

COLLEGE *of the* SEQUOIAS

2014 - 2015

General
Catalog



College of the Sequoias 2014-2015 General Catalog



Visalia Campus
915 S Mooney Blvd
Visalia CA 93277
(559) 730-3700

Hanford Educational Center
925 13th Avenue
Hanford CA 93230
(559) 583-2500

Tulare College Center
4999 E Bardsley Avenue
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.

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 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 College of the Sequoias, an institution that has been helping students achieve their educational and career goals for the past 87 years. College of the 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 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 College of the Sequoias has to offer!

Most respectfully,

A handwritten signature in blue ink that reads "Stan A. Carrizosa".

Stan A. Carrizosa
Superintendent/President
College of the Sequoias



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
Kristin Robinson, 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
Eric Mittlestead	Dean, Facilities and Facilities Planning
Karen Roberts	Dean, Arts and Letters
Robert Urtecho, Ph.D.....	Dean, Natural and Social Sciences, Mathematics and Engineering
C. Louann Waldner, Ph. D.....	Dean, Career Technical Education and Workforce Development

Faculty Leadership

Thea Trimble, Ph.D.	Academic Senate President
Greg Turner.....	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
Terri Paden.....	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
Meng Vang.....	Student Services Division Chairperson

College of the Sequoias Foundation

The COS Foundation is an independent nonprofit organization led by volunteer community members within the COS District who are supportive of COS and its positive impact on students and their communities. Foundation volunteers and staff cultivate and direct community resources to COS in the areas that matter most to the communities which COS serves. Primarily through direct gifts, special events, and planned giving, these raised resources are invested or immediately spent for the direct benefit of COS students and programs. Some recent uses include student scholarships, educational equipment purchases, and capital improvements. To learn more about the COS Foundation or to contribute, please go to the Foundation website: www.cos.edu/Foundation or contact the Foundation Director, Tim Foster, at (559) 730-3861.

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 Integrated Postsecondary Education Data System (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.

Statement of Professional Ethics (Administrative Procedure 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.

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 7 of this catalog.

Academic Calendar

Fall Semester 2014 August 11, 2014 - December 15, 2014

October 31, 2013.....	WEB Admission Applications Begin for Summer/Fall 2014 at www.cos.edu
Starting March 24.....	Fall WEB Registration for Priority Registration / Continuing Students
April 24 - April 26	Fall Registration for students who have completed STEPS
May 5.....	Fall Registration for students who have completed ALL Matriculation
May 6.....	Fall Registration for Early College High Schools (VTech/ UPHS)
May 7.....	Fall WEB open registration for eligible students
July 1.....	Payment Deadline: students must pay Fall fees by July 1st or 2 weeks after registration (whichever is later) to avoid the possibility of being dropped from classes
July 28.....	Fall registration for concurrently enrolled high school students
August 6	Fall registration for students who have completed 100 or more units at COS
August 8	FLEX Day; registration is available at www.cos.edu
August 11	Fall semester begins
August 11 - August 17	Fall late WEB registration with Instructor Add Codes
August 24	Last day to drop a class without a "W" and be eligible for a refund
September 1.....	Labor Day holiday (no classes)
October 17	Fall final drop date - drop classes on the WEB. This drop date does not apply to short-term classes as each short-term class has its own drop date
November 10.....	Veterans' Day holiday (no classes)
November 20.....	Last day to file for Associate Degree for Fall 2014
November 24 - November 28..	Thanksgiving Day holiday (no classes); offices closed November 26 - 28
December 9 - December 15	Fall final exams
December 15.....	Fall semester ends
December 15.....	Last day to make up incomplete ("I") grades for Fall 2013 semester
December 6 - January 11	Break between semesters

Spring Semester 2015 January 12, 2015 - May 21, 2015

September 8.....	WEB admission applications begin for Spring 2015 at www.cos.edu
November 11 - November 25..	Spring WEB registration for Priority Registration / Continuing Students
December 1.....	Spring registration for students who have completed ALL matriculation
December 8 - January 11	Spring open WEB registration for all eligible students
December 15 - January 11	Spring WEB registration for concurrently enrolled high school students
January 7	Spring registration for students who have completed 100 or more units at COS
January 9	FLEX Day; registration is available at www.cos.edu
January 12	Spring semester begins
January 19	Martin Luther King, Jr. holiday; registration is available at www.cos.edu
January 12 - January 20.....	Spring late WEB registration with Instructor Add Codes
January 26	Last day to drop a class without a "W" and eligible for a refund
February 13.....	Lincoln Day holiday (no classes)
February 16.....	Presidents' Day holiday (no classes)
February 26.....	Last day to file for Associate Degree for Spring 2015
March 2	Cal Grant financial aid deadline for new and transferring students
March 20	Spring final drop date - drop classes on the WEB; this drop date does not apply to short-term classes as each short-term class has its own drop date
March 30 - April 3.....	Spring break (no classes); offices closed April 2 - 3.
May 15 - May 21.....	Spring final exams
May 21.....	Spring Commencement; Spring semester ends
May 21.....	Last day to make up incomplete ("I") grades for Spring 2014 semester

Fall 2014 - College of the Sequoias Final Exam Schedule						
	Tuesday December 9, 2014	Wednesday December 10, 2014	Thursday December 11, 2014	Friday December 12, 2014	Saturday December 13, 2014	Monday December 15, 2014
7:00am - 9:00am	Classes on TTh at 8am or before 9am Math 360/200/230 Common Final	Classes that begin MWF or MW before 8am Math 360/200/230 Common Math Final	Classes that begin TTh before 8am			Classes on MWF or MW at 8am or before 9am
9:15am - 11:15am	Classes at 9am or before 10am TTh Math 360/200/230 Common Final	Classes at 10am or before 11am MW or MWF Math 360/200/230 Common Final	Classes at 10am or before 11am TTh	Friday only and Friday/Saturday classes at regular class times on this date.	Saturday only will have final exam at regular class time on this date.	Classes at 9am or before 10am MWF or MW
11:30pm - 1:30pm	Classes at 11am or before 12Noon TTh Math 360/200/230 Common Final	Classes at 12Noon or before 1pm MWF or MW Math 360/200/230 Common Final	Classes at 12Noon or before 1pm TTh			Classes at 11am or before 12Noon MWF or MW
1:45pm - 3:45pm	Classes at 1pm or before 2pm TTh Math 360/200/230 Common Final	Classes at 2pm or before 3pm MW or MWF Math 360/230/230 Common Math Final	Classes at 2pm or before 3pm TTh			Classes at 1pm or before 2 pm MWF or MW
4:00pm - 6:00pm	Classes at 3pm or before 4pm TTh Math 360/200/230 Common Final	Classes between 4pm and 6pm MW or MWF Math 360/200/230 Common Final	Classes between 4pm and 6pm TTh			Classes at 3pm or before 4pm MWF or MW
<p>Classes meeting after 6 p.m. will administer the final exam during the last meeting of the semester. I.e., a Tues/Thurs class would have a final on Thursday, December 11; a Mon/Wed class would have their final on Wednesday, December 10. A class meeting one night per week would have their final on the last scheduled meeting night of the semester (Monday on 12/15; Thursday on 12/11, etc.).</p> <p>Finals for Short Term classes are held on the last day of instruction, unless otherwise noted by the instructor.</p>						

Spring 2015 - College of the Sequoias Final Exam Schedule

	Friday May 15, 2015	Saturday May 16, 2015	Monday May 18, 2015	Tuesday May 19, 2015	Wednesday May 20, 2015	Thursday May 21, 2015
7:00am - 9:00am	Math 360/200/230 Common Finals		Classes that begin MWF or MW before 8am Math 360/200/230 Common Final	Classes that begin TTh before 8am	Classes on MWF or MW at 8am or before 9am	Classes on TTh at 8am or before 9am
9:15am - 11:15am	Friday only and Friday/Saturday classes at regular class times on this date.	Saturday only classes will have final exam at regular class time on this date.	Classes at 10am or before 11am MW or MWF Math 360/200/230 Common Final	Classes at 10am or before 11am TTh	Classes at 9am or before 10am MWF or MW	Classes at 9am or before 10am TTh
11:30pm - 1:30pm			Classes at 12 Noon or before 1pm MWF or MW Math 360/200/230 Common Final	Classes at 12Noon or before 1pm TTh	Classes at 11am or before 12Noon MWF or MW	Classes at 11am or before 12Noon TTh
1:45pm - 3:45pm	Math 360/200/230 Common Finals		Classes at 2pm or before 3pm MW or MWF Math 360/200/230 Common Final	Classes at 2pm or before 3pm TTh	Classes at 1pm or before 2 pm MWF or MW	Classes at 1pm or before 2pm TTh
4:00pm - 6:00pm			Classes between 4pm and 6pm MW or MWF Math 360/200/230 Common Final	Classes between 4pm and 6pm TTh	Classes at 3pm or before 4pm MWF or MW	Classes at 3pm or before 4pm TTh
	Classes meeting after 6 p.m. will administer the final exam during the last meeting of the semester. I.e., a Tues/Thurs class would have a final on Thursday, May 21; a Mon/Wed class would have their final on Wednesday, May 20; a class meeting one night per week would have their final on the last scheduled meeting night of the semester. Classes meeting after 4:00 pm on Thursday, May 21 (Commencement) are no longer cancelled.					
	Finals for Short Term classes are held on the last day of instruction, unless otherwise noted by the instructor.					

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DIRECTORY

Admissions and Records.....	730-3727
Bookstore.....	730-3751
Cashier’s Office.....	730-3956
CalWorks.....	737-6113
Counseling	730-3715
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
Welcome Center	730-3730

College Facilities

Visalia Campus

915 South Mooney Boulevard

Visalia California

Like most of the early community colleges in California, College of the Sequoias developed out of the local public school system.

In 1926, the Visalia Unified School District established Visalia Junior College as a department of the high school.

In 1939 the current college campus on Mooney Boulevard was built, and in 1949 the independent Sequoias Community College District and College of the Sequoias were formed.

The 62-acre Visalia campus offers a full range of degree, certificate and transfer options. In terms of students, staff and faculty, the Visalia campus remains the largest among three locations within the Sequoias Community College District. It is home of COS's Allied Health Program (nursing, physical therapy assistant, EMT, pharmacy technician, nursing assistant), COS Athletics and performing arts (music, dance, theatre).

The Visalia campus is home to the district superintendent/college president's office, and it is the regular meeting place for the District's Board of Trustees meetings, although the board meets annually in Hanford and Tulare as well.

Tulare College Center

4999 East Bardsley Avenue

Tulare California

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 Mooney Boulevard on Bardsley Avenue. Phases I and III of the project are complete. The campus was officially opened in January 2013. The campus currently hosts over 125 sections of courses each semester with over 2,500 seats filled and a student count of over 1,650 students.

Phase I includes over 90,000 square feet of classroom and laboratory space with a 12,000 square foot welding and construction shop. Phase III includes 65,000 square feet of equine, livestock and horticulture facilities.

The Tulare College Center offers a complement of student services including counseling, financial aid, tutorial and other services in addition to a wide variety of educational programs. Students can get their transcripts, financial aid, Associated Student Body Cards (and bus passes), photo identification cards, counseling appointments, and assessment tests in Building A on the campus. Building A also includes a health center, bookstore, foodservice area, library, tutorial center

and other services offered to students as part of the college experience.

The Disability Resource Center, Extended Opportunity & Services Programs, Work Experience, Veterans, and Cal Works Departments will also have representation on the Tulare campus. With over 100,000 square feet of instructional and student services space, the Tulare College Center has all of the facilities necessary to provide students with a comprehensive college program in higher education.

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, and soils.

College of the Sequoias has an outstanding vocational agriculture program that offers nearly 20 certificate and degree programs. Programs include Agriculture Business Management, Plant Science, Agriculture Pest Management, Agriculture Power Equipment Technology, Animal Science, Dairy Science, Equine Science, Floral Technology, Landscape Design, Landscape Management, Nursery Management, and Plant Science.

Hanford Educational Center

925 13th Avenue

Hanford California


The COS Hanford Educational Center offers a wide variety of courses which range from transfer to vocational classes. The transfer classes include general education requirements such as the following: 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.

Anchor programs are offered at each of the College of the Sequoias campuses – meaning that those classes and/or programs are only offered at a specific campus. For COS Hanford, the anchor programs are those in the Public Safety arena. There are two POST Basic Police academies every year. In addition, a firefighter academy is offered in Spring of each year. Also, as part of these anchor programs, advanced officer training for peace officers and firefighters are offered every year, some of them 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 the following: 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.



Admissions
Matriculation
Transfer
Information

Admissions/Matriculation

All Student Registration at College of the Sequoias is completed online — at 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 in 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—(559) 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. 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. Details are available at www.cos.edu.
2. File one transcript of all previous high school and/or college academic records if the student wishes to:
 - a. Apply for a Certificate of Achievement or an Associate Degree.
 - b. Apply for financial assistance (EOPS, financial aid, veterans).
 - c. Apply for special programs, particularly in the health, arts, and sciences.
 - d. Validate that a prerequisite has been met either in high school or at another college.

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:**

Seventh–twelfth (7–12) grade students are required to complete an online admission application and submit a high school permission form to the Admissions and Records Office for every semester of attendance. Attendance is on a space-available basis only. High school accelerated students attending a class at COS are not considered “continuing students.” An additional form is required for 7th and 8th grade students. 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.

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 (Title 5 §54028; Education Code 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 (Title 5 §54022/Education Code 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 (Title 5 §54026). Residents of another state are nonresidents of California (Title 5 §54030). The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence (Title 5 §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 (Education Code 68075). 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 (Education Code 68074). During this time, the student should demonstrate intent to make California his/her permanent home.

Waiver of Nonresident Fees

Assembly Bill 540 (Firebaugh) provides for the waiver of nonresident tuition if: (1) the individual has attended a California high school for three or more years; (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.

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 \$190 per unit, the same as for other nonresident students. International and nonresident students must also pay the resident tuition of \$46 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.

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).

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, 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 (\$9 for students with 5 or fewer units; \$10 for students with 6 or more units), 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 non-resident 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 degrees, transfer, 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, the AP Calculus BC, or the AP Statistics Exam.

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 ten 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: Nonresident 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 (559) 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 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; 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 (559) 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:

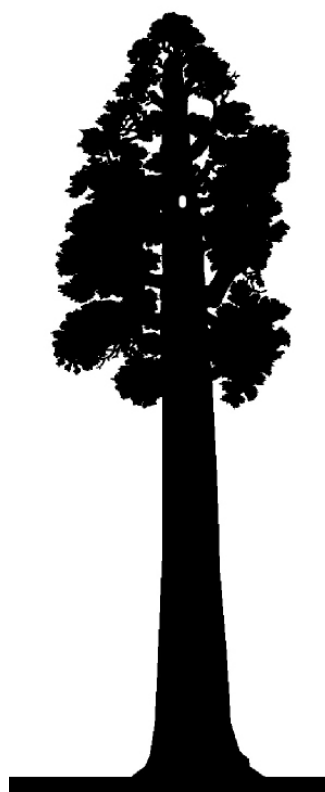
Subjects	Units Attempted	Units Passed	Grade	Grade Points
PEAC 015	1	1	C	2
ENGL 4	3	0	F	0
CHEM 20	4	4	A	16
GEOL 1	4	4	B	12
MATH 154	3	0	F	0
HW1	0	0	W	0
TOTAL	15	9		30

The grade point average equals 30 divided by 15, or 2.0.

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 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.

- 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.
- 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.
- 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) 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. (Administrative Procedure 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. It is the student's responsibility to monitor his/her schedule and to watch for email notification 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.

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. (Administrative Procedure 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 s/he 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 s/he 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 Procedure 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.

Repeatable Courses

Courses specifically designed as repeatable are designated "AB", "AC", and "AD" (ex., MUS 034AD). 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. Students 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 website.

Students will not be allowed to enroll in repeatable courses more than the maximum limit. A Course Audit Option (see Administrative Procedure 4070 – Auditing and Auditing Fees) is available for course attendance in repeatable courses once the repetition limit has been reached.

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, s/he must be granted prior approval. The Petition to Repeat a Course Form is available from Admissions and Records Office (Room 107) or the COS website. 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 §55042).

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

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 website and submit it for review to the Dean, Student Services. The decision of the Dean, Student Services, may be appealed to the Vice President, Student Services.

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 §555045). 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 §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 §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 §55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth in Title 5 §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 §55044) Students may not repeat variable unit open-entry/open-exit courses unless:

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

4. The student wishes to repeat the course to alleviate substandard work.

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

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

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 §55253(a).

E. Legally Mandated Training: Students are allowed to repeat a course when the repetition is necessary to enable students 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 §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 §56029.

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 §56029)

Courses that are Related in Content (CRCs)/ 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 an “NP”, “D”, “F” grade was earned or “W” was assigned; however, all enrollments count toward the four-enrollment maximum for each family of courses.

The college has developed fifty-one (51) 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).

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

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. (Administrative Procedure 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 accounts.

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 accounts.

Limitation on Withdrawals

Students may repeat courses two (2) times in which sub-standard grades (less than "C") were earned or a withdrawal ("W") is assigned (Board Policy 4225). However, in support of the College's philosophy of quality collegiate education and following the guidelines of Title 5 §55024(a)(9), 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 second week (2nd day for Summer Session).

Military withdrawals shall not be counted in progress probation and dismissal calculations (Title 5 §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 §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 the 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). A hard copy of grades may be obtained at no cost from the website (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 §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 §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 Admissions 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 §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 Chair and 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: Eng 123, 124, 125 and 126, IS 308, LIBR 425, PTA 160, PTA 161. Pass and No Pass grades are not counted in GPA. (Pass is equivalent to “C” or better.)

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.

Prerequisites and Corequisites

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

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 65 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 corequisite 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 corequisite, 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 student registers for that subsequent term.

Grounds for challenge are as follows (per Title 5 §55003(p)):

- a. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.
- b. The prerequisite or corequisite is in violation of Title 5 §55003.
- c. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- d. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
- e. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

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 (Administrative Procedure 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 (Title 5 §55031; Board Policy 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 (Administrative Procedure 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 Admissions 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,” “NC” and “NP” are recorded shall

be removed from probation when the percentage of units in this category drops below 50 percent.

Computation: Progress Percentage equals
Total Units with "W," "I," "NC" and "NP"
Divided by Total Units Enrolled.

Progress Dismissal Procedures

A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled with entries of "W," "I," "NC" and "NP" 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 Admissions 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 within 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 §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 §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 (Administrative Procedure 4226).

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.

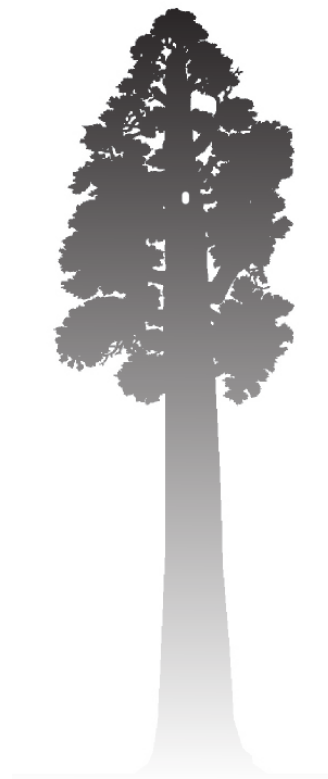
We have three variations of online/hybrid classes at COS:

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.



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 Procedures 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, corequisites, 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 in the Administrative Procedure).

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), 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 "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 the following:

- 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 the following:

- 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 the following:

- 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 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 recontact 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, §59320 42 U.S.C. sections 2000d, 2000e et. seq. (Title VI, VII) 42 U.S.C. section 2000h – 2 (Title IX) Title 5, §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 Administrative Procedure 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. Furthermore, an instructor may lower a grade, including giving an "F" or no credit on an assignment, essay, project, test, or quiz that involves cheating or plagiarism.
 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. As per California Penal Code, the District Police may restrict students from campus or facilities.
 5. The Superintendent/President of the District may impose suspension or recommend expulsion.
 6. 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 (Administrative Procedure 5502).

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 s/he 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 s/he 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. (Administrative Procedure 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 in front of Moro Building (east side)**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.

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 Student Senate 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, §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 Senate. 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 Senate. Members comprising the Student Senate 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 Student Senate.

COS Bookstore

The COS Bookstore welcomes students to College of the Sequoias. Conveniently located on the Visalia 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

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, 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, 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.

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 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, contact the CARE Office by calling (559) 730-3818 or visiting the office located in the Sequoia Building on the Visalia Campus. Online: 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.

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. (Administrative Procedure 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. (Administrative Procedure 3520)

The District Police Department is located on the Visalia campus 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. Students may also visit the DRC Office in the Sequoia Building on the Visalia campus.

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.

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 or to 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, contact the EOPS Office by calling (559) 730-3818, by visiting the office located in the Sequoia Building on the Visalia Campus, or online: www.cos.edu/eops.

Financial Aid Programs

College of the Sequoias recognizes that many students need financial assistance to pursue their educational goals and strives to provide this assistance to 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. 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, visit www.studentaid.ed.gov. For COS financial aid policies and procedures, go to 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

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 also 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.
- 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

College of the Sequoias's Financial Aid Office will evaluate students' academic progress at the end of each term (fall, spring, and summer) following the official posting of grades in 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.
- 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.

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. 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

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 his/her 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 students several food service areas.

Food snacks are available at the Tulare and Hanford campuses. In Tulare, food options are available in Building A as well as vending options in Building B. In Hanford, food options are available in the student lounge.

In Visalia, Carl's Jr., COS Cafe and TaCOS are located in the Alta Peak Student Union. They are open Monday through Thursday 7:30am – 7:00pm and Fridays 7:30am – 1:00pm. 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 8:00am – 2:00pm.

Also in Visalia, 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 7:00am – 9:00pm Monday through Thursday, and 7:00am – 2:00pm on Fridays.

Finally, 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 7:00am – 5:00pm, Monday through Thursday, and 7:00am – 2:00pm on Fridays.

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 on the Visalia campus. 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 HEALTH CENTER.

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 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 – 4:00pm
Friday: 8:00am – 12:00pm

Hanford

Monday – Thursday: 8:00am – 7:00pm
Friday: 8:00am – 4:00pm
Reference Librarian is available:
Monday and Tuesday: 8:00am – 7:00pm
Wednesday and Thursday: 8:00am – 4:00pm

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 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.

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.

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

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, 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 — on-line games and social sites are not permitted. The Computer Commons is closed during holiday weekends and school breaks. Summer school hours will be posted at the entrance.

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

First-Year Experience Program

First-Year Experience (FYE) is a program that works with students in their first year, by giving new students access to English and Math classes that have the added support of tutors and peer mentors. FYE continues to serve students after they finish their first year by providing a number of benefits to assist and serve the students as they continue their education at COS. Additional program benefits are program counselors, a computer lab, workshops, campus visits, and laptop and textbook checkouts. For more information, contact the FYE office: Sycamore Building, room 109 on the Visalia Campus 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 week 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 website: www.cos.edu.

Students selecting the online option will go to 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 the 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 website at 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 of- fice; 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. 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 Outreach Office is located in the Sequoia Building, room 104. Students and guests are welcome to drop in between the hours of 8:00am – 4:30pm. To contact the Outreach Department call the Coordinator at (559) 730-3700 or email 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 five-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. The PASEO Staff will guide them through the 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 provides 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 five-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 at (559) 737-4845; or email: charlesr@cos.edu.

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 or teresag@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. 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 \$19.00 per semester, and \$16.00 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, call the Student Health Center at (559) 730-3880.

Transfer Center Services

These services 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. Contact Transfer Services by calling (559) 730-3730.

Tutorial Center

The Tutorial Center provides small group tutoring and walk-in tutoring for a variety of subjects, including 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 7:30am – 7:30 pm and Fridays 7:30am – 3:30pm. 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, call (559) 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 visit the Veterans' Office located in the Sequoia Building, room 106 or call (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 accounts
- Set up a Giant email 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
- 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 8:00am – 4:30pm Monday through Friday. To contact the Welcome Center, call the Coordinator at (559) 730-3700, or email careertransfer@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, under-employed or economically disadvantaged. For more information, 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).

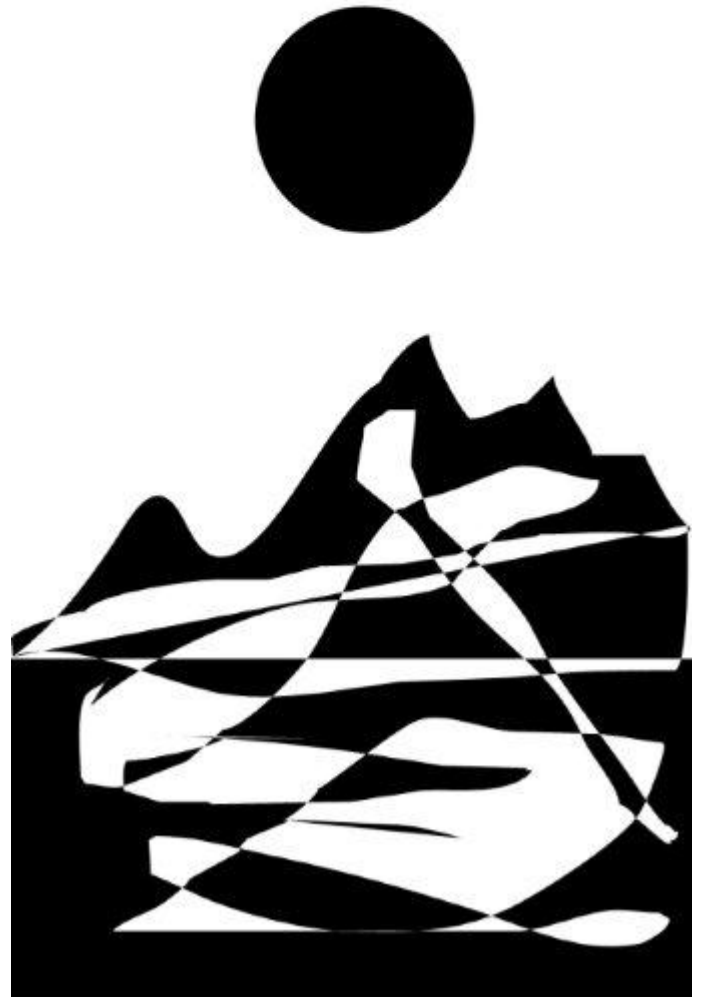
Students interested in participating may contact Lisa Greer in the Sycamore Building, or call (559) 730-3742.

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. For more information, contact the Work Study Specialist at (559) 730-3864.

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, visit the Student Services Specialist in the CalWORKs Office in the Sequoia Building-Room 112.



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

California's largest industry is Agriculture. College of the Sequoias is situated in the heart of Tulare county, which is among the top agriculture-producing counties in the nation. In recognition of these two facts, the newly-constructed Tulare College Center opened in January 2013. The campus is home to a 450-acre farm with land dedicated to the production of crops. It has an Animal Science Complex with lab areas for beef cattle, swine, sheep and horses. The Tulare College Center campus also includes a Veterinary Technology lab and lab areas for Plant Science and Horticulture.

A variety of educational and career opportunities are available for all agriculture students. These include Achievement 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 experienced teachers who are experts in their disciplines and 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 important and have an active presence on campus. The Ag Council oversees activities by the Ag Ambassadors, Ag Business, Ag Mechanics, Livestock, Dairy, Equine, Ornamental Horticulture, Floriculture, and Plant/Crop 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 Financial Recordkeeping
- 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 March 2013)

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; FASH 076 transfers to UC system. 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 sixteen 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, Agricultural Transportation, Automotive Technology, Architecture, Construction Technology, Drafting Technology, Electronics, Information Technology, Electrician Training, Water and Waste Water Treatment, Graphic Design, Heating Ventilation and Air Conditioning, Industrial Maintenance, 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 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, 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 Writing Center, a place for any student in any discipline to receive feedback and assistance on any college writing project at any stage of the writing process. The Writing Center offers students across campus support and resources from laptop computers and printing capabilities to trained student tutors and English and ESL faculty to help with any essay. Increasingly, employers demand strong reading and writing skills of their employees, in addition to the ability to work with a variety of people successfully: English classes hone these skills. An English major prepares a student for a number of professional opportunities—law, teaching, publishing, broadcasting, journalism, and many more. The department also 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 non-credit beginning, intermediate, and advanced certificates 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

Terri Paden, 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; 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 and Allied Health Division website or the Nursing Division Office for additional information. A nursing program information tutorial is available at the Nursing Division Office.

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

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.

The purpose of the PTA program is to provide the necessary academic, lab and clinical experiences to provide students with the professional competencies necessary to provide Physical Therapy services under the direction of a Physical Therapist. The program admits 26 new PTA students per year following the application cycle. The program welcomes qualified applicants regardless of race, gender, age or ethnic origin.

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. 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 for 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

The faculty and staff of the Social Science Division are dedicated to helping students develop their intellectual, personal and civic potential through the study of the human condition. Social scientists use various methods to make decisions including reasons, emotions and the scientific method. Courses cover several disciplines that might be of interest for students planning a career, participating as a citizen and living a meaningful life.

Administration of Justice

Anthropology

Human Services

Economics

Ethnic Studies

Geography

History

Philosophy

Political Science

Psychology

Social Science

Sociology

Students have many options for designing a workable schedule and choosing a successful learning environment. Classes are available in daytime and evening. Some classes start later in the semester. A student can learn face-to-face in a classroom, learn online using a computer or learn with a combination of online and face-to-face in a hybrid class. Most information is presented several ways to help learners whether it is a lecture, visual presentation, small-group discussion or student presentation.

Social Science professors guide students to success. Courses meet four-year university transfer and community college associate degree requirements. Degrees available in the Social Sciences Division include:

Transfer Degrees

Administration of Justice
 Political Science
 Psychology
 Sociology

Not for transfer Degrees and Certificates

Administration of Justice: Law Enforcement Degree
 Administration of Justice: Corrections Degree
 Human Services (Social Work) Degree
 Human Services (Social Work) Certificate
 Liberal Arts with an area of emphasis in Social and Behavioral Sciences

Caring professors welcome and 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

Meng Vang, 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.

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 major 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 Counseling and Human Development courses provide an opportunity for students to develop career decision making and college success skills. In addition to the courses, the Division offers college orientation 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.

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.

First-Year Experience Program

First-Year Experience (FYE) is a program that works with students in their first year, by giving new students access to English and Math classes that have the added support of tutors and peer mentors. FYE continues to serve students after they finish their first year by providing a number of benefits to assist and serve the students as they continue their education at COS. Additional program benefits are program counselors, a computer lab, workshops, campus visits, and laptop and textbook checkouts. For more information, contact the FYE office: Sycamore Building, room 109 on the Visalia Campus or call (559) 730.3926.

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 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 or AS-T in the following areas:

Administration of Justice AS-T
 Art History AA-T
 Communication Studies AA-T
 English AA-T
 Geology AS-T
 Political Science AA-T
 Psychology AA-T
 Sociology AA-T
 Spanish AA-T

Requirements are 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.

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, 4L, 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, 65, 66, 67, 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*

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 4*, 5*, 17*, 18*, 23*, 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. If HIST 17 or 18 is used to meet Area C2 above, choose one course from Group 2 and two additional courses from Group 1 and/or Group 3.

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

One course, 4 semester units:

ENGL 1

Group B Critical Thinking-English Composition

One course, 3 semester units:

ENGL 2

PHIL 25

Group C Oral Communication (CSU Requirement Only)

One course, 3 semester units:

COMM 1, 7, 8

Area 2

Mathematical Concepts and Quantitative Reasoning

One course, 3 semester units minimum:

MATH 21*, 65, 66, 67, 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**

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 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

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 SciencesCHEM 1*, 2*, 12*, 13*, 20*, 21*, 30*PHYS 5*, 6*, 7*, 20*, 21*ASTR 10; GEOG 1, 1L; GEOL 1, 4, 4L, 12MET 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 Requirement B 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, 30, 70, 71

Art

1, 2, 3, 4, 5, 6, 7, 8, 9, 15, 16, 23, 25, 32, 33, 43, 44, 49, 50, 61,

62, 63, 64, 66, 67

Astronomy

10

Biology

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

+No credit for BIOL 20 or 22 if taken after BIOL 1

+No credit for BIOL 21 if taken after BIOL 2

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, 51, 54, 58, 59, 62, 63, 70, 71, 80, 81, 85

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, 4L, 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*, 65+, 66+, 67+, 70, 75+, 76+, 77+, 80, 81

+65 and 75 combined: maximum credit allowed, one course

+66 and 76 combined: maximum credit allowed, one course

+67 and 77 combined: maximum credit allowed, one course

*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, 37, 38, 39, 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 combined: 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.

Degree 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 in 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 in 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 elective 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:
- MATH 230 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
 - 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 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:
- 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**
 - Pass information competency examination (LIBR 490AB) with a score of at least 75%. Students will be allowed two attempts - only once per semester. 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, 65, 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
BIOL 1, 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, 66
BUS 185
CINA 31, 32
DRAM 1, 2, 3, 6
ENGL 4, 10, 15, 16, 18, 19, 30, 31, 44, 45, 46
ETHN 1, 2, 3, 4
HIST 4, 5, 23, 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; or
- B. any academic year while continuous enrollment is maintained at College of the Sequoias; or
- 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, P, NP, 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 state-wide 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-/corequisites 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's 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, www.aerc-eval.com
APIE	(Academic & Professional International Evaluations, Inc.) (562) 594-6498, www.apie.org
IERF	(International Education Research Foundation) (310) 258-9451, www.ierf.org
NACES	(The National Association of Credential Evaluation Services) Email: info@naces.org , http://www.naces.org/
WES	(World Education Service) www.wes.org

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 are those units 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.

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 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.



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 Advanced Placement credits. (Administrative Procedure 4236)

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 IGEC 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**	IGEC 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 or C1 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)

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:		N/A		N/A	N/A	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	S C O R E	COS Course(s) Units () GE Area	S C O R E	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

Certificates of Achievement* (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.

*Certificates of Achievement may have a total unit count of 12-17.5 units. These too are approved by the Chancellor's Office.

How to Apply for a Certificate

Awarding of Certificates

1. Skill Certificates (17.5 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.
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.

