General Psychology	3	
PSY 5                        Social Psychology	3	
PSY 10                      Human Sexuality	3	
PSY 34                      Abnormal Psychology	3	
PSY 133                    Personal and Social Growth	3	
SOC 26                      Marriage and Family Life	3	
Restricted Elective Units:	6	
Total Major Units:	36	
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	2	

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

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

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

Division: Industry & Technology

This degree prepares students for entry-level employment and/or potential further study in the fields of Industrial Technology/Industrial Maintenance. Students completing this degree will have a foundation for the field of Industrial Technology through the study of electricity, motor controls and programmable motor drives, programmable logic controllers, hydraulics/pneumatics, industrial mechanics, machining, refrigeration and boilers, and welding and will acquire skills and abilities in design of electrical circuits, reading and interpreting schematics, encoding programmable devices, and design of facility changes for industrial applications.

**PROGRAM OUTCOMES:**

- Identify, design, and troubleshoot an industrial electrical circuit with a multi-meter to industrial standards.
- Read a print, repair and maintain the mechanical components of hydraulic and pneumatic circuits found in industrial machines to like new condition.
- Design, program, and troubleshoot both programmable logic controllers (PLC), and variable frequency drives (VFD). This is accomplished in single phase and three phase circuits.
- Weld in three modes: MIG, STICK, and TIG to industrial maintenance standards.
- Have additional entry level job skills in: machining, boilers, refrigeration, mechanics, motor control, and fabrication.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: industrial maintenance technician, industrial machine operator, industrial electrician, corrections facilities maintenance, hospital engineer, and food service machine technician.

There are two possible options for completing this degree. Students may either take the first two courses OR take the list of courses, including work experience, that follows.

	Units
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:	
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22
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:	8

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

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



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

Division: Language Arts

This degree prepares students for entry-level employment and/or potential further study in the field of Media Communications. Students completing this degree will have a foundation for the fields of media and communication through the study of journalism, political and cultural discourse, advertising, persuasion and will acquire an understanding of how media shapes cultural and political dialogue.

### PROGRAM OUTCOMES:

- When students leave this program, they will understand the elements, including the power and effect, of effective visual images and text on all print and digital platforms.
- When students leave this program, they will be able to produce writing or other products, both print and digital, which demonstrate understanding of journalistic and professional standards.
- When students leave this program, they will understand and apply concepts of critical thinking, media and information literacy, effective leadership, including decision making, newsroom management and hierarchy, and basic media ethics and law.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: journalism, public relations, advertising, law, criminal justice, and graphic arts.

	Units	COS-GE AREA
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
Note: Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
2. REQUIRED MAJOR COURSES:		
A. ENGL 2                      Logic and Composition	3**	A2
B. JOUR 1                      Writing for the Media	3.5	
C. JOUR 7                      Mass Communication	3	
D. JOUR 130                      Media Practicum I	4	
Required Major Units:	13.5	
3. RESTRICTED ELECTIVES: (Select a minimum of 5-7 units)		
A. JOUR 20                      Cultural Issues in Film/TV/Web	3	
JOUR 131                      Media Practicum II	4	
JOUR 114                      Editorial Board: Beginning	2	
JOUR 11                      Introduction to Digital Photography	3	
Restricted Elective Units:	5-7	
Total Major and Restricted Units:	18.5-20.5**	

(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 Language Arts Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

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

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

Division: Language Arts

(continued from previous page)

		Units
4.	Select additional degree applicable courses numbered 1-299 to achieve 60 units: (College of the Sequoias Language Arts Division recommends the following courses):	20.5-22.5
	ART 23                                      Macintosh Basics for Artists	3
	BUS/COMM 112                              Public Speaking for Business	4
	CINA 31                                      Motion Picture Appreciation	2
	CINA 32                                      Motion Picture Appreciation	2
	COMP 229                                      Web Page Design and Development	3
	GD 160                                        Graphic Design	4
	GD 161                                        Graphic Design Applications	4
	AJ 25                                         Constitutional Law	3
	JOUR 20                                       Cultural Issues in Film/TV/Web	3
	JOUR 131                                      Media Practicum II	4
	JOUR 114                                      Editorial Board: Beginning	2
	JOUR 11                                       Introduction to Digital Photography	3
	COMM 1                                        Fundamentals of Public Speaking	3
	COMM 4                                        Interpersonal Communication	3
	COMM 5                                        Argumentation and Debate	3

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

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

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

Division: Agriculture

This degree prepares students for entry-level employment and/or potential further study in the field of Landscape Management. Students completing this certificate will have a foundation for the fields of landscape design, landscape management as well as business management principles and practices through the study of selecting, grouping, and placing plant materials into various landscape styles, situations and themes and will acquire skills for effective plant, turfgrass, pest and water management techniques.

### PROGRAM OUTCOMES:

- Exhibit safe and appropriate practices for the use of equipment and tools in the landscape.
- Exhibit appropriate installation and cultural care practices for an aesthetically pleasing landscape.
- Communicate with the public and colleagues utilizing a variety of digital applications.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: landscape, turfgrass and grounds maintenance technicians, managers, pesticide applicators, and landscape water auditors.

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
 Note: Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. AGMT 108                      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	
I. WEXP 193 F                      Agriculture Wrk Exp-1st Sem	4	
Total Major Units:	29.5	
 <b>3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:</b>	 8.5	

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

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

## Associate of Arts in Liberal Arts with an Area of Emphasis in Arts and Humanities - Not for Transfer\* (AA)

Division: Student Services

This degree provides an opportunity for students who are not intending to transfer to a four-year university to earn an Associate of Arts Degree with an area of emphasis in Arts and Humanities. This degree is designed to provide an introductory foundation in the arts and humanities and to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success. The curriculum emphasizes the study of cultural activities and artistic expressions of human beings. Students will develop an awareness of the ways in which people throughout the ages and in different cultures have expressed themselves and responded to the world around them in artistic and cultural creation. Students will also develop aesthetic understanding and an ability to make value judgments.

### PROGRAM OUTCOMES:

- Demonstrate the ability to critically evaluate human esthetic expression by applying knowledge of cultural and artistic differences.
- Relate the impact of artistic creation to the development of modern civilization.

CAREER OPPORTUNITIES: Research Assistant, Studio Artist, Studio Craftsperson, Illustrator, Concept Artist, Museum Curator, Editor, Journalist, Photographer.

### 1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:

- A. College of the Sequoias' Associate Degree General Education (COS-GE) 22 units
2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18-unit minimum.

AJ 123  
 ARCH 10, 20, 70, 71  
 ART 1, 2, 3, 4, 5, 6, 7, 8, 11  
 ASL 1, 2, 3, 4  
 BUS 185  
 CINA 31, 32,  
 DRAM 1, 2, 3, 6, 8, 9  
 ENGL 4, 10, 15, 16, 18, 19, 30, 31, 44, 45, 46  
 ETHN 1, 2, 3, 4  
 HIST 25  
 LING 111  
 MUS 1, 10, 11, 13, 14  
 OH 111  
 PHIL 1, 5, 12, 13, 14  
 PORT 1, 2  
 SPAN 1, 2, 3, 4, 12, 22, 23

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

The Associate of Arts in Liberal Arts With an Area of Emphasis requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

## Associate of Arts in Liberal Arts with an Area of Emphasis in Communications - Not for Transfer\* (AA)

Division: Student Services

This degree provides an opportunity for students who are not intending to transfer to a four-year university to earn an Associate of Arts Degree with an area of emphasis in Communication Studies. This degree is designed to provide an introductory foundation in communication studies and to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success. The curriculum emphasizes the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system used. Students will learn to read, listen, speak, and write effectively, and will acquire the ability to distinguish fact from judgment, and belief from knowledge.

### PROGRAM OUTCOMES:

- Construct clear and precise arguments using appropriate analytic tools.
- Relate the importance of logical thought to effective communication.
- Apply interpersonal skills to enhance communication.

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 AND SUBJECT REQUIREMENTS:

- A. College of the Sequoias' Associate Degree General Education (COS-GE) 22 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  
 BUS 20, 112, 119  
 COMM 1, 4, 5, 7, 8, 112  
 COMP 5, 6  
 ENGL 2,  
 JOUR 7  
 MATH 10, 21, 70, 75, 154  
 PHIL 20, 25  
 SSCI 25

#BUS 112 is the same as COMM 112

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

The Associate of Arts in Liberal Arts With an Area of Emphasis requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

## Associate of Arts in Liberal Arts with an Area of Emphasis in Health and Physical Education - Not for Transfer\* (AA)

Division: Student Services

This degree provides an opportunity for students who are not intending to transfer to a four-year university to earn an Associate of Arts Degree with an area of emphasis in Health and Physical Education. This degree is designed to provide an introductory foundation in health and physical education and to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success. The health and nutrition courses emphasize practical and theoretical knowledge necessary for maintenance of physical and mental health. The physical education and intercollegiate athletics courses provide students the opportunity to develop active and healthy life styles.

### PROGRAM OUTCOMES:

- Evaluate behaviors that promote health and wellbeing.
- Relate the impact of physical and mental health to living a fulfilling life.
- Identify and appraise a variety of career paths within the field of health and nutrition.

CAREER OPPORTUNITIES: Camp Counselor, Campground Attendant, Outdoor Activity Leader, Outdoor Recreation, Assistant, Tour Guide, Assistant Community Education Worker

### 1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:

- A. College of the Sequoias' Associate Degree General Education (COS-GE) 22 units
2. Complete a minimum of 18 units with a "C" grade or better from the following courses. Courses used to fulfill the general education requirements listed above may be counted as part of this 18-unit minimum.

Students should complete a minimum of 18 units as follows:

1. A minimum of 9 units from the following health and wellness courses:

HW 1, 3, 7, #60, 104, #119;  
NUTR 18, #119;  
SMED 40, #60

2. A minimum of 9 units from the following physical education courses:

PEAC Courses:

PEAC 01, PEAC 02, PEAC 03, PEAC 04, PEAC 08, PEAC 09, PEAC 10, PEAC 11, PEAC 15, PEAC 17, PEAC 21, PEAC 22, PEAC 25, PEAC 26, PEAC 36, PEAC 37, PEAC 38, PEAC 39, PEAC 42, PEAC 52, PEAC 53, PEAC 56, PEAC 60, PEAC 61, PEAC 64, PEAC 65, PEAC 68, PEAC 69, PEAC 70, PEAC 71, PEAC 74, PEAC 75, PEAC 76

IA Courses:

IA 01AD, IA 02AD, IA 03AD, IA 06AD, IA 07AD, IA 08AD, IA 10AD, IA 11AD, IA 12AD, IA 16AD, IA 23AD, IA 24AD, IA 29AD, IA 30AD, IA 31AD, IA 32AD, IA 47AD, IA 49AD

#HW 60 same as SMED 60; HW 119 same as NUTR 119

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

The Associate of Arts in Liberal Arts With an Area of Emphasis requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).



## Associate of Arts in Liberal Arts with an Area of Emphasis in Natural Science - Not for Transfer\* (AA)

Division: Student Services

This degree provides an opportunity for students who are not intending to transfer to a four-year university to earn an Associate of Arts Degree with an area of emphasis in Natural Sciences. This degree is designed to provide an introductory foundation in the natural sciences and to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success. The curriculum emphasizes experimental methodology, testing hypotheses, and the power of systematic questioning. Students will develop a comprehension of the basic concepts of physical and biological sciences, and a sophisticated understanding of science as a human endeavor, including the limitations as well as the power of scientific inquiry.

### PROGRAM OUTCOMES:

- Apply the principles of the scientific method to problem solving and planning.
- Describe the impact of humanity to the current state of the biosphere.
- Demonstrate the use of mathematics in predicting physical phenomena.

CAREER OPPORTUNITIES: Teacher's Aide, Lab Assistant, Engineering Technician, Environmental Health Aid, Nuclear Medical Technologist.

### 1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:

- A. College of the Sequoias' Associate Degree General Education (COS-GE) 22 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, 3, 4;  
 ANTH 11;  
 ASTR 10;  
 BIOL 1, 2, 20, 21, 22, 25, 30, 31, 40  
 CHEM 1, 20, 30;  
 GEOG 1  
 GEOL 1, 4, 12;  
 MET 1;  
 NUTR 18;  
 PHYS 5, 20;  
 PLSI 1;  
 PSCI 20

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

The Associate of Arts in Liberal Arts With an Area of Emphasis requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

## Associate of Arts in Liberal Arts with an Area of Emphasis in Social and Behavioral Science - Not for Transfer\* (AA)

Division: Student Services

This degree provides an opportunity for students not intending to transfer to a four-year university to earn an Associate of Arts Degree with an area of emphasis in Social Sciences. This degree is designed to provide an introductory foundation in the social sciences and to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success. The curriculum allows students to gain a basic knowledge of the culture and social organizations in which they exist as well as the behavior and social organizations of other human societies. Students will develop an understanding of the perspectives and methods of the social and behavioral sciences.

### PROGRAM OUTCOMES:

- Apply the principles of psychology to predict the behavior of a society.
- Describe the role of human behavior in social organizations.
- Apply the scientific method to problem solving in the social 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 AND SUBJECT REQUIREMENTS:

- A. College of the Sequoias' Associate Degree General Education (COS-GE) 22 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, 11;  
 BUS 188;  
 CFS 80;  
 CHLD 39, 42, 158;  
 COMM 9;  
 ETHN 1, 2, 3, 4, 5;  
 ECON 25, 40, 50;  
 GEOG 2;  
 HIST 4, 5, 17, 18, 23, 25;  
 JOUR 7, 20;  
 NUTR 20;  
 PSY 1, 5, 10, 34, 133;  
 SOC 1, 2, 23, 26, 43,  
 SSCI 36;  
 POLS 5, 6, 8

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

The Associate of Arts in Liberal Arts With an Area of Emphasis requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

## Associate of Arts in Music: Instrumental - Not for Transfer\* (AA)

Division: Fine Arts

This degree prepares students for entry-level employment and/or potential further study in the field of Music. Students completing this degree will have a foundation for the field of music through the study of music theory and applied musicianship and will acquire solo and ensemble performance skills and experiences. The Music program offers four areas of emphasis: instrumental, vocal, keyboard, and theory/composition. All music majors must perform in the student recital both semesters, scheduled in May and December. All music majors are advised to enroll in piano class upon entrance into the department.

### PROGRAM OUTCOMES:

- Students will be able to discriminate historical differences in music styles. With this knowledge students will be able to assess musical performances.
- Students will be able to implement the concepts of musical theory and analyze examples from a musical score.
- Students will be able to interpret the musical score and perform with technical accuracy, expression and artistry.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: studio musicians, independent instrumental/vocal instructors, accompanists, and preparation for careers in music business, music production and engineering, and related careers.

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
Note: Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. MUS 4 Theory and Musicianship 1	4**	C
B. MUS 5 Theory and Musicianship 2	4	
C. MUS 6 Theory and Musicianship 3	4	
D. MUS 7 Theory and Musicianship 4	4	
E. MUS 41AD Applied Music Lessons (1) (4 semesters)	4	
F. MUS 74AD Symphonic Band 1 (2) (4 semesters)	8	
Required Major Units:	28	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 3 units)</b>		
MUS 20AD Piano 1	2	
MUS 60 Brass Instruments	2	
MUS 62 Woodwind Instruments	2	
MUS 72AD Jazz Ensemble 1 (2) (first, second, third and fourth semesters)	2-8	
Restricted Elective Units:	3	
Total Major and Restricted Units:	31**	
<b>4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:</b>	<b>10</b>	

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

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

## Associate of Arts in Music: Keyboard - Not for Transfer\* (AA)

Division: Fine Arts

This degree prepares students for entry-level employment and/or potential further study in the field of Music. Students completing this degree will have a foundation for the field of music through the study of music theory and applied musicianship and will acquire solo and ensemble performance skills and experiences. The Music program offers four areas of emphasis: instrumental, vocal, keyboard, and theory/composition. All music majors must perform in the student recital both semesters, scheduled in May and December. All music majors are advised to enroll in piano class upon entrance into the department.

**PROGRAM OUTCOMES:**

- Students will be able to discriminate historical differences in music styles. With this knowledge students will be able to assess musical performances.
- Students will be able to implement the concepts of musical theory and analyze examples from a musical score.
- Students will be able to interpret the musical score and perform with technical accuracy, expression and artistry.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: studio musicians, independent instrumental/vocal instructors, accompanists, and preparation for careers in music business, music production and engineering, and related careers.

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
Note: Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. MUS 4                      Theory and Musicianship 1	4**	C
B. MUS 5                      Theory and Musicianship 2	4	
C. MUS 6                      Theory and Musicianship 3	4	
D. MUS 7                      Theory and Musicianship 4	4	
E. MUS 20AD                  Piano 1	2	
F. MUS 41AD                  Applied Music Lessons (1) 4 semesters	4	
G. MUS 34AD                  Concert Choir (2), 2 semesters		
or MUS 54AD                  Symphony Orchestra (1) (4 semesters)		
or MUS 74AD                  Symphonic Band 1 (2) (2 semesters)	4	
Required Major Units:	26	
<b>3. RESTRICTED ELECTIVES:</b>		
A. Select a minimum of 2 units:		
MUS 34AD                      Concert Choir (2)	2	
MUS 54AD                      Symphony Orchestra (1)	1	
MUS 74AD                      Symphonic Band 1 (2)	2	

(continued on next page)

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

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

## Associate of Arts in Music: Keyboard - Not for Transfer\* (AA)

Division: Fine Arts

(continued from previous page)

	Units	COS-GE AREA
B Select 3 units:		
MUS 10 Music Appreciation	3	
MUS 11 Music Appreciation-Jazz	3	
MUS 13 Music of the World	3	
MUS 14 History of Rock and Roll	3	
Restricted Elective Units:	5	
Total Major and Restricted Units:	31**	
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	10	

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

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

## Associate of Arts in Music: Theory/Composition - Not for Transfer\* (AA)

Division: Fine Arts

This degree prepares students for entry-level employment and/or potential further study in the field of Music. Students completing this degree will have a foundation for the field of music through the study of music theory and applied musicianship and will acquire solo and ensemble performance skills and experiences. The Music program offers four areas of emphasis: instrumental, vocal, keyboard, and theory/composition. All music majors must perform in the student recital both semesters, scheduled in May and December. All music majors are advised to enroll in piano class upon entrance into the department.

**PROGRAM OUTCOMES:**

- Students will be able to discriminate historical differences in music styles. With this knowledge students will be able to assess musical performances.
- Students will be able to implement the concepts of musical theory and analyze examples from a musical score.
- Students will be able to interpret the musical score and perform with technical accuracy, expression and artistry.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: studio musicians, independent instrumental/vocal instructors, accompanists, and preparation for careers in music business, music production and engineering, and related careers.

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
Note: Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A, MUS 4                      Theory and Musicianship 1	4**	C
B. MUS 5                      Theory and Musicianship 2	4	
C. MUS 6                      Theory and Musicianship 3	4	
D. MUS 7                      Theory and Musicianship 4	4	
E. MUS 41AD                  Applied Music Lessons (1) 4 semesters (4) or MUS 20AD                  Piano 1 (2), 2 semesters (4)	4	
F. MUS 34AD                  Concert Choir (2), 2 semesters or MUS 54AD                  Symphony Orchestra (1) (4 semesters) or MUS 74AD                  Symphonic Band 1 (2) (2 semesters)	4	
Required Major Units:	24	

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

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



## Associate of Arts in Music: Theory/Composition - Not for Transfer\* (AA)

Division: Fine Arts

(continued from previous page)

	Units	COS-GE AREA
3. RESTRICTED ELECTIVES: (Select a minimum of 7 units)		
MUS 10                      Music Appreciation	3	
MUS 11                      Music Appreciation-Jazz	3	
MUS 13                      Music of the World	3	
MUS 34AD                  Concert Choir (2)		
or MUS 54AD                Symphony Orchestra (1)		
or MUS 74AD                Symphonic Band 1 (2)	2-8	
MUS 36                      Chamber Singers	2	
MUS 226                     Computerized Audio: MIDI	2	
Restricted Elective Units:	7	
Total Major and Restricted Units:	31**	
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	10	

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

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

## Associate of Arts in Music: Vocal Emphasis - Not for Transfer\* (AA)

Division: Fine Arts

This degree prepares students for entry-level employment and/or potential further study in the field of Music. Students completing this degree will have a foundation for the field of music through the study of music theory and applied musicianship and will acquire solo and ensemble performance skills and experiences. The Music program offers four areas of emphasis: instrumental, vocal, keyboard, and theory/composition. All music majors must perform in the student recital both semesters, scheduled in May and December. All music majors are advised to enroll in piano class upon entrance into the department.

**PROGRAM OUTCOMES:**

- Students will be able to discriminate historical differences in music styles. With this knowledge students will be able to assess musical performances.
- Students will be able to implement the concepts of musical theory and analyze examples from a musical score.
- Students will be able to interpret the musical score and perform with technical accuracy, expression and artistry.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: studio musicians, independent instrumental/vocal instructors, accompanists, and preparation for careers in music business, music production and engineering, and related careers.

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
Note: Required Major courses and Restricted Elective that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. MUS 4                      Theory and Musicianship 1	4**	C
B. MUS 5                      Theory and Musicianship 2	4	
C. MUS 6                      Theory and Musicianship 3	4	
D. MUS 7                      Theory and Musicianship 4	4	
E. MUS 34AD                  Concert Choir (2), 4 semesters	8	
F. MUS 41AD                  Applied Music Lessons (1) 4 semesters	4	
Required Major Units:	28	

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

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

## Associate of Arts in Music: Vocal Emphasis - Not for Transfer\* (AA)

Division: Fine Arts

(continued from previous page)

	Units	COS-GE AREA
3. RESTRICTED ELECTIVES: (Select a minimum of 3 units)		
MUS 10                      Music Appreciation	3	
MUS 11                      Music Appreciation-Jazz	3	
MUS 13                      Music of the World	3	
MUS 14                      History of Rock and Roll	3	
MUS 20AD                  Piano 1	2	
MUS 31                      Intermediate Voice	2	
MUS 36                      Chamber Singers	2	
Restricted Elective Units:	3	
Total Major and Restricted Units:	31**	
4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	10	

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

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

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

Division: Agriculture

This degree prepares students for entry-level employment and/or potential further study in the field of Horticulture. Students completing this degree will have a foundation for the fields of plant health, identification, sales, and marketing through the study of the propagation, cultural care and sales of ornamental plants in a nursery setting.

**PROGRAM OUTCOMES:**

- Identify and classify plant material, describe its usage, and cultural practices.
- Prepare appropriate growth media for propagation techniques and growing container plant material.
- Communicate with the public and colleagues using a variety of digital applications.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: plant propagators, greenhouse managers, nursery foremen, and pesticide applicators.

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
Note: Required Major courses that double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. AG 200                      Agriculture Leadership	1	
B. AGMT 102                  Agriculture Sales and Marketing	3	
C. AGMT 108                  Ag Business Computer Apps	3.5	
D. OH 1                        Basic Ornamental Horticulture	3	
E. OH 2                        Plant Identification 1	3.5	
F. OH 3                        Plant Identification 2	3	
G. OH 104                    Nursery Practices	3	
H. OH 105                    Plant Propagation	3.5	
I. OH 120                     Diseases of Ornamentals	3	
J. OH 122                     Pests of Ornamentals	3	
K. WEXP 193 F                Agriculture Wrk Exp-1st Sem	3	
Required Major Units:	32.5	
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	5.5	

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

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

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

Division: Business

This Associate of Science in Paralegal prepares students for entry-level employment and/or potential further study in the field(s) of record keeping, brief writing, law office, legal research, drafting documents, and preparing evidence through the study of legal terminology, legal ethics, legal research, family law, and legal writing and will acquire skills for legal writing and research along with business law knowledge. A paralegal is not an attorney and therefore cannot give legal advice or represent another in court except under very limited circumstances provided by law.

### PROGRAM OUTCOMES:

- At the end of this program, students will be given a complex fact pattern in the Research and Writing class and they will use the legal research program lexis.com to conduct legal research and locate legal authority to draft and write a motion.
- At the end of this program, students will be given a complex fact pattern in the Research and Writing class and they will use the legal research program lexis.com as well as the library resources available in the COS library to conduct legal research and locate legal authority to draft and write an internal office memorandum of law.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: legal secretary, legal document assistant, and lawyer assistant.

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
 Note: Required Major courses and Restricted Elective that double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. 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 210 Legal Ethics, Management, and Interviewing	3	
F. PARA 233 Probate Procedures	3	
G. PARA 237 Family Law	3	
H. WEXP 193P Paralegal Wrk Exp-1st Sem	2	
Required Major Units:	24	

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

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

Division: Business

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	Units	COS-GE AREA
3. RESTRICTED ELECTIVES: (Select a minimum of 6 units from the following)		
A. PARA 104                      Civil Procedure 2	3	
B. PARA 194                      Paralegal Internship	2	
C. PARA 232                      Wills, Trusts and Elder Law	2	
D. PARA 236                      Administrative Law	3	
E. BUS 18                          Business Law	4	
F. AJ 112                          Legal Aspects of Evidence (3)		
or AJ 115                      Criminal Law 2 (3)	3	
4. PARALEGAL PROFESSIONAL PROFICIENCIES: (Additional Degree Requirements):		
A. COMP 5                          Computer Concepts (4)		
or COMP 130                    Introduction to Personal Computers (4)	4	
B. Typing certificate within the last 18 months verifying typing speed of 45 cwpm for 5 minutes		
or BUS 270                      College Level Keyboarding, Level 1 (3)		
or BUS 271                      College Level Keyboarding, Level 2 (3)		
or COMP 136                    Word Processing (3)	0-3	
C. BUS 293                          Business English (4)		
or ENG 1                        College Reading and Composition (4)	4**	A1
Minimum Professional Proficiencies Units:	8	
Total Major and Restricted Units:	30**	
5. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	0-4	

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



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

Division: Physical Education

This degree prepares students for entry-level employment and/or potential further study in the field of Physical Education through the study of human anatomy, human physiology, personal and community health, standard first aid, fitness, nutrition, and sports health. This course of study provides the student a background to pursue a career in the field of physical education. Students who transfer to a four-year institution may pursue a Bachelors Degree in Physical Education or Athletic Coaching.

### PROGRAM LEARNING OUTCOMES:

- At the end of this program, students will have a clear understanding of the anatomical and physiological functions of the human body. With the application of this knowledge, students will be able to analyze movement—shaping, training, and enhancing it so that biomechanics can be optimized.
- At the end of this program, students will be able to design movement-based activities and conditioning plans for themselves and for others that contribute to life-long health.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for employment in the following field: recreational programs.

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
<b>Note:</b> Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. BIOL 30                      Human Anatomy	4**	B
B. BIOL 31                      Human Physiology	4	
C. HW 1                         Personal & Community Health	3	
D. HW 3                         Standard First Aid	3	
E. HW 60/SMED 60           Concepts in Health & Fitness	3	
F. NUTR 18                      Nutrition	3	
G. KINE 83                      Introduction to Physical Educ.	3	
H. PE Activity                    Minimum of 4 units in PE Activity	4	
Required Major Units:	27	
<b>3. RESTRICTED ELECTIVES: (Select a minimum of 3 units)</b>		
HW 7                              Sports Health	3**	SR
KINE 82                         Introduction to Theory of Coaching	2	
KINE 188                        PFound. of Sports/Exerc. Psych.	3	
SMED 40                         Introduction to Sports Injuries	3	
Restricted Elective Units:	3	
Total Major and Restricted Units:	30**	
<b>4. Select additional degree applicable courses numbered 1-299 to achieve 60 units:</b>	12	

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

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education or Health & Wellness subject requirements and 4-7 units may double count above In 1A (COS-GE).

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

Division: Nursing and Allied Health

Students completing this degree will have a foundation for the fields of anatomy, physiology, kinesiology, physics and movement science through the study of basic principles of patient management, engineering and physics for the PTA, physical agents and modalities, pathophysiology, orthopedics, neurorehabilitation for the PTA, therapeutic exercise and will acquire skills for patient care, application of modalities and physical agents, implementation of therapeutic exercise and cardiopulmonary rehabilitation under the PT plan of care and clinical education hours. This PTA program must comply with the accreditation requirements set by the Commission Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association.

**Admission Requirements:** Graduation from an accredited high school or GED equivalency; cumulative GPA of 2.5 or higher; 2.5 or higher GPA on combined biology prerequisites: BIOL 30 (Anatomy) 4 units; BIOL 31 (Physiology) 4 units.

A minimum grade of "C" in all prerequisite courses is required. Please be advised that a "C" in all prerequisites courses does not meet the 2.5 minimum GPA requirement. No more than one repetition of any biology course is allowed. W's count as a repeat. Clinical placements will require background check and drug screen prior to clinical courses. Applications are due by June 15th each year for fall semester. Upon admission to the program, all applicants must provide the following valid and current information: American Heart Association Health Care Provider CPR Card; health clearance (Immunizations and physical exam); California drivers license; California automobile insurance and reliable use of transportation.

**PROGRAM OUTCOMES:**

- Demonstrate competency in the cognitive, psychomotor and affective domain to provide physical therapy services under the direction of a PT.
- Adhere to professional behaviors such as defined by APTA's core values.
- Demonstrate importance of patient safety that is measured through continuous practical examination.
- Achieve a successful transition to employment as a PTA and health care team.
- Participate in continuing education to improve clinical and professional abilities as a PTA.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: acute care hospitals, skilled nursing facilities, outpatient rehabilitation clinics, inpatient rehabilitation centers, school based health care services.

	Units	COS-GE AREA
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	23	
2. PREREQUISITES COURSES:		
A. BIOL 30    Human Anatomy	4**	B
B. BIOL 31    Human Physiology	4	
3. REQUIRED MAJOR COURSES:		
<u>1st Semester:</u> A. PTA 121    Fundamentals for the PTA	2	
B. PTA 125    Basic Principles of Patient Management	3	
C. PTA 128    Kinesiology	3	
D. PTA 131    Engineering and Physics for PTA	1	

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

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 4 units may double count above In 1A (COS-GE).

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

Division: Nursing and Allied Health

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			Units	COS-GE AREA
<u>2nd Semester:</u>	E. PTA 130	Physical Agents and Modalities	3	
	F. PTA 139	Pathophysiology	2	
	G. PTA 140	Administration for the PTA	1	
	H. PTA148	Orthopedics	3	
	I. PTA 150	Clinical Education I	3	
<u>3rd Semester:</u>	J. PTA 145	Neurorehabilitaiton for the PTA	3	
	K. PTA 152	Cardiopulmonary Rehabilitation	3	
	L. PTA 155	Therapeutic Exercise	4	
<u>4th Semester:</u>	M. PTA 160	Clinical Education II	5.5	
	N. PTA 161	Clinical Education III	5.5	
	O. PTA 170	Seminar for the PTA	1	
		Total Prerequisite and Major Units:	51**	
		Total Degree Units:	70	

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

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 4 units may double count above In 1A (COS-GE).

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

Division: Agriculture

This degree prepares students for entry-level employment and/or potential further study in the field of crop production. Students completing this degree will have a foundation for the fields of through the study of soils, irrigation, weed control, plant diseases and pests, fertilizers, and cultivation of crops and will acquire skills in crop production to maximize yields as well as profits.

**PROGRAM OUTCOMES:**

- Describe important modern cultural practices in leading crops which improve quality and maximize yields.
- Identify food and fiber crops in the San Joaquin Valley and their economic importance to the local and state economy.
- Understand the relationships between plant, soil, and water, and their impact on plant health, nutrition and the environment.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: farming, irrigation and crop production as well as related industries such as equipment sales, fertilizers, plant protection and consulting.

	Units	COS-GE AREA
<b>1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:</b>		
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22	
Note: Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.		
<b>2. REQUIRED MAJOR COURSES:</b>		
A. AG 3                      Economic Entomology	3.5**	B
B. AG 4                      Soils	3.5	
C. AGMT 108                Ag Business Computer Apps	3.5	
D. PLSI 1                    Introduction to Plant Science	3.5	
E. PLSI 106                 Fertilizers and Soil Amendments	3.5	
F. WEXP 193 F              Agriculture Wrk Exp-1st Sem	3	
Total Major Units:	20.5**	
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	21	

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

\*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.\*\*Courses meet General Education requirements and 3.5 units may double count above In 1A (COS-GE).

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

Division: Nursing & Allied Health

This degree prepares students for entry-level employment and/or potential further study in the field of Registered Nursing. Students completing this degree will have a foundation for the field of Registered Nursing through the study of the biological, behavioral, and physical sciences and will acquire critical thinking, effective communication, physical assessment, and cultural competence skills and abilities. Graduates are prepared for the role of care provider across the health care continuum, as managers of care, and as an active member of the nursing profession. The curriculum provides experiences in a variety of health care settings including medical, surgical, geriatrics, perinatal, pediatrics and psychiatric/mental health. The Registered Nursing Program is approved by the California Board of Registered Nursing, and successful completion of the requirements qualifies the graduate to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

### PROGRAM OUTCOMES:

**Program Outcome #1: Demonstrate a caring approach that validates the worth and dignity of the client through the effective use of interpersonal processes.**

Semester 1 – Recognize and respect the individual dignity and worth of the client.

Semester 2 – Demonstrate effective interpersonal processes in caring for clients with diverse backgrounds.

Semester 3 – Incorporate clients' value/belief systems in providing care.

Semester 4 – Create a climate of acceptance, respect, and positive regard.

**Program Outcome #2: Safely perform nursing care to assist the client to promote, maintain, or restore an optimal level of well-being.**

Semester 1 – Identify and utilize concept of safe client care with emphasis on the older adult.

Semester 2 – Incorporate advancing knowledge of safety principles for clients across the life span.

Semester 3 – Incorporate advancing knowledge of emotional, physical, and environmental safety to restore client's optimal well-being in a variety of settings.

Semester 4 – Maintain the emotional, physical, and environmental safety for clients with complex barriers to optimum wellness.

**Program Outcome #3: Satisfactorily perform the psychomotor skills necessary in the delivery of nursing care to clients across the life span.**

Semester 1 – Demonstrate basic skills with minimal assistance, stating rationale.

Semester 2 – Demonstrate a mastery of basic nursing skills and modify skills relative to client age.

Semester 3 – Prioritize and perform more complex nursing skills without assistance.

Semester 4 – Select, perform, and evaluate advanced nursing skills which promote, maintain, and restore the client's optimal well-being.

**Program Outcome #4: Employ critical thinking in applying the nursing process to manage client care.**

Semester 1 – Identify elements of critical thinking in each of the steps of the nursing process.

Semester 2 – Utilize the nursing process to construct a plan of care.

Semester 3 – Participate in interdisciplinary care planning for the client.

Semester 4 – Demonstrate critical thinking skills when managing the plan of care for complex clients.

**Program Outcome #5: Effectively integrate written, verbal, and nonverbal communication modalities in complex client and health team interactions.**

Semester 1 – Demonstrate basic verbal, nonverbal, and written communication skills in the care of clients.

Semester 2 – Use age appropriate and therapeutic communication techniques in working with families.

Semester 3 – Apply empathetic and assertive communication techniques in the care clients.

Semester 4 – Optimize opportunities to participate in verbal, nonverbal, and written communication in the multidisciplinary team.

**Program Outcome #6: Implement principles of health teaching when promoting wellness.**

Semester 1 – Identify and apply the basic principles of client education. Recognize their use in caring for older adults.

Semester 2 – Develop and implement individualized client teaching plans with emphasis on health promotion and maintenance.

Semester 3 – Design and implement multiple client teaching plans with emphasis on health promotion and restoration.

Semester 4 – Facilitate client's health education. Evaluate effectiveness and institute changes as identified.

**Program Outcome #7: Apply principles of growth, development, and adaptation that will result in optimal well-being.**

Semester 1 – Identify principles of growth, development, and adaptation in providing nursing care that maintains optimal well-being.

Semester 2 – Differentiate effective and ineffective growth, development, and adaptation when providing nursing care.

Semester 3 – Apply principles of health adaptation when assisting clients in achieving optimal well-being.

Semester 4 – Employ age-specific adaptations when promoting, maintaining, and restoring optimum wellness with clients.

(continued on next page)

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

Division: Nursing & Allied Health

(continued from previous page)

**Program Outcome #8: Apply legal, ethical, and professional practices while acting as client advocate in providing nursing care to a diverse population.**

Semester 1 – Identify and apply the legal, ethical, and professional foundations of nursing practice.

Semester 2 – Expand on the legal, ethical, and professional role of the nurse including the role of client advocate.

Semester 3 – Utilize complex, legal, ethical, and professional guidelines in providing client care.

Semester 4 – Model the legal, ethical, and professional behaviors of the registered nurse.

**CAREER OPPORTUNITIES:** Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: acute care, home care, long-term care, physicians’s offices, public and private facilities, and specialty units (Intensive Care, Geriatrics, Dialysis, Operating Room, etc.). A career ladder exists: CNA to LVN to RN to BSN to MSN.

High School preparation for Nursing should include a good foundation in Math, Science and English.

	Units
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:	
A. College of the Sequoias’ Associate Degree General Education (COS-GE)	22

**Admission Requirements:**

- Graduation from an accredited high school or GED equivalency
- 2.5 or higher GPA on combined biology prerequisite courses and an overall GPA of 2.5
- A minimum grade of “C” in all prerequisite courses. Please be advised that “C” grades in all prerequisite courses do not meet the 2.5 minimum GPA requirement
- No more than one repetition of any biology course. Ws count as a repeat.

Local area healthcare agencies require background check and urine drug screen prior to clinical placement.  
TEAS exam with 62% or higher completed PRIOR to applying

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

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

**Timeline Information for RN Applicants**

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

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

- BIOLOGY 030 (Anatomy) – 4 semester units with a lab
- BIOLOGY 031 (Physiology) – 4 semester units with a lab
- BIOLOGY 040 (Microbiology) – 4 semester units with a lab
- ENGLISH 001 – 4 semester units
- TEAS Exam with 62% or higher

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

Division: Nursing & Allied Health

(continued from previous page)

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

COMMUNICATION 001, 004, 008 – 3 semester units

PSYCHOLOGY 001 – 3 semester units

SOCIOLOGY 001, ANTHROPOLOGY 010,

or NURSING 106 (Cultural Competency in Healthcare – 3 semester units)

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

GENERAL EDUCATION HUMANITIES (COS Area c)-3 semester units

GOVERNMENT 005, HISTORY 017 OR 018-3 units

MATH COMPETENCY required for graduation-MATH 230 or equivalent-4 units

NOTE: High School preparation for nursing should include a good foundation in Math, Science, and English

PHYSICAL EDUCATION: 2 units (Catalog rights prior to Fall 2009-exempt from PE requirement):

A minimum grade of "C" or higher in all co-requisite and additional graduation requirements strongly recommended.

Students who anticipate continuing his/her education for a BSN (Bachelor of Science in Nursing) are strongly encouraged to take CHEM 020 or 030 and NUTR 018.

Nursing courses—taken AFTER admission into the program:

			Units
1st Semester	NURSING 161	Maintaining Optimal Wellness	11
2nd Semester	NURSING 151	Intro Promote&Restore Wellness	3
	NURSING 152	Promote Perinatal Wellness	4
	NURSING 154	Promote Mental Wellness	4
3rd Semester	NURSING 153	Promoting Pediatric Wellness	4
	NURSING 155	IV Skills	.5
	NURSING 163	Promote/Restore Wellness	6
4th Semester	NURSING 164	Promote/Restore Wellness	8
	NURSING 166	Nursing Leadership	3
Minimum Required Course Units:			43.5
Total Minimum Units Required:			75.5-81.5

• • • ADVANCED PLACEMENT CANDIDATE • • •  
ADMISSION APPLICATION FOR LVN TO RN PROGRAM

Admission Requirements:

LVN's requesting "30 unit option" must meet with the Nursing Director prior to application

Graduation from an accredited high school or GED equivalency

2.5 or higher GPA on combined Biology prerequisite courses and an overall GPA of 2.5

A minimum grade of "C" in all prerequisite courses. Please be advised that "C" grades in all prerequisite courses do not meet the 2.5 minimum GPA requirement

No more than one repetition of any biology course. Ws count as a repeat.

(continued on next page)

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

Division: Nursing & Allied Health

(continued from previous page)

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

- Current, valid California LVN License
- IV Therapy Certification
- Current American Heart Association Health Care Provider CPR card
- Health Clearance (Immunizations, TB Skin Test and Physical Exam)
- Current California Drivers License
- Current California automobile insurance and use of an automobile
- Recommended: Completion of an LVN Transition course with a "C" or better-or-if no LVN Transition course completion of COS LVN Transition Study Module (required)
- Validation of skills competency before starting NURS 163

Local area hospitals will require background checks and urine drug screen prior to clinical placement

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

### Application Instructions

1. Complete and return the LVN to RN application before the deadline. There are TWO application deadlines. The deadline for applying for the Fall class is January 15th and the deadline for applying for the Spring class is July 15th. Admission to the RN program is on a seat available basis. Indicate the LVN to RN option you prefer (I, II, III).
2. Request two (2) official (sealed) transcripts from every college, university, or post-high school program you have attended, including College of the Sequoias. If you did not graduate from high school but took a GED exam, have (2) official (sealed) copies of your scores sent to the College AND request official (sealed) transcripts from every college, university, or post-high school program you have attended (including College of the Sequoias). All transcripts must be received by the deadline January 15th for Fall class and July 15th for Spring class.
3. Complete TEAS exam with 62% or higher PRIOR to applying.
4. Submit one copy of TEAS Individual Performance Profile. Note: Submit one copy of TEAS Transfer Receipt from [ATITESTING.com](http://ATITESTING.com) if TEAS exam is taken somewhere other than COS.
5. Attend Nursing Program Information Meeting and/or call the Nursing Division for questions regarding the application process (Optional).

### Timeline Information for LVN to RN Applicants

Application Deadline	Transcript Deadline	Date of Notification	Semester Begins
January 15th	January 15th	May	August
July 15th	July 15th	November	January

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

(continued on next page)

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

Division: Nursing & Allied Health

(continued from previous page)

Note: Nursing courses and requirements-taken with approval from the Nursing Director

Validation of Skills Competency before entering NURSING 151

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

			Units
<u>Semester One</u>	NURSING 151	Intro Promote&Restore Wellness	3
	NURSING 154	Promote Mental Wellness	4
<u>Semester Two</u>	NURSING 163	Promote/Restore Wellness	6
<u>Semester Three</u>	NURSING 164	Promote/Restore Wellness	8
	NURSING 166	Nursing Leadership	3
		Minimum Required Course Units:	24

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

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

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

Division: Industry & Technology

This degree prepares students for entry-level employment and/or potential further study in the fields of welding and fabrication. Students completing this degree will have a foundation for the fields of welding and fabrication through the study of metal transfer and the use of different shielding gases and will acquire skills in metallurgy, blueprint design and creation, multi-position metal transfer, well-joint design and application, and basic material science.

### PROGRAM OUTCOMES:

- Adjust, operate and troubleshoot shielded metal arc welding, gas welding, gas tungsten arc welding, oxyfuel welding and cutting apparatuses to industry standards.
- Choose the correct joint prep process for the weld metal joints and complete that joint prep to industry standards.
- Perform groove, lap, fillet and seam welds using SMAW, GTAW and OFW apparatuses to industry standards.
- Produce simple effective orthographic drawings used for cutting, fit-up and welding of metal weldments. These drawings shall include the use of the American Welding Society welding symbols. All drawings shall be done to industry standards.

**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.

	Units
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:	
A. College of the Sequoias' Associate Degree General Education (COS-GE)	22
2. REQUIRED MAJOR COURSES:	
A. 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                                      Advanced Welding	4
E. WELD 172                                      Gas Tungsten Arc Welding	4
F. WELD 181                                      Blueprint Reading/Metallurgy	3
G. WEXP 193F                                      Agriculture Wrk Exp-1st Sem	1
Total Major Units:	23.5
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	14.5

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

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



# Certificates

## ***Certificates of Achievement***

*Eighteen (18) or more units*

*Prepare 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 Certificates***

*Seventeen and a half (17.5) or fewer units*

*Prepare students for entry-level employment opportunities in a business or industry*

*Require 17.5 or fewer units in a vocational area and do not require general education courses*

*Skill Certificates may not qualify for financial aid eligibility*

## Certificate of Achievement in Accounting

**Division: Business**

This certificate prepares students for entry-level employment in the fields of accounting, bookkeeping, and office management. Students completing this certificate will acquire a complete understanding of computerized accounting systems and how to record the financial transactions of business. They will be able to prepare and analyze a business's financial statements and work with the company's internal and external accounting staff and advisors. They will have the ability to prepare individual income tax returns for California residents.

**PROGRAM OUTCOMES:**

- Accurately prepare an individual income tax return (Form 1040).
- Show proficiency in financial statement analysis.
- Accurately analyze, interpret, and record business transactions.
- Accurately record and retrieve company financial transactions and statements in a computerized bookkeeping program.

**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.

		Units
1.	<b>REQUIRED CERTIFICATE COURSES:</b>	
A.	ACCT 1                      Financial Accounting (4) and ACCT 2                Managerial Accounting (4)	8
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

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.



## Certificate of Achievement in Administrative Assistant

Division: Business

This certificate prepares students for entry-level employment in the fields of law, business and industry, government, health care, and not-for-profit organizations. Students completing this certificate will acquire skills in clerical work, communication, time management, computers, and administrative decision-making.

**PROGRAM OUTCOMES:**

Demonstrate competency in word processing, spreadsheets, and/or databases.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: legal secretary, medical secretary, and administrative assistant.

		Units
1.	<b>REQUIRED CERTIFICATE COURSES:</b>	
A.	BUS 82 Introduction to Business	3
B.	BUS 271 College Keyboarding, Level 2 (3) or COMP 136 Word Processing (3)	3
C.	BUS 184 Business Communications	3
D.	BUS 185 Ethics in Business & Industry	3
E.	BUS 188 Human Relations in Business	3
F.	BUS 268 Electronic Calculating	2
G.	BUS 293 Business English	4
H.	Select a minimum of 3 units from the following:	3
	BUS 20 Business Statistics (3)	
	BUS 119 Quantitative Methods (3)	
	BUS 295 Business Mathematics (3)	
I.	COMP 5 Computer Concepts (4) or COMP 130 Introduction to Personal Computers (4)	4
	Total Certificate Units:	28

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.

## Skill Certificate in Adobe Illustrator

Division: Industry and Technology

Students completing this certificate will acquire knowledge and skills related to creating and appraising graphic design applications and integrated graphics utilizing the computer software Adobe Illustrator.

**PROGRAM OUTCOMES:**

At the end of this program, students will be able to create and appraise graphic designs (2D & 3D) related to graphic design applications and integrated graphics utilizing the Adobe Illustrator computer program.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following jobs: Graphic Artist.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. GD 159	Adobe Illustrator	2
B. GD 160	Graphic Design	4
C. GD 162	Integrated Graphics	4
Required Courses Units:		10
Total Certificate Units:		10

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in Adobe InDesign

Division: Industry and Technology

Students completing this certificate will acquire knowledge and skills related to creating and appraising integrated graphics and digital mechanicals utilizing the computer software Adobe InDesign.

**PROGRAM OUTCOMES:**

At the end of this program, students will create and appraise graphic designs (2D & 3D) related to integrated graphics and digital mechanicals utilizing the Adobe InDesign computer program.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following jobs: Graphic Artist or Production Artist.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A.	GD 162 Integrated Graphics	4
B.	GD 163 Adobe InDesign	3
	Required Courses Units:	7
	Total Certificate Units:	7

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in Adobe PhotoShop

Division: Industry and Technology

This certificate prepares students for entry-level employment in the field of Adobe PhotoShop. Students completing this certificate will acquire knowledge and skills related to creating and appraising graphic design applications and integrated graphics utilizing the computer software Adobe PhotoShop.

**PROGRAM OUTCOMES:**

At the end of this program, students will be able to create and appraise graphic designs (2D & 3D) related to graphic design applications and integrated graphics utilizing the Adobe PhotoShop computer program.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following jobs: Graphic Artist or Production Artist.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. GD 162	Integrated Graphics	4
B. GD 163	Adobe InDesign	3
C. ART 025	Digital Imaging for Artists	3
Required Courses Units:		11
Total Certificate Units:		11

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 of Achievement in Aeronautical and Aviation Technology

Division: Industry & Technology

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

**PROGRAM OUTCOMES:**

- Student will demonstrate the ability to fly a rotorcraft helicopter and display satisfactory knowledge of aviation theory, to commercial pilot standards as determined by the Federal Aviation Administration.
- Student will be able to operate a rotorcraft - helicopter, solely by reference to instruments and display knowledge of instrument flight rules and regulations for issuance of a rotorcraft - helicopter instrument rating
- Student will demonstrate knowledge and ability to teach all aspects of aviation flight theory, and in-flight maneuvers to certified flight instructor and certified flight instructor - instrument standards as determined by the Federal Aviation Administration.
- Student will demonstrate advanced knowledge and piloting ability (as appropriate) for rotorcraft - helicopter operations in at-least one specialized discipline of helicopter aviation, based on the student's individual career goals

**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.

		Units
1.	<b>REQUIRED CERTIFICATE COURSES:</b>	
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	4
E.	AERO 214 Advanced Commercial Pilot Training	2
F.	AERO 215 Flight Instructor Training	6
	 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 of Achievement in Agricultural Business Management

Division: Agriculture

This certificate prepares students for entry-level employment and/or potential further study in the field of Agricultural Business Management. Students completing this certificate will study sales and service, communications, finance, and computer applications and will acquire skills in social media, web design, agriculture communications, agriculture accounting and principles of sales, marketing, and management.

## PROGRAM OUTCOMES:

- Use economic principles to analyze financial data to optimize production in an agricultural business.
- Demonstrate proficiency in public relations and business communications.
- Employ learned principles through applications created for real world management scenarios.

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:		Units
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 108	Ag Business Computer Apps	3.5
F. WEXP 193 F	Agricultural Work Experience	3
Total Certificate Units:		18.5

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.



## Certificate of Achievement in Agricultural Pest Management

Division: Agriculture

This certificate prepares students for entry-level employment in the field of plant protection. Students completing this certificate will acquire skills in fertilizer and chemical application, weed control, crop production, and integrated pest management.

**PROGRAM OUTCOMES:**

Using industry standards, accurately apply fertilizer and chemicals for weed management, 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](http://www.cdpr.ca.gov).

		Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A.	AG 3 Economic Entomology	3.5
B.	AG 4 Soils	3.5
C.	AG 125 Principles of Pesticide Use	3
D.	PLSI 1 Introduction to Plant Science	3.5
E.	PLSI 105 Weeds and Poisonous Plants	3.5
F.	PLSI 106 Fertilizers and Soil Amendments	3.5
G.	PLSI 110 Integrated Pest Management	3.5
H.	WEXP 193 F Agricultural Work Experience (1st Semester)	3
	Total Required Certificate Units:	27
<b>2. RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following):</b>		
	AG 2 Environmental Conservation	3
	AG 200 Ag Leadership	1
	AGMT 102 Agricultural Sales and Marketing	3
	PLSI 12 Introduction to Fruit Science	3.5
	PLSI 108 Water Management	3.5
	PLSI 111 Citrus Production	3
	PLSI 113 Introduction to Viticulture	3.5
	Minimum Restricted Elective Units:	3
	Total Certificate Units:	30

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.

## Skill Certificate in Agricultural Transportation

Division: Agriculture

Students completing this certificate will acquire the knowledge and skill necessary to take the Department of Motor Vehicles (DMV) Class A Commercial Driving License.

**PROGRAM OUTCOMES:**

At the end of this program, students will be prepared to take their DMV Commercial Driving test for a Class A license for use in high demand jobs in agriculture commodity.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following jobs: entry-level truck driving with common carriers, private fleets, local, short and long haul trucking companies.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A.	AGTC 230            Agriculture Transportation	14
B.	AGTC 231            Agriculture Technology Lab	2
Total Certificate Units:		16

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.

## Certificate of Achievement in Animal Science

Division: Agriculture

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

**PROGRAM OUTCOMES:**

- Incorporate hands-on production skills with sound economic principles to optimize economic returns in a changing global economy.
- Demonstrate an understanding of disease transmission as it applies to animal health and human food safety.
- Evaluate live animals and written performance data on livestock to select for optimum returns or efficiencies as it applies to current market conditions.

**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:		Units
A.	AGMT 108      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.

## Skill Certificate in Architectural Design

Division: Industry & Technology

This certificate prepares students for entry-level employment in the field of Architectural Design. Students completing this certificate will acquire knowledge and skills in creating and appraising architectural designs utilizing a design concept, design process, and critiques.

**PROGRAM OUTCOMES:**

At the end of this program, students will create and appraise architectural designs utilizing a design concept, design process, and critiques.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following jobs: entry level architectural designer.

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

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. ARCH 10	Architectural Design 1	4
B. ARCH 11	Architectural Design 2	4
C. ARCH 13	Architectural Design 3 (formerly ARCH 112)	4
D. ARCH 14	Architectural Design 4 (formerly ARCH 113)	4
Total Certificate Units:		16

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in Architectural Drafting

Division: Industry & Technology

This certificate prepares students for entry-level employment in the fields of architecture, engineering, or in related construction fields. Students completing this certificate will acquire skills, knowledge, and abilities related to architectural computer assisted drafting (CAD), construction materials & methods, construction documents, detailing, and conceptual structures.

### PROGRAM OUTCOMES:

At the end of this program, students will create and analyze documents related to construction technology, i.e. computer assisted drafting/design, construction materials & methods, detailing, conceptual structural analysis, and construction documents.

ENTRY LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields; CAD Technician in architectural or engineering firms, or in related construction fields.

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

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. DRFT 114	Introduction to CAD	4
B. ARCH 160	Construction Materials/Methods	4
C. ARCH 161	Architectural Detailing	3
D. ARCH 162	Conceptual Structural Analysis	3
E. ARCH 163	Construction Documents	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 and support courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in Architectural History

Division: Industry & Technology

This certificate prepares students for entry-level employment in the field of Architectural History. Students completing this certificate will acquire knowledge of architectural history from the prehistoric to the present century, including Pre-Columbian Americas.

**PROGRAM OUTCOMES:**

At the end of this program, students will be able to analyze and differentiate architecture history.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be able to analyze and differentiate architecture history and will be prepared for employment as an entry level architectural historian.

**[www.cos.edu/architecture](http://www.cos.edu/architecture)**

		Units
1.	REQUIRED CERTIFICATE COURSES:	
A.	ARCH 70            Architecture History 1	3
B.	ARCH 71            Architecture History 2	3
	Total Certificate Units:	6

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.



## Skill Certificate in Architectural Visual Communication

Division: Industry & Technology

This certificate provides entry-level employment in the field of Architectural Visual Communication. Students completing this certificate will acquire skills related to architectural visual communication (architectural graphics), i.e., creating and distinguishing 2D and 3D visual communication drawings (tactile and digital).

**PROGRAM OUTCOMES:**

At the end of this program, students will create and distinguish 2D & 3D visual communication drawings (tactile & digital).

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment as an entry level Architectural Renderer. [www.cos.edu/architecture](http://www.cos.edu/architecture)

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. ARCH 20	Visual Communication 1	3
B. ARCH 21	Visual Communication 2	3
C. ARCH 120	Freehand Drawing	3
D. ARCH 121	Perspective Alternatives (1ST Semester)	3
Total Certificate Units:		12

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 of Achievement in Architecture

Division: Industry & Technology

This certificate prepares students for entry-level employment in the fields of architecture, engineering, or in related construction fields. Students completing this certificate will acquire skills, knowledge, and abilities related to design, visual communication, computer assisted drafting, and construction technology.

**PROGRAM OUTCOMES:**

- At the end of this program, students will create and appraise architectural designs utilizing a design concept, design process, and critiques.
- At the end of this program, students will create and distinguish 2D & 3D visual communication drawings (tactile & digital).
- At the end of this program, students will create and analyze documents related to construction technology, i.e. computer assisted drafting/design, construction materials & methods, detailing, conceptual structural analysis, and construction documents.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: CAD Technician in architectural or engineering firms, or in related construction fields. [www.cos.edu/architecture](http://www.cos.edu/architecture)

1. REQUIRED CERTIFICATE COURSES:			Units
<u>Design</u>			
A. ARCH 10	Architectural Design 1		4
B. ARCH 11	Architectural Design 2		4
C. ARCH 13	Architectural Design 3 (formerly ARCH 112)		4
D. ARCH 14	Architectural Design 4 (formerly ARCH 113)		4
 <u>Visual Communication</u>			
E. ARCH 20	Visual Communication 1		3
F. ARCH 21	Visual Communication 2		3
 <u>Construction Technology</u>			
G. ARCH 160	Construction Materials/Methods		4
H. ARCH 161	Architectural Detailing		3
I. ARCH 162	Conceptual Structural Analysis		3
J. ARCH 163	Construction Documents		3
K. DRFT 114	Introduction to CAD		4
Total Certificate Units:			39

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in Autodesk AutoCAD for Architecture

Division: Industry and Technology

Students completing this certificate will acquire knowledge and skills related to creating and appraising architectural applications (2D & 3D) utilizing the Autodesk AutoCAD for Architecture computer software.

**PROGRAM OUTCOMES:**

At the end of this program, students will be able to create and appraise architectural applications (2D & 3D) utilizing the Autodesk AutoCAD for Architecture computer program.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following jobs: Architectural CAD Technician/Draftsperson.

		Units
1.	<b>REQUIRED CERTIFICATE COURSES:</b>	
A.	DRFT 114 Introduction to CAD	4
B.	ARCH 163 Construction Documents	3
C.	ARCH 161 Architectural Detailing	3
	Required Courses Units:	10
	Total Certificate Units:	10

Coursework in DRFT 114 shall be completed utilizing the Autodesk AutoCAD computer software. Coursework in ARCH 161 and ARCH 163 shall be completed using the Autodesk AutoCAD for Architecture computer software.

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

Other related certificates are offered through the Drafting Technology Department.

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in Automotive Air Conditioning Technology

Division: Industry & Technology

Students completing this certificate will acquire skills and knowledge required to performing the service and repair of automotive air conditioning systems. Upon course completion, it is expected the student will develop employment entry level knowledge and skills necessary for the proper maintenance and repair of automotive air conditioning and heating systems.

**PROGRAM OUTCOMES:**

- Use the proper automotive terminology to discuss systems operation, methods of diagnosis and needed repairs.
- Prepare a written estimate of needed system repairs and estimate the related costs.
- Practice safety in the repair and service associated with electrical, hydraulic and mechanical systems.
- Students will demonstrate abilities to describe construction components and apply necessary skills for their respective approach to select the proper method to diagnose, repair and test automotive systems.
- Demonstrate proficiency in the use of automotive diagnostic equipment to evaluate system performance and determine needed repairs.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Include, but are not limited to automotive air conditioning electrical diagnosis, air conditioning service and recharging, and air conditioning system repair. This certificate is designed to meet national certification and training standards (NATEF) for automotive service excellence (ASE) testing and certification category (A7).

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. AUTO 130	Introduction to Automotive Technology	3
B. AUTO 136	Automotive Electrical Systems	5
C. AUTO 137	Automotive Air Conditioning	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 and support courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in Automotive Brake Systems

Division: Industry & Technology

Students completing this certificate will acquire skills and knowledge required to perform the service and repair of automotive brake systems. Upon course completion, it is expected the student will develop employment entry level knowledge and skills necessary for the proper maintenance and repair of automotive braking systems.

**PROGRAM OUTCOMES:**

- Use the proper automotive terminology to discuss systems operation, methods of diagnosis and needed repairs.
- Prepare a written estimate of needed system repairs and estimate the related costs.
- Practice safety in the repair and service associated with electrical, hydraulic and mechanical systems.
- Students will demonstrate abilities to describe construction components and apply necessary skills for their respective approach to select the proper method to diagnose, repair and test automotive systems.
- Demonstrate proficiency in the use of automotive diagnostic equipment to evaluate system performance and determine needed repairs.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Include but not limited to automotive brake systems diagnosis and repair, servicing and replacing worn and defective brake components and maintaining automotive brake systems for safe operation. This certificate is designed to meet national certification and training standards (NATEF) for automotive service excellence (ASE) testing and certification category (A5).

	Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>	
A. AUTO 130            Introduction to Automotive Technology	3
B. AUTO 135            Automotive Brake Systems	4
C. AUTO 136            Automotive Electrical Systems	5
Total Certificate Units:	12

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in Automotive Chassis Technology

Division: Industry & Technology

Students completing this certificate will acquire knowledge and skills necessary to perform factory service and repair of automotive exhaust systems, brake systems, tire and wheel balancing and chassis alignment and suspension repair. Upon course completion, it is expected the student will develop employment entry level knowledge and skills necessary for the proper maintenance, replacement, and repair of automotive exhaust systems, brake and suspension systems.

**PROGRAM OUTCOMES:**

- Use the proper automotive terminology to discuss systems operation, methods of diagnosis and needed repairs.
- Prepare a written estimate of needed system repairs and estimate the related costs.
- Practice safety in the repair and service associated with electrical, hydraulic and mechanical systems.
- Students will demonstrate abilities to describe construction components and apply necessary skills for their respective approach to select the proper method to diagnose, repair and test automotive systems.
- Demonstrate proficiency in the use of automotive diagnostic equipment to evaluate system performance and determine needed repairs.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Include but not limited to automotive exhaust and brake system diagnosis and repair, tire and wheel balancing, suspension system diagnosis and repair, and automotive chassis four-wheel alignment procedures. This certificate is designed to meet national certification and training standards (NATEF) for automotive service excellence (ASE) testing and certification in under-car-care (X1).

		Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A.	AUTO 130	Introduction to Automotive Technology
B.	AUTO 134	Automotive Suspension/Steering System
C.	AUTO 135	Automotive Brake Systems
D.	AUTO 136	Automotive Electrical Systems
Total Certificate Units:		16

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.



## Skill Certificate in Automotive Electrical Technology

Division: Industry & Technology

Students completing this certificate will acquire skills and knowledge required to perform diagnosis, service and repair of automotive electrical and electronic systems. Upon course completion it is expected the student will develop employment entry level knowledge and skills necessary for the proper diagnosis and repair of automotive starting and charging systems, diagnosing and repair of automotive computer systems and diagnosis of automotive electrical accessories.

**PROGRAM OUTCOMES;**

- Use the proper automotive terminology to discuss systems operation, methods of diagnosis and needed repairs.
- Prepare a written estimate of needed system repairs and estimate the related costs.
- Practice safety in the repair and service associated with electrical, hydraulic and mechanical systems.
- Students will demonstrate abilities to describe construction components and apply necessary skills for their respective approach to select the proper method to diagnose, repair and test automotive systems.
- Demonstrate proficiency in the use of automotive diagnostic equipment to evaluate system performance and determine needed repairs.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Include, but are not limited to automotive electrical systems diagnosis and repair, servicing, diagnosing and replacing worn and defective electronic accessory components and the maintenance of automotive battery, starting and charging systems. This certificate is designed to meet national certification and training standards (NATEF) for automotive service excellence (ASE) testing and certification category (A6).

		Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A.	AUTO 130 Introduction to Automotive Technology	3
B.	AUTO 136 Automotive Electrical Systems	5
C.	AUTO 143 Advanced Automotive Computer Control Systems	4
Total Certificate Units:		12

The Skill Certificate requirements include completion of the certificate courses with a “C” or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in Automotive Engine Technology

Division: Industry & Technology

Students completing this certificate will acquire knowledge and the skills required to perform engine rebuilding services at a machine shop facility. Upon course completion, it is expected that the student will develop employment entry level skills to perform basic machine shop services.

