



**COLLEGE OF THE SEQUOIAS**



**2018 - 2019  
CATALOG**

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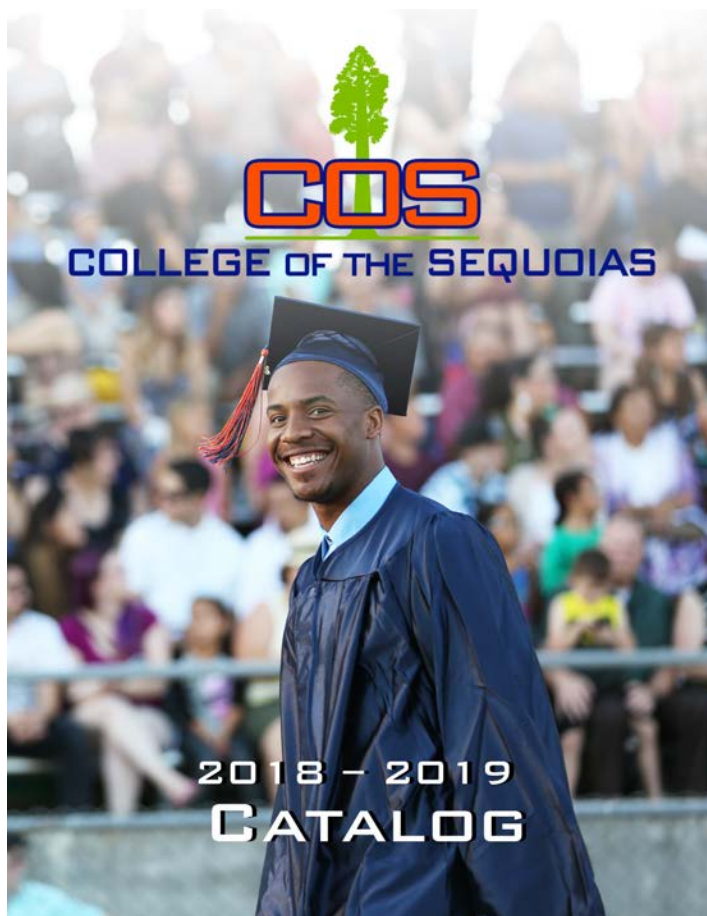
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# 2018-2019 CATALOG



College of the Sequoias is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Sequoias Community College District (College of the Sequoias) 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 Sequoias Community College District for reasons related to student enrollment, the 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.

## Catalog Cover

Patrick Burks (pictured) is a COS alumnus who graduated in the Spring of 2017 with an Associate Degree in Transfer Studies (emphasis in Social and Behavioral Sciences). Patrick has since transferred to Fresno State where he is currently taking classes in the school of Social Sciences. He aspires to eventually earn a Baccalaureate Degree with an emphasis in either education or pre-law. Patrick has an overall goal of obtaining a doctorate in his chosen field.

## Catalog Rights

Students may graduate under the degree requirements in effect:

1. At the time of first enrollment at College of the Sequoias<sup>\*</sup>, as long as continuous enrollment is maintained; or
2. Any academic year while continuous enrollment is maintained at College of the Sequoias; or
3. At the time continuous enrollment is reestablished and maintained at College of the Sequoias; or
4. 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.

## Alternative Formats

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

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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

## General Directory

Access and Ability Center	559-730-3805
Admissions and Records	559-730-3727
Bookstore	559-730-3751
Cashier's Office	559-730-3956
CalWorks	559-730-3864
Counseling	559-730-3715
District Police	559-730-3726/3999
Extended Opportunity Programs (EOPS)	559-730-3818
Financial Aid	559-730-3747
Foundation	559-730-3861
Health Center	559-730-3880
International Student Program	559-730-3970
Learning Resource Center (Library)	559-737-6179



Registration	559-737-6140
Student Activities and Affairs	559-730-3736
Welcome Center	559-730-3730

# ABOUT COLLEGE OF THE SEQUOIAS



## President's Message

*Welcome to the College of the Sequoias, an institution that has been helping students achieve their educational and career goals since 1926. In fact, 30 years ago, I enrolled at the College of the Sequoias as an 18-year-old freshman without a clear idea as to which career path I would follow. The College helped put me on the road to success and it can do the same for you!*

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

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

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

## District Mission

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

**College of the Sequoias** affirms that our mission is to help our diverse student population achieve its transfer and/or occupational objectives and to advance the economic growth and global competitiveness of business and industry within our region.