TRiO

COLLEGE *of the* SEQUOIAS



Upward Bound Math & Science

The Upward Bound Math & Science Program at College of the Sequoias is a pre-college educational enrichment program funded through a Federal TRiO Grant by the U.S. Department of Education. It is designed to assist low-income and/or potential first-generation college students further their education beyond high school.

The program provides an array of academic services to help generate the skills and motivation necessary for a successful post-secondary educational experience.

The goal of the UBMS program is to strengthen the math and science skills of participating students, to help them to recognize and develop their potential to excel in these subjects and to encourage them to pursue college degrees in STEM.

TRiO Works!

Student Support Services

The Student Support Services Program at College of the Sequoias is a college educational enrichment program funded through a Federal TRiO Grant by the U.S. Department of Education. It is designed to assist low-income and/or first-generation college students meet college requirements by providing them with opportunities for academic development.

The program also provides participants an array of academic services to help generate the skills and motivation necessary for a successful completion of their post-secondary educational experience.

The goal of the SSS program is to enhance the academic skills of students to increase retention, graduation and transfer rates of eligible students. Our goal is to also foster an educational climate supportive of the success of all program participants.

TRiO Programs
North Sequoias Building - Room 9
(559) 737-5400

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.

GENERAL EDUCATION OUTCOMES

1. Communication

Outcome: Students will demonstrate the ability to use reading, writing, and oral communication skills to organize, express, and absorb ideas and information in interpersonal, group, organizational, and presentational settings. These skills will be demonstrated through activities including, but not limited to the following:

- Writing with precision and clarity to express complex thoughts
- Reading, retaining, restating, and applying ideas for a variety of purposes, including analysis, information, persuasion, enjoyment, and appreciation
- Articulating thinking with clarity of speech and connecting one's own ideas to larger conversations
- Considering and engaging the ideas of others thoughtfully and respectfully

2. Problem Solving/Critical Thinking

Outcome: Students will demonstrate the ability to think critically and to solve problems using data, analysis, interpretation, and reasoning skills. These abilities will be demonstrated through activities including, but not limited to the following:

- Demonstration of observation skills
- Making connections and drawing inferences
- Analyzing and solving complex problems across a range of academic contexts
- Identifying one's own and others' assumptions, biases, and their consequences
- Constructing sound arguments and analyzing arguments of others
- Considering and evaluating rival hypotheses
- Employing a variety of problem-solving techniques
- Integrating knowledge across a range of contexts
- Locating, evaluating and synthesizing information from a variety of sources to develop and support a position
- Selecting an appropriate process, solution, or decision

3. Global Perspective/Social Responsibility

Outcomes:

1. Students will demonstrate the ability to understand and interpret events and issues within a global perspective.
2. Students will demonstrate ethical and cultural awareness and foster an appreciation of diversity through appropriate and effective modes of social interaction.

These abilities will be demonstrated through activities including, but not limited to the following:

- Expressing an understanding of the interconnections and interactions between and among people and systems (political, economic, social, and natural)
- Describing the impact of the global economy on life, work, and opportunities
- Recognizing the commonality of human experience across cultures
- Recognizing the influence of diverse cultural perspectives on human thought and behavior
- Recognizing the cultural and historical value of human expression.
- Defining personal responsibility in a given circumstance
- Exhibiting respect for the rights, views, and work of others
- Displaying behavior consistent with the ethical standards within a discipline or profession

4. Self-Awareness, Development and Responsibility

Outcome: Students will demonstrate the ability to set individual goals and devise strategies for educational, personal, and professional development in a changing world. These abilities will be demonstrated through activities including, but not limited to the following:

- Appreciating the value and importance of inquiry and the learning process
- Increasing efficiency through the use of technology
- Working effectively with others to accomplish tasks
- Recognizing one's own biases and values
- Demonstrating the ability to give and receive constructive feedback
- Setting and maintaining goals related to health and well-being
- Behaving appropriately in a variety of situations, circumstances, and roles
- Recognizing conflict and employing conflict resolution skills when appropriate

Alphabetical Listing of all Certificates and Majors

A

Accounting - Certificate of Achievement	203
Accounting - Not for Transfer (AS)	136
Administration of Justice for Transfer (AS-T)	96-97
Administration of Justice: Corrections - Not for Transfer (AS)	137-138
Administration of Justice: Law Enforcement - Not for Transfer (AS)	139-140
Administrative Assistant - Not for Transfer (AS)	141
Administrative Assistant – Certificate of Achievement	204
Adobe Illustrator – Skill Certificate	205
Adobe InDesign – Skill Certificate	206
Adobe PhotoShop – Skill Certificate	207
Aeronautical & Aviation Technology - Not for Transfer (AS)	142-143
Aeronautical and Aviation Technology - Certificate of Achievement	208
Agricultural Business Management - Not for Transfer (AS)	144
Agricultural Business Management - Certificate of Achievement	209
Agricultural Pest Management - Certificate of Achievement	210
Agricultural Power Equipment Technician - Skill Certificate	211
Agricultural Science - Skill Certificate	212
Agricultural Technology - Certificate of Achievement	213
Agricultural Transportation - Skill Certificate	214
Air Cond Control Systems - Skill Certificate	215
American Sign Language - Not for Transfer (AA)	145
Animal Science - Not for Transfer (AS)	146
Animal Science - Certificate of Achievement	216
Architecture - Not for Transfer (AS)	147-148
Architectural Design - Certificate of Achievement	217
Architectural Drafting - Certificate of Achievement	218
Architectural History - Skill Certificate	219
Architectural Visual Communication - Skill Certificate	220
Architecture - Certificate of Achievement	221
Art - Not for Transfer (AA)	149
Art History for Transfer (AA-T)	98-99
Autodesk AutoCad for Architecture – Skill Certificate	222
Autodesk AutoCAD for Drafting - Certificate of Achievement	223
Autodesk Maya - Skill Certificate	224
Automotive Technology - Not for Transfer (AS)	150
Automotive Air Conditioning Technology-Skill Certificate	225
Automotive Brake Systems - Skill Certificate	226
Automotive Chassis Technology - Skill Certificate	227
Automotive Electrical Technology - Skill Certificate	228
Automotive Emmissions Technology - Skill Certificate	229
Automotive Engine Technology - Skill Certificate	230
Automotive Power Train Systems Technology - Skill Certificate	231
Automotive Technology (Basic) - Certificate of Achievement	232

B

Biology - For Transfer (AS)	113-114
Building Information Modeling (BIM) – Skill Certificate	223
Business Financial Recording - Certificate of Achievement	234
Business , General - Certificate of Achievement	235
Business, General - Not for Transfer (AS)	151

C

Chemistry for Transfer - AS	115-116
Child Development - Not for Transfer (AS)	152
Child Development - Assistant - Skill Certificate	236
Child Development - Associate Teacher - Skill Certificate	237
Child Development - Special Education – Certificate of Achievement	238
Child Development - Teacher - Certificate of Achievement	239
CISCO: CCNA Academy- Skill Certificate	240
Commercial Art - Certificate of Achievement	241
Communication Studies - Skill Certificate	242
Communication Studies for Transfer (AA-T)	100
COMP TIA A + - Skill Certificate	243
Computer and Information Systems-Not for Transfer (AS)	153
Computer Applications - Certificate of Achievement	244
Computer and Information Systems - Certificate of Achievement	245
Computerized Office Procedures - Not for Transfer (AS)	154
Computerized Office Procedures - Certificate of Achievement	246
Construction Inspection - Certificate of Achievement	247
Construction Inspection - Not for Transfer (AS)	155
Construction Technology - Certificate of Achievement	248
Construction Technology - Not for Transfer (AS)	156
Consumer Family Studies - Not for Transfer (AS)	157

D

Dairy Science - Not for Transfer (AS)	158
Dairy Science - Certificate of Achievement	249
Dance - Not for Transfer (AA)	159-160
Dassault Systemes Solidworks - Certificate of Achievement	250
Drafting Technology - Not for Transfer (AS)	161
Dramatic Arts: Acting: Acting - Not for Transfer (AA)	162
Dramatic Arts: Technical - Not for Transfer (AA)	163

E

ECT Air Cond, Heating and Refrigeration Systems – Skill Certificate	251
Electrician Training - Certificate of Achievement	252
Emergency Medical Technician B - Skill Certificate	253
Engineering for Transfer (AS)	117
English for Transfer (AA-T)	101-102
Environmental Control Technology (HVAC) - Not for Transfer (AS)	164
Environmental Control Technology - Certificate of Achievement	254
Equine Science - Skill Certificate	255
ESL Advanced Level Certificate of Completion (Noncredit)	256
ESL Beginning Level Certificate of Completion (Noncredit)	257

ESL Intermediate Level Certificate of Completion (Noncredit).....	258	Music: Vocal Emphasis - Not for Transfer (AA).....	187-188
F		N	
Fashion Design - Not for Transfer (AS)	165	Nursing Assistant - Skill Certificate	277
Fashion Design - Certificate of Achievement	259	O	
Fashion Merchandising - Not for Transfer (AS)	166	Ornamental Horticulture - Certificate of Achievement	278
Fashion Merchandising - Certificate of Achievement	260	Ornamental Horticulture - Not for Transfer (AS)	189
Fire Technology - Skill Certificate	261	Ornamental Horticulture: Retail Nursery - Skill Certificate	279
Fire Technology - Not for Transfer (AS).....	167-168	P	
Fire Technology - Certificate of Achievement.....	262-263	Paralegal - Not for Transfer (AS).....	190-191
Floral Technology - Certificate of Achievement.....	263	Paralegal - Certificate of Achievement	280-281
Food Services, Advanced Skills - Certificate of Achievement	264	Pharmacy Technician - Skill Certificate	282
Food Services, Basic Skills - Skill Certificate	265	Physical Education - Not for Transfer (AA)	192
Food Services, Intermediate Skills - Skill Certificate	266	Physical Science for Transfer (AA).....	120
G		Physical Therapist Assistant - Not for Transfer (AS).....	193-194
Geology for Transfer (AS-T).....	103-104	Physics for Transfer (AS).....	121
Graphic Design - Certificate of Achievement.....	267	Plant Science - Certificate of Achievement.....	283
Graphic Design - Not for Transfer (AS).....	169	Plant Science - Not for Transfer (AS)	195
H		Political Science for Transfer (AA-T).....	105
Health Education - Not for Transfer (AA)	170	P.O.S.T. Certified Basic Police Academy - Certificate of Achievement	284
Human Services (Social Work)-Certificate of Achievement	268	Programmable Logic Controllers - Skill Certificate	285
Human Services (Social Work) - Not for Transfer (AS) .	171-172	Psychology for Transfer (AA-T).....	106-107
I		R	
Industrial Maintenance Technology - Certificate of Achievement	269	Registered Nursing - Not for Transfer (AS).....	196-200
Industrial Maintenance Technology-Not for Transfer (AS) .	173	S	
Interpreter (Spanish) - Skill Certificate.....	270	Sociology for Transfer (AA-T)	108-109
J		Spanish for Transfer (AA)	122-123
Journalism - Not for Transfer (AA)	174-175	Spanish for Transfer (AA-T)	110-111
L		Sports Medicine/Athletic Trainer for Transfer (AS).....	124-125
Landscape Design - Skill Certificate	271	T	
Landscape Management - Certificate of Achievement.....	272	Tactile Mechanical Drafting - Skill Certificate	286
Landscape Management - Not for Transfer (AS).....	176	Transfer Studies with an Area of Emphasis in Agriculture and Environmental Science (AA).....	126
Law Office Clerk/Receptionist - Skill Certificate	273	Transfer Studies with an Area of Emphasis in Arts and Humanities (AA).....	127
Legal Secretary - Skill Certificate.....	274	Transfer Studies with an Area of Emphasis in Business (AA).....	128
Liberal Arts with an Area of Emphasis in Arts and Humanities (AA)	177	Transfer Studies with an Area of Emphasis in Communication Studies (AA)	129
Liberal Arts with an Area of Emphasis in Communications (AA)	178	Transfer Studies with an Area of Emphasis in Elementary Teaching Preparation (AA).....	130-131
Liberal Arts with an Emphasis in Health and Physical Education (AA)	179	Transfer Studies with an Area of Emphasis in Math and Science (AA).....	132-133
Liberal Arts with an Emphasis in Natural Science (AA)	180	Transfer Studies with an Area of Emphasis in Social and Behavioral Sciences (AA)	134
Liberal Arts with an Area of Emphasis in Social and Behavioral Science (AA)	181	W	
M		Water & Wastewater Treatment - Skill Certificate	287
Marketing Management - Certificate of Achievement.....	275	Welding Technology - Certificate of Achievement.....	288
Mathematics for Transfer (AS)	118-119	Welding Technology - Not for Transfer (AS).....	201
Mechanical Drafting - Certificate of Achievement.....	276	Word Processing - Skill Certificate	289
Music: Instrumental - Not for Transfer (AA)	182		
Music: Keyboard - Not for Transfer (AA).....	183-184		
Music: Theory/Composition - Not for Transfer (AA)....	185-186		

Alphabetical Listing of All Majors and Certificates by Division

Agriculture

Agricultural Business Management - Not for Transfer (AS)	144
Agricultural Business Management - Certificate of Achievement	209
Agricultural Pest Management - Certificate of Achievement	210
Agricultural Power Equipment Technician - Skill Certificate	211
Agricultural Science - Skill Certificate	212
Agricultural Technology - Certificate of Achievement	213
Agricultural Transportation - Skill Certificate	214
Animal Science - Not for Transfer (AS)	146
Animal Science - Certificate of Achievement	216
Dairy Science - Not for Transfer (AS)	158
Dairy Science - Certificate of Achievement	249
Equine Science - Skill Certificate	255
Floral Technology - Certificate of Achievement	263
Landscape Design - Skill Certificate	271
Landscape Management - Not for Transfer (AS)	176
Landscape Management - Certificate of Achievement	272
Ornamental Horticulture - Certificate of Achievement	278
Ornamental Horticulture - Not for Transfer (AS)	189
Ornamental Horticulture: Retail Nursery - Skill Certificate	279
Plant Science - Not for Transfer (AS)	195
Plant Science - Certificate of Achievement	283

Business

Accounting - Not for Transfer (AS)	136
Accounting - Certificate of Achievement	203
Administrative Assistant - Not for Transfer (AS)	141
Administrative Assistant - Certificate of Achievement	204
Business Financial Recordkeeping- Certificate of Achievement	234
Business, General - Not for Transfer (AS)	151
Business, General - Certificate of Achievement	235
Computer and Information Systems-Not for Transfer (AS)	153
Computer & Information Systems - Certificate of Achievement	245
Computer Applications - Certificate of Achievement	244
Computerized Office Procedures - Not for Transfer (AS)	154
Computerized Office Procedures - Certificate of Achievement	246
Law Office Clerk/Receptionist - Skill Certificate	273
Legal Secretary - Skill Certificate	274
Marketing Management - Certificate of Achievement	275
Paralegal - Not for Transfer (AS)	190-191
Paralegal - Certificate of Achievement	280-281
Word Processing - Skill Certificate	289

CFS

Child Development Assistant - Skill Certificate	236
Child Development - Not for Transfer (AS)	152

Child Development - Associate Teacher - Skill Certificate	237
Child Development - Special Education - Certificate of Achievement	238
Child Development - Teacher - Certificate of Achievement	239
Consumer Family Studies - Not for Transfer (AS)	157
Fashion Design - Not for Transfer (AS)	165
Fashion Design - Certificate of Achievement	259
Fashion Merchandising - Not for Transfer (AS)	166
Fashion Merchandising - Certificate of Achievement	260
Food Services, Advanced Skills - Certificate of Achievement	264
Food Services, Basic Skills - Skill Certificate	265
Food Services, Intermediate Skills - Skill Certificate	266

Fine Arts

Art - Not for Transfer (AA)	149
Art History for Transfer (AA-T)	98-99
Commercial Art - Certificate of Achievement	241
Communication Studies - For Transfer (AA-T)	100
Communication Studies - Skill Certificate	242
Dramatic Arts: Acting - Not for Transfer (AA)	162
Dramatic Arts: Technical - Not for Transfer (AA)	163
Music: Instrumental - Not for Transfer (AA)	182
Music: Keyboard - Not for Transfer (AA)	183-184
Music: Theory/Composition -Not for Transfer (AA)	185-186
Music: Vocal Emphasis - Not for Transfer (AA)	187-188

Industry and Technology

Adobe Illustrator - Skill Certificate	205
Adobe InDesign - Skill Certificate	206
Adobe PhotoShop - Skill Certificate	207
Aeronautical & Aviation Technology - Certificate of Achievement	208
Aeronautical and Aviation Technology - Not for Transfer (AS)	142-143
Air Cond Control System - Skill Certificate	215
Architectural Design - Certificate of Achievement	217
Architectural Drafting - Certificate of Achievement	218
Architectural History - Skill Certificate	219
Architectural Visual Communication - Skill Certificate	220
Architecture - Certificate of Achievement	221
Architecture - Not for Transfer (AS)	147-148
Autodesk AutoCAD for Architecture - Skill Certificate	222
Autodesk AutoCAD for Drafting - Certificate of Achievement	223
Autodesk Maya - Skill Certificate	224
Automotive Air Conditioning Technology-Skill Certificate	225
Automotive Brake Systems - Skill Certificate	226
Automotive Chassis Technology - Skill Certificate	227
Automotive Electrical Technology - Skill Certificate	228
Automotive Emmissions Technology - Skill Certificate	229
Automotive Engine Technology - Skill Certificate	230
Automotive Power Train Systems Technology - Skill Certificate	231
Automotive Technology (Basic) - Certificate of Achievement	232
Automotive Technology - Not for Transfer (AS)	150
Building Information Modeling (BIM) - Skill Certificate	223

CISCO: CCNA Academy - Skill Certificate.....	240
COMP TIA A + - Skill Certificate.....	243
Construction Inspection - Certificate of Achievement	247
Construction Inspection - Not for Transfer (AS).....	155
Construction Technology - Certificate of Achievement.....	248
Construction Technology - Not for Transfer (AS).....	156
Dassault Systemes Solidworks - Certificate of Achievement	250
Drafting Technology - Not for Transfer (AS).....	161
ECT Air Cond, Heating and Refrigeration Systems - Skill Certificate	251
Electrician Training - Certificate of Achievement.....	252
Environmental Control Technology - Certificate of Achievement	254
Environmental Control Technology (HVAC) - Not for Transfer (AS)	164
Graphic Design - Certificate of Achievement.....	267
Graphic Design - Not for Transfer (AS).....	169
Industrial Maintenance Technology - Certificate of Achievement	269
Industrial Maintenance Technology-Not for Transfer (AS) .	173
Mechanical Drafting - Certificate of Achievement.....	276
Programmable Logic Controllers - Skill Certificate	285
Tactile Mechanical Drafting - Skill Certificate	286
Water & Wastewater Treatment - Skill Certificate	287
Welding Technology - Certificate of Achievement.....	288
Welding Technology - Not for Transfer (AS).....	201

Language Arts and Communications

American Sign Language - Not for Transfer (AA)	145
English - For Transfer (AA-T).....	101-102
ESL Advanced Level Certificate of Completion (Noncredit)	256
ESL Beginning Level Certificate of Completion (Noncredit)	257
ESL Intermediate Level Certificate of Completion (Noncredit)	258
Interpreter (Spanish) - Skill Certificate.....	270
Journalism - Not for Transfer (AA)	174-175
Spanish for Transfer (AA)	122-123
Spanish for Transfer (AA-T)	110-111

Math and Engineering

Engineering - For Transfer (AS).....	117
Mathematics - For Transfer (AS)	118-119

Nursing

Emergency Medical Technician B - Skill Certificate.....	253
Nursing Assistant - Skill Certificate	277
Pharmacy Technician - Skill Certificate	282
Physical Therapist Assistant - Not for Transfer (AS).....	193-194
Registered Nursing - Not for Transfer (AS).....	196-200

Physical Education

Dance - Not for Transfer (AA).....	159-160
Health Education - Not for Transfer (AA)	170
Physical Education - Not for Transfer (AA).....	192
Sports Medicine/Athletic Trainer - For Transfer (AS) ...	124-125

Social Sciences

Administration of Justice for Transfer (AS-T)	96-97
Administration of Justice: Corrections - Not for Transfer (AS)	137-138
Administration of Justice: Law Enforcement - Not for Transfer (AS)	139-140
Human Services (Social Work) - Not for Transfer (AS) .	171-172
Human Services (Social Work)-Certificate of Achievement	268
Political Science for Transfer (AA-T).....	105
Psychology - For Transfer (AA-T).....	106-107
Sociology - For Transfer (AA-T)	108-109

Science

Biology - For Transfer (AS).....	113-114
Chemistry - For Transfer (AS)	115-116
Geology - For Transfer (AS-T)	103-104
Physical Science - For Transfer (AS).....	120
Physics - For Transfer (AS)	121

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Basic Police Academy (P.O.S.T. Certified) - Certificate of Achievement	284
Fire Technology - Skill Certificate.....	261
Fire Technology - Certificate of Achievement.....	262
Fire Technology - Not for Transfer (AS).....	167-168

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Liberal Arts with an Area of Emphasis in Arts and Humanities (AA)	177
Liberal Arts with an Area of Emphasis in Communications (AA)	178
Liberal Arts with an Area of Emphasis in Health and Physical Education (AA)	179
Liberal Arts with an Area of Emphasis in Natural Science (AA)	180
Liberal Arts with an Area of Emphasis in Social and Behavioral Science (AA).....	181
Transfer Studies with an Area of Emphasis in Agriculture and Environmental Science (AA).....	126
Transfer Studies with an Area of Emphasis in Arts and Humanities (AA)	127
Transfer Studies with an Area of Emphasis in Business (AA).....	128
Transfer Studies with an Area of Emphasis in Communication Studies (AA).....	129
Transfer Studies with an Area of Emphasis in Elementary Teaching Preparation (AA).....	130-131
Transfer Studies with an Area of Emphasis in Math and Science (AA).....	132-133
Transfer Studies with a Area of Emphasis in Social and Behavioral Sciences (AA)	134



Extended Opportunity Programs & Services - EOPS

Mission

The Extended Opportunity Programs and Services (EOPS) at College of the Sequoias (COS) is dedicated to recruit and successfully retain college students of educationally and socioeconomically challenged backgrounds from Kings and Tulare Counties. 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.

Eligibility Requirements

- √ Be enrolled as a full-time student (at least 12 units per semester) at COS at the time of admittance*
- √ Be a resident of California for at least one year
- √ Qualify to receive Board of Governors Fee Waiver
- √ Complete and submit the Free Application for Federal Student Aid (FAFSA)
- √ Provide assessment information (COS English and Mathematics Placement Test)
- √ Meet the EOPS Income Criterion
- √ Have not completed more than 40 college units including basic skills and remedial units
- √ Submit a completed EOPS application and complete all of the above steps

* Waiver for full-time enrollment may be requested

Academic Support Services

- ◆ Academic, Financial, and Personal Counseling
- ◆ Early Alert Monitoring
- ◆ Tutorial Referrals
- ◆ Priority Registration
- ◆ Fieldtrips to Four-Year Universities
- ◆ Introduction to College Curriculum

Financial Support Services

The following student services are available for eligible EOPS students who have a demonstrated need:*

*Financial support services contingent on program funding

- ◆ EOPS Grant
- ◆ EOPS Student Plus Card (textbook assistance)
- ◆ Financial Aid Application Assistance
- ◆ Free Graduation Cap and Gown
- ◆ Four-Year University Application Fee Waiver
- ◆ Final Exam Supplies



College of the Sequoias

Extended Opportunity Programs and Services
915 South Mooney Boulevard, Sequoia Building - Room 108

Visalia, CA 93277

TEL: (559) 730-3818 FAX: (559) 737-4860

www.cos.edu/eops



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

Summary of Degrees

AA-T and AS-T for Transfer

AA and AS for Transfer

AA and AS Not for Transfer

- AA-T An **Associate in 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 37-39 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 in 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 37-39 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 37-39 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 37-39 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 for a total of 22 units
- 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 for a total of 22 units

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-T
AS-T
Degrees
for Transfer

These degrees are designed for students planning to transfer to a CSU in a similar major.

These degrees provides guaranteed admission to the CSU system, but not to a particular campus or major.

These degrees require a minimum of 60 units, including 37-39 units of transfer general education courses (IGETC or CSU GE Patterns).

Students should consult a COS counselor for assistance selecting transferable elective courses.

Associate in Science in Administration of Justice for Transfer (AS-T)

Division: Social Sciences

Students completing the Associate in Science in Administration of Justice for Transfer will be able to seamlessly transfer in the CSU system to pursue a baccalaureate degree in Administration of Justice. Students completing this degree will have an introductory foundation for the field of Administration of Justice through the study of the criminal justice system, corrections, law enforcement, court systems, ethics, and diverse populations as related to the justice system. Students will acquire critical and analytical thinking skills related to issues in the administration of justice system and demonstrate comprehension and appreciation of the connections, contributions, experiences, and potential conflicts of diverse populations as they interact with the criminal justice system. This degree is specifically intended to facilitate a seamless transfer to the CSU system, but it also provides the preparation necessary for immediate employment in city and county law enforcement, correctional officer, jail and juvenile hall detention officer, group home counselor.

PROGRAM OUTCOMES:

Students will have an understanding of and the ability to act upon the social responsibility that is entrusted to them to serve and protect the public in an ethical manner.

TRANSFER & CAREER OPPORTUNITIES: This Associate in Science in Administration of Justice for Transfer (AS-T) Degree is intended to meet the lower division requirements for administration of justice 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. Upon completion of this Associate in Science in Administration of Justice for Transfer (AS-T) Degree students will be prepared for employment in city and county law enforcement, correctional officer, jail and juvenile hall detention officer, and group home counselor. Most common career opportunities with a baccalaureate degree include: Highway Patrol, Municipal Police Departments, Probation and Parole, County Sheriff's Department, Department of Corrections, Fish and Game, county and state juvenile facilities and several federal law enforcement agencies.

	UNITS	GSUGE AREA	IGETC AREA
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	39		
B. General Education Transfer Curriculum (IGETC-CSU)**	37		
GE Units:	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.

(continued on next page)

The Associate in 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 6-9 units may be double counted above in 1A (CSUGE) or 3-6 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 in Science in Administration of Justice for Transfer (AS-T)

Division: Fine Arts

(continued from previous page)

2. REQUIRED MAJOR COURSES:			
A.	AJ 011	Intro to Criminal Justice	3 D10
B.	AJ 014	Criminal Law 1	3
C.	SSCI 025	Statistics - Social Sciences	3 B4 2A
		OR	
D.	MATH 021	Introduction to Statistics	4 B4 2A
		Required Major Courses Units:	9-10
3. RESTRICTED ELECTIVES-List A			
	Select two of the following courses:		
	AJ 112	Legal Aspects of Evidence	3
	AJ 118	Criminal Investigation	3
	AJ 119	Criminal Identification	3
	AJ 013	Community Relations	3
	AJ 121	Introduction to Corrections	3
	AJ 113	Juvenile Laws and Procedures	3
		Restricted Electives-List A Units:	6
4. RESTRICTED ELECTIVES-List B			
	Select one course from either List A or List B:		
	SOC 001	Introduction to Sociology	3 4J
	PSY 001	General Psychology	3 4I
	AJ 025	Constitutional Law	3
	AJ 045	Terrorism and Freedom	3
	AJ 111	Criminal Justice Communication	3
	AJ 114	Juvenile Delinquency	3
	AJ 115	Criminal Law 2	3
	AJ 117	Correction/Counseling	3
	AJ 130	Legal Aspects of Corrections	3
	AJ 123	Criminal Justice Ethics	3 C2
		Restricted Electives-List B Units:	3
5. ELECTIVES			
	Select additional transferable courses numbered 1 -199 to achieve 60 units:		
	Electives Units:		7-12
	Total Units:		60

The Associate in 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 6-9 units may be double counted above in 1A (CSUGE) or 3-6 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 in Arts in Art History for Transfer (AA-T)

Division: Fine Arts

Students completing the Associate in Arts in Art History for Transfer will be able to seamlessly transfer in the CSU system to pursue a baccalaureate degree in Art History or a similar major. Students completing this degree will have an introductory foundation for the field of Art History through the study of courses surveying Western and non-Western art from the Paleolithic era to the present and will acquire the ability to interpret works of art from an interdisciplinary and historical perspective.

PROGRAM OUTCOMES:

- Identify works of art according to artist(s), title and time period.
- Apply proper usage of art-specific terminology as it relates to media, processes and iconography.
- Discuss the relationship of works of art to human history by exploring their political, socio-cultural, economic, religious and intellectual context.
- Read and write effectively, understand the history of the creative experience and fundamentals in studio practices.
- Enter a four-year university as an Art History major and have the expertise to select a time period of emphasis for further study.

TRANSFER & CAREER OPPORTUNITIES: This Associate of Arts in Art History for Transfer (AA-T) Degree is needed to meet the lower division requirements for art history 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: education and gallery management.

	UNITS	GSUGE AREA	IGETC AREA
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	39		
B. General Education Transfer Curriculum (IGETC-CSU)**	37		
GE Units:	37-39		
<p>Required major courses that may double count for specific CSUGE and IGETC AREAs are designated in the CSUGE and IGETC columns. Completion of the CSU Graduation Requirement in U.S. History, Constitution & 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. ART 002 Art History/Ancient-Gothic	3	C1	3A
B. ART 003 Art History/Gothic-Modern	3	C1	3A
C. ART 008 Drawing Fundamentals	3		
Required Major Courses Units:	9		
3. RESTRICTED ELECTIVES-List A			
Select one of the following courses:			
ART004 Precol Art &Cult/Americas-Meso	3		
ART005 Precol Art&Cult/Americas-S.Ame	3		
Restricted Electives--List A Units:	3		

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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 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 in Arts in Art History for Transfer (AA-T)

Division: Fine Arts

(continued from previous page)

	UNITS	GSUGE AREA	IGETC AREA
4. RESTRICTED ELECTIVES-List B			
Select two courses from either List A or List B or a combination from both lists:			
ART006 Color and Design	3		
ART007 Advanced Color and Design	3		
ART049 Beginning Figure Drawing	3		
ART066 Beginning Sculpture	3		
ART061 Beg. Handbuilding Ceramics	3		
ART023 Macintosh Basic for Artists	3		
ART032 Beginning 3-D Design	3		
Restricted Electives--List B Units:	6		
5. ELECTIVES:			
Select additional transferable courses numbered 1-199 to achieve 60 units:			
Electives Units:	9 - 11		
Total Units:	60.00		

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 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 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		
B. General Education Transfer Curriculum (IGETC-CSU)**	37		
GE Units:	37-39		
<p>Required major courses that may double count for specific CSUGE and IGETC AREAs are designated in the CSUGE and IGETC columns. Completion of the CSU Graduation Requirement in U.S. History, Constitution & 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. COMM 001 Public Speaking	3*	A1	1C
B. COMM 004 Interpersonal Communication	3		
C. COMM 005 Argumentation and Debate	3*	A3	
D. COMM 007 Persuasion	3		
E. COMM 008 Group Communication	3		
F. COMM 009 Intercultural Communication	3*	D	4
Required Major Units:	18*		
3. ELECTIVES:			
Select additional transferable courses numbered 1-199 to achieve 60 units:			
Electives Units:	11-12		
Total Units:	60		

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 in Arts in English for Transfer (AA-T)

Division: Language Arts

This degree prepares students for a seamless transition to a California State University. Students completing this degree will have an introductory foundation for the field of English through the study of rhetorical, stylistic and mechanically sound writing and close reading in multiple literary genres, and will acquire facility in written argumentation and exposition, research, critical interpretation, and listening and speaking skills to enable logical and creative problem solving.

PROGRAM OUTCOMES:

Write cohesively, read literature with understanding, and reason logically about issues and ideas. Students will be prepared to enter a four-year university in this major as well as to gain entry level employment in any field that requires cogent reading, writing and reasoning skills.

TRANSFER & CAREER OPPORTUNITIES: This Associate in Arts in English for Transfer (AA-T) Degree is intended to meet the lower division requirements for English 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: work in education including teaching, publishing and editing, journalism, humanities-based careers, pre-law, theater or the entertainment fields. Students completing this major will find their lives enriched as often motifs and themes of great literature undergird the philosophies of and provide insight into other disciplines. The facility with writing that this major demands will also hold a student in good stead no matter what field of study or career s/he ultimately pursues.

	Units	CSUGE AREA	IGETC AREA
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	39		
B. Intersegmental General Education Transfer Curriculum (IGETC-CSU)**	37		
GE Units:	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. ENGL 002	Logic and Composition	3	A3	1B
B. ENGL 004	Composition and Literature	3	C2	3B
	Required Major Units:	6		

3. RESTRICTED ELECTIVES-List A

Choose two courses (minimum of 6 units)

ENGL 030	American Literature 1	3	C2	3B
ENGL 031	American Literature 2	3	C2	3B
ENGL 015	Survey of British Lit 1	3	C2	3B
ENGL 016	Survey of British Lit 2	3	C2	3B
ENGL 044	World Literature 1	3	C2	3B
ENGL 045	World Literature 2	3	C2	3B
	Restricted Electives-List A Units:	6		

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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 9-15 units may be double counted above in 1A (CSUGE) or 9-12 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 in Arts in English for Transfer (AA-T)

Division: Language Arts

(continued from previous page)

		Units	CSUGE AREA	IGETC AREA
4.	RESTRICTED ELECTIVES-List B Choose one course (minimum of 3 units) Any course from List A not used above			
	ENGL 014 Creative Writing	3	E	
	ENGL 010 Chicano Literature	3		
	ENGL 018 African American Literature	3		
	ENGL 046 Shakespeare	3		
	Restricted Electives-List B Units:	3		
5.	RESTRICTED ELECTIVES-List C Choose one course (minimum of 3 units) Any course from Lists A or B not used above			
	DRAM 001 Intro to the Theatre	3	C1	3A
	JOUR 001 Writing for New Media	3.5		
	LING 111 Introduction to Language	3		
	ENGL 019 Women in Literature	3		
	Restricted Electives-List C Units:	3		
	Total Required Major Units:	18		
6.	ELECTIVES: Select additional transferable courses numbered 1-199 to achieve 60 units:			
	Electives Units:	12-18		
	Total Units:	60.00		

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 9-15 units may be double counted above in 1A (CSUGE) or 9-12 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 in Science in Geology for Transfer (AS-T)

Division: Science

Students completing the Associate in Science in Geology for Transfer will be able to seamlessly transfer in the CSU system to pursue a baccalaureate degree in Geology. Students completing this degree will have an introductory foundation for the field of Geology through the study of the scientific method, Earth materials, Earth processes, and Earth history. They will acquire skills, knowledge, and abilities that enable students to use a scientific approach incorporating basic chemistry and mathematics to the study of the Earth; identify common minerals, rocks, and geomorphic features of Earth; describe the materials and elucidate the processes that comprise the dynamic Earth system; describe the evidence for and occurrence of major events in Earth History.