### PROGRAM OUTCOMES:

- Use the proper automotive terminology to discuss systems operation, methods of diagnosis and needed repairs.
- Prepare a written estimate of needed system repairs and estimate the related costs.
- Practice safety in the repair and service associated with electrical, hydraulic and mechanical systems.
- Use a systematic approach to select the proper method to diagnose, repair and test automotive systems.
- Demonstrate proficiency in the use of automotive diagnostic equipment to evaluate system performance and determine needed repairs.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Include, but are not limited to automotive engine block diagnosis, disassemble and repair or parts replacement and reassemble. Machining services include, cylinder block cleaning, boring and honing. Cylinder machining includes surfacing of the cylinder head and grinding of the valves. This certificate is designed to meet national certification and training standards (NATEF) for automotive service excellence (ASE) testing and certification category (A1).

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. AUTO 130	Introduction to Automotive Technology	3
B. AUTO 131	Automotive Engine Systems	4
C. AUTO 136	Automotive Electrical Systems	5
Total Certificate Units:		12

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in Automotive Power Train Systems Technology

Division: Industry & Technology

Students completing this certificate will acquire skills and knowledge required to perform diagnosis, service and repair of automotive power and drive train systems. These systems include automatic transmissions, manual transmissions, clutch systems and differentials. Upon course completion it is expected the student will develop employment entry level knowledge and skills necessary for the proper diagnosis and repair of automotive automatic transmissions, manual transmissions, clutch systems and differentials.

**PROGRAM OUTCOMES:**

- Use the proper automotive terminology to discuss systems operation, methods of diagnosis and needed repairs.
- Prepare a written estimate of needed system repairs and estimate the related costs.
- Practice safety in the repair and service associated with electrical, hydraulic and mechanical systems.
- Use a systematic approach to select the proper method to diagnose, repair and test automotive systems.
- Demonstrate proficiency in the use of automotive diagnostic equipment to evaluate system performance and determine needed repairs.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Include, but are not limited to automotive automatic and manual transmission disassembly repair or rebuild and reassemble, diagnosis, repair or replacement of clutch assemblies, and the repair and servicing of differentials. This certificate is designed to meet national certification and training standards (NATEF) for automotive service excellence (ASE) testing and certification category (A2), automatic transmissions; (A3) manual transmissions, clutches and differentials.

1. REQUIRED CERTIFICATE COURSES:		Units
A.	AUTO 130 Introduction to Automotive Technology	3
B.	AUTO 132 Automotive Automatic Transmissions	4
C.	AUTO 133 Automotive Power Train Systems	4
D.	AUTO 136 Automotive Electrical Systems	5
Total Certificate Units:		16

The Skill Certificate 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 of Achievement in Automotive Technology (Basic)

Division: Industry & Technology

Students completing this certificate will acquire skills and knowledge required to perform diagnosis, service and repair of automotive systems in an automotive shop environment. The skills include, but are not limited to working safely in the automotive shop and performing repair tasks correctly, safely and using the correct tools. These systems include automatic transmissions, manual transmissions, clutch systems and differentials, engine systems and engine performance, electronic and electrical systems, heating and air conditioning systems, suspension and steering systems, and brake systems. Upon course completion it is expected the student will develop necessary employment entry level knowledge and skills.

**PROGRAM OUTCOMES:**

- Use the proper automotive terminology to discuss systems operation, methods of diagnosis and needed repairs.
- Prepare a written estimate of needed system repairs and estimate the related costs.
- Practice safety in the repair and service associated with electrical, hydraulic and mechanical systems.
- Use a systematic approach to select the proper method to diagnose, repair and test automotive systems.
- Demonstrate proficiency in the use of automotive diagnostic equipment to evaluate system performance and determine needed repairs.

**EMPLOYMENT OPPORTUNITIES:** automotive automatic and manual transmission disassembly, repair or rebuilding, diagnosis and repair or replacement of clutch assemblies, and the repair and servicing of differentials. Electronic and electrical systems diagnosis and repair. Suspension and steering systems servicing, diagnosis and repair. Brake systems service and repair. Heating and air conditioning servicing and repair. The diagnosis of drivability concerns and engine performance. This course is designed to meet national certification and training standards (NATEF) for automotive service excellence (ASE) testing and certification in all automotive categories, (A1 through A8). The automotive technology certificate is designed to be completed in one year.

		Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A.	AUTO 130 Introduction to Automotive Technology	3
B.	AUTO 131 Automotive Engine Systems	4
C.	AUTO 132 Automotive Automatic Transmissions	4
D.	AUTO 133 Automotive Power Train Systems	4
E.	AUTO 134 Automotive Suspension/Steering Systems	4
F.	AUTO 135 Automotive Brake Systems	4
G.	AUTO 136 Automotive Electrical Systems	5
H.	AUTO 137 Automotive Air Conditioning	4
I.	AUTO 138 Automotive Engine Performance	6
<b>Total Certificate Units:</b>		<b>38</b>

The 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 of Achievement in Bookkeeping

Division: Business

This certificate prepares students for entry-level employment in the fields of bookkeeping and office management. Students completing this certificate will acquire an understanding of computerized accounting systems and how to record the financial transactions of business. They will be able to assist their supervisors in the preparation and analysis of a business's financial statements and work with the company's internal and external accounting staff and advisors.

**PROGRAM OUTCOMES:**

- Show proficiency in financial statement analysis.
- Accurately analyze, interpret, and record business transactions.
- Accurately record and retrieve company financial transactions and statements in a computerized bookkeeping program.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: accounts payable clerk, accounts receivable clerk, payroll technician, assistant bookkeeper, bookkeeper, assistant in a private accounting office, and general office work.

	Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>	
A. ACCT 1 Principles of Accounting (4) or ACCT 101 Essentials of Accounting (5)	4-5
B. ACCT 210 Computer Accounting	3
C. Select a minimum of 3 units from the following: BUS 20 Business Statistics (3) BUS 119 Quantitative Methods (3) BUS 295 Business Mathematics (3)	3
D. BUS 100 Career Strategies	3
E. BUS 268 Electronic Calculating	2
F. COMP 138 Spreadsheet Design for Business	3
Total Certificate Units:	18-19

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 Business Division Chair.

## Skill Certificate in Building Information Modeling (BIM)

Division: Industry and Technology

Students completing this certificate will acquire knowledge and skills related to architectural applications (2D & 3D), i.e., creating and appraising BIM architectural designs.

**PROGRAM OUTCOMES:**

At the end of this program, students will be able to create and appraise BIM architectural designs utilizing the Graphisoft ArchiCAD computer program.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: Architectural BIM Designer.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A.	ARCH 013 Architectural Design 3	4
B.	ARCH 014 Architectural Design 4	4
	Required Courses Units:	8
	Total Certificate Units:	8

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

Other related certificates are offered through the Drafting Technology Department.

The Skill Certificate 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 of Achievement in Business, General

Division: Business

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

**PROGRAM OUTCOMES:**

- Evaluate an existing business and identify the business organization, key business procedures relevant to a specific problem using appropriate technology.
- Explain the functions of business financial operations and apply them to business situations.

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

	Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>	
A. BUS 82                    Introduction to Business	3
B. BUS 100                  Career Strategies	3
C. BUS 184                  Business Communications	3
D. BUS 185                  Business Ethics	3
E. BUS 188                  Human Relations in Business	3
F. BUS 112/COMM 112    Public Speaking for Business	4
G. BUS 293                  Business English	4
H. Select a minimum of 3 units from the following:	3
BUS 20                    Business Statistics (3)	
BUS 119                  Quantitative Methods (3)	
BUS 295                  Business Mathematics (3)	
I. COMP 5                    Computer Concepts (4)	
or COMP 130            Introduction to Personal Computers (4)	4
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 Business Division Chair.

## Skill Certificate in Child Development-Assistant

Division: Consumer/Family Studies

Students completing this certificate will acquire basic skills and knowledge leading to employment in early childhood programs. It will also provide the education required to obtain a California Child Development Permit at an assistant level.

**PROGRAM OUTCOMES:**

- Identify the major theories and/or principles of child development
- Explain the requirements for CA Title 22 Licensing Regulations regarding health, safety, nutrition and mandated reporting law.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following jobs: assistant teacher or aide in private child care or early childhood program (i.e., infant/toddler, preschool, school age); assistant teacher in licensed family child care home, foster care provider, in-home care provider.

The following courses are recommended selections.

To Advance on the California Permit Matrix the suggested course are:

	Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>	
A. CHLD 39                      Child Development-DS1	3
B. CHLD 42                      Child, Family & Society-DS2	3
Total Certificate Units:	6

OR

To meet the Assistant Teacher level requirements, select 6 units from the following suggested courses:

C. CHLD 134                      Understanding Child Abuse	3
D. CHLD 136                      Literature for Young Children-DS3	3
E. CHLD 148                      Child Health/Safety-DS7	3
Total Certificate Units:	6

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Consumer/Family Studies Division Chair.

## Skill Certificate in Child Development: Associate Teacher

Division: Consumer/Family Studies

Students completing this certificate will acquire basic skills and knowledge leading to employment in early childhood programs. It will also provide the education required to obtain a California Child Development permit at an associate level.

### PROGRAM OUTCOMES:

- Identify the major theories and/or principles of child development.
- Complete lab experience needed for employment in a licensed child care facility at an approved site.
- Explain the requirements for CA Title 22 Licensing Regulations regarding health, safety, nutrition and the mandated reporting law.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: associate teacher or aide in private child care or early childhood programs (i.e., infant/toddler, preschool, school age, full inclusion); associate teacher or aide working with children with special needs, Early Intervention Assistant I, licensed family child care home, foster care provider, in-home care provider.

		Units
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 148	Child Health/Safety-DS7	3
Total Certificate Units:		12

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Consumer/Family Studies Division Chair.

## Certificate of Achievement in Child Development-Special Education

Division: Consumer/Family Studies

This certificate prepares students for entry-level employment in the field of special education in early childhood education programs. Students completing this certificate will acquire academic knowledge based on child development theory and best practices in early care and education. Students gain skills and lab experience that orients them into the field of early childhood care and special education providing the opportunity to develop skills and abilities to be successful in the workforce. It will also provide the education required to obtain a California Child Development permit at a teacher level.

**PROGRAM OUTCOMES:**

- Identify and analyze the major theories and/or principles of child development.
- Complete lab experience needed for employment in a licensed child care facility at an approved site.
- Explain the requirements for CA Title 22 Licensing Regulations regarding health, safety, nutrition and mandated reporting law.
- Correctly identify Public Laws 99-457 and 94-142 and the Americans with Disabilities Act

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: teacher or aide in early childhood programs (i.e., infant/toddler, preschool, school age, full inclusion); teacher or aide working with children with special needs, Early Intervention Assistant I in state preschool, preschool director in a Title 22 child care center, Title 22 licensed family child care provider, foster care provider, and in-home care provider.

			Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>			
A.	CHLD 39	Child Development-DS1	3
B.	CHLD 42	Child, Family & Society-DS2	3
C.	CHLD 140	Principles of ECE-DS3	3
D.	CHLD 146	Exceptional Child	3
E.	CHLD 147	Infant/Toddler-Child Care-DS4	3
F.	CHLD 148	Child Health/Safety-DS7	3
G.	CHLD 154	Introduction to Early Intervention	3
H.	CHLD 158	Cultural Diversity in ECE-DS3	3
I	WEXP 193 E	Early Intervention Wrk Exp-1st Sem	1*
	and WEXP 193 S	Special Ed Wrk Exp-1st Sem	1*
<b>Total Certificate Units:</b>			<b>26</b>

\*One unit of Work Experience-193 E must be in an early intervention setting working with infants and toddlers who are high risk and student must be supervised by an approved practitioner in the field.

\*The other unit of Work Experience-193 S will be completed at a center based special education classroom, supervised by a professional with appropriate California Special Education credentials.

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Consumer/Family Studies Division Chair.

## Certificate of Achievement in Child Development-Teacher

Division: Consumer/Family Studies

This certificate prepares students for entry-level employment in the field of early childhood education programs. Students completing this certificate will acquire academic knowledge based on child development theory and best practices in early care and education. Students gain skills and lab experience that orients them into the field of early childhood care and education providing the opportunity to develop skills and abilities to be successful in the workforce. It will also provide the education required to obtain a California Child Development permit at a teacher or site supervisor level.

**PROGRAM OUTCOMES:**

- Identify and analyze the major theories and/or principles of child development.
- Complete lab experience needed for employment in a licensed child care facility at an approved site.
- Explain the requirements for CA Title 22 Licensing Regulations regarding health, safety, nutrition and mandated reporting law.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: teacher, master teacher, mentor teacher or site supervisor in early childhood programs (i.e., infant/toddler, preschool, school age, full inclusion); preschool director in a Title 22 child care center, associate teacher or aide working with children with special needs, Early Intervention Assistant II, Child Development Specialist for Resource and Referral Program, Para educator (Title I Schools), Family Support Services Worker (Home Base).

		Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A.	CHLD 39                      Child Development-DS1	3
B.	CHLD 42                      Child, Family and Society-DS2	3
C.	CHLD 126                    Observation and Assessment-DS3	3
D.	CHLD 140                    Principles of ECE-DS3	3
E.	CHLD 141                    Practices in ECE-DS3	3
F.	CHLD 148                    Child Health/Safety-DS7	3
G.	CHLD 149                    Creative Curriculum for Young Children-DS3	3
H.	CHLD 158                    Cultural Diversity in ECE-DS3	3
	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 Consumer/Family Studies Division Chair.

## Certificate of Achievement in Commercial Art

Division: Fine Arts

This certificate prepares students for entry-level employment in the fields of design/commercial art, commercial printing, fine art printing, web design, illustration, digital photo imaging, digital portraiture, portrait painting, teaching, art administration, gallery management, art history, and art criticism. Students completing this certificate will acquire the ability to design AND draw, use a computer to produce art, and gain technical abilities through the study of both traditional and digital art list skills, knowledge, abilities.

**PROGRAM OUTCOMES:**

Create images using both traditional and digital technology.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: design/commercial art, commercial printing/fine art printing, web design, illustration, digital photo imaging, digital portraiture/portrait painting, teaching, art administration, gallery management, art history and art criticism.

		Units
1.	REQUIRED CERTIFICATE COURSES: (Select 21 units from this list.)	
A.	ART 1                      Art Appreciation	3
B.	ART 6                      Color and Design	3
C.	ART 8                      Drawing Fundamentals	3
D.	ART 15                    Beginning Printmaking (3) or ART 176                Beginning Stone Lithography (3)	3
E.	ART 23                    Macintosh Basics for Artists	3
F.	PHOT 1                    Beginning Photography (3) or ART 25                 Digital Imaging for Artists (3)	3
G.	ART 111                  Beginning Gallery Exhibition (3)	3
	Required Certificate Units:	21
2.	RESTRICTED ELECTIVES: (Select a minimum of 12 units from the following):	
	ART 9                      Drawing Composition	3
	ART 49                    Beginning Figure Drawing	3
	ART 43                    Beginning Studio Painting	3
	ART 16                    Intermediate Printmaking	3
	ART 25                    Digital Imaging for Artists	3
	ART 121                  Beginning Screen Printing	3
	ART 126                  Digital Painting	3
	ART 176                  Beginning Stone Lithography	3
	ART 130                  Digital Printmaking	3
	Minimum Restricted Elective Units:	12
	Total Certificate Units:	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 Fine Arts Division Chair.



## Skill Certificate in Communication Studies

Division: Fine Arts

This certificate prepares students for entry-level employment in the field of Communication Studies. Students will acquire an introductory foundation for the field of communications through the study of Interpersonal, Public Speaking, Argumentation and Debate, Persuasion Group and Intercultural Communication.

**PROGRAM OUTCOMES:**

- Demonstrate effective interpersonal communication.
- Relate effective workplace communication strategies.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Very diverse from Public Relations or Personnel Officer within a corporation, to a career in Mass Communication such as radio and television.

		Units
1. REQUIRED CERTIFICATE COURSES:		
(Select a minimum of 12 units from the following):		
A. COMM 1	Fundamentals/Public Speaking	3
B. COMM 4	Interpersonal Communication	3
C. COMM 5	Argumentation and Debate	3
D. COMM 7	Persuasion	3
E. COMM 8	Group Communication	3
F. COMM 9	Intercultural Communication	3
Total Certificate Units:		12

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Fine Arts Division Chair.

## Skill Certificate in COMP TIA A+

Division: Industry & Technology

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

### PROGRAM OUTCOMES:

- Identify, research, and report on the installation, use, and troubleshooting of common personal computer components.
- Load, configure, and troubleshoot operating systems, application software, and utility routines on a personal computer.
- Safely build, maintain, repair, and upgrade personal computers.
- Work in a group to research solutions to problems in personal computers, and will be able to help others solve computer problems through on-line information, help-desk assistance, and personal intervention.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Corporate trainer, help desk specialist; quality assurance specialist; computer repair/technician; technical writer.

		Units
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:)	
A.	IT 220 Computer Networking Fundamentals	3
B.	IT 221 Comp TIA Network + Exam Preparation	4
C.	IT 223 TCP/IP and IP routing	3
D.	IT 230 CISCO Academy 1	4
E.	IT 231 CISCO Academy 2	4
F.	IT 232 CISCO Academy 3	4
G.	IT 233 CISCO Academy 4	4
H.	COMP 6 Programming Fundamentals	3
I.	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 and support courses may be substituted with the approval of the Industry & Technology Division Chair.

## Certificate of Achievement in Computer Applications

Division: Business

This certificate prepares students for entry-level employment in the fields of desktop publishing, web design, and office assistant. Students completing this certificate will acquire skills in word processing, spreadsheets, databases, web development, and general business.

**PROGRAM OUTCOMES:**

At the end of this program, students will be able to demonstrate competency in word processing, spreadsheets, databases, and/or web development.

**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.

	Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>	
A. BUS 184            Business Communications	3
B. BUS 271            College Keyboarding Level 2 (3)	
or COMP 136        Word Processing (3)	3
C. BUS 293            Business English	4
D. COMP 140          Computer Operating Systems	3
E. COMP 228          Make the Most of the Internet	1
F. BUS 188            Human Relations in Business	3
G. BUS 112/COMM 112 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
<b>2. RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following:)</b>	
A. ACCT 210            Computer Accounting	3
B. COMP 5             Computer Concepts (4)	
or COMP 130        Introduction to Personal Computers (4)	4
C. IT 210              PC Trouble Shooting/Repair	2.5
D. WEXP 193 I - 196 I Bus & Ind Wrk Exp-1st Sem - 4th Sem	1-4
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 of Achievement in Computer & Information Systems

Division: Business

This certificate prepares students for entry-level employment in the field of Computer Information Systems. Students completing this certificate will acquire skills in computer programming, web development, databases, maintaining computer programs and databases, as well as general computer and office skills.

**PROGRAM OUTCOMES:**

- At the end of this program, students will be able to apply basic computer hardware, software, and information technology concepts and techniques to a variety of business environments.
- At the end of this program, students will be able to demonstrate proficiency in applying common business productivity software to business functions, including word processing, spreadsheet, database and presentation applications.

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

		Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A.	BUS 82	Introduction to Business
		3
B.	COMP 5	Computer Concepts (4)
	or COMP 130	Introduction to Personal Computers (4)
		4
C.	COMP 6	Programming Fundamentals
D.	COMP 8	Programming Concepts (Java)
E.	COMP 133	Database Processing
F.	COMP 138	Spreadsheet Design for Business
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
<b>2. RESTRICTED ELECTIVES: (Select a minimum of 1 unit from the following):</b>		
	BUS 112/COMM 112	Public Speaking for Business
		4
	BUS 270	College Keyboarding Level 1
		3
	BUS 271	College Keyboarding Level 2
		3
	COMP 9	Advanced Application Software
		3
	COMP 135	Desktop Publishing for Business
		4
	COMP 136	Word Processing
		3
	ACCT 210	Computer Accounting
		3
	COMP 227	Presentation Software
		1.5
	COMP 228	Make the Most of the Internet
		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 of Achievement in Computerized Office Procedures

Division: Business

This certificate prepares students for entry-level employment in the fields of business and industry, government, health care, and not-for-profit organizations. Students completing this certificate will acquire skills in compiling reports, organizing data, preparing statements, writing letters, and working with computers.

**PROGRAM OUTCOMES:**

- Use appropriate office procedures as related to records information management, telephone communications, and mail management.
- Demonstrate appropriate critical thinking and human relations skills.

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

	Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>	
A. BUS 184            Business Communications	3
B. BUS 188            Human Relations in Business	3
C. BUS 268            Electronic Calculating	2
D. BUS 271            College Keyboarding Level (3)	
or COMP 136        Word Processing (3)	3
E. BUS 293            Business English	4
F. Select a minimum of 3 units from the following:	3
BUS 20              Business Statistics (3)	
BUS 119             Quantitative Methods (3)	
BUS 295             Business Mathematics (3)	
G. COMP 5             Computer Concepts (4)	
or COMP 130        Introduction to Personal Computers (4)	4
H. COMP 140          Computer Operating System	3
I. Select one of the following:	2.5-4
BUS 112/COMM 112   Public Speaking for Business (4)	
or	
COMP 227            Presentation Software for Business (1.5)	
and COMP 228        Making the Most of the Internet (1)	
Total Certificate Units:	27.5-29

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.

## Certificate of Achievement in Construction Inspection

Division: Industry & Technology

This certificate prepares students for entry-level employment in the field of Construction Inspection. Students completing this certificate will acquire a foundation for further study and preparation for inspection certifications and construction management certifications.

**PROGRAM OUTCOMES:**

- Students will be able to list required site conditions, necessary documents, equipment, and necessary pre communication in order for a building official to make a requested inspection.
- Students will be able to list necessary site safety practices for building officials when making inspections.
- Students will be able to list the major inspections involved in the construction of a residence.
- Students will be able to list National authority for building codes, electrical codes and fire safety codes.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: entry-level building inspection for municipalities, home building inspection companies and construction management safety inspection.

		Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A.	CT132 Basic Building Systems/Codes	3
B.	CT 109 Project Management/Codes	3
C.	CT 271 Life Safety for Construction	3
D.	CT 272 Residential Inspection Code	3
E.	CT 273 Electrical Codes	3
F.	CT 274 Mechanical Inspection	3
G.	CT 276 Architecture Inspection	3
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 Industry & Technology Division Chair.



## Certificate of Achievement in Construction Technology

Division: Industry & Technology

This certificate prepares students for entry-level employment in the field of Construction Technology. Students completing this certificate will acquire skills in excavation, concrete, framing, roofing, exterior finishing, drywall, insulation, interior finish and millwork, and cabinetry.

**PROGRAM OUTCOMES:**

- Use a systematic National Center for Construction Education and Research (NCEER) throughout their CT coursework.
- Students will attain national registration with NCCER for CT coursework completed.
- Students will demonstrate national skill and theory competiveness by passing accumulative testing modules NCCER application.
- Students will demonstrate safe and proper methods of operation of construction related power tools.

**EMPLOYMENT OPPORTUNITIES:** concrete production and construction, framing, roofing, window and door sales and installation, stucco, masonry, carpentry, insulation installation, drywall installation, interfinish installation and millwork, painting, landscaping, and related retail sales. In addition this certificate will earn two years credit towards the four year experience requirement for a California Contractor’s license.

		Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A.	CT 214 On-Site Construction Mgt	3.5
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:		42.5
<b>2. RESTRICTED ELECTIVES (Select a minimum of 2 units from the following):</b>		
	CT 109 Project Management/Codes	3
	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:		44.5

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.

## Certificate of Achievement in Dairy Science

Division: Agriculture

This certificate prepares students for entry-level employment in the field dairy production. Students completing this certificate will acquire skills and knowledge in dairy computer applications, dairy cattle nutrition, husbandry and breeding and selection of cattle.

**PROGRAM OUTCOMES:**

- Demonstrate skills needed to successfully manage the modern dairy herd. Care of dairy animals and selection of quality animals and other management skills needed for the modern dairy herd shall be required.
- Demonstrate the implementation of an effective reproductive management plan.
- Evaluate a dairy cattle based upon their dairy characteristics for profitability and type.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: dairy technician, dairy retail sales, dairy pharmaceutical sales, dairy breeding assistants, dairy feeders, and dairy cattle handlers.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A.	AGMT 108            Ag Business Computer Apps	3.5
B.	DSCI 101            Introduction to Dairy Science	3.5
C.	DSCI 103            Commercial Dairy Herd Management	3.5
D.	DSCI 104            Breeding & Selection of Dairy Cattle	3.5
E.	DSCI 108            Dairy Nutrition	3.5
F.	WEXP 193F            Agriculture Wrk Exp-1st Sem	3
Total Certificate Units:		20.5

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 of Achievement in Drafting (Mechanical)

Division: Industry & Technology

This certificate prepares students for entry-level employment in the field of Mechanical Drafting. Students completing this certificate will acquire tactile (by hand) and digital (computer assisted) mechanical drafting knowledge and skills.

**PROGRAM OUTCOMES:**

At the end of this program, students will create and analyze documents related to mechanical drafting, i.e. computer assisted and tactile drafting/design.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: mechanical draftsman/CAD technician in a manufacturing company or related industrial fields.

**[www.cos.edu/architecture](http://www.cos.edu/architecture)**

Note: Other related certificates are offered through the Architecture Department.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A.	DRFT 16 CAD Applications	4
B.	DRFT 112 Mechanical Drafting 1	3
C.	DRFT 113 Mechanical Drafting 2	3
D.	DRFT 114 Introduction to CAD	4
E.	DRFT 115 Advanced CAD	4
Total Certificate Units:		18

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in ECT Air Cond, Heating and Refrigeration Systems

Division: Industry & Technology

Students completing this certificate will acquire basic entry-level HVAC control skills and knowledge

**PROGRAM OUTCOMES:**

Students will electrically wire controls component as per schematic.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following jobs: entry level service, maintenance and installation of HVAC/R equipment.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. ECT 260	Basic Refrigeration	2
B. ECT 261	Intro to Air Cond/Refrig C/D	2
C. ECT 262	Heating Systems & Controls	2
D. ECT 263	Commercial Refrig Sys Controls	2
Total Certificate Units:		8

The Skill Certificate 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 of Achievement in Electrician Training

Division: Industry & Technology

This certificate prepares students for entry-level employment in the field of Electrician. Students completing this certificate will acquire skills in the principles of electricity, circuitry, and power distribution, electrical building and safety codes.

**PROGRAM OUTCOMES:**

- Understand and identify materials and methods used in the Electricians trade.
- Recognize electrical hazards, hand tools, power tools, and understand their use in regards to OSHA regulations.
- Read plans, create a materials list, and demonstrate their skills through a variety of demonstrations.
- Wire motor controls, motors, diagnose electrical malfunctions and hazards of motors.
- Design and install service entrances, above and below grade, and install transformers
- Successfully complete the electrician journeymen exam.

**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:		Units
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.

## Skill Certificate in Emergency Medical Technician B

Division: Nursing & Allied Health

Students completing this certificate will acquire skills in recognition of symptoms of illness and/or injury and proper procedures for emergency care. Those who complete the EMT B courses are eligible to sit for the National Registry of Emergency Medical Technicians and employment by government and private emergency health care services in the area. State certification and national testing fees will apply. They are also eligible to enter Emergency Medical Technician Paramedic training, which provides opportunity for career advancement, higher pay, and greater responsibility in providing emergency health care. Some EMT's enter nursing and other advanced health care fields after they have learned about career possibilities through their work as an EMT.

**PROGRAM OUTCOMES:**

- Safely perform skills required by Title 22 for EMT B, to assist the client to maintain, well- being.
- Satisfactorily perform the psychomotor skills necessary in the delivery of pre-hospital care to clients.
- Apply legal, ethical and professional practices while acting as client advocate in providing
- pre-hospital care.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following jobs: entry level positions with ambulance companies and in hospital emergency rooms. Opportunities for full or part time employment in emergency medical services are available to qualified applicants.

1. To be able to sit for the national exam students must:
2. Be 18 years old
3. Complete EMT 251 with a "C" or better

Fingerprint clearance by the Department of Justice may be required. Some local area healthcare agencies require background check and urine drug screen prior to clinical placement. Recertification is available through the Division of Nursing and Allied Health.

	Units
1. REQUIRED CERTIFICATE COURSES:	
A. EMT 251                      Emergency Medical Technician B	4
Total Certificate Units:	4

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Nursing & Allied Health Division Chair.



## Certificate of Achievement in Environmental Control Technology

Division: Industry & Technology

This certificate prepares students for entry-level employment in the field of Environmental Control Technology. Students completing this certificate will acquire these skills: reading electrical schematics; silver brazing, soft soldering, bending/flaring/swaging tubing; recovering/reclaiming/recycling refrigerant (EPA regulations); pumping down, evacuating and charging a system; troubleshooting an air conditioner, furnace or freezer; connecting refrigeration gauges; diagnosing refrigeration problems; and fabricating sheet metal fittings. Also available EPA Certification & HVAC for Excellence Certification Exams: Electrical, Air Conditioning, Gas Heating and Heat Pumps.

**PROGRAM OUTCOMES:**

At the end of this program, students will demonstrate competency in the necessary knowledge and skills required of a HVAC/R technician in the industry. This outcome will be assessed by test scores, labs completed and by diagnostic procedures.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: service technician HVAC/R, wholesale counter person, outside sales, maintenance technician, sheet metal fabricator and sheet metal installer.

	Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>	
<u>First Semester</u>	
A. ECT 280            Electricity and Controls for HVAC	4
B. ECT 281            Basic Air Conditioning	12
<u>Second Semester</u>	
C. ECT 282            Adv Air Cond/Refrig Com/Dom	12
D. ITEC 242           Air Conditioning Sheet Metal	4
<b>Total Required Certificate Units:</b>	<b>32</b>

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in Equine Science

Division: Agriculture

Students completing this certificate will acquire skills in equine husbandry as well as business management principles and practices through the study of sales and service, marketing, accounting, and computer applications in agriculture and will acquire skills in these areas as well as practical application in horse husbandry, equitation and animal health.

### PROGRAM OUTCOMES:

- Identify basic equine veterinary care and production management principles.
- Demonstrate basic equitation skills by using natural aids, proper balance and hands and seat placement.
- Use computer software to make business decisions in an equine enterprise scenario and measure the risk in a volatile horse market.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: equine barn manager, reproductive management, equine clinician, or retail sales in agriculture.

		Units	
1. REQUIRED CERTIFICATE COURSES:			
A.	AGMT 108	Ag Business Computer Apps	3.5
B.	ASCI 22	Horse Husbandry	3.5
C.	ASCI 140	Basic Equitation	2.5
D.	ASCI 123	Horse Production	3.5
E.	ASCI 124	Colt Breaking	2.5
F.	WEXP 193F	Agriculture Wrk Exp-1st Sem	2
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 and support courses may be substituted with the approval of the Agriculture Division Chair.



## ESL Advanced Level Certificate of Completion (Noncredit)

Division: Language Arts

This noncredit certificate prepares students for coursework in English as a Second Language and is intended for students whose first language is one other than English. The program differs from that offered in adult schools in its rigor and focus. This advanced course parallels the developmental English composition course, but stresses improvement of the skills with an emphasis on the special needs of the nonnative speaker.

### PROGRAM OUTCOMES:

- Apply reading strategies, comprehend texts suitable for Developmental English classes (i.e. 2 levels below Freshman English), and acquire vocabulary from context.
- Write multi-paragraph essays using Standard English that communicate a main idea with support.
- Orally produce a complex variety of English words and phrases to conduct presentations and participate in conversations.

		Hours
1.	REQUIRED CERTIFICATE COURSES:	
A.	ESL 440                      Advanced Writing/Grammar 5	108
B.	ESL 441                      Advanced Reading/Vocabulary 5	54
C.	ESL 450                      Advanced Writing/Grammar 6	54
D.	ESL 451                      Advanced Reading/Vocabulary 6	54
E.	ESL 442                      Adv Listening/Speaking 5	36
F.	ESL 452                      Adv Listening/Speaking 6	36
Total Required Certificate Hours:		342

## ESL Intermediate Level Certificate of Completion (Noncredit)

Division: Language Arts

This noncredit certificate prepares students for coursework in English as a Second Language and is intended for students whose first language is other than English. The program differs from that offered in adult schools in its rigor and focus. This intermediate certificate is designed for students with minimal skills in one or more of the reading, writing, speaking and listening areas. The program seeks to support and encourage students as they begin to take coursework elsewhere in the college curriculum, and thus many students take coursework simultaneously in ESL and in other disciplines.

### PROGRAM OUTCOMES:

- Read with intermediate reading strategies, comprehend basis texts, and acquire new vocabulary from context.
- Write short compositions from one paragraph to about 1 page in length that identify and support a main idea.
- Orally produce a moderately complex variety of English words and phrases to conduct basic presentations and participate in conversations.

		Hours
1. REQUIRED CERTIFICATE COURSES:		
A. ESL 420	Intermediate Writing/Grammar 3	108
B. ESL 421	Intermediate Reading/Vocabulary 3	54
C. ESL 430	Intermediate Writing/Grammar 4	108
D. ESL 431	Intermediate Reading/Vocabulary 4	54
E. ESL 422	Intermediate Pronunciation/Speaking	36
Total Required Certificate Hours:		360

## Certificate of Achievement in Fashion Design

Division: Consumer/Family Studies

This certificate prepares students for entry-level employment in the field of Fashion Design. Students completing this certificate will acquire skills and knowledge in designing apparel, creating patterns, selecting materials, and marketing finished products.

**PROGRAM OUTCOMES:**

- Apply elements and principles of design to the development, production, selection, and evaluation of apparel and other textile products.
- Evaluate different fabrics and fibers with respect to their application or end use.
- Identify and appraise a variety of career paths within the fashion world.
- Create and construct patterns and garments using appropriate technology and methods.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: fashion designer, pattern drafter, pattern grader, sample maker, production manager, shipping manager, manufacturer’s sales representative, dressmaker, and alterationist.

		Units
1.	<b>REQUIRED CERTIFICATE COURSES:</b>	
A.	ART 6                      Color and Design	3
B.	FASH 76                    Textiles	3
C.	FASH 141                  Principles of Fashion	3
D.	FASH 160                  Clothing Construction	3
E.	FASH 161                  Tailoring	3
F.	FASH 162                  Fashion/Design/Patternmaking	3
	Total Required Certificate Units:	18
2.	<b>RESTRICTED ELECTIVES: (Select a minimum of 3 unit from the following):</b>	
	DRAM 12                  Costuming	3
	FASH 140                  Intro to the Fashion Industry	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 of Achievement in Fashion Merchandising

Division: Consumer/Family Studies

This certificate prepares students for entry-level employment in the field of Fashion Merchandising. Students completing this certificate will learn to identify clothing size, price range, style categories, and clothing classifications for women’s wear, men’s wear, and children’s wear. They will acquire knowledge in the sequence of garment production and distribution to store delivery, including product marketing, learn the factors that influence fashion forecasting, and identify target markets for current fashion trends.

### PROGRAM OUTCOMES:

- Apply elements and principles of design to the development, production, selection, and evaluation of apparel and other textile products.
- Evaluate different fabrics and fibers with respect to their application or end use.
- Identify and appraise a variety of career paths within the fashion world.
- Apply interpersonal and communication skills to solve problems or create solutions within the apparel industry.
- Evaluate multiple factors important to the apparel industry (i.e. materials, design, quality standards, production methods, profitability, end use, and consumer expectations) to make manufacturing and marketing decisions.

**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:		Units
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 160	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.



## Skill Certificate in Fire Technology

Division: Special Programs

Students completing this certificate will acquire the manipulative and technical training in basic concepts in fire service organization and theories of fire control. The student will be provided technical information including laws and regulations affecting fire service personnel, the principles of fire behavior, and the basic consideration in fire strategy and tactics. Successful completion of the fire academy qualifies the student for State Firefighter 1 certification pending completion of either 6 months experience as a full-time paid firefighter or 12 months of experience as a volunteer firefighter.

**PROGRAM OUTCOMES:**

- Students will be able to demonstrate an understanding of the principles of fire development, cause, and prevention.
- Students will be able to demonstrate in-depth knowledge of the principles of fire control through the utilization of personnel, equipment, extinguishing agents on the fire ground.
- Students will be able to apply the theory and principles for the use of water in fire suppression activities, including hydraulic principles.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following jobs: firefighter. The fire service offers many career opportunities for graduates including positions in municipal fire departments, fire protection districts, forestry agencies, and more than 250 California state fire protection agencies.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. FIRE 270	Basic Fire Fighter 1 Academy	15
	Total Certificate Units:	15

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Most fire agencies in California require completion of Fire Fighter 1 Academy and completion of EMT training as minimum qualifications to compete in fire department entrance examinations. Additional education, such as a Vocational Education Certificate or Associates degree is recommended.

## Certificate of Achievement in Fire Technology

Division: Special Programs

This certificate prepares students for entry-level employment in the fields of fire protection and prevention. Students completing this certificate will acquire the skills necessary for employment or advancement as an entry level firefighter or other positions in the field of fire protection and prevention.

**PROGRAM OUTCOMES:**

- Explain the history and basic principles of the fire service.
- Demonstrate effective communication and interpersonal skills with supervisors, peers, and the public.
- Demonstrate an understanding of the principles of fire development, cause, and prevention.
- Demonstrate in-depth knowledge of the principles of fire control through the utilization of personnel, equipment, extinguishing agents on the fire ground.
- Apply knowledge of building construction, fire protection systems, and fire prevention codes to affect safer occupancies and fire control.
- Apply the theory and principles for the use of water in fire suppression activities, including hydraulic principles.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: firefighter, firefighter-paramedic, fire investigation, fire prevention, hazardous materials, and public education. The fire service offers many career opportunities for graduates including positions in municipal fire departments, fire protection districts, and more than 250 California state fire protection agencies. There are also employment opportunities in forestry agencies, correctional institutions, military bases, and numerous federal agencies.

	Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>	
A. FIRE 155      Fire Behavior and Combustion (REQUIRED)	3
B. FIRE 159      Fire Protection Organization (REQUIRED)	3
C. FIRE 163      Fire Protection Equipment & Systems (REQUIRED)	3
D. FIRE 182      Building Construction for Fire Protection (REQUIRED)	3
<b>Total Certificate Units:</b>	<b>12</b>
 <b>2. Restricted Electives (Select option A or B):</b>	
Note: Most students complete option (A). Students who have completed the Basic Fire Fighter Academy requirements through Work Experience are exempt from taking Fire 270 and should select option (B) to complete the certificate.	
A. To receive a Certificate of Achievement AND to meet minimum qualifications for employment as a fire fighter the following are REQUIRED:	18
A. EMT 251      Emergency Medical Technician B (4)	
B. FIRE 270      Basic Fire Fighter 1 Academy (15) (Max. 9 units accepted)	
C. Select an additional 5 units from courses listed in option (B) below (5)	

(continued on next page)

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Units for classes which are duplicated in the above sections may not be considered in more than one section.

## Certificate of Achievement in Fire Technology

Division: Special Programs

(continued from previous page)

		Units
B. For career opportunities in fields OTHER THAN a fire fighter and students exempt from taking FIRE 270, select a minimum of 18 units from the following:		
A.	EMT 251      Emergency Medical Technician B	4
B.	FIRE 125      Fundamentals of Fire Apparatus and Equipment	3
C.	FIRE 156      Fire Service Hydraulics	3
D.	FIRE 157      Fire Prevention Technology	3
E.	FIRE 160      Fire and Emergency Safety	3
F.	FIRE 161      S.F.M. Fire Prevention 1A	2
G.	FIRE 162      S.F.M. Fire Prevention 1B	2
H.	FIRE 168      S.F.M. Training Instructor 1A	2
I.	FIRE 169      S.F.M. Training Instructor 1B	2
J.	FIRE 173      S.F.M. Fire Command 1A	2
K.	FIRE 174      S.F.M. Fire Command 1B	2
L.	FIRE 275      S.F.M. Fire Command 1C	2
M.	FIRE 277      S.F.M. Fire Management 1	2
N.	FIRE 280      Fire Fighter 2 Academy	5
Restricted Elective Units:		18
Total Certificate and Restricted Units:		30

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Units for classes which are duplicated in the above sections may not be considered in more than one section.

## Certificate of Achievement in Floral Technology

Division: Agriculture

This certificate prepares students for entry-level employment in the field of floristry. Students completing this certificate will acquire skills necessary to create floral works for general usage as well as funeral, wedding, and permanent creations for indoor décor in a retail sales setting.

**PROGRAM OUTCOMES:**

- Identify, interpret, and evaluate the floral design techniques, materials, and product for a fresh, silk or dried floral order, create a design to fit the order and calculate the cost and profit margin for the ultimate retail sale
- Identify, illustrate and prepare an interior floral design plan based upon oral interviews of a homeowner.
- Identify 20 commonly sold potted plants within the floral industry and describe the appropriate care of the plants.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment as floral designer or floral shop salesperson and preparation for the California State Florist certification. Students will be prepared to run their own floral business.

	Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>	
A. AGMT 102            Agriculture Sales & Marketing	3
B. AGMT 108            Ag Business Computer Apps	3.5
C. OH 1                    Basic Ornamental Horticulture	3.5
D. OH 111                Floral Design	3.5
E. Select one course from the following:	3
OH 212                Sympathy Flowers (3)	
or OH 213             Wedding Flowers (3)	
or OH 223             Interior Floral Design (3)	
F. WEXP 193 F            Agriculture Wrk Exp-1st Sem	3
Total Certificate Units:	19.5

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 of Achievement in Food Services, Advanced Skills

Division: Consumer/Family Studies

This certificate prepares students for entry-level employment in the field of the food service industry. Students completing this certificate will acquire time management and critical thinking skills, allowing them to follow recipes according to menus and determine portions to be served; prepare bakery, fresh and cooked food items using proper cooking techniques; follow food safety and sanitation procedures; compile and maintain records for food use and expenditures; direct activities of assistant workers in preparation and service of food items; and train new employees.

**PROGRAM OUTCOMES:**

- Identify and practice proper food safety and sanitation techniques.
- Use the proper equipment and apply the proper techniques in food preparation.
- Make decisions in a variety of food service environments to overcome barriers to successful food production
- Create an entrée using culinary preparation techniques and following safety and sanitation procedures in an organized time frame that meets culinary productivity and quality standards.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: cooks in institutional food service, such as schools, hospitals and cafeterias; prep-cook or short order cook in restaurants.

		Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
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
<b>2. RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following):</b>		
	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.

## Skill Certificate in Food Services, Basic Skills

Division: Consumer/Family Studies

Students completing this certificate will acquire decision making skills and judgment to serve customers in eating places, clean and organize eating areas, prepare simple food and beverages, cook or reheat food items, and follow food safety and sanitation procedures.

**PROGRAM OUTCOMES:**

- Identify and practice proper food safety and sanitation techniques.
- Use the proper equipment and apply the proper techniques in food preparation.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following jobs: food service worker in restaurants, cafeterias or food service institutions.

	Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>	
A. CULN 201            Foods (3)	
or CULN 205           Professional Cooking (3)	3
B. NUTR 107            Sanitation and Safety	2
Total Required Certificate Units:	5
<b>2. RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following):</b>	
*NUTR 18                Nutrition	3
or NUTR 20             Cultural Foods	3
or NUTR 114            Cooking for a Health Life	3
Minimum Restricted Elective Units:	3
Total Certificate Units:	8

\*NUTR 218 (Nutrition Basics) may be substituted for NUTR 018 (Nutrition)

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Consumer/Family Studies Division Chair.

## Skill Certificate in Food Services, Intermediate Skills

Division: Consumer/Family Studies

Students completing this certificate will acquire the time management and critical thinking skills to perform simple food preparation, plan work so food items are prepared and served together, complete food orders for steam tables, and follow proper food safety and sanitation procedures.

### PROGRAM OUTCOMES:

- Identify and practice proper food safety and sanitation techniques.
- Use the proper equipment and apply the proper techniques in food preparation.
- Make decisions in a variety of food service environments to overcome barriers to successful food production.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: kitchen support staff in restaurants, food service institutions, and cafeterias.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A.	BUS 188            Human Relations in Business (3) or BUS 230        Supervision Mgt/1st Line (3)	3
B.	CULN 201            Foods	3
C.	CULN 205            Professional Cooking	3
D.	NUTR 107            Sanitation and Safety	2
Total Required Certificate Units:		11
2. RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following):		
	*NUTR 018            Nutrition	3
	NUTR 020            Cultural Foods	3
	NUTR 114            Cooking For a Healthy Life	3
Minimum Restricted Elective Units:		3
Total Certificate Units:		14

\*NUTR 218 (Nutrition Basics) may be substituted for NUTR 018 (Nutrition)

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Consumer/Family Studies Division Chair.



## Certificate of Achievement in Human Services (Social Work)

Division: Social Sciences

This certificate prepares students for entry-level employment and/or potential further study in the field of human services, case management, eligibility and crisis work. Students completing this certificate will have a foundation for the fields of Human Services Social Work and non-profit service organizations through the study of legal and ethical issues in practice, theories of practice, theories of human behavior, history of social welfare and current policies and will acquire skills in critical thinking, case planning, crisis intervention, theory based assessment, working knowledge of community resources and hands on work experience in a human services agency in the community.

**PROGRAM OUTCOMES:**

- Apply various social work theories to describe the dynamics of a case.
- Demonstrate knowledge of the National Association of Social Work by applying various practice ethics to specific cases dilemmas.
- Link specific community resources to a variety of cases to meet the needs of the actors in the case.
- Match specific models of treatment with the actors presented in a case vignette.
- Apply APA writing styles in a research paper. This is the writing style that is used in professional social research writing.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for entry level jobs in Health and Human Services and a variety of non-profit service organizations working in eligibility, case management, crisis, residential care and substance abuse treatment.

		Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A.	COMP 5                      Computer Concepts (4) or COMP 130                Introduction to Personal Computers (4)	4
B.	Select one of the following:	3
	ECON 25                    Introduction to Economics (3) or ECON 40                Principles of Microeconomics (3) or BUS 297                 Personal Finance (3)	
C.	HSRV 101                  Group Design and Leadership	4
D.	HSRV 102                  Drug and Alcohol Treatment	3
E.	HSRV 120                  Introduction to Social Welfare	3
F.	HSRV 121                  Interviewing	4
G.	HSRV 122                  Introduction of Human Services	3
H.	WEXP 193 H-195 H        Human Services Wrk Exp-1st Sem- 3rd Sem	6
Total Certificate Units:		30
 <b>2. RESTRICTED ELECTIVES: Select a minimum of 6 units from the following:</b>		
	ANTH 10                    Cultural Anthropology	3
	PSY 1                        General Psychology	3
	PSY 5                        Social Psychology	3
	PSY 10                      Human Sexuality	3
	PSY 34                      Abnormal Psychology	3
	PSY 133                    Personal and Social Growth	3
	SOC 26                      Marriage and Family Life	3
Restricted Elective Units:		6
Total Certificate Units:		36

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Social Sciences Division Chair.

## Certificate of Achievement in Industrial Maintenance Technology

Division: Industry & Technology

This certificate prepares students for entry-level employment in the fields of industrial maintenance, industrial machine operation, industrial electrician, corrections facilities maintenance, hospital engineer, and food service machine technicians. Students completing this certificate will acquire employment skills in the area of electricity, motor controls and programmable motor drives, programmable logic controllers, hydraulics/pneumatics, industrial mechanics, machining, refrigeration and boilers, and welding.

**PROGRAM OUTCOMES:**

- Identify, design, and troubleshoot an industrial electrical circuit with a multi-meter to industrial standards.
- Read a print, repair and maintain the mechanical components of hydraulic and pneumatic circuits found in industrial machines to like new condition.
- Design, program, and troubleshoot both programmable logic controllers (PLC), and variable frequency drives (VFD). This is accomplished in single phase and three phase circuits.
- Weld in three modes: MIG, STICK, and TIG to industrial maintenance standards.
- Have additional entry level job skills in: machining, boilers, refrigeration, mechanics, motor control, and fabrication.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: industrial maintenance technician, industrial machine operator, industrial electrician, corrections facilities maintenance, hospital engineer, and food service machine technician.

There are two possible options for completing this certificate. Students may either take the first two courses OR take the list of courses, including work experience, that follows.

		Units
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-2ndSem	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.

## Skill Certificate in Interpreter (Spanish)

Division: Language Arts

Students completing this certificate will be prepared for the three California Judicial Council/Administrative Office of the Courts Certified Interpreter Exams in English and Spanish.

**PROGRAM OUTCOMES:**

Students will speak, read, write and understand spoken Spanish at a near-native level of fluency.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in a variety of governmental and medical settings.

	Units
1. REQUIRED CERTIFICATE COURSES:	
1. English Competency:	
A. ENGL 1                      College Reading & Composition	4
2. Spanish Competency:	
A. SPAN 4                      Advanced Spanish	4
or SPAN 12                Hispanic Literature	3
3. Interpreting Competency:	
A. SPAN 280                  Interpreters Written Exam Prep (Fall Semester)	1
and SPAN 281              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
Required Certificate Units:	14
2. RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following):	
AJ 112                          Legal Aspects of Evidence	3
AJ 115                          Criminal Law 2	3
BUS 293                        Business English	4
ENGL 251                      Intro to Academic Reading and Writing	4
PARA 101                      Introduction to Paralegalism	3
PARA 236                      Administrative Law	3
WEXP 193 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 and support courses may be substituted with the approval of the Language Arts Division Chair.

## Skill Certificate in Landscape Design

Division: Agriculture

This skills certificate in Landscape Design prepares students with knowledge and skills for entry level employment as technicians with a landscape construction or landscape management company.

**PROGRAM OUTCOMES:**

- Identify and classify plant material, describe its usage, and cultural practices.
- Prepare appropriate growth media for propagation techniques and growing container plant material.
- Communicate with the public and colleagues using a variety of digital applications.

**ENTRY LEVEL EMPLOYMENT OPPORTUNITIES:** This certificate prepares students for entry-level employment in the field of landscape design. Students completing this certificate will have a foundation for the field of landscape design as well as selecting, grouping, and placing plant materials into various landscape styles, situations and themes and will acquire skills to successfully plan and design residential landscapes and gardens using current standards and plant material.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A.	AGMT 108            Ag Business Computer Apps	3.5
B.	OH 2                    Plant Identification 1	3.5
C.	OH 3                    Plant Identification 2	3.5
D.	OH 106                Landscape Drafting	3.5
E.	OH 7                    Landscape Design	3.5
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 and support courses may be substituted with the approval of the Agriculture Division Chair

## Certificate of Achievement in Landscape Management

Division: Agriculture

This certificate prepares students for entry-level employment in the field Landscape Management. Students completing this certificate will acquire skills and knowledge in landscape design, landscape management as well as business management principles and practices through the study of selecting, grouping, and placing plant materials into various landscape styles, situations and themes and will acquire skills for effective plant, turfgrass, pest and water management techniques.

**PROGRAM OUTCOMES:**

- Exhibit safe and appropriate practices for the use of equipment and tools in the landscape.
- Exhibit appropriate installation and cultural care practices for an aesthetically pleasing landscape.
- Communicate with the public and colleagues utilizing a variety of digital applications.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: landscape, turfgrass and grounds maintenance technicians, managers, pesticide applicators, and landscape water auditors.

1. REQUIRED CERTIFICATE COURSES:		Units
A.	AGMT 108      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
I.	WEXP 193 F      Agriculture Wrk Exp-1st Sem	4
Total Major 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 Agriculture Division Chair.

## Skill Certificate in Law Office Clerk/Receptionist

Division: Business

This certificate prepares students for entry-level employment in the field of Law Office Clerk for both state agencies and private law firms. Students completing this certificate will acquire skills in proofreading and processing documents among other tasks.

**PROGRAM OUTCOMES:**

Accurately proofread and process law documents.

**ENTRY LEVEL EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: child support officer positions and law office assistant positions in the state of California and in private law firms.

		Units
1.	REQUIRED CERTIFICATE COURSES:	
A.	COMP 5                      Computer Concepts (4) or COMP 130                Introduction to Personal Computers (4)	4
B.	PARA 102                    Legal Terminology	2
C.	PARA 110                    Legal Ethics, Management & Interviewing and WEXP 193 P            Paralegal Wrk Exp-1st Sem	3 1-4
D.	BUS 293                      Business English (4) or ENGL 1                    College Reading & Composition (4)	4
	Total Certificate Units:	14
E.	Typing certificate within the last 18 months verifying a typing speed of 45 CWPM for 5 minutes.	

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.

## Skill Certificate in Legal Secretary

Division: Business

This certificate prepares students for entry-level employment in the field of law in both state agencies and private law firms. Students completing this certificate will acquire skills in proofreading and processing documents among other tasks. In addition, students will learn how to draft basic legal documents with the use of Judicial Council Computerized forms.

**PROGRAM OUTCOMES:**

- Accurately draft basic legal documents.
- Accurately proofread and process law documents.

**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.

	Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>	
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.	
<b>Total Certificate Units:</b>	<b>17</b>

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.



## Certificate of Achievement in Marketing Management

Division: Business

This certificate prepares students for entry-level employment in the fields of business and industry for profit and not-for-profit organizations. Students completing this certificate will acquire an understanding of product development and pricing, promoting, and distribution strategies.

**PROGRAM OUTCOMES:**

Demonstrate skill in planning and executing a marketing strategy through the development of a comprehensive marketing plan.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: advertising, sales, public relations, event promotion, brand management, marketing, and sports marketing

		Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>		
A. BUS 82	Introduction to Business	3
B. BUS 170	Introduction to Sales	3
C. BUS 174	Marketing Principles	3
D. BUS 181	Intro to Entrepreneur	3
E. BUS 184	Business Communication	3
F. BUS 185	Ethics in Business	3
G. BUS 188	Human Relations in Business	3
H. COMP 5 or COMP 130	Computer Concepts (4) Introduction to Personal Computers	4
I. BUS 112/COMM 112	Public Speaking for Business	4
J. COMP 228	Making the Most of the Internet	1
Required 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 Business Division Chair.

## Skill Certificate in Nursing Assistant

Division: Nursing & Allied Health

Students completing this certificate will acquire skills, knowledge and abilities to receive a certificate permitting practice as a Nursing Assistant. Once students successfully complete NURS 260, they are eligible to take the certification exam given by the State of California Department of Health Services Licensing and Certification.

### PROGRAM OUTCOMES:

- Demonstrate a caring approach that validates the worth and dignity of the client through the effective use of interpersonal processes.
- Utilize knowledge and skills to care for clients experiencing physiological needs, including safety, privacy and comfort, nutritional, regulatory mechanisms, infection control and mobility.
- Utilize knowledge and skills to care for clients experiencing psychological needs for belongingness, communication, self-esteem and self-respect.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: a) hospitals; b) nursing care homes; c) home health settings; d) outpatient settings; and e) senior/assisted living settings.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. NURS 260	Nursing Assistant	6
	Total Certificate Units:	6

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Nursing & Allied Health Division Chair.

## Certificate of Achievement in Ornamental Horticulture

Division: Agriculture

This certificate prepares students for entry-level employment in the field of Ornamental Horticulture. Students completing this certificate will acquire skills and knowledge of plant propagation, pest management, plant identification, and basic ornamental horticulture.

### PROGRAM OUTCOMES:

- Identify and classify plant material, describe its usage, and cultural practices.
- Prepare appropriate growth media for propagation techniques and growing container plant material.
- Communicate with the public and colleagues using a variety of digital applications.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: nursery production, landscape maintenance, parks and recreation, and garden centers.

		Units
1.	<b>REQUIRED CERTIFICATE COURSES:</b>	
A.	AGMT 108            Ag Business Computer Apps	3.5
B.	OH 1                Basic Ornamental Horticulture	3
C.	OH 2                Plant Identification 1	3.5
D.	OH 3                Plant Identification 2	3
E.	OH 104             Nursery Practices	3
F.	OH 105             Plant Propagation	3.5
G.	OH 122             Pests of Ornamentals	3
H.	WEXP 193F        Agriculture Wrk Exp-1st Sem	1
	Total Certificate Units:	23.5
2.	<b>RESTRICTED ELECTIVES: (Select two courses from the following):</b>	
	OH 7                Principles of Landscape Design	3
	OH 106             Landscape Drafting	3
	OH 108             Landscape Construction	3
	OH 109             Landscape Maintenance	3
	OH 110             Turf Grass Management	3
	OH 117             Landscape Irrigation	3
	OH 120             Diseases of Ornamentals	3
	Minimum Restricted Elective Units:	6.5
	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.

## Skill Certificate in Ornamental Horticulture: Retail Nursery Skills Option

Division: Agriculture

Students completing this certificate will acquire basic skills in plant identification and usage, selection, cultural care, and computer applications for work in a retail nursery.

**PROGRAM OUTCOMES:**

- Identify and classify plant material, describe its usage, and cultural practices.
- Prepare appropriate growth media for propagation techniques and growing container plant material.
- Communicate with the public and colleagues using a variety of digital applications.

ENTRY LEVEL EMPLOYMENT OPPORTUNITIES: nursery sales associate, landscape maintenance, garden centers

1. REQUIRED CERTIFICATE COURSES:		Units
A. OH 1	Basic Ornamental Horticulture	3
B. OH 2	Plant Identification 1	3.5
C. OH 3	Plant Identification 2	3
D. OH 104	Nursery Practices	3
Total Certificate Units:		12.5

The Skill Certificate requirements include completion of the certificate courses with a “C” or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.

## Certificate of Achievement in Paralegal

Division: Business

This certificate prepares students for entry-level employment in the field of record keeping, brief writing, law office, legal research, drafting documents, and preparing evidence through the study of legal terminology, legal ethics, legal research, family law, and legal writing. Students completing this certificate will acquire skills for legal writing and research along with business law knowledge. A paralegal is not an attorney and therefore cannot give legal advice or represent another in court except under very limited circumstances provided by law.

### PROGRAM OUTCOMES:

- At the end of this program, students will be given a complex fact pattern in the Research and Writing class and they will use the legal research program lexis.com to conduct legal research and locate legal authority to draft and write a motion.
- At the end of this program, students will be given a complex fact pattern in the Research and Writing class and they will use the legal research program lexis.com as well as the library resources available in the COS library to conduct legal research and locate legal authority to draft and write an internal office memorandum of 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.

		Units
1.	<b>REQUIRED MAJOR COURSES:</b>	
A.	PARA 101 Introduction to Paralegalism	3
B.	PARA 102 Legal Terminology	2
C.	PARA 103 Civil Procedure 1	4
D.	PARA 105 Legal Research & Writing 1	4
E.	PARA 210 Legal Ethics, Management, and Interviewing	3
F.	PARA 233 Probate Procedures	3
G.	PARA 237 Family Law	3
H.	WEXP 193 I Bus & Ind Wrk Exp-1st Sem	2
	Required Certificate Units:	24
2.	<b>RESTRICTED ELECTIVES: (Select a minimum of 6 units from the following)</b>	
	PARA 104 Civil Procedure 2	3
	PARA 194 Paralegal Internship	2
	PARA 232 Wills, Trusts and Elder Law	2
	PARA 236 Administrative Law	3
	BUS 18 Business Law	4
	Only one Administration of Justice course is allowed:	
	AJ 112 Legal Aspects of Evidence	3
	or AJ 115 Criminal Law 2	3
	Restricted Elective Units:	6

(continued on next page)

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.

# Certificate of Achievement in Paralegal

Division: Business

(continued from previous page)

		Units
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
	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.

## Skill Certificate in Pharmacy Technician

Division: Nursing & Allied Health

Students completing this certificate will acquire the employment skills, knowledge, and abilities for an entry level position as a Pharmacy Technician in a retail or hospital pharmacy. After successful program completion, the student is eligible for California State Pharmacy Technician registration. State application fees will apply.

### PROGRAM OUTCOMES:

- Demonstrate cognitive, social, and motor skills, including basic understanding of the sciences, relevant to the role of the pharmacy technician in a variety of practice settings
- Demonstrate cognitive skills to perform math calculations essential to the duties of a pharmacy technician.
- Produce accurate patient-specific and non-patient- specific medications, including non-sterile and sterile compounding, re-packaging and kit preparation
- Apply patient and medication safety practices in all aspects of the pharmacy technician role.
- Demonstrate ethical conduct, and cognitive skills relevant to legal and regulatory requirements and professional standards in all aspects of the pharmacy technician role.
- Demonstrate cognitive and motor skills in the use of basic pharmacy equipment and will accurately weigh, measure, and compound ingredients.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: a) hospital based pharmacy; and b) retail pharmacy.

1. REQUIRED CERTIFICATE COURSES:			Units
A.	PT 210	Introduction to Pharmacy Systems	1
B.	PT 211	Pharmacology for Pharmacy Technicians	3
C.	PT 212	Pharmacy Technician Practice 1	1
D.	PT 220	Pharmacy Technician Practice 2	2
E.	PT 221	Professionalism for Pharmacy Technicians	1
F.	PT 222	Pharmacy Technician Externship	2
Total Certificate Units:			10

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Nursing & Allied Health Division Chair.



## Certificate of Achievement in Plant Science

Division: Agriculture

This certificate prepares students for entry-level employment in the field crop production that will maximize yields as well profits. Students completing this certificate will acquire practical skills and experience in soils, irrigation, weed control, plant diseases and pests, fertilizers, and cultivation of crops.

**PROGRAM OUTCOMES:**

- Describe important modern cultural practices in leading crops which improve quality and maximize yields.
- Identify food and fiber crops in the San Joaquin Valley and their economic importance to the local and state economy.
- Understand the relationships between plant, soil, and water, and their impact on plant health, nutrition and the environment.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: farming, irrigation and crop production, equipment sales, fertilizers, plant protection, and consulting.

	Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>	
A. AG 3                      Economic Entomology	3.5
B. AGMT 108                Ag Business Computer Apps	3.5
C. AG 4                        Soils	3.5
D. PLSI 1                     Introduction to Plant Science	3.5
E. PLSI 106                 Fertilizers and Soil Amendments	3.5
F. WEXP 193 F              Agriculture Wrk Exp-1st Sem	3
Total Certificate Units:	20.5

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 of Achievement in Basic Police Academy (P.O.S.T. Certified)

Division: Special Programs

This certificate prepares students for entry-level employment in the field of full time law enforcement. Students completing this certificate will acquire basic skills including training in firearms, emergency driver’s training, chemical agents, officer survival, community policing, patrol procedures, investigation, traffic enforcement, cultural awareness, and criminal law.

**PROGRAM OUTCOMES:**

- Demonstrate an understanding of the course Learning Domain materials.
- Demonstrate their ability to apply the techniques and knowledge that they acquired in a variety of scenario tests as required by POST.
- Demonstrate competency in combat shooting principles and tactics using a handgun.
- Demonstrate the ability to drive a law enforcement vehicle and demonstrate the ability to safely drive and control the vehicle while operating under emergency response (Code 3) conditions.
- Demonstrate competency in Arrest and Control Techniques, with Pass/Fail scores in the areas of Safety, Awareness, Balance, Control, Controlling Force, Proper Techniques and Verbal Commands Instructions.
- Understand lifetime fitness and nutrition principles as they relate to a successful career in law enforcement.

**EMPLOYMENT OPPORTUNITIES:** Upon successful completion of this certificate, students will be prepared for employment in the following fields: municipal, county and state law enforcement agencies.

	Units
<b>1. REQUIRED CERTIFICATE COURSES:</b>	
A. AJ 200M1                      Basic Police Academy – Module 1	8
B. AJ 200M2                      Basic Police Academy – Module 2	8
C. AJ 200M1                      Basic Police Academy – Module 3	14
<b>Total Certificate Units:</b>	<b>30</b>

- 2. ALL APPLICANTS MUST:**
- Be in good physical health
  - Be certified by a doctor to participate in a strenuous physical activity program
  - Have a high school diploma (GED)
  - Be over 18 years of age
  - Have no felony convictions
  - Pass the academy pretest
  - Have a California Department of Justice Fingerprint Clearance to possess a firearm

**Prerequisite:** Passing score on the P.O.S.T Entry Level Reading and Writing Test. This is a standardized examination administered at the college for no charge by the State of California Commission on Peace Officer’s Standards and Training.

A material fee is charged in addition to normal college fees. Interested persons should contact the law enforcement training department, (559) 730-3752, prior to registering for the course and for details of the application process.

The Certificate of Achievement requirements include completion of the certificate courses with a “C” or better grade in each course. Required and support courses may be substituted with the approval of the Special Programs Division Chair.

## Skill Certificate in Programmable Logic Controllers

Division: Industry & Technology

Students completing this certificate will acquire hydraulic, pneumatic and motor skills.

### PROGRAM OUTCOMES:

- Design or interpret a Programmable Logic program.
- Write new programs or effect changes to existing programs.
- Write new PLC programs.
- Effect changes to existing PLC programs.
- Diagnose fault codes for programs.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: PLC Controls Engineer, Maintenance Technician.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. ITEC 274	Elec Motor Contrl/Prog Contr	2
B. ITEC 276	Adv Prog Logic Controllers	3
Total Certificate Units:		5

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in Tactile Mechanical Drafting

Division: Industry & Technology

Students completing this certificate will acquire tactile (by hand) mechanical drafting knowledge and skills, i.e. creating and analyzing documents related to manufacturing applications (2D & 3D).

**PROGRAM OUTCOMES:**

At the end of this program, students will be able to create and analyze documents related to tactile (by hand) mechanical drafting.

**ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:** Entry-level manufacturing Tactile Draftsperson. [www.cos.edu/architecture](http://www.cos.edu/architecture)

Note: Other related certificates are offered through the Architecture Department.

		Units
1.	REQUIRED CERTIFICATE COURSES:	
A.	DRFT112            Mechanical Drafting 1	3
B.	DRFT113            Mechanical Drafting 2	3
	Total Certificate Units:	6

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.

## Skill Certificate in Water & Wastewater Treatment

Division: Industry & Technology

Students completing this certificate will acquire knowledge and skills related to treating domestic drinking water and wastewater prior to disposal and/or reuse, related science and mathematics concepts, and preparing for the California State Certification by Department of Public Health (Grade T1 and T2) and California State Water Resources Control Board Certification (Grade 1 and 2).

### PROGRAM OUTCOMES:

- Demonstrate a basic understanding of water and wastewater treatment principles, operations and maintenance considerations and water and wastewater related mathematics.
- Achieve the educational requirements necessary associated with prerequisites for water and wastewater industry examinations and/or certification.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: Water Treatment Plant Operator, Water Distribution System Operator, or Wastewater Treatment Plant Operator.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A.	ITEC 220            Water Treatment Fundamentals	3
B.	ITEC 221            Wastewater Treatment Fundamentals	3
Total Certificate Units:		6

The Skill Certificate 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 of Achievement in Welding Technology

Division: Industry & Technology

This certificate prepares students for entry-level employment in the fields of welding and fabrication, both locally and internationally. Employment can be found in local fabrication shops, oil industry, large manufacturing and automotive and ship building industries. Students completing this certificate will acquire entry level skills in; shielded metal arc, gas metal arc, gas tungsten metal arc, oxy fuel welding, oxy fuel cutting skills. Completion of this certificate can be enhanced for industry standards by students completing and passing American Welding Society certifying tests. Students will know basic metallurgy, blueprint design and reading as well as the scientific principles of welding.

**PROGRAM OUTCOMES:**

- Adjust, operate and troubleshoot shielded metal arc welding, gas welding, gas tungsten arc welding, oxyfuel welding and cutting apparatuses to industry standards.
- Choose the correct joint prep process for the weld metal joints and complete that joint prep to industry standards.
- Perform groove, lap, fillet and seam welds using SMAW, GTAW and OFW apparatuses to industry standards.
- Produce simple effective orthographic drawings used for cutting, fit-up and welding of metal weldments. These drawings shall include the use of the American Welding Society welding symbols. All drawings shall be done to industry standards.

**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.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A.	AGTC 210 or WELD 276	Ag Project Construction (3.5) Metal Fabrication (3.5) <span style="float: right;">3.5</span>
B.	WELD 161	Oxyacetylene Welding <span style="float: right;">4</span>
C.	WELD 162	Shielded Metal Arc Welding <span style="float: right;">4</span>
D.	WELD 171	Advanced Welding <span style="float: right;">4</span>
E.	WELD 172	Gas Tungsten Arc Welding <span style="float: right;">4</span>
F.	WELD 181	Blueprint Reading/Metallurgy <span style="float: right;">3</span>
G.	WEXP 193 F	Agriculture Wrk Exp-1st Sem <span style="float: right;">1</span>
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.

## Skill Certificate in Word Processing

Division: Business

Students completing this certificate will acquire skills in keyboarding, word processing, business English, and business communication.

### PROGRAM OUTCOMES:


Accurately word process business documents using appropriate communication and English skills.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: administrative assistant, medical office assistant, clerk typist, receptionist, and word processing operator.

		Units
1.	REQUIRED CERTIFICATE COURSES:	
A.	BUS 184 Business Communication	3
B.	BUS 271 College Keyboarding Level 2 (3) or COMP 136 Word Processing (3)	3
C.	BUS 293 Business English	4
D.	COMP 140 Computer Operating Systems	3
E.	COMP 228 Make the Most of the Internet	1
	Total Required Certificate Units:	14
2.	RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following):	
	BUS 82 Introduction to Business	3
	BUS 100 Career Strategies	3
	BUS 188 Human Relations in Business	3
	BUS 268 Electronic Calculating	2
	BUS 270 College Keyboarding, Level 1	3
	COMP 220 Essential Computer Concepts	2
	COMP 227 Presentation Software	1.5
	COMP 229 Web Page Design and Development	3
	Minimum Restricted Elective Units:	3
	Total Certificate Units:	17

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.





Course  
Descriptions

## Course Numbering System at College of the Sequoias

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

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

### Course Numbers Explanation

- |         |   |
|---------|---|
| 1-99    | Courses accepted by the University of California System (See UC Transfer Course List for unit limitations). For specific course articulation (equivalency), consult <a href="http://www.assist.org">www.assist.org</a> , the Counseling Office or the Transfer Center.              |
| 1-199   | Courses accepted by the California State University system and most other four-year colleges and universities. For specific course-to-course articulation (equivalency), consult <a href="http://www.assist.org">www.assist.org</a> , the Counseling Office or the Transfer Center. |
| 200-299 | Associate degree applicable. Although not intended for university transfer, these courses may be accepted by some colleges in certain majors, especially if provided for in an articulation agreement.  |
| 300-399 | College credit, non-degree applicable and basic skill courses. Effective Summer Semester, 2008, students enrolled in the 300 series (course number) of classes will be graded on an "A," "B," "C," and "Pass/No Pass" basis.  |
| 400     | Non--credit, general courses  |

# COLLEGE OF THE SEQUOIAS

## STATEWIDE CHANGES TO REPEATABILITY OF ACTIVITY COURSES IN FINE ARTS AND PE FALL 2013

**PRIOR TO FALL 2013** students could take courses such as:

PE 004AD four times / ART 121AC three times / DRAM 012AB two times

**BEGINNING FALL 2013** nearly all activity courses in Fine Arts and PE such as those identified above will no longer be offered as repeatable.

PE 004AD will be replaced with PEAC 074, 075, & 076

ART 121AC will be replaced with ART 121 & 122

DRAM 12AB will be replaced with only DRAM 012

Intercollegiate Athletics courses and some Music courses necessary for transfer programs will remain repeatable. All others courses will be offered as one time enrollment courses.

**FAMILIES OF COURSES:** New regulations define groups of activity courses related in content as “Families of Courses”. For example, all weight training courses are part of the “Weight Training Family”. The regulations have eliminated repeatability of all courses in PE, Drama, Art, and most Music courses. Students can enroll in a series of activity courses that are related in content a maximum of four times (see examples on reverse side). A family of courses may include more than four courses, but students are limited to a maximum of four courses in any family. Further, all grades, including “W”s, will count toward the four course enrollment limitation and for computing the GPA.

**ENROLLMENT LIMITATIONS:** Students will be limited to taking a maximum of four courses in any one family, and repeatable courses that are related in content and taken prior to FALL 2013 will count toward the four course limitation. Since this enrollment limitation is retroactive, old repeatable courses will be identified as part of the new Families of Courses. For example, PE 004AD, PEAC 074, 075, & 076 are all part of the Weight Training Family. A student who previously enrolled in PE 004AD twice can only take two more courses in the family; a student who previously enrolled in PE 004AD four times may not take any additional courses in the family.

### COURSE REPETITION TO ALLEVIATE SUBSTANDARD GRADES:

Students can repeat Art, Drama, Music, and PE courses that are included in Families of Courses in which a “NP”, “D”, “F” grade was earned or “W” was assigned; however, all enrollments count toward the 4 enrollment maximum for each family of courses. Students can still repeat non-activity courses such as math and history courses in which a “NP”, “D”, “F” grade was earned or “W” was assigned.

## FAMILIES OF COURSES BY DEPARTMENT

Students are limited to taking a maximum of four courses in any one family. However, students cannot take a new course if they have previously enrolled in an equivalent old repeatable course as indicated in the following tables.

### DEPARTMENT: ART

#### CERAMICS FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
ART 17AD (3-12 units) Handbuilding Ceramics	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 61 (3 units) Beginning Handbuilding Ceramics
	NO EQUIVALENT MAY ENROLL	ART 162 (3 units) Intermediate Handbuilding Ceramics
ART 18AD (3-12 units) Wheel Thrown Ceramics	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 63 (3 units) Beginning Wheel-Thrown Ceramics
	NO EQUIVALENT MAY ENROLL	ART 164 (3 units) Intermediate Wheel-Thrown Ceramics

#### DESIGN FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
Art 6 (3 UNITS) Color and Design	SAME COURSE – NO CHANGES	Art 6 (3 units) Color and Design
ART 7 (3 units) Advanced Color and Design	SAME COURSE – NO CHANGES	ART 7 (3 units) Advanced Color and Design
ART 32AD (3-12 units) 3-D Design	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 32 (3 units) Beginning 3-D Design
	NO EQUIVALENT MAY ENROLL	ART 133 (3 units) Intermediate 3-D Design

#### DIGITAL FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
ART 23AD (3-12 units) Macintosh Basics for Artists	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 23* (3 units) Macintosh Basics for Artists
ART 25AD (3-12 units) Digital Imaging for Artists	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 25 (3 units) Digital Imaging for Artists
ART 126AD (3-12 units) Digital Painting	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 126 (3 units) Digital Painting
ART 130AC (3-9 units) Digital Printmaking	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 130 (3 units) Digital Printmaking

**DRAWING FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
ART 8 (3 units) Drawing Fundamentals	SAME COURSE – NO CHANGES	ART 8 (3 units) Drawing Fundamentals
ART 9 (3 units) Drawing Composition	SAME COURSE – NO CHANGES	ART 9 (3 units) Drawing Composition
ART 10AD (3-12 units) Figure Drawing	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 49 (3 units) Beginning Figure Drawing
	NO EQUIVALENT MAY ENROLL	ART 150 (3 units) Inter. Figure Drawing

**GLASS FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
ART 119AD (3-12 units) Stained Glass Design	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 119 (3 units) Beginning Stained Glass Design
	NO EQUIVALENT MAY ENROLL	ART 120 (3 units) Inter. Stained Glass Design

**MUSEUM/GALLERY STUDIES FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
ART 111AD (3-12 units) Exhibition Design Gallery	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 111 (3 units) Beginning Gallery Exhibition
	NO EQUIVALENT MAY ENROLL	ART 112* (3 units) Intermediate Gallery Exhibition

**PAINTING FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
ART 13AD (3-12 units) Studio Painting	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 43 (3 units) Beginning Studio Painting
	NO EQUIVALENT MAY ENROLL	ART 144* (3 units) Intermediate Studio Painting
ART 212AD (3-12 units) Painting/ Photographic Realism	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 212 (3 units) Beginning Photorealism
	NO EQUIVALENT MAY ENROLL	ART 213 (3 units) Intermediate Photorealism

## PRINTMAKING FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
ART 121AC (3-9 units) Serigraphy/ Screen Printing	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 121 (3 units) Begin Screen Printing
	NO EQUIVALENT MAY ENROLL	ART 122 (3 units) Inter Screen Printing (new)
ART 128AD (3-12 units) Lithography	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 176 (3 units) Begin Stone Lithography
	NO EQUIVALENT MAY ENROLL	ART 177 (3 units) Inter Stone Lithography
ART 129AD (3-12 units) Aluminum Plate Lithograph	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 178 (3 units) Begin Plate Lithography
	NO EQUIVALENT MAY ENROLL	ART 179 (3 units) Inter Plate Lithography
ART 15 (3 units) Begin Printmaking	SAME COURSE – NO CHANGES	ART 15 (3 units) Begin Printmaking
ART 16AC (3-9 units) Advanced Printmaking	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 16 (3 units) Inter Printmaking

## SCULPTURE FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
ART 11AD (3-12 units) Sculpture	EQUIVALENT MAY NOT ENROLL IN BOTH	Art 66 (3 units) Beginning Sculpture
	NO EQUIVALENT MAY ENROLL	ART 167 (3 units) Intermediate Sculpture
ART 101AD (3-12 units) Introduction to Studio Arts	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 141 (3 units) Beginning Studio Arts
	NO EQUIVALENT MAY ENROLL	ART 142 (3 units) Intermediate Studio Arts

## DEPARTMENT: DANCE

## BALLET DANCE FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
DANC 8AD (1-4 units) Beginning Ballet	EQUIVALENT MAY NOT ENROLL IN BOTH	DANC 50 (1 unit) Ballet 1
	NO EQUIVALENT MAY ENROLL	DANC 151* (1 unit) Ballet 2

## MODERN DANCE FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
DANC 10AD (1-4 units) Modern Dance	EQUIVALENT MAY NOT ENROLL IN BOTH	DANC 54* (1 unit) Modern Dance 1
	NO EQUIVALENT MAY ENROLL	DANC 155* (1 unit) Modern Dance 2

## JAZZ DANCE FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
DANC 12AD (1-4 units) Jazz Dance	EQUIVALENT MAY NOT ENROLL IN BOTH	DANC 58* (1 unit) Jazz Dance 1
	NO EQUIVALENT MAY ENROLL	DANC 159* (1 unit) Jazz Dance 2

## TAP DANCE FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
DANC 16AD (1-4 units) Beginning Tap Dancing	EQUIVALENT MAY NOT ENROLL IN BOTH	DANC 62* (1 unit) Tap Dancing 1
	NO EQUIVALENT MAY ENROLL	DANC 163* (1 unit) Tap Dancing 2

## CURRENT TRENDS DANCE FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
	NO EQUIVALENT MAY ENROLL	DANC 170* (1 unit) Hip Hop
	NO EQUIVALENT MAY ENROLL	DANC 171* (1 unit) Dance Crew



## CHOREOGRAPHY FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
DANC 6AD (1-4) Choreography	EQUIVALENT MAY NOT ENROLL IN BOTH	DANC 80* (1 unit) Choreography
	NO EQUIVALENT MAY ENROLL	DANC 181* (1 unit) Studies in Choreography
	NO EQUIVALENT MAY ENROLL	DANC 185* (1 unit) Dance Production 1
	NO EQUIVALENT MAY ENROLL	DANC 186* (1 unit) Dance Production 2

## MUSICAL DANCE FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
DANC 41AD (2-8 units) Musical Theatre Performance-Dance	EQUIVALENT MAY NOT ENROLL IN BOTH	DANC 41* (2 unit) Musical Theatre Performance Dance 1
	NO EQUIVALENT MAY ENROLL	DANC 42* (2 unit) Musical Theatre Performance Dance 2

# DEPARTMENT: DRAMA

## ACTING FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
DRAM 2 (3 units) Fundamentals of Acting 1	SAME COURSE – NO CHANGES	DRAM 2 (3 units) Fundamentals of Acting 1
DRAM 3 (3 units) Fundamentals of Acting 2	SAME COURSE – NO CHANGES	DRAM 3 (3 units) Fundamentals of Acting 2
DRAM 4 (3 units) Intermediate Acting 1	SAME COURSE – NO CHANGES	DRAM4 (3 units) Intermediate Acting 1
DRAM 5 (3 units) Intermediate Acting 2	SAME COURSE – NO CHANGES	DRAM 5 (3 units) Intermediate Acting 2

## MAKEUP/COSTUMING FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
DRAM 17AB (3-6 units) Makeup	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 17 (3 units)Makeup
DRAM 12AB (3-6 units) Costuming	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 12 (3 units) Costuming

## MUSICAL FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
DRAM 20AD (3-12 units) Musical Theatre Rehearsal & Performance	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 20* (3 units) Musical Theatre

## REHEARSAL AND PERFORMANCE FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
DRAM 19AD (3-12 units) Rehearsal and Performance 1	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 19* (2 units) Rehearsal and Performance 1
DRAM 21AD (3-12 units) Rehearsal and Performance 2	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 21* (2 units) Rehearsal and Performance 2

## STAGECRAFT FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
DRAM 13AB (3-6 units) Beginning Stagecraft	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 13* (3 units) Beginning Stagecraft
DRAM 14AB (3-6 units) Intermediate Stagecraft	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 14* (3 units) Intermediate Stagecraft

**STAGE LIGHTING FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
DRAM 15AB (3-6 units) Beginning Stage Lighting	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 15* (3 units) Beginning Stage Lighting
DRAM 16AB (3-6 units) Intermediate Stage Lighting	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 16* (3 units) Intermediate Stage Lighting

**STAGE MOVEMENT FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
DRAM 30AB (3-6 units) Stage Movement / Stage Combat	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 30* (3 units) Stage Movement / Stage Combat

**STUDENT PRODUCTION FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
DRAM 22AD (3-12 units) One Act Play Production	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 22* (3 units) Play Production

**DEPARTMENT: MUSIC****CHAMBER ENSEMBLE FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
MUS 36AD (2-8 units) Chamber Singers	EQUIVALENT MAY NOT ENROLL IN BOTH	MUS 36* (2 units) Chamber Singers-Renaissance
	NO EQUIVALENT MAY ENROLL	MUS 137* (2 units) Chamber Singers-Classical
	NO EQUIVALENT MAY ENROLL	MUS 138* (2 units) Chamber Singers-Romantic
	NO EQUIVALENT MAY ENROLL	MUS 139* (2 units) Chamber Singers-20 <sup>th</sup> Century

**CLASSROOM INSTRUMENTAL FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
MUS 60AD (2-8 units) Beginning Brass Instruments	EQUIVALENT MAY NOT ENROLL IN BOTH	MUS 60 (2 units) Brass Musical Instruments
MUS 62AD (2-8 units) Beginning Woodwind Instruments	EQUIVALENT MAY NOT ENROLL IN BOTH	MUS 62 (2 units) Woodwind Instruments

**CLASSROOM VOICE FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
MUS 30AD (2-8 units) Beginning Voice	EQUIVALENT MAY NOT ENROLL IN BOTH	MUS 30 (2 units) Beginning Voice
MUS 31AD (2-8 units) Intermediate Voice	EQUIVALENT MAY NOT ENROLL IN BOTH	MUS 31 (2 units) Intermediate Voice

**COMMERIAL MUSIC FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
MUS 226AD (2-8) Computerized Audio 1: MIDI	EQUIVALENT MAY NOT ENROLL IN BOTH	MUS 226* (2 units) Computerized Audio 1: MIDI
MUS 227AD (2-8) Computerized Audio Production 2	EQUIVALENT MAY NOT ENROLL IN BOTH	MUS 227* (2 units) Computerized Audio Production 2

**MUSIC THEATRE FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
MUS 91AD (2-8 units) Music Theatre Orchestra	EQUIVALENT MAY NOT ENROLL IN BOTH	MUS 91 (2) Music Theatre Orchestra
MUS 97AD (2-8 units) Music Theater Voice	EQUIVALENT MAY NOT ENROLL IN BOTH	MUS 97 (2-8 units) Music Theater Voice

**RECORDING ARTS FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
MUS 281 (2 units) Recording Arts 1	SAME COURSE – NO CHANGES	MUS 281 (2 units) Recording Arts 1
MUS 282 (3 units) Recording Arts 2	SAME COURSE – NO CHANGES	MUS 282 (3 units) Recording Arts 2

## DEPARTMENT: PHYSICAL EDUCATION

## AEROBICS FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
PE 1AD (1-4 units) Aerobic Conditioning	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 1 (1 unit) Aerobic Conditioning
PE 2AD (1-4 units) Non-Impact Aerobics	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 2* (1 unit) Non-Impact Aerobics
	NO EQUIVALENT MAY ENROLL	PEAC 3 (1 unit) Step Aerobics
	NO EQUIVALENT MAY ENROLL	PEAC 4 (1 unit) Circuit Training

## AQUATICS FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
PE 25AD (1-4 units) Basic Swimming	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 8 (1 unit) Beginning Swimming
PE 26AD (1-4 units) Swimming for Fitness	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 11 (1 unit) Swim for Fitness
	NO EQUIVALENT MAY ENROLL	PEAC 9 (1 unit) Intermediate Swimming
	NO EQUIVALENT MAY ENROLL	PEAC 10 (1 unit) Advanced Swimming

## BASEBALL FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
PE 010AD (1- 4 units) Fundamentals	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 015* (1 unit) Fundamentals
PE 012AD (1- 4 units) Advanced	NOT EQUIVALENT MAY ENROLL IN BOTH	PEAC 017* (1 unit) Techniques (new course)
PE 029AD (1- 4 units) Conditioning	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 016* (1 unit) Conditioning

## BASKETBALL FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
PE 14AD (1-4 units) Basketball	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 21 (1 unit) Beginning Basketball
	NO EQUIVALENT MAY ENROLL	PEAC 22 (1 unit) Intermediate Basketball

**CHEER FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
PE 42AD (2-8 units) Varsity Performance/Pep Squad/Flag	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 60* (2 units) Varsity Performance 1
	NO EQUIVALENT MAY ENROLL	PEAC 61* (2 units) Varsity Performance 2
PE 243AD (1-4 units) Conditioning for Pep Squad	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 262* (1 unit) Cheer Fitness 1
	NO EQUIVALENT MAY ENROLL	PEAC 263* (1 unit) Cheer Fitness 2

**FOOTBALL FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
PE 15AD (1-4 units) Fundamentals of Football	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 25* (1 unit) Beginning Football
PE 16AD (1-4 units) Conditioning for Football	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 26* (1 unit) Intermediate Football

**MECHANICS OF MOVEMENT FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
	NO EQUIVALENT MAY ENROLL	PEAC 30* (1 unit) Joint Mobility and Fitness

**MIND/BODY WELLNESS FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
PE 6AD (1-4 unit) Stretch and Tone	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 36 (1 unit) Stretch and Tone
PE 44AD (1-4 units) Pilates Mat Class	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 37 (1 unit) Pilates
PE 46AD (1-4) Yoga	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 38 (1 unit) Intro to Yoga
	NO EQUIVALENT MAY ENROLL	PEAC 39 (1 unit) Hatha Yoga Fundamentals

**SOCCER FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
PE 21AD (1-4 units) Soccer	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 42 (1 unit) Beginning Soccer



**SOFTBALL FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
PE 24AD (1-4 units) Conditioning for Softball	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 47* (1 unit) Intermediate Women's Softball
	NO EQUIVALENT MAY ENROLL	PEAC 46* (1 unit) Beginning Women's Softball
	NO EQUIVALENT MAY ENROLL	PEAC 48* (1 unit) Advanced Women's Softball

**TENNIS FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
PE 30AB (1-2 units) Beginning Tennis	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 52 (1 unit) Beginning Tennis
PE 31AB (1-2 units) Advanced Tennis	NOT EQUIVALENT MAY ENROLL IN BOTH	PEAC 53 (1 unit) Intermediate Tennis

**TRACK AND FIELD FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
PE 9AD (1-4 units) Condition for Track & Field	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 56 (1 unit) Beginning Track and Field

**VOLLEYBALL FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
PE 34AB (1-2 units) Beginning Volleyball	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC64 (1 unit) Beginning Volleyball
PE 35AB (1-2 units) Advanced Volleyball	NOT EQUIVALENT MAY ENROLL IN BOTH	PEAC 65 (1 unit) Intermediate Volleyball

**WALK/JOG FITNESS FAMILY:**

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
PE 3AD (1-4 units) Walk/Jog for Aerobic Fitness	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 70 (1 unit) Walk/Jog
	NO EQUIVALENT MAY ENROLL	PEAC 68 (1 unit) Beginning Fitness Walking
	NO EQUIVALENT MAY ENROLL	PEAC 69 (1 unit) Intermediate Fitness Walking
	NO EQUIVALENT MAY ENROLL	PEAC 71 (1 unit) Interval Training

## WEIGHT TRAINING FAMILY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
PE 4AD (1-4 units) Weight Training	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 74* (1 unit) Beginning Weight Training
PE 5AB (2-4 units) Advanced Strength/Body Building Principles	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 76* (1 unit) Advanced Weight Training
	NO EQUIVALENT MAY ENROLL	PEAC 75* (1 unit) Intermediate Weight Training

## ACCOUNTING

### ACCT 001 Financial Accounting 4

Hours: 4 Lecture/Discussion

This course introduces students to fundamental business organization, recording of business financial activities, accounting statements preparation, interrelationships, and the analysis of financial activities for business entities with an emphasis on accounting for corporations. This course is approved for distance education format.

### ACCT 002 Managerial Accounting 4

Hours: 4 Lecture/Discussion

This is a second semester transfer-level course, which studies managerial control, job and process costing, activity based costing, standard costs, planning cost accumulation and capital budgeting and planning technique, and other measuring and reporting methods. This course is approved for distance education format.

**Prerequisites:** ACCT 001 or equivalent college course with “C” or better.

### ACCT 101 Essentials of Accounting 5

Hours: 5 Lecture/Discussion

ACCT 101 is an introduction to accounting for business and accounting students not planning to transfer to a four-year college or for non-business transfer majors. Students will learn accounting principles and practices including the effects of transactions, adjusting, closing, and reversing entries on the assets, liabilities, and owner’s equity elements of business entities.

### ACCT 210 Computer Accounting 3

Hours: 3 Lecture/Discussion

This course introduces computer-based accounting packages, QuickBooks, to handle “General Ledger” accounting for a business. It is recommended for people engaged in accounting aspects for all types of business entities. Advisory on Recommended Preparation: ACCT 1 or equivalent college course with “C” or better or ACCT 101 or equivalent college course with “C” or better.

### ACCT 282 Individual Income Tax 5

Hours: 5 Lecture/Discussion

A study of the Federal and California income tax laws that apply to the individual taxpayer. The requirements for becoming a licensed tax preparer and the rules and regulations governing licensed tax preparers are also included. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts.

## ADMINISTRATION OF JUSTICE

### AJ 011 Intro to Criminal Justice 3

Hours: 3 Lecture/Discussion

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

### AJ 013 Community Relations 3

Hours: 3 Lecture/Discussion

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics include but are not limited to consenting and conflicting values in culture, religion, law

and contemporary community policing models including community oriented policing and problem solving. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with “C” or better

### AJ 014 Criminal Law 1 3

Hours: 3 Lecture/Discussion

This course offers an analysis of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crimes, the definitions of common and statutory law, and the nature of acceptable evidence. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a “C” or better, or eligibility for ENGL 1 as determined by COS Placement Procedures

### AJ 025 Constitutional Law 3

Hours: 3 Lecture/Discussion

**Equivalent Course:** BUS 025, GOVT 025.

Students will apply logic and critical thinking to written and oral communication in the study of the fundamental rights of all citizens as protected by the United States Constitution. Case studies will be used as examples of the application of law. Students will be required to write a total of 6,000 to 8,000 words. This course is approved for Distance Education.

**Prerequisites:** ENGL 251 or equivalent college course with “C” or better or eligibility as determined by COS placement procedures.

### AJ 045 Terrorism and Freedom 3

Hours: 3 Lecture/Discussion

**Equivalent Course:** AJ 145.

This course is a study of terrorism including types, tactics and trends. The course also covers the history of freedom, its meaning today and the balance of individual rights and public order. The Patriot Act and its effects on the safety and freedom of the American citizen today are also examined. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a “C” or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

### AJ 111 Communications 3

Hours: 3 Lecture/Discussion

This course covers techniques of communication facts, information in corrections and probation law enforcement reports, letters, memoranda, and directives. Practical experience is offered in note taking, report writing and presentation of courtroom testimony. Emphasis is on terminology used in criminal justice and corrections.

**Prerequisites:** ENGL 251 or equivalent college course with “C” or better or eligibility as determined by COS placement procedures.

### AJ 112 Legal Aspects of Evidence 3

Hours: 3 Lecture/Discussion

The origin, development, philosophy, constitutional and procedural basis of evidence; judicial decisions and statutory rules of evidence governing the admissibility of testimony, writings and material objects.

### AJ 113 Juvenile Laws & Procedures 3

Hours: 3 Lecture/Discussion

This course is an examination of the origin, development, and organization of the Juvenile Justice System as it evolved in the American Justice System. The course explores the theories that focus on Juvenile Law, courts and processes, and the constitutional protections extended to juveniles administered in the American Justice System. This course is useful to students entering the juvenile justice system and those already employed in the system. Advisories on Recommended Preparation: ENGL 251 and AJ 011 or equivalent college courses with “C” or better

**AJ 114 Juvenile Delinquency 3**  
 Hours: 3 Lecture/Discussion  
 This is an introductory course designed to explore the concept of juvenile delinquency. Emphasis is on defining delinquency, identifying delinquents, examining theories of causation, identifying institutions for delinquents and identifying community-based programs designed to prevent delinquency.  
**Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**AJ 115 Criminal Law 2 3**  
 Hours: 3 Lecture/Discussion  
 An in-depth study of the substantive criminal laws commonly enforced by California state, county and municipal law enforcement officers. The course provides a complex analysis of both state law, as created by the legislature, and case law as defined in state and federal appellate court decisions. This course is approved for distance education format.

**AJ 117 Correction/Counseling 3**  
 Hours: 3 Lecture/Discussion  
 An Administration of Justice course designed for students who are either employed in a law enforcement/corrections setting or intend to pursue a career in this field. A foundation course which includes areas of professional ethics, psycho-diagnostic procedures in counseling, critical thinking and communication skills. Advisory on recommended preparation: AJ 11 or an equivalent college course with "C" or better; and English 251 or equivalent college course with "C" or better, or eligibility for English 1 determined by COS Placement Procedures.

**AJ 118 Criminal Investigation 3**  
 Hours: 3 Lecture/Discussion  
 This course examines the basic principles of criminal investigation. Topics include the crime scene, physical evidence identification, collection and preservation. It will also cover investigative techniques, patterns, modus operandi, the management of the investigation and concepts related to the prevention and suppression of crime.

**AJ 119 Criminal Identification 3**  
 Hours: 3 Lecture/Discussion  
 This course provides an introduction to the role of forensics in criminal investigations. It examines the methods used in the forensic analysis of crime scenes, pattern evidence, firearms, questioned documents and controlled substances.

**AJ 121 Introduction to Corrections 3**  
 Hours: 3 Lecture/Discussion  
 An overview of history and trends in United States corrections. The course will cover the incarceration, probation and parole, including the offender's perspective. Issues relating to men, women, and juvenile offenders are explored.  
**Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**AJ 123 Criminal Justice Ethics 3**  
 Hours: 3 Lecture/Discussion  
 This course allows students the opportunity to explore ethical issues in the field of criminal justice through analysis and critical thinking and apply these concepts to both their professional and personal lives. This course is approved for Distance Education format.  
 Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**AJ 130 Legal Aspects of Corrections 3**  
 Hours: 3 Lecture/Discussion  
 This course provides the student with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course material will broaden the individual's perspective of the corrections environment, the civil rights of prisoners and responsibilities and liabilities of corrections staff.  
**Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**AJ 200M1 Basic Police Academy, Module 1 8**  
 Hours: 9.25 Lecture/Discussion  
 3.0 Lab  
**Materials Fee: \$21.50**

This is the first module of a three-module series leading to completion of the POST Certified Basic Police Academy. Because this course requires strenuous running, lifting, and range of motion activities, students should be free of any medical or physical conditions which could be aggravated by participating in the course. Students must participate fully.  
 Limitation on Enrollment: Passing score on the POST Entry Level Reading and Writing Test; High School diploma or ED; No felony convictions; Valid California Driver's License; Recent medical clearance by a licensed physician; Fingerprint clearance from the California Department of Justice; Possession of all required equipment, uniforms, supplies and materials; Payment of all enrollment, material and subsidiary fees.

**AJ 200M2 Basic Police Academy, Module 2 8**  
 Hours: 12.75 Lecture/Discussion  
 3.5 Lab  
**Materials Fee: \$4.00**

This is the second module of a three-module series leading to completion of the Basic Police Academy. Students who complete this module may be appointed as Level II Reserve Peace Officers. This module will provide advanced training in California criminal law, search and seizure, presentation of evidence; and intermediate-level training in firearms, arrest and control techniques, and investigative report writing. Because this course requires strenuous running, lifting, reaching, falling and range of motion activities, students should be free of any medical or physical conditions which could be aggravated participating in the course. Student must participate fully in order to successfully complete the course.

Limitation on Enrollment: Passing score on the POST Entry Level Reading and Writing test; High school diploma or G.E.D.; No felony convictions; Valid California Driver's License; Recent medical clearance by a licensed physician; Recent fingerprint clearance from the California Department of Justice; Possession of all required equipment, uniforms, supplies and materials; Payment of all enrollment, material and subsidiary fees; Satisfactory completion of AJ 200 Module 1 or equivalent college level courses; Current certification in First Aid and CPR training requirements for public safety personnel as prescribed by the State of California Emergency Medical Services Authority and set forth in the California Code of Regulations, Title 22, Division 9, Chapter 1.5, Sections 10005-100028; Current certification (within the last 3 years) in PC 832 Training requirements.

**Prerequisites: AJ 200M1 or equivalent college course with "D" or better.**

**AJ 200M3 Basic Police Academy, Module 3 14**  
 Hours: 18.5 Lecture/Discussion  
 5 Lab  
**Materials Fee: \$5.50**

This is the third module of a three-module series leading to completion of the Basic Police Academy. Students who complete this module may be appointed as either full-time Peace Officers or Level 1 Reserve

Peace Officers. This module will provide advanced training in such skill areas as firearms, arrest and control techniques, preliminary investigation, investigative report writing, emergency vehicle operations, and traffic enforcement. Exercise and scenario testing are prominent in this module. Because this course requires strenuous running, lifting, reaching, falling and range of motion activities, students should be free of any medical or physical conditions which could be aggravated by participating in the course. Students must participate fully in order to successfully complete the course.

Limitation on Enrollment: Passing score on the POST Entry Level Reading and Writing test; High school diploma or G.E.D.; No felony convictions; Valid California Driver's License; Recent medical clearance by a licensed physician; Recent fingerprint clearance from the California Department of Justice; Possession of all required equipment, uniforms, supplies and materials; Payment of all enrollment, material and subsidiary fees; Satisfactory completion of AJ 200 Modules 1 and 2, or equivalent college-level courses; Current certification in First Aid and CPR training requirements for public safety personnel as prescribed by the State of California Emergency Medical Services Authority and set forth in the California Code of Regulations, Title 22, Division 9, Chapter 1.5, Sections 10005-100028; Current certification (within the last 3 years) in PC 832 Training requirements

**Prerequisites:** AJ 200M1 and AJ 200M2 or equivalent college courses with "D" or better.

**AJ 213 Interview & Interrogation 1.5**  
Hours: 1.5 Lecture/Discussion  
**Materials Fee: \$7.00**

**Equivalent Course: AJ 213AB.**

This course presents practical approaches and techniques for conducting interviews and interrogations for people interested in a career in the public safety professions. The course will end with practical application and scenario testing.

Limitation on Enrollment: Students enrolling in this course shall be in active law enforcement service.

**AJ 214 Arrest & Control Techniques .5**  
Hours: 1.5 Lab  
**Materials Fee: \$7.00**

**Equivalent Course: AJ 214AC.**

This course presents an optimal set of techniques to physically subdue unarmed, but violently resisting persons. The instruction methods are a blend of martial arts and wrestling techniques. All are designed and taught to involve the minimal use of force needed to accomplish control.

Limitation on Enrollment: Students enrolling in this course should be in active law enforcement services.

**AJ 215 Drug Symptomology 1**  
Hours: 1 Lecture/Discussion  
.5 Lab  
**Materials Fee: \$14.00**

This course addresses the signs, symptoms, packaging and concealment of opiates and other illicit drugs. It also discusses the physical and psychological effects of narcotics. The course will conclude with discussions of clandestine laboratories and courtroom testimony.

Limitation on Enrollment: Students enrolling in this course shall be in active law enforcement service.

**AJ 219 Police Patrol Procedures 3**  
Hours: 3 Lecture/Discussion  
**Equivalent Course: AJ 110.**

This course is the study of basic patrol techniques including stopping, arresting and handcuffing criminal suspects; methods of police patrol

and observations; handling disputes and crisis intervention, community policing, and crimes in progress. Formerly AJ 110.

## AERONAUTICS

**AERO 210 Private Pilot License Training 7**  
Hours: 6 Lecture/Discussion  
3 Lab

The completion of this course will lead to issuance of a private pilot license, allowing the pilot to carry passengers for personal transportation. A private pilot certificate is required for advanced training, leading to additional certificates and ratings.

All training is conducted in a rotorcraft – helicopter.

**IMPORTANT:** Additional equipment use fees (in addition to normal college fees) are required for this course. As of this publication date, additional flight training equipment fees are \$19,460.62. Fees may change based on FAA regulation changes. Refer to AERONAUTICS PROGRAM SUPPLEMENT for current course fees and important additional information regarding the program. The latest version of the AERONAUTICS PROGRAM SUPPLEMENT is available online at [www.cosaviation.org](http://www.cosaviation.org) or printed copies are available at the Career Technical Education Office.

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

**AERO 211 Basic Commercial Pilot Trng 3**  
Hours: 2 Lecture/Discussion  
3 Lab

This course provides a foundation of knowledge and experience required for pilots to safely and effectively conduct commercial flight operations. Special emphasis is given to aeronautical decision-making and situational training. The student will gain confidence and experience with cross-country flight planning and operation.

All training is conducted in a rotorcraft – helicopter.

**IMPORTANT:** Additional flight training equipment fees (in addition to normal college fees) are required for this course. As of this publication date, additional flight training equipment fees are \$13,475.54. Fees may change based on FAA regulation changes. Refer to AERONAUTICS PROGRAM SUPPLEMENT for current course fees and important additional information regarding the program. The latest version of the AERONAUTICS PROGRAM SUPPLEMENT is available online at [www.cosaviation.org](http://www.cosaviation.org) or printed copies are available at the Career Technical Education Office.

**Prerequisites: AERO 210 or equivalent college course with "C" or better (AERO 210 may be taken concurrently).**

**AERO 212 Basic Instrument Pilot 2**  
Hours: 1 Lecture/Discussion  
3 Lab

The student will be introduced to instrument flight and obtain the practical experience necessary to control and accurately maneuver a helicopter solely by reference to flight instruments. In addition, the student will be introduced to emergency procedures pertaining to basic altitude flying. An instrument-rated pilot is authorized to conduct flight operations without visual reference to the ground.

All training is conducted in a rotorcraft - helicopter.

**IMPORTANT:** Additional flight training equipment fees (In addition to normal college fees) are required for this course. As of this publication date, additional flight training equipment fees are \$ 8,852.77. Fees may change based on FAA regulation changes. Refer to AERONAUTICS PROGRAM SUPPLEMENT for current course fees and important additional information regarding the program. The latest version of the AERONAUTICS PROGRAM SUPPLEMENT is available online at [www.cosaviation.org](http://www.cosaviation.org) or printed copies are available at the Career Technical Education Office.



**Prerequisites: AERO 210 or equivalent college course with “C” or better (AERO 210 may be taken concurrently).**

**AERO 213      Advanced Instrument Training      4**  
Hours:            3 Lecture/Discussion  
                     3 Lab

The advanced instrument course will build on the knowledge obtained in the basic instrument course (AERO 212). Pilots who achieve the instrument rating are permitted to fly an aircraft during inclement weather solely by reference to instruments. An instrument rated pilot is authorized to conduct flight operations without visual reference to the ground.

All training is conducted in a rotorcraft – helicopter.

**IMPORTANT:** Additional flight training equipment fees (In addition to normal ‘per unit’ tuition) are required for this course. As of this publication date, additional flight training equipment fees are \$16,160.54. Fees may change based on FAA regulation changes. Refer to AERONAUTICS PROGRAM SUPPLEMENT for current course fees and important additional information regarding the program. The latest version of the AERONAUTICS PROGRAM SUPPLEMENT is available online at [www.cosaviation.org](http://www.cosaviation.org) or printed copies are available at the Career Technical Education Office.

**Prerequisites: AERO 210 and AERO 212 or equivalent college courses with “C” or better (AERO 210 and/or AERO 212 may be taken concurrently).**

**AERO 214      Advanced Commercial Pilot Trng      2**  
Hours:            1 Lecture/Discussion  
                     3 Lab

This course completes the requirements for issuance of an FAA commercial pilot certificate. This is the capstone course that combines the skills and training acquired through previous courses. All training is conducted in a rotorcraft – helicopter. **IMPORTANT:** Additional flight training fees (In addition to normal ‘per unit’ tuition) are required for this course. As of this publication date, additional flight training fees are \$ 8,731.77. Fees may change based on fuel price fluctuations or FAA regulation changes. Refer to AERONAUTICS PROGRAM SUPPLEMENT for current course fees and important additional information regarding the program. The AERONAUTICS PROGRAM SUPPLEMENT is available online at [www.cosaviation.org](http://www.cosaviation.org) or printed copies are available at the Visalia campus counseling office, SEQUOIA Room 103. Limitation on Enrollment: Must possess a second class FAA medical certificate or better, be at least 17 years old, weigh less than 205 pounds prior to flight phase, and possess a current, valid FAA commercial pilot certificate with instrument rating. Must also meet eligibility requirements for the Airline Transport Pilot, Title 14 CFR 62.153(c), have a minimum of 170 hours of flight time, have at least 120 hours in a Robinson R-22 and at least 40 hours in a Robinson R-44 within the past 24 months.

**Prerequisites: AERO 211 and AERO 212 or equivalent college courses with “C” or better.**

**AERO 215      Flight Instructor Training      6**  
Hours:            5 Lecture/Discussion  
                     3 Lab

This course gives students the necessary skills and training that lead to issuance of both the certified flight instructor and instrument instructor rating. All training is conducted in a rotorcraft – helicopter. Students also fulfill the FAA requirements to instruct in the Robinson R-22 and R-44 helicopter through compliance with Special Federal Aviation Regulation 73 (SFAR 73) mandatory instruction and certification. All training is conducted in a rotorcraft – helicopter.

**IMPORTANT:** Additional flight training equipment fees (In addition to normal ‘per unit’ tuition) are required for this course. As of this publication date, additional flight training equipment fees are \$ 16,400.12. Fees may change based on FAA regulation changes. Refer to AERONAUTICS PROGRAM SUPPLEMENT for current course fees and

important additional information regarding the program. The latest version of the AERONAUTICS PROGRAM SUPPLEMENT is available online at [www.cosaviation.org](http://www.cosaviation.org) or printed copies are available at the Career Technical Education Office.

**Prerequisites: AERO 214 or equivalent college course with “C” or better (AERO 214 may be taken concurrently).**

**AERO 216      Public Safety Pilot Operations      2**  
Hours:            1 Lecture/Discussion  
                     3 Lab

This course will introduce students to flight operations typically associated with public safety operations to include long-line and firefighting operations, law enforcement patrol techniques and search/rescue helicopter flight operations.

**IMPORTANT:** Additional flight training equipment fees (In addition to normal college fees) are required for this course. As of this publication date, additional flight training equipment fees are \$21,455.00 Fees may change based on FAA regulation changes. Refer to AERONAUTICS PROGRAM SUPPLEMENT for current course fees and important additional information regarding the program. The latest version of the AERONAUTICS PROGRAM SUPPLEMENT is available online at [www.cosaviation.org](http://www.cosaviation.org) or printed copies are available at the Career Technical Education Office.

**Prerequisites: AERO 210 and AERO 211 or equivalent college courses with “C” or better (AERO 210 and/or AERO 211 may be taken concurrently).**

**AERO 217      High Density Air Traffic Ops      1.5**  
Hours:            .5 Lecture/Discussion  
                     3 Lab

This course will build on previous courses to prepare students to conduct safe flight operations in a helicopter within high density traffic airspace. The student will gain confidence through flight planning and operations conducted in busy air-traffic controlled airspace in visual meteorological conditions. Special emphasis will be placed on efficient communications, flight-planning considerations, airspace and helicopter-specific routes.

All training is conducted in a rotorcraft - helicopter.

**IMPORTANT:** Additional flight training equipment fees (in addition to normal college fees) are required for this course. As of this publication date, additional flight training equipment fees are \$10,766.00. Fees may change based on FAA regulation changes. Refer to AERONAUTICS PROGRAM SUPPLEMENT for current course fees and important additional information regarding the program. The latest version of the AERONAUTICS PROGRAM SUPPLEMENT is available online at [www.cosaviation.org](http://www.cosaviation.org) or printed copies are available at the Career Technical Education Office.

**Prerequisites: AERO 210 or equivalent college course with “C” or better.**

**AERO 223      Intermediate Instrument Trng      6**  
Hours:            5 Lecture/Discussion  
                     3 Lab

The intermediate instrument course will build on the knowledge obtained in the basic instrument course (AERO 212). Pilots who achieve the instrument rating are permitted to fly an aircraft during inclement weather solely by reference to instruments. An instrument rated pilot is authorized to conduct flight operations without visual reference to the ground.

All training is conducted in a rotorcraft – helicopter.

**IMPORTANT:** Additional flight training equipment fees (In addition to normal ‘per unit’ tuition) are required for this course. As of this publication date, additional flight training equipment fees are \$ 17,046.00. Fees may change based on FAA regulation changes. Refer to AERONAUTICS PROGRAM SUPPLEMENT for current course fees and important additional information regarding the program. The latest

version of the AERONAUTICS PROGRAM SUPPLEMENT is available online at [www.cosaviation.org](http://www.cosaviation.org) or printed copies are available at the Career Technical Education Office.

**Prerequisites:** AERO 210 and AERO 212 or equivalent college courses with “C” or better (AERO 210 and/or AERO 212 may be taken concurrently).

**AERO 224 Intermediate Commercial Trng** 6  
Hours: 5 Lecture/Discussion  
3 Lab

This course completes the requirements for issuance of an FAA commercial pilot certificate. A survey of commercial pilot opportunities will be included, with special emphasis on commercial flight instruction. This is a capstone course that combines the skills and training acquired through previous courses and prepares students for the certified flight instructor course.

All training is conducted in a rotorcraft – helicopter.

**IMPORTANT:** Additional flight training equipment fees (in addition to normal college fees) are required for this course. As of this publication date, additional flight training equipment fees are \$11,446.00. Fees may change.

Refer to AERONAUTICS PROGRAM SUPPLEMENT for current course fees and important additional information regarding the program. The latest version of the AERONAUTICS PROGRAM SUPPLEMENT is available online at [www.cosaviation.org](http://www.cosaviation.org) or printed copies are available at the Career Technical Education Office.

**Prerequisites:** AERO 210 or equivalent college course with “C” or better.

## AGRICULTURAL MANAGEMENT

**AGMT 001 Agriculture Economics** 3  
Hours: 3 Lecture/Discussion

This course covers economic principles of resource allocation; production costs analysis; and market price equilibrium with primary application to the agricultural sector; supply and demand in commodity pricing; survey of agricultural credit; marketing and policy issues.

**AGMT 102 Ag Sales and Marketing** 3  
Hours: 3 Lecture/Discussion

This course involves the study of principles and practices of the selling process: selling strategies and approaches, why and how people buy, prospecting, territory management, and customer service. Additional topics for exploration include self-management, communication, interpersonal skills necessary to develop managerial abilities, leadership qualities, and facilitation of teamwork within the agribusiness sector.

**AGMT 103 Agriculture Management** 3  
Hours: 3 Lecture/Discussion

This course is designed to give students a basic understanding and knowledge of management principles and the process as it relates to agriculture. Management techniques used will address personnel issues, organizational structure and managerial styles used in business today

**AGMT 104 Agriculture Accounting** 3  
Hours: 2.5 Lecture/Discussion  
1.5 Lab

Principles of agricultural accounting systems, types of records, their use/how to compute/use measures of earnings and costs of production to improve agribusiness efficiency. Also included are farm income tax Social Security and employee payroll records.

**AGMT 107 Agriculture Communications** 3  
Hours: 3 Lecture/Discussion

**Equivalent Course:** AGMT 107AB, AGMT 107AD.

Students learn the essentials of effective communication through various verbal and written skills. Using desktop publishing software, students will produce written communication documents, including newsletters and press releases. Students will actively communicate via a variety of public media including Twitter, Facebook, radio, television, etc. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with “C” or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**AGMT 108 AG Business Computer Apps** 3.5  
Hours: 3 Lecture/Discussion  
1 Lab

**Equivalent Course:** AGMT 108AB.

This course is an introduction to Microsoft Office Pro and other various PC computer software applications used in agriculture business.

**AGMT 111 Food and Fiber Distribution** 3  
Hours: 3 Lecture/Discussion

This course will cover the logistical flow of agricultural goods from farm/conception to consumer; including order processing, inventory control, processing and packaging, warehousing, distribution channels, transportation, and retail outlets.

**Prerequisites:** AGMT 001 or equivalent college course with “C” or better.

**AGMT 112 Ag Real Estate and Appraisal** 3  
Hours: 3 Lecture/Discussion

This course emphasizes agricultural real estate principles and exposes students to a typical agricultural real estate transaction from beginning to completion. Farm real estate ownership and investments are explored, including asset management, appraisal, and development. Issues of land use, planning, and water valuation will be covered. This course will aid those planning to take the California State Real Estate Brokers or Salesperson Examination.

**AGMT 181 Agriculture Entrepreneurship** 3  
Hours: 3 Lecture/Discussion

Develops an understanding of complex tasks faced by individuals engaged in entrepreneurial activities.

## AGRICULTURAL TECHNOLOGY

**AGTC 106 Agriculture Welding** 3.5  
Hours: 3 Lecture/Discussion  
1 Lab

**Equivalent Course:** AGTC 106AD.

A study of the fundamental principles theories and concepts of welding used in agriculture construction, fabrication and repair. All positions, joint types, hard surfacing, cutting, brazing, SMAW, GMAW, and OFW will be studied.

**AGTC 112 Introduction to Precision Ag** 1  
Hours: 1 Lecture/Discussion

Precision Ag is an emerging high-technology agricultural management system. This course will provide overview of new satellite/computer-based technologies that are used as tools to increase farm yields and reduce costs.

**AGTC 212 Welding Power Sources/Applicat** 1  
Hours: 1 Lecture/Discussion

**Equivalent Course:** AGTC 212AB, AGTC 212AD.

This is a short-term course designed to explore the many different



makes and models of new welding power sources. Operation, capabilities, uses and power requirements will be covered. Students will see demonstrations, and try new welding machines.

**AGTC 219**      **AG Design and Fabrication**      **3.5**  
Hours:            3 Lecture/Discussion  
                      1 Lab

**Materials Fee: \$20.00**

The skills of a fabricator involve design, cost, material choices, joining processes and cost analysis. This course will address the need and the skills for the fabrication of complex agriculture projects.

**AGTC 225**      **Outdoor Power Equipment Applic**      **2.5**  
Hours:            2 Lecture/Discussion  
                      1 Lab

**Equivalent Course: AGTC 215, AGTC 215AB, AGTC 215AD.**

This course provides students with technical knowledge and hands-on experience in the operation and repair of small gas and diesel engines.

**AGTC 230**      **Agriculture Transportation**      **14**  
Hours:            14 Lecture/Discussion

**Equivalent Course: AGTC 211.**

This course is designed to assist students in preparation for taking their DMV Commercial Driving test for a Class A license. The focus is on high demand jobs in agriculture commodity.

Corequisites: AGTC 231.

**AGTC 231**      **Agriculture Transportation Lab**      **2**  
Hours:            6 Lab

**Materials Fee: \$4,000.00**

**Equivalent Course: AGTC 211.**

This course is the laboratory portion of the Agriculture Transportation courses designed to assist students in preparation for taking their DMV Commercial Driving test for a Class A license. The focus is on high demand jobs in agriculture commodity. Limitation of enrollment: Must pass a drug screen, Must pass the California Department of Motor Vehicles physical, Must obtain Class A driving permit from California Department of Motor Vehicles, Must be able to pay laboratory fees associated with behind the wheel portion of course.

**IMPORTANT:** Additional fees (in addition to normal college fees) are required for this course. As of this publication date, additional fees are \$4,000.00 total for AGTC231. Fees may change based on truck driving regulation changes. Refer to TRUCK DRIVING PROGRAM SUPPLEMENT for current course fees and important additional information regarding the program. The latest version of the TRUCK DRIVING PROGRAM SUPPLEMENT is available online at [www.cos.edu](http://www.cos.edu) or printed copies are available at the Career Technical Education Office, [www.cos.edu](http://www.cos.edu) or printed copies are available at the Career Technical Education Office.

**Corequisites: AGTC 230.**

## AGRICULTURE

**AG 001**      **Ag, Society & The Environment**      **3**  
Hours:            3 Lecture/Discussion

The sociology of agriculture (Ag) is presented through examination of relationships between societies and their environments, economics and Ag. Emphasis is on analysis of agriculture's use of technology and the corresponding impact on the environment, economy, and society. Approved for Distance Education format.

**AG 002**      **Environmental Conservation**      **3**  
Hours:            3 Lecture/Discussion

**Equivalent Course: AG 102.**

A study of the world's environment to sustain the highest quality of life. Includes the study of food and fiber systems, ecology, populations, environmental pollution, bioterrorism, and conservation of

natural resources including energy, water, soils, forest, rangelands, and wildlife. Students will participate in field tours to examine natural and altered habitats and threats to society and the environment.

**AG 003**      **Economic Entomology**      **3.5**  
Hours:            3 Lecture/Discussion  
                      1 Lab

The study of the insects and mites of economic importance to Agriculture including morphology, taxonomy, identification, life cycles, hosts, habitat relationships, and control methods. Collection and labeling of specimens will be required. Laboratory required. (CID AG-PS 144L). Recommended for Pest Control Advisors' licensing.

**AG 004**      **Soils**      **3.5**  
Hours:            3 Lecture/Discussion  
                      1 Lab

Course provides basic knowledge of physical, chemical and biological properties of soils and their characteristics. Includes factors of fundamental soil properties, soil/plant relationships, principles of soil formation, fertilizers and soil management, salinity, pH, erosion management, and nonagricultural uses.

**AG 104**      **Safety in Ag Practices**      **1.5**  
Hours:            1 Lecture/Discussion  
                      1 Lab

This course involves safety practices and principles, accident causation and prevention in the shop, as well as with tractors and machinery. Equipment maintenance, operation and normal safety practices common to agricultural applications will be stressed. Supervised field operation will be required. Upon satisfactory completion, students will receive a safety card which verifies passage of the course. Laboratory required.

**AG 107**      **Ag Education Orientation**      **3.5**  
Hours:            3 Lecture/Discussion  
                      1 Lab

The purpose of this course is to provide students with an overview of Agriculture Education in California. Through class instruction and field experience, students will learn the principle components of teaching agriculture; develop academic and career plans, and observe a secondary agriculture classroom.

Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**AG 119**      **Student Success in Agriculture**      **1**  
Hours:            1 Lecture/Discussion

This course will provide students with an opportunity to learn and adopt techniques, tools, and methods that will enhance success in their agriculture major as well as college in general. In addition, information on campus resources, regulations, and requirements for graduation and/or transfer will be discussed.

**AG 120**      **Intro to Crop Production**      **3**  
Hours:            2 Lecture/Discussion  
                      3 Lab

This is an introductory course for the Crop Production and Management Certificate. Students shall perform precision agriculture methods applied to forage and row crops. Economic principles of crop production, soil and plant tissue analysis and management-related calculations will be a focus. Laboratory meeting days and hours will vary in accordance with the cultural needs of the identified commodity.

**AG 125 Principles of Pesticide Use 3**  
Hours: 3 Lecture/Discussion  
Course is designed to assist persons seeking Ag Pest Control licensing and continuing their Agriculture education. Pesticide laws/regulations make this course important for those in the food and fiber industry.

**AG 200 AG Leadership 1**  
Hours: 1 Lecture/Discussion

**Equivalent Course: AG 200AD.**

This course will build student leadership skills. Through the COS Agriculture Ambassador Program, students will learn team-building, public speaking, self-confidence and communication skills.

### AMERICAN SIGN LANGUAGE

**ASL 001 Beg Amer Sign Lang 4**  
Hours: 4 Lecture/Discussion

This course is a study of fundamentals of American Sign Language. Students will learn the basics of visual/gestural communication and grammatical structures with emphasis on receptive and expressive skills, including intensive practice, finger spelling, individual evaluation, and basic information about Deaf culture. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by placement procedures.

**ASL 002 Elem Amer Sign Lang 3**  
Hours: 3 Lecture/Discussion

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.

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

**ASL 003 Inter Amer Sign Lang 3**  
Hours: 3 Lecture/Discussion

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.

**Prerequisites: ASL 002 or equivalent college course with "C" or better.**

**ASL 004 Adv Amer Sign Lang 3**  
Hours: 3 Lecture/Discussion

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.

**Prerequisites: ASL 003 or equivalent college course with "C" or better.**

**ASL 110 Sign Language Interpreting 4**  
Hours: 4 Lecture/Discussion

**Equivalent Course: ASL 110AD.**

Introduction to the profession of sign language interpretation, emphasizing a professional code of ethics applied to real situations. Advanced techniques will include legal, medical, educational, mental health, religious, and deaf/blind interpreting.

**Prerequisites: ASL 002 or equivalent college course with "C" or better.**

### ANIMAL SCIENCE

**ASCI 001 Intro to Animal Science 3**  
Hours: 2 Lecture/Discussion  
3 Lab

The course surveys the livestock industry, supply of animal products and their uses and analyzes economic trends and career opportunities in animal agriculture. Special emphasis is on the origin, characteristics, adaptation and contributions of farm animals to the agriculture industry. This course is approved for distance education format.

**ASCI 002 Livestock Selection/Evaluation 3.5**  
Hours: 3 Lecture/Discussion  
1 Lab

**Equivalent Course: ASCI 002AB.**

Detailed analysis of various visual and physical methods of appraising beef, sheep, swine and horses concerning functional and economic value. Written and oral summaries of evaluation will be learned. Specific reference will be made to performance data and factors determining carcass value.

**ASCI 022 Horse Husbandry 3.5**  
Hours: 3 Lecture/Discussion  
1 Lab

A course in the current status of the horse industry. Principles of equine evaluation and breeds. Concepts of equine uses, principles of anatomy and unsoundness, as well as interpretation of management skills of the equine.

**ASCI 103 Animal Nutrition 3**  
Hours: 2.5 Lecture/Discussion  
1.5 Lab

In this course, the theories and fundamentals of digestion and absorption in both ruminants and non-ruminants are discussed. The nutritive value of feeds as they relate to formulation of livestock rations are emphasized.

**ASCI 104 Animal Diseases & Sanitation 3.5**  
Hours: 3 Lecture/Discussion  
1 Lab

This course is designed to demonstrate the stockman's approach to animal health and disease control in domestic animals. Classification of animal diseases, their etiology and appropriate treatments with emphasis on preventative medicine.

**ASCI 110 Swine Production & Management 3**  
Hours: 2.5 Lecture/Discussion  
1.5 Lab

A study of the principles and practices of purebred and commercial pork production throughout California, the United States and the world. Emphasis to be placed on the importance of breeds, breeding principles, selection, nutrition, environmental management, health, marketing and record-keeping to ensure scientifically-based management decisions and consumer product acceptance.

**ASCI 111 Beef Production & Management 3.5**  
Hours: 3 Lecture/Discussion  
1 Lab

A study of the principles and practices of purebred and commercial beef cattle production throughout the world, United States and California. Emphasis to be placed on the importance of breeds, breeding principles, selection, nutrition, environmental management, health, marketing and record-keeping to ensure scientifically-based management decisions and consumer product acceptance as applied to beef cattle.

**ASCI 112 Sheep Production & Management** 3.5  
Hours: 3 Lecture/Discussion  
1 Lab

A survey of the sheep industry including management of commercial, purebred and small farm flocks--selecting, feeding, breeding and basic care of ewes and lambs plus marketing of lambs/wool.

**ASCI 113 Farm Animal Biology** 3.5  
Hours: 3 Lecture/Discussion  
1 Lab

This course is an introduction to the scientific concepts of farm animal biology. The objective of the course is to familiarize students with basic biological concepts of farm animals. Laboratory exercise will include hands-on training of the anatomy and physiology of farm animals for those students seeking employment or advanced degrees in the animal sciences.

**ASCI 117 Veterinary Terminology** 3  
Hours: 3 Lecture/Discussion

**Equivalent Course: VT 117.**

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.

**ASCI 123 Horse Production** 3.5  
Hours: 3 Lecture/Discussion  
1 Lab

**Materials Fee: \$45.00**

The course is designed to give students a broad basis of information for decision making in the management and operation of a horse herd from broodmare health to foaling. Herd health, cost of production, reproductive efficiency and marketing will be evaluated.

**ASCI 124 Colt Breaking** 2.5  
Hours: 2 Lecture/Discussion  
2 Lab

**Materials Fee: \$50.00**

**Equivalent Course: ASCI 124AB, ASCI 124AD.**

This course is designed to give students hands-on experience in breaking horses safely and under control. The course provides the theory and concepts for appropriate decision-making for equipment and equine conditions that affect learned and innate behaviors. Considerable time will be spent on ground work and proper methodologies of equine behaviors to create a solid foundation for equine performance.

**ASCI 130 Equine Evaluation** 2  
Hours: 1 Lecture/Discussion  
3 Lab

**Equivalent Course: ASCI 130AC.**

Students will study methods of appraisal of equine breeds at halter and in performance classes. They will also evaluate horse classes, decide their order of placement, and then orally justify these decisions to a judge. The relationship of equine anatomy and physiology on competitive performance will be considered.

**ASCI 140 Beginning Equitation** 2.5  
Hours: 2 Lecture/Discussion  
2 Lab

**Equivalent Course: ASCI 120AD.**

The students will learn the proper way to catch, groom, saddle, bridle, and mount the horse. Time is also spent on learning the nomenclature of the tack for safe use of the tack for both the rider and the horse. A great deal of time is spent on the proper use of their natural-aids. Riding both bareback and under saddle, this class is designed to

teach the beginning student introductory riding techniques. This course will allow students and their horses to walk/jog safely and in a controlled manner.

**ASCI 141 Intermediate Equitation** 2.5  
Hours: 2 Lecture/Discussion  
2 Lab

The students will learn the proper way to catch, groom, saddle, bridle, mount, and ride the horse. The class will focus on proper natural-aids in order to correctly maneuver the horse through different gaits, training methods and obstacles. This class will allow students to lope their horses, executing proper leads and lead changes. The students will learn how to ride in a group setting safely and in a controlled manner.

**ASCI 240 Prin of Veterinary Assisting** 3  
Hours: 2.5 Lecture/Discussion  
1.5 Lab

**Equivalent Course: VT 220.**

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.

## ANTHROPOLOGY

**ANTH 010 Cultural Anthropology** 3  
Hours: 3 Lecture/Discussion

**Equivalent Course: ANTH 010H.**

This course is an introduction to the study of human culture and the concepts, theories, and methods used in the comparative study of sociocultural systems. Subjects include subsistence patterns, social and political organization, language and communication, family and kinship, religion, the arts, social inequality, ethnicity, gender, and culture change. The course applies anthropological perspectives to contemporary issues.

**Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**ANTH 011 Physical Anthropology** 3  
Hours: 3 Lecture/Discussion

This course covers the concepts, methods of inquiry, and theory of biological evolution and their application to the human species. There is a specific focus on molecular, Mendelian and population genetics, mechanisms of evolution, primatology, paleoanthropology, biocultural adaptations, human variation, and current bioethical issues. The philosophy of science and the scientific method serve as foundations to the course. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for English 1 determined by COS Placement Procedures.

**ANTH 012 Archaeology** 3  
Hours: 3 Lecture/Discussion

**Equivalent Course: ANTH 112.**

This course is an introduction to the study of concepts, theories, and methods of anthropological archaeology as well as a review of significant data and models that contribute to knowledge of the human past. The course includes a discussion of the history and interdisciplinary nature of archaeological research; dating techniques and methods of survey, excavation, and analysis; cultural resource management; and selected cultural sequences. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Approved for Distance Learning format.

## ARCHITECTURE

<b>ARCH 010</b>	<b>Architectural Design 1</b>	<b>4</b>
Hours:	3 Lecture/Discussion 3 Lab	
<b>Materials Fee:</b>	<b>\$20.00</b>	
An introductory course that emphasizes design process, concept development, and creative problem solving as the means to create architectural form and space. Design projects are presented utilizing “tactile” (by hand) two and three-dimensional visual communication and scale modeling techniques. Verbal presentations in the form of critiques are also required for the purpose of communicating designs and intended concepts.		
<b>ARCH 011</b>	<b>Architectural Design 2</b>	<b>4</b>
Hours:	3 Lecture/Discussion 3 Lab	
<b>Materials Fee:</b>	<b>\$20.00</b>	
An advanced course that continues the issues introduced in the introductory course plus emphasizes program development, site and context analysis, precedent study, and structure as the means to create architectural form and space. Design projects are presented utilizing “tactile” (by hand) two and three-dimensional visual communication and scale modeling techniques. Verbal presentations in the form of critiques are also required for the purpose of communicating designs and intended concepts. Advisory on Recommended Preparation: ARCH 10 or equivalent college course with “C” or better.		
<b>ARCH 013</b>	<b>Architectural Design 3</b>	<b>4</b>
Hours:	3 Lecture/Discussion 3 Lab	
<b>Materials Fee:</b>	<b>\$20.00</b>	
<b>Equivalent Course: ARCH 112.</b>		
An introductory digital design course that continues the knowledge introduced in the tactile design courses plus emphasizes professional Building Information Modeling (BIM) software and techniques used to facilitate the architectural design process. Advisory on Recommended Preparation: ARCH 10 and ARCH 11 or equivalent college course with a grade of “C” or better or equivalent skills as determined by division assessment.		
<b>ARCH 014</b>	<b>Architectural Design 4</b>	<b>4</b>
Hours:	3 Lecture/Discussion 3 Lab	
<b>Materials Fee:</b>	<b>\$20.00</b>	
<b>Equivalent Course: ARCH 113.</b>		
An advanced digital design course that continues the knowledge introduced in the tactile and the introductory digital design courses plus emphasizes advanced professional Building Information Modeling (BIM) software and techniques utilized to facilitate the architectural design process. Advanced techniques include digital animation and a state team competition that involves both computer generated and physical construction of a structure. Advisory on Recommended Preparation: ARCH 010 or equivalent college course with “C” or better and ARCH 011 or equivalent college course with “C” or better and ARCH 013 or equivalent college course with “C” or better.		
<b>ARCH 020</b>	<b>Visual Communication 1</b>	<b>3</b>
Hours:	2 Lecture/Discussion 2 Lab 1 Activity	
<b>Materials Fee:</b>	<b>\$20.00</b>	
This is an introductory course of tactile (by hand) visual communication techniques applicable to the design and construction of the built environment. Drawing techniques include lettering, lines, dimensioning, diagramming, orthographic projection, axonometric projection,		

and perspective projection.

<b>ARCH 021</b>	<b>Visual Communication 2</b>	<b>3</b>
Hours:	2 Lecture/Discussion 3 Lab	
<b>Materials Fee:</b>	<b>\$20.00</b>	
This is an advanced course of “tactile” (by hand) visual communication techniques applicable to the design and construction of the built environment. Drawing techniques include graphic symbols, architectural presentation, architectural drawing conventions; orthographic and perspective projections, rendition of value and context, color theory, figure ground ambiguity, and drawing media and techniques. Advisory on Recommended Preparation: ARCH 20 or equivalent college course with a “C” or better.		
<b>ARCH 070</b>	<b>Architecture History 1</b>	<b>3</b>
Hours:	3 Lecture/Discussion	
<b>Materials Fee:</b>	<b>\$10.00</b>	
<b>Equivalent Course: ARCH 170.</b>		
History of architecture from Prehistoric to Gothic periods. Pre-Columbian Americas period is also covered. The relationship between architecture and art, science, historical events, religion, society, culture, philosophy, politics, economics, and physical conditions are studied. This course is approved for Distance Education format.		
<b>ARCH 071</b>	<b>Architecture History 2</b>	<b>3</b>
Hours:	3 Lecture/Discussion	
<b>Materials Fee:</b>	<b>\$10.00</b>	
<b>Equivalent Course: ARCH 171.</b>		
This course will explore the history of architecture from the Renaissance to the 21st Century, including the relationship between architecture and art, science, historical events, religion, society, culture, philosophy, politics, economics, and physical conditions. This course is approved for Distance Education format. Advisory on Recommendation Preparation: ARCH 70 or equivalent college course with “C” or better.		
<b>ARCH 120</b>	<b>Freehand Drawing</b>	<b>3</b>
Hours:	2 Lecture/Discussion 3 Lab	
<b>Materials Fee:</b>	<b>\$20.00</b>	
An introductory course of freehand drawing techniques applicable to the design and construction of the built environment. Freehand drawing is an integral part of the architect’s design process. It is instrumental in concept development, creative problem solving, documenting and perceiving space, visualization, and observation skills. Techniques include shading, shape definition, form definition, human scale, and entourage utilizing pencil, ink, color media, and combination media. Advisory on Recommended Preparation: ARCH 020 or equivalent college course with “C” or better.		
<b>ARCH 121</b>	<b>Perspective Alternatives</b>	<b>3</b>
Hours:	2 Lecture/Discussion 2 Lab 1 Activity	
<b>Materials Fee:</b>	<b>\$20.00</b>	
<b>Equivalent Course: ARCH 121AC.</b>		
A study of the fundamental concepts, principles, and applications of accelerated architectural perspective and rendering techniques. Utilizing charts, the computer program SketchUp, entourage, underlay sheets, and photographs, students will generate finished architectural renderings. This course is an invaluable career asset for people interested in architecture, illustration, building trades, and interior design. Advisory on Recommended Preparation: ARCH 20 or equivalent college course with a “C” or better.		



- ARCH 130 Sustainable and Green Topics 3**  
Hours: 2 Lecture/Discussion  
2 Lab  
1 Activity  
**Materials Fee: \$10.00**  
This is an introductory course will enable students to administer, apply, and define sustainable and green-related variables and associate them with real world situations related to the design profession.
- ARCH 133 Sustainability Implementation 3**  
Hours: 2.5 Lecture/Discussion  
1.5 Lab  
**Materials Fee: \$10.00**  
This course will give students knowledge necessary to confront issues related to sustainability in the building industry. Advisory on Recommended Preparation: ARCH 130 or equivalent college course with a "C" or better; and ARCH 134 or equivalent college course with "C" or better.
- ARCH 134 Sustainable Materials/Methods 3**  
Hours: 2.5 Lecture/Discussion  
1.5 Lab  
**Materials Fee: \$10.00**  
An introduction to the principles, materials, methods, and processes of sustainable construction, this course combines both theory and practical applications. Site visits to view various stages of construction are an integral part of the course.
- ARCH 151 Independent Study-ARCH 1 - 4**  
Hours: 3 TO 12 Lab  
**Equivalent Course: ARCH 151AD.**  
The purpose of this Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. In addition, student must file an Independent Study form through the Admissions Office to obtain approval to enroll. Advisory on Recommended Preparation: ARCH 010 or equivalent college course with "C" or better
- ARCH 160 Construction Materials/Methods 4**  
Hours: 4 Lecture/Discussion  
**Materials Fee: \$20.00**  
An introduction to the principles, materials, methods, and processes of construction. This course combines both theory and practical application. Site visits to view various stages of construction are an integral part of the course.
- ARCH 161 Architectural Detailing 3**  
Hours: 2 Lecture/Discussion  
3 Lab  
**Materials Fee: \$20.00**  
**Equivalent Course: ARCH 161AD.**  
A course in architectural detailing that explores the transition from architectural ideas into built reality. Students draw architectural details with corresponding summaries using a computer assisted drafting (CAD) program. Different function, constructability, and aesthetics details are explored and then applied to various construction types. Advisory on Recommended Preparation: ARCH 160 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment AND DRFT 114 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment.
- ARCH 162 Conceptual Structural Analysis 3**  
Hours: 3 Lecture/Discussion  
**Materials Fee: \$20.00**  
A nonmathematical investigation of structural systems and components with respect to their behavior; selection of the most appropriate structural system for various building typologies. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Advisory on Recommended Preparation: ARCH 10 and ARCH 160 or equivalent college course with "C" or better.
- ARCH 163 Construction Documents 3**  
Hours: 2.5 Lecture/Discussion  
1.5 Lab  
**Materials Fee: \$20.00**  
**Equivalent Course: ARCH 131.**  
This course provides a detailed introduction to the process of construction documentation. A full set of residential construction documents emphasizing light wood frame construction is created utilizing a computer assisted drafting (CAD) program. A residential light wood frame construction scale model is also created. Prior training in the form of advisory courses or office CAD experience is required. Advisory on Recommended Preparation: DRFT 114 and ARCH 160 or equivalent college courses with "C" or better.
- ARCH 190 Supervised Practice 1 - 3**  
Hours: 3 TO 9 Lab  
**Equivalent Course: ARCH 190AD.**  
Under the supervision of an instructor, selected students assist and direct students in less advanced classes. This course provides experience for students interested in teaching, counseling, and other employment volunteer situations where the student is expected to take a leadership role. Advisory on Recommended Preparation: ARCH 013 or equivalent college course with "C" or better
- ARCH 251 Independent Study-ARCH 1 - 4**  
Hours: 3 TO 12 Lab  
**Equivalent Course: ARCH 251AD.**  
The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. In addition, students must file an Independent Study form through the Admissions and Records Office. Advisory on Recommended Preparation: ARCH 010 or equivalent college course with "C" or better
- ARCH 400 Architecture Supp Lrng Assist 0**  
Hours: 27 TO 108 Lab  
Architecture Open Lab is intended to strengthen students' architecture skills and reinforce their mastery of concepts. This open entry/open exit class is linked with ARCH 10, ARCH 11, ARCH 13, ARCH 14, ARCH 20, ARCH 21, ARCH 70, ARCH 71, ARCH 120, ARCH 121, ARCH 130, ARCH 133, ARCH 134, ARCH 160, ARCH 161, ARCH 162, ARCH 163.

## ART

**NOTICE: THERE ARE IMPORTANT STATEWIDE CHANGES TO REPEATABILITY OF ACTIVITY COURSES. PLEASE SEE PAGES 268-281.**

**ART 001 Art Appreciation 3**  
Hours: 3 Lecture/Discussion

Art 1 introduces the student to a wide range of approaches to the visual arts, from a study of the personal, social, and physical functions of the arts to an understanding of the elements and principles of design and their utilization in visual analysis. The course also includes an abbreviated survey of the major periods and artists of art history. Approved for Distance Learning format.

**ART 002 Art History/Ancient-Gothic 3**  
Hours: 3 Lecture/Discussion

ART 2 traces the development of art from the Paleolithic era through the Middle Ages. The interrelationships between art and religion, politics, historical events, and philosophy are major foci of study.

**ART 003 Art History/Gothic-Modern 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: ART 003H.**

A survey of the history of art of the Western world and its socio-cultural milieu from the Proto-Renaissance to the Present. Illustrated lectures. ART 2 is NOT a prerequisite to ART 3.

**ART 004 Precol Art & Cult/Americas-Meso 3**  
Hours: 3 Lecture/Discussion

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

**ART 005 Precol Art&Cult/Americas-S.Ame 3**  
Hours: 3 Lecture/Discussion

A survey of the major cultures of Central and South America from the Early Hunters state until the European conquest. The course uses art as a vehicle for understanding these people's philosophy, religion, politics, history, and economics.

**ART 006 Color and Design 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$10.00**

**Equivalent Course: ART 006A.**

This is a basic course in art with a primary purpose of familiarizing the students with elements and principles of design. It includes fundamental concepts of line, value, color, shape/form, space, texture, and color in two dimensions.

Students will research works of art in all forms including, but not limited to, fine art, graphic art and popular media. Color theory as well as technique and history will be incorporated into the studio experience. Students will cultivate intellect, imagination, sensibility and sensitivity, and will respond subjectively as well as objectively to aesthetic experiences.

**ART 007 Advanced Color and Design 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$10.00**

ART 7 is an intermediate level course on visual dynamics. Students will study what makes a strong composition in a two-dimensional artwork and explore ideas on the two-dimensional plane. This course also covers design history, color theory and will explore the effects of different color harmonies. The course will integrate art historical research and analysis of artists and art movements.

**ART 008 Drawing Fundamentals 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$10.00**

A basic course designed to introduce the beginning student to the fundamentals of drawing. Lecture and studio practice emphasize such fundamentals as sight measuring, perspective, shading, and direct observation.

**ART 009 Drawing Composition 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$10.00**

A second semester drawing course where students will learn to apply advanced compositional principles to those skills initially learned in ART 8.

**Prerequisites: ART 008 or equivalent college course with "C" or better.**

**ART 015 Beginning Printmaking 3**

Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$30.00**

This is a course in the basics of intaglio, relief, and monotype printmaking. Relief techniques covered will include traditional woodcut and/or linocut printing. Monotype processes will include color printing. Basic intaglio techniques will include collagraphy, mezzotint, alternative-ground (non-toxic) etching, and non-toxic photo intaglio.

**ART 016 Intermediate Printmaking 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$30.00**

**Equivalent Course: ART 016AC.**

This is an advanced course in intaglio and relief. Students are encouraged to further develop skills acquired in ART 15 or in previous printmaking experiences, and this course introduces basic techniques in multiple-plate color printing.

**Prerequisites: ART 015 or equivalent college course with "C" or better.**

**ART 023 Macintosh Basic for Artists 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$20.00**

**Equivalent Course: ART 023AD.**

Macintosh Basics for Artists will enable visual artists to utilize the Macintosh computer and applications as vehicles for creative design and visual communication. Two and three-dimensional work, desktop publishing, and animation will be introduced. Students will also learn trouble-shooting skills for hardware and software problems.

<p><b>ART 025</b>      <b>Digital Imaging for Artists</b>      <b>3</b>  Hours:      1.5 Lecture/Discussion                4.5 Lab  <b>Materials Fee: \$20.00</b>  <b>Equivalent Course: ART 025AD.</b>  This course enables visual artists to explore digital image making from techniques that will provide the ability to design for artistic expression, for commercial print and web output. Macintosh computers and appropriate state-of-the-art imaging software will be used.</p>	<p><b>ART 066</b>      <b>Beginning Sculpture</b>      <b>3</b>  Hours:      1.5 Lecture/Discussion                4.5 Lab  <b>Materials Fee: \$30.00</b>  <b>Equivalent Course: ART 011AD.</b>  This course in sculpture is designed to develop awareness, knowledge and skills regarding historical and contemporary three dimensional design concepts on a beginning level. The emphasis is on personal expression through a variety of materials and a wide range of possible applications.</p>
<p><b>ART 032</b>      <b>Beginning 3-D Design</b>      <b>3</b>  Hours:      1.5 Lecture/Discussion                4.5 Lab  <b>Materials Fee: \$30.00</b>  <b>Equivalent Course: ART 032AD, ART 132AD.</b>  Students learn fundamental design principles related to three-dimensional design. They will explore creative studies in spatial construction using a variety of materials, approaches and applications regarding the three-dimensional form. Students will gain experience solving 3-D design problems and this serves as a foundation course for all students planning to major in art.</p>	<p><b>ART 111</b>      <b>Beginning Gallery Exhibition</b>      <b>3</b>  Hours:      1.5 Lecture/Discussion                4.5 Lab  <b>Equivalent Course: ART 111AD.</b>  This course covers: the theory and technique of the proper presentation of art works; the exhibition of student, local and national professional artists' work; the examination and analysis of exhibition techniques in major art galleries and museums in California. This course meets four hours per week, 70 hours over the course semester at a time that will be announced (TBA).</p>
<p><b>ART 043</b>      <b>Beginning Studio Painting</b>      <b>3</b>  Hours:      1.5 Lecture/Discussion                4.5 Lab  <b>Equivalent Course: ART 013AD.</b>  Lecture and studio practice of traditional materials and techniques of oil painting. This introductory course emphasizes color theory using a limited palette, value structure, composition, and craftsmanship. Required by Art majors. Advisory on Recommended Preparation: ART 006 or equivalent college course with "C" or better</p>	<p><b>ART 112</b>      <b>Interm. Gallery Exhibition</b>      <b>3</b>  Hours:      1.5 Lecture/Discussion                4.5 Lab  This course is furthering development of skills in current gallery practices and standards in galleries and museums. The students will actively participate with installing and dismantling exhibitions, exhibition design and curatorial practices, and gaining further experience in being a docent. An overview of employment opportunities within galleries and museums will be addressed. This course meets four hours per week, 70 hours over the course semester at a time that will be announced (TBA).  <b>Prerequisites: ART 111AD or equivalent college course with "C" or better.</b></p>
<p><b>ART 049</b>      <b>Beginning Figure Drawing</b>      <b>3</b>  Hours:      1.5 Lecture/Discussion                4.5 Lab  <b>Materials Fee: \$10.00</b>  <b>Equivalent Course: ART 010AD.</b>  This course provides students the opportunity to learn ways of visually interpreting the human figure. Both traditional and contemporary styles and techniques will be explored. Students will work from live models and other sources.  <b>Prerequisites: ART 008 or equivalent college course with "C" or better.</b></p>	<p><b>ART 119</b>      <b>Beginning Stained Glass Design</b>      <b>3</b>  Hours:      1.5 Lecture/Discussion                4.5 Lab  <b>Materials Fee:\$30.00</b>  <b>Equivalent Course: ART 119AD.</b>  This course is designed to familiarize students with the art of stained glass through the copper foil technique. This includes exploration of design sources as well as the study of fabrication and embellishment techniques.</p>
<p><b>ART 061</b>      <b>Beg. Handbuilding Ceramics</b>      <b>3</b>  Hours:      1.5 Lecture/Discussion                4.5 Lab  <b>Materials Fee: \$30.00</b>  <b>Equivalent Course: ART 017AD.</b>  Students receive an introduction to the fundamentals of ceramics and hand built clay construction, including pinch, coil, hard and soft slab techniques, as well as basic history, glazing and firing.</p>	<p><b>ART 120</b>      <b>Intermediate Stained Glass</b>      <b>3</b>  Hours:      1.5 Lecture/Discussion                4.5 Lab  <b>Materials Fee: \$30.00</b>  This course is designed to familiarize students with more advanced techniques of stained glass through the copper foil technique. This includes an involved exploration of more complex designs, multiple glazing and three dimensional applications, as well as more complex fabrication and embellishment techniques.  <b>Prerequisites: ART 119 or equivalent college course with "C" or better.</b></p>
<p><b>ART 063</b>      <b>Beg. Wheel Thrown Ceramics</b>      <b>3</b>  Hours:      1.5 Lecture/Discussion                4.5 Lab  <b>Materials Fee: \$30.00</b>  <b>Equivalent Course: ART 018AD.</b>  This course is an overview study of materials, methods and design of ceramics with the primary emphasis on utilization of the potter's wheel. This course is designed to develop growth and stimulate individual creative expression within the ceramic medium. Advisory on Recommended Preparation: ART 061 or equivalent college course with "C" or better</p>	<p><b>ART 121</b>      <b>Beginning Screen Printing</b>      <b>3</b>  Hours:      1.5 Lecture/Discussion                4.5 Lab  <b>Materials Fee: \$30.00</b>  <b>Equivalent Course: ART 121AC.</b>  Students will study the history and technique of screen-printing processes, including traditional serigraphic printmaking; reductive,</p>



handmade stencils; and digital/photographic methods on a variety of substrates, including paper, fabric and glass.

**ART 122 Intermediate Screen Printing 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$30.00**

This course is designed to present intermediate techniques, methods, and concepts of screen printing as a fine art form, with an emphasis on individual development/personal direction of imagery and content in screen printing. All techniques will emphasize an experimental approach toward screen printing production, while also further developing an awareness of the traditional aspects of the medium, such as the significance of layering, appropriation, the multiple in art, edition work, and collaborative printing.

**Prerequisites:** ART 121 or equivalent college course with "C" or better.

**ART 126 Digital Painting 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$20.00**

**Equivalent Course: ART 126AD.**

Digital Painting teaches the creation of images for commercial and fine art applications. Students will explore similarities between traditional methods of art making and those found in digital work. Images will be made from a wide range of mediums then translated into computer imagery, utilizing Macintosh computers, scanners and printers. Advisory on Recommended Preparation: ART 006 and ART 008 and ART 023 or equivalent colleges courses with "C" or better

**ART 130 Digital Printmaking 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$30.00**

**Equivalent Course: ART 130AC.**

Digital Printmaking will teach art students how to integrate digital technology with traditional forms of hand pulled print techniques. Students will choose to work with one of the 4 major print processes. This course is designed for art students to ensure success when transferring to a UC and CSU. Advisory on Recommended Preparation: ART 023 or equivalent college course with "C" or better

**ART 133 Intermediate 3-D Design 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$30.00**

Students will expand design and application principles of three-dimensional design with a more complex exploration into concept, materials and physics related to design, including more advanced spacial construction techniques, as well as an increased utilization of surroundings. Students gain increased experience solving 3-D problems. This course is appropriate for all students planning to major in studio art.

**Prerequisites:** ART 032 or equivalent college course with "C" or better.

**ART 141 Beginning Studio Arts 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$30.00**

**Equivalent Course: ART 101AD.**

This course provides an emphasis on exploratory experiences with, and the use of, a wide variety of art media, techniques and applications. This course would benefit liberal arts majors, teaching majors,

art majors and everyone interested in crafts. No experience in art or crafts is necessary.

**ART 142 Intermediate Studio Arts 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$30.00**

This course provides an intermediate experience with, and the use of, a wide variety of art media, techniques and applications including an endless possibility of materials and advanced fabrication techniques. This course benefits art majors, teaching majors and anyone interested in studio arts.

**Prerequisites:** ART 141 or equivalent college course with "C" or better.

**ART 144 Intermediate Studio Painting 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

This course involves further study of oil painting techniques where emphasis on focused inquiry of formal design elements will be addressed through individualized creative exploration of subject matter and content. Both representational and abstract painting approaches will be conducted. Recommended for art majors.

**Prerequisites:** ART 006 and ART 008 and ART 043 or equivalent college courses with "C" or better.

**ART 150 Intermediate Figure Drawing 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$10.00**

Continued study in drawing the human figure from direct observation with an exploration of various media.

**Prerequisites:** ART 049 or equivalent college course with "C" or better.

**ART 151 Independent Study-ART 1 - 4**  
Hours: 3 TO 12 Lab

**Equivalent Course: ART 151AD.**

The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in concentrated, individualized studies. Independent Study requires a minimum of 52.5 hours of academic work per unit. In addition, students must file an Independent Study form through the Admissions and Records Office. Students are allowed to register for Independent Study only after all courses in their area of emphasis have been taken with a grade of "C" or better.

**ART 162 Intern. Handbuilding Ceramics 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$30.00**

Students will receive intermediate instruction on the fundamentals of ceramics and glass as well as more complex hand built clay construction techniques, studio design, production techniques and firing.

**Prerequisites:** ART 061 or equivalent college course with "C" or better.

**ART 164 Intern. Wheel-Thrown Ceramics 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$30.00**

This course presents an involved study of the materials, methods and finishing processes of ceramics forms with the emphasis on use of the potter's wheel. This course is designed to increase growth and further stimulate personal expression within the ceramic medium.

**Prerequisites:** ART 063 or equivalent college course with “C” or better.

**ART 167 Intermediate Sculpture 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$30.00**

This course is designed to develop knowledge and skills regarding both historical and contemporary sculptural design concepts by introducing alternative materials such as fiber, plastic, stones, and metals. The emphasis in this course is advanced design and fabrication techniques and personal expression through a wide range of possible applications.  
**Prerequisites:** ART 066 or equivalent college course with “C” or better.

**ART 176 Beginning Stone Lithography 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$30.00**

**Equivalent Course: ART 128AD.**

Students will study the history and technique of lithographic processes, including traditional and contemporary methods. This course is designed for beginning lithographers. Students will learn how to prepare, draw, and paint on lithographic limestone, to create multiple prints. Students will be challenged with techniques appropriate to their skill level. Advisory on Recommended Preparation: ART 8 or equivalent college course with “C” or better

**ART 177 Intermediate Stone Lithography 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$30.00**

This course is designed for lithographers to learn the basics of color lithography. Students will learn how to prepare their images to create and draw for color lithographs. Using demonstrations and discussions, students will learn the various techniques and mediums needed to produce color prints. Students will be challenged with techniques appropriate to their skill level.

**Prerequisites:** ART 176 or equivalent college course with “C” or better.

**ART 178 Beginning Plate Lithography 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$30.00**

**Equivalent Course: ART 129AD.**

Beginning Plate Lithography will introduce students to the medium of plate lithography by exploring non-toxic waterless lithography techniques. Students will learn how to prepare the plates and draw and process them to create imagery. Students will be challenged with techniques appropriate to their skill level.

**ART 179 Intermediate Plate Lithography 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Materials Fee: \$30.00**

Intermediate Plate Lithography will introduce students to the medium of plate lithography by exploring traditional aluminum plate lithographic techniques. Students will learn how to prepare the plates and draw and process them to create their imagery. Students will be challenged with techniques appropriate to their skill level.

**Prerequisites:** ART 178 or equivalent college course with “C” or better.

**ART 212 Beginning Photorealism 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Equivalent Course: ART 212AD.**

Exploration and practice of the historical and contemporary use of photography as the subject and an aid to painting. Beginning and advanced work in oils and/or acrylics. Advisory on Recommended Preparation: ART 006 and ART 008 or equivalent college courses with “C” or better

**ART 213 Intermediate Photorealism 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

This course involves further studio exploration and practice of the historical and contemporary use of photography as the subject and an aid to painting. Emphasis will be placed on the individual’s focus on subject matter and content. Advisory on Recommended Preparation: ART 006 and ART 008 or equivalent college courses with “C” or better  
**Prerequisites:** ART 212 or equivalent college course with “C” or better.

## ASTRONOMY

**ASTR 010 Introduction to Astronomy 3**  
Hours: 3 Lecture/Discussion

A survey course covering the basic concepts, theories, history, and laws of astronomy. Emphasis will be given to motions of the moon, sun, and planets; use of astronomical instruments; study of stellar spectra; properties of the stars: stellar evolution; planetology and characteristics of the bodies of our solar system. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with “C” or better or eligibility for ENGL 1 determined by COS Placement Procedures and MATH 200 or equivalent college course with “C” or better or eligibility for MATH 230 as determined by COS Placement Procedures.

## AUTOMOTIVE TECHNOLOGY

**AUTO 130 Intro to Automotive Technology 3**  
Hours: 3 Lecture/Discussion  
1 Lab

**Equivalent Course: AUTO 100.**

AUTO 130 is the first course in the automotive program and is a prerequisite for all automotive core courses. Topics include the development of shop skills, safe working practices and the correct use of tools in an automotive shop environment are learned. Formerly AUTO 100.

**AUTO 131 Automotive Engine Systems 4**  
Hours: 3 Lecture/Discussion  
4 Lab

**Equivalent Course: AUTO 103.**

Instruction in theory, construction and repair of today’s automotive gasoline engine.

Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 103.

**Prerequisites:** AUTO 130 and AUTO 136 or equivalent college courses with “C” or better (AUTO 130 and/or AUTO 136 may be taken concurrently).

**AUTO 132 Auto Automatic Transmissions 4**  
Hours: 3 Lecture/Discussion  
4 Lab

**Equivalent Course: AUTO 106.**

Instruction in automatic transmission torque converter theory and operation, hydraulic system function, planetary gear theory and application, and the diagnosis and repair of these systems (Formerly AUTO 106). Prerequisite may be waived with equivalent skills and

knowledge as determined by department assessment.

**Prerequisites:** AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 136 may be taken concurrently).

**AUTO 133 Automotive Power Train Systems 4**

Hours: 3 Lecture/Discussion  
3 Lab

**Equivalent Course:** AUTO 104.

Instruction in manual transmission theory and power flow in today's automobile power train systems including clutch systems, drive shafts, differential and drive axle operations. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 104.

**Prerequisites:** AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 136 may be taken concurrently).

**AUTO 134 Auto Suspension/Steering System 4**

Hours: 3 Lecture/Discussion  
3 Lab

**Equivalent Course:** AUTO 115.

Instruction in theory and maintenance of automotive suspension and steering systems, including steering inspection and wheel alignment procedures. Prerequisites may be waived with equivalent skill and knowledge as determined by departmental assessment. (Formerly AUTO 115).

**Prerequisites:** AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 136 may be taken concurrently).

**AUTO 135 Automotive Brake Systems 4**

Hours: 3 Lecture/Discussion  
3 Lab

**Equivalent Course:** AUTO 105.

This course will provide the student with the technical skills and knowledge to diagnose, test, service and repair automotive brake systems. Instruction in hydraulics, pneumatics, anti-lock braking systems, associated electronics and the safe and proper use of brake systems tools and equipment for service and repair procedures will be included. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 105.

**Prerequisites:** AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 136 may be taken concurrently).

**AUTO 136 Automotive Electrical Systems 5**

Hours: 4 Lecture/Discussion  
3 Lab

**Equivalent Course:** AUTO 101.

This is a study course of the theory, design and operation of the complete automotive electrical and electronic systems. Instruction and lab covers the inspection, testing and repair of the total electrical system and component parts. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 101.

**Prerequisites:** AUTO 130 or equivalent college course with "C" or better (AUTO 130 may be taken concurrently).

**AUTO 137 Automotive Air Conditioning 4**

Hours: 3 Lecture/Discussion  
3 Lab

**Equivalent Course:** AUTO 109.

This is a study course in the design, theory and operation of the automotive heating and air conditioning systems. Instruction and lab

covers the systems components, servicing, testing, repair and retrofit. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 109.

**Prerequisites:** AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 136 may be taken concurrently).

**AUTO 138 Automotive Engine Performance 6**

Hours: 6 Lecture/Discussion  
6 Lab

**Equivalent Course:** AUTO 108.

This is an advanced study course of engine performance, driveability and diagnostics. Instruction will cover electrical and electronics systems, fuel delivery systems, computer onboard diagnostics, advanced ignition systems, emission control systems and other engine related topics. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment.

Formerly AUTO 108.

**Prerequisites:** (AUTO 130 and AUTO 136) or equivalent college courses with "C" or better.

**AUTO 142 Automotive Fuel and Emissions 4**

Hours: 3 Lecture/Discussion  
3 Lab

**Equivalent Course:** AUTO 102.

This is a study course of the theory, design and operation of the automotive fuel and emissions control systems. Instruction and lab covers the complete fuel delivery system and each of the emission control systems and associated components. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly; AUTO 102.

**Prerequisites:** AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 136 may be taken concurrently).

**AUTO 143 Adv Auto Computer Control System 4**

Hours: 3 Lecture/Discussion  
3 Lab

**Equivalent Course:** AUTO 113.

This is an advanced study course of engine electrical and electronic computer control systems. The instruction will cover advanced theory, design and operation of computer control and on-board diagnostics systems, advanced fuel and ignition systems, and advanced test equipment. Prerequisites may be waived with equivalent skills and knowledge as determined by departmental assessment. Formerly AUTO 113.

**Prerequisites:** AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 136 may be taken concurrently).

**AUTO 220 Alternative Energy Resources 1**

Hours: 1 Lecture/Discussion

**Equivalent Course:** AG 220.

Students will explore alternatives to gasoline and diesel for fuels, as well as becoming familiar with other forms of bio-energy. This course is approved for Distance Education format.

## BIOLOGY

**BIOL 001 Principles of Biology 1 5**

Hours: 3 Lecture/Discussion  
6 Lab

BIOL 1 is the first semester of a two course introductory sequence for biology majors. The course covers the principles and applications of basic chemistry, biochemistry, cell structure and function, homeostasis, cell division, molecular and Mendelian genetics, cellular

respiration, plus the taxonomy, development, comparative structure, organ system functions and behavior of animals. The philosophy and methods of science, and experimental design are emphasized. Advisory on Recommended Preparation: CHEM 1 or 20 or equivalent college course with "C" or better.

**Prerequisites: MATH 230 or MATH 235 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**BIOL 002 Principles of Biology 2 5**  
Hours: 3 Lecture/Discussion  
6 Lab

The second semester of the biology major's sequence, including topics in microbiology, evolution, plants, ecology and biotechnology. Lab exercises include local field trips. Advisory on Recommended Preparation: CHEM 001 or equivalent college course with "C" or better AND CHEM 020 or equivalent college course with "C" or better.

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

**BIOL 020 Frontiers in Biology 4**  
Hours: 3 Lecture/Discussion  
3 Lab

**Equivalent Course: BIOL 020H.**

A general principles course for transfer students who are not life-science majors. The principles of homeostasis, genetics, energy flow, evolution, reproduction and ecology will be used to explore contemporary topics in biology. Note: Some four-year institutions will not award credit for this class if it is taken after BIOL 1 (biology majors). Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

**BIOL 021 Plant Biology 3**  
Hours: 2 Lecture/Discussion  
3 Lab

This is a general principles course in plant biology for the nonbiology major. The principle topics included are: general characteristics of plants, plant survey, methods of classification and nomenclature, plant structure and function, growth and development, reproduction and genetics, and ecology. (Not open to students who have received credit in BIOL 2.) Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures. Approved for Distance Learning format.

**BIOL 022 Animal Biology 3**  
Hours: 2 Lecture/Discussion  
3 Lab

This is a general principles course in animal biology designed to help meet a laboratory requirement for transfer students who are not life science majors. The principles of the scientific method, evolution and adaptation, bioenergetics, homeostasis, genetics, and ecology are emphasized in class and field activities. It is not open to students who have received credit for BIOL 1. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**BIOL 025 Human Ecology 3**  
Hours: 3 Lecture/Discussion

A survey of ecological principles and the historic and modern impact of human societies as agents of ecosystem modification. Topics include ecosystem structure and function. Also covered are modern human societies and the short-range and projected long range results of their activities in such areas as population, food, and agriculture, the survival

of plant and animal species, the use of energy and mineral resources, and the pollution of air, water and land are emphasized in classroom and field activities. Field trips are a required part of this course.

**BIOL 030 Human Anatomy 4**  
Hours: 3 Lecture/Discussion  
3 Lab

BIOL 30 is a general survey course designed to acquaint the beginning student with the anatomical principles necessary to understand the basic structure of the human body. This course is designed primarily for those entering the allied health field. This course is approved for distance education format.

**BIOL 031 Human Physiology 4**  
Hours: 3 Lecture/Discussion  
3 Lab

BIOL 31 is a course designed to acquaint the beginning student with enough physiological principles necessary to understand the basic functioning of the human body. Laboratory experiments and exercises are designed to reinforce theories and processes described in lecture and to introduce students to basic physiological scientific investigation. Advisory on Recommended Preparation: BIOL 30; and CHEM 1,20, or 30, or equivalent college courses with "C" or better.

**BIOL 040 General Microbiology 4**  
Hours: 3 Lecture/Discussion  
3 Lab

This course is designed for students entering the health sciences, home economics, as well as the life sciences. This course covers microbial diversity, classification, identification, growth, control measures, disease interactions, genetics, and applied microbiology. Advisory on Recommended Preparation: CHEM 20 or equivalent college course with "C" or better; and any college level biology course.

## BUSINESS

**BUS 018 Business Law 4**  
Hours: 4 Lecture/Discussion

This course is recommended for most business majors. It includes an introduction to the U.S. Legal System; the relation of ethics to law; administrative, criminal, tort, and labor law; and legal aspects of international trade. Emphasis is on the study of the law of contracts and agency with case studies, discussion, and analysis.

**BUS 020 Business Statistics 3**  
Hours: 3 Lecture/Discussion

BUS 20 is intended for business administration majors or anyone who wishes to gain an understanding of elementary data analysis, probability, and statistics. It introduces students to statistical tools as applied to management decision-making. The course covers central tendency and dispersion measures; index numbers (CPI, deflators); time series analysis (trends, seasonal variations); probability theory; probability and sampling distributions (normal, exponential, binomial, Poisson); central limit theorem.

**Prerequisites: MATH 230 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**BUS 082 Introduction to Business 3**  
Hours: 3 Lecture/Discussion

This course is a survey of the principles, problems, practices, and procedures of business. It covers the functions of business and its relationship to individuals, the community, and the world. It is designed to introduce the history of business as well as explore current practices and procedures used in the business world today. This course is approved for distance education format.



- BUS 100 Career Strategies 3**  
Hours: 3 Lecture/Discussion  
This course is designed to increase a student's understanding of researching jobs and organizations, employment interviewing, and professional development, including communication skills. Networking with the business community is an integral component of this course.
- BUS 112 Public Speaking for Business 4**  
Hours: 4 Lecture/Discussion  
**Equivalent Course: COMM 112, SPCH 112.**  
An introductory course in public speaking and presentation software. This course covers a variety of formal public speaking styles and formats. Students will also learn how to create a computerized slide show, as well as speaker outlines/notes and audience handouts to assist in their presentations. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures and BUS 270 or equivalent college course with "C" or better.
- BUS 119 Quantitative Methods 3**  
Hours: 3 Lecture/Discussion  
This is an introductory course for Business Administration majors designed to develop an appreciation of the value of quantitative methods in decision making by formulation and solution of common business problems. Topics include linear models, matrix algebra, linear programming, finance, and an introduction to probability.  
**Prerequisites: MATH 230 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**
- BUS 170 Introduction to Sales 3**  
Hours: 3 Lecture/Discussion  
A practical course in sales principles and practices that emphasizes career opportunities, the current market environment, contemporary sales techniques, and the sales promotion. Required for the marketing certificate.
- BUS 174 Marketing Principles 3**  
Hours: 3 Lecture/Discussion  
This course introduces students to the fundamentals of marketing by exposing them to planning, producing, storing, promoting, selling, and distributing commodities. In addition, the student will focus on the importance of market research, market segmentation, consumer behavior, marketing plans, and advancements in e-business and the internet. This course is approved for Distance Education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.
- BUS 181 Intro to Entrepreneurship 3**  
Hours: 3 Lecture/Discussion  
Business 181 develops an understanding of complex tasks faced by individuals engaged in entrepreneurial activities. It identifies the methods for developing a business idea, the process of starting a business, how to acquire resources, and the key parts of a business plan. Approved for Distance Education format.
- BUS 184 Business Communications 3**  
Hours: 3 Lecture/Discussion  
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 185 Ethics in Business & Industry 3**  
Hours: 3 Lecture/Discussion  
The focus of this class will be on the application of ethics to contemporary issues occurring in today's business and industry. Students will also be exposed to the theoretical approaches to ethics through the writings of philosophers such as Plato, Aristotle, Hobbes, Kant, and others.
- BUS 188 Human Relations in Business 3**  
Hours: 3 Lecture/Discussion  
Students will become acquainted with those accepted patterns of behavior and performance standards which will enhance their skills in the workplace and in life. The student will be exposed to management techniques applicable to his/her business, domestic, personal, and social lives. Exploration of issues including diversity, leadership, teamwork, motivation, employee development, stress management, physical and emotional health, wellness, ethics, decision making and problem solving toward the goal of improving interpersonal effectiveness on the job. This course is a general education course which will be of value to both the business and non-business student. Approved for Distance Education format.
- BUS 230 Supervision/Mgmt/1st Line Supr 3**  
Hours: 3 Lecture/Discussion  
This course is designed to provide students with an overview of supervision and management skills. This course may be used for new supervisors or as a training course for both non-supervisory and active supervisory personnel.
- BUS 268 Electronic Calculating 2**  
Hours: 2 Lecture/Discussion  
This course introduces the students to the ten-key pad. Students will develop speed and accuracy using the touch method, review the principles of arithmetic, and transfer the skills to the solution of business problems. Advisory on Recommended Preparation: BUS 395 or MATH 360 or equivalent college course with a grade of "C" or better or recent completion of an arithmetic class.
- BUS 270 College Keyboarding Level 1 3**  
Hours: 2 Lecture/Discussion  
2 Lab  
College Keyboarding is a course designed to help students develop the strong keyboarding skills they need today along with the specific word processing, Internet, and general computer application skills they will need for tomorrow. The On-line Learning option includes lesson slides, quizzes, web links, enrichment material, flash cards, interactive exercises, and on-line reference of model documents. Approved for Distance Learning format.
- BUS 271 College Keyboarding Level 2 3**  
Hours: 2.5 Lecture/Discussion  
2 Lab  
Business 271 is an intermediate keyboarding course with emphasis on improving speed and accuracy related to business correspondence, forms, tables, manuscripts, and production keyboarding. Approved for Distance Learning format. Advisory on Recommended Preparation:

BUS 270 or equivalent college course with a "C" or better, or one year of previous typing instruction.

#### **BUS 293 Business English 4**

Hours: 4 Lecture/Discussion

BUS 293 is a lecture/discussion class that is designed to help the business student become more proficient in and more comfortable with the use of the English language. It provides a complete review of and practice in using the fundamentals of English grammar: parts of speech, spelling, sentence structure, punctuation, and vocabulary building. Advisory on Recommended Preparation: ENGL 360 or equivalent college course with a "C" or better or eligibility for ENGL 251 determined by COS placement procedures.

#### **BUS 295 Business Mathematics 3**

Hours: 3 Lecture/Discussion

A broad course designed to expose students to a wide variety of business computations and applications, including percentages, discounts, markups and markdowns, simple interest, payroll, taxes, commissions, banking, business statistics, and the applied use of algebra in solving business problems. Advisory on Recommended Preparation: MATH 360 or equivalent college course

#### **BUS 297 Personal Finance 3**

Hours: 3 Lecture/Discussion

This course is open to both business and non-business majors and provides an overview of the elements necessary for effective personal financial planning. Topics include investments; borrowing money; budgets; charge accounts; property, income, estate, inheritance, and gift taxes; life, health, and miscellaneous insurance; pension plans and social security; trust funds; inflation and business cycles. This course is approved for Distance Education format.

#### **BUS 360 Elementary Keyboarding 1**

Hours: .5 Lecture/Discussion  
1 Lab

**Equivalent Course: BUS 360AC.**

This course introduces students to the computer keyboard. Students will use the touch method to key letters, numbers, symbols, and the numeric keypad.

## CHEMISTRY

#### **CHEM 001 General Chemistry 1 5**

Hours: 3 Lecture/Discussion  
6 Lab

A course for majors and pre-professionals involving the fundamental theories and laws of chemistry. Topics include stoichiometry, atomic structure, bonding theories, ionic reactions and properties of gases. Chemistry prerequisite may be waived with one year of high school chemistry with a "C" or better.

**Prerequisites: CHEM 020 or CHEM 253 or equivalent college course with "C" or better and MATH 230 or equivalent college course with "C" or better or eligibility for MATH 021 as determined by COS placement procedures.**

#### **CHEM 002 General Chemistry 2 5**

Hours: 3 Lecture/Discussion  
6 Lab

A course for majors and pre-professionals involving the fundamental theories and laws of chemistry. Topics include liquids, solids, solutions, kinetics, acid/base theories, acid/base equilibrium, solubility and complex equilibrium, thermodynamics and electrochemistry.

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

#### **CHEM 012 Organic Chemistry 1 5**

Hours: 3 Lecture/Discussion  
6 Lab

This is the first semester of a comprehensive study of organic chemistry. This course, taught at the sophomore level, is primarily for chemistry or biochemistry and biology majors, premedical, pre-dental students, pre-pharmacy and medical technicians. Emphasis is on structural and functional group chemistry studied from a synthetic and mechanistic point of view. Topics include: nomenclature, stereochemistry, free radical processes, structure, bonding, hybridization of carbon compounds, basic elimination and substitution reactions, introductory infrared and nuclear magnetic resonance spectroscopy. The course includes a laboratory use of micro/macro methods and techniques, synthesis and instrumentation. Formerly CHEM 12 and 12L.

**Prerequisites: CHEM 002 or equivalent college course with "C" or better.**

#### **CHEM 013 Organic Chemistry 2 5**

Hours: 3 Lecture/Discussion  
6 Lab

This is a continuation of CHEM 12, a comprehensive study of organic chemistry. The course, taught at a sophomore level, is primarily for chemistry, biochemistry and biology majors, premedical, pre-dental, prepharmacy students and medical technicians. Emphasis is on structural and functional group chemistry studied from a synthetic and mechanistic point of view. Topics include: reactions of aromatic compounds, condensations, natural products chemistry, introductory bio-chemistry, mass spectrometry and ultraviolet/visible spectroscopy. The course includes a laboratory use of micro/macro methods and techniques, synthesis and instrumentation. Formerly CHEM 13 and 13L.

**Prerequisites: CHEM 012 or equivalent college course with "C" or better.**

#### **CHEM 020 Intro to General Chemistry 4**

Hours: 3 Lecture/Discussion  
3 Lab

CHEM 20 is a one semester transferable college chemistry course designed to meet the needs of allied-health majors. The course is a study of the fundamental theories and laws of chemistry. The laboratory portion of the course involves experimentation and drawing conclusions from data. Advisory on Recommended Preparation: CHEM 253 or equivalent college course with a "C" or better and MATH 200 or equivalent college course with "C" or better or eligibility for MATH 230 as determined by COS Placement Procedures.

#### **CHEM 021 Organic/Biological Chemistry 4**

Hours: 3 Lecture/Discussion  
3 Lab

CHEM 21 is the second semester of a full year college chemistry course which meets the needs of the allied-health majors. Content focuses on structural configurations, properties and reactions of organic and biochemical compounds. Both qualitative and quantitative aspects of these are part of lecture and laboratory.

**Prerequisites: CHEM 020 or equivalent college course with "C" or better.**

#### **CHEM 030 Genl & Biological Chemistry 5**

Hours: 4 Lecture/Discussion  
3 Lab

The theme of this course is the molecular basis of life. It will cover essential concepts of inorganic, organic, and biochemistry. Inorganic topics include atomic theory, stoichiometry and solution chemistry. Topics for organic and biochemistry are chosen to enhance the basic understanding of living processes. Advisory on Recommended

Preparation: MATH 200 or equivalent college course with "C" or better or eligibility for MATH 230 as determined by COS Placement Procedures.

**CHEM 253 Introduction to Chemistry 4**  
Hours: 3 Lecture/Discussion  
3 Lab

This is a one-semester elementary class for students who have never taken high school chemistry or whose previous work in chemistry did not prepare them for CHEM 20. The course will prepare students for success in CHEM 20 by giving them a basic background in matter, energy, chemical reactions, measurements, formula writing, nomenclature, chemical calculations and a review of elementary algebra. Advisory on Recommended Preparation: MATH 200 or MATH 205 or equivalent college course with "C" or better, or eligibility for MATH 230 as determined by COS Placement Procedures.

## CHILD DEVELOPMENT

**CHLD 039 Child Development DS 1 3**  
Hours: 3 Lecture/Discussion

This course is a study of the principles of both typical and atypical human development from conception to adolescence. The course content focuses on physical, cognitive, social, and emotional domains of development. This course is approved for Distance Education.

Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**CHLD 042 Child, Family & Society-DS2 3**  
Hours: 3 Lecture/Discussion

The study of the social development of children with emphasis on the interactions among and between children, families, and community systems. This course is approved for Distance Education format.

**CHLD 126 Observation and Assessment-DS3 3**  
Hours: 3 Lecture/Discussion

This course focuses on the appropriate use of assessment and observation strategies to document developmental, growth, play and learning in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. This core class qualifies for the COS Vocational Certificate, COS AS Degree and the California Child Development Permit. Advisory on Recommended Preparation: ENGL-251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.

**CHLD 134 Understanding Child Abuse 3**  
Hours: 3 Lecture/Discussion

A study of child abuse that will include detection, reporting requirements, causes and effects on children, prevention and treatment. Emphasis on knowledge related to the impact of abuse on children, community resources for prevention and treatment and healthy family dynamics.

**CHLD 136 Children's Literature-DS3 3**  
Hours: 3 Lecture/Discussion

This course will focus on literature appropriate for early childhood, infancy to age 8. Included are methods of evaluating books for young children, using literature as a basis for early curriculum and development of early interest in books and reading through appreciation of literature. Appropriate for any adult working with young children.

**CHLD 140 Principles of ECE-DS3 3**  
Hours: 2 Lecture/Discussion  
3 Lab

This course is designed for observation and the study of young children in a child care laboratory setting in preparation for working with diverse families in the community. It includes the study of behavior in children, theories, age-appropriate curriculum, best teaching practices and assessment. Requires 3 hours of lab per week at an approved child care setting to pass this class. Lack of Tuberculin test clearance prior to participation in lab exercises will result in an administrative drop. This core class qualifies for employment in a Title 22 Licensed Child Development Facility, California Child Development Permits, COS Vocational Certificates and COS AS Degree.

**Prerequisites: CHLD 039 or equivalent college course with "C" or better.**

**CHLD 141 Practices in ECE DS3 3**  
Hours: 2 Lecture/Discussion  
3 Lab

The primary emphasis of the course is the understanding of theories in Early Childhood Development and concepts that underlie practice and the development of technical skills required for immediate employment. This course also requires three hours of lab per week at an approved child care setting to pass this class. Lack of tuberculin test clearance prior to participation in lab exercises will result in administrative drop. This course qualifies for the COS vocational certificate, child development permit, and the AS degree.

**Prerequisites: CHLD 140 or equivalent college course with "C" or better.**

**CHLD 142 Adult Supervision/Mentor DS6 2**  
Hours: 2 Lecture/Discussion

Course includes methods and principles of supervising teachers in the early childhood classroom and also meets the requirement of adult supervision units on the California Child Development Permit Matrix. This course is required for the Child Development Permit, levels of Master Teacher and above. Students will complete the ECERS (Early Childhood Rating Scale), Mentor Application, as well as study team building and child care ethics.

**Prerequisites: CHLD 141 and CHLD 143 or equivalent college courses with "C" or better.**

**CHLD 143 Administration of ECE-DS 6 3**  
Hours: 3 Lecture/Discussion

This course focuses on administering programs for children with emphasis on the management of child care programs, including program planning, organization, budgeting, personnel policies, record keeping, legal requirements and regulatory agencies. May be used to fulfill Title 22 Child Care Center Director requirements. CHLD 143 and 144 fulfill requirements for a California Site Supervisor Permit. Advisory on Recommended Preparation: CHLD 141 or equivalent college course with a grade of "C" or better.

**Prerequisites: CHLD 140 or equivalent college course with "C" or better.**

**CHLD 144 Adv Admin Erly Chldhd Ed-DS6 3**  
Hours: 3 Lecture/Discussion

An advanced course in Administration of Early Childhood Education, including time management, staff development, staff and parent handbooks, goal setting, marketing, evaluation and accreditation. May be used to fulfill Title 22 Child Care Center Director requirements. CHLD 143 and 144 fulfill requirements for a California Site Supervisory Permit. Advisory on Recommended Preparation: CHLD 141 or equivalent college course with a grade of "C" or better.

**Prerequisites: CHLD 140 or equivalent college course with "C" or better.**



**CHLD 145 Parenting 3**  
Hours: 3 Lecture/Discussion  
The course explores theoretical and practical approaches to parenting. Topics include: guidance principles and techniques, parenting styles, cultural diversity, special needs, and resources to promote healthy parent and child relationships. This course is approved for Distance Education format.

**CHLD 146 Exceptional Child 3**  
Hours: 3 Lecture/Discussion  
A study of types of disabilities and characteristics of children with special needs. Focus will be on etiology, legislation, recommended curriculum, interventions, role of the teacher, family issues, current trends, and inclusion. C.D. 146 fulfills 3 of the required 12 units for E.C Employment in California and is required for the Child Development - Option II, Early Childhood Special Education Certificate. This course is approved for Distance Education format.

**CHLD 147 Infant/Toddler-Chld Care-DS4 3**  
Hours: 3 Lecture/Discussion  
Study of the development and care of the infant/toddler. Includes areas of social/emotional development, nutrition, cognitive/motor development, limit setting and language development. Socializing among children/families of diverse backgrounds, play and natural environments appropriate for the typically and atypically developing child will be explored.

**CHLD 148 Child Health/Safety-DS7 3**  
Hours: 3 Lecture/Discussion  
A comprehensive study of health, safety, nutrition and current issues in child development with the young child. This course is designed for child caregivers, teachers and parents. This is a core class for the Child Development Vocational Certificate and for an AS Degree in Child Development and also qualifies for the California Child Development Permit.

**CHLD 149 Creative Curricul/Children-DS3 3**  
Hours: 2 Lecture/Discussion  
3 Lab  
**Materials Fee: \$10.00**  
**Equivalent Course: CHLD 149AB.**

This course presents an overview of knowledge and skills related to providing age-appropriate curriculum and environments for young children. It is designed to prepare child development students in the planning, development and implementation of a wide variety of preschool curriculum. Emphasis is on age and developmentally appropriate practices, theory and curriculum topics. Students will integrate cognitive theory into practicum in the areas of language and literacy, social/emotional learning, sensory learning, creative art, math and science.

**CHLD 152 School-Age Child Care-DS5 3**  
Hours: 3 Lecture/Discussion  
This course studies school-age child care programs. Topics include: developmental needs of school-age children, age appropriate environments, planning, curriculum, and guidance techniques.

**CHLD 154 Intro to Early Intervention 3**  
Hours: 3 Lecture/Discussion  
This course gives an overview of treatments, strategies and techniques used to serve high-risk and handicapped infants, birth to age three, according to PL99-457, as well as the transition process to school-based services. The course meets the training needs of educators, parents and care providers who will serve this special needs population. It is required for the COS Vocational Certificate Special Education-Option

II and it also fulfills part of the 6-units of specialization needed for a California Child Development Permit.

**CHLD 155 Child Guidance DS3 3**  
Hours: 3 Lecture/Discussion  
This course is designed for students preparing to work in early childhood and school-age settings. It provides an overview of positive child guidance practices and a foundation for understanding children's behavior.

**CHLD 158 Cultural Diversity in ECE DS3 3**  
Hours: 3 Lecture/Discussion  
Various classroom strategies will be explored emphasizing cultural and linguistically appropriate anti-bias approaches, supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, the media and Internet. This course qualifies for a core course for an AS Degree in Child Development, COS Vocational Certificate, California Child Development Permit and meets the requirements for the California Community College ECE Curriculum Alignment Project. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.

**CHLD 339 Introduction to Child Dev 3**  
Hours: 3 Lecture/Discussion  
**Equivalent Course: CHLD 239.**  
This is an introductory course with an overview of the early childhood education profession covering child development theory, age-appropriate curriculum and the developmental domains. It also includes licensing requirements and health, safety and nutrition standards for early childhood programs. Units will apply as electives toward the COS Vocational Certificate. Three hours of observation is required at the COS Child Development Center or licensed child care facility.

**CHLD 410 Parents for Student Success 0**  
Hours: .5 Lecture/Discussion  
This is a non-credit course for parents to learn how to take an active role in their child's education. Parents will learn how to navigate the school system for their child's success and understand the importance of their role in strengthening the partnership between home and school.

## CINEMA ARTS

**CINA 031 Film Appreciation-American 2**  
Hours: 1.5 Lecture/Discussion  
1.5 Lab

An exploration of the motion picture production, objectives of various directors, actors and producers in their films, and technology and aesthetic changes in motion picture production. Students are taught to view the motion picture as an art form and to evaluate the objectives of motion pictures and their attainment. CINA 31 offered only in the Fall semester covers the period from beginning to present with emphasis on American films.

**CINA 032 Film Apprec-International 2**  
Hours: 1.5 Lecture/Discussion  
1.5 Lab

An exploration of the origin of motion picture production, objectives of various directors, actors and producers in their films, and technology and aesthetic changes in motion picture production. Students are taught to view the motion picture as an art form and to evaluate the objectives of motion pictures and their attainment. CINA 32 is offered

only in the spring semester and covers contemporary film 1930 to present, with emphasis on international films.

## COMMUNICATION

**COMM 001 Fundamentals/Public Speaking 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: COMM 001H, SPCH 001.**

COMM 1 is an introductory course in Public Speaking. This course covers a variety of formal public address styles and formats. This course offers students an opportunity to learn and practice specific skills needed for effective public speaking. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures. Formerly SPCH 001.

**COMM 004 Interpersonal Communication 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: SPCH 004.**

A theoretical exploration of interpersonal communication dynamics influenced by the field of behavioral communications and psychology. Focus will be upon how individuals relate, perceive, communicate, and apply emotions within interpersonal settings. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement procedures. Approved for Distanced Education format. Formerly SPCH 004.

**COMM 005 Argumentation and Debate 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: SPCH 005.**

COMM 005 is an introductory course in argumentation and debate. This course covers research into, and critical analysis of, major public issues. The course will provide practice in persuasive speaking and formal debate, with emphasis on research, organization, logical proof, and effective presentation. The student will also learn how to understand and avoid fallacies in persuasive presentation. Formerly SPCH 005. Approve for distance education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS placement procedures.

**COMM 007 Persuasion 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: SPCH 007.**

This course examines the constant persuasive messages that permeate modern life. While grounded deeply in persuasive theory, this course also asks students to apply their learning to personal and professional endeavors. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures

**COMM 008 Group Communication 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: SPCH 008.**

COMM 8 is an introductory course in Group Communication. The student will learn group dynamics, structures, the importance of maintaining structured agendas to complete task-oriented group discussions, and how to use substantive conflict to meet both the needs of the group and the individual group members. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Formerly SPCH 008.

**COMM 009 Intercultural Communication 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: SPCH 009.**

This course will provide the student with an understanding of the different cultures in our country by providing an insight into the communicative behaviors each culture possesses. A variety of culture will be studied, with specific emphasis placed on the different skills in verbal and nonverbal communication, communication climates and language interpretation of those cultures. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures. Formerly: SPCH 009.

**COMM 112 Public Speaking for Business 4**  
Hours: 4 Lecture/Discussion

**Equivalent Course: BUS 112, SPCH 112.**

An introductory course in public speaking and presentation software. This course covers a variety of formal public speaking styles and formats. Students will also learn how to create a computerized slide show, as well as speaker outlines/notes and audience handouts to assist in their presentations. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures and BUS 270 or equivalent college course with "C" or better.

**COMM 151 Ind. Study-Communication 1 - 4**  
Hours: 3 TO 12 Lab

**Equivalent Course: COMM 151AD.**

The purpose of Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 52.5 hours of academic work per unit. In addition, students must file an Independent Study form through the Admissions and Records Office. Limitation on Enrollment: Completion of all beginning level courses offered at COS or equivalent college course in the selected area is required. In addition, each student must file an Independent Study form through the Admissions Office to obtain approval to enroll.

## COMPUTER

**COMP 005 Computer Concepts 4**  
Hours: 4 Lecture/Discussion

COMP 5 introduces students to: computer hardware and software systems, impact of computers on society, ethical issues, application of computer technology in many career fields. Students learn to use a microcomputer and applications software packages-word processing, spreadsheet, database and presentation programs. This course is approved for Distance Education format. Advisory on Recommended Preparation: Keyboarding speed of 20 cwpm.

**COMP 006 Programming Fundamentals 3**  
Hours: 2.5 Lecture/Discussion  
1.5 Lab

This course introduces students to problem analysis and programming techniques for preparing computerized solutions using Visual Basic. Approved for Distance Education format.

Advisory on Recommended Preparation: COMP 005 or COMP 130 and BUS 270 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment.

**COMP 008 Programming Concepts (JAVA) 4**  
Hours: 3.5 Lecture/Discussion  
1.5 Lab

**Equivalent Course: COMP 108.**

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.

**COMP 009 Advanced Application Software 3**  
Hours: 2.5 Lecture/Discussion  
1.5 Lab

**Equivalent Course: COMP 109.**

This course advances the Visual Basic .NET techniques learned in COMP 6 with the inclusion of file handling techniques, interconnectivity to an RDB (such as MS Access), and advanced software development using the management of visual objects on microcomputers. Emphasis of the course is on structure and style, using visual environments (windows and graphs), program planning, and logic structures. Approved for Distance Education format.

Advisory on Recommended Preparation: COMP 006 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment.

**COMP 130 Intro to Personal Computers 4**  
Hours: 4 Lecture/Discussion

This course is designed to teach students how to use a computer. Topics include an introduction to computer concepts, Windows, word processing, spreadsheet, and database applications. Transfer students should check with their counselors to see whether COMP 130 or COMP 5 would be more appropriate for their major. Advisory on Recommended Preparation: BUS 270 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment and Keyboarding speed of 20 wpm.

**COMP 133 Database Processing 3**  
Hours: 3 Lecture/Discussion

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 135 Desktop Publishing for Bus 4**  
Hours: 4 Lecture/Discussion

This basic course in desktop publishing addresses the essentials of design, typography, graphics and text using Adobe Software to produce materials appropriate for businesses. Advisory on Recommended Preparation: BUS 270 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment

**COMP 136 Word Processing 3**  
Hours: 3 Lecture/Discussion

This course is designed to teach the fundamentals of word processing. Students will produce business and personal documents using the appropriate formatting techniques. The student will also learn to create charts and tables, merge documents, format graphics and text boxes, and work with Web documents and Desktop Publishing. Advisory on Recommended Preparation: ENGL 360 or equivalent college course with "C" or better, or eligibility for ENGL 251 determined by COS placement procedures; and computer experience and intermediate keyboard skills.

**COMP 138 Spreadsheet for Business 3**  
Hours: 3 Lecture/Discussion

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 140 Computer Operating Systems 3**  
Hours: 3 Lecture/Discussion

Computer Operating Systems is designed to provide a theoretical and practical background to utilizing computer operating systems tools and accessories. Students are recommended to have the ability to type at least 20 CWAM before registering for this course.

**COMP 220 Essential Computer Concepts 2**  
Hours: 2 Lecture/Discussion

This beginning course is designed to give students a basic familiarity with the personal computer. It is appropriate for anyone just starting to use a computer. Advisory on Recommended Preparation: BUS 270 or equivalent college course with "C" or better or equivalent knowledge and/or skills determined by departmental assessment.

**COMP 227 Presentation Software 1.5**  
Hours: 1.5 Lecture/Discussion

Students will learn how to prepare presentations in a business setting using presentation software to create a computerized slide show as well as speaker outlines/notes and audience handouts. This course is approved for Distance Education format.

Advisory on Recommended Approval: Computer experience and keyboarding speed of 20 cwpm.

**COMP 228 Make the Most of the Internet 1**  
Hours: 1 Lecture/Discussion

Comp 228 is designed to give the beginning student a basic familiarity with the World Wide Web. Topics include a brief history of the Internet and World Wide Web, browsing the Web, searching for and locating appropriate Web pages, downloading files, and sending and receiving electronic mail. Students are recommended to have the ability to type at least 20 CWAM upon registering for this course.

**COMP 229 Web Page Design & Development 3**  
Hours: 3 Lecture/Discussion

This course emphasizes the design and creation of web pages. Students will learn how to use a web publishing software program, such as Macromedia Dreamweaver, 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

**COMP 230 Java Script/XML 3**  
Hours: 2.5 Lecture/Discussion  
1.5 Lab

This course teaches students to use JavaScript and advanced HTML techniques to add functionality to web pages, including scrolling messages, animations and dynamic images, data input forms, pop-up forms, pop-up windows, and interactive quizzes. Approved for Distance Education format. Advisory on Recommended Preparation: COMP 005 or COMP 130 and BUS 270 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment.