PROGRAM OUTCOMES:

- Understand that geology involves the application of chemistry, physics, biology and mathematics to the study of geological phenomena
- Employ the scientific method to understand and explain geologic phenomena
- Know fundamental scientific explanations for major geological events in earth's past, present and future.

TRANSFER & CAREER OPPORTUNITIES: This Associate in Science in Geology for Transfer (AS-T) Degree is intended to meet the lower division requirements for geology 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: entry-level field technician/geologist in industry (mining, oil, environmental consulting) and governmental agencies (Department of Natural Resources, Geological Surveys, National Parks).

	Units	CSUGE AREA	IGETC AREA
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	39		
B. Intersegmental General Education Transfer Curriculum (IGETC)**	37		
GE Units:	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. Although not required for this major BIOL 020 is highly recommended for the Life Science GE requirement.

2. REQUIRED MAJOR COURSES:

A. GEOL 001	Physical Geology	4	B1,B3	5A,5C
B. GEOL 004	Earth History	3		
C. GEOL 004L	Earth History Lab	1		
D. CHEM 001	General Chemistry 1	5		
E. CHEM 002	General Chemistry 2	5		
F. MATH 065	Calculus 1	4	B4	2A
G. MATH 066	Calculus 2	4		
	Required Major Courses Units:	26		

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The Associate in 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 6 units may be double counted above in 1A (CSUGE) or 7 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 in Science in Geology for Transfer (AS-T)

Division: Science

(continued from previous page)

		Units	CSUGE AREA	IGETC AREA
3	ELECTIVES Select additional transferable courses numbered 1-199 to achieve 60 units: The Science Division recommends at least one of the following courses which include a field trip: GEOL 150, 151, 152, or 153 to meet this elective requirement.			
	Electives Units:	1-4		
	Total Units:	60.00		

NOTE #1: Although not required for this Transfer Model Curriculum, Physics is universally required for CSU Geology Programs. Students should consider taking PHYS 020 + 021 or 5 + 6 + 7 as additional preparation.

The Associate in 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 6 units may be double counted above in 1A (CSUGE) or 7 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 in Arts in Political Science for Transfer (AA-T)

Division: Social Sciences

This degree is designed to prepare students for a seamless transition to a California State University. Students completing this degree will have an introductory foundation for the field of Political Science through the study of theories, groups and relationships, and a better understanding of how political and governmental institutions make and implement decisions and the effects those decisions have on individual, group, and societal behavior. Students will acquire skills to think critically, communicate ideas and become more informed citizens.

PROGRAM OUTCOMES:

Demonstrate the ability to explain and evaluate the significant factors that influence the American Political system.

TRANSFER & CAREER OPPORTUNITIES: This Associate in Arts in Political Science for Transfer (AA-T) Degree is intended to meet the lower division requirements for political science 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: civil service, education, law (including paralegal studies), journalist, and lobbyist, among many others.

	Units	CSUGE AREA	IGETC AREA
1. GENERAL EDUCATION: Complete one of the following:			
A. California State University General Education (CSU GE)	39		
B. Intersegmental General Education Transfer Curriculum (IGETC)**	37		
GE Units:	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. POLS 005 Federal, State & Local Govt	3	D8	4H
B. POLS 006 Comparative Politics	3	D8	4H
C. POLS 008 International Relations	3		
D. SSCI 025 Statistics - Social Sciences	3	B4	2A
E. ECON 040 Principles of Microeconomics	3		4B
F. ECON 050 Principles of Macroeconomics	3		
Required Major Courses Units:	18		
3. ELECTIVES			
Select additional transferable courses number 1-199 to achieve 60 units.			
Electives Units:	12-17		
Total Units:	60.00		

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 12 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 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		
B. Intersegmental General Education Transfer Curriculum (IGETC-CSU)**	37		
GE Units:	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 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 12 units may be double counted above in 1A (CSUGE) or 12-15 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 in Arts in Psychology for Transfer (AA-T)

Division: Social Science

(continued from previous page)

	Units	CSUGE AREA	IGETC AREA
2. REQUIRED MAJOR COURSES:			
A. Select one from the following:	3-4*		
SSCI 025 Statistics for Social Sciences (3)		B4	2
or MATH 021 Introduction to Statistics (4)		B4	2
B. PSY 001 General Psychology	3*	D or E	4
C. PSY 029 Methods for Psychology	3		
D. BIOL 020 Frontiers in Biology	4*	B2	5B
E. Select one from the following:	3*		
ANTH 010 Cultural Anthropology (3)		D	4
or CFS 080 Lifespan Development (3)		E	4
or PSY 005 Social Psychology (3)		D	4
or SOC 001 Introduction to Sociology (3)		D	4
or SOC 002 Social Problems (3)		D	4
F. Select one from the following:	3		
PSY 010 Human Sexuality (3)			
or PSY 034 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. ELECTIVES:			
Select additional transferable courses numbered 1-199 to achieve 60 units:			
The Social Science Division recommends additional courses from 2E or 2F above to meet this requirement.			
Electives Units:	14-19		
Total Units:	60		

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 12 units may be double counted above in 1A (CSUGE) or 12-15 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 in Arts in Sociology for Transfer (AA-T)

Division: Social Science

This degree is designed to prepare students for a seamless transition to a California State 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. Additionally they will acquire 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 and 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		
B. Intersegmental General Education Transfer Curriculum (IGETC-CSU)**	37		
GE Units:	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 001 Introduction to Sociology	3*	D	4
B.	SOC 002 Social Problems	3*		4
C.	SSCI 025 Statistics for Social Science	3*	B4	2
	or MATH 021 Introduction to Statistics	4*	B4	2
	Required Major Courses Units:	9-10		

3. RESTRICTED ELECTIVES - List B

Select two courses from the following:

SOC 026	Marriage and Family Life	3		
SOC 010	Sociology of Gender	3		
PSY 005	Social Psychology	3		
	Restricted Electives - List B Units:	6		

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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 units may be double counted above in 1A (CSUGE) or 12 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 in Arts in Sociology for Transfer (AA-T)

Division: Social Science

(continued from previous page)

	Units	CSUGE AREA	IGETC AREA
4. RESTRICTED ELECTIVES - List C			
Select one course from the following:			
ANTH 010 Cultural Anthropology	3	D1	4A
PSY 010 Human Sexuality	3	D9	4G
SOC 023 Urban Sociology	3	D10	4J
SOC 043 Sociology of Deviance	3		
Restricted Electives - List C Units:	3		
Total Required Major Units:	18-19		
5. ELECTIVES			
Selected additional transferable courses numbered 1-199 to achieve 60 units			
Electives Units:	9-17		
Total Units:	60.00		

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 units may be double counted above in 1A (CSUGE) or 12 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 in Arts in Spanish for Transfer (AA-T)

Division: Language Arts

This degree is designed to prepare students for a seamless transition to a California State University. Students completing this degree will have an introductory foundation for the field of Spanish through the study of 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:

Speak, read, write and understand spoken Spanish at a near-native level of fluency

TRANSFER & CAREER OPPORTUNITIES: This Associate in Arts in Spanish for Transfer (AA-T) Degree is intended to meet the lower division requirements for Spanish 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: 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		
B. Intersegmental General Education Transfer Curriculum (IGETC-CSU)**	37		
GE Units:	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 COURSES

If students place out of any required course and are not awarded units for that course, they will have to take additional units to compensate for the course/units they placed out of. Approved substitutions include courses in the Restricted Electives and Approved Substitutions below. GE designations for double counting with the following required courses assume students will not place out of any required courses. Double counting will be modified to accommodate students who place out of any course.

A.	SPAN 001	Beginning Spanish	4	C2	
B.	SPAN 002	Elementary Spanish	4	C2	6A
		or			
C.	SPAN 022	Span 2 for Spanish Speakers	4	C2	6A
D.	SPAN 003	Intermediate Spanish	4		3B,6A
		or			
E.	SPAN 023	Span 3 for Spanish Speakers	4		3B,6A
F.	SPAN 004	Advanced Spanish	4		3B,6A
		Required Major Course Units:	16		

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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 6-9 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 in Arts in Spanish for Transfer (AA-T)

Division: Language Arts


(continued from previous page)

	Units	CSUGE AREA	IGETC AREA
3. RESTRICTED ELECTIVES			
Select a minimum of one course (3 units) from the following:			
SPAN 012 Hispanic Literature	3		
ENGL 010 Chicano Literature	3		
HIST 023 Mexican American	3	D6	
Restricted Electives Units:	3		
4. APPROVED SUBSTITUTIONS			
As noted above, students who place out of required courses must take additional units to compensate for the course/units placed out of. Approved substitutions include courses in Restricted Electives and the courses listed below.			
ETHN 003 Mexican-American Studies	3		4C
ANTH 010 Cultural Anthropology	3		4A
SOC 001 Introduction to Sociology	3		4J
SOC 010 Sociology of Gender	3		4D
Approved Substitutions Units:	0		
Total Required Major Units:	19		
5. ELECTIVES			
Select additional transferable courses numbered 1-199 to achieve 60 units:			
The Language Arts Division recommends additional courses be selected from 3 (restricted Electives) or 4 (Approved Substitutions) above.			
Electives Units:	8-10		
Total Units:	60.00		

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 6-9 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



AA/AS Degrees for Transfer

These 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.

These degrees require a minimum of 60 units, including 37-39 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 and be able to answer questions on laboratory or lecture assessments correctly about scientific method.
- 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)	39		
B. Intersegmental General Education Transfer Curriculum (IGETC)	37		
GE Units:	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. BIOL 001	Principles of Biology 1	5*	B2	5B
B. BIOL 002	Principles of Biology 2	5		
	Required Major Units:	10		

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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 9units may be double counted above in 1A (CSUGE) or in 1B (IGETC) in the AREAs designated in the CSUGE and IGETC columns.

Associate of Science in Biology for Transfer (AS)

Division: Science

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		Units	CSUGE AREA	IGETC AREA
3.	RESTRICTED ELECTIVES (Select 15 units; one course minimum from each group)			
	Group 1:			
	MATH 021 Introduction to Statics	4*	B4	2
	MATH 070 Pre-calculus	5*	B4	2
	MATH 065 Calculus 1	4*	B4	2
	Group 2:			
	BIOL 040 General Microbiology	4		
	CHEM 001 General Chemistry 1	5*	B1	5A
	CHEM 002 General Chemistry 2	5		
	CHEM 012 Organic Chemistry 1	5		
	CHEM 013 Organic Chemistry 2	5		
	CHEM 020 Introduction to General Chemistry	4*	B1	5A
	CHEM 021 Organic/Biological Chemistry	4		
	PHYS 005 Physics for Engineers 1	5*	B1	5A
	PHYS 006 Physics for Engineers 2	5		
	PHYS 007 Physics for Engineers 3	5		
	PHYS 020 General Physics 1	5*	B1	5A
	PHYS 021 General Physics 2	5		
	Restricted Elective Units:		15	
	Total Major and Restricted Elective Units:		25*	
4.	ELECTIVES: Select additional transferable courses numbered 1-199 to achieve 60 units.			
	Electives Units:		5-7	
	Total Units:		60	

The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail).

*Course(s) meets General Education requirement and 9 units may be double counted above in 1A (CSUGE) or in 1B (IGETC) 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
- Students will become better learners and will take more ownership for their learning
- Students will have advanced their competency in lab.

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)	39		
B. Intersegmental General Education Transfer Curriculum (IGETC)	39		
GE Units:	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. CHEM 001	General Chemistry 1	5*	B1	5A
B. CHEM 002	General Chemistry 2	5		
C. CHEM 012	Organic Chemistry 1	5		
D. CHEM 013	Organic Chemistry 2	5		
	Required Major Units:	20		

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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 9units may be double counted above in 1A (CSUGE) or in 1B (IGETC) 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 001 Principles of Biology 1	5*	B2	5B
BIOL 020 Frontiers in Biology	4*	B2	5B
MATH 065 Calculus 1	4*	B4	2
PHYS 005 Physics for Engineers 1 (5)	5		
or PHYS 020 General Physics 1 (5)			
Restricted Elective Units:	10		
Total Major and Restricted Elective Units:	30*		
4. ELECTIVES:			
Select additional transferable courses numbered 1-199 to achieve 60 units:			
Electives Units:	0-2		
Total Units:	60		

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 9units may be double counted above in 1A (CSUGE) or in 1B (IGETC) in the AREAs designated in the CSUGE and IGETC columns.

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 001	General Chemistry 1	5*	B
B. ENGR 001	Engineering Graphics	4	
C. ENGR 002	Statistics	3	
D. ENGR 003	Materials	4	
E. PHYS 005	Physics for Sci & Engr 1	5	
F. PHYS 006	Physics for Sci & Engr 2	5	
G. PHYS 007	Physics for Sci & Engr 3	5	
H. ENGR 110	Introduction to Engineering	1	
I. MATH 065	Calculus 1	4*	A2
J. MATH 066	Calculus 2	4	
	Required Major Units:	40*	
	Total Units Required for the Degree:	60	

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 6 units may be double counted above in 1A (COS GE) in the AREAs designated in the COS GE column.

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)	39		
B. Intersegmental General Education Transfer Curriculum (IGETC)	37		
GE Units:	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. MATH 065	Calculus 1	4*	B4	2
B. MATH 066	Calculus 2	4		
C. MATH 067	Calculus 3	4		
D. MATH 080	Linear Algebra	4		
E. MATH 081	Differential Equations	5		
	Required Major Units:	21		

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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 6 units may be double counted above in 1A (CSUGE) or in 1B (IGETC) 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 021 Introduction to Statistics	4		
PHYS 005 Physics for Engineers 1	5*	B1	5A
PHYS 006 Physics for Engineers 2	5		
PHYS 007 Physics for Engineers 3	5		
ENGR 001 Engineering Graphics	4		
ENGR 002 Statics	3		
ENGR 003 Materials	3		
ENGR 004 Alternating Current Circuits	4		
Restricted Elective Units:	4		
Total Major and Restricted Elective Units:	25*		
4. ELECTIVES:			
Select additional transferable courses numbered 1-199 to achieve 60 units:			
Electives Units:	2-4		
Total Units:	60		

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 6 units may be double counted above in 1A (CSUGE) or in 1B (IGETC) in the AREAs designated in the CSUGE and IGETC columns.

Associate of Science in Physical Science for Transfer (AS)

Division: Science

This degree prepares students for entry-level employment and/or potential further study in the field(s) of physical science. Students completing this degree will have a foundation for the field(s) of chemistry, mathematics, physics and geology through the study of atomic structure, organic and inorganic chemistry, electricity, magnetism, geomorphology and mathematical modeling and will acquire the knowledge and skill sets necessary to succeed in upper division studies as a physical sciences major.

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)	39		
B. Intersegmental General Education Transfer Curriculum (IGETC)	37		
GE Units:	37-39		
<p>Required major courses that may double count for specific CSUGE and IGETC AREAs are designated in the CSUGE and IGETC columns. Completion of the CSU Graduation Requirement in U.S. History, Constitution & 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 001 General Chemistry	5*	B1	5A
B. CHEM 002 General Chemistry	5		
C. Select one sequence:			
PHYS 020 General Physics 1 (5)			
and PHYS 021 General Physics 2 (5)	10		
or			
PHYS 005 Physics for Engineers 1 (5)			
and PHYS 006 Physics for Engineers 2 (5)			
and PHYS 007 Physics for Engineers 3 (5)	15		
D. GEOL 001 Physical Geology	4		
E. MATH 065 Calculus 1 (4)			
or MATH 021 Introduction to Statistics (4)	4*	B4	2
Total Major Units:	28-33*		
3. ELECTIVES:			
Select additional transferable courses numbered 1-199 to achieve 60 units:	0-1		
Total Degree Units:	60-66		

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 6 units may be double counted above in 1A (CSUGE) or in 1B (IGETC) 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)	39		
B. Intersegmental General Education Transfer Curriculum (IGETC)	37		
GE Units:	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. MATH 065	Calculus 1	4*	B4	2
B. MATH 066	Calculus 2	4		
C. MATH 067	Calculus 3	4		
D. MATH 080	Linear Algebra	4		
E. MATH 081	Differential Equations	5		
F. PHYS 005	Physics for Engineers 1	5*	B1	5A
G. PHYS 006	Physics for Engineers 2	5		
H. PHYS 007	Physics for Engineers 3	5		
Required Major Units:		36*		
Total Degree Units:		66-69		

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 6 units may be double counted above in 1A (CSUGE) or in 1B (IGETC) in the AREAs designated in the CSUGE and IGETC columns.

Associate of Arts in Spanish for Transfer (AA)

Division: Language Arts

This degree prepares students for entry-level employment and/or potential further study in the field of Spanish. Students completing this degree will have a foundation for the field of Spanish through the study of Spanish language, culture and literature and will acquire the abilities to engage in conversation, understand the essential points of a narrative or explanation, read and comprehend literature, write summaries and engage in correspondence.

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			
B. Intersegmental General Education Transfer Curriculum (IGETC)	37			
GE Units:	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. HIST 023	Mexican-American	3*	D6	3B
B. SPAN 004	Advanced Spanish	4*	C2	3B
C. SPAN 012	Hispanic Literature	3*	C2	
	Required Major Units:	10		

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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 9-12 units may be double counted above in 1A (CSUGE) or 6-18 units may be double counted above in 1B (IGETC) 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 010 Cultural Anthropology	3*		4
ART 004 Pre-Columbian Art & Cul/Americas-Meso	3*	C1	3A
ART 005 Pre-Columbian Art & Cul Americas-So Ame	3*	C1	3A
COMM 009 Intercultural Communications	3		4
ENGL 010 Chicano Literature	3		
ETHN 003 Mexican-American Studies	3		
LING 111 Introduction to Language	3		
NUTR 020 Cultural Foods	3*		4
SPAN 001 Beginning Spanish	4		
SPAN 002 Elementary Spanish	4		
SPAN 003 Intermediate Spanish	4		
SPAN 022 Spanish 2 for Spanish speakers	4		
SPAN 023 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. ELECTIVES:			
Select additional transferable courses numbered 1-199 to achieve 60 units.			
Electives Units:	8-20		
Total Units:	60		

The Associate of Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 15 units taken in residence at College of the Sequoias with a "C" (2.0) average (see **Transfer Information and Requirements** section for additional detail).

*Course(s) meets General Education requirement and 9-12 units may be double counted above in 1A (CSUGE) or 6-18 units may be double counted above in 1B (IGETC) 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)	39
B. Intersegmental General Education Transfer Curriculum (IGETC)	37
GE Units:	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 60.5 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 units may be double counted above in 1A (CSUGE) or in 1B (IGETC) 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
2. REQUIRED MAJOR COURSES:			
A. BIOL 030 Human Anatomy	4*	B2	5B
B. CHLD 039 Child Development DS 1	3*	D9	4
C. CHEM 001 General Chemistry	5*	B1	5A
or CHEM 020 Introduction to General Chemistry	4*	B1	5A
D. HW 003 Standard First Aid	3		
E. NUTR 018 Nutrition	3*	E	
F. SMED 040 Introduction to Sports Injuries	3.5		
G. SMED 060 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		
3. RESTRICTED ELECTIVES (Select a minimum of 4 units from the following):			
BIOL 031 Human Physiology	4		
CHEM 002 General Chemistry	5		
or CHEM 021 Organic/Biological Chemistry	4		
HW 001 Personal & Community Health	3		
HW 104 Drugs & Society	3		
PSY 001 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 Units:	60.5-63.5		

The Associate of Science Degree for Transfer requirements include completion of the 60.5 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 units may be double counted above in 1A (CSUGE) or in 1B (IGETC) 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 units
 - B. Intersegmental General Education Transfer Curriculum (IGETC) 37 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 001, 002, 101
AG 004, 105
AGMT 001, 102, 103, 104, 108
AGTC 103, 106
ASCI 001, 002, 022, 103, 104, 110, 111, 112
BIOL 021, 022
BUS 020
CHEM 020, 021
DSCI 101, 102, 104, 105, 108
MATH 021, 070, 065, 154
OH 001, 002, 003, 108, 109
PLSI 012

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 units
B. Intersegmental General Education Transfer Curriculum (IGETC)	37 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 001, 002, 003, 004
 ART 001, 002,003, 004, 005,006, 007, 008
 BUS 185
 CINA 031, 032
 DRAM 001, 002, 003, 006
 ENGL 004, 010, 015, 016, 018, 019, 030, 031, 044, 045,046
 ETHN 001, 002, 003, 004
 HIST 004, 005, 017, ,018, 023, 025
 LING 111;
 MUS 001, 004, 005, 006, 007, 010, 011, 013, 014
 PHIL 001, 005, 012, 013, 014
 PORT 002
 SPAN 001, 002, 003, 004, 022, 023

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 units
B Intersegmental General Education Transfer Curriculum (IGETC)	37 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 001, 002, 101
AGMT 01, 104, 108
BUS 018, 082, 112, 185
COMM #112
COMP 005, 130, 140
CSCI 001, 002
ECON 040, 050

BUS 112 same as COMM 112

- B. A minimum of 3 units from the following mathematics courses:

BUS 020, 119
MATH 021, 070, 065, 066, 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 units
B. Intersegmental General Education Transfer Curriculum (IGETC)	37 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 025
 BUS #112
 COMM 001, 004, 005, 007, 008, #112
 ENGL 001, 002
 PHIL 020, 025

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 units
 - B. Intersegmental General Education Transfer Curriculum (IGETC) 37 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 025;
 ANTH 010;
 ART 001, 002, 003, 006, 007, 008, 015, 023, 043, 061, 066
 BIOL 020, 022;
 BUS #112
 CFS 080
 CHEM 020
 CHLD 039
 COMM 001,004, 005, 007, 008, #112
 COMP 005,130
 DRAM 001, 002
 EDUC 050, 120
 ENGL 001, 002, 004, 010, 014 015, 016, 018, 030, 031, 044, 045
 ESCI 001
 ETHN 001,002, 003, 004
 GEOG 001, 001L, 002
 GEOL 001
 HIST 017, 018, 023, 025
 HW 001
 LING 111
 MATH 010, 011, 021, 070
 MUS 001, 010, 013
 NSCI 131
 PHIL 001, 005, 012, 020, 025
 PHOT 001
 POLS 005
 PSCI 020
 SOC 001

#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 units
B. Intersegmental General Education Transfer Curriculum (IGETC)	37 units
C. College of the Sequoias' Associate Degree General Education (COS GE)*	22 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 010, 011, 021, 070, 065, 066, 067, 080, 081, 154
BUS 020, 119
SSCI 025

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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

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- B. Science:
- AG 002, 004
 - ANTH 011
 - ASTR 010
 - BIOL 001, 002, 020, 021, 022, 025, 030, 031, 040
 - CHEM 001, 002, 020, 021
 - GEOG 001, 001L
 - GEOLOGY 001, 004, 004L, 012
 - MET 001
 - PHYS 005, 006, 007, 020, 021
 - PLSI 001
 - PSCI 020
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 units
 - B. Intersegmental General Education Transfer Curriculum (IGETC) 37 units

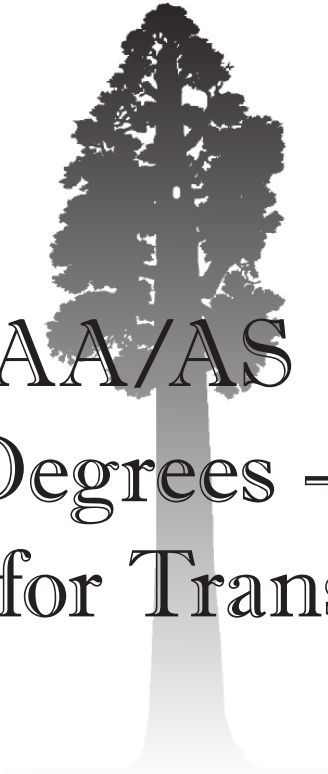
Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 5 and HIST 17 or 18) prior to transfer is required for CSUGE certification and is recommended for CSU bound students utilizing IGETC.

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 001
AGMT 001
AJ 011, 025, 045, 114
ANTH 010, 012
CFS 080
CHLD 039, 042
COMM 009
ETHN 001, 002, 003, 004, 005
ECON 025, 040, 050
GEOG 002
HIST 004, 005, 017, 018, 023, 025
JOUR 007, 020
NUTR 020
POLS 005, 006, 008
PSY 001, 005, 010, 034
SOC 001, 002, 010, 023, 026, 043
SSCI 036

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/AS
Degrees -
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 001 Financial Accounting	4	
and ACCT 002 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 082 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 020 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. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	7-10	
Total 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 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 Administration of Justice: Corrections - Not for Transfer* (AS)

Division: Social Sciences

This degree prepares students for entry-level employment and/or potential further study in the field of Administration of Justice - Corrections through the study of theoretical, philosophical, and practical applications of topics related to corrections. Students will acquire skills allowing for beginning paraprofessional or professional employment in criminal justice.

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.
- Exhibit strong and effective writing skills.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: county probation departments, county jails, halfway houses, group homes, crisis centers, juvenile hall and victim service agencies. At the state level, employment opportunities exist with the Department of Corrections and Rehabilitation, and the Department of Juvenile Justice. The federal level offers employment with the U.S. Probation Department and the Bureau of Prisons. Note: Each corrections, probation and parole agency has specific employment and training requirements.

	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. AJ 011	Intro to Criminal Justice	3	
B. AJ 014	Criminal Law 1	3	
C. AJ 113	Juvenile Laws and Procedures	3	
D. AJ 121	Introduction to Corrections	3	
	Required Courses Units:	12	

3. Restricted Electives: List A

Choose three of the following courses:

AJ 114	Juvenile Delinquency	3	
AJ 117	Correction/Counseling	3	
AJ 123	Criminal Justice Ethics	3	C
AJ 130	Legal Aspects of Corrections	3	
	Restricted Electives: List A Units:	9	

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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. **Courses meet General Education requirements and 0-6 units may double count above in 1A (COS-GE).

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

Division: Social Sciences

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	Units	COS-GE AREA
4. Restricted Electives: List B		
Choose a minimum of three additional courses from either List A or List B or a combination of both lists (for a minimum of nine units):		
AJ 025 Constitutional Law	3	A2
AJ 045 Terrorism and Freedom	3	
AJ 111 Communications	3	
AJ 115 Criminal Law 2	3	
WEXP 193J AJ Wrk Exp-1st Sem	1-4	
WEXP 194 J AJ Wrk Exp-2nd Sem	1-4	
WEXP 195 J AJ Wrk Exp-3rd Sem	1-4	
WEXP 196 J AJ Wrk Exp-4th Sem	1-4	
Restricted Electives: List B Units:	9	
Total Major and Restricted Units:	30	
5. Electives:		
Select additional degree-applicable courses numbered 1-299 to achieve 60 units:	8-14	
Recommended courses for electives include CHLD 039, CHLD 042, CHLD 134 and SOC 043.		
Total Units:	60.00	

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 0-6 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 Administration of Justice : 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:

- Demonstrate effective written and oral communication skills
- Identify and describe the structure and functions of the American criminal justice system: law enforcement, courts, corrections (adult and juvenile)
- Identify and apply basic concepts associated with criminal law, laws of evidence, procedural law, general criminal investigation and community policing
- Demonstrate an understanding of the importance of maintaining proper professional criminal justice standards of ethical conduct, and cultivating productive relationships with a myriad of different communities specifically relating to cultural customs, beliefs and lifestyles

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.

	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. AJ 011 Intro to Criminal Justice	3	
B. AJ 013 Community Relations	3	
C. AJ 014 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 Courses Units:	21	

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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. **Courses meet General Education requirements and 0-3 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

(continued from previous page)

	Units	COS-GE AREA
3. Restricted Electives: Select a minimum of 9 units:		
AJ 025 Constitutional Law	3	A2
AJ 045 Terrorism and Freedom	3	
AJ 111 Communications	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	
WEXP 193 J - 196 J AJ Wrk Exp 1st - 4th Sem	1-4	
Total Restricted Units:	9	
Total Major and Restricted Units:	30	
4. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	14	
Total 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 Social Sciences Division Chair and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer. **Courses meet General Education requirements and 0-3 units may double count above in 1A (COS-GE)

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

Division: Business

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

PROGRAM LEARNING OUTCOMES;

Demonstrate competency in word processing, spreadsheets, and/or databases.

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

		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 082 Introduction to Business	3	
B.	BUS 271 College Keyboarding, Level 2 (3) or COMP 136 Word Processing (3)	3	
C.	BUS 184 Business Communications	3	
D.	BUS 185 Ethics in Business & Industry	3**	C
E.	BUS 188 Human Relations in Business	3	
F.	BUS 268 Electronic Calculating	2	
G.	BUS 293 Business English	4	
H.	Select a minimum of 3 units from the following:	3**	
	BUS 020 Business Statistics (3)		A2
	BUS 119 Quantitative Methods (3)		A2
	BUS 295 Business Mathematics (3)		
I.	COMP 005 Computer Concepts (4) or COMP 130 Introduction to Personal Computers (4)	4	
	Total Major Units:	28**	
3.	ELECTIVES:		
	Select additional degree applicable courses numbered 1-299 to achieve 60 units:	13-16	
	Total 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 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 3-6 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:

- Students will be given an FAA practical exam by a designated FAA pilot examiner for the commercial pilot-rotorcraft helicopter pilot certificate. This exam will be pass/fail.
- Students will be given an FAA practical exam by a designated FAA pilot examiner for the instrument pilot-rotorcraft helicopter pilot certificate. This exam will be pass/fail.
- Students will be given an FAA practical exam by a designated FAA pilot examiner for the certified flight instructor-rotorcraft helicopter pilot certificate. This exam will be pass/fail.
- Students will be given a skills and knowledge assessment by a designated aeronautics faculty member to demonstrate advanced knowledge of piloting ability in at least one of the following disciplines (all exams are conducted one-on one and conducted in the same manner as an FAA pilot certificate practical exam): Advanced meteorology, advanced instructional techniques, public safety flight operations, high density air traffic operations and procedures. All exams are pass/fail.

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.

Suspended 8/17/2014
until further notice

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.

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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 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. ELECTIVES:	
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	14
Total Units:	60

Suspended 8/11/2014
until further notice

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
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. AGMT 001 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. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	19.5	
Total 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 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
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. ASL 002 Elementary American Sign Language	3**	C
B. ASL 003 Intermediate American Sign Language	3	
C. ASL 004 Advanced American Sign Language	3	
Required Major Units:	9	
3. RESTRICTED ELECTIVES: (Select a minimum of 9 units)		
ASL 110 Sign Language Interpreting	4	
ASL 001 Beginning American Sign Language	4	
DRAM 002 Fundamentals of Acting 1	3	
SOC 001 Introduction to Sociology	3	
SOC 002 Social Problems	3	
COMM 009 Intercultural Communication	3	
Restricted Elective Units:	9	
Total Major and Restricted Units:	18**	
4. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	23	
Total 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 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 002	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. ELECTIVES:		
	Select additional degree applicable courses numbered 1-299 to achieve 60 units:	8.5-9
	Total 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 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

	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 010	Architectural Design 1	4**	C
	B. ARCH 070	Architecture History 1	3	
	C. ARCH 162	Conceptual Structural Analysis	3	
	D. DRFT 114	Introduction to CAD	4	
<u>Second Semester</u>	E. ARCH 011	Architectural Design 2	4	
	F. ARCH 071	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 013	Architectural Design 3	4	
	J. ARCH 020	Visual Communication 1	3	
	K. ARCH 160	Construction Materials/ Methods	4	
<u>Fourth Semester</u>	L. ARCH 014	Architectural Design 4	4	
	M. ARCH 021	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
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 002 Art History/Ancient-Gothic	3**	C
B. ART 003 Art History/Gothic-Modern	3	
C. ART 006 Color and Design	3	
D. ART 008 Drawing Fundamentals	3	
E. ART 023 Macintosh, Basics for Artists	3	
F. ART 032 3D Design	3	
Total Major Units:	18**	
3. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	23	
Total 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 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 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 018 Business Law	4	
B. BUS 082 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 020 Business Statistics (3)		
BUS 119 Quantitative Methods (3)		
BUS 295 Business Mathematics (3)		
J. COMP 005 Computer Concepts (4)		
or COMP 130 Introduction to Personal Computers (4)	4	
	Total Major Units:	34**
3. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	10	
	Total 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 Business Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

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

Associate of Science in 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 039	3	Child Development-DS1
B. CHLD 042	3	Child, Family & Society-DS2
C. CHLD 126	3	Observation and Assessment-DS3
D. CHLD 140	3	Principles of ECE-DS3
E. CHLD 141	3	Practices in ECE-DS3
F. CHLD 148	3	Child Health/Safety-DS7
G. CHLD 149	3	Creative Curriculum for Young Children-DS3
H. CHLD 158	3	Cultural Diversity in ECE-DS3
Total Major Units:	24	
3. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	14	
Total 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 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 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
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 082 Introduction to Business	3	
B. COMP 005 Computer Concepts (4)		
or COMP 130 Introduction to Personal Computers (4)	4	
C. COMP 006 Programming Fundamentals	3**	A2
D. COMP 008 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	
3. RESTRICTED ELECTIVES: Select a minimum of 1 unit		
BUS 271 College Keyboarding Level 2	3	
COMP 009 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**	
4. ELECTIVES: Select additional degree applicable courses numbered 1-299 to achieve 60 units.		
Total 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 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
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:		
A. College of the Sequoias' Associate Degree General Education (COS-GE) Note: Required Major courses that may double count for specific COS-GE AREAs are designated in the COS-GE column.	22	
2. REQUIRED MAJOR COURSES:		
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 020 Business Statistics (3)		A2
BUS 119 Quantitative Methods (3)		A2
BUS 295 Business Mathematics (3)		
G. COMP 005 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**	
3. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	12-13.5	
Total 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 Business Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

*The degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer. **Courses meet General Education requirements and 0-3 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. CT 132 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. ELECTIVES:	
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	17
Total 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 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 080 or CHLD 039	Life-Span Development (3) Child Development-DS1	3
B. CHLD 042	Child, Family and Society-DS2	3
C. ART 006	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 018	Nutrition	3
G. CULN 201 or NUTR 020	Foods (3) Cultural Foods	3
	Total Major Units:	21**
3. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	20	
Total 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. **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. ELECTIVES:	
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	17.5
Total 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 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.