## COMPUTER SCIENCE

**CSCI 001 Programming Concepts/Method 1 4**  
Hours: 3 Lecture/Discussion  
2 Lab

**Equivalent Course: CSCI 101.**

Introduction to object-oriented programming and problem solving using C++. Algorithm development and object-oriented program design implemented through coding, debugging and documentation of this high level programming language. Approved for Distance Learning format.

**Prerequisites: MATH 070 or equivalent college course with "C" or better or eligibility for MATH 075 as determined by COS placement procedures.**

**CSCI 002 Programming Concepts/Method 2 4**  
Hours: 3 Lecture/Discussion  
2 Lab

**Equivalent Course: CSCI 102.**

Data structures and object-oriented programming using C++. Application of software engineering techniques to the design and development of large programs; data abstraction, structures and associated algorithms. Approved for Distance Learning format.

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

## CONSTRUCTION TECHNOLOGY

**CT 100 Const Draw/Design Analysis 1 4**  
Hours: 3 Lecture/Discussion  
3 Lab

**Materials Fee: \$5.00**

**Equivalent Course: CT 100AB.**

Architectural drafting techniques and standards progressing from fundamentals to completion of light construction drawings, basic floor plans, elevations, details and respective building code analysis. The course utilizes computer automated drafting.

**CT 101 Const Draw/Design Analysis 2 4**  
Hours: 3 Lecture/Discussion  
3 Lab

**Equivalent Course: CT 101AB.**

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.

**CT 105 Computer Asst. Const. Theory 4**  
Hours: 3 Lecture/Discussion  
3 Lab

**Equivalent Course: CT 105AB.**

A study of basic construction practices and theory including computer estimating, scheduling, and budgeting.

**CT 109 Project Management/Codes 3**  
Hours: 3 Lecture/Discussion

Practices in construction documents, computer-operated construction control, project management, building inspection/codes, utilities, labor and insurance requirements.

**CT 125 Fundamental Remodeling 4**  
Hours: 3 Lecture/Discussion  
3 Lab

**Materials Fee: \$6.00**

This course will cover framing, plumbing, electrical, insulation, dry-wall, finish carpentry, and painting. Designed for persons interested in remodeling, from the novice to the experienced builder.

**CT 130 Intro to Const Practices 3**  
Hours: 3 Lecture/Discussion

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**  
Hours: 3 Lecture/Discussion

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

**CT 134 Residential Const Estimating 2**  
Hours: 2 Lecture/Discussion  
1 Lab

A study of the fundamental concepts, theories, principles and applications covering the many phases of residential construction estimating. Such items as cost, materials, quality of materials, materials take off, and trade nomenclature will be discussed and studied for each phase of estimating.

**CT 135 Blueprint Reading/Res Constr 2**  
Hours: 2 Lecture/Discussion  
1 Lab

A study of the fundamental concepts, principles, and applications of blueprint reading. The student will learn the basic fundamentals of reading and interpreting building plans and specifications. It is of great value to the person pursuing a career in drafting, construction inspection, real estate, or maintenance engineers.

**CT 138 Contractors License Law 3**  
Hours: 3 Lecture/Discussion

A study of the fundamental concepts, principles, and applications of construction laws, lien laws, safety, and business laws concerning the construction industry. CT 138 is designed for the individual interested in taking the California State examination for the General Contractors (B) License, or the Specialty Contractors (C) License, or for the student interested in the laws governing the construction trade.

**CT 180 Multi Resident Fire Sprinklr 2**  
Hours: 1.5 Lecture/Discussion  
1 Lab

Trains and educates the student to inspect and/or design fire sprinkler systems for homes, apartments and motels.

**CT 204 Construction Theory/Practice 1 4**  
Hours: 3 Lecture/Discussion  
3 Lab

**Equivalent Course: CT 104AB.**

Basic construction practices and theory for residential construction from site plan through drywall.

**CT 205 Plumbing 3**  
Hours: 2 Lecture/Discussion  
3 Lab

**Equivalent Course: CT 205AB.**

Basic plumbing theory, materials and installation procedures, skill development for professional and non-professional plumbing students.

**CT 208 Construction Theory/Practice 3 4**  
Hours: 3.5 Lecture/Discussion  
1 Lab

**Equivalent Course: CT 108.**



A study of foundation systems, anchors, shear panels, engineered plans, structural metal, truss and roof systems and systems integration.

**CT 214 On-Site Construction/Time Mgt 3.5**  
Hours: 2 Lecture/Discussion  
4 Lab

**Equivalent Course: CT 114AB.**

Hands-on construction practices on a construction site to construct specific building projects to plans and specifications and to develop or enhance building skills with emphasis on time management.

**CT 215 On-Site Construction/Quality 5**  
Hours: 3 Lecture/Discussion  
6 Lab

**Equivalent Course: CT 115AB.**

Hands-on construction practices on a construction site to construct specific building projects to plans and specifications and develop or enhance building skills with emphasis on quality management.

**CT 218 On-Site Construction/Budget 5**  
Hours: 3 Lecture/Discussion  
6 Lab

**Equivalent Course: CT 118AB.**

Advanced hands-on construction practices on a construction site to construct specific building projects to plans and specifications and develop or enhance building skills.

**CT 219 On-Site Construction/Safety 5**  
Hours: 3 Lecture/Discussion  
6 Lab

**Equivalent Course: CT 119AB.**

Hands-on construction practices on a construction site to construct specific building projects to plans and specifications and develop or enhance building skills with emphasis on building site safety.

**CT 250 Basic Carpentry/Const Practice 4**  
Hours: 3 Lecture/Discussion  
3 Lab

**Equivalent Course: CT 150.**

Introduction to construction tools, materials, measuring, millwork, and basic construction practices.

**CT 251 Cabinetmaking 3 - Layout/Tec 4**  
Hours: 3 Lecture/Discussion  
3 Lab

**Equivalent Course: CT 151.**

A study of the fundamental concepts, principles, and applications of cabinetmaking and millwork, covering the many phases of cabinet design, safety, use of materials, cabinet hardware, glues, clamps, trade nomenclature, methods of layout, countertops, cabinet construction and installation. This course is an invaluable career asset for people interested in cabinetmaking, woodworking, furniture 4.0making, drafting, interior decorating, architecture, construction, maintenance, engineering or remodeling.

**CT 260 Interior Millwork 4**  
Hours: 3 Lecture/Discussion  
3 Lab

**Equivalent Course: CT 160.**

Mill cabinet functional and spacial concepts, design and construction, cabinet shop practices, introduction to cabinet design software and CNC cabinet manufacturing

**CT 270 Residential Wiring 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: CT 270AB.**

Theory and practices of residential electrical systems, including branch circuits, distribution, transformers, system components, power calculations for voltage, current, wattage, and NEC application.

**CT 271 Life Safety for Construction 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: CT 171AD.**

Study of building codes and construction practices related to building occupants' safety.

**CT 272 Residential Inspection Code 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: CT 172AD.**

The study of residential code application and inspection principles for construction management and inspection professions.

**CT 273 Electrical Codes 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: CT 173AD.**

Electrical code, theory, plan review, math and field inspection for construction management and inspection professions

**CT 274 Mechanical Inspection 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: CT 174AD.**

Principles of mechanical inspection, plan review, applicable math and field practices for construction management and inspection professions.

**CT 276 Architecture Inspection 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: CT 176AD.**

Principles of architectural inspection, applicable codes, related math and engineering plan symbols for construction management and inspection professions.

**CT 277 Structural Inspection 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: CT 170AD.**

Structural inspection principles of concrete, wood and metal for construction management and inspection professions.

## CONSUMER/FAMILY STUDIES

**CFS 080 Lifespan Development 3**  
Hours: 3 Lecture/Discussion

A study of basic theories, research, applications, and principles of physical, cognitive, and psychosocial development from conception to death, within our diverse society. Topics include behavior, sexuality, nutrition, health, stress, environmental relationships, and implications of death and dying. Approved for Distance Learning format.

Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

## COSMETOLOGY

**COSM 261 Basic Cosmetology 6 - 15**  
Hours: 5 TO 5 Lecture/Discussion  
3 TO 30 Lab

COSM 261 includes a study of basic scientific theories and techniques

as they apply to cosmetology. The course covers disorders, diseases, analysis, and treatment of the skin, hair, scalp, and nails; bacteriology, sterilization, and sanitation; principles of hair styling, chemicals and applications, fundamentals of massage, facials, and manicuring; ethics in cosmetology and salon management principles. Limitation on Enrollment: Students must meet with an Estes Cosmetology Representative and be granted admission to the Estes Cosmetology Program.

**COSM 262 Intermediate Cosmetology 6 - 15**  
Hours: 5 Lecture/Discussion  
3 TO 30 Lab

Cosmetology 262 includes a study of basic scientific theories and techniques as they apply to cosmetology. The course covers disorders, diseases, analysis, and treatment of the skin, hair, scalp, and nails; bacteriology, sterilizations, and sanitation; principles of hair styling, chemicals and applications, fundamentals of massage, facials, and manicuring; ethics in cosmetology and salon management principles. Prerequisite may be waived with 500 hours of cosmetology training. Limitation on Enrollment: Admissions into the Cosmetology Program. **Prerequisites: COSM 261 or equivalent college course with "C" or better.**

## COUNSELING

**COUN 100 Career Planning 3**  
Hours: 3 Lecture/Discussion

An introduction to career/life planning including an exploration of interests, skills, values, personality traits, past experiences and life stages. Students will develop a career/life plan using gathered self-information, decision-making strategies and an awareness of psychological, sociological and physiological factors related to career/life satisfaction. The course is approved for distance education format.

**COUN 110 First Year Experience Seminar 3**  
Hours: 3 Lecture/Discussion

This course will provide students an opportunity to learn and adopt techniques, tools and methods that will enhance success in college, including goal-setting strategies; gain information about campus resources, regulations and graduation/transfer requirements; and use electronic databases, print resources and the Web for research purposes.

**COUN 115 Transfer/Career Readiness 2**  
Hours: 2 Lecture/Discussion

This course is designed to be the cornerstone of a successful transition into the next stage of a student's academic goal. Students will gain an understanding of the psychological, sociological and academic demands of college and employment as well as learn how to utilize tools available to search for employment and/or to apply for transfer to a university. Upon course completion, students will have applied to universities and/or submitted an application for employment.

**COUN 122 Peer Counseling 2**  
Hours: 2 Lecture/Discussion  
**Equivalent Course: COUN 122AD.**

This course focuses on utilizing and providing information from the COS catalog, the class schedule, student services, and community resources. Topics include academic policies, interpersonal communication skills, and peer counseling techniques. This course is required for participation in the college's Student Ambassador Program.

**COUN 125 Creating College Success 2**  
Hours: 2 Lecture/Discussion

This course will focus on strategies and tools for college success, in addition to exploring culture and its impact on academic success.

Students in this course will also be paired with a mentor from the professional community.

Limitation on Enrollment: Participation in the Puente Project.

## CULINARY

**CULN 201 Foods 3**  
Hours: 2 Lecture/Discussion  
3 Lab

**Materials Fee: \$35.00**

**Equivalent Course: NUTR 101.**

An overview of basic principles of food science, culinary and cooking techniques. Areas of study include ingredient properties, nutritive values, preservation methods, product evaluation, meal management, food safety and sanitation.

**CULN 205 Professional Cooking 3**  
Hours: 2 Lecture/Discussion  
3 Lab

**Materials Fee: \$40.00**

**Equivalent Course: NUTR 105.**

An introduction to the fundamentals of culinary arts. This hands-on course covers sauces and stocks, soups, pasta-making, breakfast and brunch items, yeast and quick breads and seasonal cuisine. Also includes knife techniques, culinary terms, menu-planning, tools and equipment. These topics are explored as they fit into a professional culinary operation. The class is taught by a professional with experience in the commercial food service industry.

**CULN 206 Professional Cooking 2 3**  
Hours: 2 Lecture/Discussion  
3 Lab

**Materials Fee: \$35.00**

**Equivalent Course: NUTR 106.**

Fundamentals of culinary arts with an emphasis on baking techniques; yeast products, pastries, cookies, pies, and cakes. Other culinary techniques covered are stocks, soups, sauces, fish and shell fish. This hands-on course covers culinary basics such as sanitation and safety, knife skills, mise en place, tools and equipment, and professionalism. The class is taught by a professional with experience in the commercial food service industry. Formerly NUTR 106.

## DAIRY FOOD PROCESSING

**DPTI 202 GMP and Sanitation 1**  
Hours: 1 Lecture/Discussion

Introduction to Dairy Plant Sanitation, Good Manufacturing Practices (GMP) guidelines and implementation, chemicals, pH and their roles in functional cleaning of the dairy plant and associated equipment.

**DPTI 203 Industrial Safety 1**  
Hours: 1 Lecture/Discussion

Introduction to the elements of industrial safety as it relates to a dairy processing facility. Topics to be covered, illness and injury prevention, confined space entry, lock-out tag-out programs, hazard communication programs, and industrial lift programs.

**DPTI 204 Sensory Evaluation 1**  
Hours: 1 Lecture/Discussion

This course is designed to develop the students skills for sight, taste, smell and touch, to evaluate various dairy products. Course content follows the California Agriculture Teaching Association Curriculum Code used for Career Development Events.

**DPTI 205 HACCP and Food Safety 1**  
Hours: 1 Lecture/Discussion  
An introduction to Hazardous Analysis Critical Control Point programs in the dairy processing facility. Importance of HACCP programs and identification of Critical Control Points. Class will demonstrate how to set up and implement a HACCP program.

**DPTI 206 Human Resources 1**  
Hours: 1 Lecture/Discussion  
This course is designed to prepare students for employment procedures when applying for a position in the Dairy Food Processing industry. Students will learn resume preparation, interviewing skills, and techniques that are unique to the Dairy Processing industry.

**DPTI 207 Process Equipment & Engineer 1**  
Hours: 1 Lecture/Discussion  
Introduction and identification of equipment used in the processing facility. Function, cleaning, sanitizing and maintenance of processing equipment. How to perform equipment tear-downs for inspections. Discussions of required Regulatory Licensing.

**DPTI 208 Laboratory Skills 1**  
Hours: 1 Lecture/Discussion  
This course will introduce students to common tests performed in the dairy laboratory. Identification of various equipment used in the dairy lab, proper safety, and chemical disposal will be stressed. DPTI 208 is designed for the plant technician, not a laboratory technician.

**DPTI 209 Dairy Products and Marketing 1**  
Hours: 1 Lecture/Discussion  
Introduction of the standards of identification of milk and dairy foods, introduction of elementary dairy products, as well as marketing and handling will be covered in this course.

**DPTI 210 Transportation 1**  
Hours: 1 Lecture/Discussion  
Introduction of aspects in raw milk pick-up, routing, transportation to the milk plant, loading and transporting of finished/packaged dairy products will be covered.

**DPTI 211 Cheese & Whey Processing 1**  
Hours: 1 Lecture/Discussion  
Introduction of aspects in the art of cheese making. Elementary techniques of whey processing will also be covered.

**DPTI 212 Warehousing/Dry-Refrigerated 1**  
Hours: 1 Lecture/Discussion  
Students will be introduced to all aspects in routing, storage, and rotation of finished/packaged dairy products, outline of pest control management essentials, and introduction of quality issues surrounding all raw material.

**DPTI 218 Marketing Dairy Products 2**  
Hours: 2 Lecture/Discussion  
2 Lab  
One of a series of classes in applied dairy food manufacturing. The application of marketing will deal with all aspects of consumer point sales of dairy products. The course will deal with milk quality issues as they relate to retail marketing of products.

## DAIRY SCIENCE

**DSCI 101 Introduction to Dairy Science 3.5**  
Hours: 3 Lecture/Discussion  
1 Lab

This introductory course to dairy science shall include the theory and concepts of dairy animal selection, culling, fitting, and showing. Interpretation of pedigrees and the fundamentals of bovine reproduction shall be covered. The basic premise of dairy management skills and an overview of the California dairy industry will be covered.

**DSCI 102 Principles/Milk Production 3**  
Hours: 3 Lecture/Discussion  
1 Lab

This course is designed to give students the factors involved in milk production by dairy cows. Includes anatomy and physiology of the mammary gland, udder health, automatic milking equipment, dairy sanitation, and use of antibiotics in dairy cattle.

**DSCI 103 Commercial Dairy Herd Mgt 3.5**  
Hours: 3 Lecture/Discussion  
1 Lab

DSCI 103 is part of the Dairy Science curriculum at COS. The course is designed to give students a broad basis for decision-making in commercial dairy operations. Cost of production, herd health, milk pricing, and use of computer programs makes this course very important for students preparing for a career in the dairy industry.

**DSCI 104 Breed/Select of Dairy Cattle 3.5**  
Hours: 3 Lecture/Discussion  
1 Lab

Instruction in the theory and interpretation of elements used in the selection and evaluation of dairy breeds of cattle shall be the main emphasis of this course. Concepts and abstracts used for quality grading of animals shall be emphasized. The theory of insemination, embryo transplantation, gender selection practices and gene splicing shall be covered as it relates to quality criteria.

**DSCI 108 Dairy Nutrition 3.5**  
Hours: 3 Lecture/Discussion  
1 Lab

This course is designed to give students an in depth study of dairy cattle nutrition. Nutrient requirements of dairy cattle, commodity feeding, ration formulation and feeding systems will be discussed. Computer application of ration formulation will be used, along with spreadsheets to project feed inventories and usage.

## DANCE

**NOTICE: THERE ARE IMPORTANT STATEWIDE CHANGES TO REPEATABILITY OF ACTIVITY COURSES. PLEASE SEE PAGES 268-281.**

**DANC 050 Ballet 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: DANC 008AD.**

This course provides an introduction to the study of ballet, including its history, tradition, styles and forms. Beginning vocabulary, positions and terminology are emphasized.

**DANC 054 Modern Dance 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: DANC 010AD.**

This course is an introduction to the fundamentals of Modern Dance



technique. Emphasis on the importance of breath, body alignment, rhythmic movement, and the exploration of movement through time, space and energy.

**DANC 058 Jazz Dance 1** 1  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: DANC 012AD.**

An introduction to the basic movement skills employed in jazz dance techniques. Compositional forms and rhythms are practiced, leading to an understanding and appreciation of jazz as an artistic dance form.

**DANC 062 Tap Dancing 1** 1  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: DANC 016AD.**

This beginning level of tap introduces the dance student to single and double sounds made with the feet. Creating Rhythm sounds with, foot work, that feature specific body coordination and weight change skills are taught.

**DANC 080 Choreography** 1  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: DANC 006AD.**

This course emphasizes combining movements and developing ideas in relation to dynamics, design and motivation. Students will discuss forms and learn how to articulate the art of dance.

**DANC 151 Ballet 2** 1  
Hours: .5 Lecture/Discussion  
1.5 Activity

This is the second level of training in the study of ballet. Building on the basic terms and steps, new concepts, balancing on one leg, speed and repetition are added.

**DANC 155 Modern Dance 2** 1  
Hours: .5 Lecture/Discussion  
1.5 Activity

This course is the second installment or lower intermediate level of Modern Dance technique. Building onto the concepts of breath, body alignment, rhythmic movement, and the exploration of movement through time, space and energy, the dancer will learn increased range of movement and flexibility in legs.

**DANC 159 Jazz Dance 2** 1  
Hours: .5 Lecture/Discussion  
1.5 Activity

This is the second level of jazz dance. The course covers basic skills, with an emphasis on conditioning and flexibility. Students will learn a 4 counts of 8 combination. Additional skills in turning and jumping, as well as accelerated terms, will be part of the instruction for this course.

**DANC 163 Tap Dancing 2** 1  
Hours: .5 Lecture/Discussion  
1.5 Activity

A second level course for students who have mastered basic tap dance skills, this course focuses on developing the speed at which students master tap routines, adding triple or quadruple sounds as well. Students are advised to take Tap 1 or have past tap experience to be successful in this class.

## DRAFTING

**DRFT 016 CAD Applications** 4  
Hours: 3 Lecture/Discussion  
3 Lab

**Materials Fee: \$20.00**

**Equivalent Course: DRFT 016AD, DRFT 116AD.**

This is an advanced computer assisted drafting course that explores parametric solid modeling. Techniques include modeling tools, assembly modeling, and working with drawing views. Advisory on Recommended Preparation: DRFT 114 and 115 or equivalent college courses with "C" or better

**DRFT 112 Mechanical Drafting 1** 3  
Hours: 2 Lecture/Discussion  
3 Lab

**Materials Fee: \$5.00**

**Equivalent Course: DRFT 200.**

This is an introductory course in the fundamentals of mechanical drawing and modern drafting practice. It is a "tactile" (by hand) drafting course. This course is a basis for all drafting-related majors and is recommended for students who have had no high school drafting, but plan to enter any one of various design professions.

**DRFT 113 Mechanical Drafting 2** 3  
Hours: 2 Lecture/Discussion  
3 Lab

**Materials Fee: \$5.00**

**Equivalent Course: DRFT 100.**

This is an intermediate course in the fundamentals of technical drafting and practical applications. Emphasis will be placed on lettering, orthographic projection, auxiliary views, dimensioning, and the interrelationship of each manufacturing design. Formerly DRFT 100. Advisory on Recommended Preparation: DRFT 112 (Formerly DRFT 200) or equivalent college course with a grade of "C" or better or equivalent skills as determined by departmental assessment.

**DRFT 114 Introduction to CAD** 4  
Hours: 3 Lecture/Discussion  
3 Lab

**Materials Fee: \$20.00**

This is an introductory course that explores the basic concepts and applications of computer assisted drafting. Students will use the computer to solve a series of drafting problems related to various design professions.

**DRFT 115 Advanced CAD** 4  
Hours: 3 Lecture/Discussion  
3 Lab

**Materials Fee: \$20.00**

This is an advanced computer assisted drafting course that explores parametric solid modeling. Techniques include sketching, editing, modifying, adding relations and dimensions, base feature options, creating geometries, modeling tools, and editing features. Advisory on Recommended Preparation: DRFT 114 or equivalent college course with "C" or better

**DRFT 151 Independent Study-DRAFT** 1 - 4  
Hours: 3 TO 12 Lab

**Equivalent Course: DRFT 151AD.**

The purpose of independent study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Advisory on Recommended Preparation: DRFT 114 or equivalent college course with "C" or better

Limitation on Enrollment: Completion of all beginning level courses in the selected subject area and Drafting Technology Department approval. Students must file an Independent Study form through the Admissions and Records Office prior to enrollment.

**DRFT 251 Independent Study-DRFT 1 - 4**

Hours: 3 TO 12 Lab

**Equivalent Course: DRFT 251AD.**

The purpose of independent study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Advisory on Recommended Preparation: DRFT 114 or equivalent college course with "C" or better

Limitation on Enrollment: Drafting Technology Department approval required to enroll. Students must file an Independent Study form through the Admissions and Records Office prior to enrollment.

**DRFT 400 Drafting Tech Sup Lrng Assist 0**

Hours: 27 TO 108 Lab

Drafting Technology Supplemental Learning Assistance is intended to strengthen students' drafting technology skills and reinforce their mastery of concepts. This open entry/open exit class is linked with the following parent courses: DRFT 16, 112, 113, 114, 115.

## DRAMA

**NOTICE: THERE ARE IMPORTANT STATEWIDE CHANGES TO REPEATABILITY OF ACTIVITY COURSES. PLEASE SEE PAGES 268-281.**

**DRAM 001 Intro to the Theatre 3**

Hours: 3 Lecture/Discussion

This course is intended as a critical analysis of theatre from an audience perspective. Elements of play production from the dramatic structure, style and historical perspective of the script to the final presentation before an audience will be explored.

**DRAM 002 Fundamentals of Acting 1 3**

Hours: 3 Lecture/Discussion  
1 Lab

The student will be introduced to the process of analyzing and developing a character through lecture, demonstration, pantomime, improvisation, and the rehearsal and presentation of scenes from plays and musicals of the Modern and Contemporary International Theatre.

**DRAM 003 Fundamentals of Acting 2 3**

Hours: 2.5 Lecture/Discussion  
1.5 Lab

This course is designed to exercise the separate parts of the composite art of acting which includes thought, emotion, and specific movement and vocal techniques. Emphasis is placed on the appraisal and analysis of stage techniques, acting theories, and practices in performance from experimental dramas and the theater of the absurd. The ultimate goal is to develop a firm foundation in basic acting techniques.

**DRAM 004 Intermediate Acting 1 3**

Hours: 2.5 Lecture/Discussion  
1.5 Lab

This course is designed as an advanced level of study of acting proficiency and technique begun in DRAM 2 and 3. Class lecture, discussion, and scene work focus on text and character analysis, clarity of characterization, vocal and physical expressiveness and emotional

release. Acting scene material is taken from the plays of the classical Greek Theatre, William Shakespeare and the Restoration comedies of the 18th century. Advisory on Recommended Preparation: DRAM 2 and 3 or equivalent college courses with "C" or better, or recommendation of department.

**DRAM 005 Intermediate Acting 2 3**

Hours: 2.5 Lecture/Discussion  
1.5 Lab

Continuation of acting sequence in which play texts are studied and presented with concentration on in-depth analysis of subject material, intensity of action, freedom of emotional release, and clarity of expression. Acting scenes are chosen from European and American plays from the Eighteenth and Nineteenth Centuries through the social dramas of the 1930s. Students may enroll in this course without having taken DRAM 4. Advisory on Recommended Preparation: DRAM 2 or equivalent college course with "C" or better or DRAM 3 or equivalent college course with "C" or better or DRAM 4 or equivalent college course with "C" or better.

**DRAM 006 Shakespeare 3**

Hours: 3 Lecture/Discussion

DRAM 006 is an introductory course that stresses student involvement with the literary and dramatic aspects of Shakespeare's works through the use of lecture, reading from the text, text analysis, acting scenes, and video. Each student will participate in the reading and interpretation of selected plays. It will also treat the playwright's life, times, sources, and influences on his work.

**DRAM 012 Costuming 3**

Hours: .5 Lecture/Discussion  
3.5 Lab  
4 Activity

**Equivalent Course: DRAM 012AB, FASH 012AB.**

This course is designed as an introduction to the function and aesthetic effect of costumes. Design, research, organization, pattern and construction techniques, sewing equipment use and function of costume personnel in production work are explored. Additional hours required working on crews for college productions. These additional hours amount to 4 per week/70 hours total.

**DRAM 013 Beginning Stagecraft 3**

Hours: .5 Lecture/Discussion  
3.5 Lab  
4 Activity

**Equivalent Course: DRAM 013AB.**

This course is designed to introduce students to stagecraft, all technical phases of scene production including construction, painting, rigging, placement, and manipulation of stage scenery and properties. Four additional hours required for crew work on college productions totaling seventy hours for the semester.

**DRAM 014 Intermediate Stagecraft 3**

Hours: .5 Lecture/Discussion  
3.5 Lab  
4 Activity

**Equivalent Course: DRAM 014AB.**

This course is designed as an intermediate class for the student who has completed DRAM 13. Student will explore management responsibilities through leadership roles in technical direction, construction, scenic artistry, and backstage organization. Four additional hours required for crew work on college productions, totaling seventy hours for the semester. Advisory on Recommended Preparation: DRAM 013 or equivalent college course with "C" or better

**DRAM 015 Beginning Stage Lighting 3**  
Hours: 2.5 Lecture/Discussion  
1.5 Lab

**Equivalent Course: DRAM 015AB.**

This course introduces the student to the basic concepts of theatre lighting. Study includes the operation of stage lighting.

**DRAM 016 Intermediate Stage Lighting 3**  
Hours: 2.5 Lecture/Discussion  
1.5 Lab

**Equivalent Course: DRAM 016AB.**

The student will continue the study of stage lighting by being assigned the added responsibilities of lighting crew and production staff leadership. Individual design, rigging, and organization problems, as well as lighting instrument and control system maintenance and operation techniques, will be assigned. Advisory on Recommended Preparation: DRAM 015 or equivalent college course with "C" or better

**DRAM 017 Makeup 3**  
Hours: .5 Lecture/Discussion  
3.5 Lab  
4 Activity

**Equivalent Course: DRAM 017AB, FASH 017AB.**

This course is designed to introduce the student to the basic techniques and materials of theatrical makeup. Topics include facial shape, hair arrangement, skin care, and makeup for various races and skin types. Additional hours are required to work on crews for college Drama Arts productions. The student will complete 4 hours a week or a total of 70 hours for the semester.

**DRAM 019 Rehearsal and Performance 1 2**  
Hours: 6.5 Activity

**Equivalent Course: DRAM 019AD.**

Participating as actors in a fully supported theatre production of the Classical Period, students focus on individual and ensemble performance techniques that are essential for a classical play production. Participation in rehearsals and public performance is required. Limitation on Enrollment: Audition by Department

**DRAM 021 Rehearsal and Performance 2 2**  
Hours: 6.5 Activity

**Equivalent Course: DRAM 021AD.**

Experience in modern and contemporary theatre through active participation in a full-length play for public performance. Limitation on Enrollment: Audition by Department

## EARTH SCIENCE

**ESCI 001 Introduction to Earth Science 4**  
Hours: 3 Lecture/Discussion  
3 Lab

**Equivalent Course: ESCI 100.**

This course provides students with the scientific background to teach earth science at kindergarten through 8th grade levels. It emphasizes the application of the scientific method to the study of Earth systems. Topics include: geology (minerals, rocks, earthquakes, volcanoes, rivers, glaciers, the fossil record), oceanography (ocean composition, currents, tides, coastlines), meteorology (atmospheric composition, weather, storms), and astronomy (phases of the moon, eclipses, the solar system). Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better AND MATH 200 or equivalent college course with "C" or better

## ECONOMICS

**ECON 025 Introduction to Economics 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: ECON 125.**

A broad survey of the development of economic ideas and theories in the context of economic history (including major economic thinkers). Both microeconomic and macroeconomic topics are covered including supply and demand, market structures, inflation, unemployment, fiscal policy, monetary policy, and international trade. Advisory on Recommended Preparation: MATH 360 or equivalent college course with "C" or better, or eligibility for MATH 200 as determined by COS Placement Procedures.

**Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**ECON 040 Principles of Microeconomics 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: ECON 002, ECON 40H.**

This is an introductory course focusing on choices of individual economic decision-makers. Topics include: scarcity, comparative advantage, market equilibrium, elasticity, cost theory, market structures, factor markets and market failure. This course is approved for Distance Education format.

**Prerequisites: MATH 230 and ENGL 251 or equivalent college courses with "C" or better or eligibility for MATH 021 as determined by COS placement procedures.**

**ECON 050 Principles of Macroeconomics 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: ECON 001.**

An introductory course focusing on aggregate economic analysis. Topics include: market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth.

**Prerequisites: ECON 040 and MATH 230 and ENGL 251 or equivalent college courses with "C" or better or eligibility as determined by COS placement procedures.**

## EDUCATION

**EDUC 050 Introduction to Teaching 3**  
Hours: 2 Lecture/Discussion  
3 Lab

**Equivalent Course: EDUC 150.**

Exploration of teaching as a career. Students are introduced to the teaching profession in American schools. A minimum of forty-five hours of on-site school visitation required. Approved for distance education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 001 determined by COS placement procedures.

**EDUC 120 Tech Skills for Educators 3**  
Hours: 3 Lecture/Discussion

Information and hands-on explorations allow students to develop basic skills for using computer technology for productivity and instruction in educational settings. Major topics include basic computer terminology and functions, common computer applications (word processing, databases, spreadsheets, and presentation software), educational technology trends, and issues relating to the uses of computers in educational settings. Approved for distance education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 001 as determined by COS Placement Procedures.

## ELECTRICIAN TRAINING

<b>ET 200</b>	<b>Intro to Electrician Training</b>	<b>4</b>
Hours:	3.5 Lecture/Discussion 1.5 Lab	
<b>Materials Fee:</b>	<b>\$40.00</b>	
<b>Equivalent Course: ET 200AB.</b>		
This is the first course in a series of state-approved Electrician Training classes. Topics include basic safety, math, tools, blueprints, and rigging. NCCER Modules 1-16.		
<b>ET 201</b>	<b>Electrician Training 1</b>	<b>4</b>
Hours:	3.5 Lecture/Discussion 1.5 Lab	
<b>Materials Fee:</b>	<b>\$40.00</b>	
<b>Equivalent Course: ET 201AB.</b>		
This is an electrical course in a series of state-approved Electrician Training classes. Topics include electrical theory, introduction to NEC codes, electrical blue prints, hand bending, fasteners, anchors, test equipment, raceways, boxes, fittings, and residential wiring. NCCER Modules 17-25.		
<b>Prerequisites: ET 200 or equivalent college course with "C" or better.</b>		
<b>ET 202</b>	<b>Electrician Training 2</b>	<b>4</b>
Hours:	3.5 Lecture/Discussion 1.5 Lab	
<b>Materials Fee:</b>	<b>\$40.00</b>	
<b>Equivalent Course: ET 202AB.</b>		
This is an electrical course in a series of state-approved Electrician Training classes. Topics include commercial and industrial wiring, AC motor theory and application, grounding, conduit bending, boxes and fittings, and conductor installations. It includes NCCER Modules 26-32.		
<b>Prerequisites: ET 201 or equivalent college course with "C" or better.</b>		
<b>ET 203</b>	<b>Electrician Training 3</b>	<b>4</b>
Hours:	3.5 Lecture/Discussion 1.5 Lab	
<b>Materials Fee:</b>	<b>\$40.00</b>	
<b>Equivalent Course: ET 203AB.</b>		
This is an electrical course in a series of state-approved Electrician Training classes. Topics include voice and data systems, fiber optics, cable tray, conductor terminations and splices, electric services, breakers, contactors and relays, and lighting circuits. This course includes NCCER Modules 27-33.		
<b>Prerequisites: ET 202 or equivalent college course with "C" or better.</b>		
<b>ET 204</b>	<b>Electrician Training 4</b>	<b>4</b>
Hours:	3.5 Lecture/Discussion 1.5 Lab	
<b>Materials Fee:</b>	<b>\$40.00</b>	
<b>Equivalent Course: ET 204AB.</b>		
This is an electrical course in a series of state-approved Electrician Training classes. Topics include calculations, overcurrent protection, raceway, box, and fitting fill, wiring devices, and distribution equipment. NCCER Modules 34-40 are covered in this course.		
<b>Prerequisites: ET 203 or equivalent college course with "C" or better.</b>		
<b>ET 205</b>	<b>Electrician Training 5</b>	<b>4</b>
Hours:	3.5 Lecture/Discussion 1.5 Lab	
<b>Materials Fee:</b>	<b>\$40.00</b>	
<b>Equivalent Course: ET 205AB.</b>		
This is an electrical course in a series of state-approved Electrician		

Training classes. Topics include distribution system transformers, lighting, motor calculations, maintenance, and hazardous locations. This course covers NCCER Modules 41-47.

**Prerequisites: ET 204 or ET 204AB or equivalent college course with "C" or better.**

<b>ET 206</b>	<b>Electrician Training 6</b>	<b>4</b>
Hours:	3.5 Lecture/Discussion 1.5 Lab	

**Materials Fee: \$40.00**

**Equivalent Course: ET 206AB.**

This is an electrical course in a series of state-approved Electrician Training classes. Topics include load calculations, lighting, standby/emergency systems, electronic theory, fire alarm systems, and specialty transformers. This course covers NCCER Modules 48-53.

**Prerequisites: ET 205 or equivalent college course with "C" or better.**

<b>ET 207</b>	<b>Electrician Training 7</b>	<b>4</b>
Hours:	3.5 Lecture/Discussion 1.5 Lab	

**Materials Fee: \$40.00**

**Equivalent Course: ET 207AB.**

This is an electrical course in a series of state-approved Electrician Training classes. Topics include motor controls, HVAC controls, motor maintenance, high-voltage terminations/splices, foremanship, and NEC code review. This course covers NCCER Modules 54-60.

**Prerequisites: ET 206 or equivalent college course with "C" or better.**

<b>ET 225</b>	<b>Electrician Journeymen Exam</b>	<b>1</b>
Hours:	1 Lecture/Discussion	

This course is a preparation course for the journeymen general electrician test that is required by the Division of Apprenticeship Standards of the State of California.

<b>ET 230</b>	<b>Solar System Design</b>	<b>3</b>
Hours:	2.5 Lecture/Discussion 1.5 Lab	

This course is based around photovoltaic systems design and installation and goes over photovoltaic concepts, system configurations, National Electrical Code items related to PV systems and installation techniques. Upon completion of the course students will be eligible to take the certification exam from the North American Board of Certified Energy Practitioners.

## ELECTRONICS

<b>ELEC 160</b>	<b>Survey of Electronics</b>	<b>2.5</b>
Hours:	2 Lecture/Discussion 2 Lab	

**Materials Fee: \$64.00**

**Equivalent Course: ELEC 160AC.**

Basic knowledge of electricity and electronics is essential for many non-electronics majors spanning medical, computer, agricultural and telecommunications, plus others. This course covers all the basic concepts in electricity and electronics, including electricity and magnetism, transformers, alternating and direct currents as well as magnetic fields, without the detail and math rigor usually found in a comprehensive electronics curriculum.

## EMERGENCY MEDICAL TECHNICIAN

<b>EMT 251</b>	<b>Emergency Medical Technician B</b>	<b>4</b>
Hours:	3 Lecture/Discussion 6 Lab	

**Equivalent Course: EMT 351.**

The student who completes this course will develop skills in



recognition of symptoms of illness and/or injury and proper procedures for emergency care. Those who complete the EMT B course are eligible to sit for the National Registry of Emergency Medical Technicians and employment by government and private emergency health care services in the area.

Limitation on Enrollment: Valid AHA Health Care Provider card required.

## ENGINEERING

### ENGR 001 Engineering Graphics 4

Hours: 3 Lecture/Discussion  
3 Lab

Principles of orthographic projection, dimensioning and descriptive geometry. Applications to the solution of engineering problems including the use of interactive computer graphics. Approved for Distance Learning format.

### ENGR 002 Statics 3

Hours: 3 Lecture/Discussion

The study of two- and three-dimensional force systems acting on particles and rigid bodies in static equilibrium. Included are analysis of distributed forces, trusses, beams, frames and machines, shear and bending moment diagrams, center of mass, centroids, friction and moments of inertia. Additional topics may include fluid statics, forces in cables, Mohr's circle and virtual work.

**Prerequisites:** MATH 076 and PHYS 005 and MATH 077 or equivalent college courses with "C" or better (MATH 077 may be taken concurrently).

### ENGR 003 Engineering Materials 4

Hours: 3 Lecture/Discussion  
3 Lab

The course consists of a fundamental treatment of the principles of materials science in engineering. Topics included are chemical bonding, crystallography, phase diagrams, diffusion and mechanical and electrical properties of solids.

**Prerequisites:** PHYS 005 and CHEM 001 and MATH 075 or equivalent college courses with "C" or better.

### ENGR 004 Electric Circuits 4

Hours: 3 Lecture/Discussion  
3 Lab

An introductory course in the analysis of linear electrical circuits. Analysis techniques are developed for both DC and AC circuits. Use of circuit simulation software is included.

**Prerequisites:** MATH 077 and PHYS 007 and MATH 081 or equivalent college courses with "C" or better (PHYS 007 and/or MATH 081 may be taken concurrently).

### ENGR 110 Introduction to Engineering 1

Hours: 1 Lecture/Discussion

An exploration of the engineering profession, including engineering disciplines and career opportunities, ethical and legal aspects of the profession, educational requirements and an introduction to engineering problem-solving and the design process. This course is approved for Distance Education.

## ENGLISH

### ENGL 001 College Reading & Composition 4

Hours: 4 Lecture/Discussion

ENGL 1 is a college freshman composition course that emphasizes expository writing, close reading, cogent thinking, familiarity with information technology, and research strategies. This course requires a substantial research component and writing of a minimum of 6,000 words. Students enrolled in ENGL 1 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

**Prerequisites:** ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

### ENGL 002 Logic and Composition 3

Hours: 3 Lecture/Discussion

**Equivalent Course:** ENGL 002H.

This course gives students the opportunity to study and apply logic and cogent thinking to written and oral communication, as well as develop advanced writing skills. Students learn to recognize logical fallacies, analyze others' arguments, and produce their own arguments and solutions to problems, using primary and secondary research. This course requires substantial writing of a minimum of 6,000 words. Students enrolled in ENGL 2 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

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

### ENGL 004 Composition and Literature 3

Hours: 3 Lecture/Discussion

**Equivalent Course:** ENGL 004H.

English 4 is an introduction to literature--including the short story, the novel, poetry, and drama--through close reading and analysis of literature and literary theory, discussion, research and writing. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ENGL 4 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

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

### ENGL 010 Chicano Literature 3

Hours: 3 Lecture/Discussion

This course examines Chicano literature through poetry, short stories, essays, drama, and novels, which are used as a means of providing a panoramic view of the Chicano experience. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 10 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

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

### ENGL 014 Creative Writing 3

Hours: 3 Lecture/Discussion

**Equivalent Course:** ENGL 014AB.

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.

**Prerequisites:** ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

<b>ENGL 015</b>	<b>Survey of British Lit 1</b>	<b>3</b>
Hours:	3 Lecture/Discussion	
This course examines major works of early British literature from Beowulf through the period of the Restoration. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 15 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.		
<b>Prerequisites: ENGL 001 or equivalent college course with "C" or better.</b>		
<b>ENGL 016</b>	<b>Survey of British Lit 2</b>	<b>3</b>
Hours:	3 Lecture/Discussion	
This course examines major works of British literature from the Romantic period to the present. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 16 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.		
<b>Prerequisites: ENGL 001 or equivalent college course with "C" or better.</b>		
<b>ENGL 018</b>	<b>African American Literature</b>	<b>3</b>
Hours:	3 Lecture/Discussion	
ENGL 018 is a study of African American literature including novels, short stories, poetry and plays, from the Colonial period to the present. 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.		
<b>Prerequisites: ENGL 001 or equivalent college course with "C" or better.</b>		
<b>ENGL 019</b>	<b>Women in Literature</b>	<b>3</b>
Hours:	3 Lecture/Discussion	
This course examines literature about or by women including myths, short stories, essays, novels, and poetry. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 19 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.		
<b>Prerequisites: ENGL 001 or equivalent college course with "C" or better.</b>		
<b>ENGL 030</b>	<b>American Literature 1</b>	<b>3</b>
Hours:	3 Lecture/Discussion	
This course examines major works of early American literature from the Colonial period through the Civil War. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 30 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.		
<b>Prerequisites: ENGL 001 or equivalent college course with "C" or better.</b>		
<b>ENGL 031</b>	<b>American Literature 2</b>	<b>3</b>
Hours:	3 Lecture/Discussion	
This course examines major works of American literature from the end of the Civil War to the present. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 31 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.		
<b>Prerequisites: ENGL 001 or equivalent college course with "C" or better.</b>		
<b>ENGL 044</b>	<b>World Literature 1</b>	<b>3</b>
Hours:	3 Lecture/Discussion	
This course examines major works of ancient world literature from the classical period through the Renaissance. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 44 may		

access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

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

<b>ENGL 045</b>	<b>World Literature 2</b>	<b>3</b>
Hours:	3 Lecture/Discussion	

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.

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

<b>ENGL 046</b>	<b>Shakespeare</b>	<b>3</b>
Hours:	3 Lecture/Discussion	

This course examines works of Shakespeare. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 46 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

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

<b>ENGL 123</b>	<b>Intro to Writing Consultancy</b>	<b>2.5</b>
Hours:	2 Lecture/Discussion 1 Lab	

**Equivalent Course: ENGL 123AD.**

English 123 introduces students to the theory and practice of writing consultancy. Students will receive instruction both in effective techniques for responding to student writing and in the theoretical framework influencing student consultations. This course is designed for students working as consultants in the Writing Center, and all students in the course will receive practical experience in the form of one hour per week of supervised consulting in the Writing Center (TBA). Advisory on Recommended Preparation: ENGL 001 or equivalent college course with "C" or better

<b>ENGL 124</b>	<b>Writing Cons. Theory/Practice</b>	<b>2.5</b>
Hours:	2 Lecture/Discussion 1 Lab	

English 124 offers students the chance to develop expertise in the theoretical and practical considerations involved in writing consultancy. Students will receive instruction in identifying, describing, and supporting student writers as they work with increasingly challenging problems in their writing. Students in English 124 will expand their practices for working with higher-order concerns in student writing, and will be introduced to strategies and techniques for working lower-order concerns in student writing. This course is designed for students working as consultants in the Writing Center, and all students in the course will receive practical experience in the form of one hour per week of supervised consulting in the Writing Center (TBA).

**Prerequisites: ENGL 123 or equivalent college course with "C" or better.**

<b>ENGL 251</b>	<b>Intro to Acad Read &amp; Writing</b>	<b>4</b>
Hours:	4 Lecture/Discussion	

This course emphasizes analytical reading and writing as processes that result in compositions appropriate for entry into transfer-level academic study. Students enrolled in ENGL 251 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

**Prerequisites: ENGL 360 or ENGL 360AB or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**ENGL 360 Reading and Writing Skills 6**  
Hours: 6 Lecture/Discussion  
1 Lab

**Equivalent Course: ENGL 360AB.**

This course is a basic course in learning effective reading and writing strategies. The students will learn sentence structure, the writing process, composition construction, vocabulary acquisition, reading comprehension, and critical thinking. One additional outside Language Lab hour is required for this class. Students enrolled in ENGL 360 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

**ENGL 380 Vocabulary Building for Tests 1**  
Hours: 1 Lecture/Discussion

**Equivalent Course: ENGL 280.**

This vocabulary building course assists students preparing for the State of California Court Interpreter examination and other standardized tests such as the SAT, ACT, GRE, and LSAT. Strategies for discerning the meaning of words through roots, suffixes and prefixes are covered as well as other test taking tips.

**ENGL 400 Engl Supplemental Lrng Assist 0**  
Hours: .5 TO 1.14 Lab

English Supplemental Learning Assistance is intended to strengthen students' reading and writing skills and reinforce their mastery of concepts. This open entry/open exit class is linked with ENGL 1, 2, 4, 251, 360 and all ESL credit and non-credit courses.

**ENGL 405 Augmented Instruction in Engl 0**  
Hours: 2 Activity

This course provides supplemental instruction to help students succeed in their English coursework (composition and reading). It will link with corresponding sections of ENGL 251 and ENGL 001.

## ENGLISH AS A SECOND LANGUAGE

**ESL 320 Interm Writing/Grammar 3 4**  
Hours: 3 Lecture/Discussion  
3 Lab

This ESL course is suitable for the lower intermediate student who has a basic foundation in English grammar and writing. Students focus on writing coherent paragraphs and begin writing essays using the process approach. The course reinforces and builds upon grammar and writing skills, enabling the student to function in intermediate English academic and vocational situations. Students are introduced to basic computer and word processing skills. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 320 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 310 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 321 (or appropriate ESL Reading/Vocabulary course) and ESL 332 (or appropriate Pronunciation/Speaking course) is strongly recommended.

**ESL 321 Interm Reading/Vocab 3 3**  
Hours: 3 Lecture/Discussion

This ESL course is suitable for the low intermediate student with some foundation in English reading and vocabulary skills. This course is designed to develop reading techniques, vocabulary, and study skills so that the student can comprehend and respond to written and spoken English. Students enrolled in ESL 321 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 311,

320 and 322 or equivalent college courses with "C" or better. ESL 320 and 322 may be taken concurrently.

**ESL 322 Interm Listening/Speaking 3 2**  
Hours: 2 Lecture/Discussion

**Equivalent Course: ESL 332AB.**

This ESL course is suitable for the low intermediate student who has a basic foundation in English pronunciation and speaking skills. This course is designed to improve speaking skills so that the student can comprehend and respond to spoken English in academic and vocational situations. Students enrolled in ESL 322 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 412 or equivalent college course with "C" or better, or eligibility based on COS placement procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 320 (or appropriate ESL Writing/Grammar course) AND ESL 321 (or appropriate Reading/Vocabulary course) is STRONGLY recommended.

**ESL 330 Interm Writing/Grammar 4 4**  
Hours: 3 Lecture/Discussion  
3 Lab

This ESL course is suitable for the low intermediate student with some foundation in English reading and vocabulary skills. This course is designed to develop reading techniques, vocabulary, and study skills so that the student can comprehend and respond to written and spoken English. Students enrolled in ESL 321 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 311 or equivalent college course with "C" or better, or eligibility based on COS placement procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 320 (or appropriate ESL Writing/Grammar course) AND ESL 332AB (or appropriate ESL Pronunciation/Speaking course) is STRONGLY recommended.

**ESL 331 Interm Reading/Vocabulary 4 3**  
Hours: 3 Lecture/Discussion

This ESL course is suitable for the high intermediate student with a foundation in English reading and vocabulary skills. This course is designed to expand reading techniques, vocabulary, and study skills so that the student can comprehend and respond to written and spoken English in intermediate to advanced academic and vocational situations. Students enrolled in ESL 331 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 330 (or appropriate ESL Writing/Grammar course) AND ESL 332 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended. Advisory on Recommended Preparation: ESL 321 or equivalent college course with "C" or better

**ESL 332 Interm Listening/Speaking 4 2**  
Hours: 2 Lecture/Discussion

This ESL course is suitable for the high intermediate student who has a good foundation in English pronunciation and speaking skills. This course is designed to improve speaking skills so that the student can comprehend and respond to spoken English in academic and vocational situations. Students enrolled in ESL 332 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 330 (or appropriate ESL Writing/Grammar course) AND ESL 331 (or appropriate Reading/Vocabulary course) is STRONGLY recommended.



**ESL 340 Adv Writing/Grammar 5 4**  
Hours: 3 Lecture/Discussion  
3 Lab

This ESL course is suitable for the advanced student with a strong foundation in English grammar and writing. Using the process writing approach, students write essays in response to a variety of prompts. This course is designed to review and build upon grammar and writing skills, enabling the student to function in advanced English academic and vocational courses. Students will use basic computer and word processing skills necessary for academic work. Students enrolled in ESL 340 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 330 or equivalent college course with "C" or better, or eligibility based on COS placement procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 341 (or appropriate ESL Reading/Vocabulary course) AND ESL 352AB (or appropriate ESL Pronunciation/Speaking course) is STRONGLY recommended.

**ESL 341 Adv Reading/Vocabulary 5 3**  
Hours: 3 Lecture/Discussion

This ESL course is suitable for the low advanced student with a strong foundation in English reading and vocabulary skills. The course is designed to expand reading techniques, vocabulary, and study skills so that the student can comprehend and respond to written and spoken English in advanced academic and vocational situations. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 341 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 331 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 340 (or appropriate ESL Writing/Grammar course) and ESL 352 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

**ESL 342 Adv Listening/Speaking 5 2**  
Hours: 2 Lecture/Discussion

**Equivalent Course: ESL 352AB.**

This ESL course is suitable for the low advanced student who has a strong foundation in English listening and speaking skills. This advanced ESL course is designed for the student to improve listening and speaking skills and to comprehend and respond to spoken English in advanced academic and vocational situations. Students enrolled in ESL 342 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 340 (or appropriate ESL Writing/Grammar course) AND ESL 341 (or appropriate Reading/Vocabulary course) is STRONGLY recommended. Advisory on Recommended Preparation: ESL 332 or equivalent college course with "C" or better

**ESL 350 Adv Writing/Grammar 6 3**  
Hours: 3 Lecture/Discussion

This ESL course is suitable for the advanced student with demonstrated knowledge and experience in English grammar and writing. The course is designed to review and refine grammar for application in pre-collegiate assignments, enabling the student to successfully transition into mainstream college course work. Students will use basic computer and word processing skills necessary for academic work. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ESL 350 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 340 or equivalent college course with "C" or better, or eligibility based on COS Placement Procedures or skill competencies

as determined by departmental assessment. Concurrent registration in ESL 351 (or appropriate ESL Reading/Vocabulary course) and ESL 352 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

**ESL 351 Adv Reading/Vocabulary 6 3**  
Hours: 3 Lecture/Discussion

This ESL course is suitable for the high advanced student with demonstrated ability to comprehend written English at an advanced level. The course is intended to expand reading techniques, vocabulary, and study skills so that the student can successfully transition into mainstream course work. Students enrolled in ESL 351 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 341 or equivalent college course with "C" or better, or eligibility based on COS placement procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 350 (or appropriate ESL Writing/Grammar course) and ESL 352AB (or appropriate ESL Pronunciation/Speaking course) is STRONGLY recommended.

**ESL 352 Adv Listening/Speaking 6 2**  
Hours: 2 Lecture/Discussion

This ESL course is suitable for the high advanced student who demonstrates the ability to comprehend and respond to spoken English in advanced academic and vocational situations. Students enrolled in ESL 352 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 350 (or appropriate ESL Writing/Grammar course) AND ESL 351 (or appropriate Reading/Vocabulary course) is STRONGLY recommended. Advisory on Recommended Preparation: ESL 342

**ESL 402 Beginning Writing/Grammar 1 0**  
Hours: 3 Lecture/Discussion  
3 Lab

This ESL course is suitable for the true beginner with little or no knowledge of English grammar and writing conventions. Students focus on writing at the sentence level. The course is designed to provide an introduction to English grammar and writing skills enabling students to function minimally in basic English academic and vocational situations. Students are introduced to basic computer and word processing skills. Students enrolled in ESL 402 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

Concurrent registration in ESL 403 (or appropriate ESL Reading/Vocabulary course) AND ESL 404 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended.

**ESL 403 Beginning Reading/Vocabulary 1 0**  
Hours: 3 Lecture/Discussion

This is a beginning course in English reading and vocabulary and is designed for students to develop basic reading techniques, vocabulary and study skills.

**ESL 410 Beginning Writing/Grammar 0**  
Hours: 3 Lecture/Discussion  
3 Lab

This ESL course is suitable for the high-level beginner with minimal knowledge of English grammar and writing conventions. Students focus on writing accurate sentences and developing paragraph skills. The course is designed to reinforce and build upon basic grammar and writing skills, enabling the students to function in basic English academic and vocational situations. Students are introduced to basic computer and word processing skills necessary for academic work. Students enrolled in ESL 410 may access the supplemental learning

assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

Concurrent registration in ESL 411 (or appropriate ESL Reading/Vocabulary course) AND ESL 412 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended.

**ESL 411 Beginning Reading/Vocabulary 2 0**  
Hours: 3 Lecture/Discussion

This is a beginning course in English reading and vocabulary and is designed for students to develop and expand basic reading techniques, vocabulary and study skills.

**ESL 420 Intermediate Writing/Grammar 3 0**  
Hours: 3 Lecture/Discussion  
3 Lab

This ESL course is suitable for the lower-intermediate student who has a basic foundation in English grammar and writing. Students focus on writing coherent paragraphs and begin writing essays using the process approach. The course reinforces and builds upon grammar and writing skills, enabling the student to function in intermediate English academic and vocational situations. Students are introduced to basic computer and word processing skills. Students enrolled in ESL 420 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 421 (or appropriate ESL Reading/Vocabulary course) AND ESL 422 (or appropriate ESL Pronunciation/Speaking course) is strongly recommended.

**ESL 421 Intermediate Reading/Vocab 3 0**  
Hours: 3 Lecture/Discussion

This is a low intermediate course in English reading and vocabulary and is designed to help students comprehend and respond to basic academic and vocational situations.

**ESL 422 Interm Listening/Speaking 3 0**  
Hours: 2 Lecture/Discussion

**Equivalent Course: ESL 432AB.**

This ESL course is suitable for the low intermediate student who has a basic foundation in English pronunciation and speaking skills. This course is designed to improve speaking skills so that the student can comprehend and respond to spoken English in academic and vocational situations. Students enrolled in ESL 422 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 420 (or appropriate ESL Writing/Grammar course) AND ESL 421 (or appropriate Reading/Vocabulary course) is STRONGLY recommended.

**ESL 430 Intermediate Writing/Grammar 4 0**  
Hours: 3 Lecture/Discussion  
3 Lab

This ESL course is suitable for the high-intermediate student with some foundation in English reading and vocabulary skills. This course is designed to develop reading techniques, vocabulary, and study skills so that the student can comprehend and respond to written and spoken English. Students enrolled in ESL 430 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 431 (or appropriate ESL Reading/Vocabulary course) AND ESL 432 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended.

**ESL 431 Intermediate Reading/Vocab 4 0**  
Hours: 3 Lecture/Discussion

This is a high intermediate course in English reading and vocabulary and is designed to expand reading techniques vocabulary and study skills so that students can comprehend and respond to

intermediate-level academic and vocational situations.

**ESL 440 Advanced Writing/Grammar 5 0**  
Hours: 3 Lecture/Discussion  
3 Lab

This ESL course is suitable for the low-advanced student with a strong foundation in English grammar and writing. Using the process writing approach, students write essays in response to a variety of prompts. This course is designed to review and build upon grammar and writing skills, enabling the student to function with appropriate English writing skills in academic and vocational courses. Students will use basic computer and word processing skills necessary for academic work. Students enrolled in ESL 440 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 441 (or appropriate ESL Reading/Vocabulary course) AND ESL 442 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended.

**ESL 441 Advanced Reading/Vocabulary 0**  
Hours: 3 Lecture/Discussion

This course is designed for intermediate advanced students with a working foundation in reading and vocabulary skills. The course expands reading techniques, vocabulary, and study skills so that the student can effectively respond to written and spoken English in Advanced academic and vocational environments.

**ESL 442 Adv Listening/Speaking 5 0**  
Hours: 2 Lecture/Discussion

**Equivalent Course: ESL 452AB.**

This ESL course is suitable for the low advanced student who has a strong foundation in English pronunciation and speaking skills. This advanced ESL course is designed for the student to improve speaking skills and to comprehend and respond to spoken English in advanced academic and vocational situations. Students enrolled in ESL 442 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: ESL 432 or equivalent college course with "C" or better, or eligibility based on COS placement procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 440 (or appropriate ESL Writing/Grammar course) AND ESL 441 (or appropriate Reading/Vocabulary course) is STRONGLY recommended.

**ESL 450 Advanced Writing/Grammar 6 0**  
Hours: 3 Lecture/Discussion  
1 Lab

This ESL course is suitable for the high-advanced student with demonstrated knowledge and experience in English grammar and writing. The course is designed to review and refine grammar for application in pre-collegiate assignments, enabling the student to successfully transition into mainstream college course work. Students will use basic computer and word processing skills necessary for academic work. Students enrolled in ESL 450 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit, non-credit course. Concurrent registration in ESL 451 (or appropriate ESL Reading/Vocabulary course) AND ESL 452 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended. Concurrent registration in ESL 451 (or appropriate ESL Reading/Vocabulary course) AND ESL 452 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended.

**ESL 451 Advanced Reading/Vocabulary 6 0**  
Hours: 3 Lecture/Discussion

This course is designed for high advanced students with a strong working foundation in reading and vocabulary skills. The course expands

reading techniques, vocabulary, and study skills so that the student can effectively respond to written and spoken English in advanced academic and vocational environments.

**ESL 452 Adv Listening/Speaking 6 0**

Hours: 3 Lecture/Discussion

This ESL course is suitable for the high advanced student who demonstrates the ability to comprehend and respond to spoken English in advanced academic and vocational situations. Students enrolled in ESL 452 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 450 (or appropriate ESL Writing/Grammar course) AND ESL 451 (or appropriate Reading/Vocabulary course) is STRONGLY recommended.

## ENVIRONMENT CONTROL TECHNOLOGY

**ECT 200 Intro Indust Ammonia Refrig 3**

Hours: 3 Lecture/Discussion

Industrial Ammonia Refrigeration is a practical course for the Industrial Maintenance Mechanic. The basic fundamentals of pressure, temperature, and heat transfer will be covered as well as the specific uses, methods, components, systems, and safety concerns associated with industrial refrigeration systems utilizing ammonia as the refrigerant.

**ECT 201 Adv Ammonia Refrigeration 3**

Hours: 3 Lecture/Discussion

This class is the natural extension of the Introduction to Ammonia Refrigeration (ECT 200). Specific topics of safety, maintenance, installation, trouble shooting, extensive examination of piping design and systems, code compliance, and operation related to the industrial refrigeration systems utilizing ammonia as the refrigerant. Advisory on Recommended Preparation: ECT 200 or equivalent college course with "C" or better, or employment (past or current) by an industrial ammonia facility.

**ECT 260 Basic Refrigeration 2**

Hours: 1.5 Lecture/Discussion  
1.5 Lab

Introductory course in residential air conditioning and refrigeration that covers applied electrical and refrigeration theory. The students will learn how to use electrical meters to troubleshoot and diagnose electrical problems. In addition, proper brazing techniques, tools and safety practices are taught as applied to various other trades.

**ECT 261 Intro to Air Cond/Refrig C/D 2**

Hours: 1.5 Lecture/Discussion  
1.5 Lab

An introductory course offered in Environmental Control Technology that covers commercial and domestic air conditioning, and refrigeration theory. The students will study the practical wiring circuits and diagnosing of electrical problems found in both commercial and domestic applications. The student will also become familiar with various types of electrical motors, and their individual characteristics. This course provides essential knowledge for students seeking further advancement in his/her career. Advisory on Recommended Preparation: ECT 260 or equivalent college course with "C" or better or equivalent skills and knowledge as determined by departmental assessment.

**ECT 262 Heating Systems & Controls 2**

Hours: 1.5 Lecture/Discussion  
1.5 Lab

ECT 262 is an advanced course offered in residential and light commercial heating that covers theory, design, controls, and operation of modern day space heating systems. The students will study the

practical wiring of circuits, and the diagnosing of problems found in both residential and light-commercial applications. In addition, the students will gain an understanding of both L.P. and natural gas fundamentals and applications, controls and safety, with particular emphasis given to safe work habits and practices. This course provides essential knowledge for a student seeking further advancement in his/her career.

**ECT 263 Commercial Refrig Sys Controls 2**

Hours: 1.5 Lecture/Discussion  
1.5 Lab

An advanced course that introduces commercial refrigeration. The course covers theory, design, controls, and operation of modern day commercial refrigeration systems. The students will study the practical wiring of circuits, various defrosting methods, piping, design, sizing, and controls commonly used in the industry. Advisory on Recommended Preparation: ECT 260 or equivalent college course with "C" or better, or equivalent training/ experience.

**ECT 265 Air Cond Control Systems 2**

Hours: 1.5 Lecture/Discussion  
1.5 Lab

ECT 265 is a basic controls course designed to introduce the students to a wide variety of HVAC/R control systems. Control applications will be discussed in depth to give the students an understanding of pneumatic, electronic, and digital control systems. Advisory on Recommended Preparation: ECT 260 with "C" or better; or equivalent college course with "C" or better.

**ECT 280 Elect & Controls for HVAC 4**

Hours: 3 Lecture/Discussion  
3 Lab

**Equivalent Course: ECT 180.**

ECT 280 is a basic course in electrical theory and applications of controls for the Heating, Ventilating, Air conditioning/Refrigeration controls class. The theories and concepts of Ohms and Kirchoffs laws are studied extensively in this course, in addition to the theories and concepts of refrigeration. Corequisite: ECT 281. Corequisites: ECT 281.

**ECT 281 Basic Air Conditioning 12**

Hours: 11 Lecture/Discussion  
3 Lab

**Materials Fee: \$20.00**

**Equivalent Course: ECT 181.**

ECT 281 is an introductory lecture and demonstration course in residential air conditioning, refrigeration and heating that covers applied refrigeration theory, including how to evacuate and charge systems, diagnose refrigeration problems and how to properly install an entire duct system in the project house. In addition, proper brazing techniques, tools and safety practices are taught as applied to various other trades. Corequisites: ECT 280.