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.
- 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 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 001	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 059	Jazz Dance 2	1	
I. DRAM 002	Fundamentals of Acting 1	3	
J. DRAM 012	Costuming	3	
K. DRAM 017	Makeup	3	
L. HW 001	Personal & Community Health	3**	SR
M. MUS 010	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 Fine Arts Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

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

Associate of 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 003 Standard First Aid	3	
HW 060 Concepts in Health & Fitness	3	
KINE 188 Found. of Sports/Exerc. Psych.	3	
Restricted Elective Units:	3	
Total Major and Restricted Units:	27**	
4. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	17	
Total 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. **Courses meet General Education requirements and 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:

- Create and analyze documents related to computer assisted and tactile drafting/design
- Create and distinguish tactile 2D & 3D visual communication drawings
- Manage and explain computer operating systems and the world wide web
- Create and distinguish graphic design projects, i.e. illustrations and web page design and development
- Create and analyze documents related to construction technology, i.e., construction materials and methods, detailing, and construction documents

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.

	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. ARCH 020 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 016 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 Fine Arts Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

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

Associate of Arts in Dramatic Arts: 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
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. DRAM 001 Introduction to the Theatre	3**	C
B. DRAM 002 Fundamentals of Acting 1	3	
C. DRAM 003 Fundamentals of Acting 2	3	
D. DRAM 004 Intermediate Acting 1	3	
E. DRAM 005 Intermediate Acting 2	3	
F. DRAM 006 Shakespeare	3	
G. DRAM 019 Rehearsal and Performance 1 (2)		
or DRAM 21 Rehearsal and Performance 2 (2)	2	
Required Major Units:	20	
3. RESTRICTED ELECTIVES: (Select a minimum of 11 units)		
CINA 031 Motion Picture Appreciation	2	
CINA 032 Motion Picture Appreciation	2	
DRAM 008 History of Theater and Drama	3	
DRAM 012 Costuming	3	
DRAM 013 Beginning Stagecraft	3	
DRAM 017 Makeup	3	
DRAM 019 Rehearsal and Performance 1 (2)		
or DRAM 021 Rehearsal and Performance 2 (2)	2	
Restricted Elective Units:	11	
Total Major and Restricted Units:	31**	
4. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	11	

Total 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. **Courses meet General Education requirements and 3 units may double count above in 1A (COS-GE).

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

Division: Fine Arts

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

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 001 Introduction to the Theatre	3**	C
B. DRAM 002 Fundamentals of Acting 1	3	
C. DRAM 012 Costuming	3	
D. DRAM 017 Makeup	3	
E. DRAM 013 Beginning Stagecraft	3	
F. DRAM 015 Beginning Stage Lighting	3	
G. DRAM 019 Rehearsal and Performance 1(2)	2	
or DRAM 021 Rehearsal and Performance 2 (2)		
Required Major Units:	20	
3. RESTRICTED ELECTIVES: (Select a minimum of 9 units)		
DRAM 006 Shakespeare	3	
DRAM 014 Intermediate Stagecraft	3	
DRAM 016 Intermediate Stage Lighting	3	
DRAM 019 Rehearsal and Performance 1(2)	2	
or DRAM 021 Rehearsal and Performance 2 (2)		
Restricted Elective Units:	9	
Total Major and Restricted Units:	29**	
4. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	12	
Total 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. **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.

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. ELECTIVES:			
Select additional degree applicable courses numbered 1-299 to achieve 60 units:			6
Total 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 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 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
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 006	Color and Design	3** C
B. FASH 076	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
3. RESTRICTED ELECTIVES: (Select a minimum of 3 unit)		
DRAM 012	Costuming	3
FASH 140	Intro to the Fashion Industry	3
	Restricted Elective Units:	3
	Total Major and Restricted Units:	21**
4. ELECTIVES:		
	Select additional degree applicable courses numbered 1-299 to achieve 60 units:	20
	Total 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 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
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 006 Color and Design	3**	C
B. FASH 076 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 004 Interpersonal Communication	3**	A2
G. WEXP 193 Z Fashion Wrk Exp-1st Sem	1	
Total Major Units:	19**	
3. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	25	
Total 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. **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 PE/Athletics 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 (5) |
| 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	5
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

4. ELECTIVES

Select additional degree applicable courses numbered 1-299 to achieve 60 units: 7

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 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 Graphic Design - Not for Transfer* (AS)

Division: Industry and Technology

This degree prepares students for entry-level employment and/or potential further study in the field of Graphic Design through the study of graphic design and graphic art. Students completing this degree will have a foundation for the field of graphic design through the study of graphic design, art, and computers and will acquire skills, knowledge, and abilities in graphic design, web page design, Adobe Illustrator, PhotoShop, and InDesign.

PROGRAM OUTCOMES:

Create and appraise graphic designs related to graphic design applications, integrated graphics, digital imaging for artists, and web page design and development utilizing various graphic design computer programs such as Adobe Illustrator, PhotoShop, and InDesign.

CAREER OPPORTUNITIES: Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: graphic design and graphic art.

		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.	GD 163 Adobe InDesign	3	C
B.	ART 006 Color and Design	3	
C.	ART 008 Drawing Fundamentals	3	
D.	GD 159 Adobe Illustrator	2	
E.	GD 161 Graphic Design Applications	4	
F.	ART 025 Digital Imaging for Artists	3	
G.	GD 160 Graphic Design	4	
H.	ART 178 Beginning Plate Lithography	3	
I.	ART 007 Advanced Color and Design	3	
J.	GD 162 Integrated Graphics	4	
K.	COMP 229 Web Page Design and Development	3	
	Required Major Courses Units:	35	
3. ELECTIVES:			
Select additional courses numbered 1-299 to achieve 60 units.			
	Total Electives Units:	6	
	Total 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 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 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.

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
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 148 Child Health/Safety DS7	3	
B. HW 001 Personal & Community Health	3**	SR
C. HW 003 Standard First Aid	3	
D. HW 060/SMED 060 Concepts in Health & Fitness	3	
E. NURS 106 Cultural Diversity/Healthcare	3	
F. NUTR 018 Nutrition	3	
G. PSY 001 General Psychology	3	
H. SOC 001 Introduction to Sociology	3	
Required Major Units:	24	
3. RESTRICTED ELECTIVES: (Select a minimum of 6 units from the following)		
HW 007 Sports Health	3	
HW 104 Drugs and Society	3	
SMED 040 Introduction to Sports Injuries	3	
Restricted Elective Units:	6	
Total Major and Restricted Units:	30**	
4. ELECTIVES:		
Select additional courses number 1-299 to achieve 60 units:	11	
Total 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. **Courses meet General Education 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
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. COMP 005 Computer Concepts (4) or COMP 130 Introduction to Personal Computers	4	
B. Select one of the following:	3	
ECON 025 Introduction to Economics (3) or ECON 040 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	

(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.

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 010 Cultural Anthropology	3	
PSY 001 General Psychology	3	
PSY 005 Social Psychology	3	
PSY 010 Human Sexuality	3	
PSY 034 Abnormal Psychology	3	
PSY 133 Personal and Social Growth	3	
SOC 026 Marriage and Family Life	3	
Restricted Elective Units:	6	
Total Major Units:	36	
4. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	2	
Total 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 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.

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. ELECTIVES	
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	8
Total 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 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 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 002 Logic and Composition	3**	A2
B. JOUR 001 Writing for the Media	3.5	
C. JOUR 007 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 020 Cultural Issues in Film/TV/Web	3	
JOUR 131 Media Practicum II	4	
JOUR 114 Editorial Board: Beginning	2	
JOUR 011 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 Agriculture Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

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

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

Division: Language Arts

(continued from previous page)

	Units
4. ELECTIVES:	
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 023 Macintosh Basics for Artists	3
BUS/COMM 112 Public Speaking for Business	4
CINA 031 Motion Picture Appreciation	2
CINA 032 Motion Picture Appreciation	2
COMP 229 Web Page Design and Development	3
GD 160 Graphic Design	4
GD 161 Graphic Design Applications	4
AJ 025 Constitutional Law	3
JOUR 020 Cultural Issues in Film/TV/Web	3
JOUR 131 Media Practicum II	4
JOUR 114 Editorial Board: Beginning	2
JOUR 011 Introduction to Digital Photography	3
COMM 001 Fundamentals of Public Speaking	3
COMM 004 Interpersonal Communication	3
COMM 005 Argumentation and Debate	3
Total 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 Agriculture Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

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

Associate of Science in 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
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. AGMT 108 Ag Business Computer Apps	3.5	
B. OH 002 Plant Identification 1	3.5	
C. OH 001 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	
3. Select additional degree applicable courses numbered 1-299 to achieve 60 units:	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 010, 020, 070, 071
 ART 001, 002, 003, 004, 005, 006, 007, 008, 111
 ASL 001, 002, 003, 004
 BUS 185
 CINA 031, 032,
 DRAM 001, 002, 003, 006
 ENGL 004, 010, 015, 016, 018, 019, 030, 031, 044, 045, 046
 ETHN 001, 002, 003, 004
 HIST 025
 LING 111
 MUS 001, 010, 011, 013, 014
 OH 111
 PHIL 001, 005, 012, 013, 014
 PORT 001, 002
 SPAN 001, 002, 003, 004, 012, 022, 023

3. Select additional courses numbered 1-299 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 025
 BUS 020, 112, 119
 COMM 001, 004, 005, 007, 008, 112
 COMP 005, 006
 ENGL 001, 002
 JOUR 007
 MATH 010, 021, 065, 070, 154
 PHIL 020, 025
 SSCI 025

#BUS 112 is the same as COMM 112

3. Select additional courses numbered 1-299 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 001, 003, 007, #060, 104, #119
NUTR 018, #119
SMED 040, #060

2. A minimum of 9 units from the following physical education courses:

PEAC Courses:

PEAC 001, PEAC 002, PEAC 003, PEAC 004, PEAC 008, PEAC 009, PEAC 010, PEAC 011, PEAC 015, PEAC 017, PEAC 021, PEAC 022, PEAC 025, PEAC 026, PEAC 036, PEAC 037, PEAC 038, PEAC 039, PEAC 042, PEAC 052, PEAC 053, PEAC 056, PEAC 060, PEAC 061, PEAC 064, PEAC 065, PEAC 068, PEAC 069, PEAC 070, PEAC 071, PEAC 074, PEAC 075, PEAC 076

IA Courses:

IA 001AD, IA 002AD, IA 003AD, IA 006AD, IA 007AD, IA 008AD, IA 010AD, IA 011AD, IA 012AD, IA 016AD, IA 023AD, IA 024AD, IA 029AD, IA 030AD, IA 031AD, IA 032AD, IA 047AD, IA 049AD

#HW 060 same as SMED 060; HW 119 same as NUTR 119

3. Select additional courses numbered 1-299 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 002, 003, 004
 ANTH 011
 ASTR 010
 BIOL 001, 002, 020, 021, 022, 025, 030, 031, 040
 CHEM 001, 020, 030
 GEOG 001
 GEOL 001, 004, 012
 MET 001
 NUTR 018
 PHYS 005, 020
 PLSI 001
 PSCI 020

3. Select additional courses numbered 1-299 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 001; AGMT 1
 AJ 011, 025, 045, 114
 ANTH 010, 012
 BUS 188
 CFS 080
 CHLD 039, 042, 158
 COMM 009
 ETHN 001, 002, 003, 004, 005
 ECON 025, 040, 050
 GEOG 002
 HIST 004, 005, 017, 018, 023, 025
 JOUR 007, 020
 NUTR 020
 PSY 001, 005, 010, 034, 133
 SOC 001, 002, 023, 026, 043
 SSCI 036
 POLS 005, 006, 008

3. Select additional courses numbered 1-299 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
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. MUS 004 Theory and Musicianship 1	4**	C
B. MUS 005 Theory and Musicianship 2	4	
C. MUS 006 Theory and Musicianship 3	4	
D. MUS 07 Theory and Musicianship 4	4	
E. MUS 041AD Applied Music Lessons (1) (4 semesters)	4	
F. MUS 704AD Symphonic Band 1 (2) (4 semesters)	8	
Required Major Units:	28	
3. RESTRICTED ELECTIVES: (Select a minimum of 3 units)		
MUS 020AD Piano 1	2	
MUS 060 Brass Instruments	2	
MUS 062 Woodwind Instruments	2	
MUS 072AD Jazz Ensemble 1 (2)		
(first, second, third and fourth semesters)	2-8	
Restricted Elective Units:	3	
Total Major and Restricted Units:	31**	
4. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	10	
Total 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 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 may 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
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. MUS 004	Theory and Musicianship 1	4**	C
B. MUS 005	Theory and Musicianship 2	4	
C. MUS 006	Theory and Musicianship 3	4	
D. MUS 07	Theory and Musicianship 4	4	
E. MUS 020AD	Piano 1	2	
F. MUS 041AD	Applied Music Lessons (1) 4 semesters	4	
G. MUS 034AD or MUS 054AD or MUS 074AD	Concert Choir (2), 2 semesters Symphony Orchestra (1) (4 semesters) Symphonic Band 1 (2) (2 semesters)	4	
	Required Major Units:	26	

3. RESTRICTED ELECTIVES:

A. Select a minimum of 2 units:

MUS 034AD	Concert Choir (2)	2
MUS 054AD	Symphony Orchestra (1)	1
MUS 074AD	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 may 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 010 Music Appreciation	3	
MUS 011 Music Appreciation-Jazz	3	
MUS 013 Music of the World	3	
MUS 014 History of Rock and Roll	3	
Restricted Elective Units:	5	
Total Major and Restricted Units:	31**	
4. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	10	
Total 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 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 may 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
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, MUS 004 Theory and Musicianship 1	4**	C
B. MUS 005 Theory and Musicianship 2	4	
C. MUS 006 Theory and Musicianship 3	4	
D. MUS 007 Theory and Musicianship 4	4	
E. MUS 041AD or MUS 020AD Applied Music Lessons (1) 4 semesters (4) Piano 1 (2), 2 semesters (4)	4	
F. MUS 034AD or MUS 054AD or MUS 074AD Concert Choir (2), 2 semesters Symphony Orchestra (1) (4 semesters) Symphonic Band 1 (2) (2 semesters)	4	
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 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 may 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 010 Music Appreciation	3	
MUS 011 Music Appreciation-Jazz	3	
MUS 013 Music of the World	3	
MUS 034AD Concert Choir (2)		
or MUS 054AD Symphony Orchestra (1)		
or MUS 074AD Symphonic Band 1 (2)	2-8	
MUS 036 Chamber Singers	2	
MUS 226 Computerized Audio: MIDI	2	
Restricted Elective Units:	7	
Total Major and Restricted Units:	31**	
4. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	10	
Total 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 Agriculture Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

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

Associate of Arts in 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
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. MUS 004 Theory and Musicianship 1	4**	C
B. MUS 005 Theory and Musicianship 2	4	
C. MUS 006 Theory and Musicianship 3	4	
D. MUS 007 Theory and Musicianship 4	4	
E. MUS 034AD Concert Choir (2), 4 semesters	8	
F. MUS 041AD 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 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 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 010 Music Appreciation	3	
MUS 011 Music Appreciation-Jazz	3	
MUS 013 Music of the World	3	
MUS 014 History of Rock and Roll	3	
MUS 020AD Piano 1	2	
MUS 031 Intermediate Voice	2	
MUS 036 Chamber Singers	2	
Restricted Elective Units:	3	
Total Major and Restricted Units:	31**	
4. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	10	
Total 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 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 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
1. GENERAL EDUCATION AND SUBJECT REQUIREMENTS:		
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.		
2. REQUIRED MAJOR COURSES:		
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 001 Basic Ornamental Horticulture	3	
E. OH 002 Plant Identification 1	3.5	
F. OH 003 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. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	5.5	
Total 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 PE/Athletics 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
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. PARA 101 Introduction to Paralegalism	3	
B. PARA 102 Legal Terminology	2	
C. PARA 203 Civil Procedure 1	4	
D. PARA 205 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 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 0-4 units may double count above in 1A (COS-GE).

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

Division: Business

(continued from previous page)

	Units	COS-GE AREA
3. RESTRICTED ELECTIVES: (Select a minimum of 6 units from the following)		
A. PARA 204 Civil Procedure 2	3	
B. PARA 232 Wills, Trusts and Elder Law	2	
C. PARA 236 Administrative Law	3	
D. BUS 018 Business Law	4	
E. AJ 112 Legal Aspects of Evidence (3)		
or AJ 115 Criminal Law 2 (3)	3	
F. WEXP 194P Paralegal Wrk Exp-2nd Semester	2	
4. PARALEGAL PROFESSIONAL PROFICIENCIES: (Additional Degree Requirements):		
A. COMP 005 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 001 College Reading and Composition (4)	4**	A1
Minimum Professional Proficiencies Units:	8	
Total Major and Restricted Units:	38**	
5. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	0-4	
Total 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 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 0-4 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
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. BIOL 030 Human Anatomy	4**	B
B. BIOL 031 Human Physiology	4	
C. HW 001 Personal & Community Health	3	
D. HW 003 Standard First Aid	3	
E. HW 060/SMED 060 Concepts in Health & Fitness	3	
F. NUTR 018 Nutrition	3	
G. KINE 083 Introduction to Physical Educ.	3	
H. PE Activity Minimum of 4 units in PE Activity	4	
Required Major Units:	27	
 3. RESTRICTED ELECTIVES: (Select a minimum of 3 units)		
HW 007 Sports Health	3**	SR
KINE 082 Introduction to Theory of Coaching	2	
KINE 188 PFound. of Sports/Exerc. Psych.	3	
SMED 040 Introduction to Sports Injuries	3	
Restricted Elective Units:	3	
Total Major and Restricted Units:	30**	
 4. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	11-14	
Total 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 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 6 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 patient safety at all times.
- Achieve a successful transition to employment as a PTA and health care team.
- Pass the national physical therapist assistant licensure exam.

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)	22	
2. PREREQUISITES COURSES:		
A. BIOL 030	Human Anatomy	4** B
B. BIOL 031	Human Physiology	4
3. REQUIRED MAJOR COURSES:		
<u>1st Semester:</u>	A. PTA 121	Fundamentals for the PTA
	B. PTA 125	Basic Principles of Patient Management
	C. PTA 128	Kinesiology
	D. PTA 131	Engineering and Physics for PTA
		2
		3
		3
		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 Agriculture Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

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

Associate of Science in 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 Agriculture Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

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

Associate of Science in 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
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. AG 003 Economic Entomology	3.5**	B
B. AG 004 Soils	3.5	
C. AGMT 108 Ag Business Computer Apps	3.5	
D. PLSI 001 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. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:	20.5	
Total 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 Agriculture Division Chair), 2) General Education requirements, 3) subject requirements including PE, Health & Wellness, and American Institutions, 4) and a minimum of 60 units of degree applicable courses numbered 1-299, at least 15 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see **Major and Certificate Requirements** section for additional detail).

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

Associate of Science in 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.

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

Division: Nursing & Allied Health

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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

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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 163	Promote/Restore Wellness	6
4th Semester	NURSING 164	Promote/Restore Wellness	8
	NURSING 166	Nursing Leadership	3
Minimum Required Course Units:			43
Total Minimum Units Required:			75-81

• • • 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.

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

Division: Nursing & Allied Health

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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

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 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 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 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 Specialty Metals 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. ELECTIVES:		
Select additional degree applicable courses numbered 1-299 to achieve 60 units:		14.5
Total 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.



Certificates

Certificates of Achievement

Eighteen (18) or more units

Prepare students for high level of competency for work in a business or industry

Require a minimum of 18 units in the vocational area and do 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.

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. REQUIRED CERTIFICATE COURSES:	
A. ACCT 001 Financial Accounting (4) and ACCT 002 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 020 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 082 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 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 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.	REQUIRED CERTIFICATE COURSES:	
A.	BUS 082 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 020 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 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 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
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 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
	Total Certificate Units:	7

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 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
Total Certificate Units:		11

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 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:

- Students will be given an FAA written knowledge exam for commercial pilot-rotorcraft helicopter at an FAA approved testing center. Students will receive a passing score of at least 70%.
- Students will be given an FAA practical exam by a designated FAA pilot examiner for the commercial pilot-rotorcraft helicopter pilot certificate. This exam will be pass/fail.
- Students will be given an FAA practical exam for the rotorcraft-helicopter instrument pilot rating by a designated FAA examiner. This exam will be pass/fail.

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:	\$ 1,460.62*
AERO 211:	\$ 9,479.54*
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. REQUIRED CERTIFICATE 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 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.

		Units	
1. REQUIRED CERTIFICATE COURSES:			
A.	AGMT 001	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 Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.

Certificate of Achievement in Agricultural Pest Management

Division: Agriculture

This certificate prepares students for entry-level employment in the field of plant protection. Students completing this certificate will acquire skills in fertilizer and chemical application, weed control, crop production, and integrated pest management.

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.

		Units
1.	REQUIRED CERTIFICATE COURSES:	
A.	AG 003 Economic Entomology	3.5
B.	AG 004 Soils	3.5
C.	AG 125 Principles of Pesticide Use	3
D.	PLSI 001 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
	Required Certificate Units:	27
2.	RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following):	
	AG 002 Environmental Conservation	3
	AG 200 Ag Leadership	1
	AGMT 102 Agricultural Sales and Marketing	3
	PLSI 012 Introduction to Fruit Science	3.5
	PLSI 108 Water Management	3.5
	PLSI 111 Citrus Production	3
	PLSI 113 Introduction to Viticulture	3.5
	Minimum Restricted Elective Units:	3
	Total Certificate Units:	30

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.

Skill Certificate in Agricultural Power Equipment Technician

Division: Agriculture

This certificate prepares students for entry-level employment in the field of Agricultural Power Equipment Technician. Students completing this certificate will acquire skills in the operation, service, repair and maintenance of modern agricultural equipment.

PROGRAM OUTCOMES:

- Perform diagnostic, parts schedule and repair.
- Adjust, tune, measure and perform all diagnostic tests as prescribed by equipment manufacturer.
- Ascertain and recommend and defend their recommendation of equipment needed for a specific application.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: shop technician, service manager, equipment operator, equipment sales, and service technician.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A.	AGTC 103 Farm Power	3.5
B.	AGTC 106 Agriculture Welding	3.5
C.	AGTC 202 Farm Equipment Construction	3.5
D.	AGTC 225 Outdoor Power Equipment Applic	2.5
E.	WEXP 193 F Agricultural Wrk Exp-1st Sem	2
F.	WEXP 194 F Agricultural Wrk Exp-2nd Sem	1
Required 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 Agriculture Division Chair.

Skill Certificate in Agricultural Science

Division: Agriculture

This certificate will prepare students to acquire skills and knowledge in the basics of food and fiber production, such as animal husbandry, plant health and care, and crop production.

PROGRAM OUTCOMES:

- Demonstrate the fundamental industry practices in food animal, horticulture and crop production.
- Produce business correspondence, financial management spreadsheets, and digital presentations.
- Demonstrate safe use and operation of farm equipment.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: farm and ranch technician, agricultural retail sales, and agriculture office assistant.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A.	AGMT 108 AG Business Computer Apps	3.5
B.	AGTC 103 Farm Power	3.5
C.	ASCI 001 Intro to Animal Science	3
D.	DSCI 101 Introduction to Dairy Science	3.5
E.	OH 001 Basic Ornamental Horticulture (3)	
	or	
	PLSI 001 Intro to Plant Science (3.5)	3-3.5
Total Certificate Units:		16.5-17

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.

Certificate of Achievement in Agricultural Technology

Division: Agriculture

This certificate prepares students for entry-level employment in the field of Agricultural Technology. Students completing the Agricultural Technology certificate will have a background in using tools and equipment on the modern COS farm and will acquire skills in construction of farm buildings and repairs using both wood and metal fabrication technique and skills.

PROGRAM OUTCOMES:

- List and demonstrate safe work habits.
- Demonstrate and list basic engine operations, both for small and large agriculture equipment.
- Define and demonstrate basic fabrication and SMAW welding skills.

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

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. AGTC 103	Farm Power	3.5
B. AGTC 106	Agriculture Welding	3.5
C. AGTC 210	Ag Project Construction	3.5
D. AGTC 225	Outdoor Power Equipment Applic	2.5
E. WELD 162	Shielded Metal Arc Welding	4
F. WEXP 193 F	Agricultural Wrk Exp-1st Sem	2
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 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 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 Air Cond Control Systems

Division: Industry and Technology

Students completing this certificate will acquire basic entry-level HVAC/R skills and knowledge of energy management controls.

PROGRAM OUTCOMES:

- Evacuate and charge an air conditioning system
- Use a Simugas computer simulator trainer to repair various faults

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: entry-level service and maintenance of energy management controls.

		Units
1.	REQUIRED CERTIFICATE COURSES:	
A.	ECT 265 Air Cond Control Systems	2
B.	ECT 266 Advanced Controls Systems	2
	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 Industry & Technology 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.

		Units
1. REQUIRED CERTIFICATE 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
Total Certificate Units:		22.5

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Agriculture Division Chair.

Certificate of Achievement 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 fields: Architectural Designer.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. ARCH 010	Architectural Design 1	4
B. ARCH 011	Architectural Design 2	4
C. ARCH 013	Architectural Design 3 (formerly ARCH 112)	4
D. ARCH 014	Architectural Design 4 (formerly ARCH 113)	4
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 Industry & Technology Division Chair.

Certificate of Achievement in Architectural Drafting

Division: Industry & Technology

This certificate prepares students for entry-level employment in the field of Architectural Drafting. Students completing this certificate will acquire knowledge and skills in creating architectural CAD drawings.

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: Architectural CAD Technician/Draftsperson.

Architecture Department Website: 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 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 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

		Units
1. REQUIRED CERTIFICATE COURSES:		
A.	ARCH 070 Architecture History 1	3
B.	ARCH 071 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

1. REQUIRED CERTIFICATE COURSES:		Units
A. ARCH 020	Visual Communication 1	3
B. ARCH 021	Visual Communication 2	3
C. ARCH 120	Freehand Drawing	3
D. ARCH 121	Perspective Alternatives (1ST Semester)	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 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:

- Create and appraise architectural designs utilizing a design concept, design process, and critiques.
- Create and distinguish 2D & 3D visual communication drawings (tactile & digital).
- 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

		Units
1.	REQUIRED CERTIFICATE COURSES:	
A.	ARCH 010 Architectural Design 1	4
B.	ARCH 011 Architectural Design 2	4
C.	ARCH 013 Architectural Design 3 (formerly ARCH 112)	4
D.	ARCH 014 Architectural Design 4 (formerly ARCH 113)	4
E.	ARCH 020 Visual Communication 1	3
F.	ARCH 021 Visual Communication 2	3
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

Architecture Department Website: www.cos.edu/architecture

Other related certificates are offered through the Drafting TEchnology Department.

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 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:

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. REQUIRED CERTIFICATE COURSES:		
A. DRFT 114	Introduction to CAD	4
B. ARCH 163	Construction Documents	3
C. ARCH 161	Architectural Detailing	3
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

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 Autodesk AutoCAD for Drafting

Division: Industry & Technology

This certificate prepares students for entry-level employment in the field of Autodesk AutoCAD for Drafting. Students completing this certificate will acquire knowledge and skills related to creating and appraising manufacturing and industrial applications (2D & 3D), specifically AutoCAD drawings.

PROGRAM OUTCOMES:

Create and appraise manufacturing applications (2D & 3D) utilizing the Autodesk AutoCAD computer program.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: CAD Technician/Draftsperson in manufacturing or industrial fields.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. DRFT 114	Introduction to CAD	4
B. DRFT 115	Advanced CAD	4
C. DRFT 016	CAD Applications	4
Total Certificate Units:		12

Coursework in DRFT 114, DRFT 115, DRFT 016 shall be completed utilizing the Autodesk AutoCAD computer software.

Architecture Department Website: www.cos.edu/architecture

Other related certificates are offered through the Architecture Department.

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 Autodesk Maya

Division: Industry & Technology

This certificate prepares students for entry-level employment in the field of Autodesk Maya. Students completing this certificate will acquire knowledge and skills related to creating and appraising digital animation utilizing the computer software Autodesk Maya.

PROGRAM OUTCOMES:

- Create and appraise digital art and 3D animations utilizing various graphic design computer programs, i.e., Autodesk Maya.
- Create and appraise graphic design and art drawings utilizing tactile (by hand) and computer (digital) techniques.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: Animator or 3D Artist.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. GD 164	Digital Animation 1	4
B. GD 165	Digital Animation 2	4
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.

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).

1. REQUIRED CERTIFICATE COURSES:		Units
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
1. REQUIRED CERTIFICATE COURSES:		
A. AUTO 130	Introduction to Automotive Technology	3
B. AUTO 134	Automotive Suspension/Steering System	4
C. AUTO 135	Automotive Brake Systems	4
D. AUTO 136	Automotive Electrical Systems	5
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
1. REQUIRED CERTIFICATE COURSES:		
A.	AUTO 130	Introduction to Automotive Technology
	B. AUTO 136	Automotive Electrical Systems
	C. AUTO 143	Advanced Automotive Computer Control Systems
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 Emissions Technology

Division: Industry & Technology

Students completing this certificate will acquire skills and knowledge required by the State of California, Bureau of Automotive Repair in preparation for the automotive technician’s emissions examination for technician licensing. This certificate is required by the Bureau of Automotive Repair for all students who wish to take and pass the state emissions exam to become a licensed smog check technician.

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.
- 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 emissions equipment testing, emissions equipment repairs, or emissions equipment testing and repairing. A separate state license is required for each.

NOTE: Prerequisites for this certificate are the basic Automotive Technology Certificate, or at a minimum 14 semester units from AUTO 130, 136, and 138 courses including engine electrical systems, fuel systems, emissions and engine performance areas..

		Units
1. REQUIRED CERTIFICATE COURSES:		
A.	AUTO 142 Automotive Fuel and Emissions	4
B.	AUTO 143 Advanced Auto Computer Control Systems	4
C.	AUTO 263 Emissions & Diagnostics Lvl 1	3
D.	AUTO 264 Emissions & Diagnostics Lvl 2	2
Total Certificate Units:		13

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.

		Units
1. REQUIRED CERTIFICATE COURSES:		
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
1. REQUIRED CERTIFICATE 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 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 Industry & Technology 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
Total Certificate Units:	8

Architecture Department Website: 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 Financial Recordkeeping

Division: Business

This certificate prepares students for entry-level employment in the field of Business Financial Recordkeeping. 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:

Knowledge of the operations of computerized accounting systems and how to record the financial transactions of business.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: banking, credit unions, bookkeeping, office management, and other financial institutions

		Units
1.	REQUIRED CERTIFICATE COURSES:	
A.	ACCT 210 Computer Accounting	3
B.	BUS 268 Electronic Calculating	2
C.	BUS 297 Personal Finance	3
D.	COMP 138 Spreadsheet for Business	3
	Required Certificate Units:	11
2.	RESTRICTED ELECTIVES	
	ACCT 001 Financial Accounting	4
	OR	
	ACCT 101 Essentials of Accounting	5
	Restricted Electives Units:	4-5
3.	RESTRICTED ELECTIVES:	
	Select a minimum of three units from the following:	
	BUS 020 Business Statistics	3
	BUS 119 Quantitative Methods	3
	BUS 295 Business Mathematics	3
	Restricted Electives Units:	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.

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
1. REQUIRED CERTIFICATE COURSES:		
A.	BUS 082 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 020 Business Statistics (3)	
	BUS 119 Quantitative Methods (3)	
	BUS 295 Business Mathematics (3)	
I.	COMP 005 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
1. REQUIRED CERTIFICATE COURSES:	
A. CHLD 039 Child Development-DS1	3
B. CHLD 042 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 039 Child Development-DS1	3
B.	CHLD 042 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
1. REQUIRED CERTIFICATE COURSES:		
A.	CHLD 039	Child Development-DS1
		3
B.	CHLD 042	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
	and WEXP 193 S	Special Ed Wrk Exp-1st Sem
		1*
		1*
Total Certificate Units:		26

*One unit of Work Experience-193 E must be in an early intervention setting working with infants and toddlers who are high risk and student must be supervised by an approved practitioner in the field.

*The other unit of Work Experience-193 S will be completed at a center based special education classroom, supervised by a professional with appropriate California Special Education credentials.

The Certificate of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Consumer Family Studies Division Chair.

Certificate 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, pre-school, 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
1. REQUIRED CERTIFICATE COURSES:		
A.	CHLD 039 Child Development-DS1	3
B.	CHLD 042 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.

Skill Certificate in CISCO: CCNA Academy

Division: Industry & Technology

This certificate prepares students for entry-level vocational training for employment as a network designer or technician, and serves as preparation for students who wish to pursue advanced study in information technology. The course of study combines lecture and laboratory instruction, and includes the theory and analysis of LAN and WAN computer networks, network design, programming routers and switches, installing, configuring, upgrading, troubleshooting, and repairing computer networks with CISCO internet-working devices.

PROGRAM OUTCOMES:

- Identify, research, and report on the installation, use, and troubleshooting of CISCO networking components.
- Load, configure, and troubleshoot operating systems, server software, application software, device updates and upgrades, and network troubleshooting, maintenance, and configuration utilities.
- Safely build, maintain, repair, and upgrade CISCO networks.
- Work in a group to research solutions to problems in CISCO networks, and be able to help others solve network problems through on-line information, help-desk assistance, and personal intervention.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: Network Technician, Network Engineer, Helpdesk, Network Administrator, Trainer, Consultant, Network Designer.

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

The Skill Certificate requirements include completion of the certificate courses with a “C” or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.

Certificate of Achievement in Commercial Art

Division: Fine Arts

This certificate prepares students for entry-level employment in the fields of design/commercial art, commercial printing, fine art printing, web design, illustration, digital photo imaging, digital portraiture, portrait painting, teaching, art administration, gallery management, art history, and art criticism. Students completing this certificate will acquire the ability to design AND draw, use a computer to produce art, and gain technical abilities through the study of both traditional and digital art list skills, knowledge, abilities.

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:	
A. ART 001 Art Appreciation	3
B. ART 006 Color and Design	3
C. ART 008 Drawing Fundamentals	3
D. ART 023 Macintosh Basics for Artists	3
E. ART 025 Digital Imaging for Artists	3
F. ART 111 Beginning Gallery Exhibition	3
G. ART 176 Beginning Stone Lithography	3
Required Certificate Units:	21
2. RESTRICTED ELECTIVES:	
(Select 12 additional units to complete the total units required.)	
ART 009 Drawing Composition	3
ART 049 Beginning Figure Drawing	3
ART 015 Beginning Printmaking	3
ART 121 Beginning Screen Printing	3
ART 130 Digital Printmaking	3
ART 177 Intermediate Stone Lithography	3
ART 043 Beginning Studio Painting	3
Minimum Restricted Electives 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 001	Fundamentals/Public Speaking	3
B. COMM 004	Interpersonal Communication	3
C. COMM 005	Argumentation and Debate	3
D. COMM 007	Persuasion	3
E. COMM 008	Group Communication	3
F. COMM 009	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 006 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:

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
1. REQUIRED CERTIFICATE COURSES:	
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
2. RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following:)	
A. ACCT 210 Computer Accounting	3
B. COMP 005 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:

- Apply basic computer hardware, software, and information technology concepts and techniques to a variety of business environments.
- 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
1. REQUIRED CERTIFICATE COURSES:		
A.	BUS 082 Introduction to Business	3
B.	COMP 005 Computer Concepts (4) or COMP 130 Introduction to Personal Computers (4)	4
C.	COMP 006 Programming Fundamentals	3
D.	COMP 008 Programming Concepts (Java)	4
E.	COMP 133 Database Processing	3
F.	COMP 138 Spreadsheet Design for Business	3
G.	COMP 140 Computer Operating Systems	3
H.	COMP 229 Web Page Design & Development (3) or COMP 230 JavaScript/XML (3)	3
I.	IT 210 PC Troubleshooting and Repair	2.5
	Required Certificate Units:	28.5
2. RESTRICTED ELECTIVES: (Select a minimum of 1 unit from the following):		
	BUS 112/COMM 112 Public Speaking for Business	4
	BUS 270 College Keyboarding Level 1	3
	BUS 271 College Keyboarding Level 2	3
	COMP 009 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
1. REQUIRED CERTIFICATE COURSES:	
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 020 Business Statistics (3)	
BUS 119 Quantitative Methods (3)	
BUS 295 Business Mathematics (3)	
G. COMP 005 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:

- List required site conditions, necessary documents, equipment, and necessary pre communication in order for a building official to make a requested inspection.
- List necessary site safety practices for building officials when making inspections.
- List the major inspections involved in the construction of a residence.
- 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
1. REQUIRED CERTIFICATE 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 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.
- Attain national registration with NCCER for CT coursework completed.
- 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
1. REQUIRED CERTIFICATE COURSES:		
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
2. RESTRICTED ELECTIVES (Select a minimum of 2 units from the following):		
	CT 109	Project Management/Codes 3
	CT 130	Intro to Const Practices 3
	CT132	Basic Building System/Codes 3
	CT 135	Blueprint Reading/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 Dassault Systemes SolidWorks

Division: Industry & Technology

This certificate prepares students for entry-level employment in the field of Dassault Systemes SolidWorks. Students completing this certificate will acquire knowledge and skills related to creating and appraising manufacturing and industrial applications (2D & 3D), specifically AutoCAD and SolidWorks drawings.

PROGRAM OUTCOMES:

Create and appraise manufacturing applications (2D & 3D) utilizing the Dassault Systemes SolidWorks computer program.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: CAD Technician/Draftsperson in manufacturing or industrial fields.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. DRFT 114	Introduction to CAD	4
B. DRFT 115	Advanced CAD	4
C. DRFT 016	CAD Applications	4
Total Certificate Units:		12

Coursework in DRFT 114 and DRFT 115 shall be completed utilizing the Autodesk AutoCAD computer software. Coursework in DRFT 016 will be completed utilizing Dassault Systemes SolidWorks.

Architecture Department Website: www.cos.edu/architecture

Other related certificates are offered through the Architecture Department.

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:

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.

		Units
1. REQUIRED CERTIFICATE COURSES:		
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	5
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 Nursing and 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 skills in maintenance and troubleshooting, air conditioning, heating and refrigeration equipment.

PROGRAM OUTCOMES:

Demonstrate competency in the necessary knowledge and skills required of an 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
1. REQUIRED CERTIFICATE COURSES:		
A.	ECT 280	Elect & Controls for HVAC
		4
B.	ECT 281	Basic Air Conditioning
		12
C.	ECT 282	Adv Air Cond/Refrig Com/Dom
		12
D.	ITEC 242	Air Conditioning Sheet Metal
		4
Total Certificate Units:		32

ITEC 242 may be substituted with other support classes listed in COS Catalog under ECT, with the approval of the Division Chair.

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 022 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	72
D.	ESL 451 Advanced Reading/Vocabulary 6	54
E.	ESL 442 Adv Listening/Speaking 5	36
	AND	
	ESL 452 Adv Listening/Speaking 6	36
	Total Required Certificate Hours:	360

ESL Beginning Level Certificate of Completion (Noncredit)

Division: Language Arts

This noncredit certificate prepares students for coursework in English as a Second Language and is intended for students whose first language is other than English. The program differs from that offered in adult schools in its rigor and focus. Beginning courses are designed for students with minimal skills in one or more of the reading, writing, speaking and listening areas. The ESL Beginning Level Certificate can be completed by taking on-campus or off-site classes.

PROGRAM OUTCOMES:

- Apply basic reading strategies, comprehend short texts, and acquire new vocabulary from context
- Write simple English sentences that express a main idea
- Pronounce a variety of English words and phrases at a basic functional level

		Hours
1. REQUIRED CERTIFICATE COURSES:		
A. ESL 402	Beginning Writing/Grammar 1	108
B. ESL 403	Beginning Reading/Vocabulary 1	54
C. ESL 410	Beginning Writing/Grammar 2	108
D. ESL 411	Beginning Reading/Vocabulary 2	54
E. ESL 404	Beginning Pronunciation/Speaking 1 (36)	36
OR		
F. ESL 412	Beginning Pronunciation/Speaking 2 (36)	
Total Required Certificate Hours:		360

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:

- Apply reading strategies, comprehend texts suitable for Developmental English classes (i.e. 2 levels below Freshman English)
- Acquire vocabulary from context
- Orally produce a moderately complex variety of English words and phrases to conduct basic presentations and participate in conversations
- Write multi-paragraph essays using Standard English that communicate a main idea with support

			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 3	36
	OR		
	ESL 432	Intermediate Pronunciation/Speaking 4	
	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. REQUIRED CERTIFICATE COURSES:	
A. ART 006 Color and Design	3
B. FASH 076 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. RESTRICTED ELECTIVES: (Select a minimum of 3 unit from the following):	
DRAM 012 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.

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. ART 006	Color and Design	3
B. FASH 076	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 004	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 manipulative and technical training in basic concepts in fire service organization and theories of fire control, including laws and regulations affecting the fire service personnel, and functions; fire organizations; principles of fire behavior; and the basic consideration in fire strategy and tactics.

PROGRAM OUTCOMES:

Demonstrate knowledge in the theories of fire control and fire strategy.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES:

Upon successful completion of this certificate, students will be prepared for employment as firefighters.

	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 field of Fire Technology. Students completing this certificate will acquire skills necessary for employment or advancement as an entry-level firefighter or other positions in the field of fire protection and prevention.

PROGRAM OUTCOMES:

- 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 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 and public education.

	Units
1. REQUIRED CERTIFICATE COURSES:	
A. FIRE 155 Fire Behavior and Combustion	3
B. FIRE 159 Intro to Fire Protection Org	3
C. FIRE 163 Fire Protection Equip/System	3
D. FIRE 182 Bld Constr for Fire Protectn	3
Required Certificate Units:	12
2. RESTRICTED ELECTIVES:	
Choose 18 units from the following:	
FIRE 280 Fire Fighter 2 Academy	5
EMT 251 Emergency Medical Technician B	5
FIRE 125 Fund Fire/Apparatus/Equipment	3
FIRE 156 Fire Service Hydraulics	3
FIRE 157 Fire Prevention Technology	3
FIRE 160 Fire and Emergency Safety	3
FIRE 161 S.F.M.-Fire Presentation 1A	2
FIRE 162 S.F.M.-Fire Prevention 1B	2
FIRE 168 S.F.M. Training Instructor 1A	2
FIRE 169 S.F.F. Training Instructor 1B	2
FIRE 173 S.F.M. Fire Command 1A	2
FIRE 174 S.F.M. Fire Command 1B	2
FIRE 270 Basic Fire Fighter 1 Academy	15
FIRE 275 Fire Command 1C-I-Zone F1	2
FIRE 277 S.F. M. Fire Management 1	2
Restricted Electives Units:	18
Total Certificate 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
1. REQUIRED CERTIFICATE COURSES:	
A. AGMT 102 Agriculture Sales & Marketing	3
B. AGMT 108 Ag Business Computer Apps	3.5
C. OH 001 Basic Ornamental Horticulture	3.5
D. OH 111 Floral Design	3.5
E. Select one course from the following:	
OH 212 Sympathy Flowers (3)	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
1. REQUIRED CERTIFICATE COURSES:		
A.	BUS 188 Human Relations in Business (3) or BUS 230 Supervision/Mgmt/1st Line Supervisor (3)	3
B.	CULN 201 Foods	3
C.	CULN 205 Professional Cooking	3
D.	CULN 206 Professional Cooking 2	3
E.	NUTR 018 Nutrition or NUTR 218 Nutrition Basics	3
F.	NUTR 107 Sanitation and Safety	2
G.	WEXP 193 D Food Services Wrk Exp-1st Sem	1
	Total Required Certificate Units:	18
2. RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following):		
	CHLD 238 Food Activities for the Child	1
	NUTR 020 Cultural Foods	3
	NUTR 214 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
1. REQUIRED CERTIFICATE COURSES:	
A. CULN 201 Foods (3)	
or CULN 205 Professional Cooking (3)	3
B. NUTR 107 Sanitation and Safety	2
Total Required Certificate Units:	5
2. RESTRICTED ELECTIVES: (Select a minimum of 3 units from the following):	
*NUTR 018 Nutrition	3
or NUTR 020 Cultural Foods	3
or NUTR 214 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 214 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 Graphic Design

Division: Industry & Technology

This certificate prepares students for entry-level employment in the field of Graphic Design. Students completing this certificate will acquire knowledge and skills related to creating and appraising graphic design and integrated graphics utilizing the computer software Adobe Illustrator, PhotoShop, and InDesign.

PROGRAM OUTCOMES:

- Create and appraise graphic designs related to graphic design applications and integrated graphics utilizing various graphic design computer programs such as Adobe Illustrator, PhotoShop, and InDesign.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following fields: Graphic Designer

		Units	
1. REQUIRED CERTIFICATE COURSES:			
A.	GD 159	Adobe Illustrator	2
B.	GD 160	Graphic Design	4
C.	GD 161	Graphic Design Applications	4
D.	GD 162	Integrated Graphics	4
E.	GD 163	Adobe InDesign	3
Total Units:			17

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 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
1. REQUIRED CERTIFICATE COURSES:	
A. COMP 005 Computer Concepts (4) or COMP 130 Introduction to Personal Computers (4)	4
B. Select one of the following:	3
ECON 025 Introduction to Economics (3) or ECON 040 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
2. RESTRICTED ELECTIVES: Select a minimum of 6 units from the following:	
ANTH 010 Cultural Anthropology	3
PSY 001 General Psychology	3
PSY 005 Social Psychology	3
PSY 010 Human Sexuality	3
PSY 034 Abnormal Psychology	3
PSY 133 Personal and Social Growth	3
SOC 026 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 001 College Reading & Composition	4
2. Spanish Competency:	
A. SPAN 004 Advanced Spanish	4
or SPAN 012 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 002 Plant Identification 1	3.5
C.	OH 003 Plant Identification 2	3.5
D.	OH 106 Landscape Drafting	3.5
E.	OH 007 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.

		Units	
1. REQUIRED CERTIFICATE COURSES:			
A.	AGMT 108	Ag Business Computer Apps	3.5
B.	OH 002	Plant Identification 1	3.5
C.	OH 001	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 005 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 001 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
1. REQUIRED CERTIFICATE COURSES:	
A. PARA 101 Introduction to Paralegalism	3
B. PARA 102 Legal Terminology	2
C. BUS 293 Business English (4) or ENGL 001 College Reading & Composition (4)	4
D. PARA 203 Civil Procedures 1 (4) or PARA 237 Family Law (3) (PARA 101 is a co-requisite for both courses)	3-4
E. PARA 210 Legal Ethics, Management & Interviewing	3
F. WEXP 193 P Paralegal Wrk Exp-1st Sem	1-4
G. Typing certificate within the last 18 months verifying a typing speed of 45 CWPM for 5 minutes.	
Total Certificate Units:	17

The Skill Certificate requirements include completion of the certificate courses with a "C" or better grade in each course. Required 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
1.	REQUIRED CERTIFICATE COURSES:	
A.	BUS 082 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 005 Computer Concepts (4)	
	or COMP 130 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.

Certificate of Achievement in Mechanical Drafting

Division: Industry and Technology

This certificate prepares students for entry-level employment in the field of Mechanical Drafting. Students completing this certificate will acquire knowledge and skills related to creating and appraising manufacturing and industrial applications (2D & 3D), specifically CAD and tactile (by hand) drawings.

PROGRAM OUTCOMES:

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: CAD Technician/Draftsperson in manufacturing or industrial fields.

1. REQUIRED CERTIFICATE COURSES:		Units
A. DRFT 112	Mechanical Drafting 1	3
B. DRFT 113	Mechanical Drafting 2	3
C. DRFT 114	Introduction to CAD	4
D. DRFT 115	Advanced CAD	4
E. DRFT 016	CAD Applications	4
Total Required Certificate Units:		18

Architecture Department website: www.cos.edu/architecture

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 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 of Achievement requirements include completion of the certificate courses with a "C" or better grade in each course. Required and support courses may be substituted with the approval of the Nursing and 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.	REQUIRED CERTIFICATE COURSES:	
A.	AGMT 108 Ag Business Computer Apps	3.5
B.	OH 001 Basic Ornamental Horticulture	3
C.	OH 002 Plant Identification 1	3.5
D.	OH 003 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.	RESTRICTED ELECTIVES: (Select two courses from the following):	
	OH 007 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
	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 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

		Units
1. REQUIRED CERTIFICATE COURSES:		
A. OH 001	Basic Ornamental Horticulture	3
B. OH 002	Plant Identification 1	3.5
C. OH 003	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. REQUIRED MAJOR COURSES:		
A. PARA 101	Introduction to Paralegalism	3
B. PARA 102	Legal Terminology	2
C. PARA 203	Civil Procedure 1	4
D. PARA 205	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. RESTRICTED ELECTIVES: (Select a minimum of 6 units from the following)		
PARA 204	Civil Procedure 2	3
PARA 232	Wills, Trusts and Elder Law	2
PARA 236	Administrative Law	3
BUS 018	Business Law	4
WEXP 194 P	Paralegal Wrk Exp-2nd Sem	2
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 005 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 001 College Reading and Composition (4)	
Minimum Professional Proficiency Units:	4
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 and 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
1. REQUIRED CERTIFICATE COURSES:		
A.	AG 003 Economic Entomology	3.5
B.	AGMT 108 Ag Business Computer Apps	3.5
C.	AG 004 Soils	3.5
D.	PLSI 001 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 - As Set by the Commission of Peace Officer Standards and Training:

- Understand the material in each of the 43 learning domains.
- Demonstrate the ability to handle simulated calls for police services.
- Demonstrate competency in combat shooting principles and tactics using a handgun and shotgun.
- 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.
- Demonstrate an understanding of 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.

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.

FEES:

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.

	Units
1. REQUIRED CERTIFICATE COURSES:	
A. PS 200M3** Basic Police Academy – Module 3	5.5
B. AJ 200M2 Basic Police Academy – Module 2	8
C. AJ 200M3 Basic Police Academy – Module 3	14
Total Certificate Units:	27.5

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.

****Police Academy courses are being renamed and renumbered. PS 200M3 is the replacement for AJ 200M1. In the future, the courses will proceed from Module 3 to Module 2 to Module 1.**

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:

Upon completion of this program, the student will have entry-level skills as a programmable logic controller technician to include program entry and troubleshooting skills.

ENTRY-LEVEL EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate, students will be prepared for employment in the following jobs: PLC Controls Engineer, Maintenance Technician.

		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

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 Ag Project Construction (3.5) or WELD 276 Metal Fabrication (3.5)	3.5
B.	WELD 161 Oxyacetylene Welding	4
C.	WELD 162 Shielded Metal Arc Welding	4
D.	WELD 171 Specialty Metals Welding	4
E.	WELD 172 Gas Tungsten Arc Welding	4
F.	WELD 181 Blueprint Reading/Metallurgy	3
G.	WEXP 193 F Agriculture Wrk Exp-1st Sem	1
Total Certificate Units:		23.5

The Certificate of Achievement requirements include completion of the certificate courses with a “C” or better grade in each course. Required and support courses may be substituted with the approval of the Industry & Technology Division Chair.

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:

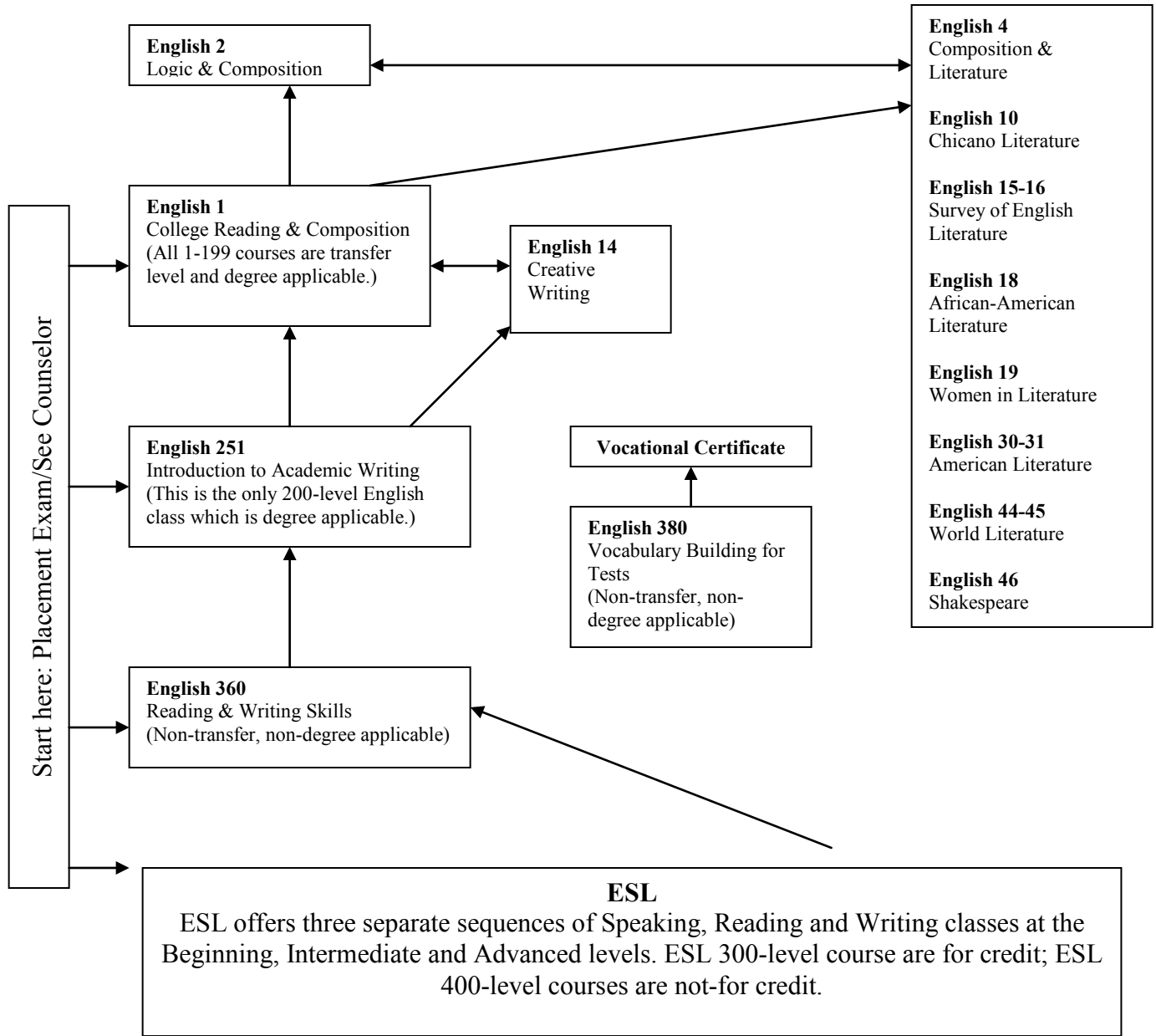
Accurately word process business documents using appropriate communication and English skills.

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 082 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.

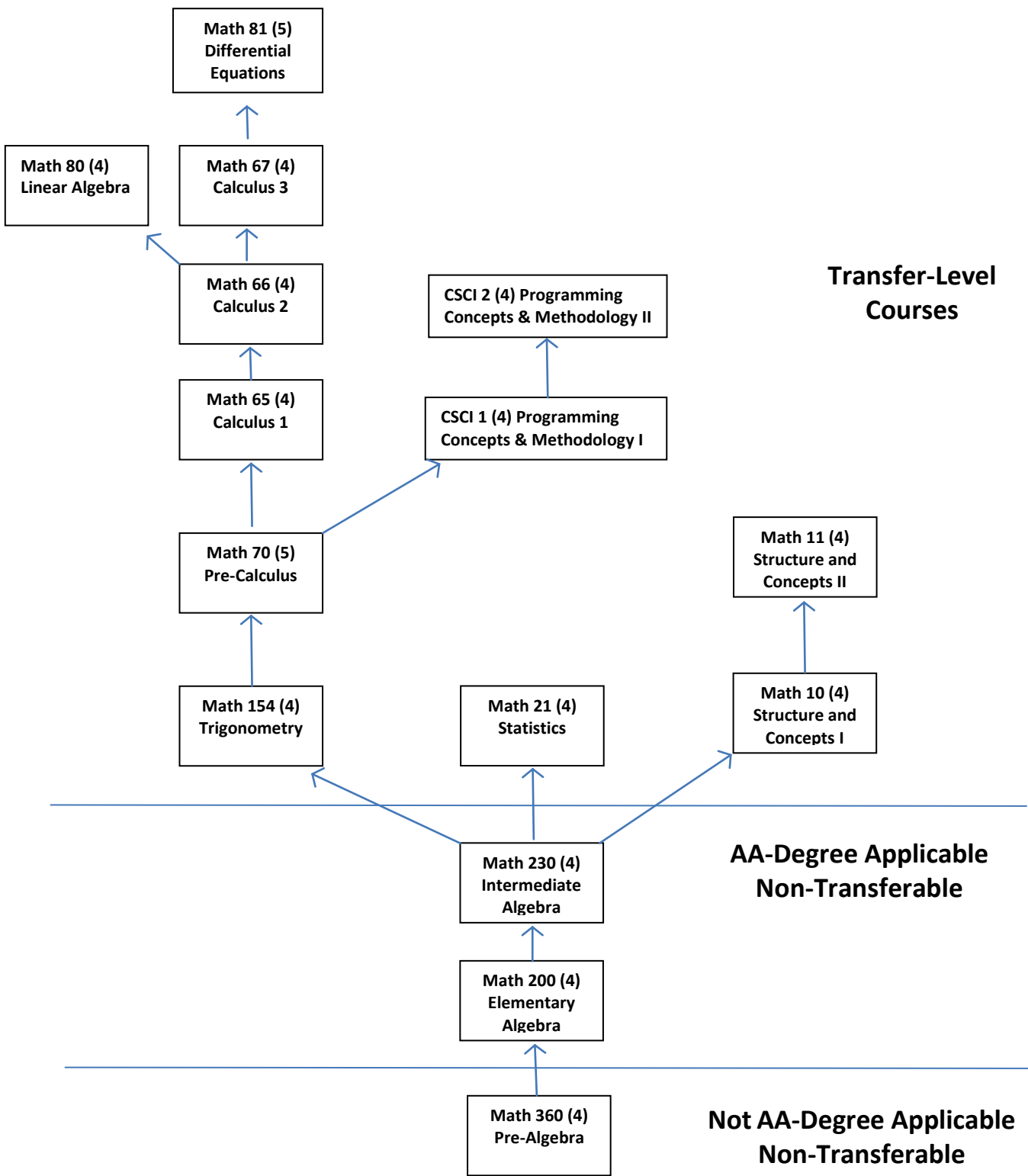
English Sequence



Writing Center
Available to all students who want assistance with any writing project on a drop-in basis:
Lodgepole 209 on the Visalia Campus.

Writing consultations are also offered at the Tulare and Hanford Centers

Mathematics Sequence





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

- 001-099 Courses accepted by the University of California System (See UC Transfer Course List for unit limitations). For specific course articulation (equivalency), consult www.assist.org, the Counseling Office or the Transfer Center.
- 001-199 Courses accepted by the California State University system and most other four-year colleges and universities. For specific course-to-course articulation (equivalency), consult www.assist.org, 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

COURSES RELATED IN CONTENT

STATEWIDE CHANGES TO REPEATABILITY OF ACTIVITY COURSES
IN FINE ARTS AND PE
EFFECTIVE 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 the majority of 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 the breakdown of courses on the following pages). 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 an “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 017AD (3-12 units) Handbuilding Ceramics	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 061 (3 units) Beginning Handbuilding Ceramics
	NO EQUIVALENT MAY ENROLL	ART 062 (3 units) Intermediate Handbuilding Ceramics
ART 018AD (3-12 units) Wheel Thrown Ceramics	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 063 (3 units) Beginning Wheel-Thrown Ceramics
	NO EQUIVALENT MAY ENROLL	ART 064 (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 006 (3 UNITS) Color and Design	SAME COURSE – NO CHANGES	Art 006 (3 units) Color and Design
ART 007 (3 units) Advanced Color and Design	SAME COURSE – NO CHANGES	ART 007 (3 units) Advanced Color and Design
ART 032AD (3-12 units) 3-D Design	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 032 (3 units) Beginning 3-D Design
	NO EQUIVALENT MAY ENROLL	ART 033 (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 023AD (3-12 units) Macintosh Basics for Artists	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 023 (3 units) Macintosh Basics for Artists
ART 025AD (3-12 units) Digital Imaging for Artists	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 025 (3 units) Digital Imaging for Artists
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 008 (3 units) Drawing Fundamentals	SAME COURSE – NO CHANGES	ART 008 (3 units) Drawing Fundamentals
ART 009 (3 units) Drawing Composition	SAME COURSE – NO CHANGES	ART 009 (3 units) Drawing Composition
ART 010AD (3-12 units) Figure Drawing	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 049 (3 units) Beginning Figure Drawing
	NO EQUIVALENT MAY ENROLL	ART 050 (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 013AD (3-12 units) Studio Painting	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 043 (3 units) Beginning Studio Painting
	NO EQUIVALENT MAY ENROLL	ART 044 (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

PLANOGRAPHIC AND OFFSET PROCESSES 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 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

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 015 (3 units) Begin Printmaking	SAME COURSE – NO CHANGES	ART 015 (3 units) Begin Printmaking
ART 016AC (3-9 units) Advanced Printmaking	EQUIVALENT MAY NOT ENROLL IN BOTH	ART 016 (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 011AD (3-12 units) Sculpture	EQUIVALENT MAY NOT ENROLL IN BOTH	Art 066 (3 units) Beginning Sculpture
	NO EQUIVALENT MAY ENROLL	ART 067 (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 008AD (1-4 units) Beginning Ballet	EQUIVALENT MAY NOT ENROLL IN BOTH	DANC 050 (1 unit) Ballet 1
	NO EQUIVALENT MAY ENROLL	DANC 051 (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 010AD (1-4 units) Modern Dance	EQUIVALENT MAY NOT ENROLL IN BOTH	DANC 054 (1 unit) Modern Dance 1
	NO EQUIVALENT MAY ENROLL	DANC 155 (1 unit) Modern Dance 2
	NO EQUIVALENT MAY ENROLL	DANC 156 (1 unit) Contemporary Dance

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 012AD (1-4 units) Jazz Dance	EQUIVALENT MAY NOT ENROLL IN BOTH	DANC 058 (1 unit) Jazz Dance 1
	NO EQUIVALENT MAY ENROLL	DANC 059 (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 016AD (1-4 units) Beginning Tap Dancing	EQUIVALENT MAY NOT ENROLL IN BOTH	DANC 062 (1 unit) Tap Dancing 1
	NO EQUIVALENT MAY ENROLL	DANC 063 (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 070 (1 unit) Hip Hop
	NO EQUIVALENT MAY ENROLL	DANC 071 (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 006AD (1-4) Choreography	EQUIVALENT MAY NOT ENROLL IN BOTH	DANC 080 (1 unit) Choreography
	NO EQUIVALENT MAY ENROLL	DANC 081 (1 unit) Studies in Choreography
	NO EQUIVALENT MAY ENROLL	DANC 085 (1 unit) Dance Production 1
	NO EQUIVALENT MAY ENROLL	DANC 182 (1 unit) Improvisational Dance

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 041AD (2-8 units) Musical Theatre Performance-Dance	EQUIVALENT MAY NOT ENROLL IN BOTH	DANC 041 (2 unit) Musical Theatre Performance Dance 1

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 002 (3 units) Fundamentals of Acting 1	SAME COURSE – NO CHANGES	DRAM 002 (3 units) Fundamentals of Acting 1
DRAM 003 (3 units) Fundamentals of Acting 2	SAME COURSE – NO CHANGES	DRAM 003 (3 units) Fundamentals of Acting 2
DRAM 004 (3 units) Intermediate Acting 1	SAME COURSE – NO CHANGES	DRAM 004 (3 units) Intermediate Acting 1
DRAM 005 (3 units) Intermediate Acting 2	SAME COURSE – NO CHANGES	DRAM 005 (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 017AB (3-6 units) Makeup	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 017 (3 units) Makeup
DRAM 012AB (3-6 units) Costuming	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 012 (3 units) Costuming

MUSICAL CATEGORY:

2012-2013 Old Repeatable Courses	New Courses identified as equivalent or not equivalent to Old Repeatable Courses	2013-2014 New Family of Courses
DRAM 020AD (3-12 units) Musical Theatre Rehearsal & Performance	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 020 (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 019AD (3-12 units) Rehearsal and Performance 1	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 019 (2 units) Rehearsal and Performance 1
DRAM 021AD (3-12 units) Rehearsal and Performance 2	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 021 (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 013AB (3-6 units) Beginning Stagecraft	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 013 (3 units) Beginning Stagecraft
DRAM 014AB (3-6 units) Intermediate Stagecraft	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 014 (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 015AB (3-6 units) Beginning Stage Lighting	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 015 (3 units) Beginning Stage Lighting
DRAM 016AB (3-6 units) Intermediate Stage Lighting	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 016 (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 030AB (3-6 units) Stage Movement / Stage Combat	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 030 (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 022AD (3-12 units) One Act Play Production	EQUIVALENT MAY NOT ENROLL IN BOTH	DRAM 022 (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 036AD (2-8 units) Chamber Singers	EQUIVALENT MAY NOT ENROLL IN BOTH	MUS 036 (2 units) Chamber Singers-Renaissance
	NO EQUIVALENT MAY ENROLL	MUS 037 (2 units) Chamber Singers-Classical
	NO EQUIVALENT MAY ENROLL	MUS 038 (2 units) Chamber Singers-Romantic
	NO EQUIVALENT MAY ENROLL	MUS 039 (2 units) Chamber Singers-20 th 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 060AD (2-8 units) Beginning Brass Instruments	EQUIVALENT MAY NOT ENROLL IN BOTH	MUS 060 (2 units) Brass Musical Instruments
MUS 062AD (2-8 units) Beginning Woodwind Instruments	EQUIVALENT MAY NOT ENROLL IN BOTH	MUS 062 (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 030AD (2-8 units) Beginning Voice	EQUIVALENT MAY NOT ENROLL IN BOTH	MUS 030 (2 units) Beginning Voice
MUS 031AD (2-8 units) Intermediate Voice	EQUIVALENT MAY NOT ENROLL IN BOTH	MUS 031 (2 units) Intermediate Voice

COMMERCIAL 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 091AD (2-8 units) Music Theatre Orchestra	EQUIVALENT MAY NOT ENROLL IN BOTH	MUS 091 (2) Music Theatre Orchestra
MUS 97AD (2-8 units) Music Theater Voice	EQUIVALENT MAY NOT ENROLL IN BOTH	MUS 097 (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 001AD (1-4 units) Aerobic Conditioning	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 001 (1 unit) Aerobic Conditioning
PE 002AD (1-4 units) Non-Impact Aerobics	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 002 (1 unit) Non-Impact Aerobics
	NO EQUIVALENT MAY ENROLL	PEAC 003 (1 unit) Step Aerobics
	NO EQUIVALENT MAY ENROLL	PEAC 004 (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 025AD (1-4 units) Basic Swimming	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 008 (1 unit) Beginning Swimming
PE 026AD (1-4 units) Swimming for Fitness	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 011 (1 unit) Swim for Fitness
	NO EQUIVALENT MAY ENROLL	PEAC 009 (1 unit) Intermediate Swimming
	NO EQUIVALENT MAY ENROLL	PEAC 010 (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 014AD (1-4 units) Basketball	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 021 (1 unit) Beginning Basketball
	NO EQUIVALENT MAY ENROLL	PEAC 022 (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 042AD (2-8 units) Varsity Performance/Pep Squad/Flag	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 060 (2 units) Varsity Performance 1
	NO EQUIVALENT MAY ENROLL	PEAC 061 (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 015AD (1-4 units) Fundamentals of Football	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 025 (1 unit) Beginning Football
PE 016AD (1-4 units) Conditioning for Football	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 026 (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 030* (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 006AD (1-4 unit) Stretch and Tone	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 036 (1 unit) Stretch and Tone
PE 044AD (1-4 units) Pilates Mat Class	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 037 (1 unit) Pilates
PE 046AD (1-4) Yoga	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 038 (1 unit) Intro to Yoga
	NO EQUIVALENT MAY ENROLL	PEAC 039 (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 021AD (1-4 units) Soccer	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 042 (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 024AD (1-4 units) Conditioning for Softball	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 047* (1 unit) Intermediate Women's Softball
	NO EQUIVALENT MAY ENROLL	PEAC 046* (1 unit) Beginning Women's Softball
	NO EQUIVALENT MAY ENROLL	PEAC 048* (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 030AB (1-2 units) Beginning Tennis	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 052 (1 unit) Beginning Tennis
PE 031AB (1-2 units) Advanced Tennis	NOT EQUIVALENT MAY ENROLL IN BOTH	PEAC 053 (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 009AD (1-4 units) Condition for Track & Field	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 056 (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 034AB (1-2 units) Beginning Volleyball	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 064 (1 unit) Beginning Volleyball
PE 035AB (1-2 units) Advanced Volleyball	NOT EQUIVALENT MAY ENROLL IN BOTH	PEAC 065 (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 003AD (1-4 units) Walk/Jog for Aerobic Fitness	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 070 (1 unit) Walk/Jog
	NO EQUIVALENT MAY ENROLL	PEAC 068 (1 unit) Beginning Fitness Walking
	NO EQUIVALENT MAY ENROLL	PEAC 069 (1 unit) Intermediate Fitness Walking
	NO EQUIVALENT MAY ENROLL	PEAC 071 (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 004AD (1-4 units) Weight Training	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 074 (1 unit) Beginning Weight Training
PE 005AB (2-4 units) Advanced Strength/Body Building Principles	EQUIVALENT MAY NOT ENROLL IN BOTH	PEAC 076 (1 unit) Advanced Weight Training
	NO EQUIVALENT MAY ENROLL	PEAC 075 (1 unit) Intermediate Weight Training

* Course pending activation Spring 2015.