**ECT 282 Adv Air Cond/Refrig Com/Dom 12**

Hours: 9 Lecture/Discussion  
9 Lab

**Materials Fee: \$15.00**

**Equivalent Course: ECT 182.**

An advanced course offered in Environmental Control Technology that covers commercial and domestic air conditioning and refrigeration theory. Topics include the fundamentals of wiring circuits and the concept of electrical problem solving as it relates to both commercial and residential applications. Topics also include using methods to calculate heat loads values necessary to sizing equipment in the industry.

Advisory on Recommended Preparation: ECT 281 or equivalent college course with "C" or better.

## ETHNIC STUDIES

**ETHN 001 Black American Studies 3**  
Hours: 3 Lecture/Discussion

Black American Studies This course uses an interdisciplinary approach to Black Studies covering periods of social, cultural and historical development. Topics include African civilization, slavery, the Diaspora, abolition, reconstruction, segregation, Harlem Renaissance, and the Civil Rights Movement. Field trips are part of this course. This course is approved for Distance Education format.

Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**ETHN 002 American Indian Studies 3**  
Hours: 3 Lecture/Discussion

Using an interdisciplinary approach, this course will focus on the historical, social, religious, ecological, economic, and artistic characteristics of various Indian Nations, as well as, U.S. Government policy toward Indians. Special attention will be given to San Joaquin Valley Indians. Field trips are part of this course. Approved for Distance Education format.

Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**ETHN 003 Mexican-American Studies 3**  
Hours: 3 Lecture/Discussion

The course studies the Mexican-American community and culture in American society from Pre-Colombian roots. The Mexican-American contributions and conflicts in American society are studied using an interdisciplinary approach (anthropology, history, sociology, literature, art and music). Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures

**ETHN 004 Asian American Studies 3**  
Hours: 3 Lecture/Discussion

This course studies the Asian immigrant experience in the United States (Southeast Asian, Chinese, Japanese, Korean, and Filipino). Using an interdisciplinary approach (social, historical, religious, geographic, economic, linguistic, and artistic), special attention will be given to major immigrant populations in the San Joaquin Valley (Laotian, Hmong, Mien, and Lahu). Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**ETHN 005 American Ethnic Origins 3**  
Hours: 3 Lecture/Discussion

An examination of the various ethnic groups that came to America from Europe. Topics include: motives for migration, immigration, assimilation, social mobility, social change and the creation of our modern multicultural society. Special attention will be given to the migration of Euro-Americans into the San Joaquin Valley.

## FASHION

**FASH 076 Textiles 3**  
Hours: 3 Lecture/Discussion

Introduction to basic textiles, including fibers, fabric manufacturing, finishes, care and storage, and appropriate selection for end use. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined

by COS Placement Procedures. This course is approved for Distance Education format.

**FASH 140 Intro to the Fashion Industry 3**  
Hours: 3 Lecture/Discussion

Overview of the fashion industry including the organization, structure and interrelationship of industries and services in apparel and fashion businesses. Includes terminology, designers, trade organizations and publications, as well as career and professional opportunities.

**FASH 141 Principles of Fashion 3**  
Hours: 3 Lecture/Discussion

Analysis of clothing and fashion, including the interplay among social, psychological, cultural, economic, aesthetic, and physical factors. Includes the analysis of wardrobe, color selection, image and line for individuals.

**FASH 142 Visual Merchandising and Sales 3**  
Hours: 3 Lecture/Discussion

Instruction in successfully merchandising a retail store, daily operations, inventory control, customer service and managing the sales force. Course is designed to develop competencies in entry-level retail management and should be taken before or concurrent with WEXP193Z, a work experience course.

**FASH 160 Clothing Construction 3**  
Hours: 2 Lecture/Discussion  
3 Lab

**Equivalent Course: FASH 160AB.**

Instruction in the principles of clothing construction from pattern to completed garment, with an emphasis on fabric performance, fit and construction techniques for both knit and woven fabrics.

**FASH 161 Advanced Sewing and Tailoring 3**  
Hours: 2 Lecture/Discussion  
3 Lab

**Equivalent Course: FASH 161AB.**

The study of advanced sewing techniques, including traditional and modern tailoring methods. Advisory on Recommended Preparation: FASH 160AB or equivalent college course with "C" or better or FASH 160 or equivalent college course with "C" or better

**FASH 162 Fashion Design-Pattern Making 3**  
Hours: 1.5 Lecture/Discussion  
4.5 Lab

**Equivalent Course: FASH 162AB.**

A study of apparel design using flat pattern techniques including design, drafting, and construction of garments. Advisory on Recommended Preparation: FASH 160 or FASH 161 or equivalent college course with "C" or better

**FASH 164 The World of Fashion 2**  
Hours: 2 Lecture/Discussion

An overview of the fashion industry. Topics include 20th century fashion history, current fashion designers and trend setters, design development, fashion forecasting, consumer demand, the global market place and fashion career opportunities.

**FASH 263 Basic Sewing 3**  
Hours: 2 Lecture/Discussion  
3 Lab

A basic sewing construction course, including commercial pattern use and clothing construction techniques.



## FIRE TECHNOLOGY

### **FIRE 125 Fund Fire Apparatus/Equipment 3**

Hours: 3 Lecture/Discussion

This class is designed to provide students with information regarding design features, construction materials, performance factors, and maintenance requirements for motorized fire apparatus. Topics include; laws, standards and regulations, design, construction, and maintenance requirements for fire apparatus. Operational considerations including: tactics and strategy, safety and driving characteristics of pumping apparatus, aerial ladders, aerial platforms and specialized equipment are also presented. Approved for distance education format. Advisory on Recommended Preparation: FIRE 159 or equivalent college course with a "C" or better.

### **FIRE 155 Fire Behavior & Combustion 3**

Hours: 3 Lecture/Discussion

Theory and fundamentals of how and why fires start, spread, and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques. This is one of the first courses a student should take in the sequence of fire technology classes. It covers the basic physical laws of fire combustion and extinguishing processes. It is part of the series of courses recommended by the Chancellor's Office for students in California Community Colleges.

### **FIRE 156 Fire Service Hydraulics 3**

Hours: 3 Lecture/Discussion

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire suppression and to apply hydraulic principles to analyze and to solve water supply problems. This course is approved for Distance Education format (hybrid/online).

### **FIRE 157 Fire Prevention Technology 3**

Hours: 3 Lecture/Discussion

Provides information regarding the philosophy of fire prevention, organization and operation of a fire prevention bureau, application of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems.

### **FIRE 159 Intro to Fire Protection Org 3**

Hours: 3 Lecture/Discussion

This course provides an overview to fire protection, career opportunities in fire protection and related fields, philosophy and history of fire protection/service, fire loss analysis, organization and function of public and private fire protection services, fire departments as part of local government, laws and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, basic fire chemistry and physics, introduction to fire protection systems, introduction to fire strategy and tactics. This course is approved for Distance Education format.

### **FIRE 160 Fire and Emergency Safety 3**

Hours: 3 Lecture/Discussion

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

### **FIRE 161 S.F.M.-Fire Prevention 1A 2**

Hours: 2 Lecture/Discussion

**Materials Fee: \$80.00**

Provides fundamental information regarding the history and philosophy of fire prevention organization and operation of a fire prevention bureau. Provides use of fire codes, identification and correction of fire

hazards, inspection of detection and suppression systems, and the relationship of fire prevention with fire safety education. This course is approved for Distance Education format.

### **FIRE 162 S.F.M.-Fire Prevention 1B 2**

Hours: 2 Lecture/Discussion

**Materials Fee: \$80.00**

This course is designed to prepare the student to identify the responsibility and authority for fire prevention inspections and related activities. This course is consistent with California State Fire Marshal and State Board of Fire Service curriculum. It provides information regarding fire prevention organization and operation of a fire prevention bureau, the use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education. This course is approved for Distance Education format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures and MATH 200 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.

### **FIRE 163 Fire Protection Equip/System 3**

Hours: 3 Lecture/Discussion

This is one of six core classes for students pursuing a degree/certificate in Fire Technology. Topics include the design, installation, and operation of fire detection systems, alarm systems and extinguishing systems. Approved for distance education format.

### **FIRE 168 S.F.M. Training Instructor 1A 2**

Hours: 2 Lecture/Discussion

**Materials Fee: \$80.00**

**Equivalent Course: FIRE 171.**

This course is recommended for Fire Service personnel having training responsibilities within their fire department. Techniques of Fire Service Instruction 1 A deals with such topics as: terms pertaining to instruction; supplementary instruction sheets; concepts of learning; course development; lesson development; planning, organizing and managing instructional activities; teaching methods and teaching aids as they relate to teaching both manipulative skills and technical information in the fire service.

### **FIRE 169 S.F.M. Training Instructor 1B 2**

Hours: 2 Lecture/Discussion

**Materials Fee: \$80.00**

**Equivalent Course: FIRE 172.**

This course is recommended for Fire Service personnel who have training responsibilities within their fire department. Techniques of Fire Service Instruction 1B deals with such topics such as: terms pertaining to instruction; supplementary instruction sheets; concepts of learning; course development; lesson development; planning, organizing and managing instructional activities; teaching methods and teaching aids as they relate to teaching both manipulative skills and technical information in the fire service.

### **FIRE 173 S.F.M. Fire Command 1A 2**

Hours: 2 Lecture/Discussion

**Materials Fee: \$80.00**

This course provides the Company Officer with information and experience in command and control techniques at the scene of an emergency. It is part of the Fire Officer Certification and is taught in compliance with regulations and requirements of the California State Fire Marshal's Office.

<p><b>FIRE 174</b>      <b>S.F.M. Fire Command 1B</b>      <b>2</b>  Hours:            2 Lecture/Discussion  <b>Materials Fee: \$80.00</b>  This course provides the Fire Company Officer with information and experience in command and control techniques at the scene of a hazardous materials emergency. The course emphasizes the ability to issue commands and how to respond to a command given by a higher authority during an emergency. It is part of the performance requirements for a Fire Service Officer.</p>	<p><b>FIRE 270</b>      <b>Basic Fire Fighter I Academy</b>      <b>15</b>  Hours:            12 Lecture/Discussion                        9 Lab  <b>Materials Fee: \$210.00</b>  <b>Equivalent Course: FIRE 170.</b>  This class includes manipulative and technical training in basic concepts in fire service organization and theories of fire control including: fire department organization, identification, use and maintenance of fire equipment, hazardous materials, structural and wild land fire control, auto extrication, and fire fighter safety.  <b>Prerequisites: FIRE 159 and EMT 251 or equivalent college courses with "C" or better (EMT 251 may be taken concurrently).</b></p>
<p><b>FIRE 182</b>      <b>Bld Constr for Fire Protectn</b>      <b>3</b>  Hours:            3 Lecture/Discussion  The study of the components of building construction relating to fire safety. Elements of construction and design of building. Development and evolution of building in relationship to past fires. This course is approved for Distance Education format.</p>	<p><b>FIRE 275</b>      <b>Fire Command 1C-I-Zone Fire F1</b>      <b>2</b>  Hours:            2 Lecture/Discussion  <b>Materials Fee: \$80.00</b>  This course is designed to teach the Company Officer how to safely and effectively operate at a wild land/urban interface fire incident (I-Zone). It prepares them to evaluate individual structures for survivability and how to employ the tactics and strategies necessary to protect the public and their property from a wild land fire.</p>
<p><b>FIRE 249</b>      <b>Driver Operator 1A</b>      <b>2</b>  Hours:            2.25 Lecture/Discussion                        .25 Lab  <b>Materials Fee: \$80.00</b>  This is the first of a two part course which teaches the operation and maintenance of fire apparatus. It includes; driver responsibilities, inspections of operating systems, driving in adverse conditions, off road, and emergency responses.  Advisory on Recommended Preparation: Students are recommended to be currently employed as a full-time volunteer or seasonal fire fighter and possess a California Class "B" or California "Fire Fighter Restricted" drivers' license.</p>	<p><b>FIRE 277</b>      <b>S.F.M. Fire Management 1</b>      <b>2</b>  Hours:            2 Lecture/Discussion  <b>Materials Fee: \$80.00</b>  Reviews management styles of leadership and through the use of in-action exercises, simulations, and case studies, allows each students to experience how these basic principles can be effectively applied for on-the-job results. This course is one of the State Fire Marshal training classes needed for Fire Officer certification.</p>
<p><b>FIRE 250</b>      <b>Driver Operator 1B</b>      <b>2</b>  Hours:            2.25 Lecture/Discussion                        .25 Lab  <b>Materials Fee: \$80.00</b>  This is the second of a two part course, which teaches the operation and maintenance of fire apparatus. It is required by many fire departments prior to personnel being allowed to promote to Driver/Operator.  Advisory on Recommended Preparation: Students are recommended to be currently employed as a full-time volunteer or seasonal fire fighter and possess a California Class "B" or California "Fire Fighter Restricted" drivers' license.</p>	<p><b>FIRE 280</b>      <b>Fire Fighter 2 Academy</b>      <b>5</b>  Hours:            4 Lecture/Discussion                        3 Lab  <b>Materials Fee: \$50.00</b>  Fire Fighter 2 Academy is the second of two courses in the State Fire Marshal's Fire Fighter series. This course expands on areas which were introduced in the Fire Fighter 1 curriculum. The course concentrates on the subjects of rescue and fire prevention and investigation. Successful completion of this course will include certification in "Confined Space Rescue Operations." Students must have access to NFPA approved protective clothing for structural fire fighters.  <b>Prerequisites: FIRE 270 or equivalent college course with "C" or better.</b></p>
<p><b>FIRE 252</b>      <b>S.F.M. Fire Investigation 1A</b>      <b>2</b>  Hours:            2 Lecture/Discussion  <b>Materials Fee: \$80.00</b>  SFM Fire Investigation 1A is designed for students who are currently employed in a fire service area and are interested in advancing their career into the area of investigation. Students will study the techniques of fire scene investigation, fire indicators and fire behavior. Additionally, the course will expose students to arson laws, writing documentation and insurance reports. This course applies toward investigator certification by the California State Fire Marshal's Office.</p>	<p><b>FIRE 390</b>      <b>Advanced Fire Fighter Topics</b>      <b>1 - 4</b>  Hours:            1 TO 4 Lecture/Discussion                        2 TO 8 Lab  This course satisfies mandatory as well as on-going training requirements for local fire agencies as prescribed by local policy, the Tulare County Health Department, the State Fire Marshal's Office and numerous sections of the California Code of Regulations. Actual course content will be determined by the respective fire agencies. Prerequisite may be waived if employed as a full time, volunteer or seasonal fire fighter. Note: Prerequisites from another department require faculty signature from the department.  <b>Prerequisites: FIRE 270 or equivalent college course with "C" or better.</b></p>
<p><b>FIRE 253</b>      <b>S.F.M. Fire Investigation 1B</b>      <b>2</b>  Hours:            2 Lecture/Discussion  <b>Materials Fee: \$80.00</b>  This is the second class in a series of classes designed for the career oriented student or a currently employed fire fighter to develop knowledge and skills in the area of fire investigation. Students will study legal codes and regulations governing the laws of evidence, interviews, court proceedings, and fire investigation techniques. Laboratory demonstrations will assist to develop skill and understanding of the legal and investigative procedures.</p>	

## GEOGRAPHY

**GEOG 001 Physical Geography 3**  
 Hours: 3 Lecture/Discussion  
 An investigation of weather, climate, landforms, and maps. An emphasis is placed on using the methodologies of scientific inquiry to explain the distribution of physical phenomena on the surface of the earth and on examining the relationship between man and the natural environment. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures AND MATH 200 or equivalent college course with "C" or better or eligibility for MATH 230 as determined by COS Placement Procedures

**GEOG 001L Physical Geography Lab Class 1**  
 Hours: 3 Lab  
 Observations, computer projects, experiments, and a field trip are designed to familiarize students with techniques used in physical geography.  
 Corequisites: GEOG 001.

**GEOG 002 World Regional Geography 3**  
 Hours: 3 Lecture/Discussion  
 Aspects of physical and cultural geography such as landforms, climate, vegetation, natural resources, demography, cultural diversity, and political and economic organization are applied to various world regions. An emphasis is placed on examining man-land relationships, multicultural issues, and understanding world problems from a geographic perspective. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## GEOLOGY

**GEOLOG 001 Physical Geology 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

A study of the dynamic physical processes that operate on Earth. Explore the internal workings of the planet through the study of the structure of Earth, earthquakes, volcanoes, mountain building, and plate tectonics, and the external processes of weathering, rivers, mass movement, glaciers, and climate change. Lab topics include: minerals, rocks, maps, and geologic time. Advisory on Recommended Preparation: MATH 200 or equivalent college course with a "C" or better, or eligibility for MATH 230 as determined by COS Placement Procedures; and ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.

**GEOLOG 004 Earth History 3**  
 Hours: 3 Lecture/Discussion  
**Equivalent Course: GEOLOG 004H.**

This course examines the geologic evidence for the major events in Earth's history, including: the formation of the crust, atmosphere, and oceans; the tectonic history of the continents; and mass extinctions and the record of life on Earth. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures, and MATH 200 or equivalent college course with "C" or better or eligibility for MATH 230 as determined by COS Placement Procedures.

**GEOLOG 012 Environmental Geology 3**  
 Hours: 3 Lecture/Discussion

Geologic hazards, natural resources, and pollution constitute the core themes of this study of man's interactions with earth systems. The consequences of human modification of natural systems and the geological underpinnings of modern society are emphasized. Topics include flooding, earthquakes, volcanic eruptions, energy and water resources, and water pollution. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures and MATH 200 or equivalent college course with a "C" or better, or eligibility for MATH 230 as determined by the COS Placement Procedures.

**GEOLOG 104L Earth History Lab 1**  
 Hours: 3 Lab

This course is an OPTIONAL lab accompaniment to GEOLOG 4/4H Earth History. Geologic maps, rock specimens, and fossils constitute the basis for the exploration of past events on Earth, including the formation of mountain ranges, movement of the continents, evolution of life, and climate change.

**Corequisites: GEOLOG 004.**

**GEOLOG 150 Geology of Kings Canyon NP .5**  
 Hours: .5 Lecture/Discussion  
 .5 Lab

This field trip course explores the geology of Kings Canyon National Park. Major themes include: rivers and valley development, glaciers and climate change, the formation of the Sierra Nevada Mountains and the rocks therein, plate tectonics and the geologic history of California. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**GEOLOG 151 Geology of the Mojave Desert 1**  
 Hours: 1 Lecture/Discussion  
 .5 Lab

**Equivalent Course: GEOLOG 251.**

This field trip course introduces the geology of the Mojave Desert. Major themes include tectonics and structure, mineral resources and mining, and energy resources. Some geologic features will be discussed en route, while extended stops, that include some hiking, allow closer examination of phenomena such as faults, volcanoes, mines, and solar power plants. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**GEOLOG 152 Geology of the Central Coast 1**  
 Hours: 1 Lecture/Discussion  
 .5 Lab

**Equivalent Course: GEOLOG 252.**

This field trip course introduces the geology of the Central Coast. Major themes include tectonics, geologic hazards, energy and water resources, pollution, and coastline and surficial processes. Some features will be discussed en route. Extended stops, that include some hiking, allow closer examination of phenomena (e.g., the San Andreas Fault and Morro Rock). Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**GEOLOG 153 Granite, Glaciers, and Gold 1**  
 Hours: 1 Lecture/Discussion  
 .5 Lab

This field trip course explores the geology of the central Sierra Nevada. Primary topics include: the formation and evolution of Yosemite Valley, the Mother Lode gold deposits, and the central Sierran



foothills (the Western Metamorphic Belt). Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**GEOL 154 Volcanoes of Northern CA 2**  
Hours: 1.5 Lecture/Discussion  
1.5 Lab

This extended field trip explores northern California's sleeping volcanoes: Mt Shasta, Medicine Lake Volcano and Mt Lassen. Volcanic features, landforms, processes, and hazards constitute the major themes of this class. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

## GRAPHIC DESIGN

**GD 151 Independent Study - GD 1 - 4**  
Hours: 3 TO 12 Lab

**Equivalent Course: GD 151AD.**

The purpose of this independent study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 52.5 hours of academic work per unit. In addition, student must file an Independent Study form through the Admissions Office to obtain approval to enroll. Advisory on Recommended Preparation: GD 159 or equivalent college course with "C" or better

**GD 159 Adobe Illustrator 2**  
Hours: 1.5 Lecture/Discussion  
1.5 Lab

**Materials Fee: \$20.00**

This introductory course is designed to provide working knowledge and skills required for graphic designers and illustrators using Adobe Illustrator on a PC. This course is approved for Distance Education format. Advisory on Recommended Preparation: ART 006 or equivalent college course with "C" or better and ART 008 or equivalent college course with "C" or better and COMP 130 or equivalent college course with "C" or better.

**GD 160 Graphic Design 4**  
Hours: 3 Lecture/Discussion  
3 Lab

**Materials Fee: \$20.00**

Using Adobe Illustrator, this course will introduce basic creative problem-solving methods and applications of graphic design theory, elements and principles. This is an invaluable course for students interested in graphic design. Students will develop a professional portfolio with extensive practice in computer image generation, basic techniques, speed, and precision. Approved for Distance Education format. Advisory on Recommended Preparation: ART 006 or equivalent college course with "C" or better and ART 008 or equivalent college course with "C" or better and GD 159 or equivalent college course with "C" or better.

**GD 161 Graphic Design Applications 4**  
Hours: 3 Lecture/Discussion  
3 Lab

**Materials Fee: \$20.00**

**Equivalent Course: GD 161AD.**

This course emphasizes the creative problem solving process as it relates to graphic design utilizing Adobe Photoshop. It includes knowledge in the conceptualization, refinement and implementation of graphic design. Practical applications will include a variety of print, packaging and promotional designs. Students will also learn how to properly prep files for press, web and other applications. Advisory on

Recommended Preparation: ART 006 and 008 and GD 160 or equivalent college courses with "C" or better

**GD 162 Integrated Graphics 4**  
Hours: 3 Lecture/Discussion  
3 Lab

**Materials Fee: \$20.00**

**Equivalent Course: GD 162AD.**

Students enrolled in this course will employ skills developed in beginning and intermediate classes utilizing Adobe Creative Suite software: InDesign, Illustrator and Photoshop. Continued studies in typography, publication design, package design, logo creation and digital imaging will be taken to more advanced applications and projects. As the name of the course indicates, it includes integration of various graphic and digital images, logo designs and technical illustrations for the purpose of print media projects. Advisories on Recommended Enrollment: ART-006, ART 008, GD 159, GD 160, GD 161 and GD 163 or equivalent college courses with "C" or better

**GD 163 Adobe InDesign 3**  
Hours: 2 Lecture/Discussion  
3 Lab

**Materials Fee: \$20.00**

**Equivalent Course: GD 163AD.**

This introductory course is designed to provide students with information, tutorials, exercises, terminology and projects that will allow them to develop skills with Adobe InDesign software for the purpose of Graphic/Publication Design. Advisory on Recommended Preparation: ART 006 and ART 008 and COMP 130 or equivalent college courses with "C" or better

**GD 164 Digital Animation 1 4**  
Hours: 3 Lecture/Discussion  
3 Lab

**Materials Fee: \$20.00**

**Equivalent Course: GD 164AD.**

This is a graphic design course in beginning digital animation utilizing the Maya computer program. Course content includes an understanding of the tools and navigation necessary to create 3-D animations that can be applied to a wide variety of industry including multimedia, interactive, gaming and web graphics, as well as production CG. Advisory on Recommended Preparation: GD 159 and GD 161AD/GD 161 or equivalent college courses with "C" or better

**GD 251 Independent Study-GD 1 - 4**  
Hours: 3 TO 12 Lab

**Equivalent Course: GD 251AD.**

The purpose of this independent study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. Advisory on Recommended Preparation: GD 159 or equivalent college course with "C" or better. Limitation on Enrollment: Graphic Design Department approval required to enroll. In addition, student must file an Independent Study form through the Admissions and Records Office.

**GD 400 Graphic Design Sup Lrng Assist 0**  
Hours: 27 TO 108 Lab

Graphic Design Open Lab is intended to strengthen students' graphic design skills and reinforce their mastery of concepts. This open entry/open exit class is linked with GD 159, GD 160, GD 161, GD 162, GD 163, and GD 164.

## HEALTH

**HLTH 280 Interpreting in Health Care 1 2**  
Hours: 2 Lecture/Discussion  
Provides a theoretical foundation for bilingual individuals to develop the awareness and knowledge necessary for effective language interpretation in health care settings. Emphasis on the roles and responsibilities of a health care interpreter and insight in language and cultural nuances for specific communities necessary in the art of interpretation.

**HLTH 281 Interpreting in Health Care 2 4**  
Hours: 4 Lecture/Discussion  
Provides training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Further enhancement of theoretical foundation learned in HLTH 280 with emphasis on basic knowledge of common medical conditions, treatments, and procedures.  
**Prerequisites:** HLTH 280 or equivalent college course with "C" or better (HLTH 280 may be taken concurrently).

**HLTH 282 Interpreting in Health Care 3 6**  
Hours: 6 Lecture/Discussion  
Training for bilingual individuals to be an integral member of the health care team in bridging the language and cultural gap between clients and providers. Further enhancement of interpreting skills learned in Health 281 covering specialized health care service areas such as genetics, mental health, death and dying. Emphasis also on the development of cultural competency in the community and workplace and careers in interpretation. Can be taken concurrently with HLTH 283.

**HLTH 283 Field Experience in HCI 3**  
Hours: 2 Lecture/Discussion  
3 Lab  
This course is for students in the Health Care Interpreting program. The course trains interpreters in facilitating linguistic and cultural communication between client and health care providers. Knowledge and technical interpreting skills studied and practiced in the classroom will be applied in the field.  
Corequisites: HLTH 282.

## HEALTH AND WELLNESS

**HW 001 Personal & Community Health 3**  
Hours: 3 Lecture/Discussion  
A general course including the facts necessary for maintenance of physical and mental health. The subject matter covers holistic health, mental health, stress management, physical health and nutrition, infectious and noninfectious diseases, sexually transmitted diseases, lifestyles, and drugs in our society. This course is approved for distance education.

**HW 003 Standard First Aid 3**  
Hours: 3 Lecture/Discussion  
This course covers the American Red Cross Standard First aid course, including Cardiopulmonary Resuscitation (CPR), Safety Factors in Daily Living, Emergency Treatment for Various Types of Injuries and Emergency Childbirth. Certificates will be issued with a fee paid to the American Red Cross when requirements are met.

**HW 007 Sports Health 3**  
Hours: 3 Lecture/Discussion  
This course covers different aspects of physical and mental health as it relates to the athlete. The effects of pain and stress on performance are studied. Diet, weight control, fitness and exercise, genetics, and their influence on training are examined. The consequences of using alcohol, tobacco and anabolic steroids and other drugs are explained in terms of their effects on human performance.

**HW 060 Concepts in Health & Fitness 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: SMED 060.**  
This course is open to all students interested in learning about the different components of physical fitness, cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition as related to healthy living. Students will develop individual plans using decision-making strategies, analysis, and an awareness of the conditions related to nutrition, physiological factors and physical fitness.  
Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**HW 104 Drugs and Society 3**  
Hours: 3 Lecture/Discussion  
This course covers the broad spectrum of drug use in society, including the physical and psychological effects. The material is constantly updated to reflect the current interests of students and new information made available by the scientific community.

**HW 119 Nutrition for Fitness 3**  
Hours: 3 Lecture/Discussion  
**Equivalent Course: NUTR 119.**  
This course is designed to acquaint students with nutritional needs of athletes and the relationship between nutrition and fitness. Students are required to use the computer, Internet and basic math skills to calculate nutritional needs. Topics include human energy, nutrient groups, body composition, and supplement use.

## HISTORY

**HIST 004 Western Civilization to 1648 3**  
Hours: 3 Lecture/Discussion  
This course is the first of a two-course sequence that surveys the development of Western Civilization. Covering events from approximately 3000 BCE to 1648 CE, it defines "civilization" and traces how institutions and ideas from the ancient Mideast, Greece, Rome, and medieval Europe came together by the middle of the seventeenth century to form a mature Western civilization.  
**Prerequisites:** ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

**HIST 005 West Civilization Since 1648 3**  
Hours: 3 Lecture/Discussion  
This course covers events from approximately 1648 CE to contemporary times. Students will define the characteristics of modern "Western" civilization and trace how its institutions, ideas and developments from the middle of the seventeenth century to the recent past have shaped the current Western and wider world.  
**Prerequisites:** ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

**HIST 017 People of the US to 1877 3**  
Hours: 3 Lecture/Discussion  
**Equivalent Course: HIST 017H.**  
A study of the people of the United States from colonial beginnings to 1877, emphasizing the interaction of political, economic, geographic and social factors in the evolution of American culture. Special emphasis is given to the roles of various ethnic minority groups (as well as the role of women) in settling and shaping American history.  
**Prerequisites:** ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

**HIST 018 People of the US from 1877 3**  
 Hours: 3 Lecture/Discussion  
 A study of the people of the United States from 1877 to the present time, emphasizing the interaction of political, economic and social factors in the evolution of American culture. This course is approved for Distance Education format.  
**Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**HIST 023 Mexican American 3**  
 Hours: 3 Lecture/Discussion  
 A study of the culture and heritage of the Mexican American people from the Native American period to the present time with an emphasis on the social, political, and economic factors shaping their destiny in American society.  
**Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**HIST 025 World History to 1500 3**  
 Hours: 3 Lecture/Discussion  
**Equivalent Course: HIST 125.**  
 A survey of the economic, political and social developments in world history from the emergence of human communities to the Modern Period (1500.)  
**Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

## HUMAN DEVELOPMENT

**HDEV 121 Student Success 2**  
 Hours: 2 Lecture/Discussion  
**Equivalent Course: HDEV 120, HDEV 120AB.**  
 This course will provide the student with an opportunity to learn and adopt techniques, tools, and methods that will enhance his/her success in college. In addition, this course will highlight key strategies for improving a student's understanding of personal responsibility and self-management.

## HUMAN SERVICES

**HSRV 101 Group Design and Leadership 4**  
 Hours: 3 Lecture/Discussion  
 2 Lab  
 This class focuses on research-based design, leadership and evaluation for a variety of support, treatment and therapeutic groups. Advisory on Recommended Preparation: ENGL-251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.

**HSRV 102 Drug and Alcohol Treatment 3**  
 Hours: 3 Lecture/Discussion  
 This course is designed to develop the basic skills and knowledge needed to work in the field of alcohol and other drugs. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**HSRV 120 Intro to Social Welfare 3**  
 Hours: 3 Lecture/Discussion  
 This course is a survey of the social, economic, political, historical and philosophical development of social welfare systems in the United States. The course reviews and evaluates major assistance programs in the United States and California, as well as the political ideologies that impact policy development. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better

**HSRV 121 Interviewing 4**  
 Hours: 3 Lecture/Discussion  
 2 Lab  
 Methods and techniques of interviewing for social workers. Students will learn how to obtain appropriate client and social information by being sensitive and objective with respect to needs. Students will identify and describe problems in interviewing children, the disabled and the aged.  
 ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures

**HSRV 122 Intro of Human Services 3**  
 Hours: 3 Lecture/Discussion  
 This course is a review of the various social issues that impact the welfare of individuals and society as a whole, as well as the social work strategies to provide remedial services. The course covers basic theories and practical interventions pertaining to the society, the family and the individual, as they are used in the field of social work. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.

## INDUSTRY AND TECHNOLOGY

**ITEC 100 Indust Maintenance, Opt. A 15**  
 Hours: 10 Lecture/Discussion  
 15 Lab  
**Materials Fee: \$7.00**  
 ITEC 100 is the first semester of a two semester program in Industrial Maintenance Technology. This course will provide the students with theories, concepts and skills utilized in the areas of basic electricity, machine tool operation, acetylene and MIG welding, hydraulics/pneumatics and mechanics.

**ITEC 101 Industrial Maintenance, Opt. A 15**  
 Hours: 10 Lecture/Discussion  
 15 Lab  
**Materials Fee: \$7.00**  
 This course will provide the students with theories, concepts, and skills utilized in the areas of: industrial motor control and instrumentation, stick and TIG welding, refrigeration and programmable logic controllers. It is the second course of a two semester program required to earn a certificate in Industrial Maintenance Technology. Prerequisite may be waived with equivalent skills and knowledge as determined by department assessment.  
**Prerequisites: ITEC 100 or equivalent college course with "C" or better.**

**ITEC 106 Industrial Maintenance 1 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab  
**Materials Fee: \$8.00**  
 This employment-oriented class will provide the students with knowledge and skills in the areas of basic electricity, industrial mechanics, and mig welding.

**ITEC 107 Industrial Maintenance 2 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab  
**Materials Fee: \$8.00**  
 This employment-oriented class will provide the students with knowledge and skills in the areas of basic electricity, machining, and hydraulics/pneumatics.

<b>ITEC 108</b>	<b>Industrial Maintenance 3</b>	<b>4</b>	sheet metal fittings used in HVAC industry. Computer aided drafting is also utilized in this course. Advisory on Recommended Preparation: ITEC 242 or equivalent college course with "C" or better. Formerly ITEC 143.
Hours:	3 Lecture/Discussion 3 Lab		
<b>Materials Fee:</b>	<b>\$8.00</b>		
	This employment-oriented class will provide the students with knowledge and skills in the areas of industrial motor controls, stick, and tig welding.		
<b>ITEC 109</b>	<b>Industrial Maintenance 4</b>	<b>4</b>	
Hours:	3 Lecture/Discussion 3 Lab		
<b>Materials Fee:</b>	<b>\$8.00</b>		
	This employment-oriented class will provide the students with knowledge and skills in the areas of programmable logic controllers, variable frequency drives, and basic industrial refrigeration and boilers.		
<b>ITEC 216</b>	<b>Intro to Industry &amp; Technology</b>	<b>5</b>	
Hours:	3 Lecture/Discussion 6 Lab		
	This is an introductory course into the many different aspects of the Industry and Technology field. This class will provide basic knowledge in the following fields: Workplace Ethics, Applied Industrial Mathematics, Industrial Specific Terms, Principles of Pneumatics-Hydraulics, Basics of Industrial Electricity, Principles of Electric Motors, Refrigeration and Air-Conditioning Basics, Power Transmission Devices, Use of Pump in Industry, Applications of Piping Systems, Basics of Welding, Workplace Strategies and Job Preparation.		
<b>ITEC 220</b>	<b>Water Treatment Fundamentals</b>	<b>3</b>	
Hours:	3 Lecture/Discussion		
	The course provides an introduction to the basic methods used to treat water supplies for domestic drinking water purposes. The course introduces and works with the supporting science and mathematics concepts. The course fulfills the specialized education/training requirement that is necessary for water treatment plant or distribution system operator certification by California Department of Public Health. The course prepares students for the Grade T1 and T2 water treatment plant operator certification exams.		
<b>ITEC 221</b>	<b>Wastewater Treatment Fundam</b>	<b>3</b>	
Hours:	3 Lecture/Discussion		
	The course provides an introduction to the basic methods used to treat domestic and industrial wastewater prior to disposal and/or reuse. The course introduces and works with the supporting science and mathematic concepts. The course fulfills the educational point requirement that is necessary prior to State Water Resources Control Board operator certification. The course prepares students for the Grade 1 and 2 operator certification exams.		
<b>ITEC 242</b>	<b>Air Conditioning Sheet Metal</b>	<b>4</b>	
Hours:	3 Lecture/Discussion 3 Lab		
<b>Materials Fee:</b>	<b>\$20.00</b>		
	<b>Equivalent Course: ITEC 142.</b>		
	ITEC 242 is an introduction to basic air conditioning sheet metal theory, design, drafting, bending, shaping, soldering, tools and equipment used to fabricate fittings. Formerly ITEC 142.		
<b>ITEC 243</b>	<b>Adv Air Cond Duct Sheet Metal</b>	<b>4</b>	
Hours:	3 Lecture/Discussion 3 Lab		
<b>Materials Fee:</b>	<b>\$15.00</b>		
	<b>Equivalent Course: ITEC 143.</b>		
	ITEC 243 is designed for the individual seeking to further their skills and knowledge in advance sheet metal layout, fabrication, & installation of		
<b>ITEC 274</b>	<b>Programmable Logic Controllers</b>	<b>2.5</b>	
Hours:	2 Lecture/Discussion 1 Lab		
<b>Materials Fee:</b>	<b>\$5.00</b>		
	This course addresses the necessary theory and skills in the field of programmable controllers for maintenance electricians. The student will learn the coding, numbering, wiring methods and programming of programmable logic controllers. The student will learn how to design ladder diagrams from a hard wired diagram or from a sequence of operation.		
<b>ITEC 276</b>	<b>Adv Prog Logic Controllers</b>	<b>3</b>	
Hours:	2 Lecture/Discussion 3 Lab		
	This course will provide students with theories, concepts and skills used in the advanced applications for programmable logic controllers. <b>Prerequisites: ITEC 274 or equivalent college course with "C" or better.</b>		
<b>ITEC 280</b>	<b>Career Tech Education Academy</b>	<b>2</b>	
Hours:	1 Lecture/Discussion 3 Lab		
	The CTE Summer Academy is a survey course for students to learn about educational and career opportunities in manufacturing and related industrial technology fields.		
<b>ITEC 281</b>	<b>Introduction to Robotics</b>	<b>2</b>	
Hours:	1 Lecture/Discussion 3 Lab		
	This course is built around the fundamental understanding of the systems that make up robots and the development of workplace competencies. The cornerstone of the class involves solving engineering design problems.		
<b>ITEC 300</b>	<b>Applied Measurement/Workplace</b>	<b>1 - 4</b>	
Hours:	1 - 4 Lecture/Discussion		
	An easy-to-use, computerized, open-entry/open-exit applied mathematics course. This course teaches methods to solve one-step mathematical operations and to use these skills with work-related problems. Examples and situations focus on applying problem-solving skills in real-world situations. A variety of interactive exercises helps students practice each concept. A calculator function and formula sheet are available to the learner with a simple mouse-click. Detailed solutions to the problems are explained, allowing students to analyze their mistakes. A full human-voice sound track and immediate feedback aid learning.		
<b>ITEC 302</b>	<b>Reading for Information</b>	<b>1 - 4</b>	
Hours:	1 - 4 Lecture/Discussion		
	An easy-to-use, computerized, open-entry/open exit course designed to improve the student's comprehension of workplace communications such as memos, policies, procedures, legal constraints, safety guidelines, and other technically dense documents. Examples and situations focus on applying problem-solving skills in real-world situations. Uses a variety of interactive exercises so the learner can practice each concept. The course includes a full human-voice sound track and immediate feedback to aid learning. Approved for distanced education format.		



**ITEC 304 Locating Information 1 - 4**  
 Hours: 1 - 4 Lecture/Discussion  
 An easy-to-use, computerized, open-entry/open-exit course to develop skills in using information presented in workplace graphics such as memos, tables, charts, and graphs. Examples and situations focus on applying this ability in real-world situations. Uses a variety of interactive exercises so that the learner can practice each concept. A full human-voice sound track and immediate feedback aid learning. Non-graded. Approved only for online distribution.

### INFORMATION TECHNOLOGY

**IT 210 PC Troubleshooting & Repair 2.5**  
 Hours: 2 Lecture/Discussion  
 2 Lab

**Materials Fee: \$20.00**

**Equivalent Course: IT 110.**

This course will introduce students to the methods used to upgrade and repair personal computers. Topics include: how to identify parts of the PC, software and hardware tools for repairing PCs, adding and removing components, loading operating systems and software applications, and PC troubleshooting.

**IT 211 Comp TIA A+Exam Preparation 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

**Materials Fee: \$20.00**

**Equivalent Course: IT 111AC.**

This is a PC repair course, intended to prepare students to pass the Comp TIA A+ professional exam. Students will be working hands-on with microcomputer components, operating systems, and application software, configuring PCs for optimal performance.

**IT 212 Computer Multimedia Concepts 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

**Materials Fee: \$15.00**

**Equivalent Course: IT 112AC.**

This course covers the basics of computer multimedia applications including: sound; animation; text; digital photography; scanners; printing; graphics; web design; and video and includes instruction in many popular multimedia programs.

**IT 220 Computer Networking Fundamentals 3**  
 Hours: 2 Lecture/Discussion  
 2 Lab

**Equivalent Course: IT 120.**

This course is an introduction to computer networking concepts. Students will be introduced to the technical foundations of networks, topologies, adapters, bindings, protocols and network administration. Students will also be introduced to diagnostic software, troubleshooting, and repair of networks and network hardware, components and peripherals.

**IT 221 Comp TIA Network + Exam Prep 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

**Materials Fee: \$20.00**

**Equivalent Course: IT 121AC.**

This course will prepare students for the Comp TIA Network + Exam. Topics include: the proper care, maintenance, and use of networking software, tools, and equipment; network terminology and protocols; LANs, WANs, and OSI models; cabling and cabling tools; IP addressing; and network standards.

**IT 223 TCP/IP and IP Routing 3**  
 Hours: 3 Lecture/Discussion  
 1 Lab

**Materials Fee: \$15.00**

**Equivalent Course: IT 123AC.**

This is a course on the TCP/IP internet protocol, in the COS Network Plus Academy Certificate program. Instruction includes: OSI and TCP/IP models and protocol stacks; sub netting and super netting; IP packets; routers; IP routing; routed and routing protocols: DHCP; WINS; DNS and application layer protocols and programs.

**IT 230 CISCO Academy 1 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

**Materials Fee: \$20.00**

**Equivalent Course: IT 130AC.**

This is the first of four classes in the Information Technology CISCO Academy Certificate Program. Instruction includes: safety; networking; protocols; standards; LANs; WANs; OSI models; cabling; cabling tools; routers; Ethernet; IP addressing and network standards.

**IT 231 CISCO Academy 2 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

**Materials Fee: \$15.00**

**Equivalent Course: IT 131AC.**

This is the second of four courses in the Information Technology CISCO Academy Certificate program. Instruction includes, but is not limited to: interfacing routers, networking terminology and protocols, network testing, programming and configuring routers, IP addressing and sub-netting, and internetworking router protocols.

**IT 232 CISCO Academy 3 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

**Materials Fee: \$15.00**

**Equivalent Course: IT 132AC.**

This is the third course in the Information Technology CISCO Academy Certificate program. Instruction includes; switching technologies; routing terminology and protocols; interface standards; programming and configuration of routers; VLANs; IP addressing and network standards.

**IT 233 CISCO Academy 4 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

**Materials Fee: \$15.00**

**Equivalent Course: IT 133AC.**

This is the fourth course in the Information Technology CISCO Academy Certificate Program. Instruction includes: LAN switching; WAN encapsulation methods; ISDN routing; programming and configuration of routers; network security; and UNIX inter-compatibility.

### INTERCOLLEGIATE ATHLETICS

**IA 001AD Intercol Men's Baseball 2**  
 Hours: 1 Lecture/Discussion  
 9 Activity

Designed for the student who excels in athletic ability and wishes to compete at a high level of baseball against other California community colleges. This course can be repeated three times.

**IA 002AD Intercol Men's Basketball 1**  
 Hours: .5 Lecture/Discussion  
 4.5 Activity

An advanced skill course for male students who want to participate in an intercollegiate basketball program. This course can be repeated

three times.

**IA 003AD Intercol Women's Basketball** 1  
Hours: .5 Lecture/Discussion  
4.5 Activity

An advanced skill course for female students who want to participate in an intercollegiate basketball program. This course can be repeated three times.

**IA 006AD Intercol Football** 2  
Hours: 1 Lecture/Discussion  
9 Activity

This course is designed for the student/athlete to compete in Intercollegiate varsity football at the community college level. This course can be repeated three times.

**IA 007AD Intercol Golf** 2  
Hours: 1 Lecture/Discussion  
9 Activity

Designed for the student/athlete who wishes to play competitive golf on an intercollegiate golf team competing against teammates and other community colleges. This course can be repeated three times.

**IA 008AD Intercollegiate Women Softball** 2  
Hours: 1 Lecture/Discussion  
9 Activity

This course is designed for the student/athlete (woman) interested in competing in an intercollegiate softball program. The course involves daily practices and a 46-52 game schedule. The course may be repeated three times.

**IA 010AD Intercol Women's Golf** 2  
Hours: 1 Lecture/Discussion  
9 Activity

Women's Intercollegiate Golf is designed for the student/athlete who wishes to play competitive golf on an Intercollegiate golf team competing against teammates and other community colleges. This course may be repeated three times.

**IA 011AD Intercol Men's Tennis** 2  
Hours: 1 Lecture/Discussion  
9 Activity

Designed for the student who wishes to play competitive tennis on an intercollegiate tennis team competing against teammates and other community colleges. This course can be repeated three times.

**IA 012AD Intercol Women's Tennis** 2  
Hours: 1 Lecture/Discussion  
9 Activity

This course is designed for the female student who wishes to play competitive tennis on an intercollegiate tennis team competing against teammates and other community college students. This course can be repeated three times.

**IA 016AD Intercol Women's Volleyball** 2  
Hours: 1 Lecture/Discussion  
9 Activity

Designed to introduce advanced skills necessary for playing competitive volleyball. This course may be repeated three times.

**IA 023AD Intercol Track and Field** 2  
Hours: 1 Lecture/Discussion  
9 Activity

This class is designed for the athlete who is interested in competing in intercollegiate track and field. The course involves daily practices

as well as participation in track and field meets. Each meet consists of 12 running events and eight field events; therefore, all workouts are geared towards these individual events as well as general physical fitness. Intercollegiate track and field not only allows the student to better herself/himself as an individual athlete, but contributes to a team effort as well. This course can be repeated three times.

**IA 024AD Intercol Cross Country** 2  
Hours: 1 Lecture/Discussion  
9 Activity

This class is designed for the student/athlete who is interested in competing in Intercollegiate Cross Country. The course involves daily practices as well as participating in cross-country meets. Each meet consists of a 4-mile run; therefore, all workouts are geared towards running this distance. Intercollegiate Cross Country not only allows the student/athlete to better herself/himself as an individual athlete, but contributes to a team effort, as well. This course can be repeated three times.

**IA 029AD Intercollegiate Swim/Diving** 2  
Hours: 1 Lecture/Discussion  
9 Activity

Intercollegiate Swimming/Diving is designed for the student/athlete who is interested in competing in swimming or diving at the community college level. The course consists of daily practices and competition in scheduled meets. This course may be repeated three times.

**IA 030AD Intercol Women's Soccer** 2  
Hours: 1 Lecture/Discussion  
9 Activity

Intercollegiate Women's Soccer is designed for the student/athlete (woman) interested in competing in intercollegiate soccer. The course involves daily practices as well as competition at the collegiate level through league games and tournament play. This course can be repeated three times.

**IA 031AD intercol Women's Equestrian** 1  
Hours: .5 Lecture/Discussion  
4.5 Activity

**Equivalent Course: IA 131AD.**

This course is for female students who want to participate in an intercollegiate Equestrian program. Advanced techniques in Equestrian, both western and English skills of riding used in intercollegiate competition will be stressed. Off area time will be required for travel. This course may be repeated three times.

**IA 032AD Intercollegiate Men's Soccer** 2  
Hours: 1 Lecture/Discussion  
9 Activity

**Equivalent Course: IA 113AD.**

Intercollegiate Men's Soccer is designed for male student/athletes interested in competing in intercollegiate soccer. The course involves daily practices as well as competition at the collegiate level through league games and tournament play. This course may be repeated 3 times.

**IA 047AD Strategies of Sport** 1  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 047AD, PE 147AD.**

This class is designed for the student who wants to learn the necessary skills required to play various sports such as softball, baseball, basketball, swimming, diving, and football. Elementary skills of throwing, fielding, batting, pitching, blocking, dribbling, passing, freestyle, backstroke, and diving will be taught and practiced.



**IA 049AD Performance of Sport 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 049AD, PE 149AD.**

This course is designed to provide student/athletes interested in competing the opportunity to acquire optimal fitness and conditioning for skill development, injury prevention and general physical-developmental improvement.

## INTERDISCIPLINARY STUDIES

**IS 180 Freshman Science Seminar 1**  
Hours: 1 Lecture/Discussion

An orientation to the strategies needed to successfully complete a major in mathematics, science or engineering. This course assists students in acquiring the knowledge and skills necessary to reach their educational objectives in highly technical fields. Topics include: career planning, educational and personal enrichment, study skills and habits, time management, academic preparation, and self-discipline. This course serves as the orientation requirement for MESA, but is open to all students. Approved for Distance Education format.

**IS 210 Leadership Development 2**  
Hours: 2 Lecture/Discussion

Theory and practice of leadership. Prepares students for productive involvement in community service, college activities, and civic governance. Designed especially, but not exclusively, for students participating in student government and club activities.

**IS 220 Orientation/College Success .5**  
Hours: .5 Lecture/Discussion

This is a course for all new students designed to orient students to the college environment and educational opportunities. The class includes placement testing and interpretation of results; introduction to academic procedures, policies, goal setting, educational planning, college services, college facilities and exploration of various opportunities for higher education. Students will develop an educational plan to achieve the goals identified in the class. Approved for Distance Education format.

Orientation Exemption:

\* You have previously participated in COS Orientation

\*You are transferring to COS from another college

\*You are enrolling in six units or fewer and have no plan to obtain a degree, certificate or participate in a transfer program.

**IS 308 Instructional Support 1**  
Hours: 3 Lab

This course provides instruction in applied study skills. Students will learn techniques to assist them with their current course of study or to prepare them for the ensuing semester.

## JOURNALISM

**JOUR 001 Writing for New Media 3.5**  
Hours: 3 Lecture/Discussion  
2 Lab

An introduction to gathering, synthesizing/organizing and writing news in journalistic style across multiple platforms. Includes role of the journalist and related legal and ethical issues. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings and other events, writing under deadline and use of AP Style. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better

**Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 001 as determined by COS placement**

procedures.

**JOUR 007 Mass Communication 3**  
Hours: 3 Lecture/Discussion

A media survey course covering newspapers, radio, television, magazines, books, films, the web, public relations/advertising industries, and the recording industry. Students will study strengths and weaknesses of each, as well as the major challenges to a democratic society including censorship, sensationalism, pornography, propaganda, and monopoly.

**JOUR 011 Intro to Digital Photography 3**  
Hours: 2 Lecture/Discussion  
3 Lab

**Equivalent Course: JOUR 011AB, JOUR 111AD, PHOT 011AB, PHOT 111AD.**

This course is designed for students who want knowledge of digital camera practices ranging from basic to advanced levels, basic Photoshop and computer skills. The course will give students practical publication experience and an opportunity to publish their photographs in The Campus student newspaper in print and online.

**JOUR 020 Cultural Issues in Film/TV/Web 3**  
Hours: 3 Lecture/Discussion

An in-depth study of social and cultural issues such as ethnicity, gender and politics through the prism of film, television and the Internet.

**JOUR 114 Editorial board: Beginning 2**  
Hours: 1 Lecture/Discussion  
3 Lab

**Equivalent Course: JOUR 104AD.**

This course is for student editors and other students interested in participating in The Campus student newspaper. Course content includes basic leadership skills, how to work under deadline, newsroom management, beginning opinion writing and editing, general editorial development and beginning multimedia. Two lab hours required each week by arrangement. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better

**JOUR 115 Editorial Board: Intermediate 2Hours:  
1 Lecture/Discussion  
3 Lab**

Journalism 115 is a course for student editors and other students interested in participating in The Campus student newspaper. Course content includes leadership skills, including peer mentoring, newsroom management, opinion writing, editing, new and emerging media including visual journalism and open journalism, social media, multimedia, and marketing a news operation. Two required lab hours to be arranged per week. Advisory on Recommended Preparation: ENGL-251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures

**Prerequisites: JOUR 114 or equivalent college course with "C" or better.**

**JOUR 130 Media Practicum I 4**  
Hours: 2 Lecture/Discussion  
6 Lab

**Equivalent Course: JOUR 103AD.**

This course provides entry level practical experience in all aspects of producing a newspaper through work on The Campus. Course content includes writing, editing, multimedia, and general editorial development. This class meets an additional six hours per week by arrangement with the instructor. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures

**JOUR 131 Media Practicum II** 4  
Hours: 2 Lecture/Discussion  
6 Lab

This course requires higher skill level and/or leadership/management involvement than JOUR 130. Intermediate student media practicum regularly produces The Campus, a First Amendment student newspaper, both print and online, which is distributed to the college audience and the community. Course content includes weekly news assignments across multiple platforms, including print, broadcast, and online. This class includes practical experience in design/layout, visual, online, multimedia journalism, emerging technologies and leadership/management. The Campus is student produced with student leadership. This class meets an additional six hours per week by arrangement with the instructor. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures

**Prerequisites: JOUR 130 or equivalent college course with "C" or better.**

## KINESIOLOGY

**KINE 082 Intro to Theory of Coaching** 2  
Hours: 2 Lecture/Discussion

**Equivalent Course: PE 037.**

Designed for the student wishing to gain knowledge of coaching individual and team sports. Common problems and solutions will also be covered. Advisory on Recommended Preparation: ENGL 251 or an equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures

**KINE 083 Introduction to Physical Educ.** 3  
Hours: 3 Lecture/Discussion

**Equivalent Course: PE 036.**

This course is designed to introduce the student to Physical Education. The course includes the professional foundations of, history, philosophy, concepts, careers, and the future of the discipline. It is presented in a format that will be valuable to anyone thinking about entering the teaching profession.

**KINE 084 Theory of Football** 2  
Hours: 2 Lecture/Discussion

**Equivalent Course: PE 017.**

This course is designed for the student with an interest in coaching football. Philosophy fundamentals, strategies and rules will be emphasized.

**KINE 100 Introduction to Kinesiology** 3  
Hours: 3 Lecture/Discussion

An introduction to the professional foundations of kinesiology: physical education, exercise, and sports medicine. Includes history, philosophy, concepts, programs, qualifications, careers, issues, and future of the discipline. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures

**KINE 188 Found. of Sports/Exerc. Psych.** 3  
Hours: 3 Lecture/Discussion

**Equivalent Course: PE 188.**

The study and application of psychological principles and foundations to sport and exercise across the lifespan and across activity contexts.

## LEARNING SKILLS

**LS 308 Instructional Support** 1 - 2  
Hours: 3 TO 6 Lab

**Equivalent Course: LS 308AD.**

Students will receive assistance with their academic courses and/or improve academic skills which may be affected by a disability.

## LIBRARY

**LIBR 101 College Research Strategies** 1  
Hours: 1 Lecture/Discussion

The course teaches the tools needed for college level research through the use of electronic databases, print resources and the web. This course is approved for Distance Learning format. Advisory on Recommended Preparation: COMP 220 or equivalent college course with "C" or better or COMP 228 or equivalent college course with "C" or better.

**LIBR 102 Internet Information Resources** 1  
Hours: 1 Lecture/Discussion

Internet Information Resources is an information literacy course teaching students to efficiently retrieve and evaluate Web sites for academic and personal use.

**LIBR 103 Evaluating Information Sources** 1  
Hours: 1 Lecture/Discussion

Evaluating Information Sources is an information literacy course teaching criteria to analyze and to evaluate printed and electronic information sources for academic and personal use.

**LIBR 423 Tutor Training** 0  
Hours: 1 Lab

Students who have demonstrated mastery of content in one or more college courses are eligible to serve as tutors. This course is designed to develop basic skills needed to function successfully as a tutor.

**LIBR 425 Supervised Tutoring** 0  
Hours: 2 Lab

**Equivalent Course: LIBR 424, LIBR 424AB.**

This course is designed to provide students with tutorial assistance. Tutees may work either individually or in small groups. They may work with computer programs developed specifically to meet their needs or they may work with tutors who have been recommended by faculty. The student must be enrolled in the class for which he/she is being tutored.

## LINGUISTICS

**LING 111 Introduction to Language** 3  
Hours: 3 Lecture/Discussion

An introduction to the nature, structure, and acquisition of human language; the nature of linguistic diversity; the relationship between linguistic structure, language use and development. Language data considered will be drawn from languages common to California's Central Valley.

Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.

## MANUFACTURING

**MANU 210 Introduction to Machine Shop** 4  
Hours: 3 Lecture/Discussion  
3 Lab

**Materials Fee: \$5.00**

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). Hours: 1 Lecture/Discussion

- MANU 211 Machine Shop 1** 4  
Hours: 2 Lecture/Discussion  
6 Lab  
**Materials Fee: \$50.00**  
This course explores machine shop practices with emphasis on Occupational Safety Health Administration (OSHA), shop mathematics, measurements, and the correct use of basic machine tools, mills, lathes, saws, and drill presses, as well as an introduction to National Institute for Metalworking Skills (NIMS) standards. Advisory on Recommended Preparation: MANU 210 or equivalent college course with "C" or better (MANU 210 may be taken concurrently) or equivalent knowledge and/or skills as determined by departmental assessment
- MANU 212 Machine Shop 2** 4  
Hours: 2 Lecture/Discussion  
6 Lab  
**Materials Fee: \$50.00**  
This course explores intermediate machine shop practices with emphasis on Occupational Safety Health Administration (OSHA), applied mathematics, advanced processes on mills, lathes, and tool grinding, and National Institute for Metalworking Skills (NIMS) standards.  
**Prerequisites: MANU 211 or equivalent college course with "C" or better.**
- MANU 213 Machine Shop 3** 4  
Hours: 2 Lecture/Discussion  
6 Lab  
**Materials Fee: \$50.00**  
This course explores jig and fixtures applications for conventional and computerized numerical machining processes. Skills and standards apply to the National Institute for Metalworking Skills (NIMS) standards.  
**Prerequisites: MANU 212 or equivalent college course with "C" or better.**
- MANU 214 Machine Shop 4** 4  
Hours: 2 Lecture/Discussion  
6 Lab  
**Materials Fee: \$50.00**  
This courses explores the design of advanced tools, dies, blanking processes, metal die cutting and forming processes, and power presses for stamping and forming metal parts. Duties and standards apply to the National Institute for Metalworking Skills (NIMS) standards.  
**Prerequisites: MANU 213 or equivalent college course with "C" or better.**
- MANU 217 Manufacturing Production 1** 2  
Hours: 1 Lecture/Discussion  
3 Lab  
An introductory Certified Production Technician (CPTae) course that covers Assessment Level I & II of the Manufacturing Skill Standards Council (MSSC).

## MATHEMATICS

- MATH 010 Structure and Concepts 1** 4  
Hours: 4 Lecture/Discussion  
**Equivalent Course: MATH 110.**  
This is a four-unit course covering critical thinking, sets and functions, numeration and computation, number theory, rational numbers, and real numbers. The emphasis of this course is in mathematical foundations of arithmetic relevant to future elementary school teachers. This course is intended for liberal studies students, though it can be used to meet general education requirements. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 010 may

access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.  
**Prerequisites: MATH 230 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

- MATH 011 Structure and Concepts 2** 4  
Hours: 4 Lecture/Discussion  
**Equivalent Course: MATH 111.**

This course continues topics from MATH 10 and includes statistics, probability, geometry, measurement, transformations, congruence, and coordinate geometry. The emphasis of this course is in mathematical topics relevant to future elementary school teachers. This course is intended for liberal studies students, though it can be used to meet general education requirements. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 011 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.

**Prerequisites: MATH 010 or equivalent college course with "C" or better.**

- MATH 021 Introduction to Statistics** 4  
Hours: 4 Lecture/Discussion

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.

**Prerequisites: MATH 230 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

- MATH 065 Calculus 1** 4  
Hours: 4 Lecture/Discussion

**Equivalent Course: MATH 075.**

This course is the first course of a three semester calculus sequence. Topics include limits, continuity, techniques and applications of differentiation and integration of algebraic and transcendental functions, and the Fundamental Theorem of Calculus. The course is intended primarily for mathematics, physical science, and engineering majors. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 65 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. (MATH 65 + 66 + 67 course sequence is equivalent to MATH 75 + 76 + 77 course sequence).

**Prerequisites: MATH 070 or equivalent college course with "C" or better.**

- MATH 066 Calculus 2** 4  
Hours: 4 Lecture/Discussion

**Equivalent Course: MATH 076.**

This is the second course of a three-semester calculus sequence. Topics include techniques of integration, improper integrals, applications of integration, infinite sequences and series, analytic geometry, polar and parametric equations, and many applications. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 66 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. (MATH 65 + 66 + 67 course sequence is equivalent to MATH 75 + 76 + 77 course sequence).  
**Prerequisites: MATH 065 or equivalent college course with "C" or better.**

**MATH 067 Calculus 3** 4

Hours: 4 Lecture/Discussion

**Equivalent Course: MATH 077**

This course is the third semester of the introductory calculus sequence. Topics covered include differentiation and integration of vector-valued functions, partial differentiation, directional derivatives, Lagrange Multipliers, multiple integration, centroids and centers of gravity, and Green's, Stoke's, and Divergence Theorem. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 077 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. (MATH 65 + 66 + 67 course sequence is equivalent to MATH 75 + 76 + 77 course sequence).  
**Prerequisites: MATH 066 or equivalent college course with "C" or better.**

**MATH 070 Precalculus** 5

Hours: 5 Lecture/Discussion

This course proceeds at an intense pace. Topics include: functions and graphs, applications of functions, exponential and logarithmic functions, trigonometric functions and analytic trigonometry, right triangle trigonometry, analytic geometry, and roots of polynomial equations. This course is intended for students planning to take calculus. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 070 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.  
**Prerequisites: MATH 154 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**MATH 075 Calculus 1** 5

Hours: 5 Lecture/Discussion

This is the first course of a three-semester sequence. Topics include limits, continuity, differentiation, and integration involving many types of function with a variety of applications. Primarily for mathematics, physical science, and engineering majors. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 75 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.  
**Prerequisites: MATH 070 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**MATH 076 Calculus 2** 5

Hours: 5 Lecture/Discussion

This is the second course of a three-semester sequence. Topics include techniques of integration, improper integrals, infinite series, analytic geometry, polar coordinates and parametric equations, vectors, three-dimensional space, and many applications. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 76 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.  
**Prerequisites: MATH 075 or equivalent college course with "C" or better.**

**MATH 077 Calculus 3** 3

Hours: 3 Lecture/Discussion

This course is the third semester of the introductory calculus sequence. Topics covered include differentiation and integration of vector-valued functions, partial differentiation, directional derivatives, Lagrange Multipliers, multiple integration, centroids and centers of gravity, and Green's Stokes', and Divergence Theorem. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 077 may access the supplemental learning assistance by enrolling in MATH 400,

an open entry/open exit non-credit course.

**Prerequisites: MATH 076 or equivalent college course with "C" or better.**

**MATH 080 Linear Algebra** 4

Hours: 4 Lecture/Discussion

This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. The course investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 80 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.

**Prerequisites: MATH 076 or equivalent college course with "C" or better.**

**MATH 081 Differential Equations** 5

Hours: 5 Lecture/Discussion

An introduction of solving ordinary and partial differential equations including matrix solutions of linear systems, Laplace transforms, series solutions, separation of variables in partial differential equations, boundary value problems, and Fourier series. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 081 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. Advisory on Recommended Preparation: MATH 080 or equivalent college course with "C" or better.

**Prerequisites: MATH 077 or equivalent college course with "C" or better.**

**MATH 154 Trigonometry** 4

Hours: 4 Lecture/Discussion

An intensive one-semester course in the elements of trigonometry including: trigonometric functions, solving triangles for unknown parts, proving and applying identities, graphing, solving trigonometric equations, expressing and using complex numbers in trigonometric form. Students enrolled in MATH 154 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.

**Prerequisites: MATH 230 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**MATH 200 Elementary Algebra** 4

Hours: 4 Lecture/Discussion

**Equivalent Course: MATH 205.**

This is a four-hour-a-week intensive one-semester course in elementary algebra covering: operations with real numbers, linear equations and inequalities, graphing, systems of equations, word problems, exponents, factoring, and rational expressions. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 200 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. Approved for Distance Learning format.