Course Identification Numbering System (C-ID)

The California Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by individual California Community Colleges. Courses approved for the C-ID program are given a C-ID designation. College of the Sequoias courses with a C-ID designation will articulate with any other California Community College with the same C-ID designation. For example, ECON 40 has been approved for C-ID ECON 202 so ECON 40 is indirectly articulated with all other California Community College courses approved for C-ID ECON 202. In addition to the community college to community college articulation, a course with a C-ID course designation will articulate with California State Universities that have approved articulation with that C-ID designation. To access the CSU courses that have been identified by CSU campuses as comparable to C-ID descriptors visit the C-ID Web Site at www.c-id.net. You can search for courses by discipline or CSU campus.

Course requirements vary between colleges and universities and students are encouraged to consult the ASSIST database at www.assist.org and a COS counselor for program planning and course selection. Students may also consult the ASSIST database for specific information on C-ID course designations for all California Community Colleges. College of the Sequoias lists all C-ID course designations parenthetically after each course description in this catalog.

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. (C-ID AJ110)

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 (C-ID AJ160)

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 (C-ID AJ120)

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 is also examined. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures

AJ 111 Criminal Justice Communication 3

Hours: 3 Lecture/Discussion

This course covers techniques of communicating facts, information in corrections and probation law enforcement reports, letters, memoranda, and directives. Practical experience is offered in note taking, report writing and presentation of courtroom testimony. Introduction to technology 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. (C-ID AJ124)

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 (C-ID AJ220)

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 designated 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 criminal law and criminal procedures commonly associated with California state, county and municipal law enforcement agencies. 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, while focusing on established criminal justice procedures.		
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, this is a foundation course which includes areas of professional ethics, psycho-diagnostic procedures in counseling, critical thinking and communication skills. Advisory on recommended preparation: English 251 or equivalent college course with "C" or better, or eligibility for English 1 as determined by COS Placement Procedures		
Prerequisites: AJ 011 or equivalent college course with "C" or better		
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. (C-ID AJ140)		
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. (C-ID AJ150)		
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. 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 (C-ID AJ200)		
Prerequisites: AJ 011 or equivalent college course with "C" or better		
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.		
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 200M2	Basic Police Academy, Module 2	8
Hours:	12.75 Lecture/Discussion 3.43 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: PS 200M3 or equivalent college course with "C" or better

AJ 200M3	Basic Police Academy, Module 3	14
Hours:	18.4 Lecture/Discussion 5 Lab	

Materials Fee: \$6.00

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 or PS 200M3 and AJ 200M2 or equivalent college courses with “C” or better

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 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 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 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 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 Intermediate Commercial Heli 3
Hours: 2 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 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 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 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 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 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 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 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

AGRICULTURAL TECHNOLOGY

AGTC 103 Farm Power 3.5
Hours: 3 Lecture/Discussion
1 Lab

Equivalent Course: AGTC 103AC

Farm power deals with the theory, operation, adjustment and maintenance of the farm tractor and its mechanical systems. The systems include power train, steering and hydraulic mechanisms. Cooling, electrical, fuel, clutch, equipment application and safety will be included.

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 201 Intro to Power Equipment 2.5
Hours: 2 Lecture/Discussion
1 Lab

This beginning course is designed to introduce students to the theory and concepts of today's modern power equipment. Applications, basic operation, diagnosis and troubleshooting will be addressed in this course.

AGTC 202 Farm Equipment Construction 3.5
Hours: 3 Lecture/Discussion
1 Lab

Equivalent Course: AGTC 202AD

This is a study of the basic principles for the construction of farm implements such as feeding equipment, land preparation equipment, trailers and plans. Will include developing a bill of materials and constructing implements used in the agriculture industry.

AGTC 210 Ag Project Construction 3.5
Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$20.00

Equivalent Course: AGTC 210AD

This course is designed to give students an understanding of the mechanics and technology of fabrication. This class will study the characteristics, types and costs of construction materials for their use in agriculture and industrial equipment fabrication.

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 or printed copies are available at the Career Technical Education Office, 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. (C-ID 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 non-agriculture 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.		
AG 211	Applied Agriculture Leadership	1
Hours:	1 Lecture/Discussion	
This intermediate course in student leadership shall expand the student's team-building skills. Introduction to student parliamentary law and refinement of leadership 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 is 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. (C-ID ANTH150)

ARCHITECTURE

ARCH 010 Architectural Design 1 4
Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$20.00

An introductory course that emphasizes design process, concept development, and creative problem solving as the means to create architectural form and space. Design projects are presented utilizing "tactile" (by hand) two and three-dimensional visual communication and scale modeling techniques. Verbal presentations in the form of critiques are also required for the purpose of communicating designs and intended concepts.

ARCH 011 Architectural Design 2 4
Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$20.00

An advanced course that continues the issues introduced in the introductory course plus emphasizes program development, site and context analysis, precedent study, and structure as the means to create architectural form and space. Design projects are presented utilizing "tactile" (by hand) two and three-dimensional visual communication and scale modeling techniques. Verbal presentations in the form of critiques are also required for the purpose of communicating designs and intended concepts. Advisory on Recommended Preparation: ARCH 10 or equivalent college course with "C" or better

ARCH 013 Architectural Design 3 4
Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$20.00

Equivalent Course: ARCH 112

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

ARCH 014 Architectural Design 4 4
Hours: 3 Lecture/Discussion
3 Lab

Materials Fee: \$20.00

Equivalent Course: ARCH 113

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

ARCH 020 Visual Communication 1 3
Hours: 2 Lecture/Discussion
2 Lab
1 Activity

Materials Fee: \$20.00

This is an introductory course of tactile (by hand) visual communication techniques applicable to the design and construction of the built environment. Drawing techniques include lettering, lines, dimensioning, diagramming, orthographic projection, axonometric projection, and perspective projection.

ARCH 021	Visual Communication 2	3	ARCH 130	Sustainable and Green Topics	3
Hours:	2 Lecture/Discussion 3 Lab		Hours:	2 Lecture/Discussion 2 Lab 1 Activity	
Materials Fee:	\$20.00		Materials Fee:	\$10.00	
This is an advanced course of “tactile” (by hand) visual communication techniques applicable to the design and construction of the built environment. Drawing techniques include graphic symbols, architectural presentation, architectural drawing conventions; orthographic and perspective projections, rendition of value and context, color theory, figure ground ambiguity, and drawing media and techniques. Advisory on Recommended Preparation: ARCH 20 or equivalent college course with a “C” or better			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 070	Architecture History 1	3	ARCH 133	Sustainability Implementation	3
Hours:	3 Lecture/Discussion		Hours:	2.5 Lecture/Discussion 1.5 Lab	
Materials Fee:	\$10.00		Materials Fee:	\$10.00	
Equivalent Course:	ARCH 170		This course will give students knowledge necessary to confront issues related to sustainability in the building industry. Advisory on Recommended Preparation: ARCH 130 and ARCH 134 or equivalent college courses with “C” or better		
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.			ARCH 134 Sustainable Materials/Methods 3		
ARCH 071	Architecture History 2	3	Hours:	2.5 Lecture/Discussion 1.5 Lab	
Hours:	3 Lecture/Discussion		Materials Fee:	\$10.00	
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.		
Equivalent Course:	ARCH 171		ARCH 151	Independent Study-ARCH	1 - 4
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			Hours:	3 TO 12 Lab	
ARCH 120	Freehand Drawing	3	Equivalent Course:	ARCH 151AD	
Hours:	2 Lecture/Discussion 3 Lab		The purpose of this Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. 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		
Materials Fee:	\$20.00		ARCH 160	Construction Materials/Methods	4
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			Hours:	4 Lecture/Discussion	
ARCH 121	Perspective Alternatives	3	Materials Fee:	\$20.00	
Hours:	2 Lecture/Discussion 2 Lab 1 Activity		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.		
Materials Fee:	\$20.00		ARCH 161	Architectural Detailing	3
Equivalent Course:	ARCH 121AC		Hours:	2 Lecture/Discussion 3 Lab	
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			Materials Fee:	\$20.00	
ARCH 162	Conceptual Structural Analysis	3	Equivalent Course:	ARCH 161AD	
Hours:	3 Lecture/Discussion		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 AND DRFT 114 or equivalent college courses with “C” or better or equivalent knowledge and/or skills as determined by departmental assessment		
Materials Fee:	\$20.00		ARCH 162	Conceptual Structural Analysis	3
A nonmathematical investigation of structural systems and components with respect to their behavior; selection of the most			Hours:	3 Lecture/Discussion	
			Materials Fee:	\$20.00	

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 112, ARCH 113, ARCH 20, ARCH 21, ARCH 120, ARCH 121, ARCH 70, ARCH 71, ARCH 160, ARCH 161, ARCH 162, ARCH 163.

ART

ART Families of Courses	
Design Family	ART 006
	ART 007
	ART 032
	ART 033
Drawing Family	ART 008
	ART 009
	ART 049
	ART 050
Painting Family	ART 043
	ART 044
	ART 212
	ART 213
Digital Family	ART 023
	ART 025
	ART 130
Planographic/Offset Processes Family	ART 176
	ART 177
	ART 178
	ART 179
Printmaking Family	ART 121
	ART 122
	ART 015
	ART 016
Museum/Gallery Studies Family	ART 111
	ART 112
Research Family	ART 151
Sculpture Family	ART 141
	ART 142
	ART 066
	ART 067
Ceramics Family	ART 061
	ART 062
	ART 063
	ART 064
Glass Family	ART 119
	ART 120

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. (C-ID ARTH100)

ART 002	Art History/Ancient-Gothic	3	ART 009	Drawing Composition	3
Hours:	3 Lecture/Discussion		Hours:	1.5 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. (C-ID ARTH 110)			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 003	Art History/Gothic-Modern	3	ART 015	Beginning Printmaking	3
Hours:	3 Lecture/Discussion		Hours:	1.5 Lecture/Discussion	
	Equivalent Course: ART 003H.			4.5 Lab	
	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. (C-ID ARTH120)		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 004	Precol Art & Cult/Americas-Meso	3	ART 016	Intermediate Printmaking	3
Hours:	3 Lecture/Discussion		Hours:	1.5 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.			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.	
ART 005	Precol Art&Cult/Americas-S.Ame	3	Prerequisites:	ART 015 or equivalent college course with "C" or better	
Hours:	3 Lecture/Discussion		ART 023	Macintosh Basic for Artists	3
	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.		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.	
ART 006	Color and Design	3	ART 025	Digital Imaging for Artists	3
Hours:	1.5 Lecture/Discussion		Hours:	1.5 Lecture/Discussion	
	4.5 Lab			4.5 Lab	
	Materials Fee: \$10.00		Materials Fee:	\$20.00	
	Equivalent Course: ART 006A			Equivalent Course: ART 025AD	
	This is a basic course in art with a primary purpose of familiarizing the students with elements and principles of design and history. It includes the 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. Students will develop, through lectures and discussions, design and color projects and oral and written assignments. Students will learn design vocabulary to cultivate intellect, imagination, sensibility and sensitivity, and respond subjectively as well as objectively to aesthetic experiences. (C-ID ARTS100)			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.	
ART 007	Advanced Color and Design	3	ART 032	Beginning 3-D Design	3
Hours:	1.5 Lecture/Discussion		Hours:	1.5 Lecture/Discussion	
	4.5 Lab			4.5 Lab	
	Materials Fee: \$10.00		Materials Fee:	\$30.00	
	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.			Equivalent Course: ART 032AD, ART 132AD	
				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.	
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 033 Intermediate 3-D Design 3**
Hours: 1.5 Lecture/Discussion
4.5 Lab
Materials Fee: \$30.00
Equivalent Course: ART 133
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 043 Beginning Studio Painting 3**
Hours: 1.5 Lecture/Discussion
4.5 Lab
Equivalent Course: ART 013AD
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
- ART 044 Intermediate Studio Painting 3**
Hours: 1.5 Lecture/Discussion
4.5 Lab
Equivalent Course: ART 144
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 049 Beginning Figure Drawing 3**
Hours: 1.5 Lecture/Discussion
4.5 Lab
Materials Fee: \$10.00
Equivalent Course: ART 010AD
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.
Prerequisites: ART 008 or equivalent college course with "C" or better
- ART 050 Intermediate Figure Drawing 3**
Hours: 1.5 Lecture/Discussion
4.5 Lab
Materials Fee: \$10.00
Equivalent Course: ART 150
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 061 Beg. Handbuilding Ceramics 3**
Hours: 1.5 Lecture/Discussion
4.5 Lab
Materials Fee: \$30.00
Equivalent Course: ART 017AD
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.
- ART 062 Intern. Handbuilding Ceramics 3**
Hours: 1.5 Lecture/Discussion
4.5 Lab
Materials Fee: \$30.00
Equivalent Course: ART 162
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 063 Beg. Wheel Thrown Ceramics 3**
Hours: 1.5 Lecture/Discussion
4.5 Lab
Materials Fee: \$30.00
Equivalent Course: ART 018AD
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
- ART 064 Intern. Wheel-Thrown Ceramics 3**
Hours: 1.5 Lecture/Discussion
4.5 Lab
Materials Fee: \$30.00
Equivalent Course: ART 164
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 066 Beginning Sculpture 3**
Hours: 1.5 Lecture/Discussion
4.5 Lab
Materials Fee: \$30.00
Equivalent Course: ART 011AD
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.
- ART 067 Intermediate Sculpture 3**
Hours: 1.5 Lecture/Discussion
4.5 Lab
Materials Fee: \$30.00
Equivalent Course: ART 167
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 111 Beginning Gallery Exhibition 3**
Hours: 1.5 Lecture/Discussion
4.5 Lab
Equivalent Course: ART 111AD
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).

ART 112 Interm. Gallery Exhibition 3
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).

Prerequisites: ART 111AD or equivalent college course with "C" or better

ART 119 Beginning Stained Glass Design 3
Hours: 1.5 Lecture/Discussion
4.5 Lab

Materials Fee: \$30.00

Equivalent Course: ART 119AD

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.

ART 120 Intermediate Stained Glass 3
Hours: 1.5 Lecture/Discussion
4.5 Lab

Materials Fee: \$30.00

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.

Prerequisites: ART 119 or equivalent college course with "C" or better

ART 121 Beginning Screen Printing 3
Hours: 1.5 Lecture/Discussion
4.5 Lab

Materials Fee: \$30.00

Equivalent Course: ART 121AC

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

ART 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 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 handpulled 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 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 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 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: 2.5 Lecture/Discussion
1.5 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.

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 4
 Hours: 3 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 cover the inspection, testing and repair of the total electrical system and component parts.

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 Syst 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 237 Automotive Air Conditioning 4
 Hours: 3 Lecture/Discussion
 3 Lab

Equivalent Course: AUTO 137

This is a course in the design, theory and operation of the automotive heating and air conditioning systems. Instruction and lab cover the systems components, servicing, testing, repair and retrofit. Formerly AUTO 137

Prerequisites: AUTO 130 and AUTO 136 or equivalent college courses with "C" or better

AUTO 243 Auto Adv. Computer Controls 4
 Hours: 3 Lecture/Discussion
 3 Lab

Equivalent Course: AUTO 143

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. Formerly AUTO 143

Prerequisites: AUTO 130 and AUTO 136 or equivalent college courses with "C" or better (AUTO 130 and/or AUTO 136 may be taken concurrently.)

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 (C-ID BIOL130S. BIOL130S includes BIOL 001 and 002)

Prerequisites: MATH 230 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 (C-ID BIOL130S. BIOL130S includes BIOL 001 and 002.)

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

A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. Demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect a business' ability to achieve its organizational goals.

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 ENGL 251 or equivalent college course with “C” or better or eligibility for ENGL 1 as 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.

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.

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

This course is designed to help students 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 “C” or better

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.

BUS 361 Elementary Keyboarding for ESL 1
Hours: .5 Lecture/Discussion
1 Lab

Equivalent Course: BUS 361AC

This course introduces the ESL student to the computer keyboard. Students will use the touch method to key letters, numbers, symbols, and the numeric keypad.

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. (C-ID CHEM110; C-ID CHEM120S includes CHEM 001 and 002.)

Prerequisites: CHEM 020 or CHEM 253 and MATH 230 or equivalent college courses 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. (C-ID CHEM120S - includes CHEM 001 and 002.)

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, pre-medical, 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 (C-ID CHEM 150; C-ID CHEM160S includes CHEM 012 and 013.)
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, pre-medical, 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. (C-ID CHEM160S includes CHEM 012 and 013.)

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 "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 253 Introduction to Chemistry 3
Hours: 3 Lecture/Discussion

This is a one-semester elementary class for students who have never taken high school chemistry or whose previous work in chemistry did not prepare them for CHEM 20. The course will prepare students for success in CHEM 20 by giving them a basic background in matter, energy, chemical reactions, measurements, formula writing, nomenclature, chemical calculations and a review of elementary algebra. Advisory on Recommended Preparation: MATH 200 and ENGL 251 or equivalent college courses with "C" or better

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 (C-ID CDEV100)

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. (C-ID CDEV110)

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 (C-ID ECE200)

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. CHILD 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 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. (C-ID ECE220)

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 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 (C-ID ECE230)		
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 (C-ID COMM130)

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 (C-ID COMM120)

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 (C-ID COMM190)

COMM 008 Group Communication 3
Hours: 3 Lecture/Discussion

Equivalent Course: SPCH 008

Principles of communication in a variety of group contexts. Theory, application, and evaluation of group communication processes, including problem solving, conflict management, decision making, and leadership. 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. COMM 8 is an introductory course in Group Communication. 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 (C-ID COMM140)

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 (C-ID COMM150)

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 (C-ID ITIS120)

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 courses with "C" or better or equivalent knowledge and/or skills as determined by departmental assessments (C-ID COMP112)

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 and BUS 270 or equivalent college courses 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
3 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. Advisory on Recommended Preparation: COMP 006 or equivalent college course with "C" or better (C-ID COMP122)

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. (C-ID COMP132)

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	CT 204	Construction Theory/Practice 1	4
Hours:	3 Lecture/Discussion 3 Lab		Hours:	3 Lecture/Discussion 3 Lab	
Equivalent Course: CT 105AB			Equivalent Course: CT 104AB		
A study of basic construction practices and theory Including computer estimating, scheduling, and budgeting.			Basic construction practices and theory for residential construction from site plan through drywall.		
CT 109	Project Management/Codes	3	CT 205	Plumbing	3
Hours:	3 Lecture/Discussion		Hours:	2 Lecture/Discussion 3 Lab	
Practices in construction documents, computer-operated construction control, project management, building inspection/codes, utilities, labor and insurance requirements.			Equivalent Course: CT 205AB		
			Basic plumbing theory, materials and installation procedures, skill development for professional and non-professional plumbing students.		
CT 125	Fundamental Remodeling	4	CT 208	Construction Theory/Practice 3	4
Hours:	3 Lecture/Discussion 3 Lab		Hours:	3.5 Lecture/Discussion 1 Lab	
Materials Fee: \$6.00			Equivalent Course: CT 108		
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.			A study of foundation systems, anchors, shear panels, engineered plans, structural metal, truss and roof systems and systems integration.		
CT 130	INTRO TO CONST PRACTICES	3	CT 214	On-Site Construction/Time Mgt	3.5
Hours:	3 Lecture/Discussion		Hours:	2 Lecture/Discussion 4 Lab	
Professional practice in management, ethics, regulations, safety regulations, utilities, insurance, labor, licensing, public relations and basic business skills as related to construction.			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 132	BASIC BUILDING SYSTEM/CODES	3	CT 215	On-Site Construction/Quality	5
Hours:	3 Lecture/Discussion		Hours:	3 Lecture/Discussion 6 Lab	
Basic building systems theory, including foundations, walls, roofs, mechanical, electrical, corresponding building codes and inspections.			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 134	Residential Const Estimating	2	CT 219	On-Site Construction/Safety	5
Hours:	2 Lecture/Discussion 1 Lab		Hours:	3 Lecture/Discussion 6 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.			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 135	Blueprint Reading/Res Constr	2	CT 250	Basic Carpentry/Const Practice	4
Hours:	2 Lecture/Discussion 1 Lab		Hours:	3 Lecture/Discussion 3 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.			Equivalent Course: CT 150		
			Introduction to construction tools, materials, measuring, millwork, and basic construction practices.		
CT 138	Contractors License Law	3	CT 251	Cabinetmaking 3 - Layout/Tec	4
Hours:	3 Lecture/Discussion		Hours:	3 Lecture/Discussion 3 Lab	
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.			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, furnituremaking, drafting, interior decorating, architecture, construction, maintenance, engineering or remodeling.		
CT 180	Multi Resident Fire Sprinkl	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 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: Admission 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 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 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

Dance Families of Courses	
Ballet Family	DANC 050
	DANC 051
Modern Family	DANC 054
	DANC 155
	DANC 156
Jazz Family	DANC 058
	DANC 059
Tap Family	DANC 062
	DANC 063
Current Trends Family	DANC 070
	DANC 071
Choreography Family	DANC 080
	DANC 081
	DANC 085
	DANC 182
Musical Family	DANC 041

DANC 041 Musical Theatre Perf-Dance 2

Hours: 6.86 Activity
Equivalent Course: DANC 041AD

Experience dance, music, drama and theatre through active participation in a major musical production. Includes training and experience in all facets of the theatre.

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 051	Ballet 2	1	
Hours:	.5 Lecture/Discussion 1.5 Activity		
	Equivalent Course: DANC 151		
	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 054	Modern Dance 1	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 059	Jazz Dance 2	1	
Hours:	.5 Lecture/Discussion 1.5 Activity		
	Equivalent Course: DANC 159		
	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 062	Tap Dancing 1	1	
Hours:	.5 Lecture/Discussion 1.5 Activity		
	Equivalent Course: DANC 016AD, PE 016AB		
	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 063	Tap Dancing 2	1	
Hours:	.5 Lecture/Discussion 1.5 Activity		
	Equivalent Course: DANC 163		
	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.		
DANC 070	Hip Hop	1	
Hours:	.5 Lecture/Discussion 1.5 Activity		
	Equivalent Course: DANC 170		
	Introduction to popular trends in "old school" street dance. Students will study a variety of cultural street dancing styles that started in vaudeville and burst onto the street scene in 1960 with the scratch playing of DJ Herc.		
DANC 071	Dance Crew	1	
Hours:	.5 Lecture/Discussion 1.5 Activity		
	Equivalent Course: DANC 171		
	This course explores current trends in team street dancing, including the many facets of roll offs, formation changes and tempo manipulation. During the course, students will form their own dance crews to learn the challenges and understand the benefits of working in concert with others.		
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 081	Studies in Choreography	1	
Hours:	.5 Lecture/Discussion 1.5 Activity		
	Equivalent Course: DANC 181		
	Choreography with emphasis on combining movements and developing ideas in relation to movement phrases and developing complex ideas in relation to motivation, styles and artistic form. Discussion and critique skills will be developed to articulate the art of dance in group choreography.		
DANC 085	Dance Production 1	1	
Hours:	.5 Lecture/Discussion 2 Activity		
	Equivalent Course: DANC 185		
	This class provides instruction in creative dance expression, emphasizing advanced techniques and choreography. Students will have opportunities for public performance and competition.		
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 156	Contemporary Dance	1	
Hours:	.5 Lecture/Discussion 1.5 Activity		
	Contemporary Dance is a free flowing blend of emotional expression. Building on the Ballet/Modern skills, the course explores extensive floor and acrobatic elements. This course moves at an accelerated rate. It requires fast footwork, flexibility, strong arms and hands for floor work, as well as strong leg and core skills that enable the student to jump and fall quickly to the floor.		
DANC 182	Improvisational Dance	1	
Hours:	.5 Lecture/Discussion 1.5 Activity		
	Finding ways to express qualities of movement on the spot, the experienced dancer emphasizes the accelerated use and implementation of breath, body alignment, rhythm, movement, and the exploration of movement through time, space and energy.		
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 112, DRFT 113, DRFT 114, DRFT 115, and DRFT 116.

DRAMA

Theatre Families of Courses	
Acting Family	DRAM 002
	DRAM 003
	DRAM 004
	DRAM 005
Stagecraft Family	DRAM 013
	DRAM 014
Stage Lighting Family	DRAM 015
	DRAM 016
Makeup/Costuming Family	DRAM 017
	DRAM 012
Rehearsal and Performance Family	DRAM 019
	DRAM 021
Musical Theatre Family	DRAM 020
Student Production Family	DRAM 022
Stage Movement Family	DRAM 030

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. (C-ID THTR112)

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	<p>Hours: 2.5 Lecture/Discussion 1.5 Lab</p> <p>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.</p>
DRAM 004	Intermediate Acting 1	3	<p>Hours: 2.5 Lecture/Discussion 1.5 Lab</p> <p>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</p>
DRAM 005	Intermediate Acting 2	3	<p>Hours: 2.5 Lecture/Discussion 1.5 Lab</p> <p>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 DRAM 3 or DRAM 4 or equivalent college courses with "C" or better</p>
DRAM 006	Shakespeare	3	<p>Hours: 3 Lecture/Discussion</p> <p>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.</p>
DRAM 012	Costuming	3	<p>Hours: .5 Lecture/Discussion 3.5 Lab 4 Activity</p> <p>Equivalent Course: DRAM 012AB, FASH 012AB</p> <p>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. (C-ID THTR174)</p>
DRAM 013	Beginning Stagecraft	3	<p>Hours: .5 Lecture/Discussion 3.5 Lab 4 Activity</p> <p>Equivalent Course: DRAM 013AB</p> <p>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. (C-ID THTR171)</p>
DRAM 014	Intermediate Stagecraft	3	<p>Hours: .5 Lecture/Discussion 3.5 Lab 4 Activity</p> <p>Equivalent Course: DRAM 014AB</p> <p>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</p>
DRAM 015	Beginning Stage Lighting	3	<p>Hours: 2.5 Lecture/Discussion 1.5 Lab</p> <p>Equivalent Course: DRAM 015AB</p> <p>This course introduces the student to the basic concepts of theatre lighting. Study includes the operation of stage lighting. (C-ID THTR173)</p>
DRAM 016	Intermediate Stage Lighting	3	<p>Hours: 2.5 Lecture/Discussion 1.5 Lab</p> <p>Equivalent Course: DRAM 016AB</p> <p>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</p>
DRAM 017	Makeup	3	<p>Hours: .5 Lecture/Discussion 3.5 Lab 4 Activity</p> <p>Equivalent Course: DRAM 017AB, FASH 017AB</p> <p>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. (C-ID THTR175)</p>
DRAM 019	Rehearsal and Performance 1	2	<p>Hours: 6.86 Activity</p> <p>Equivalent Course: DRAM 019AD</p> <p>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 (C-ID THTR191)</p>
DRAM 020	Music Theatre Rehears.&Perform	2	<p>Hours: 6.86 Activity</p> <p>Equivalent Course: DRAM 020AD</p> <p>Experience in drama and theatre through active participation in major musical productions. Includes training and experience in all facets of the theatre. Limitation on Enrollment: Audition by Department (C-ID THTR191)</p>
DRAM 021	Rehearsal and Performance 2	2	<p>Hours: 6.86 Activity</p> <p>Equivalent Course: DRAM 021AD.</p> <p>Experience in modern and contemporary theatre through active participation in a full-length play for public performance. Limitation on Enrollment: Audition by Department (C-ID THTR191)</p>

DRAM 022 One Act Play Production 2.5
Hours: 1 Lecture/Discussion
3 Lab
1 Activity

Equivalent Course: DRAM 022AD

This course is designed to introduce the student to the background, function and techniques of stage direction and play production, leading to the staging of a one act play before an audience.

DRAM 030 Stage Movement/Stage Combat 2
Hours: 1 Lecture/Discussion
3 Lab

Equivalent Course: DRAM 030AB

This course is designed as an introduction to the function and application of stage movement and combat as it applies to the actor and theatrical productions.

DRAM 040 Music Theater 3
Hours: 3 Lecture/Discussion

Equivalent Course: DRAM 040AD

This course is designed as an introduction to the fundamental skills and knowledge that musical theater students must apply to performance situations. The course also examines musical theater as an art form and studies its place in history as well as in contemporary culture.

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. (C-ID ECON201)

Prerequisites: MATH 230 or MATH 235 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 or ECON 002 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

ET 200 Intro to Electrician Training 4
Hours: 3.5 Lecture/Discussion
1.5 Lab

Materials Fee: \$40.00

Equivalent Course: ET 200AB

This is the first course in a series of state-approved Electrician Training classes. Topics include basic safety, math, tools, blueprints, and rigging. NCCER Modules 1-16.

ET 201 Electrician Training 1 4
Hours: 3.5 Lecture/Discussion
1.5 Lab

Materials Fee: \$40.00

Equivalent Course: ET 201AB

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.

Prerequisites: ET 200 or ET 200AB or equivalent college course with "C" or better

ET 202	Electrician Training 2	4
Hours:	3.5 Lecture/Discussion 1.5 Lab	
Materials Fee:	\$40.00	
Equivalent Course: ET 202AB		
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.		
Prerequisites: ET 201 or equivalent college course with "C" or better		
ET 203	Electrician Training 3	4
Hours:	3.5 Lecture/Discussion 1.5 Lab	
Materials Fee:	\$40.00	
Equivalent Course: ET 203AB		
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.		
Prerequisites: ET 202 or equivalent college course with "C" or better		
ET 204	Electrician Training 4	4
Hours:	3.5 Lecture/Discussion 1.5 Lab	
Materials Fee:	\$40.00	
Equivalent Course: ET 204AB		
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.		
Prerequisites: ET 203 or equivalent college course with "C" or better		
ET 205	Electrician Training 5	4
Hours:	3.5 Lecture/Discussion 1.5 Lab	
Materials Fee:	\$40.00	
Equivalent Course: ET 205AB		
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		
ET 206	Electrician Training 6	4
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		
ET 207	Electrician Training 7	4
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

ET 225	Electrician Journeymen Exam	1
Hours:	1 Lecture/Discussion	
This course is a preparation course for the journeymen general electrician test that is required by the Division of Apprenticeship Standards of the State of California.		

ET 230	Solar System Design	3
Hours:	2.5 Lecture/Discussion 1.5 Lab	

This course is based around photovoltaic systems design and installation and goes over photovoltaic concepts, system configurations, National Electrical Code items related to PV systems and installation techniques. Upon completion of the course students will be eligible to take the certification exam from the North American Board of Certified Energy Practitioners.

ELECTRONICS

ELEC 160	Survey of Electronics	2.5
Hours:	2 Lecture/Discussion 2 Lab	

Materials Fee: \$64.00

Equivalent Course: ELEC 160AC

Basic knowledge of electricity and electronics is essential for many non-electronics majors spanning medical, computer, agricultural and telecommunications, plus others. This course covers all the basic concepts in electricity and electronics, including electricity and magnetism, transformers, alternating and direct currents as well as magnetic fields, without the detail and math rigor usually found in a comprehensive electronics curriculum.

EMERGENCY MEDICAL TECHNICIAN

EMT 251	Emergency Medical Technician B	5
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 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 apply). Successful completion of the course also allows eligibility for Emergency Medical Technician Paramedic training, which provides opportunity for career advancement, higher pay, and greater responsibility in providing emergency health care. Some EMTs enter nursing and other advanced health care fields.

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 or eligibility as determined by COS placement procedures (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. (C-ID ENGL100)

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. (C-ID ENGL105)

Prerequisites: ENGL 001 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures

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. (C-ID ENGL120)

Prerequisites: ENGL 001 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures

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 or eligibility as determined by COS placement procedures

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. (C-ID ENGL200)

Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures

ENGL 015 Survey of British Lit 1 3
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. (C-ID ENGL160)

Prerequisites: ENGL 001 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures

ENGL 016 Survey of British Lit 2 3
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. (C-ID ENGL165)

Prerequisites: ENGL 001 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures

ENGL 018 African American Literature 3
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.

Prerequisites: ENGL 001 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures

ENGL 019 Women in Literature 3
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.

Prerequisites: ENGL 001 or equivalent college course with “C” or better or eligibility as determined by COS placement procedures

ENGL 030 American Literature 1 3
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. (C-ID ENGL130)

Prerequisites: ENGL 001 or equivalent college course with “C” or better or eligibility as determined by COS placement procedures

ENGL 031 American Literature 2 3
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. (C-ID ENGL135)

Prerequisites: ENGL 001 or equivalent college course with “C” or better or eligibility as determined by COS placement procedures

ENGL 044 World Literature 1 3
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. (C-ID ENGL140)

Prerequisites: ENGL 001 or equivalent college course with “C” or better or eligibility as determined by COS placement procedures

ENGL 045 World Literature 2 3
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. (C-ID ENGL145)

Prerequisites: ENGL 001 or equivalent college course with “C” or better or eligibility as determined by COS placement procedures

ENGL 046 Shakespeare 3
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 or eligibility as determined by COS placement procedures

ENGL 123 Intro to Writing Consultancy 2.5
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

ENGL 124 Writing Cons. Theory/Practice 2.5
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 ENGL 123AD or equivalent college course with “P” or better

ENGL 125 Writing Center Pedagogy 2.5
Hours: 2 Lecture/Discussion
1 Lab

English 125 is an intensive study in Rhetoric and Composition Pedagogy designed to introduce students to the pedagogical frameworks supporting the Writing Center and its practices. Students will learn about the history of writing instruction at the college level, becoming familiar with major pedagogical schools and theories, interacting with different models of the writing process and argumentation to develop an understanding of how these discourses influence learning. Students will use the knowledge from this intensive study to refine and theorize their consulting sessions in the Writing Center. 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 124 or equivalent college course with “P” or better

ENGL 126 Research Proj in WC Consulting 2.5
Hours: 2 Lecture/Discussion
1 Lab

English 126 is an intensive, individualized course of study intended for experienced Writing Center consultants interested in developing an area of expertise within the realm of tutoring. Having chosen their focus, students will investigate current research and scholarly work on the issue, analyzing their own practices and the practice of the Writing Center in light of the ongoing scholarly conversation. They will use their research to revise their practices, to develop new strategies and techniques, and to foster discussion among their peers at the Writing Center. 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 124 or equivalent college course with “P” or better

ENGL 251 Intro to Acad Read & Writing 4
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 312 or equivalent college course with "C" or better, or eligibility based on COS placement procedures or skill competencies as determined by department assessment. Concurrent registration in ESL 320 (or 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 Hours:	Adv Writing/Grammar 5 3 Lecture/Discussion 3 Lab	4	
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 Hours:	Adv Reading/Vocabulary 5 3 Lecture/Discussion	3	
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. Students enrolled in ESL 341 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 342 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended. Advisory on Recommended Preparation: ESL 331 or equivalent college course with "C" or better			
ESL 342 Hours:	Adv Listening/Speaking 5 2 Lecture/Discussion	2	
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 Hours:	Adv Writing/Grammar 6 3 Lecture/Discussion 1 Lab	3	
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. One additional outside Language Lab hour is required for this class. 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 and ESL 351 and ESL 352 or equivalent college courses with "C" or better. ESL 351 may be taken concurrently; ESL 352 may be taken concurrently.			
ESL 351 Hours:	Adv Reading/Vocabulary 6 3 Lecture/Discussion	3	
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 Hours:	Adv Listening/Speaking 6 2 Lecture/Discussion	2	
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 Hours:	Beginning Writing/Grammar 1 3 Lecture/Discussion 3 Lab	0	
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 Hours:	Beginning Reading/Vocabulary 1 3 Lecture/Discussion	0	
This ESL course is suitable for the true beginner with little or no knowledge of English reading or vocabulary skills. The course is designed as an introduction to basic reading techniques, vocabulary and study skills, and basic writing and spoken English in academic and vocational situations. Students enrolled in ESL 403 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 402 (or appropriate ESL Writing/Grammar course) AND ESL 404 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended.			
ESL 404 Hours:	Beg. Listening/Speaking 1 2 Lecture/Discussion	0	
Equivalent Course: ESL 412AB			
This ESL course is suitable for the low beginning student, the true beginner, and is designed to introduce students to basic listening and speaking skills and to develop their ability to comprehend and respond to basic spoken English. Students enrolled in ESL 404 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 402 (or appropriate Writing/Grammar course) AND ESL 403 (or appropriate ESL Reading/Vocabulary course) is STRONGLY recommended.			

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 to 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 ESL course is suitable for the high-level beginning student with basic knowledge of English reading and vocabulary skills. This course is designed for students to develop and expand reading techniques, vocabulary and study skills, and to comprehend and respond to written and spoken English in basic academic and vocational situations. Students enrolled in ESL 411 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 410 (or appropriate ESL Writing/Grammar course) AND ESL 412 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended.

ESL 412 **Beg. Listening/Speaking 2** **0**
Hours: 2 Lecture/Discussion

This beginning ESL is designed for students to develop basic speaking skills and to comprehend and respond to basic spoken English. Students enrolled in ESL 412 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 410 (or appropriate Writing/Grammar course) AND ESL 411 (or appropriate ESL Reading/Vocabulary course) is STRONGLY recommended.

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 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 421 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 422 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended.

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 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 431 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 430 (or appropriate ESL Writing/Grammar course) AND ESL 432 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended.

ESL 432 **Interm Listening/Speaking 4** **0**
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 432 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 430 (or appropriate ESL Writing/Grammar course) AND ESL 431 (or appropriate Reading/Vocabulary course) is STRONGLY recommended.

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/Vocab 5 0
 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. Students enrolled in ESL 441 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 440 (or appropriate ESL Writing/Grammar course) AND ESL 442 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended.

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 Adv Reading/Vocabulary 6 0
 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 451 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 452 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended. Concurrent registration in ESL 450 (or appropriate ESL Writing/Grammar course) AND ESL 452 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended.

ESL 452 Adv Listening/Speaking 6 0
 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 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 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.

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

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 as 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 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 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 as 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 166 SFM - Fire Prevention 1 2.5
Hours: 2.5 Lecture/Discussion

Materials Fee: \$80.00

This course instructs students in fire and life safety inspections for the company officer. The student will obtain basic knowledge and skills as related to the company officer's role in fire prevention, the

relationship between life safety and building construction, the elements of a quality company inspection program, and how to address complex hazards encountered during a fire prevention inspection.

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.

FIRE 174 S.F.M. Fire Command 1B 2
Hours: 2 Lecture/Discussion

Materials Fee: \$80.00

This course provides the Fire Company Officer with information and experience in command and control techniques at the scene of a hazardous materials emergency. The course emphasizes the ability to issue commands and how to respond to a command given by a higher authority during an emergency. It is part of the performance requirements for a Fire Service Officer.

FIRE 182 Bld Constr for Fire Protectn 3
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.

FIRE 249 Driver Operator 1A 2
Hours: 2.25 Lecture/Discussion
.25 Lab

Materials Fee: \$80.00

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.

FIRE 250 Driver Operator 1B 2
Hours: 2.25 Lecture/Discussion
.25 Lab

Materials Fee: \$80.00

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.

FIRE 252 S.F.M. Fire Investigation 1A 2
Hours: 2 Lecture/Discussion

Materials Fee: \$80.00

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.

FIRE 253 S.F.M. Fire Investigation 1B 2
Hours: 2 Lecture/Discussion

Materials Fee: \$80.00

This is the second class in a series of classes designed for the career oriented student or a currently employed fire fighter to develop knowledge and skills in the area of fire investigation. Students will study legal codes and regulations governing the laws of evidence, interviews, court proceedings, and fire investigation techniques. Laboratory demonstrations will assist to develop skill and understanding of the legal and investigative procedures.

FIRE 270 Basic Fire Fighter I Academy 15
Hours: 12 Lecture/Discussion
9 Lab

Materials Fee: \$210.00

Equivalent Course: FIRE 170.

This class includes manipulative and technical training in basic concepts in fire service organization and theories of fire control including: fire department organization, identification, use and maintenance of fire equipment, hazardous materials, structural and wild land fire control, auto extrication, and fire fighter safety.

Prerequisites: FIRE 159 and EMT 251 or equivalent college courses with "C" or better (EMT 251 may be taken concurrently.)

FIRE 275 Fire Command 1C-I-Zone Fire F1 2
Hours: 2 Lecture/Discussion

Materials Fee: \$80.00

This course is designed to teach the Company Officer how to safely and effectively operate at a wild land/urban interface fire incident (I-Zone). It prepares them to evaluate individual structures for survivability and how to employ the tactics and strategies necessary to protect the public and their property from a wild land fire.

FIRE 277 S.F.M. Fire Management 1 2
Hours: 2 Lecture/Discussion

Materials Fee: \$80.00

Reviews management styles of leadership and through the use of in-action exercises, simulations, and case studies, allows each students to experience how these basic principles can be effectively applied for on-the-job results. This course is one of the State Fire Marshal training classes needed for Fire Officer certification.

FIRE 280 Fire Fighter 2 Academy 5
Hours: 4 Lecture/Discussion
3 Lab

Materials Fee: \$50.00

Fire Fighter 2 Academy is the second of two courses in the State Fire Marshal's Fire Fighter series. This course expands on areas which were introduced in the Fire Fighter 1 curriculum. The course concentrates on the subjects of rescue and fire prevention and investigation. Successful completion of this course will include certification in "Confined Space Rescue Operations." Students must have access to NFPA approved protective clothing for structural fire fighters.

Prerequisites: FIRE 270 or equivalent college course with "C" or better

FIRE 390 Advanced Fire Fighter Topics 1 - 4
Hours: 1 TO 4 Lecture/Discussion
2 TO 8 Lab

This course satisfies mandatory as well as on-going training requirements for local fire agencies as prescribed by local policy, the Tulare County Health Department, the State Fire Marshal's Office and numerous sections of the California Code of Regulations. Actual course content will be determined by the respective fire agencies. Prerequisite may be waived if employed as a full time, volunteer or seasonal fire fighter. Note: Prerequisites from another department require faculty signature from the department.

Prerequisites: FIRE 270 or equivalent college course with "C" or better

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 (C-ID GEOG110)

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. (C-ID GEOG111)

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 (C-ID GEOG125)

GEOLOGY

GEOL 001 Physical Geology 4
Hours: 3 Lecture/Discussion
3 Lab

An introduction to the principles of geology with emphasis on Earth processes. This course focuses on the internal structure and origin

of the Earth and the process that change and shape it. The laboratory component focuses on the identification of rocks and minerals, topographic and geologic map exercises demonstrating the work of water, wind, ice and gravity and effects of tectonic activity. Advisories on Recommended Preparation: ENGL 251 and MATH 200 or equivalent college courses with "C" or better or eligibility for ENGL 001 and MATH 230 as determined by COS Placement Procedures (C-ID GEOL101)

GEOL 004 Earth History 3
Hours: 3 Lecture/Discussion

Equivalent Course: GEOL 004H

This course examines the geologic evidence for the major events in Earth's history, including: the formation of the crust, atmosphere, and oceans; the tectonic history of the continents; and mass extinctions and the record of life on Earth. ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures, and MATH 200 or 205 or equivalent college course with "C" or better or eligibility for MATH 230 as determined by COS Placement Procedures (C-ID GEOL110)

GEOL 004L Earth History Lab 1
Hours: 3 Lab

Equivalent Course: GEOL 104L

This course is an OPTIONAL lab accompaniment to GEOL 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. (C-ID GEOL110L)

Corequisites: GEOG 004

GEOL 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.

GEOL 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

GEOL 151 Geology of the Mojave Desert 1
Hours: 1 Lecture/Discussion
.5 Lab

Equivalent Course: GEOL 251

This field trip course introduces the geology of the Mojave Desert. Major themes include tectonics and structure, mineral resources and mining, and energy resources. Some geologic features will be discussed en route, while extended stops, that include some hiking, allow closer examination of phenomena such as faults, volcanoes, mines, and solar power plants. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures

GEOL 152 Geology of the Central Coast 1
Hours: 1 Lecture/Discussion
.5 Lab

Equivalent Course: GEOL 252

This field trip course introduces the geology of the Central Coast. Major themes include tectonics, geologic hazards, energy and water resources, pollution, and coastline and surficial processes. Some features will be discussed en route. Extended stops, that include some hiking, allow closer examination of phenomena (e.g., the San Andreas Fault and Morro Rock). Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 determined by COS Placement Procedures

GEOL 153 Granite, Glaciers, and Gold 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 Sierra 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 165 Digital Animation 2 4
 Hours: 3 Lecture/Discussion
 3 Lab
Materials Fee: \$20.00
 This is an intermediate graphic design course in digital animation using the Maya computer program that builds upon the basic skills learned in GD 164. Course content will provide students with intermediate and advanced level understanding of Maya tools and techniques necessary to create 3-D models, renderings, and animations that can be applied to a wide variety of industries including multimedia, interactive, gaming and web graphics, as well as production CG. Advisory on Recommended Preparation: GD 164 or equivalent college course 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, students 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 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. (C-ID HIST180)
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 1865 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. 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 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 Indust Maint Tech Option 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. 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.

ITEC 108 Industrial Maintenance 3 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 industrial motor controls, stick, and tig welding.

<p>ITEC 109 Industrial Maintenance 4 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 programmable logic controllers, variable frequency drives, and basic industrial refrigeration and boilers.</p>	<p>ITEC 274 Programmable Logic Controllers 2.5 Hours: 2 Lecture/Discussion 1 Lab Materials Fee: \$5.00 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.</p>
<p>ITEC 216 Intro to Industry & Technology 5 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.</p>	<p>ITEC 276 Adv Prog Logic Controllers 3 Hours: 2 Lecture/Discussion 3 Lab This course will provide students with theories, concepts and skills in the advanced applications for programmable logic controllers. Prerequisites: ITEC 274 or equivalent college course with "C" or better</p>
<p>ITEC 220 Water Treatment Fundamentals 3 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.</p>	<p>ITEC 280 Career Tech Education Academy 2 Hours: 1 Lecture/Discussion 3 Lab The CTE Summer Academy is a survey course for students to learn about educational and career opportunities in manufacturing and related industrial technology fields.</p>
<p>ITEC 221 Wastewater Treatment Fundaml 3 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.</p>	<p>ITEC 281 Introduction to Robotics 2 Hours: 1 Lecture/Discussion 3 Lab This course is built around the fundamental understanding of the systems that make up robots and the development of workplace competencies. The cornerstone of the class involves solving engineering design problems.</p>
<p>ITEC 242 Air Conditioning Sheet Metal 4 Hours: 3 Lecture/Discussion 3 Lab Materials Fee: \$20.00 Equivalent Course: ITEC 142 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</p>	<p>ITEC 300 Applied Measurement/Workplace 1 - 4 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.</p>
<p>ITEC 243 Adv Air Cond Duct Sheet Metal 4 Hours: 3 Lecture/Discussion 3 Lab Materials Fee: \$15.00 Equivalent Course: ITEC 143 ITEC 243 is designed for the individual seeking to further their skills and knowledge in advance sheet metal layout, fabrication, & installation of sheet metal fittings used in HVAC industry. Computer aided drafting is also utilized in this course. Advisory on Recommended Preparation: ITEC 242 or equivalent college course with "C" or better. Formerly ITEC 143</p>	<p>ITEC 302 Reading for Information 1 - 4 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.</p>
	<p>ITEC 304 Locating Information 1 - 4 Hours: 1 TO 4 Lecture/Discussion An easy-to-use, computerized, open-entry/open-exit course to develop skills in using information presented in workplace graphics such as memos, tables, charts, and graphs. Examples and situations focus on applying this ability in real-world situations. Uses a variety of interactive exercises so that the learner can practice each concept.</p>

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 intercompatibility.

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 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 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 211 Student Governance 2
Hours: 2 Lecture/Discussion
This course is designed to familiarize students with the Student Senate Constitution and governance process within the community college system. Students will learn methods and techniques to conduct effective meetings and skills to serve as student representatives within the participatory governance structure. Students will develop an understanding of the community college culture, learn methods to lead with integrity and moral purpose, develop critical thinking skills, and strategies for active citizenship.

IS 212 Peer Mentoring and Leadership 2
Hours: 2 Lecture/Discussion
This course is designed to give students leadership, peer mentoring, and peer advising skills. Helping skills such as methods of problem-solving essential for the college student, communication, time management, knowledge of resources are emphasized, as well as leadership training. This course will prepare students to act as peer-mentors for the college student population.

IS 213 Student Senate Development 2
Hours: 2 Lecture/Discussion
A class devoted to the practical application of the governmental process through participation in student government.

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. While student work may be eligible for use in student and/or professional publications, this is not a publications class. (C-ID JOUR110)

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. (C-ID JOUR100)

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 2
Hours: 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 JOUR 104AD 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 (C-ID JOUR130)

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 (C-ID JOUR131)
Prerequisites: JOUR 130 or JOUR 103AD 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 - 19 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).

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 215 E&I Industrial Maintenance 1 4
Hours: 2 Lecture/Discussion
6 Lab

Materials Fee: \$50.00

An introductory Industrial Maintenance Electrical & Instrumentation Technician course that covers Level I and II modules of the National Center for Construction Education and Research (NCCER).

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 the former MATH 75 + 76 + 77 course sequence).

Prerequisites: MATH 070 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures.

- 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 the former 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 the former 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 is intended for students planning to take calculus and 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. 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 or eligibility as determined by COS placement procedures
- 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 or eligibility as determined by COS placement procedures
- 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. (C-ID MATH250)
Prerequisites: MATH 076 or equivalent college course with “C” or better or eligibility as determined by COS placement procedures
- 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

MATH 230 Intermediate Algebra 4
Hours: 4 Lecture/Discussion

Equivalent Course: MATH 235

This is a four-hour-a-week intensive one-semester course in intermediate algebra covering: radical expressions and equations, quadratic equations, functions, logarithmic and exponential functions, and conic sections. This course satisfies the math requirement for an Associate's degree. Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 230 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. Approved for Distance Learning format.

Prerequisites: MATH 200 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures

MATH 360 Pre-Algebra 4
Hours: 4 Lecture/Discussion

Equivalent Course: MATH 365

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.

MATH 400 Math Supplemental Lrng Assist 0
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, 65, 66, 67, 70, 77, 80, 81, 154, 200, 230, and 360.

MATH 401 Prep/Quant Qualifying Exams 0
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.

MATH 405 Augmented Instruction in Math 0
Hours: 2 Activity

This course provides supplemental instruction to help students succeed in their Math coursework. It will link to corresponding sections of MATH 372, MATH 360, MATH 200, or MATH 230.

METEOROLOGY

MET 001 Elementary Meteorology 3
Hours: 3 Lecture/Discussion

An introductory course designed to provide insights into physical processes and laws that underlie the phenomena of weather and climate. An emphasis is placed on understanding the methodologies of scientific inquiry and understanding current meteorological-environmental problems. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures; and MATH 200 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures (C-ID GEOG130)

MUSIC

Music Families of Courses	
Music Theatre	MUS 091
	MUS 097
Applied Music (Individual Lessons) Family	MUS 041AD
Classroom Voice Family	MUS 030
	MUS 031
Chamber Ensemble Family	MUS 036
	MUS 037
	MUS 038
	MUS 039
Classroom Piano Family	MUS 020AD
Classroom Instrumental Family	MUS 060
	MUS 062
Jazz Family	MUS 072AD
Commercial Music Family	MUS 226
	MUS 227
Recording Arts Family	MUS 281
	MUS 282

MUS 001 Music Fundamentals 3
Hours: 3 Lecture/Discussion

The basic elements of music are studied: pitch and rhythm notation, scales, major and minor keys and key signatures, transposition, intervals, chords, elementary acoustics, and an introduction to the keyboard. This is a course designed for the non-major, the elementary or secondary school teaching credential candidate, and the music major who seeks remedial instruction prior to beginning the Comprehensive Musicianship sequence. (C-ID MUS110)

MUS 004 Theory and Musicianship 1 4
Hours: 3.5 Lecture/Discussion
1.5 Lab

This is the first in a series of four courses intended primarily for music majors. It covers a review of fundamentals, four-part writing, as well as ear training, sight singing, rhythm performance, and the use of music computer software. Advisory on Recommended Preparation: MUS 001 or equivalent college course with "C" or better

MUS 005	Theory and Musicianship 2	4	MUS 014	History of Rock & Roll	3
Hours:	3.5 Lecture/Discussion 1.5 Lab		Hours:	3 Lecture/Discussion	
	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.		Equivalent Course: MUS 114		
	Prerequisites: MUS 004 or equivalent college course with "C" or better			This course is a general overview of Rock and Roll music and includes study of the impact of rock and Roll on social, economic, cultural and political structures, as well as a chronological history of Rock music. No previous musical training is necessary. Approved for Distance Learning format.	
MUS 006	Theory and Musicianship 3	4	MUS 020AD	Piano	2
Hours:	3.5 Lecture/Discussion 1.5 Lab		Hours:	1.5 Lecture/Discussion 2 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.			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.	
	Prerequisites: MUS 005 or equivalent college course with "C" or better		MUS 025	Fine Art Cultures	2
MUS 007	Theory and Musicianship 4	4	Hours:	.5 Lecture/Discussion 4 Lab	
Hours:	3.5 Lecture/Discussion 1.5 Lab			Equivalent Course: MUS 125, MUS 125AD	
	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 (C-ID MUS150 AND MUS155))			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.	
	Prerequisites: MUS 006 or equivalent college course with "C" or better		MUS 030	Beginning Voice	2
MUS 010	Music Appreciation	3	Hours:	1.5 Lecture/Discussion 1.5 Lab	
Hours:	3 Lecture/Discussion			Equivalent Course: MUS 030AD	
	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. (C-ID MUS100)			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.	
MUS 011	Music Appreciation/Jazz	3	MUS 031	Intermediate Voice	2
Hours:	3 Lecture/Discussion		Hours:	1.5 Lecture/Discussion 1.5 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.			Equivalent Course: MUS 031AD	
MUS 013	Music of the World	3		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.	
Hours:	3 Lecture/Discussion			Prerequisites: MUS 030 or MUS 030AD or equivalent college course with "C" or better	
	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.		MUS 034AD	Concert Choir	1 OR 2
			Hours:	3 OR 6 Lab	
				Materials Fee: \$10.00	
				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 (C-ID MUS180)	
			MUS 036	Chamber Singers Renaissance	2
			Hours:	6 Lab	
				Equivalent Course: MUS 036AD	
				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

MUS 037 Chamber Singers Classical 2

Hours: 6 Lab

Equivalent Course: MUS 137

MUS 037 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

MUS 038 Chamber Singers Romantic 2

Hours: 6 Lab

Equivalent Course: MUS 138

MUS 038 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

MUS 039 Chamber Singers 20th Century 2

Hours: 6 Lab

Equivalent Course: MUS 139

MUS 039 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

MUS 041AD Applied Music Lessons 1

Hours: 3 Lab

This course is intended to give individual instruction to advanced music students on their respective instrument or voice. Students will be expected to pass playing exams and perform in student recitals. This course may be repeated three times. Limitation on Enrollment: Audition by Department (C-ID MUS160)

MUS 054AD Symphony Orchestra 1

Hours: 3 Lab

The study and performance of symphony orchestra music. Orchestral works are chosen to enhance and develop the knowledge and performing abilities of experienced orchestral musicians. This course can be repeated three times. Limitation on Enrollment: Audition by department required (C-ID MUS180)

MUS 060 Brass Musical Instruments 2

Hours: 1.5 Lecture/Discussion
1.5 Lab

Equivalent Course: MUS 060AD

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.

MUS 062 Woodwind Instruments 2

Hours: 1.5 Lecture/Discussion
1.5 Lab

Equivalent Course: MUS 062AD

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.

MUS 072AD Jazz Orchestra 2

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. (C-ID MUS180)

MUS 074AD Symphonic Band 1 OR 2

Hours: 3 OR 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.

MUS 091 Music Theatre Orchestra 2

Hours: 7 Activity

Equivalent Course: MUS 091AD

Music Theatre Orchestra will emphasize the rehearsal and performance techniques necessary to accompany the production of a musical. Limitation on Enrollment: Audition by Department

MUS 096 Master Chorale - Renaissance 1

Hours: 3 Lab

Equivalent Course: MUS 096AD, MUS 196AD

A study and performance of choral literature focusing on works of the Renaissance period 1450-1600. Evening Rehearsals. Limitation on Enrollment: Audition by Department

MUS 097 Music Theatre Voice 2.5

Hours: 7 Activity

Equivalent Course: MUS 097AD

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.

MUS 180 The Music Business 2

Hours: 2 Lecture/Discussion

This course is an introduction to the inner workings of the music industry. Intellectual property protections, management teams, recording contracts, publishing deals, and current industry trends will be studied and discussed. Career opportunities and employability enhancement will be explored. Guest speakers, as availability permits, may be a part of the course.

MUS 226 Computerized Audio 1: Midi 2

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.

MUS 227 Computerized Audio Prod 2 2

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 226AD or MUS 226 or equivalent college course with "C" or better

MUS 281 Recording Arts 1 2
Hours: 1.5 Lecture/Discussion
2 Lab

Equivalent Course: MUS 181

Hands-on instruction for beginners in the use of multi-track recording systems, with emphasis on the development of critical listening and thinking skills related to sound, recording, reproduction and music technology.

MUS 282 Recording Arts 2 3
Hours: 1.5 Lecture/Discussion
4.5 Lab

Equivalent Course: MUS 182

Intermediate students will acquire hands-on multi-track recording technique in strategy with producers studio musicians and recording engineers. Course will cover advanced signal processing, recording production and management procedures.

Prerequisites: MUS 281 or MUS 181 or equivalent college course with "C" or better

NATURAL SCIENCES

NSCI 131 Chem & Physics for Educators 4
Hours: 3 Lecture/Discussion
2 Lab

A general principles science course for students transferring to become Liberal Studies majors. Basic principles of chemistry and physics relevant to elementary education are stressed. Applying these topics to everyday experience is emphasized. The course is designed to meet only the science requirements of Liberal Studies programs at CSU Fresno. (C-ID PHYS140) or C-ID CHEM140)

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: 1.5 Lecture/Discussion
4.5 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 of NURS 161 may be waived with LVN Licensure and NURS 150.

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 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, BIOL 031, BIOL 040) and ENGL 001 or equivalent college courses with "C" or better or eligibility as determined by COS placement procedures

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, 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
6.86 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 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: BIOL 030, BIOL 031 and ENGL 001 or equivalent college courses with "C" or better or eligibility as determined by COS placement procedures

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 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 214 Cooking for a Healthy Life 3
Hours: 2 Lecture/Discussion
3 Lab

Materials Fee: \$50.00

Equivalent Course: NUTR 114

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 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

Physical Education Families	
Aerobics Family	PEAC 001
	PEAC 002
	PEAC 003
	PEAC 004
Aquatics Family	PEAC 008
	PEAC 009
	PEAC 010
	PEAC 011
Baseball Family	PEAC 015
	PEAC 016*
	PEAC 017
Basketball Family	PEAC 021
	PEAC 022
Football Family	PEAC 025
	PEAC 026
Mechanics of Movement Family	PEAC 030*
Mind/Body Wellness Family	PEAC 036
	PEAC 037
	PEAC 038
	PEAC 039
Soccer Family	PEAC 042
Softball Family	PEAC 046*
	PEAC 047*
	PEAC 048*
Tennis Family	PEAC 052
	PEAC 053
Track and Field Family	PEAC 056
Volleyball Family	PEAC 064
	PEAC 065
Walk/Jog Fitness Family	PEAC 068
	PEAC 069
	PEAC 070
	PEAC 071
Weight Training Family	PEAC 074
	PEAC 075
	PEAC 076
Cheer Family	PEAC 060
	PEAC 061
	PEAC 262
	PEAC 263

* Course pending activation Spring 2015.

<p>PEAC 001 Aerobic Conditioning 1 Hours: .5 Lecture/Discussion 1.5 Activity <i>Equivalent Course: PE 001AD</i> 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.</p>	<p>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.</p>
<p>PEAC 002 Non-Impact Aerobics 1 Hours: .5 Lecture/Discussion 1.5 Activity <i>Equivalent Course: PE 002AD</i> 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.</p>	<p>PEAC 011 Swimming for Fitness 1 Hours: .5 Lecture/Discussion 1.5 Activity <i>Equivalent Course: PE 026AD</i> 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.</p>
<p>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.</p>	<p>PEAC 015 Fundamentals of Baseball 1 Hours: .5 Lecture/Discussion 1.5 Activity <i>Equivalent Course: PE 010AD</i> 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.</p>
<p>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 plyo 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.</p>	<p>PEAC 016 Conditioning for Baseball 1 Hours: .5 Lecture/Discussion 1.5 Activity <i>Equivalent Course: PE 029AD, PE 113AD</i> Baseball 2 is a one-unit course designed to help entering student athletes make the transition from high school athletic competition to collegiate athletic competition. This course addresses fitness, nutritional and conditioning concepts and rules.</p>
<p>PEAC 008 Beginning Swimming 1 Hours: .5 Lecture/Discussion 1.5 Activity <i>Equivalent Course: PE 025AD</i> 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.</p>	<p>PEAC 017 Techniques of Baseball 1 Hours: .5 Lecture/Discussion 1.5 Activity <i>Equivalent Course: PE 012AD</i> This course is designed for the advanced baseball player. It will prepare the student for baseball competition with physical fitness training and intra-class play. Advanced skills in throwing, fielding, batting and pitching a baseball will be taught and practiced.</p>
<p>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.</p>	<p>PEAC 021 Beginning Basketball 1 Hours: .5 Lecture/Discussion 1.5 Activity <i>Equivalent Course: PE 014AD</i> 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.</p>
	<p>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.</p>
	<p>PEAC 025 Fundamentals of Football 1 Hours: .5 Lecture/Discussion 1.5 Activity <i>Equivalent Course: PE 015AD</i> The student will learn basic fundamentals and strategies of football. Offensive, defensive and special teams will be covered along with conditioning exercises.</p>

PEAC 026	Conditioning for Football	1	PEAC 056	Beginning Track and Field	1
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	.5 Lecture/Discussion 1.5 Activity	
Equivalent Course: PE 016AD			Equivalent Course: PE 009AD		
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 plyometrics, speed and strength training.			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 036	Stretch and Tone	1	PEAC 060	Varsity Performance 1	2
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	.5 Lecture/Discussion 4.5 Activity	
Equivalent Course: PE 006AD, PE 116AD			Equivalent Course: PE 042AD, PE 142AD		
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.			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 037	Pilates Mat Class	1	PEAC 061	Varsity Performance 2	2
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	.5 Lecture/Discussion 4.5 Activity	
Equivalent Course: PE 044AD, PE 107AD			Equivalent Course: PE 034AB		
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.			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 038	Introduction to Yoga	1	PEAC 064	Beginning Volleyball	1
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	.5 Lecture/Discussion 1.5 Activity	
Equivalent Course: PE 046AD, PE 108AD			Equivalent Course: PE 034AB		
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.			Beginning Volleyball is a one unit course for the development of basic fundamental skills in volleyball through drills and play.		
PEAC 039	Hatha Yoga Fundamentals	1	PEAC 065	Intermediate Volleyball	1
Hours:	.5 Lecture/Discussion 1.5 Activity		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.			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 042	Soccer	1	PEAC 068	Beginning Fitness Walking	1
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	.5 Lecture/Discussion 1.5 Activity	
Equivalent Course: PE 021AD			Equivalent Course: PE 034AB		
This course is designed for any student interested in the sport of soccer. This course focuses on three main aspects: basic soccer skills, offensive and defensive strategy, rules and regulations.			This course 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 052	Beginning Tennis	1	PEAC 069	Intermediate Fitness Walking	1
Hours:	.5 Lecture/Discussion 1.5 Activity		Hours:	.5 Lecture/Discussion 1.5 Activity	
Equivalent Course: PE 030AB			Equivalent Course: PE 034AB		
An activity course designed for the student who wishes to develop an understanding and appreciation for the game of tennis. Basic skills, strategies and rules will be covered.			This course 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 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 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 203	Civil Procedures 1	4
Hours:	4 Lecture/Discussion	
	Equivalent Course: PARA 103	
	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 204	Civil Procedures 2	3
Hours:	3 Lecture/Discussion	
	Equivalent Course: PARA 104	
	This course expands upon the basic concepts of civil procedure. Students draft complicated civil pleadings, discovery devices, writs, and the legal documents necessary to enforce a money judgment.	
	Prerequisites: PARA 203 or equivalent college course with "C" or better	
PARA 205	Legal Research and Writing	4
Hours:	4 Lecture/Discussion	
	Equivalent Course: PARA 105	
	This required course for paralegal majors covers the tools for researching both federal and California law. Students use both print and computerized sources to write legal memoranda and points and authorities. Advisory on Recommended Preparation: BUS 270 or BUS 271 or COMP 136 or equivalent college courses with "C" or better	
	Prerequisites: PARA 101 or equivalent college course with "C" or better	
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, Trusts 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 non-compounded products in a lab setting. Advisory on Recommended Preparation: MATH 200 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 non-sterile and

sterile products, hazardous products, learn database maintenance of drug distribution, and learn billing of pharmacy goods and services.

Prerequisites: PT 210, 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, 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, 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. (C-ID PHIL100)

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. (C-ID PHIL120)

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 (C-ID PHIL210)
Prerequisites: ENGL 251 or equivalent college course with "C" or better or eligibility as determined by COS placement procedures

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 or eligibility as determined by COS placement procedures

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 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 the 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. (C-ID PHYS205)

Prerequisites: MATH 065 or 075 and MATH 076 or equivalent college courses with "C" or better or eligibility as determined by COS placement procedures (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 for Sci & 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 200M3 Basic Police Academy, Module 3 5.5

Hours: 3 Lecture/Discussion
7.5 Lab

Materials Fee: \$10.00

Equivalent Course: AJ 200M1

This is the first module of a three-module series leading to completion of the Basic Police Academy. This module will provide basic training in such skill areas as firearms, arrest & control techniques, preliminary investigation, investigative report writing, emergency vehicle operation, and traffic enforcement. Students must participate fully in order to successfully complete the course. Limitation on Enrollment: Passing score on POST Entry Level Reading and Writing Test; High School diploma or GED; No felony convictions; Valid California Driver's License; Recent medical clearance by a licensed physician; Fingerprint clearance from the California Department of Justice; Possession of all required equipment, uniforms, supplies and materials; Payment of all enrollment, material and subsidiary fees.