**Prerequisites: MATH 360 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**



<b>MATH 230</b>	<b>Intermediate Algebra</b>	<b>4</b>
Hours:	4 Lecture/Discussion	
<b>Equivalent Course: MATH 235.</b>		
This is a four-hour-a-week intensive one-semester course in intermediate algebra covering: radical expressions and equations, quadratic equations, functions, logarithmic and exponential functions, and conic sections. This course satisfies the math requirement for an Associate's degree. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 230 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. Approved for Distance Learning format.		
<b>Prerequisites: MATH 200 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.</b>		
<b>MATH 360</b>	<b>Pre-Algebra</b>	<b>4</b>
Hours:	4 Lecture/Discussion	
<b>Equivalent Course: MATH 365.</b>		
This four-hour-a-week course focuses on the fundamental operations of whole and signed numbers, fractions, mixed numbers, decimals, and their use in applied problems. Other topics include factors and multiples, ratios, proportions, introductory algebra, percents, unit conversions, and geometric measurements. All topics are taught with a pre-algebra perspective. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 360 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course.		
<b>MATH 400</b>	<b>Math Supplemental Lrng Assist</b>	<b>0</b>
Hours:	3.1 Lab	
Math Supplemental Learning Assistance is intended to strengthen students' mathematical skills and reinforce their mastery of concepts. This open entry/open exit class is linked with MATH 10, 11,21, 70,75,76,77,80,81, 154, 200, 205, 230, 360, and 365.		
<b>MATH 401</b>	<b>Prep/Quant Qualifying Exams</b>	<b>0</b>
Hours:	.69 Lecture/Discussion	
A survey of the strategies and skills needed to prepare for exams that require familiarity with 7-11th grade math standards. Test preparation strategies and study methods will assist students in performing better on college placement exams. Approved for Distance Education format.		
<b>MATH 405</b>	<b>Augmented Instruction in Math</b>	<b>0</b>
Hours:	2 Activity	
This course provides supplemental instruction to help students succeed in their Math coursework. It will link to corresponding sections of MATH 372, MATH 360, MATH 200, or MATH 230.		

## METEOROLOGY

<b>MET 001</b>	<b>Elementary Meteorology</b>	<b>3</b>
Hours:	3 Lecture/Discussion	
An introductory course designed to provide insights into physical processes and laws that underlie the phenomena of weather and climate. An emphasis is placed on understanding the methodologies of scientific inquiry and understanding current meteorological-environmental problems. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures; and MATH 200 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.		

## MUSIC

**NOTICE: THERE ARE IMPORTANT STATEWIDE CHANGES TO REPEATABILITY OF ACTIVITY COURSES. PLEASE SEE PAGES 268-281.**

<b>MUS 001</b>	<b>Music Fundamentals</b>	<b>3</b>
Hours:	3 Lecture/Discussion	
The basic elements of music are studied: pitch and rhythm notation, scales, major and minor keys and key signatures, transposition, intervals, chords, elementary acoustics, and an introduction to the keyboard. This is a course designed for the non-major, the elementary or secondary school teaching credential candidate, and the music major who seeks remedial instruction prior to beginning the Comprehensive Musicianship sequence.		
<b>MUS 004</b>	<b>Theory and Musicianship 1</b>	<b>4</b>
Hours:	3.5 Lecture/Discussion 1.5 Lab	
This is the first in a series of four courses intended primarily for music majors. It covers a review of fundamentals, four-part writing, as well as ear training, sight singing, rhythm performance, and the use of music computer software. Advisory on Recommended Preparation: MUS 001 or equivalent college course with "C" or better.		
<b>MUS 005</b>	<b>Theory and Musicianship 2</b>	<b>4</b>
Hours:	3.5 Lecture/Discussion 1.5 Lab	
This is the second in a series of four courses, intended primarily for music majors. It covers the study of secondary triads, chord root relationships, harmonization of melodies, nonchord tones, diatonic seventh chords, and Bach Chorale analysis; as well as ear training, sight singing, rhythm performance, and the use of music computer software. <b>Prerequisites: MUS 004 or equivalent college course with "C" or better.</b>		
<b>MUS 006</b>	<b>Theory and Musicianship 3</b>	<b>4</b>
Hours:	3.5 Lecture/Discussion 1.5 Lab	
This is the third in a series of four courses, intended primarily for music majors, dealing with theoretical and practical matters necessary for musicians. This third semester includes the study of chromatic harmony, pedal point, modulation of all types, 9th, 11th, and 13th chords, and extensive practice in score reading. The "musicianship" component includes ear training, sight singing, and rhythm performance. The student will use computer software for music notation and ear training. <b>Prerequisites: MUS 005 or equivalent college course with "C" or better.</b>		
<b>MUS 007</b>	<b>Theory and Musicianship 4</b>	<b>4</b>
Hours:	3.5 Lecture/Discussion 1.5 Lab	
This is the fourth in a series of four courses, intended primarily for music majors, dealing with theoretical and practical matters necessary for musicians. This fourth semester includes the study of pre- and post-common practice period music. Topics include modes and chant notation, species counterpoint, Schenker analysis, various post-tonal resources, atonal analysis, twelve-tone analysis and composition, and extensive practice in score reading. The "musicianship" component includes ear training, sight singing, and rhythm performance. The student will use computer software for music notation and ear training. <b>Prerequisites: MUS 006 or equivalent college course with "C" or better.</b>		

<b>MUS 010</b>	<b>Music Appreciation</b>	<b>3</b>	<b>MUS 031</b>	<b>Intermediate Voice</b>	<b>2</b>
Hours:	3 Lecture/Discussion		Hours:	1.5 Lecture/Discussion 1.5 Lab	
Designed to aid the student in developing an understanding and an enjoyment of music. Includes (1) the elements of music, and (2) a chronological survey of music and composers from the Middle Ages to the present. No previous musical training is necessary. Approved for Distance Learning format.			<b>Equivalent Course: MUS 031AD.</b> Studies in the technical, stylistic, and aesthetic components of singing. Intermediate Voice is a continuation of Beginning Voice (MUS 30) and will require that the student have good singing and musical skills already established. Emphasis will be placed upon singing in Italian, German, and English. <b>Prerequisites: MUS 030 or equivalent college course with "C" or better.</b>		
<b>MUS 011</b>	<b>Music Appreciation/Jazz</b>	<b>3</b>	<b>MUS 034AD</b>	<b>Concert Choir</b>	<b>2</b>
Hours:	3 Lecture/Discussion		Hours:	6 Lab	
This course is designed to aid the student in developing an understanding and enjoyment of jazz and music in general. Includes the elements of music and a chronological survey of jazz performers and composers from the 1890s to the present. No previous musical training is necessary.			<b>Materials Fee: \$10.00</b> MUS 034AD offers a study and the performance of choral literature from the Renaissance to Contemporary with emphasis on vocal production and tone quality, balance and blend, and musical precision and accuracy. Participation in public performance is required. This course can be repeated three times. Limitation on Enrollment: Audition by department.		
<b>MUS 013</b>	<b>Music of the World</b>	<b>3</b>	<b>MUS 036</b>	<b>Chamber Singers Renaissance</b>	<b>2</b>
Hours:	3 Lecture/Discussion		Hours:	6 Lab	
MUS 13 includes a study of the elements of music as they pertain to the world's musical traditions and styles, and a survey of world music from selected regions and genres. This course is approved for Distance Education format.			<b>Equivalent Course: MUS 036AD.</b> MUS 036 is designed to provide an environment for study and performance of Renaissance choral music and techniques for the experienced singer. This course focuses on choral works written before 1600. Limitation on Enrollment: Audition by Department		
<b>MUS 014</b>	<b>History of Rock &amp; Roll</b>	<b>3</b>	<b>MUS 041AD</b>	<b>Applied Music Lessons</b>	<b>1</b>
Hours:	3 Lecture/Discussion		Hours:	3 Lab	
<b>Equivalent Course: MUS 114.</b> This course is a general overview of Rock and Roll music and includes study of the impact of rock and Roll on social, economic, cultural and political structures, as well as a chronological history of Rock music. No previous musical training is necessary. Approved for Distance Learning format.			This course is intended to give individual instruction to advanced music students on their respective instrument or voice. Students will be expected to pass playing exams and perform in student recitals. This course may be repeated three times. Limitation on Enrollment: Audition by Department.		
<b>MUS 020AD</b>	<b>Piano 1</b>	<b>2</b>	<b>MUS 054AD</b>	<b>Symphony Orchestra</b>	<b>1</b>
Hours:	1.5 Lecture/Discussion 2 Lab		Hours:	3 Lab	
For a student without prior piano training who would like to learn to read music and to identify musical symbols on sight while performing a repertoire encompassing all periods of music. This course may be repeated three times and is required for all music majors.			The study and performance of symphony orchestra music. Orchestral works are chosen to enhance and develop the knowledge and performing abilities of experienced orchestral musicians. This course can be repeated three times. Limitation on Enrollment: Audition by department required.		
<b>MUS 025</b>	<b>Fine Art Cultures</b>	<b>2</b>	<b>MUS 060</b>	<b>Brass Musical Instruments</b>	<b>2</b>
Hours:	.5 Lecture/Discussion 4 Lab		Hours:	1.5 Lecture/Discussion 1.5 Lab	
<b>Equivalent Course: MUS 125, MUS 125AD.</b> Course focus is on understanding and approaching cultural musical functions and styles in the performing arts and will include readings, lectures, verbal and nonverbal observations, discussions on history, instrumentation, and architecture analysis of the various historical periods as they relate to fine art cultures. When possible, actual participation to play instruments or sing will be arranged. Students will travel to local sites or abroad to attend live performances for a critical analysis in performance practices, history, art and architecture.			<b>Equivalent Course: MUS 060AD.</b> This course provides instruction on instruments of the brass family, including trumpet, trombone, French horn, and tuba. Instruction in the principles and physics of brass instruments and playing procedures and materials for teaching beginning brass students from elementary school through community college. Emphasis will be on care of instruments, tone production, breathing techniques and playing position.		
<b>MUS 030</b>	<b>Beginning Voice</b>	<b>2</b>	<b>MUS 062</b>	<b>Woodwind Instruments</b>	<b>2</b>
Hours:	1.5 Lecture/Discussion 1.5 Lab		Hours:	1.5 Lecture/Discussion 1.5 Lab	
<b>Equivalent Course: MUS 030AD.</b> Studies in the technical, stylistic, and aesthetic components of singing, designed to help the individual student improve his/her voice and develop solo vocal repertoire.			<b>Equivalent Course: MUS 062AD.</b> This class will consist of elementary instruction of a basic woodwind instruments: clarinet, saxophone, oboe and bassoon. Emphasis is placed on tone production, fingering technique and care of instrument.		



<b>MUS 072AD</b>	<b>Jazz Ensemble 1</b>	<b>2</b>
Hours:	6 Lab	
A study and performance of Jazz Orchestra repertory with special attention to interpretation, tone, technique, improvisation and general effect. All basic concepts of musicianship will be stressed through lecture, discussion, and rehearsals with the final goal of performing in public concerts. Participation in public performance is required.		
<b>MUS 074AD</b>	<b>Symphonic Band</b>	<b>2</b>
Hours:	6 Lab	
A study and performance of standard symphonic band repertory with special attention to interpretation, tone, technique, and general effect. All basic concepts of musicianship will be stressed through lecture, discussion, and rehearsals with the final goal of performing in public concerts. Participation in public performance is required. This course can be repeated three times.		
<b>MUS 091</b>	<b>Music Theatre Orchestra</b>	<b>2</b>
Hours:	6.86 Activity	
<b>Equivalent Course: MUS 091AD.</b>		
Music Theatre Orchestra will emphasize the rehearsal and performance techniques necessary to accompany the production of a musical. Limitation on Enrollment: Audition by Department		
<b>MUS 096</b>	<b>Master Chorale - Renaissance</b>	<b>1</b>
Hours:	3 Lab	
<b>Equivalent Course: MUS 096AD, MUS 196AD.</b>		
A study and performance of choral literature focusing on works of the Renaissance period 1450-1600. Evening Rehearsals. Limitation on Enrollment: Audition by Department		
<b>MUS 097</b>	<b>Music Theatre Voice</b>	<b>2.5</b>
Hours:	7 Activity	
<b>Equivalent Course: MUS 097AD.</b>		
Experience in singing, drama and theatre through active participation in major musical and dramatic productions. Includes training and experience in all facets of the theatre. Audition by department.		
<b>MUS 137</b>	<b>Chamber Singers Classical</b>	<b>2</b>
Hours:	6 Lab	
MUS 137 is designed to provide an environment for study and performance of Baroque and Classical chamber music and techniques for the experienced singer. This course focuses on choral works written between 1600 - 1820. Limitation on Enrollment: Audition by Department		
<b>MUS 138</b>	<b>Chamber Singers Romantic</b>	<b>2</b>
Hours:	6 Lab	
MUS 138 is designed to provide an environment for study and performance of Romantic choral music and techniques for the experienced singer. This course focuses on choral works written between 1815 - 1910. Limitation on Enrollment: Audition by Department		
<b>MUS 139</b>	<b>Chamber Singers 20th Century</b>	<b>2</b>
Hours:	6 Lab	
MUS 139 is designed to provide an environment for study and performance of 20th Century choral music and techniques for the experienced singer. This course focuses on choral works written after 1900. Limitation on Enrollment: Audition by Department		
<b>MUS 180</b>	<b>The Music Business</b>	<b>2</b>
Hours:	2 Lecture/Discussion	
This course is an introduction to the inner workings of the music industry. Intellectual property protections, management teams,		

recording contracts, publishing deals, and current industry trends will be studied and discussed. Career opportunities and employability enhancement will be explored. Guest speakers, as availability permits, may be a part of the course.

<b>MUS 226</b>	<b>Computerized Audio 1: Midi</b>	<b>2</b>
Hours:	1 Lecture/Discussion 3 Lab	

**Equivalent Course: MUS 126AD, MUS 226AD.**

This course focuses on the use of a MIDI capable DAW (Digital Audio Workstation) for the production of popular music. iMac computers, Yamaha keyboards, and Pro Tools software are used in conjunction to teach students the fundamentals of MIDI technology for creating their own music.

<b>MUS 227</b>	<b>Computerized Audio Prod 2</b>	<b>2</b>
Hours:	1 Lecture/Discussion 3 Lab	

**Equivalent Course: MUS 127AD, MUS 227AD.**

This is an intermediate course focusing on the use of a DAW (Digital Audio Workstation) for the production of popular music. iMac computers, Yamaha keyboards, and Pro Tools software and a variety of Virtual Instruments are used in conjunction to teach students advanced techniques in Computer Audio production and editing.

**Prerequisites: MUS 226 or equivalent college course with "C" or better.**

<b>MUS 281</b>	<b>Recording Arts 1</b>	<b>2</b>
Hours:	1.5 Lecture/Discussion 2 Lab	

**Equivalent Course: MUS 181.**

Hands-on instruction for beginners in the use of multi-track recording systems, with emphasis on the development of critical listening and thinking skills related to sound, recording, reproduction and music technology.

<b>MUS 282</b>	<b>Recording Arts 2</b>	<b>3</b>
Hours:	1.5 Lecture/Discussion 4.5 Lab	

**Equivalent Course: MUS 182.**

Intermediate students will acquire hands-on multi-track recording technique in strategy with producers studio musicians and recording engineers. Course will cover advanced signal processing, recording production and management procedures.

**Prerequisites: MUS 281 or equivalent college course with "C" or better.**

## NATURAL SCIENCES

<b>NSCI 131</b>	<b>Chem &amp; Physics for Educators</b>	<b>4</b>
Hours:	3 Lecture/Discussion 2 Lab	

A general principles science course for students transferring to become Liberal Studies majors. Basic principles of chemistry and physics relevant to elementary education are stressed. Applying these topics to everyday experience is emphasized. The course is designed to meet only the science requirements of Liberal Studies programs at CSU Fresno.

**Prerequisites: MATH 200 or equivalent college course with "C" or better or eligibility for MATH 230 as determined by COS placement procedures.**

## NURSING

**NURS 106 Cultural Comptcy in Healthcare 3**

Hours: 3 Lecture/Discussion

This course explores cultural competency skills required to assist individuals to promote, maintain and restore health. Emphasis is placed on analyzing differences in cultural demographics, beliefs, traditions, communication, biological variations and common morbidities. Advisory on Recommended Preparation: ENGL 001 or equivalent college course with "C" or better

**NURS 120 Perioperative Nursing 4**

Hours: 2 Lecture/Discussion

6 Lab

This is an elective course in perioperative nursing. This course is designed to prepare a competent and knowledgeable practitioner to administer optimum care to select surgical patients during pre-operative, intra-operative, and post-operative phases of surgical intervention.

**Prerequisites:** NURS 161 or equivalent college course with "C" or better.

**NURS 151 Intro Promote&Restore Wellness 3**

Hours: 2 Lecture/Discussion

3 Lab

This second semester course is a study of basic medical-surgical nursing principles and clinical skills which assist clients in promoting and restoring optimal wellness. Client care occurs in a variety of acute and community settings. The progressive themes of the nursing program are applied through the nursing process.

Corequisites: NURS 152, NURS 154.

**NURS 152 Promoting Perinatal Wellness 4**

Hours: 2 Lecture/Discussion

6 Lab

**Materials Fee: \$6.00**

This course is completed during the second semester of the Registered Nursing Program. It consists of study and application of theory to clinical care of the childbearing family, including maintaining and promoting optimal wellness. It includes concepts of perinatal care. The progressive themes of the Nursing program are applied through the nursing process to attain the client's optimal well-being. Prerequisite: NURS 161 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment.

**Prerequisites:** NURS 161 or equivalent college course with "C" or better.

**NURS 153 Promoting Pediatric Wellness 4**

Hours: 2 Lecture/Discussion

6 Lab

This course is completed during the second semester of the Registered Nursing Program. It consists of study and application of theory to clinical care of the pediatric client and family, including maintaining and promoting optimal wellness. The progressive themes of the Nursing program are applied through the nursing process to attain the client's optimal well-being. Prerequisite of NURS 161 may be waived with LVN licensure and NURS 150.

**Prerequisites:** NURS 161 or equivalent college course with "C" or better.

**NURS 154 Promoting Mental Wellness 4**

Hours: 2 Lecture/Discussion

6 Lab

**Materials Fee: \$8.00**

This course is completed during the second semester of the Registered Nursing Program. It consists of the study and application of theory to the clinical care of the psychiatric client. It focuses on promoting

optimal mental wellness and restoration of health. The progressive themes of the Nursing program are applied through the nursing process to attain the client's optimal mental well-being. The Prerequisite of NURS 161 may be waived with LVN licensure and NURS 150.

**Prerequisites:** NURS 161 or equivalent college course with "C" or better.

**NURS 155 IV Skills .5**

Hours: .25 Lecture/Discussion

1 Lab

Students will acquire the knowledge and skills to assess the client for intravenous therapy, to initiate intravenous therapy and to maintain intravenous therapy for clients across the lifespan. Students are required to identify five volunteers upon whom to practice these skills in the nursing skills lab. Students will spend a portion of the laboratory time in a clinical setting applying these knowledge and skills on actual clients. Prerequisite to taking this course is either completion of NURS 153 and 154 or licensure as an LVN.

**Prerequisites:** NURS 153 and NURS 154 or equivalent college courses with "C" or better.

**NURS 161 Maintaining Optimal Wellness 11**

Hours: 5 Lecture/Discussion

18 Lab

**Materials Fee: \$14.00**

An introduction to the elements of client-centered care based on the nursing process, emphasizing assessment and the older adult. Introduces nursing program threads: caring, safety, psychomotor skills, critical thinking, communications, teaching, growth, development, adaptation, and legal, ethical, and professional nursing. The progressive themes of the nursing program are applied through the nursing process to attain the client's optimal well-being. Limitation on Enrollment: Acceptance into the RN Program.

**Prerequisites:** (BIOL 030 and BIOL 031 and BIOL 040 and ENGL 001) or equivalent college courses with "C" or better.

**NURS 163 Promote and Restore Wellness 1 6**

Hours: 3 Lecture/Discussion

9 Lab

**Materials Fee: \$4.00**

This third semester nursing course is a study of intermediate medical-surgical nursing principles and clinical skills which assist adult clients in promoting and restoring optimal wellness. Client care occurs in a variety of acute and community settings. The progressive themes of the nursing program are applied through the nursing process.

**Prerequisites:** NURS 151 and NURS 152 and NURS 154 or equivalent college courses with "C" or better.

**NURS 164 Promote and Restore Wellness 2 8**

Hours: 4 Lecture/Discussion

12 Lab

**Materials Fee: \$4.00**

This fourth semester nursing course is a study of complex medical-surgical nursing concepts to promote and restore wellness in complex clients. In the clinical laboratory, students will increase skills to promote and restore optimal wellness. The progressive themes of the nursing program are applied through the nursing process to attain the client's optimal well-being. Approved for Distance Learning format.

**Prerequisites:** NURS 163 or equivalent college course with "C" or better.

**NURS 166 Nursing Leadership 3**

Hours: .5 Lecture/Discussion

7 Lab

This is a study of the leadership role of the Registered Nurse in providing integrated, cost-effective care to clients by coordinating,

supervising, and collaborating with members of the health care team. Approved for Distance Learning format.

**Prerequisites:** NURS 163 or equivalent college course with “C” or better.

**NURS 172 Pharmacology in Health Care 3**  
Hours: 3 Lecture/Discussion

This basic pharmacology course is designed for the student in a career in healthcare. The student will study theories of how selected drugs act in the body and interact with each other. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a “C” or better, or eligibility for ENGL 1 determined by COS Placement Procedures; and BIOL 31 or equivalent college course with “C” or better. Approved for Distance Learning format.

**NURS 173 Health Care Pathophysiology 3**  
Hours: 3 Lecture/Discussion

This course discusses the mechanisms of disease processes, structural and functional changes that occur, and effects of these changes on the human body. Also discussed are means of prevention, treatment and outcomes evaluation within the scope of health careers.

**Prerequisites:** (ENGL 001 and BIOL 030 and BIOL 031) or equivalent college courses with “C” or better.

**NURS 200 Basic Phlebotomy 1**  
Hours: 1 Lecture/Discussion

An introduction to blood sample collection by venipuncture and capillary blood techniques. Medical terminology, anatomy emphasizing the circulatory system, safety and basic infection control are covered. Students will perform capillary (finger stick) procedures on student partners.

**NURS 201 Advanced Phlebotomy 1.5**  
Hours: 1.5 Lecture/Discussion

Advanced study into blood sample collection techniques by venipuncture, arterial puncture (theory only) and capillary (skin) puncture techniques. Anti-coagulation theory, sources of errors, transport and storage of specimens is covered along with ethics and patient communication. Students will perform venipunctures on student partners as part of the class experience. This course completes the State’s didactic requirement for becoming a Certified Phlebotomy Technician I. **Prerequisites:** NURS 200 or equivalent college course with “C” or better (NURS 200 may be taken concurrently).

**NURS 202 Phlebotomy Practicum 1**  
Hours: 3 Lab

This is the clinical aspect of the phlebotomy course of study for students seeking certification to become a Certified Phlebotomy Technician 1 in California. Students will perform venipunctures and capillary (skin) punctures on actual patients under the supervision of current Laboratory staff. This course meets the State of California requirements for Certified Phlebotomy Technician 1 after passing a national certification examination.

**Prerequisites:** NURS 200 and NURS 201 or equivalent college courses with “C” or better (NURS 200 and/or NURS 201 may be taken concurrently).

**NURS 260 Nursing Assistant 6**  
Hours: 3.5 Lecture/Discussion  
7 Lab

**Equivalent Course:** NURS 351.

This course is designed to prepare the student as an entry-level worker, providing basic nursing care to patients in acute care and long-term care settings. The curriculum is structured to provide theory and application in skills needed to function as a Nursing Assistant. Upon

completion, students will be eligible to take the state certification examination.

Limitation on Enrollment: Students must possess a current CPR card.

**NURS 310 Prepare/Health Care Careers 2**  
Hours: 2 Lecture/Discussion

This course assists any new or returning college student to be successful. Assessment and application of individual learning styles are done. Learning skills such as note-taking, testing, and writing are reviewed. Basic arithmetic, problem-solving skills, library and computer resources, means to manage money, and stay healthy are discussed.

**NURS 321 General Nursing Math 2**  
Hours: 2 Lecture/Discussion

This course focuses on the development of mathematical and analytical skills related to the delivery of drugs and solutions by registered nurses. Emphasis is placed on calculations of medication problems which have clinical application. This course will prepare the student for entry into nursing school.

**NURS 400 Nursing Skills Lab 0**  
Hours: 3 Lab

**Equivalent Course:** NURS 400AD.

This course provides the student an opportunity for additional directed learning and supervised laboratory time to develop and refine nursing clinical skills necessary to the safe clinical practice of professional nursing. The student will gain knowledge from instructor demonstration, a variety of electronic media, computers and simulation. Limitation on enrollment: Must be enrolled in the COS Registered Nursing Program.

## NUTRITION/FOODS

**NUTR 018 Nutrition 3**  
Hours: 3 Lecture/Discussion

A scientific study of basic chemical, biological and physiological principles and concepts of human nutrition. The course includes the application of these principles to the individual and the translation of this knowledge into food choices throughout life. Approved for Distance Learning format. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with “C” or better or eligibility for ENGL 1 as determined by COS Placement Procedures, and MATH 360 or equivalent college course with a “C” or better or eligibility for MATH 200 as determined by COS Placement Procedures.

**NUTR 020 Cultural Foods 3**  
Hours: 2 Lecture/Discussion  
3 Lab

**Materials Fee:** \$45.00

Examination of the cultural and social meanings of food, food behaviors and food systems. Emphasis on the regional, ethnic and religious influences on food habits. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with “C” or better, or eligibility for ENGL 1 determined by COS Placement Procedures and MATH 360 or equivalent college course with “C” or better or eligibility for MATH 200 as determined by COS Placement Procedures.

**NUTR 107 Sanitation and Safety 2**  
Hours: 2 Lecture/Discussion

This course provides accurate, up-to-date information for all levels of employees in all aspects of food handling. It includes laws and regulations for food safety within the rapidly growing restaurant and food service industry. Students may elect to take the State food safety certificate exam at the end of the course.

**NUTR 114**      **Cooking for a Healthy Life**      **3**  
 Hours:            2 Lecture/Discussion  
                       3 Lab  
**Materials Fee: \$45.00**  
 A hands-on cooking class which applies current nutritional guidelines to menu planning, food selection and recipe preparation. Basic skills to evaluate the healthfulness of foods will also be covered.

**NUTR 119**      **Nutrition for Fitness**      **3**  
 Hours:            3 Lecture/Discussion  
**Equivalent Course: HW 119.**  
 This course is designed to acquaint students with the nutritional needs of athletes and the relationship between nutrition and fitness. Students are required to use the computer, Internet and basic math skills to calculate nutritional needs. Topics include human energy, nutrient groups, body composition, and supplement use. This course is approved for distance education format.

**NUTR 218**      **Nutrition Basics**      **3**  
 Hours:            3 Lecture/Discussion  
 Students will study the science of nutrition and relate this to their own dietary habits, become informed nutrition consumers, and make healthy nutrition choices.

## ORNAMENTAL HORTICULTURE

**OH 001**      **Basic Ornamental Horticulture**      **3**  
 Hours:            3 Lecture/Discussion  
                       1 Lab  
**Materials Fee: \$5.00**  
**Equivalent Course: OH 101.**

This is an introductory course in ornamental horticulture. The main topics included are general characteristics of plants, ornamental plant nomenclature, plant structures, functions, growth, reproduction and genetics.

**OH 002**      **Plant Identification 1**      **3.5**  
 Hours:            3 Lecture/Discussion  
                       1 Lab  
 This course presents botanical nomenclature Latin and Greek terminology, how Summer and Fall plants are used in the landscape, forms of plants, and soil and nutritional requirements.

**OH 003**      **Plant Identification 2**      **3**  
 Hours:            2 Lecture/Discussion  
                       2 Lab  
**Materials Fee: \$10.00**  
 This course presents botanical nomenclature, Latin and Greek terminology, how summer and fall plants are used in the landscape, forms of plants, as well as soil and nutritional requirements. It is recommended that students take OH 2 first.

**OH 007**      **Landscape Design**      **3**  
 Hours:            2 Lecture/Discussion  
                       2 Lab  
**Materials Fee: \$10.00**  
 This course is designed to teach students the fundamentals of landscape design. An appreciation for and the ability to produce quality designs and blueprints is stressed, as well as proper techniques and design methods.

**OH 104**      **Nursery Practices**      **3**  
 Hours:            3 Lecture/Discussion  
                       1 Lab  
 This is a course for ornamental horticulture, plant science and

agriculture majors. This course studies operations and practices of commercial nurseries. It is designed to be an integral part of the COS OH degree and vocational certificate programs. This course is also appropriate for continuing education in the nursery and landscape management fields.

**OH 105**      **Plant Propagation**      **3.5**  
 Hours:            3 Lecture/Discussion  
                       1 Lab  
**Materials Fee: \$10.00**

This course presents the common principles and techniques of asexual and sexual plant propagation. Emphasis is placed on the propagation of ornamental and related plants by seed, cuttings, layering, division, grafting and budding.

**OH 106**      **Landscape Drafting**      **3**  
 Hours:            3 Lecture/Discussion  
                       1 Lab  
**Materials Fee: \$10.00**

This course teaches the basic drafting techniques and standards used in creating landscape designs. Students learn landscape symbols, letters styles and techniques as well as methods of designing landscape plans using section and detail drawings. Sketching and the use of drafting equipment from landscape and architectural fields are also stressed. This basic course is designed for both two year and transfer students with little or no drafting knowledge.

**OH 108**      **Landscape Construction**      **3**  
 Hours:            2 Lecture/Discussion  
                       3 Lab  
**Materials Fee: \$10.00**

A course for transfer and two-year horticulture majors that teaches the fundamentals of construction as they relate to landscape design and maintenance. This course emphasizes construction with concrete, bricks, blocks, and form building along with installation of sprinkler systems.

**OH 109**      **Landscape Maintenance**      **3.5**  
 Hours:            3 Lecture/Discussion  
                       1 Lab

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.

**OH 110**      **Turfgrass Management**      **3**  
 Hours:            3 Lecture/Discussion  
                       1 Lab  
**Materials Fee: \$5.00**

An introduction to the field of turf grass management that includes selection and use of turf grass varieties for use in parks, recreation areas, golf courses, and home lawns.

**OH 111**      **Floral Design**      **3.5**  
 Hours:            3 Lecture/Discussion  
                       1 Lab  
**Materials Fee: \$75.00**

An introductory course in commercial floral design that covers the various phases of floral design. Through floral design, students shall develop an awareness of ways in which people throughout the ages and in different cultures have used floral arrangements to enhance their lives through artistic expression. Materials and design as they



relate to cultural practices will be integral to this course.

**OH 117 Sprinkler Irrigation 3**  
Hours: 3 Lecture/Discussion  
1 Lab

This class teaches the identification and recognition of components installation, and assembly of various irrigation systems. It is a highly recommended course for two year and transfer students. It is also a requirement for the Landscape Management Certification program.

**OH 118 Xeriscape 3**  
Hours: 3 Lecture/Discussion  
1 Lab

**Materials Fee: \$10.00**

A study and application of the principles and theories of landscape planning, designing, installation and maintenance of wise use water management in large and small scale landscapes.

**OH 120 Diseases of Ornamentals 3**  
Hours: 3 Lecture/Discussion  
1 Lab

A course on the diagnosis, analysis and management of plant diseases. Principles of controlling diseases including biological, cultural, physical, mechanical, and chemical. Pesticide safety, formulation, and methods of application are presented. This course is an integral part of the Ornamental Horticulture program intended for two-year or transfer students and preparing for Pest Control Advisor's license.

**OH 122 Pests of Ornamentals 3**  
Hours: 3 Lecture/Discussion  
1 Lab

OH 122 is a lecture and lab course on the diagnosis, analysis and management of plant pests. Principles of controlling pests including biological, cultural, physical, mechanical, and chemical. Pesticide safety, formulation, and methods of application are presented. This course is an integral part of the Ornamental Horticulture program intended for two-year or transfer students and those preparing for Pest Control Advisor's license.

**OH 128 Advanced Floral Design 3**  
Hours: 3 Lecture/Discussion  
2 Lab

This course is an advanced lecture/lab in floral design, commercial flower shop operations and advanced skills in floral design. Advisory on Recommended Preparation: OH 111 or equivalent college course with a "C" or better.

**OH 212 Sympathy Flowers 3**  
Hours: 2.5 Lecture/Discussion  
1.5 Lab

**Materials Fee: \$75.00**

**Equivalent Course: OH 112.**

This course teaches the advanced styling and design of flowers specifically for sympathy work, casket sprays, wreaths, hospital arrangements and solid work.

**Prerequisites: OH 111 or equivalent college course with "C" or better.**

**OH 213 Wedding Flowers 3**  
Hours: 2.5 Lecture/Discussion  
1.5 Lab

**Equivalent Course: OH 113.**

This course focuses on advanced styling of floral designs to wear and carry, as practiced specifically in wedding work, including complete coverage of wedding bouquets, corsages, church decorations, balloons and bouquet decor and the basic principles of theory and design

relevant to wedding styles.

**Prerequisites: OH 111 or equivalent college course with "C" or better.**

**OH 223 Interior Floral Design 3**  
Hours: 2.5 Lecture/Discussion  
1.5 Lab

**Equivalent Course: OH 123.**

Silk and dried floral design includes designs with nonliving semi/permanent materials. Tools, materials, care, basic techniques, design styles, and techniques in both dried and silk arrangements are studied. This course is an integral part of an extensive floral design program intended for those persons desiring to enter the floral design industry. It is also of great value to persons pursuing careers in the area of interior design and home furnishings. Students will acquire the knowledge and skill to bring grace and color to interiors.

**Prerequisites: OH 111 or equivalent college course with "C" or better.**

## PE ACTIVITY

**NOTICE: THERE ARE IMPORTANT STATEWIDE CHANGES TO REPEATABILITY OF ACTIVITY COURSES. PLEASE SEE PAGES 268-281.**

**PEAC 001 Aerobic Conditioning 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 001AD.**

PEAC 001 is designed for the student who seeks knowledge about and participation in aerobic fitness. Exercises are done to music with an emphasis on cardiovascular conditioning, strength and flexibility. Each student is pre-tested and post-tested in various health and fitness components.

**PEAC 002 Non-Impact Aerobics 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 002AD.**

Non-impact aerobics is designed specifically for students who are just beginning a fitness program or are in need of a non-impact form of work-out. Aerobic exercise routines are done to slower-paced music, incorporating movements where no jumping or bouncing takes place. The non-impact aerobic phase is then followed by a series of muscle-toning exercises. Each student is pre-tested and post-tested in various health and fitness components.

**PEAC 003 Step Aerobics 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

Step Aerobics is a high energy, low impact class designed to improve cardiovascular fitness through basic step principles. Flexibility and strength exercises as well as warm-up and cool down exercises will also be introduced. Each student will demonstrate, through Step Aerobics, a working knowledge of correct form and alignment, cardiovascular fitness using steps, and muscular strength. Exercises are performed to music. Each student is pre-tested and post-tested in various health and fitness components.

**PEAC 004 Circuit Training 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

Circuit Training is an aerobic workout using resistance exercises designed to increase strength, cardiovascular and muscular endurance. A circuit will consist of 6-20 stations lasting 1-3 minutes per station, which may include but not be limited to exercise machines, weights,

steps, jump ropes, resistance bands and ploy balls. Students will learn dynamic stretch and warm-up routines, proper body mechanics and major postural muscle groups, as well as learn how to attain, monitor and control heart rate during exercise. Each student is pre-tested and post-tested in various health and fitness components.

**PEAC 008 Beginning Swimming 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 025AD.**

Beginning Swimming is a general introduction to swimming and aquatics. It is designed for the beginner or non-swimmer who wants to learn aquatic fundamentals and receive stroke instruction in front crawl, elementary backstroke and sidestroke.

**PEAC 009 Intermediate Swimming 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

Intermediate Swimming is an activity course designed for the intermediate swimmer. Emphasis is on refinement of front crawl, elementary backstroke, and sidestroke with stroke instruction on back crawl, breaststroke, turns and basic survival techniques. Fitness concepts will be introduced.

**PEAC 010 Advanced Swimming 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

Advanced Swimming is an aquatics activity course designed for the swimmer who has mastered the basic skills and wants to learn advanced swim techniques. Emphasizes competitive strokes, turns and starts, as well as cardiovascular fitness concepts and workouts.

**PEAC 011 Swimming for Fitness 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 026AD.**

Designed for the student who wishes to participate in the sport of swimming to increase/improve cardiovascular stress and muscular endurance. This course is directed to the student who is interested in lap swimming as a means of exercise.

**PEAC 015 Fundamentals of Baseball 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 010AD.**

This course is designed for students who wish to learn the fundamental skills of baseball. It will enable students to communicate the proper fundamentals involved with throwing, fielding, pitching, and batting associated with baseball.

**PEAC 021 Beginning Basketball 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 014AD.**

Designed for students interested in the sport of basketball; both experienced players and those not familiar with the game. The basic fundamentals and rules of basketball will be covered.

**PEAC 022 Intermediate Basketball 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

Intermediate Basketball is a course that will emphasize the refinement of general basketball skills.

**PEAC 025 Fundamentals of Football 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 015AD.**

The student will learn basic fundamentals and strategies of football. Offensive, defensive and special teams will be covered along with conditioning exercises.

**PEAC 026 Conditioning for Football 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 016AD.**

Conditioning for Football is a one-unit course designed to build on basic fundamentals and provide a more intense learning experience. This is a fitness program for students wishing to prepare for high-level, competitive, intercollegiate football, using plyometric, speed and strength training.

**PEAC 036 Stretch and Tone 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 006AD, PE 116AD.**

Stretch and Tone is a class designed for all fitness levels. Students will learn how to safely and effectively strengthen and stretch the body's major muscle groups with correct form and alignment.

**PEAC 037 Pilates Mat Class 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 044AD, PE 107AD.**

Pilates is a workout to condition and strengthen the muscles that support the spine. This Pilates Mat class is designed for all students and will develop flexibility, coordination, and balance through a safe progression of challenging and functional exercises.

**PEAC 038 Introduction to Yoga 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 046AD, PE 108AD.**

Introduction to basic yoga poses with emphasis on form and body alignment. Core strength, flexibility, and balance emphasized in poses. Relaxation and breathing techniques also introduced.

**PEAC 039 Hatha Yoga Fundamentals 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

Continuing instruction in asanas (postures) with attention to postural alignment of the body and breath coordination to develop flexibility, core strength, endurance, and balance, and to manage stress. Emphasis in this class on practitioner self-adjustment, philosophy of yoga, and role of yoga practice in life strategy for health and wellness.

**PEAC 042 Soccer 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 021AD.**

This course is designed for any student interested in the sport of soccer. This course focuses on three main aspects: basic soccer skills, offensive and defensive strategy, rules and regulations.

**PEAC 052 Beginning Tennis 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 030AB.**

An activity course designed for the student who wishes to develop an



understanding and appreciation for the game of tennis. Basic skills, strategies and rules will be covered.

**PEAC 053 Intermediate Tennis 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

This course is designed for the student who has taken Beginning Tennis or is at a more advanced level of play and desires detail in strategies and knowledge of the game of tennis.

**PEAC 056 Beginning Track and Field 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 009AD.**

Beginning Track and Field is a one-unit activity course designed to improve the individual's overall fitness through an understanding and application of the basic principles and techniques of track and field.

**PEAC 060 Varsity Performance 1 2**  
Hours: .5 Lecture/Discussion  
4.5 Activity

**Equivalent Course: PE 042AD, PE 142AD.**

Varsity Performance is designed to enhance the skills of the Pep Squad/Flag or Dance team as they work to build performances for competition. First year team members will exhibit their skills at athletic events, concerts, exhibitions and competition events. Limitation on Enrollment: Audition by department.

**PEAC 061 Varsity Performance 2 2**  
Hours: .5 Lecture/Discussion  
4.5 Activity

Varsity Performance 2 is designed to enhance the performance skills of second season members of Pep Squad/Flag or Dance team performing beyond the level attained in PEAC 060. They will lead the team, working to build performance routines for competition. Team members will refine their skills in performance at athletic events, concerts, exhibitions and competition events. All participants must audition to participate in this activity. Limitation on Enrollment: Audition by Department

**PEAC 064 Beginning Volleyball 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 034AB.**

Beginning Volleyball is a one unit course for the development of basic fundamental skills in volleyball through drills and play.

**PEAC 065 Intermediate Volleyball 1**  
Hours: .5 Lecture/Discussion  
1.5 Lab

This course is designed to introduce advanced skills necessary for playing competitive volleyball. Skills covered include basic skills, fast offense, court positioning, rolls, dives and team strategy, both offensive and defensive.

**PEAC 068 Beginning Fitness Walking 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

This course is designed to expose the student to the basic components and benefits of walking for fitness. The student will develop a practical and theoretical understanding of the health related benefits in terms of cardiovascular fitness related to walking.

**PEAC 069 Intermediate Fitness Walking 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

This course will provide students the opportunity to participate and attain an increased level of fitness through the exercise of walking. The course will incorporate intermediate fitness walking skills that will improve aerobic capacity and muscular strength and endurance by incorporating faster paced walking techniques. Other components include power walking, computation of heart rate zones, stretching to increase flexibility and safety procedures related to health.

**PEAC 070 Walk/Jog for Aerobic Fitness 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 003AD.**

Walk/Jog for Aerobic Fitness teaches proper walking and jogging techniques, as well as basic health and wellness concepts. Primary emphasis will be on concepts of cardiovascular conditioning, flexibility, muscular endurance and muscular strength. Distance training will be introduced as well.

**PEAC 071 Interval Training 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

Interval Training is a fitness course which involves a repeated series of exercise workouts interspersed with rest or relief periods. Interval training programs are designed to improve speed and anaerobic conditioning, as well as aerobic endurance. A variety of venues (track, field area, pool, weight room, gym and aerobic room) and techniques will be used to achieve cardiovascular fitness and muscle endurance. Each student is pre- and post-tested in various health and fitness components.

**PEAC 074 Beginning Weight Training 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 004AD.**

This course is designed as a general introduction to weight or resistance training. Students will utilize free weights and weight machines to build strength and muscular endurance. Exercises that use progressive resistance movements will be emphasized.

**PEAC 075 Intermediate Weight Training 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

Advanced work for toning and muscular development through the use of weights, variable resistance machines and other weight devices.

**PEAC 076 Adv Strength/Body Bldg Prin. 2**  
Hours: 1 Lecture/Discussion  
3 Activity

**Equivalent Course: PE 005AB.**

This course is designed for the student who seeks further knowledge in the scientific and theoretical components of resistance training. Included in the course are basic principles of strength development, body building, diet, nutrition and weight control, based on the foundation of resistance prescriptions. Course will focus on barbells, dumbbells and machines as the vehicle for development of the major muscle groups. Proper mechanics of exercise and safety factors are stressed.

**PEAC 262 Cheer Fitness 1 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

**Equivalent Course: PE 243AD.**

This course is designed to introduce and implement aerobic training

and conditioning for cheerleading to help in the development of the upper body, core and lower legs. Exercises pertaining to the sport of cheerleading, i.e., jumps, leaps, kicks and stunts, will be performed by the student to increase flexibility, strength and cardiovascular fitness levels. This is the first year level.

**PEAC 263 Cheer Fitness 2 1**  
Hours: .5 Lecture/Discussion  
1.5 Activity

This course is the second year required course for second year cheer team members. Designed to implement aerobic training and conditioning for Cheer leading to further help in the development of the upper body, core and lower legs strength. Exercises will be performed by the student to increase flexibility, strength and cardiovascular fitness levels which pertain to the sport of cheerleading, i.e., jumps, leaps, kicks and stunts.

**Prerequisites:** PEAC 262 or equivalent college course with "C" or better.

## PARALEGAL

**PARA 101 Intro to Paralegalism 3**  
Hours: 3 Lecture/Discussion

This required survey course is the initial course in a program designed to train the student for employment as a paralegal. The student is given basic knowledge of the role of a paralegal in the community, career opportunities, legal ethics, legal analysis, including case briefing, introduction to the law library and exposure to various substantive and procedural areas of the law.

**PARA 102 Legal Terminology 2**  
Hours: 2 Lecture/Discussion

This course, required for the Paralegal major or certificate, provides an overview of the law and legal terminology. Advisory on Recommended Preparation: PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently)

**PARA 103 Civil Procedures 1 4**  
Hours: 4 Lecture/Discussion

This course covers both California and federal concepts of civil procedure. Students complete legal documents necessary for a civil lawsuit using computerized judicial council forms and other legal software.  
**Prerequisites:** PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).

**PARA 104 Civil Procedures 2 3**  
Hours: 3 Lecture/Discussion

This course expands upon the basic concepts of civil procedure and is an elective course for the paralegal major or certificate. Students draft complicated civil pleadings, discovery devices, writs and the legal documents necessary to enforce a money judgment. Advisory for Recommended Preparation: PARA 101 and PARA 103 or equivalent college course with a grade of "C" or better.

**PARA 105 Legal Research and Writing 4**  
Hours: 4 Lecture/Discussion

This required course for paralegal majors covers the tools for researching both federal and California law. Students utilize both print and computerized sources to write legal memoranda and points and authorities. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts.

**Prerequisites:** PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).

**PARA 210 Legal Ethics, Mgt & Interview 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course:** PARA 110.

This course assists students in making the transition from the classroom to the law office. The course covers ethical principles, job search skills, client interviewing and law office management skills.

**PARA 232 Wills, Trust and Elder Law 2**  
Hours: 2 Lecture/Discussion

This is an elective course in the paralegal major designed to familiarize the student with the legal aspects of wills, trusts, conservatorships, and elder law. Included is the effect of death upon property ownership, community property and the drafting of forms associated with estate planning.

**Prerequisites:** PARA 101 or equivalent college course with "C" or better.

**PARA 233 Probate Procedures 3**  
Hours: 3 Lecture/Discussion

This is an advanced, three-unit, non-repeatable, elective course in the paralegal certificate and is designed to familiarize students with the procedures for probating an estate and for settling non-probate estates.

**Prerequisites:** PARA 101 or equivalent college course with "C" or better.

**PARA 236 Administrative Law 3**  
Hours: 3 Lecture/Discussion

This elective course in the paralegal major provides an overview of federal and state substantive and procedural administrative law. Students may elect to focus on immigration law, social security law, worker's compensation law or other specific government agencies. Advisory on Recommended Preparation: PARA 103 or equivalent college course with a grade of "C" or better.

**Prerequisites:** PARA 101 or equivalent college course with "C" or better (PARA 101 may be taken concurrently).

**PARA 237 Family Law 3**  
Hours: 3 Lecture/Discussion

This is a required course in the paralegal major designed to familiarize the student with California law as it relates to dissolution of marriage.  
**Prerequisites:** PARA 101 or equivalent college course with "C" or better.

## PHARMACY TECHNOLOGY

**PT 210 Intro to Pharmacy Systems 1**  
Hours: 1 Lecture/Discussion

This course introduces the Pharmacy Technician student to pharmacy systems and practices, including job responsibilities and ethics. Advisory on Recommended Preparation: MATH 200, or 205, or equivalent college course with a grade of "C" or better, or eligibility for MATH 230 as determined by COS placement procedures. Limitation on Enrollment: High School diploma or equivalent.

**PT 211 Pharmacology for Pharm Techs 3**  
Hours: 3 Lecture/Discussion

The Pharmacy Technician student will learn the use and side effects of drugs commonly used to treat diseases affecting the major body systems. Advisory on Recommended Preparation: MATH 200 or, 205, or equivalent college course with a grade of "C" or better, or eligibility for MATH 230 as determined by COS placement procedures. Limitation on Enrollment: High school diploma or equivalent.

**PT 212 Pharm Tech Practice 1 1**  
 Hours: 3 Lab  
 The Pharmacy Technician student will apply principles of legal standards and quality assurance in preparation of noncompounded products in a lab setting. Advisory on recommended Preparation: MATH 200, or 205, or equivalent college course with a grade of "C" or better, or eligibility for MATH 230 as determined by COS Placement Procedures. Limitation on Enrollment: High School diploma or equivalent.

**PT 220 Pharm Tech Practice 2 2**  
 Hours: 1 Lecture/Discussion  
 3 Lab  
 During this short term class, taken the first half of the second semester, the Pharmacy Technology students will compound nonsterile and sterile products, hazardous products, learn database maintenance of drug distribution, and learn billing of pharmacy goods and services. **Prerequisites: PT 210 and PT 211 and PT 212 or equivalent college courses with "C" or better.**

**PT 221 Professionalism for Pharm Tech 1**  
 Hours: 1 Lecture/Discussion  
 The Pharmacy Technician student will learn about the role of protocols, development of new drug products, and investigational drug products. The student will also learn about pharmacy ethics, professionalism, and organizations. **Prerequisites: PT 210 and PT 211 and PT 212 or equivalent college courses with "C" or better.**

**PT 222 Pharm Tech Externship 2**  
 Hours: 6 Lab  
 During this short term class, taken the second half of the second semester, the Pharmacy Technology student will complete an externship in a professional pharmacy following policies and procedures that apply to acute, long-term and ambulatory care practice under the supervision of a licensed pharmacist. **Prerequisites: PT 210 and PT 211 and PT 212 or equivalent college courses with "C" or better.**  
**Corequisites: PT 220, PT 221.**

## PHILOSOPHY

**PHIL 001 Introductory Philosophy 3**  
 Hours: 3 Lecture/Discussion  
**Equivalent Course: PHIL 001H.**  
 Students study the methods and ideas of philosophy. Students write analyses on topics such as the scope and limits of knowledge, the nature of reality, the nature of self, ethics, science, religion, or political theory. **Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**PHIL 005 Ethics 3**  
 Hours: 3 Lecture/Discussion  
 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. **Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**PHIL 012 Comparative Religion 3**  
 Hours: 3 Lecture/Discussion  
 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?  
**Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**PHIL 013 Intro to the Old Testament 3**  
 Hours: 3 Lecture/Discussion  
 The Old Testament (Hebrew Bible) has a rich diversity of literary genres, social contexts and historical settings. It is a foundational text for three major religions. Students analyze the text, times and theological perspectives; the study will not be devotional in character. **Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**PHIL 014 Intro to the New Testament 3**  
 Hours: 3 Lecture/Discussion  
 A study of the diverse literary genres, historical background and theological emphases of the New Testament. The course covers different portraits of Jesus, early Christianity and the life of Paul. **Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**PHIL 020 Introductory Logic 3**  
 Hours: 3 Lecture/Discussion  
 Examination of the underlying structures of thinking by translating ordinary language into symbols. Students will determine the truth of arguments primarily based on logical structure with some consideration of informal logic and induction. Advisory on Recommended Preparation: MATH 230 or equivalent college course with "C" or better **Prerequisites: ENGL 251 or equivalent college course with "C" or better.**

**PHIL 025 Critical Thinking 3**  
 Hours: 3 Lecture/Discussion  
 Students will examine the ways people reason, including identification of arguments, misuse of language, common logical errors, and strong deductive and inductive arguments. Students are required to write 6,000 to 8,000 words in several essays to demonstrate critical thinking. **Prerequisites: ENGL 001 or equivalent college course with "C" or better.**

## PHOTOGRAPHY

**PHOT 001 Beginning Photography 3**  
 Hours: 2 Lecture/Discussion  
 3 Lab  
**Materials Fee: \$20.00**  
 This class is a study in the basic principles and practices of digital and film photography. This course is designed to provide a foundation of basic knowledge for those wishing to use photography as a means of artistic expression or those who are planning a professional career in photography and plan further advanced photographic study, or for those in other fields where an understanding of photography may be beneficial.

## PHYSICAL SCIENCE

**PSCI 020 Physical Science 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab  
 A laboratory course in physical science designed to meet the laboratory science requirement for transfer students who are not science majors. Topics include concepts, theories and principles of physics, chemistry, astronomy and earth science. The course provides opportunities for students to learn reasoning skills and a new way of

thinking about their environment. Course will present applications of concepts and theories to topics of current interest. Advisory on Recommended Preparation: MATH 200 or MATH 205 or equivalent college course with a "C" or better or eligibility for MATH 230 as determined by COS Placement Procedures; and ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

## PHYSICAL THERAPY ASSISTANT

### PTA 121 Fundamentals for the PTA 2

Hours: 2 Lecture/Discussion

This course introduces students to the field of physical therapy by covering the history and values of the American Physical Therapy Association. It covers development of the team approach in specific roles of Physical Medicine and Rehabilitation professionals in the health care system; discusses components of communication among the healthcare team, patients and family members/caretakers; and explores issues such as patient diversity and cultural competence. Limitation on Enrollment: Acceptance into the PTA program.

**Prerequisites:** BIOL 030 or BIOL 031 or equivalent college course with "C" or better.

### PTA 125 Basic Prin of Patient Mgmt 3

Hours: 2 Lecture/Discussion  
3 Lab

This lecture and lab course provides training in basic patient management including bed mobility, transfers, and ambulation training. Course will include Physical Therapy assessments of goniometric range of motion and manual muscle testing. It will address infection control, isolation precautions, assessment of vital signs, and responses to pain. Course will cover basic documentation skills and documentation for interventions learned in this course. Limitation on Enrollment: Acceptance into the PTA Program.

**Prerequisites:** (BIOL 030 and BIOL 031) or equivalent college courses with "C" or better.

### PTA 128 Kinesiology 3

Hours: 2 Lecture/Discussion  
3 Lab

This course instructs the PTA student in the study of human movement. It is a foundational course exploring the laws of physics and motion and applied anatomy. Students will determine biomechanical forces on the body. Topics will include musculoskeletal review of origins, insertions, innervations and actions of prime movers. Limitation on Enrollment: Acceptance into the PTA program.

**Prerequisites:** (BIOL 030 and BIOL 031) or equivalent college courses with "C" or better.

### PTA 130 Physical Agents and Modalities 3

Hours: 1 Lecture/Discussion  
6 Lab

This lecture and skills lab course provides the PTA student with exposure to the duties related to dealing with physical agents, modalities and massage. These applications include the use of cold, heat, ultrasound, diathermy and hydrotherapy. Other modalities include mechanical traction, electro-therapy, compression and laser/light. Basic dressing changes and wound care with the use of universal precautions and infection control are covered. Soft tissue mobilization and therapeutic massage as therapeutic modality are presented. This course has a significant number of laboratory hours and psychomotor learning opportunities. Limitation on Enrollment: Acceptance into the PTA program.

**Prerequisites:** (PTA 125) or equivalent college course with "C" or better.

### PTA 131 Engineering & Physics for PTA 1

Hours: 1 Lecture/Discussion

This is a basic introduction to the natural laws governing motion, light, sound, electricity, thermodynamics and mechanical properties, in addition to various tissues related to field of physical therapy. Advisory on Recommended Preparation: MATH 230 or equivalent college course with "C" or better or eligibility for MATH 21 as determined by COS Placement Procedures. Limitation on Enrollment: Acceptance into the PTA program.

### PTA 139 Pathophysiology 2

Hours: 2 Lecture/Discussion

This course presents signs, symptoms and complications of disease states of the body. It covers the nature of diseases and abnormalities of structure and function. The physical, clinical and laboratory presentation of disease process is examined. Limitation on Enrollment: Acceptance to the COS PTA Program.

**Prerequisites:** (PTA 125) or equivalent college course with "C" or better.

### PTA 140 Administration 1

Hours: 1 Lecture/Discussion

This course addresses issues facing physical therapist assistants. Topics presented include ethics and values, patient advocacy, personal and career development, access to health care, reimbursement, quality assurance and legal issues. Limitation on Enrollment: Admissions to COS, PTA program.

**Prerequisites:** (PTA 121) or equivalent college course with "C" or better.

### PTA 145 Neurorehabilitation for PTA 3

Hours: 2 Lecture/Discussion  
3 Lab

This course instructs the PTA student in the functional activities and rehabilitation procedures relating to the management of the patients with neurological diagnosis. Students will review normal neurodevelopmental sequences as well and developmental delays. The focus of the class is to integrate safe, legal, ethical and effective rehabilitation procedures for neurological patients. This course requires a high level of critical thinking and application, implementation and modification of physical therapy interventions. This class will help the student develop the necessary communication skills needed in the rehabilitation setting. Limitations on Enrollment: Acceptance into the PTA Program.

**Prerequisites:** (PTA 139) or equivalent college course with "C" or better.

### PTA 148 Orthopedic Management 3

Hours: 2 Lecture/Discussion  
3 Lab

This course instructs the PTA student in the application of kinesiological concepts to the clinical setting and treatment of orthopedic diagnoses. The focus is on safe, legal and ethical use of appropriate therapeutic exercise. Students will learn the physiological responses for orthopedic conditions and management of surgical cases. Limitations on Enrollment: Acceptance into the PTA Program.

**Prerequisites:** PTA 128 or equivalent college course with "C" or better.

### PTA 150 Clinical Education 1 3

Hours: 9.5 Lab

This course will involve supervised clinical instruction to observe/participate in the PT/PTA clinical activities. Emphasis will be placed on developing professional behaviors and interpersonal skills. Students will be given the opportunity to practice data collection, therapeutic modalities, transfers, patient positioning, patient instruction, and



therapeutic exercise, as well as documentation of measurements and interventions. Students will practice assessment techniques including goniometry, manual muscle testing, and patient functional levels. Skills practiced are dependent on clinical site. This course is the PTA student's first exposure to clinical education. Clinical course work will include a 4 week clinical course at 40 hours per week at off-site lab instruction. Limitation on Enrollment: Acceptance into the PTA program.

**Prerequisites:** (PTA 121) or equivalent college course with "C" or better.

**PTA 152      Cardiopulmonary Rehabilitation      3**  
Hours:      2 Lecture/Discussion  
              3 Lab

This course will apply the physiology of body systems as related to various influences such as aging, environmental exposure and pathological dysfunction. Included will be common disease pathways of the cardiovascular and pulmonary systems. The course will also introduce the student to cardiopulmonary fitness and rehabilitation techniques. Limitation on Enrollment: Acceptance into the PTA Program.

**Prerequisites:** (PTA 139) or equivalent college course with "C" or better.

**PTA 155      Therapeutic Exercise      4**  
Hours:      2 Lecture/Discussion  
              6 Lab

In this course students develop knowledge and skill in the treatment of various conditions. This course includes integration, modification and progression of concepts taught in previous courses in order to perform physical therapy interventions with multiple systems conditions. Integrated principles and application of therapeutic exercise will be reviewed. Specific topics include various motor learning techniques, aquatic therapy, proprioceptive retraining/balance, spinal stabilization, functional progression for the spine and extremities. Issues pertaining to health and wellness across the lifespan are presented. Limitation on Enrollment: Acceptance into the PTA Program.

**Prerequisites:** (PTA 148) or equivalent college course with "C" or better.

**PTA 160      Clinical Education 2      5.5**  
Hours:      16 Lab

This course provides the PTA student with full time clinical education experience with application of previously learned techniques and skills in rehabilitation in various clinical settings. The focus is on safe, legal, ethical and effective use of physical therapy interventions. Focus is on communication skills, interpersonal relationships and professionalism required in the health care setting. Students are expected to assume a greater responsibility in the clinical setting, as they improve their clinical treatment skills. Students will have successfully completed the didactic portion of the curriculum and will make satisfactory progress toward competent and safe entry level PTA skills at the conclusion of this clinical experience. Skills practiced are dependent on the clinical site. Supervision is at the intermediate level provided by the staff of the affiliating institution and coordinated by the Academic Clinical Education Coordinator (ACCE).

**Prerequisites:** (PTA 145) or equivalent college course with "C" or better.

**PTA 161      Clinical Education 3      5.5**  
Hours:      16 Lab

This is a seven week, full-time affiliation, where students are given the opportunity to implement therapeutic treatments learned in the academic setting under the supervision of a Physical Therapist. The student will be responsible for patient care compatible to the role of the entry-level PTA utilizing knowledge and skills developed in the

program. The student will have an opportunity to advance his/her skills level in the competencies experienced during Clinical Affiliation I and II to an entry-level within the role of the PTA. Students will demonstrate competent and safe entry level PTA skills at the conclusion of this clinical experience.

**Prerequisites:** (PTA 155) or equivalent college course with "C" or better.

**PTA 170      Seminar for PTA      1**  
Hours:      1 Lecture/Discussion

This course provides the Physical Therapist Assistant (PTA) student with the review of various systems and interventions provided by the PTA. Students will summarize and discuss management and interventions. Also included is a review of how to apply and prepare for the state board PTA licensure examination.

**Prerequisites:** (PTA 155) or equivalent college course with "C" or better.

**PTA 400      PTA Skills Lab      0**  
Hours:      0 TO 6 Lab

This course provides students additional directed learning and supervised laboratory time to develop and refine range of motion (ROM), manual muscle testing (MMT), transfer and gait activities.

## PHYSICS

**PHYS 005      Physics for Sci & Engr 1      5**  
Hours:      4 Lecture/Discussion  
              3 Lab

This is the first semester of a three semester introductory calculus-based physics course. It is a fundamental treatment of the general principles of physics for those majoring in engineering and physics. Topics included are statics, kinematics, dynamics of particles and rigid bodies, simple harmonic motion and mechanical properties of solids.

**Prerequisites:** (MATH 075) and (MATH 076) or equivalent college courses with "C" or better (MATH 076 may be taken concurrently).

**PHYS 006      Physics for Sci & Engr 2      5**  
Hours:      4 Lecture/Discussion  
              3 Lab

This is the second semester of a three-semester introductory calculus-based physics course. It is a fundamental treatment of the general principles of physics for the engineering and physics major. Topics included are mechanical properties of matter, fluid mechanics, wave motion, thermodynamics, and electrostatics.

**Prerequisites:** PHYS 005 or equivalent college course with "C" or better.

**PHYS 007      Physics forSci & Engr 3      5**  
Hours:      4 Lecture/Discussion  
              3 Lab

This is the third semester of a three semester introductory calculus-based physics course. It is a fundamental treatment of the general principles of physics for the engineering and physics major. Topics included are electricity, magnetism, and optics, and selected topics in modern physics.

**Prerequisites:** PHYS 006 or equivalent college course with "C" or better.

**PHYS 020      General Physics 1      5**  
Hours:      4 Lecture/Discussion  
              3 Lab

This is the first semester of a two semester introductory non-calculus based physics course. This course includes laboratory experiments, in addition to lectures. It is required for premedical, pre dental, pre pharmacy, and occasionally science and math students. Topics include

kinematics, statics and dynamics of particles and rigid bodies, simple harmonic motion, and thermal physics.

Prerequisites: MATH 154 or equivalent college course with "C" or better or eligibility for MATH 070 as determined by COS placement procedures.

**PHYS 021 General Physics 2** 5  
Hours: 4 Lecture/Discussion  
3 Lab

This is the second semester of a two-semester introductory non-calculus based physics course. This course includes laboratory experiments, in addition to lectures. It is required for premedical, pre dental, pre pharmacy, and occasionally science and math students. Topics included are electricity and magnetism, optics, modern and nuclear physics.

Prerequisites: PHYS 020 or equivalent college course with "C" or better.

**PHYS 101 Introduction to Physics** 3  
Hours: 3 Lecture/Discussion

A one-semester selective introduction to physics which emphasizes the nature and quantitative application of fundamental concepts and principles. Designed for students without a physics background who are preparing to take PHYS 5 or PHYS 20.

Prerequisites: MATH 154 or equivalent college course with "C" or better or eligibility for MATH 070 as determined by COS placement procedures.

## PLANT SCIENCE

**PLSI 001 Intro to Plant Science** 3.5  
Hours: 3 Lecture/Discussion  
1 Lab

Provides students with a working knowledge of plant structures and processes. Content includes structures, physiology, and heredity, environmental relationship to growth, adaptation and management of crops.