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 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 Federal, State and 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. (C-ID POLS110)

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. (C-ID POLS130)

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 presented include: biological bases of behavior, perception, cognition and consciousness, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders, therapeutic approaches, applied psychology, as well as the scientific methods. Particular emphasis is placed on those concepts that relate to an understanding of human behavior. (C-ID PSY110)
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
This course considers individual human behavior in relation to the social environment. The power of the situation, other individuals, and the social group will be examined. Emphasized topics include: social cognition, person perception, cultural norms, gender roles, attitudes and attitude change, prejudice and stereotypes, aggression, interpersonal attraction, conformity and social influence, prosocial behavior, and group phenomena. (C-ID PSY170)
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. (C-ID PSY130)
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. (C-ID PSY200)
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. (C-ID PSY120)
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, paraprofessionals, 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 (C-ID PSY115)

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. (C-ID SOCI125)
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. (C-ID SOCI110)
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. (C-ID SOCI115)
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		
This course explores the social construction of feminine and masculine identities both historically and in cross-cultural contexts and explores both the macro sociological understanding of gender as well as the micro level analysis of how individuals “do” gender. It analyzes the impact of economic and political change on gender expectations and practices. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with “C” or better (C-ID SOCI140)		
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	
A sociological analysis of the family, including historical and recent changes, present nature and the socio-cultural and economic forces shaping these changes. Including this analysis, the following topics will be covered: 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 “C” or better or eligibility for ENGL 1 as determined by COS Placement Procedures (C-ID SOCI130)		
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 phenomenon, 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 sub-discipline of rural sociology. This course provides a substantially broader understanding of the conditions and trends confronting rural society beyond the stereotypes associated with rural people and places. Advisory on Recommended Preparation: ENGL 251 or equivalent college course with a “C” or better or eligibility for ENGL 1 determined by COS Placement Procedures		
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. (C-ID SPAN110)		
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. (C-ID SPAN200)		
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. (C-ID SPAN210)		
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. (C-ID SPAN220)		

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. (C-ID SPAN230)

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 281 Spanish Interpreting Skills 3
Hours: 3 Lecture/Discussion

Equivalent Course: SPAN 281AC, SPAN 281AD

This Spanish course prepares students for the oral portion of the State Certification Exam for Court Interpreters. Instruction and practice in consecutive interpreting, sight translation, and simultaneous interpreting from Spanish to English and English to Spanish is included.

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
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 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, VT 125 and VT 127 or equivalent college courses with "C" or better

WELDING

WELD 104 Metal Sculpture 3.5
Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$20.00

This course in metal 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 metals and a wide range of possible applications.

WELD 105 Metalcraft Welding/Forging 3.5
Hours: 3 Lecture/Discussion
1 Lab

Materials Fee: \$15.00

Equivalent Course: ART 105, ART 105AC, WELD 105AC

Instruction in metalcraft welding and forging techniques, basic tools for welded craft projects and sculpture, theory of abstract shapes and designs, plus principles of using various metal types will introduce the concepts of metal craft welding.

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 oxy-acetylene 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).

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 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

BRATSCH, JOHN
DEAN, HUMAN RESOURCES AND LEGAL AFFAIRS
B.A., University of California, Davis
J.D., California Western School of Law

BROCK, MICHELLE
DISABILITY RESOURCE CENTER DIRECTOR
B.S., National University
M.S./P.P.S., National University

CALVIN, BRENT
VICE PRESIDENT, STUDENT SERVICES
B.A., California State University, Fullerton
M.B.A., California State University, Dominguez Hills

CARRIZOSA, STAN
SUPERINTENDENT/PRESIDENT
B.A., California State University, Fresno
M.A., Fresno Pacific University

CASTRO, DEBRA
PROGRAM DEVELOPMENT MANAGER
BUSINESS & COMMUNITY EDUCATION
B.S., University of Phoenix

COLLIER, STEPHANIE
DEAN, STUDENT SERVICES
B.S., California Polytechnic State University
M.A., University of California, Los Angeles

DAVIS, BRENT
ASSOCIATE DEAN, PE/ATHLETIC DIRECTOR
B.A., California State University, San Diego
M.Ed., Azusa Pacific University

DELAIN, CYNTHIA
DEAN, NURSING & ALLIED HEALTH, BUSINESS & CFS
B.S.N., Mount Saint Mary's College, Los Angeles
M.S.N., Azusa Pacific University

DOUGLASS, DEBBIE
DIRECTOR, STUDENT ACTIVITIES & AFFAIRS
A.A., College of the Sequoias
B.A., Fresno Pacific University
M.A., California State University, Fresno

DUTTO, LARRY
PROVOST, TULARE COLLEGE CENTER
DEAN, CTE
B.A., M.A., California Polytechnic State University;
Ph.D., Colorado State University, Fort Collins

FIGALLO, JESSICA
DEAN, STUDENT SERVICES
B.A., California State University, Long Beach
M.A., California Polytechnic State University

FISHER, VALERIE
DEPUTY SECTOR NAVIGATOR - HEALTH GRANT
B.A., John F. Kennedy State University, Pleasant Hill
M.A., Holy Names University, Oakland

FOSTER, TIM
DIRECTOR, COS FOUNDATION
A.S., College of the Sequoias
B.A., California State University, Fresno

HOLLABAUGH, TIM
DEAN, TECHNOLOGY SERVICES
A.S., Regents College of New York
B.S., California State University, Fresno

KERSTEN, BELEN
INTERIM DIRECTOR, NURSING
A.A., College of the Sequoias
B.S., California State University, Dominguez Hills
M.S., California State University, Dominguez Hills

LOVERIN, DAVID
DIRECTOR, FINANCIAL AID
B.S., California State University, Fresno
M.B.A., California State University, Dominguez Hills

MCCAULEY, LINDA
CHIEF ACCOUNTING OFFICER
A.S., College of the Sequoias
B.S., California State University, Fresno

MCDONALD, LEE
APPLICATIONS MANAGER
B.A., Westminster College
M.S., University of Utah

MALLOUF, RALPH
MANAGER, MAINTENANCE AND OPERATIONS
A.S., College of the Sequoias

MARMOLEJO, RICARDO
DIRECTOR, TRIO GRANT
B.A., University of California, Davis

MASTERSON, ROBERT
CHIEF OF POLICE
POST Basic Academy Certificate

MENDIETTA, DORIANNA
MANAGER, COS BOOKSTORE

MITTLESTEAD, ERIC
DEAN, FACILITIES AND FACILITIES PLANNING
B.A., California State University, Bakersfield
M.A., California State University, Bakersfield

MILLER-HERNANDEZ, LEANGELA
CATEGORICAL ACCOUNTING OFFICER
B.S., Kansas State University
M.B.A., California State University, Dominguez Hills

MIZNER, KEVIN
DIRECTOR, PUBLIC SAFETY TRAINING PROGRAM
A.A., College of the Sequoias
B.A., Fresno Pacific University

OZTURK, MEHMET
DIRECTOR, RESEARCH, PLANNING AND INSTITUTIONAL
EFFECTIVENESS
B.A., Hacettepe University
M.A., Michigan State University
Ph.D., University of Southern California

OXFORD, MARY-CATHERINE
DIRECTOR, LEARNING RESOURCES
A.A., West Hills Community College
B.A., California State University, Sonoma
M.L.I.S., California State University, San Jose

PAREDEZ, LINDA
DIRECTOR, FOSTER CARE AND INDEPENDENT LIVING
A.A., College of the Sequoias
B.A, Chapman University

ROBERTS, KAREN
DEAN, FINE ARTS, LANGUAGE ARTS
A.S., College of the Sequoias
A.S., San Diego Mesa College, San Diego
B.S.N., Graceland College, Lamoni, Iowa
M.S.N., Graceland University, Lamoni, Iowa

ROBINSON, KRISTIN
PROVOST, HANFORD EDUCATIONAL CENTER
B.S., M.B.A., California State University, Fresno
Ph.D., Colorado State University, Fort Collins

ROQUE, JOE
SUPERVISOR, FOOD SERVICES

SCHENGEL, JONNA
PROJECT DIRECTOR,
PHYSICAL THERAPY ASSISTANT PROGRAM
B.A., California State University, San Francisco
B.S., University of California, San Francisco;
M.A., California State University, San Francisco
Ed.D., University of the Pacific, Stockton

SANGHA, GURMINDER
DEPUTY SECTOR NAVIGATOR - ADVANCED MANUFACTURING
B.S., California State University, Fresno
M.S., California State University, Fresno

STATTON, CHRISTINE
VICE PRESIDENT, ADMINISTRATIVE SERVICES
B.S., Oral Roberts University
Certified Public Accountant, California

URTECHO, ROBERT
DEAN, SCIENCE, SOCIAL SCIENCE, MATHEMATICS AND
ENGINEERING
B.S., Saint Mary's College of California
M.S., Saint Bonaventure University, New York
Ph.D., University of California, Davis

VEGA LA SERNA, JENNIFER
VICE PRESIDENT, ACADEMIC SERVICES
A.S., College of the Sequoias
B.A., University of California, Santa Barbara
M.A., California Polytechnic State University
M.S.; Ph.D., University of Southern California

WALDNER, (CHRISTINE) LOUANN
DEAN, CAREER TECHNICAL EDUCATION AND WORKFORCE
DEVELOPMENT
B.S., University of Kentucky;
M.S., Kansas State University;
Ph.D., Oklahoma State University

ZEGARRA, JORGE
DIRECTOR, BUILDING INDUSTRY & COMMUNITY SERVICES
B.S., California State University, Long Beach
M.B.A., California State University, Fresno

FACULTY

ALLEN, CURTIS
PHYSICAL EDUCATION
B.S., California State University, Fresno;
M.S., United States Sports Academy

ALLEN, JODY
PHYSICAL EDUCATION
B.A., California State University, Fresno
M.A., California State University, Fresno

ALVAREZ, PATTI
HEALTH CENTER COORDINATOR
A.A., Porterville College
A.S., College of the Sequoias
B.S.N., Fresno Pacific
M.S.N., California State University, Dominguez Hills

AMARAL, LINDA
DANCE
B.A., California State University, Long Beach

ANDERSON, CHRISTIAN
ECONOMICS
B.A., University of California, Santa Barbara
M.A., University of California, Santa Barbara
M.S., Walden University, Minneapolis, Minnesota

ARMSTRONG, ERIK
LANGUAGE ARTS
B.A., California State University, Chico
M.A., California State University, Chico

ARNOLD, CRAIG

BUSINESS

B.A., California State University, Fresno

M.S., California State University, Fresno

ARZOLA, JUAN

SOCIAL SCIENCE

A.A., A.S., College of the Sequoias

B.A., University of California, Los Angeles

M.A., California State University, Fresno

AYTMAN, GWENETTE

CONSUMER/FAMILY STUDIES

B.A., Pacific Oaks College

M.A., Pacific Oaks College

BASHAM, JEFF

SOCIAL SCIENCES

B.A., California State University, Sonoma

M.A., University of California, San Francisco

BEAUDOIN, JANE

NURSING

B.A., St. Joseph College, Bangor Maine

M.S.N., Husson College, Windham, Maine

BELTRAN, ADRIAN

COUNSELING (EOP&S)

A.A., Reedley College;

B.A., California State University, Fresno

M.S., California State University, Fresno

BERGEN, SONDRA

A.A., College of the Sequoias;

B.A., Fresno Pacific University;

M.A., Utah State University

BETTENCOURT, BRIAN

BUSINESS

B.S., California State University, San Jose

M.B.A., National University

BLAKELY, JON

MATHEMATICS

A.A., Cerritos College

B.S., California State University, Hayward

M.S., California State University, Long Beach

BOLT, MICHELLE

PHYSICAL EDUCATION

B.A., California State University, Fresno;

M.A., University of the Pacific

BORAGNO, JOHN V.

PHYSICAL EDUCATION

B.A., California State University, Fresno

M.A., California State University, Fresno

BOUREZ, MATTHEW

MATHEMATICS

A.S., College of the Sequoias;

B.A., California State University, Fresno

M.A., California State University, Fresno

BRAND, STACY

ENGLISH

B.A., University of Arkansas

M.A., Florida State University

M.F.A., California State University, Fresno

BRANDIS, LISA

COUNSELING

B.A., California State University, Fresno

M.A., California State University, Fresno

BRINGETTO, MARIO

INDUSTRIAL MAINTENANCE

A.A., Fresno City College

BROWN, JANICE

NURSING

A.S., College of the Sequoias;

B.S., California State University, Fresno

M.S., California State University, Fresno

BURCH, JARED

MATHEMATICS

B.S., Southern Utah University;

M.S., Utah State University

CALLAN, LAWRENCE

CHEMISTRY

B.S., Northern Illinois University;

M.S., University of Colorado, Boulder

CHICONNI, MICHAEL

AUTOMOTIVE

A.S., Fresno City College

CHILDERS, CAROLYN

NURSING

A.A., College of the Sequoias;

B.S.N., California State University, Fresno;

M.S.N., University of Phoenix

CHRISTIANSEN, INKA

ENGLISH

B.A., University of California, Santa Barbara;

M.A., University of New Mexico

CHURCH-GONZALES, HUNTER

COUNSELING

B.A., California State University, Sacramento

M.A., California State University, Sacramento

CONWAY, KATHLEEN
LEARNING DISABILITIES SPECIALIST
B.A., California State University, Humboldt
M.A., California State University, Humboldt

CORDERO, PURA
PARALEGAL
B.A., University of California, Los Angeles
J.D., Southwestern University School of Law, Los Angeles

CRAVEN, LIANA
MATHEMATICS
A.A./A.S., College of the Sequoias
B.A., California State University, Fresno
M.A., California State University, Fresno

CRUMAL, GLENA
CONSUMER/FAMILY STUDIES
B.A., University of California, Berkeley
M.A., California State University, Fresno

CRUMPLER, ALICIA
ADMINISTRATION OF JUSTICE
B.S., University of San Francisco;
M.S., California State University, Fresno

DE CARO, LUCILLE
BUSINESS
B.S., California State University, Bakersfield
M.B.S., California State University, Bakersfield

DEEFF, TATIANA
PHYSICAL THERAPY
B.A., Stanford University
M.S., Samuel Merritt College, Oakland

DEL RIO, LINDA
PSYCHOLOGY
B.A., California State University, San Jose
M.A., National University, Fresno

DEWEY, SHANNAMAR
SCIENCE
B.S., University of California, Santa Cruz
M.S., University of California, Davis
Ph.D., University of California, Davis

DRAPER, JEANNE MARIE
MATHEMATICS
B.S., California Polytechnic State University
M.S., Virginia Commonwealth University

DRONEY, LA DONNA
NURSING
B.S., Murray State University
M.S., Medical College of Georgia
M.A., University of California, San Francisco

DUARTE, ADRIENNE
COUNSELING
A.A., Fresno City College;
B.A., California State University, Fresno
M.S., California State University, Fresno

EDDY, KEITH
MATHEMATICS
B.A. California State University, Humboldt
M.S., California Polytechnic State University

EHRlich, VALERIE
ENGLISH
B.A., Whitworth College
M.Ed., Whitworth College

ENNS, CAROL
PHILOSOPHY
B.A., University of California, Santa Cruz;
M.A., California State University, Dominguez Hills;
M.A., California State University, San Francisco

ESPINOZA, JAMES
ENGLISH
B.A., Loyola Marymount University
M.F.A., California State University, Fresno

FERNANDEZ, FERNANDO
ORNAMENTAL HORTICULTURE
A.S., Kings River Community College
B.S., California State University, Fresno
M.S., California State University, Fresno

FLORES, RICHARD
ART
A.A., Pierce College;
B.A., California State University, Northridge
M.A., California State University, Northridge

GARCIA, JENNIE
COUNSELING
B.S., California State University, Fresno
M.S., National University

GEIST, JOSHUA
ENGLISH
B.S., California State University, Fresno
M.F.A., California State University, Fresno

GOEBEL, DENNIS
SPORTS MEDICINE
A.A., Santa Barbara City College
B.A., California State University, Fresno
M.A., Azusa Pacific College

GONZALEZ, ROLANDO
ARCHITECTURE
A.A., College of the Sequoias
B.E.D., Texas A&M
M. ARCH., Arizona State University
Architect, AIA

GOODBAR, BRAD
BIOLOGY
B.A., California State University, Fresno
M.A., California State University, Fresno

GREER, LISA
WORK EXPERIENCE
A.A., College of the Sequoias;
B.A., California State University, Fresno
M.S.W., California State University, Fresno

GRIFFITH, REBECCA
CHILD DEVELOPMENT
B.A., California State University, Sonoma;
M.S.W., University of Nevada, Las Vegas

GUADIANA, TERESA
COUNSELING
B.A., University of Arizona
M.Ed., University of Arizona

HAMID, MARIA
COUNSELING
B.A., California State University, Fresno
M.S.E., Wayne State College

HANSEN, DEBRA
PSYCHOLOGY
B.A., California State University, Fresno
M.A., California State University, Fresno

HANSEN, ROB
BIOLOGICAL SCIENCES
B.A., California State University, Fresno
M.A., California State University, Fresno

HARPER, VINETA
MATHEMATICS
M.S., California State University, Fresno

HAYCOCK, GINA
LIBRARIAN
B.A., University of California, Davis;
M.L.S., California State University, San Jose

HETHERINGTON, ERIC
GEOLOGY
B.A., Franklin and Marshall College;
Ph.D., University of Minnesota, Minneapolis

HINOJOSA, ANDY
BUSINESS
B.S., California State University, Fresno
M.B.A., California State University, Fresno

HOBSON, REBECCA
NUTRITION
B.A., University of Wisconsin
M.A., University of Wisconsin

HODGES, SANDEE
CONSUMER/FAMILY STUDIES
A.A., College of the Sequoias
B.A., Century University
B.A., Pacific Oaks College
M.A., Pacific Oaks College

HOTT, LISA
BUSINESS
B.A., Business Administration, CSU Fresno
Certified Public Accountant, California
MBA, California State University, Dominguez Hills

HOWELL, DAVID
GEOGRAPHY
A.A., Long Beach City College
B.A., California State University, Dominguez Hills
M.A., California State University, San Diego

HOWLAND, STEVEN
ENGLISH
B.A., California State University, Fresno
M.A., Ohio University

HURST, DAVID
B.A., California State University, Fresno
M.F.A., California State University, Fresno

HURTADO, ALEC
ENVIRONMENTAL CONTROL TECHNOLOGY
A.A., College of the Sequoias

JENSEN, SUSAN
ENGLISH
A.A., Fresno City College
B.A., California State University, Fresno
M.A., California State University, Fresno

JOHNSON, CYNTHIA
SPEECH
B.A., California State University, Fresno
M.A., California State University, Fresno
M.A., North Central University, Arizona

JORDAN, JONI
ENGLISH
B.A., California State University, Fresno
M.A., University of California, Irvine

KEEN, CHRISTINE
MATHEMATICS
B.S., University of Pittsburgh
M.S., University of Pittsburgh

KNOX, CHRISTINA
PSYCHOLOGY
B.A., University of the Pacific
M.S., California State University, Hayward

LAIRD-JACKSON, BARBARA
LINGUISTICS (ESL)
B.A., California State University, San Diego
MA, California State University, San Diego

LILE, JANET
NURSING
A.S.N., University of Tennessee
B.S.N., University of Tennessee
M.S.N., Vanderbilt University
Ph.D., Columbia Pacific University

LOEWEN, LISA
COUNSELING COORDINATOR
(HANFORD CENTER)
A.A., San Joaquin Delta College
B.A., Fresno Pacific University
M.A., Fresno Pacific University

LUKEHART, DENNIS
NURSING
B.S.N., California State University, Dominguez Hills
B.S.N., Graceland College
B.A., Fresno Pacific University
M.A., Chapman College
Ph.D., Capella University, Minneapolis

MC DONNELL, JAMES
THEATRE ARTS
B.A., DeSales University;
M.F.A., University of Missouri, Kansas City

MC GEHEE, ROBIN
SPEECH
B.A., William Carey College
M.A., California State University, Fresno

MCKEITH, RUSSELL
ANIMAL SCIENCE
B.S., Southern Illinois University
M.A., University of Georgia
M.A., Texas A&M University

MANGELS, CHRISTOPHER
FINE ARTS
A.A., College of the Sequoias
B.A., California State University, Fresno
M.F.A., California State University, San Diego

MANGNALL, RICHARD
ENGLISH/HISTORY
B.A., California State University, Northridge
M.A., California State University, Northridge
M.A., California State University, Fresno

MARINELLI, RENEE L. MIGUEL
BUSINESS
A.A., College of the Sequoias
B.S., California State University, Fresno
M.S., California State University, Fresno

MARYANOW, JEFFREY
ESL/ENGLISH
B.A., Auburn University
M.A., University of Memphis

MAUDET, MONICA
ENGLISH
A.A., College of the Sequoias
B.A., California State University, Fresno
M.A., California State University, Fresno

MAZZOLA, SUSAN
BUSINESS
B.S., California Polytechnic State University
M.S., California State University, Fresno

MENDOZA, TERESA
CHEMISTRY
A.S., College of the Sequoias
B.S., California State University, Long Beach
M.S., California State University, Fresno

MENEZES, JUDY
JOURNALISM
B.A., California State University, Fresno
M.A., California State University, Fresno

MOORE, HEATHER
BIOLOGY
B.S., University of Arizona
Ph.D., University of Arizona

MORRIS, ANNE
NURSING
B.S.N., California State University, Fresno
M.S.N., California State University, Dominguez Hills

MORRIS, ROBERT
NURSING
B.S.N., California State University, Dominguez Hills
M.S.N., California State University, Dominguez Hills

MULLER, JOSH
PSYCHOLOGY
A.A., College of the Sequoias
B.A., California State University, Fresno
M.A., California State University, Fresno
Ph.D., Northcentral University, Prescott

MYERS, TRACY
PHYSICAL EDUCATION
B.A., California State University, Fresno
M.A., International University

NATOLI, STEVEN
HISTORY
B.S., Claremont McKenna College
M.S., Claremont McKenna College
M.A., California State University, Fullerton

NOLAN, DEBORAH
DISTANCE EDUCATION
A.A., Long Beach City College;
B.A., California State University, Long Beach
M.A., California State University, Fullerton
Ph.D., University of Denver

OWENS, LAWRENCE
ENGINEERING/PHYSICS
A.S., College of the Sequoias
B.S., California State University, Fresno
M.S., California State University, Fresno
Ph.D., University of Texas, Austin

OWENS, MILLICENT
NUTRITION
B.S., California State University, Fresno
M.A., University of Texas, Austin

PADEN, TERESA
NURSING
A.A., Mount St. Mary's College
B.S.N., University of California, San Francisco
M.S., Regis University

PALOS, LETICIA
SPANISH
A.A., Kings River Community College
B.A., California State University, Fresno
M.A., California State University, Fresno

PANKEY, II, IRVIN
PHYSICAL EDUCATION/INTERIM HEAD FOOTBALL COACH
B.S., Penn State University

PARKER, CHARLES
ENGLISH
B.A., Jackson State University
M.A.T., Jackson State University

PETERSON, RICHARD L.
ART
B.F.A., Kansas City Art Institute
M.F.A., Instituto Allende

PICCIUTO, KEVIN
BUSINESS
B.S., California State University, Chico
M.B.A., California State University, Fresno

PITIGLIANO, KIMBERLY
ANIMAL SCIENCE
BS, California State University, Fresno
M.Ed., National University

PORTERFIELD-PYATT, CHAUMONDE
MUSIC
A.A., College of the Sequoias
B.S., California State University, San Francisco
M.A., California State University, San Francisco

PROCHNOW, MARLA
ANTHROPOLOGY
B.A., California State University, Fullerton
M.A., California State University, Fullerton
Ed.D., California State University, Fresno

RECTOR, JOHN
BUILDING TRADES
B.A., California State University, Fresno
M.S., California State University, Fresno

REDDEN, JOHN
MATHEMATICS
B.A., California State University, Northridge
M.S., California State University, Northridge

REDDEN, TRACY
MATHEMATICS
B.A., California State University, Northridge
M.S., California State University, Northridge

RICO, DIANNA
COUNSELING
B.S., California State University, Fresno
M.A., California State University, Bakersfield

ROBINSON, DAVID
ENGLISH
A.A., Grossmont College
B.A., California State University, San Diego
M.A., University of California, Los Angeles

ROCHE, ROBYN
COUNSELING
B.A., California State University, Fresno
M.S., California State University, Fresno

RODARTE, CATHERINE
COUNSELOR
B.A., California State University, Fresno
M.A., California State University, Fresno

RODRIGUEZ, JULIE
CHEMISTRY
B.S., California State University, Bakersfield
M.S., California State University, Fresno

ROLLINGER, JEANETTE
BIOLOGICAL SCIENCES
B.A., University of California, Santa Barbara
Ph.D., University of California, Santa Cruz

ROSE, DON
MATHEMATICS
B.S., California State University, Hayward
M.S., California State University, Hayward

RUEGER, ROSS
MATHEMATICS
B.S., University of California, Riverside
M.A., University of California, Los Angeles

RUSH, ELAINE
ENGLISH
B.A., California State University, Fresno
M.A., California State University, Fresno

SADEH, SHIRIN
PHYSICS/MATHEMATICS
B.S., State University of New York
M.S., Syracuse University

SANFORD, TRICIA
MATHEMATICS
B.S., University of California, Davis
M.A., California State University, San Francisco

SCHNEIDER, NANCY
NURSING
B.S., University of Colorado
M.A., Boston University

SEAWARD, JEFFERY
VOCAL MUSIC
B.A., California State University, Fresno
M.A., California State University, Fresno

SENSE, ED
ENGLISH
B.A., California State University, Bakersfield
M.A., California State University, Fresno

SEYED, MILENA
LIBRARIAN
B.A., University of Belgrade
M.L.I.S., California State University, San Jose

SHUMAN, MICHAEL
COUNSELING
B.A., California State University, Fresno
M.S., California State University, Fresno

SILVA, DIANE
SOCIOLOGY
B.A., College of St. Benedict
M.A., California State University, Sacramento
M.S.W., California State University, Fresno

SKAFF, MICHAEL
BUSINESS
B.A., California Polytechnic State University
M.B.A., California Polytechnic State University

SMITH, RUSSELL
PHYSICAL EDUCATION
B.A., California State University, Northridge
M.A., California State University, Northridge

SPENCER, JANELL
ACCOUNTING/BUSINESS MANAGEMENT
A.A., College of the Sequoias
B.A., Fresno Pacific University
M.B.A., National University

SPENCER, LANDON
ENGLISH
B.A., California State University, Chico
M.A., University of Washington

SPRINGER, MIKE
CHEMISTRY
B.S., University of Nevada, Reno
Ph.D., University of Colorado

SULLIVAN, ALLYSON
ART (APPRECIATION/HISTORY)
B.A., California State University, Fresno
M.A., California State University, Fresno

SWISEGOOD, GAILERD
HUMAN SERVICES
B.A., California State University, Stanislaus
M.A., California State University, Fresno

TACKETT, MICHAEL
MUSIC
B.M., Bowling Green State University, Ohio
M.M., University of Denver, Colorado

TEBEAU, FRANK
AGRICULTURE/WELDING TECHNOLOGY
A.S., College of the Sequoias
B.S., California State University, Fresno

THOMAS, JANE
ENGLISH
B.A., Western Oregon University, Monmouth
B.S., Oregon State University, Corvallis
M.A., Oregon State University, Corvallis

TIDWELL, PAUL
ENGLISH
B.A., California State University, Humboldt

TOM, MARK
MATHEMATICS
B.A., California State University, Fresno
M.A., University of California, Santa Barbara

TOOTLE, STEPHEN

SOCIAL SCIENCE

B.S., Cal State University, San Luis Obispo

M.A., California State University, Fresno

Ph.D., Ohio University

TRIMBLE, DOROTHEA

BIOLOGICAL SCIENCES

B.S., University of California, Davis

M.A., University of California, Davis

Ph.D., University of Iowa

TURK, MARVIN

COUNSELING

A.A., American River College

B.A., University of Montana

M.S., California State University, Sacramento

TURNER, GREG

ENGLISH

A.A., College of the Sequoias

B.A., California State University, Fresno

M.A., California State University, Fresno

VALENZUELA, SANDY

COUNSELING

A.S. College of the Sequoias

B.A., California State University, Long Beach

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

XIONG, MANLIA

LIBRARIAN

B.A., California State University, Fresno

MLIS, San Jose State University

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

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 Specialist

BIRCH, RICHARD
Plumber

BONNAR, TREASA
Accompanist

BOOKOUT, JON
Instructional Asst-Lab Setting

BOULAUD, AMAL
Instructional Specialist, Senior

BRANTLEY, ROBERT
Police Academies Coordinator

BRIGGS, ABIGAIL
Clerical Assistant

BROGDON, SCOTT
Microcomputer Specialist

BUCK, CONNIE
Food Service Assistant

CADENA, ELISA
Financial Aid Specialist

CAMACHO, MARGARITA
Student Services Specialist-TRIO

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/Scheduling Coordinator

CHURCH, RENEE
Senior Secretary

CISNEROS, GABRIELA
District Police Officer

CLARK, AMANDA
Clerical Assistant

DAGO, DING
Custodian

DAVENPORT, TIMOTHY
Microcomputer Specialist

DEBOEF, SARA
Senior Secretary

DEISMAN, CHANDA
Senior Secretary

DEMMEERS, CAROL
Library Specialist

DIAZ, KELLY
Instructional Specialist, Senior

DIAZ, MAYRA
Financial Aid Specialist

DIAZ, ROSA
Senior Clerical Assistant

DICKINSON, MATT
Custodian

FELECIANO, BEVERLY
Administrative Assistant

FELECIANO, FRANK
Microcomputer Specialist

FERNANDEZ, KATRINA
Administrative Assistant

FERNANDEZ, TAMERA
Grant Secretary-Upward Bound
Math and Science

FIGUEROA, LUZ
Senior Secretary

FLORES, PAMELA
Welcome, Outreach, Career & Transfer Center Coordinator

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, LINDA
Program Specialist

GARCIA, MARIE
Administrative Assistant

GARCIA, SIMONA
Custodian

GARSTER, STACEY
Support Services Specialist

GARVER, LAURA
BICS Sr. Clerical Assistant

GARZA, JESUCITA
Grill/Fry Cook

GILES, SHELLI
Administrative Assistant, Allied Health, CFS

GONZALES, MARY
Administrative Assistant

GOODWIN, DUANE
Activity Lead – SURGE Program

GRAY, TERRY
TV Studio Technician

HAGTHROP, CHRISTINE
Library Technician

HARP, JOHN
Custodian

HENDERSON, LACEY
Administrative Technician

HENRY, LIVIER
Financial Aid Specialist

HENSON, MELONY
Senior Instructional Assistant

HERNANDEZ, ALEX
Senior Custodian

HERNANDEZ, ALICE
Clerical Assistant

HETTICK, ASHLEY
District Police Officer

HEUER, JAMES
Farm Specialist

HIDALGO, PEDRO
Custodian

HIGHTOWER, MARY
Registered Nurse

HILL, JUDI
Instructional Assistant-Lab Setting

HINOJOS, SYLVESTER
Custodian

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/Program Secretary

KEELINE, BARBARA
Counseling Assistant

KEEN, GREG
Articulation/Assessment Coordinator

KENNEDY, BRETT
EOPS/CARE Program Specialist

KING, RYAN
Account Clerk

KIPNIS, DARCY
Program Specialist

KIRKMAN, KIMBERLY
Accounting Coordinator

KIRKPATRICK, KAREN
Lab Technician

KOSS, KAREN
Account Clerk

LACEY, ROSE
Administrative Technician

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

LOPEZ, TINA
DRC, Support Services Coordinator

LORENZI, LISA
Assistant Athletic Trainer

LUEVANO, LETICIA
Library Assistant

LUNA, LORI
Instructional Division/Program Secretary

MAGANA, CHRISTY
Instructional Assistant 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/Program 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

NORVALL, CYNTHIA
College Nurse

OWSLEY, STANLEY
Grounds Maintenance Worker II

PANKEY, KELLY
Clerical Assistant

PARKER, LISA
Support Services Clerk

PARKS, MARCY
Senior Secretary

PEREZ, SUSANA
Student Servs CARE Specialist

PERTLE, ANTHONY
Instructional Assistant

PEYTON, LINDSEY
Accounting Assistant

POBLETE, JUAN
Custodian

PRATT, STEPHEN
Network Analyst

PUGA, REBECCA
Financial Aid Technical Specialist

RAMIREZ, ROBERT
Custodian

REILLY, WILLIAM
Senior Custodian

RANGEL-LEMUS, ELVIA
Work Study Specialist

RENTERIA, ROSARIO
Clerical Assistant

REYES, ALICE
Clerical Assistant

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

TORRES, KATHRYN
Clerical Assistant

TREVINO, EUGENE
HVAC Technician

TREVINO, REGINA
Registration Coordinator

TURNER, TONI
Account Clerk

VARDEMAN, WINSTON
District Police Officer

VASQUEZ, MARIA
Food Service Assistant

VEGA, BENITA
Financial Aid Supervisor

WEISS, DELIA
Administrative Assistant

WHITE, RYAN
Programmer Analyst

WILCOXON, DOLORES
Instructional Division/Program Secretary

WILLIAMS, SANDRA
Tutorial Center Coordinator

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

BIRD, DAVID
Chemistry, 1977-2014

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

DE SILVA, DAVID
Agriculture, 1984-2014

DOWNES, WILLIARD
Agriculture, 1976-2003

ENSIGN, PAT
Nursing, 1975-1983 AND 1987-1991

ERICKSON, DAVID
Vice President, Administrative Services, 1990-2001

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

HESTER-REYES, MICHELE
Spanish, 1983-2014

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, GEORGELEN
Counseling, 1983-2003

PARLIER, JASPER
Automotive Technology, 1968-1993

PETERSON, WAINO
Political Science, 1965-1996

PIETROFORE, AL
Fine Arts, 1957-1984

POWELL, GEORGE
Building Trades/Math, 1984-1997

PRESTON, WAYNE
Biological Sciences, 1973-2010

REYNOLDS, BARBARA
Consumer/Family Studies, 1987-2008

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

WICKMAN, GAYLE
Nursing, 1974-1993

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