**PLSI 012 Introduction to Fruit Science** 3.5  
Hours: 3 Lecture/Discussion  
1 Lab

The botany, taxonomy, and development of major fruit, vine, and nut crops in California, including variety selection, production practices including site selection establishment, fertilization, pollination, irrigation, harvest, storage, processing, marketing, pest management, and pruning. Laboratory required. Advisory on Recommended Preparation: PLSI 001 or equivalent college course with "C" or better.

**PLSI 105 Weeds and Poisonous Plants** 3.5  
Hours: 3 Lecture/Discussion  
1 Lab

The study of the classification, identification, and life cycle of common and poisonous weeds in California production areas and grasslands and their affects on animals and man including management practices such as prevention, mechanical, biological, and chemical methods. Weeds establishment and chemical resistance also discussed. Laboratory required.

**PLSI 106 Fertilizers & Soil Amendments** 3.5  
Hours: 3 Lecture/Discussion  
1 Lab

**Equivalent Course: AG 105.**

The study of the composition, value, selection, and use of fertilizer materials and soil amendments within the context of soil, plant, and fertilizer relationships. Application practices currently being used in California will be discussed. Laboratory required.

**PLSI 108 Water Management** 3.5  
Hours: 3 Lecture/Discussion  
1 Lab

The principles and practices of California water delivery including: plant-soil-moisture relationships and water movement in the soil; water quality, water law, measurement of water; evaluation of irrigation methods, systems, wells and pumps. Laboratory required. Advisory on Recommended Preparation: AG-004 or equivalent college course with "C" or better.

**PLSI 110 Integrated Pest Management** 3.5  
Hours: 3 Lecture/Discussion  
1 Lab

The origin, history, and management measures for insect, plant pathogen, weed, and other pests of field crops; pest biology and life cycles are studied to demonstrate the use of various Integrated Pest Management (IPM) technologies for economic crop production. Pesticide regulations, application, formulations, and materials for specific uses are covered. Laboratory required. Advisory on Recommended Preparation: PLSI-001 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment.

**PLSI 111 Citrus Production** 3  
Hours: 2.5 Lecture/Discussion  
1.5 Lab

This course focuses on the economic importance of the citrus industry. Topics include: historical development, areas of production, environmental requirements and citrus climatology, citrus botany, commercial varieties and rootstocks. Orchard planning and development and cultural practices are also covered in a laboratory setting.

**PLSI 113 Introduction to Viticulture** 3.5  
Hours: 3 Lecture/Discussion  
1 Lab

An introduction to viticulture including grape growing, history, distribution, biology, anatomy, propagation, cultivated varieties, rootstocks, climate, vineyard practices, common diseases and pests. Advisory on Recommended Preparation: PLSI-001 or equivalent college course with "C" or better.

## POLICE SCIENCE

**PS 208 PC 832 (Non Firearms)** 2  
Hours: 2 Lecture/Discussion  
.5 Lab

**Materials Fee: \$34.00**

**Equivalent Course: AJ 208, AJ 208AD.**

Designed to satisfy the curriculum standards of the Commission on Peace Officers' Standards and Training (POST) as required by Penal Code Section 832. Topics include: Professional Orientation, California Criminal Law, Rules of Evidence, Laws of Arrest, Use of Force and Community Relations. This course is mandated by state law for persons in diverse peace officer classifications not requiring the carrying of firearms.

**PS 209 PC 832/Agency Firearms** .5  
Hours: 1.5 Lab

**Materials Fee: \$11.00**

**Equivalent Course: AJ 209, AJ 209AD.**

Designed to satisfy the curriculum requirements of the California Commission on Peace Officers' Standards as required by Penal Code section 832. This course is required for probation officers, correctional officers and diverse other peace officer classifications whose jobs require the carrying of a sidearm. Topics include: firearms safety, care and cleaning of sidearms, and sidearm shooting and combat



principles. The final session involves qualifying with a sidearm at the firearms range. Students must provide sidearms, ammunition carrier and holster.

**PS 216 Search Warrant Preparation .5**  
Hours: 1.5 Lab

**Equivalent Course: AJ 216, AJ 216AB.**

This course will impart basic skills for preparing search warrants and affidavits, working with magistrates, serving non-high risk warrants, and preparing warrant returns. Students will apply lecture material by preparing simulated search warrant packages. The student will need access to a word processing computer or a typewriter in order to complete course required assignments. Limitation on Enrollment: Students enrolling in this course must be in active law enforcement service.

**PS 313 Basic Academy Preparation 3**  
Hours: 3 Lecture/Discussion

**Materials Fee: \$10.00**

**Equivalent Course: AJ 313.**

This course stresses the integration of reading, writing, and study skills with concepts of cultural awareness and law enforcement professional values and ethics. The intent of this course is to assist students with developing the requisite skills for entering and completing the Basic Training Academy (PS 200).

## POLITICAL SCIENCE

**POLS 005 Fed, State & Local Govt 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: GOVT 005, GOVT 005H.**

An introduction to the principles and problems of national, state, and local government with particular emphasis on the Constitution of the United States and the state and local government of California. Approved for Distance Learning format. Formerly GOVT 005.

**Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**POLS 006 Comparative Politics 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: GOVT 006.**

This course is a comparative study of the political theories and practices of selected European and non-western political systems. Also included in this course is an analysis of the dynamics of political change and its relationship to economic and social development. Approved for Distance Education format.

**Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**POLS 008 International Relations 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: POLS 108.**

This course is a study of relations among nations including the function of power, diplomacy, international law and organizations and economic factors. Special emphasis will be placed on such concepts as war, nationalism, imperialism, ideological conflict and collective security and how these concepts affect American foreign policy.

**Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**POLS 110 California Govt and Politics 1**  
Hours: 1 Lecture/Discussion

**Equivalent Course: GOVT 110.**

Introduction to the structure and function of California state

government. Satisfies California state and local government requirement for students who have taken Federal, State, and Local Government without a California component or who receive Advanced Placement credit for American Government. This course is approved for Distance Education format.

**Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

## PORTUGUESE

**PORT 001 Elementary Portuguese 4**  
Hours: 4 Lecture/Discussion

**Equivalent Course: PORT 101.**

PORT 1 is an introductory course in understanding, speaking, reading, and writing Portuguese. This course is designed for students who are transferring to four-year universities with foreign language requirements. It is also useful for students interested in bilingual education or any field which involves Portuguese.

**PORT 002 Elementary Portuguese 4**  
Hours: 4 Lecture/Discussion

**Equivalent Course: PORT 102.**

PORT 2 is the second course in this series. It reviews the vocabulary and concepts of PORT 1 as a starting point. The students will engage with each other and the instructor in a variety of communication-based activities. Cultural and societal aspects of the Portuguese world are stressed throughout the class.

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

## PSYCHOLOGY

**PSY 001 General Psychology 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: PSY 001H.**

This course is an introduction to the field of psychology through a study of the facts and principles involved in learning, development, motivation, personality, adjustment, and the physiological basis of behavior. The basic concepts and scientific method as employed in psychology are presented. Particular emphasis is placed on those concepts that relate to an understanding of human behavior. Approved for Distance Learning format.

**Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**PSY 005 Social Psychology 3**  
Hours: 3 Lecture/Discussion

A theoretical exploration of group dynamics influenced by the fields of anthropology, sociology and psychology. Focus will be upon how individuals act, perceive, conform, feel and behave within group environments. Approved for Distance Education.

**Prerequisites: (PSY 001) and (ENGL 251 or equivalent college courses with "C" or better or eligibility as determined by COS placement procedures.**

**PSY 010 Human Sexuality 3**  
Hours: 3 Lecture/Discussion

A comprehensive introduction to the biological, psychological and social-cultural aspect of human sexuality, including thoughts, feelings and behaviors. Provides a solid basis of sexual anatomy and physiology with an emphasis on how psychological emotional and social-cultural factors may affect sexual expression and function.

**Prerequisites: (PSY 001) and (ENGL 251 or equivalent college courses with "C" or better or eligibility as determined by COS placement procedures.**

**PSY 029 Research Methods 3**  
Hours: 3 Lecture/Discussion  
**Equivalent Course: PSY 129.**  
This course provides an overview of the methodologies used in experimental, quasi-experimental and non-experimental research in psychology. Students will learn how to design and conduct research, including formulating hypotheses, reviewing the literature, evaluating ethical issues, selecting methodologies, organizing data, applying statistics and writing reports.  
**Prerequisites: (MATH 021 or SSCI 025) and PSY 001 or equivalent college courses with "C" or better.**

**PSY 034 Abnormal Psychology 3**  
Hours: 3 Lecture/Discussion  
This course is designed to present a broad general survey of the field of abnormal psychology. It utilizes the many theoretical views of psychopathology in human behavior in order to explore the nature and development of these deviations, with primary consideration given to neurotic and psychotic behavior.  
**Prerequisites: (PSY 001) and (ENGL 251 or equivalent college courses with "C" or better or eligibility as determined by COS placement procedures.**

**PSY 130 Intro Behavior Modification 3**  
Hours: 3 Lecture/Discussion  
Designed for teachers, para-professionals, and those pursuing a career in psychology. Students will develop skills in assessing behavior, developing target behaviors and implementing a behavior change program. This course combines both the theoretical and practical models for understanding human behavior.  
**Prerequisites: PSY 001 or equivalent college course with "C" or better.**

**PSY 133 Personal and Social Growth 3**  
Hours: 3 Lecture/Discussion  
This is a course for students to apply concepts of psychology to enhance self-understanding and improve interpersonal relations. Students will learn the relation of psychological concepts to physical and mental health. Finally, the students will consider the attainment of educational, vocational and relationship goals. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

## SOCIAL SCIENCE

**SSCI 025 Statistics - Social Sciences 3**  
Hours: 3 Lecture/Discussion  
**Equivalent Course: SSCI 125.**  
Introduction to the role of quantitative methods in research with an emphasis on the appropriate use of statistical techniques and the interpretation of statistical findings in the social sciences.  
**Prerequisites: MATH 230 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**SSCI 036 Introduction to Aging 3**  
Hours: 3 Lecture/Discussion  
**Equivalent Course: SSCI 136.**  
An introductory course covering topics in gerontology/aging, demographics, theories, concepts, perspectives, and research, including biophysical, psychosocial, cultural, political, and ethnic topics which impact individuals, families, and society. Approved for Distance Learning format.

## SOCIOLOGY

**SOC 001 Introduction to Sociology 3**  
Hours: 3 Lecture/Discussion  
**Equivalent Course: SOC 001H.**  
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.  
**Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**SOC 002 Social Problems 3**  
Hours: 3 Lecture/Discussion  
An identification and analysis of contemporary social problems including (1) the role of power and ideology in the definition of social problems, (2) their causes and consequences, (3) evaluations of proposed solutions, and (4) methods of intervention. Topics will vary. Approved for Distance Learning format.  
**Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.**

**SOC 010 Sociology of Gender 3**  
Hours: 3 Lecture/Discussion  
**Equivalent Course: SOC 110.**  
Course explores the social construction of feminine and masculine identities both historically and in cross-cultural contexts. This course explores both the macro sociological understanding of gender as well as the micro level analysis of how individuals "do" gender. Approved for Distance Education. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**SOC 023 Urban Sociology 3**  
Hours: 3 Lecture/Discussion  
**Equivalent Course: SOC 123.**  
An examination of the development of cities. This course examines the different urban experiences of various racial and ethnic groups. The course addresses challenges that face people in multicultural communities, neighborhoods and suburbs, and examines programs and strategies that are designed to meet these challenges in urban and suburban communities. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.

**SOC 026 Marriage and Family Life 3**  
Hours: 3 Lecture/Discussion  
This course covers the following topics in marriage and family: dating and mate-selection, communication conflict resolution, dual career families, human sexuality, family planning, parenthood, divorce and remarriage, changing gender roles and family economics. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures. Approved for Distance Learning format.

**SOC 043 Sociology of Deviance 3**  
Hours: 3 Lecture/Discussion  
**Equivalent Course: SOC 143.**  
Students in this course will examine rule breaking behavior and society's responses to it. The course considers deviance as a social phenomena, cause, consequences and methods of social control. Advisory on Recommended Preparation: ENGL-251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.

**SOC 105 Rural Sociology 3.5**  
Hours: 3 Lecture/Discussion  
1 Activity

The course is designed to introduce the student to key aspects of contemporary rural society in developed countries with an emphasis on the United States and Europe. It is also designed to introduce students to the broad subdiscipline of rural sociology. This course provides a substantially broader understanding of the conditions and trends confronting rural society beyond the stereotypes associated with rural people and places. Advisory on Recommended Preparation: **ENGL 251 or equivalent college course with a "C" or better or eligible for ENGL 1 determined by COS Placement Procedures.**

**SOC 201 Understanding Society 3.5**  
Hours: 3 Lecture/Discussion  
1 Activity

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.

## SPANISH

**SPAN 001 Beginning Spanish 4**  
Hours: 4 Lecture/Discussion

SPAN 1 is an introductory course in understanding, speaking, reading, and writing Spanish. This course meets the foreign language requirement for transfer to many universities. It is also useful for students interested in bilingual education or any area that involves Spanish.

**SPAN 002 Elementary Spanish 4**  
Hours: 4 Lecture/Discussion

**Equivalent Course: SPAN 022.**

SPAN 2 is the second course in a four-course series. This course meets the foreign language requirement for transfer to many four-year universities. It reviews the vocabulary and concepts of SPAN 1 as a starting point. The students will engage with each other and the instructor in a variety of communication-based activities. Cultural and societal aspects of the Hispanic world are stressed throughout the class.

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

**SPAN 003 Intermediate Spanish 4**  
Hours: 4 Lecture/Discussion

**Equivalent Course: SPAN 023.**

SPAN 3 is the third course in a four-course series. This course can meet the foreign language requirement for transfer to many four-year universities. It teaches students to communicate at a sophisticated level, both orally and in writing. It builds on concepts learned in SPAN 1 and 2. It also improves students' reading abilities and elicits dialogue on cultural topics.

**Prerequisites: SPAN 002 or equivalent college course with "C" or better.**

**SPAN 004 Advanced Spanish 4**  
Hours: 4 Lecture/Discussion

SPAN 4 is the most advanced course in this four-course series. This course can meet the foreign language requirement for transfer to many four-year universities. It reviews the vocabulary and concepts learned in SPAN 1, 2, and 3. The students will engage with each other and the instructor in a variety of communication-based activities such as interviews, oral reports, writing newspaper articles, role playing, singing songs or reciting poetry, playing games, making videos, as well as writing and grammar exercises. Cultural and societal aspects of the Hispanic world are stressed throughout the class. Students will exit the class speaking, reading, writing and understanding Spanish fluently. Prerequisite may be waived if equivalent skills are demonstrated as

determined by departmental assessment.

**Prerequisites: SPAN 003 or equivalent college course with "C" or better.**

**SPAN 012 Hispanic Literature 3**  
Hours: 3 Lecture/Discussion

A study, in Spanish, of Hispanic literature from the beginning of the 20th century to the present. Poetry, short stories, plays, essays, and novels cover a wide spectrum of interpretation of Hispanic life and culture.

**Prerequisites: SPAN 004 or equivalent college course with "C" or better.**

**SPAN 022 SPAN 2 for Spanish Speakers 4**  
Hours: 4 Lecture/Discussion

**Equivalent Course: SPAN 002.**

This course is equivalent to SPAN 2, although more emphasis is placed on reading and writing for the native speaker. It is designed to improve the written and oral communication skills of Spanish-speaking students.

**SPAN 023 Span 3 for Spanish Speakers 4**  
Hours: 4 Lecture/Discussion

**Equivalent Course: SPAN 003.**

A continuation of SPAN 22. This course is for the native speakers who wish to improve their written and oral communication skills. It is equivalent to SPAN 3.

**Prerequisites: SPAN 022 or equivalent college course with "C" or better.**

**SPAN 280 Interpreter Written Exam Prep 1**  
Hours: 1 Lecture/Discussion

This course, taught in English, assists students preparing for the written portion of the State of California Court/ Administrative/Medical Interpreter examinations for all languages. Ethics and professional requirements are covered as well as strategies for preparing for the exam.

**SPAN 282 Spanish Legal/Medical Terms 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: SPAN 180.**

This course provides a foundation for translating medical and legal terminology from English to Spanish. Emphasis is placed on translating non-technical explanations of medical and legal terminology, including the fundamentals of dividing terms into their structural elements.

## SPORTS MEDICINE

**SMED 040 Intro to Sports Injuries 3.5**  
Hours: 3 Lecture/Discussion  
1.5 Lab

This course is open to all students interested in the prevention, care and treatment of sports injuries. The subject matter covers the responsibilities of professional development of the athletic trainer, emergency procedures, mechanisms, characteristics, and evaluation of sports injuries, as well as their acute care. SMED 40 includes the partial regulations and requirements of the National Athletic Trainer's Association for transfer to a four year institution and certification. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better

**SMED 060 Concepts in Health & Fitness 3**  
Hours: 3 Lecture/Discussion

**Equivalent Course: HW 060.**

This course is open to all students interested in learning about the

different components of physical fitness, cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition as related to healthy living. Students will develop individual plans using decision-making strategies, analysis, and an awareness of the conditions related to nutrition, physiological factors and physical fitness.

Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures.

**SMED 151 Lower Extremities Assessment 2**  
Hours: 1 Lecture/Discussion  
3 Lab

Provides in-depth study and eventual mastery of the knowledge and skills necessary for certified athletic trainers to recognize and assess injuries to the lower extremities (hip, lumbar spine, pelvis, knee, ankle, and foot). To be successful in this course, students must synthesize information presented in the lecture and laboratory and apply it to the clinical setting. Specifically, this means that studying for quizzes and tests should involve reviewing and integrating the essential ideas contained in both the lectures and the textbook. Advisory on Recommended Preparation: SMED 040 and HW 003 or equivalent college courses with "C" or better

**SMED 152 Lower Extremities Rehab. 2**  
Hours: 1 Lecture/Discussion  
3 Lab

This course will introduce the student to the therapeutic exercise domain of athletic training. Emphasis will be placed on fundamental principles governing therapeutic exercise and introduce application of the different therapeutic exercise techniques for the lower extremities in athletic training. Advisory on Recommended Preparation: SMED 040 or equivalent college course with "C" or better

**SMED 153 Upper Extremities Assessment 2**  
Hours: 1 Lecture/Discussion  
3 Lab

Provides in-depth study and eventual mastery of the knowledge and skills necessary for certified athletic trainers to recognize and assess injuries to the upper extremity (spine – cervical, thoracic, lumbar, shoulder, elbow, wrist, hand, and fingers). To be successful in this course, students must synthesize information presented in the lecture and laboratory and apply it to the clinical setting. Specifically, this means that studying for quizzes and tests should involve reviewing and integrating the essential ideas contained in both the lectures and the textbook. Advisory on Recommended Preparation: SMED 040 and HW 003 or equivalent college courses with "C" or better

**SMED 154 Upper Extremities Rehab. 2**  
Hours: 1 Lecture/Discussion  
3 Lab

This course will introduce the student to the therapeutic exercise domain of athletic training. Emphasis will be placed on fundamental principles governing therapeutic exercise and introduce application of the different therapeutic exercise techniques for the upper extremities in athletic training. Advisory on Recommended Preparation: SMED 040 or equivalent college course with "C" or better

**SMED 181 Athletic Training Clinical 1 2**  
Hours: 6 Lab

Organization and administration of athletic training room in a clinical practicum college setting including athletic training room management, staffing, policies and procedures, record keeping and data bases, emergency care planning, legal issues, fluid replacement, medical terminology, and public relations. Advisory on Recommended

Preparation: SMED 040 or equivalent college course with "C" or better

**SMED 182 Athletic Training Clinical 2 2**  
Hours: 6 Lab

A clinical practicum course provides the athletic training student with the knowledge and skills necessary to recognize and manage sport trauma and sports-associated illness. This course will prepare students to assist in sustaining life following traumatic injury, reducing pain, and minimizing the consequences of injury or sudden illness in the athletic college setting under the supervision and assistance of a Certified Athletic Trainer. Advisory on Recommended Preparation: SMED 040 or equivalent college course with "C" or better

**SMED 183 Athletic Training Clinical 3 2**  
Hours: 6 Lab

A clinical practicum course provides the athletic training student clinical experience in athletic training room within the college setting. Emphasis will be placed on taping, padding, bracing, splinting, protective equipment and the care of athletes with acute and chronic athletic conditions. The skills will be developed under the supervision and assistance of a Certified Athletic Trainer. Advisory on Recommended Preparation: SMED 040 or equivalent college course with "C" or better

**SMED 184 Athletic Training Clinical 4 2**  
Hours: 6 Lab

This clinical practicum course will allow the athletic training student the opportunity to experience a hands-on-approach, working under the supervision and assistance of a Certified Athletic Trainer in a college setting. Emphasis will be placed on recognition, acute management, and evaluation of athletic injuries. Advisory on Recommended Preparation: SMED 040 or equivalent college course with "C" or better

## VETERINARY TECHNICIAN

**VT 109 Intro to Veterinary Technology 3**  
Hours: 2.5 Lecture/Discussion  
1.5 Lab

An introductory course for students interested in the field of veterinary technology. Designed to give students hands-on experience with domestic, farm and laboratory animals.

**VT 115 Diseases of Small Animals 3**  
Hours: 3 Lecture/Discussion

This course is designed to provide descriptions of clinical features and current veterinary therapeutics employed in the most common disorders seen in companion animal practice. Client education and the technician's role in clinical recognition, treatment, control and prevention of diseases in companion animals will be discussed. Interpretation and implementation of effective therapies will be stressed.

**Prerequisites: (BIOL 022 and VT 109 and VT 118) or equivalent college courses with "C" or better.**

**VT 117 Veterinary Terminology 3**  
Hours: 3 Lecture/Discussion

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

**VT 118 Comparative Anatomy/Physiology 4**  
Hours: 3 Lecture/Discussion  
3 Lab

This course is designed to emphasize animal structures and functions that apply to procedures commonly employed in the practice of veterinary medicine. Students will perform dissections on a variety of animal preparations to further illustrate the similarities and



differences in structures.

**Prerequisites:** (BIOL 022 and VT 109) or equivalent college courses with “C” or better.

**VT 119 Clinical Procedures 1 3**  
Hours: 2 Lecture/Discussion  
3 Lab

A course designed to help students develop the knowledge and skills required in the veterinary profession. Lecture and laboratory sessions provide opportunities to develop practical skills in various types of animal nursing scenarios.

**Prerequisites:** (VT 109 and VT 118) or equivalent college courses with “C” or better.

**VT 120 Parasitology 3**  
Hours: 2.5 Lecture/Discussion  
1.5 Lab

This course will cover the types, life cycles, diagnosis and control of parasites that infect and infest animals. Both internal and external parasites will be covered.

**Prerequisites:** (VT 216 and VT 118 and BIOL 022) or equivalent college courses with “C” or better.

**VT 121 Large Animal Diseases 3**  
Hours: 2 Lecture/Discussion  
3 Lab

This course will cover the role of Veterinary Technician as an aid to the veterinarian in the diagnosis and treatment of infectious and non-infectious disease of large and domesticated animals.

**Prerequisites:** (VT 109 and VT 118) or equivalent college courses with “C” or better.

**VT 122 Clinical Diagnostic Imaging 3**  
Hours: 2 Lecture/Discussion  
3 Lab

A course designed to cover basic concepts of x-ray generation, positioning and processing techniques. Radiation safety will be emphasized throughout the course.

**Prerequisites:** (VT 109 and VT 118) or equivalent college courses with “C” or better.

**VT 123 Exotic Animal Care 2**  
Hours: 2 Lecture/Discussion

A foundation course designed to introduce students to basic concepts of exotic animal care. Topics include breed identification, nutrition, principles of sanitation and disinfection, social and reproductive patterns, and common disease problems of selected species.

**Prerequisites:** (VT 109 and VT 118) or equivalent college courses with “C” or better.

**VT 124 Pharmacology 3**  
Hours: 3 Lecture/Discussion

To emphasize the basic mechanisms of disease and veterinary therapeutics. The broader principles of pathology are applied toward a study of the more common animal diseases and the pharmacological agents to treat them.

**Prerequisites:** (VT 109 and VT 118) or equivalent college courses with “C” or better.

**VT 125 Clinical Procedures 2 4**  
Hours: 3 Lecture/Discussion  
3 Lab

Designed to build upon the knowledge and skills developed in Clinical Procedures 1 and other prior courses. Course sessions are designed to help students in small animal veterinary practice. Lecture and

laboratory sessions will provide opportunities to develop skills in assessment, monitoring, and nursing care of the critical patient, veterinary emergency medicine, and advanced veterinary technician procedures.

**Prerequisites:** (VT 118 and VT 119) or equivalent college courses with “C” or better.

**VT 126 Large Animal Care 3**  
Hours: 1.5 Lecture/Discussion  
2.5 Lab

An advanced course with emphasis on the proper care and management of the horse, cow, sheep, goat, and pig. Topics include breed identification, nutrition, husbandry, breeding, equipment identification, and treatment techniques.

**Prerequisites:** VT 123 or equivalent college course with “C” or better.  
**Corequisites:** VT 125, VT 127.

**VT 127 Anesthesiology&Surgical Assist 3**  
Hours: 2 Lecture/Discussion  
3 Lab

This course will provide instruction and practice in patient preparation, surgical assistance, post-operative care, administration and monitoring of various anesthetic agents and the application of various pharmacological agents used in veterinary medicine.

**Prerequisites:** (VT 118 and VT 119) or equivalent college courses with “C” or better.

**Corequisites:** VT 125.

**VT 128 Clinical Pathology 3**  
Hours: 2 Lecture/Discussion  
3 Lab

An advanced lecture and laboratory course providing instruction in hematology, clinical microbiology, cytology, urinalysis, serology and necropsy procedures used to diagnose health problems in veterinary clinics and diagnostic laboratories. Advisory on Recommended Preparation: BIOL 022 or equivalent college course with “C” or better

**Prerequisites:** VT 118 or equivalent college course with “C” or better.

**VT 216 Veterinary Office Practices 2**  
Hours: 2 Lecture/Discussion  
**Equivalent Course:** VT 116.

This course is designed to teach the skills that are necessary to operate the veterinary business office. Client communications, routine vaccinations, and preventative medicine procedures will be covered.

**Prerequisites:** VT 109 or equivalent college course with “C” or better.

**VT 217 Practical Animal Nursing 2**  
Hours: 1 Lecture/Discussion  
3 Lab

A course designed to help students develop the knowledge and skills required in the veterinary profession. Lecture and laboratory sessions provide opportunities to develop practical skills in various types of animal nursing scenarios.

**Prerequisites:** VT 118 and VT 216 or equivalent college courses with “C” or better.

**VT 220 Prin of Veterinary Assisting 3**  
Hours: 2.5 Lecture/Discussion  
1.5 Lab

**Equivalent Course:** ASCI 240.

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.

**VT 230 Veterinary Tech Proficiency 1**  
 Hours: 1 Lecture/Discussion  
 A review course for students who have completed the sequence of courses in the Veterinary Technician Program. The course is designed to assist students in organizing review materials in preparation to take the California State Board Exam.  
**Prerequisites: (VT 122 and VT 125 and VT 127) or equivalent college courses with "C" or better.**

## WELDING

**WELD 107 Forging and Wrought Iron 2.5**  
 Hours: 2 Lecture/Discussion  
 1 Lab

**Materials Fee: \$15.00**

**Equivalent Course: WELD 106, WELD 106AC, WELD 106AD.**

WELD 107 offers the student both theory and concepts, in addition to the application of artistic metal working. Both the practical and the abstract notions of working hot metal and forging as they are applied to iron sculptures will be covered.

**WELD 161 Oxyacetylene Welding 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

Introduction to the concepts and interpretation of principles of oxyacetylene welding, braze welding, brazing, soldering, flame spraying and flame cutting of common ferrous and non-ferrous sheet, plate and pipe. Properties of ferrous materials and principles of destructive testing of welded materials complete the program.

**WELD 162 Shielded Metal Arc Welding 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

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.

**WELD 171 Specialty Metals Welding 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

The course is a continuation of the basic concepts of science as applied to welding and non-destructive testing. Theory of electricity, magnetism, atomic structure, and thermodynamics as used by technicians are topics covered in this course.

**WELD 172 Gas Tungsten Arc Welding 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

Introduction to the theory and concepts as applied to gas tungsten arc welding. Introduction to modern shielding gas technology, non-ferrous filler metals. Students will learn the theory of ferrous metallurgy and its application to destructive testing of welded materials.

**WELD 175 Metal Working for Engineers 2.5**  
 Hours: 2 Lecture/Discussion  
 1 Lab

**Equivalent Course: WELD 175AB.**

This course is designed to offer the engineering student the opportunity to learn concepts and principles and to apply them to the basic skills of the welder. Oxyfuel, shielded Metal Arc and Gas Metal Arc Welding basics will be covered.

**WELD 181 Blue Print Reading/Metallurgy 3**  
 Hours: 3 Lecture/Discussion

This course combines the fundamental concepts and theories of blueprint reading relating to the concepts, as well as the application, of welded assemblies. The theory of ferrous metal identification and the concept of preparation of metal samples for identification prepares students entering the fabrication, construction or welding engineering fields.

**WELD 265 Welding Upgrade 1.5 - 4**  
 Hours: 1 TO 3 Lecture/Discussion  
 1 TO 3 Lab

**Equivalent Course: WELD 264AD.**

An open entry, open exit course in specific metal joining processes. Various fusion processes will be demonstrated and can be practiced for proficient skill level by students.

**WELD 273 Stainless Steel Weld/Repair 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

**Equivalent Course: WELD 173.**

This course is designed to give welding students training in the practice, theory, and skill of welding stainless steel. Both repair and fabrication, as well as concepts to sanitary tube welding and fabrication will be covered.

**WELD 274 Aluminum Welding 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

The course is designed to give advanced welding students training in the practice, theory and skill in the welding of aluminum, both repair and fabrication, as well as application to all structural shapes and levels of alloys.

**WELD 275 Welding Codes/Certification 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

**Equivalent Course: WELD 174AB, WELD 275AB.**

This welding course is for students to perform certification weldments. American Welding Society certifications will be awarded to students who successfully complete the course. Industry standards and principles of inspection criteria will be covered.

**WELD 276 Metal Fabrication 3.5**  
 Hours: 3 Lecture/Discussion  
 1 Lab

**Materials Fee: \$20.00**

**Equivalent Course: WELD 176AD, WELD 276AC.**

This course is designed for the students to develop the concepts and apply the theories of the skills of a welder fabricator. This is a project-based course that will introduce students to the abstraction of design, layout, pricing and construction of metal projects.

**WELD 277 Industrial Piping Systems 4**  
 Hours: 3 Lecture/Discussion  
 3 Lab

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.



**WORK EXPERIENCE****WEXP 191 General Work Exp - 1st Sem 1 - 3**

Hours: 5 TO 15 Lab

Students employed on a job that is not directly related to their college major may earn up to three units. The students must have the approval of the Coordinator of Cooperative Education or his/her designee and the employer must agree to evaluate the student's performance. A minimum of three Measurable Learning Objectives must be established to ensure that the student will gain worthwhile job skills/knowledge.

**WEXP 192 General Work Exp - 2nd Sem 1 - 3**

Hours: 5 TO 15 Lab

Students employed in a job that is not directly related to their college major may earn up to three units. The student must have the approval of the program coordinator or his/her designee and the participating employer must provide expanded learning opportunities which add to the student's job skills/ knowledge.

**Prerequisites:** WEXP 191 or equivalent college course with "C" or better.

**WEXP 193 C Court Interp Wrk Exp-1st Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 D Food Services Wrk Exp-1st Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 E Early Interv Wrk Exp-1st Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer), providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated

college instructor and providing and evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 F Agriculture Wrk Exp-1st Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer), providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit (hours and units are specified in Title 5 regulations.) Limitations on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 G Architecture Wrk Exp-1st Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer), providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 H Human Services Wrk Exp-1st Sem 1 - 4**

Hours: 4 TO 17 Lab

This course offers the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer), providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 I Bus & Ind Wrk Exp-1st Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer), providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 J AJ Wrk Exp-1st Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer), providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 K Child Dev Wrk Exp-1st Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer), providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 L Education Wrk Exp-1st Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer), providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a

student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit. (Hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 M Maint Tech Wrk Exp-1st Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer), providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit. (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 N Nursing Wrk Exp-1 Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer), providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 O Law Office Clk Wrk Exp-1st Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer), providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit. (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 P Paralegal Wrk Exp-1st Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer), providing learning related to the student's educational or occupational goal. The student's employer

must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit. (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 R Library Tech Wrk Exp-1st Sem 1 - 4**  
Hours: 4 TO 20 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation.)

**WEXP 193 S Spec Ed Wrk Exp-1st Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer), providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit. (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 T Industry Tech Wrk Exp-1st Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course offers the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer), providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or

designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation).

**WEXP 193 V Automotive Wrk Exp-1st Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer), providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit. (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 W Health Prof Wrk Exp-1st Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer), providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each week for each unit. (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 X Fire Tech Wrk Exp-1st Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 Y Sports Med Wrk Exp - 1st Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student



learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 193 Z Fashion Wrk Exp-1st Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer), providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit. (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**WEXP 194 C Court Interp Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 C. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites: WEXP 193 C or equivalent college course with "C" or better.**

**WEXP 194 D Food Services Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 D. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Student must meet with the program coordinator or designee to register.

**Prerequisites: WEXP 193 D or equivalent college course with "C" or better.**

**WEXP 194 E Early Interv Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 E. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Student must meet with the program coordinator or designee to register.

**Prerequisites: WEXP 193 E or equivalent college course with "C" or better.**

**WEXP 194 F Agriculture Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 F. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites: WEXP 193 F or equivalent college course with "C" or better.**

**WEXP 194 G Architecture Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 G. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites: WEXP 193 G or equivalent college course with "C" or better.**

**WEXP 194 H Human Services Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 H. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The

student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 193 H or equivalent college course with "C" or better.

**WEXP 194 I Bus & Ind Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 I. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 193 I or equivalent college course with "C" or better.

**WEXP 194 J AJ Work Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 J. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 193 J or equivalent college course with "C" or better.

**WEXP 194 K Child Dev Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 K. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for

each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 193 K or equivalent college course with "C" or better.

**WEXP 194 L Education Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 L. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 193 L or equivalent college course with "C" or better.

**WEXP 194 M Maint Tech Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 M. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 193 M or equivalent college course with "C" or better.

**WEXP 194 N Nursing Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 N. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites: WEXP 193 N or equivalent college course with "C" or better.**

**WEXP 194 O Law Office Clk Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 O. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites: WEXP 193 O or equivalent college course with "C" or better.**

**WEXP 194 P Paralegal Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 P. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites: WEXP 193 P or equivalent college course with "C" or better.**

**WEXP 194 R Library Tech Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 20 Lab

This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 193. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation).

**WEXP 194 S Spec Ed Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning

opportunities beyond career experiences gained in WEXP 193 S. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites: WEXP 193 S or equivalent college course with "C" or better.**

**WEXP 194 T Industry Tech Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 T. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites: WEXP 193 T or equivalent college course with "C" or better.**

**WEXP 194 V Automotive Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 V. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites: WEXP 193 V or equivalent college course with "C" or better.**

**WEXP 194 W Health Prof Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 W. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with



the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 193 W or equivalent college course with “C” or better.

**WEXP 194 X Fire Tech Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 X. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 193 X or equivalent college course with “C” or better.

**WEXP 194 Y Sports Med Wrk Exp - 2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 Y. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 193 Y or equivalent college course with “C” or better.

**WEXP 194 Z Fashion Wrk Exp-2nd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 Z. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four

hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 193 Z or equivalent college course with “C” or better.

**WEXP 195 C Court Interp Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 C and 194 C. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 C or equivalent college course with “C” or better.

**WEXP 195 D Food Services Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 D and 194 D. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 D or equivalent college course with “C” or better.

**WEXP 195 E Early Interv Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 E and 194 E. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 E or equivalent college course with “C” or better.

**WEXP 195 F Agriculture Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 F and 194 F. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 F or equivalent college course with “C” or better.

**WEXP 195 G Architecture Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 G and 194 G. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 G or equivalent college course with “C” or better.

**WEXP 195 H Human Services Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 H and 194 H. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 H or equivalent college course with “C” or better.

**WEXP 195 I Bus & Ind Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning

opportunities beyond career experience gained in WEXP 193 I and 194 I. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 I or equivalent college course with “C” or better.

**WEXP 195 J AJ Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 J and 194 J. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 J or equivalent college course with “C” or better.

**WEXP 195 K Child Dev Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 K and 194 K. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 K or equivalent college course with “C” or better.

**WEXP 195 L Education Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 L and 194 L. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational

goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 L or equivalent college course with "C" or better.

**WEXP 195 M Maint Tech Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 M and 194 M. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 M or equivalent college course with "C" or better.

**WEXP 195 N Nursing Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 N and 194 N. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 N or equivalent college course with "C" or better.

**WEXP 195 O Law Office Clk Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 O and 194 O. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an

evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 O or equivalent college course with "C" or better.

**WEXP 195 P Paralegal Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 P and 194 P. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 P or equivalent college course with "C" or better.

**WEXP 195 R Library Tech Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 20 Lab

This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 194. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation).

**WEXP 195 S Spec Ed Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 S and 194 S. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately



five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 S or equivalent college course with “C” or better.

**WEXP 195 T Industry Tech Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 T and 194 T. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 T or equivalent college course with “C” or better.

**WEXP 195 V Automotive Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 V and 194 V. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 V or equivalent college course with “C” or better.

**WEXP 195 W Health Prof Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 W and 194 W. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 W or equivalent college course with “C” or better.

**WEXP 195 X Fire Tech Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 X and 194 X. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 X or equivalent college course with “C” or better.

**WEXP 195 Y Sports Med Wrk Exp - 3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 Y and 194 Y. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 Y or equivalent college course with “C” or better.

**WEXP 195 Z Fashion Wrk Exp-3rd Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 Z and 194 Z. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 194 Z or equivalent college course with “C” or better.

**WEXP 196 C Court Interp Wrk Exp-4th Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student expanded occupational learning opportunities and career awareness beyond that experienced in Work Experience 193,194, and 195. This course offers the student occupational learning opportunities and career awareness. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational and occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites: WEXP 195 C or equivalent college course with "C" or better.**

**WEXP 196 D Food Services Wrk Exp-4th Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 D, 194 D and 195 D. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites: WEXP 195 D or equivalent college course with "C" or better.**

**WEXP 196 E Early Interv Wrk Exp-4th Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 E, 194 E and 195 E. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites: WEXP 195 E or equivalent college course with "C" or better.**

**WEXP 196 F Agriculture Wrk Exp-4th Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 F, 194 F and 195 F. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites: WEXP 195 F or equivalent college course with "C" or better.**

**WEXP 196 G Architecture Wrk Exp-4th Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 G, 194 G and 195 G. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites: WEXP 195 G or equivalent college course with "C" or better.**

**WEXP 196 H Human Services Wrk Exp-4th Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 H, 194 H and 195 H. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites: WEXP 195 H or equivalent college course with "C" or better.**

**WEXP 196 I Bus & Ind Wrk Exp-4th Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning

opportunities beyond career experience gained in WEXP 193 I, WEXP 194 I, and WEXP 195 I. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 195 I or equivalent college course with "C" or better.

**WEXP 196 J AJ Wrk Exp-4th Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 J, 194 J and 195 J. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 195 J or equivalent college course with "C" or better.

**WEXP 196 K Child Dev Wrk Exp-4th Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 K, 194 K and 195 K. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 195 K or equivalent college course with "C" or better.

**WEXP 196 L Education Wrk Exp-4th Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 L, 194 L and 195 L. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate

by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 195 L or equivalent college course with "C" or better.

**WEXP 196 M Maint Tech Wrk Exp-4th Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 M, 194 M and 195 M. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 195 M or equivalent college course with "C" or better.

**WEXP 196 N Nursing Wrk Exp-4th Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 N, 194 N and 195 N. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 195 N or equivalent college course with "C" or better.

**WEXP 196 O Law Office Clk Wrk Exp-4th Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 O, 194 O and 195 O. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students



may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 195 O or equivalent college course with “C” or better.

**WEXP 196 P Paralegal Wrk Exp-4th Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 P, 194 P and 195 P. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 195 P or equivalent college course with “C” or better.

**WEXP 196 R Library Tech Wrk Exp-4th Sem 1 - 4**  
Hours: 4 TO 20 Lab

This course is designed to give the student occupational learning opportunities and career awareness beyond that experience in Work Experience 195. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations.) Limitation on Enrollment: Students must meet with the program coordinator or designee to register. Students must be enrolled in a total of seven units including Cooperative Education units (Title 5 regulation).

**WEXP 196 S Spec Ed Wrk Exp-4th Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 S, 194 S and 195 S. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours

of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 195 S or equivalent college course with “C” or better.

**WEXP 196 T Industry Tech Wrk Exp-4th Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 T, 194 T and 195 T. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 195 T or equivalent college course with “C” or better.

**WEXP 196 V Automotive Wrk Exp-4th Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 V, 194 V and 195 V. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 195 V or equivalent college course with “C” or better.

**WEXP 196 W Health Prof Wrk Exp-4th Sem 1 - 4**  
Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 W, 194 W and 195 W. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or

designee to register.

**Prerequisites:** WEXP 195 W or equivalent college course with “C” or better.

**WEXP 196 X Fire Tech Wrk Exp-4th Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 X, 194 X and 195 X. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 195 X or equivalent college course with “C” or better.

**WEXP 196 Y Sports Med Wrk Exp - 4th Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 Y, 194 Y and 195 Y. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 195 Y or equivalent college course with “C” or better.

**WEXP 196 Z Fashion Wrk Exp-4th Sem 1 - 4**

Hours: 4 TO 17 Lab

This course is designed to give the student occupational learning opportunities beyond career experience gained in WEXP 193 Z, 194 Z and 195 Z. This is accomplished through employment (paid or volunteer) providing learning related to the student’s educational or occupational goal. The student’s employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations). Limitation on Enrollment: Students must meet with the program coordinator or designee to register.

**Prerequisites:** WEXP 195 Z or equivalent college course with “C” or better.



**ADMINISTRATORS**

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DEAN, HUMAN RESOURCES AND LEGAL AFFAIRS  
B.A., University of California, Davis  
J.D., California Western School of Law

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M.A., California State University, Long Beach

VANG, MENG

COUNSELING

B.A., University of California, Santa Barbara

M.A., California State University, Fresno

VASQUEZ, ROBERT

ENGLISH

B.A., California State University, Fresno

M.F.A., University of California, Irvine

VEGA-PRITCHETT, AMY

SOCIAL SCIENCES

B.A., University of California, San Diego

M.A., California State University, Long Beach

VIDALES, VERONICA  
SPANISH  
B.A., California State University, Fresno  
M.A., California State University, Fresno

WEISE, THOMAS  
SPEECH  
A.A., Fresno City College  
B.A., M.A., California State University, Fresno  
Ed.D., California State University, Fresno/  
University of California, Davis

WHEELER, DAVID  
ADMINISTRATION OF JUSTICE  
A.A., College of the Sequoias  
B.S., California State University, Fresno  
M.A., Fresno Pacific College

WILCOXSON, JESSE  
BIOLOGY  
A.S., College of the Sequoias  
B.S., California State University, Humboldt  
M.S., California Polytechnic State University  
Ed.D., California State University, Fresno

WILLIAMS, ANNA  
COUNSELING  
B.S., University of San Francisco  
M.A., California State University, Fresno

WILLIAMS, SCOTT  
INDUSTRIAL ENGINEERING  
B.S., California State University, Fresno

WINTERTON, JOHN  
ELECTRONICS  
A.S., College of the Sequoias  
B.S., California State University, Fresno  
M.A., California State University, Fresno

WOODBURY, GEORGE  
MATHEMATICS  
B.S., University of California, Santa Barbara  
M.S., California State University, Northridge

YAMAKAWA, LINDA  
LIBRARIAN  
A.A., Kings River College  
B.A., California State University, San Jose  
M.A., California State University, San Jose

### CONFIDENTIAL STAFF

BARRY-SOUZA, RYAN  
Research Analyst

CARROLL, JULIE  
Human Resource Assistant

GIEGOLD, ANNETTE  
Executive Administrative Assistant, President/  
Vice Presidents' Office

GUTIERREZ, OMAR  
Payroll/Accounting Coordinator

JONES, LINDA  
Academic Resources Coordinator

MCCUSKER, KEVIN  
Public Information/Marketing Coordinator

PAULS, KAREN  
Executive Administrative Assistant, President/  
Vice Presidents' Office

REIS, LINDA  
Human Resource Specialist

TIERCE, MEGHAN  
Executive Administrative Assistant, President/  
Vice Presidents' Office

### CLASSIFIED STAFF

ACOSTA, ARTURO  
Custodian

ALVAREZ, MARIO  
Student Services Specialist

ANDERSON, BEVERLY  
Library Assistant

ANDERSON, JAMES  
Warehouse

ARTER, SHANNA  
Clerical Assistant

AVILES, HELEN  
Admissions & Records Specialist

BAIG, AHSEN  
Programmer Analyst

BARAJAS, URIEL  
Custodian

BARKHURST, JOANNE  
Accounting Technician

BERGMAN, GLENDA  
Admissions & Records Specialis

BIRCH, RICHARD  
Plumber

BONNAR, TREASA  
Accompanist

BOOKOUT, JON  
Instructional Asst-Lab Setting

BRANTLEY, ROBERT  
Police Academies Coordinator

BROGDON, SCOTT  
Microcomputer Specialist

BUCK, CONNIE  
Food Service Assistant

CADENA, ELISA  
Financial Aid Specialist

CAMPBELL GATES, CATRINA  
Instructional Assistant-Lead I

CANTU, CARLOS  
Admissions & Records Specialist

CARGILL, DAVID  
Graphic Artist/Designer

CASTANEDA, LUCIANA  
Student Ser Specialist-TRIO

CASTILLO, SANDRA  
Clerical Assistant

CHARLES, DONALD  
District Police Sergeant

CHOATE, BRENDA  
Microcomputer Specialist

CHRISTIANSEN, PATRICIA  
Administrative Assistant, Bus. & Soc Science

CHURCH, RENEE  
Senior Secretary

CLARK, AMANDA  
Clerical Assistant

COLUCCI, LINDA  
Senior Programmer Analyst

DAGO, DING  
Custodian

DAVENPORT, TIMOTHY  
Microcomputer Specialist

DEISMAN, CHANDA  
Senior Secretary

DEMERS, CAROL  
Library Specialist

DIAZ, KELLY  
Instructional Specialist, Senior

DIAZ, MAYRA  
Financial Aid Specialist

DIAZ, ROSA  
Senior Clerical Assistant

FELECIANO, BEVERLY  
Administrative Assistant

FELECIANO, FRANK  
Microcomputer Specialist

FERNANDEZ, TAMERA  
Grant Secretary-Upward Bound  
Math and Science

FIGUEROA, LUZ  
Senior Secretary

FLORES, PAMELA  
Administrative Assistant

FORD, JASON  
Advising Specialist-YESS

FOX, MICHAEL  
Custodian

FRANCO, CAROLYN  
Student Ser Specialist-EOPS

FREEMAN, MONA  
Matriculation/International Studies

GARCIA, IRENE  
Sr Adm & Records Specialist

GARCIA, JOSEPH  
Lead Custodian

GARCIA, MARIE  
Administrative Assistant, Arts & Letters

GARCIA, SIMONA  
Custodian

GARSTER, STACEY  
Support Services Specialist

GILES, SHELLI  
Administrative Assistant, Allied Health, CFS

GOLDEN-MOTTO, JANET  
Evaluations Specialist



GONZALES, MARY  
Administrative Assistant

GRAY, TERRY  
TV Studio Technician  
HAGTHROP, CHRISTINE  
Library Technician

HARP, JOHN  
Custodian

HENRY, LIVIER  
Financial Aid Specialist

HENSON, MELONY  
Senior Instructional Assistant

HERNANDEZ, ALEX  
Senior Custodian

HERNANDEZ, ALICE  
Clerical Assistant

HETTICK, ASHLEY  
District Police Officer

HIDALGO, PEDRO  
Custodian

HIGHTOWER, MARY  
Registered Nurse

HILL, JUDI  
Instructional Assistant-Lab Setting

HINOJOS, SYLVESTER  
Custodian

HULSEY, CHRIS  
Grounds Maintenance Worker II

IRIYE-MEADE, JEANNIE  
Administrative Technician

IVES, LINDA  
Clerical Assistant

JARAMILLO, AGUSTIN  
Custodian

JOHNSON, KARYL  
Bookstore Operations Coordinator

JONES, JASON SCOTT  
District Police Officer

JONES, LORI  
Instructional Division Secretary

KEELINE, BARBARA  
Counseling Assistant

KEEN, GREG  
Articulation/Assessment Coordinator

KENNEDY, BRETT  
EOPS/CARE Program Specialist

KIPNIS, DARCY  
Program Specialist, FAO

KIRKMAN, KIMBERLY  
Accounting Coordinator

KIRKPATRICK, KAREN  
Lab Technician

KOSS, KAREN  
Account Clerk

LAMAR, STEVE  
Theatre Technician

LAMB, JORDAN  
Administrative Assistant

LAMB, KEN  
Maintenance worker

LARSON, RAYMOND  
Microcomputer Specialist

LEAL, MARY  
Payroll Specialist

LEBOUEF, CATHY  
Accounting Technician

LINDSTRAND, MARGARET  
Administrative Assistant

LOPEZ, CARLOS  
Custodian

LORENZI, LISA  
Assistant Athletic Trainer

LUEVANO, LETICIA  
Library Assistant

LUNA, LORI  
Instructional Division Secretary

MAGANA, CHRISTY  
Instructional Assisant Test Proctor

MANGRUM, CARLA  
Accounting Technician

MARKHAM, JAE  
Database Administrator

MARTIN, DELMAR  
Maintenance Electrician

MARTINEZ, EDWARD  
Financial Aid Specialist

MARTINEZ, JESUCITA  
Grill/Fry Cook

MARTINEZ, TEODORA  
Custodian

MASSEY, THERESA  
Assessment Specialist

MCCRAE, SANDRA  
Senior Secretary

MCCRIGHT, PRISCILLA  
Clerical Assistant

MCGUIRE, CATHERINE  
Counseling Technician

MCLAIN, WENDI  
Access Specialist/High Technician

MEIER, STEPHEN  
System Administrator

MIRAMONTES, AGUSTIN  
Grill/Fry Cook

MITCHELL, PATRICK  
Media Services Technician

MOLINE, FAY  
Instructional Division Secretary

MORGAN, NANCY  
Accounting Technician

MORRELLI, DEREK  
Lab Technician

MUNIZ, ASHLEY  
Veterans' Coordinator

MUNOZ, STUART  
Printer/Bindery Operator

NELSON, STACEY  
Center Student Services Specialist

NORMAN, LOIS  
Financial Aid Resource Specialist

ORTEGA, CHRISTY  
Instructional Assistant Test Proctor

OWSLEY, STANLEY  
Grounds Maintenance Worker II

PANKEY, KELLY  
Clerical Assistant

PARKER, LISA  
Support Services Clerk

PEREZ, SUSANA  
Student Servs CARE Specialist

PERTLE, ANTHONY  
Instructional Assistant

PRATT, STEPHEN  
Network Analyst

PUGA, REBECCA  
Financial Aid Technical Specialist

RAMIREZ, ROBERT  
Custodian

RANGEL-LEMUS, ELVIA  
Clerical Assistant

RAY, CLARK  
Senior Programmer Analyst

RENERIA, ROSARIO  
Clerical Assistant

REYES, ALICE  
Welcome Center

ROBINSON, DONNA  
College Accountant

RODRIGUEZ, VELIA  
Lead Admissions & Records Coordinator

ROMO SANCHEZ, ROSA  
Clerical Assistant

ROSE, LACEY  
Administrative Technician

RUSH, CHARLES  
Activity Lead, PASEO

RUVALCABA, ISMAEL  
Custodian

SANCHEZ, CANDELARIO  
Mechanic

SCHAEFER, MARY  
Payroll Specialist

SCHIELER, DUSTIN  
Webmaster

SEE, KHANTEE  
Administrative Assistant

SHORT, TERRI  
Account Clerk

SIEGEL, LETICIA  
Financial Aid Specialist

SISK, JEFFERY  
Grounds Maintenance Worker II

SLAGHT, CHARLES  
Bookstore Shipping Receiving Clerk

SOLIS, ARISTEO  
Grounds Maintenance Worker II

SOLIS, OLGA  
Custodian

SOLIS, ROSENDO  
Grounds Maintenance Worker II

SOLIS JR., ARISTEO  
Grounds Maintenance Worker II

SPEIDEL, ROBERT  
Custodian

STICH, SYLVIA P.  
Payroll Specialist

STIFF, SYLVIA  
Administrative Assistant

STONE, NANCY  
Writing Center

SWEENEY, AMELIA  
Administrative Assistant

TERRY, NICHOLAS  
Theatre Technician

TIERCE, JEREMY  
Computer Resource Specialist

TODD, SARAH  
Student Ser Specialist-CalWORKS

TREVINO, REGINA  
Registration Coordinator

VARDEMAN, WINSTON  
District Police Officer

VASQUEZ, MARIA  
Food Service Assistant

VEGA, BENITA  
Financial Aid Supervisor

WEISS, DELIA  
Administrative Assistant

WILCOXON, DOLORES  
Instructional Division Secretary

WILLIAMS, SANDRA  
Tutorial Center Coodinator

WRIGHT, KAREN  
Facilities Technician

ZANTOS, HEATHER  
Administrative Assistant

## EMERITUS

ADAMS, DAVID  
Dean, Facilities & Operations, 1975-2001

ANDERSON, KENNETH W.  
POLITICAL SCIENCE/PSYCHOLOGY, 1968-2006

ANDERSON, VERNON  
Sociology, 1957-1992

ANTHONY, BETTY  
Home Economics, 1964-1989

AUDINO, SUSAN  
Home Economics, 1971-2002

BADRIKAN, KAMIRAN S.  
President/Superintendent, 1997-2005

BAILEY, JENNIFER  
English, 1989-2010

BARBA, JOSEPH  
English, 1962-1993

BARRANGER, JOHN  
English, 1990-2003

BARTON, JAMES  
Mathematics, 1969-1992

BEARDEN, ALIA  
Physical Education, 1957-1981

BECK, FRANK  
Social Sciences, 1975-2002

BENNETT, LES  
Metals Technology, 1967-1988

BERG LEROY  
Vice President, Evening College, 1962-1984

BETTENCOURT, BILL  
Vice President, Academic Services  
Dean, Student Services  
1967-1999

BILDEN, JON  
Music, 1990-2013

BIVONA, MIKE  
Social Sciences, 1970-2004

BLACK, CHERYL  
Nursing, 1975-2003

BLACK, ELLSWORTH  
Nursing, 1980-2002

BLACK, SHARON  
Counseling, 1984-2003

BOCKMAN, DAVID  
Academic Dean, 1977-2002

BRADY, MERRILYN  
Student Health Center, 1994-2008

BRANCO, ALLEN  
Athletics Director, 1969-2001

BRICKER, JOHN  
History, 1956-1981

BRINGHURST, NEWELL  
History/Political Science, 1981-2006

BRUNNER, ILA JUNE  
Nursing, 1975-1997

BROYLES, KEN  
Automotive Technology, 1974-1993

BULLOUGH, REBECCA  
Computer Applications/Business, 1999-2013

CAMPBELL, DEBORAH  
Consumer/Family Studies, 1990-2013

CARMICHAEL, MARY  
French/English, 1969-2009

CARLSON, ROSA  
Vice President, Academic Services, 1999-2005

CHANCE, STEPHEN  
Automotive, 1993-2010

COLE, JAMES  
Psychology, 1968-1996

CONLEY, RICHARD  
Work Experience/Business, 1968-1996

COTTRELL, RICHARD  
Architecture, 1960-1990

CRAIN, JOHN  
Geology/Mathematics, 1970-1997

CULVER, LOUISE  
English, 1981-2008

DECKER, IRVING  
Social Sciences, 1972-2002

DECKER, WILLIAM  
English, 1965-1996

DOWNES, WILLIARD  
Agriculture, 1976-2003

DUNN, GENE  
Building Trades

ENSIGN, PAT  
Nursing, 1975-1983 AND 1987-1991

ERICKSON, DAVID  
Vice President, Administrative Services, 1990-2001

ESSEX, WILFRID  
Chemistry, 1955-1984

FALCONER, JEFF  
Business, 1975-2006

FALLER, PAMELA  
Paralegal, 1985-2010

FERGUSON, ELIZABETH  
English, 1949-1983

FINNEY, NANCY  
Librarian, 1980-2002

FIRSTMAN, ARANGA  
Biological Sciences, 1974-2003

FISCHER, CURT  
History/Anthropology, 1955-1984

FLAHERTY, MICHAEL  
Vice President, Administrative Services;  
Business, 1966-1990

FLY, JOHN  
Building Trades, 1961-1984  
FOTIAS, CRISTOS  
Spanish, 1949-1983

FRANCISKOVICH, SUSAN  
Linguistics (ESL), 1990-2010

FREEBORN, NORMA  
Nursing, 1981-2002

FRESE, ROD  
Vice-President, 2003-2010

GEHMAN, ROBERT  
Psychology, 1965-2006

GILCREST, THOMAS  
Athletics/PE/Counseling, 1963-1996

GILMAN, JOELLEN  
Nursing, 2007-2013

GIVAN, CAROLYN  
English/Counseling, 1959-1978

GLASS, JENNY  
Dean, Human Resources  
Business, 1974-2004

GODDARD, DON  
Music, 1990-1997

GOODYEAR, DONALD  
Superintendent/President;  
Vice President, Student Services, 1976-2006

GORLEY, PAUL  
Counseling, 1984-2010

GREENING, JOHN  
Biology, 1976-2008

GRUMBLING, BETTY  
English, 1970-1988

GRUMBLING, HENRY  
Photography, 1962-1988

HALL, GERRY  
Business, 1959-1982

HALL, LINCOLN  
Superintendent/President;  
Vice President, Instruction,  
1957-1981 AND 1984-1991

HALL, MARCY  
Consumer/Family Studies, 1969-1993

HALL, ROBERT  
English, 1963-1991  
HAMILTON, DONNA  
Early Childhood Education, 1977-1996

HAMILTON, RICHARD  
English/Journalism, 1963-1990

HAMILTON, WILLIAM  
Psychology, 1969-1996

HARRIS, RICHARD  
Agriculture, 1972-2009

HARNER, RUTH  
Business, 1967-1992

HART, TIM  
Paralegal/Administration of Justice, 1989-2006

HAYS, RONALD  
Dean, Financial Aid, 1979-2004

HEATER, MARGARET ANN  
Librarian, 1975-1993

HETTICK, LARRIMORE  
English, 1965-1996

HOFER, EUGENE  
Physical Education, 1967-2001

HOFER, FAYRENE  
Business, 1980-1996

HOMAN, RALPH  
Art, 1964-1997

HOLT, BERT  
Physical Education, 1965-1988

HOUK, STEPHEN  
Physical Science/Engineering/Math, 1979-2010

HUDDLESTON, LAUNA  
Business, 1966-1992

INOUE, YOSHINOBU  
Mathematics, 1988-2010

ISELL, NORM  
Agriculture, 1984-1997

JACKSON, SARAH  
Nursing, 1981-1996

JACOBSEN, RICHARD  
Vice President, Business Services, 1957-1984

JOHNSON, NANCY  
Nursing, 1973-1996

JOHNSON, NOBLE  
Theater Arts, 1962-2000

JONES, PAUL  
Theater Arts, 1977-2004

JUSTUS, LOIS  
Nursing, 1970-1993

KELLY, ROGER  
Physical Education, 1989-2006

KENNEDY, LINDA  
Business, 1993-2003

KENNEDY, ROY  
Business, 1981-2003

KENT, CONSTANCE  
English, 1988-2003

KING, SHERIDAN  
Counseling, 1990-2006

KITCHEL, PAULETTE  
Child Development, 1988-2004

KLEINFELTER, DALE  
Chemistry, 1963-1990

KUNCL, GARY  
Public Safety Training, 1990-2008

LAKE, CONNIE  
English, 1988 -2008

LANG, ANNIE  
Mathematics, 1969-1977

LAWTON, JACQUELINE  
English, 1989-2010

LEWIS, REX  
Business, 1960-1993

LOYD, RAY  
Architecture/Drafting Technology, 1979-2004

LYNCH, TIMOTHY  
Music, 1990-2013

MCCLURE, DARLEAN  
Business, 1977-2010

MC CORMICK-MIRANDA ANNE  
Home Economics, 1966-1984

MCGRIFF, RON  
Political Science, 1996-2010

MADDOX, GENE  
Art, 1969-2004

MALDONADO-ARROYO, CELIA  
Associate Dean, Student services (EOPS), 1996-2006

MANCINI, JAMES  
Sign Language, 1979-2006

MANNON, KIRBY  
Physical Education, 1973-2003

MARCELLUS, ROBERT  
Fine Arts, 1966-1984

MARTIN, FRED  
Biological Sciences, 1965-1992

MARTIN, NOEL  
History, 1959-1984

MAST, DONALD  
Dean, Student Services, 1982-2009

MIRVISS, LYNN  
Nursing/Administration, 1971-1998

MORRIS, CAROL  
Nursing, 1998-2010

MORRISON, MILT  
English, 1990-2004

MORSE, GEORGE  
English, 1965-1984

NEELEY, DOROTHY  
Business, 1981-1993

NORTON, DALE  
Interim Vice President, Academic Services;  
Dean, Academic Services,  
Language Arts 1985-2007

PAPPAS, GEORGE  
Speech/Drama, 1955-1984

PARKER, ALLEN  
Chemistry, 1957-1989

PARKER, GEORGELLEN  
Counseling, 1983-2003



PARLIER, JASPER  
Automotive Technology, 1968-1993

PETERSON, WAINO  
Political Science, 1965-1996

PIETROFORE, AL  
Fine Arts, 1957-1984

POWELL, GEORGE  
Building Trades/Math, 1984-1997

PRESTON, WAYNE  
Biological Sciences, 1973-2010

REYNOLDS, BARBARA  
Consumer/Family Studies, 1987-2008

RUIZ, RON  
History, 1976-2013

RYAN-STARMER, BEA  
Business, 1977-1996

SCROGGINS, WILLIAM T.  
President/Superintendent, 2006 - 2011

SEASTROM, GREG  
English, 1968-1996

SELLERS, JAMES  
Biological Sciences, 1977-2006

SHARPLES, DIANNE  
Academic Dean, 1970 – 2003

SHELLY, DANIEL  
Chemistry, 1974-2009

SHEWEY, JEAN  
Physical Education, 1959-1984

SHIRK, RICHARD  
Building Trades, 1975-2004

SILVA, VERNON  
Dean, Student Services, 1957-1983

SINDLINGER, AL  
Metals Technology, 1961-1990

SMITH, ELAINE  
Chemistry, 1979-2002

STAVA, SHERRY  
Nursing, 1987-2010

STRAW, MARIE  
Chemistry, 1990-2013

SWANSON, BETTY  
Nursing, 1971-1978

SWEENEY, ALBERT  
English, 1963-1984

SWISHER, JAMES  
Mathematics, 1959-1984

TAYLOR, ROY  
Physical Education, 1950-1984

THEIGE, JACK  
Information Services, 1960-1989

TOMASEVICH, ROBERT  
Agriculture, 1971-1984

VANE, R.L.  
Social Sciences, 1965-1980

VIEIRA, DONALD  
Agriculture, 1965-1996

WALKER, LEWIS  
Librarian, 1965-1984

WEAVER, ARLENE  
Nursing, 1979-1988

WEBB, ELAINE  
Research and Grants, 1980-2006

WEST, VERNON  
Welding/English, 1976-1990

WESTON, DUANE  
Music, 1975-1990

WICKMAN, GAYLE  
Nursing, 1974-1993

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