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

## District 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.

## Accreditation at College of the Sequoias

### Institutional Accreditation

College of the Sequoias is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges, (WASC) 10 Commercial Blvd, Suite 104, Novato, CA 94949, an institutional accreditation body recognized by the Council for Higher Education Accreditation and by the United States Department of Education. Additional information about accreditation including the filing of complaints against member institutions can be found at [www.accjc.org](http://www.accjc.org) (<http://www.accjc.org>). The college's next comprehensive review will occur in Fall 2018.

To learn more about College of the Sequoias Accreditation, visit [www.cos.edu/accreditation](http://www.cos.edu/accreditation) (<http://www.cos.edu/accreditation>)

## Specialized Program Accreditation

The following College of the Sequoias Programs have been accredited through their own respective agencies as listed below:

### Certified Nursing Assistant Program

Approved and accredited by the Department of Public Health, PO Box 997416 Sacramento, CA 95899-7416 | Phone: (916) 327-2445 | Fax: (916) 552-8785 | Email: [cna@cdph.ca.gov](mailto:cna@cdph.ca.gov)

### Cosmetology

This program is accredited by the National Accrediting Commission of Career Arts and Sciences, 4401 Ford Avenue, Suite 1300, Alexandria VA 22302-1432 | Phone: (703) 600-7600 | Fax: (703) 379-2200 | Email: [info@naccas.org](mailto:info@naccas.org)

### Emergency Medical Technician

Accredited by the Central California EMS Agency, 1221 Fulton Mall, 5th Floor; PO Box 11867, Fresno, CA 93775-1867 | Phone: (559) 600-3387 | Fax: (559) 600-7691 | Email: [ccemsa@co.fresno.ca.us](mailto:ccemsa@co.fresno.ca.us)

### Fire Academy

The Academy is a 380-hour, 15-unit class that meets the requirements of the California State Fire Marshal's Office for Fire Fighter I certification. Accredited by the California State Fire Marshall's Office, P.O. Box 997446 Sacramento, CA 95899 | Phone: (916) 445-8444

#### Post Certified Basic Police Academy

The Police Academy is a Commission on Peace Officers Standards and Training (POST) Certificated Training Academy for California law enforcement. It meets the basic requirement for employment as a municipal, county and state law enforcement officer. State law requires completion of a POST-Certified Basic Course for lateral-entry level employment in law enforcement. CA Commission on Peace Officer Standards and Training: 860 Stillwater Road, Suite, 100 West Sacramento, CA 95605 | Phone: (916) 227-3909

#### Physical Therapist Assistant Program

Approved and Accredited status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE) 1111 North Fairfax Street, Alexandria, VA, 22314 | Phone: 703-706-3245 | Email: accreditation@apta.org

#### Registered Nursing Program

Approved by the California State Board of Nursing, P.O. Box 944210, Sacramento, CA 94244-2100 | Fax: (916) 574-7693

#### Certified Welding Program

Certified through the American Welding Society, 8669 NW 36 St. #130 Miami FL 33166 | Phone: 1-800-443-9353 ext. 273

## Compliance and Disclosure Statement

### College of the Sequoias is an Equal Opportunity Employer

College of the Sequoias does not discriminate on the basis of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law 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 Educational 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 American 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 Offices  
Title IX Coordinator, Section 504 Coordinator  
And ADA Compliance Office  
(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.

## Non-Discrimination

College of the Sequoias recognizes its obligation to provide overall program and physical accessibility throughout the District for persons with disabilities. If you believe that programs and services are not accessible, contact John Bratsch, Section 504 Coordinator/ADA Compliance Officer at (559) 730-3830. Inquiries regarding Federal laws and regulations concerning non-discrimination 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

## 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. This data can be located on the California Community Colleges Chancellor's Office website. The current data reflects the percentage of degree, certificate and/or transfer-seeking students starting first time in 2008-09 and tracked for six years through 2013-14 who completed a degree, certificate or transfer-related outcomes.

Student Success Scorecard (<http://scorecard.cccco.edu/scorecard.aspx#home>)

## Policies and Administrative Procedures

Policies and Administrative Procedures provided in the catalog are subject to change. For the most current policies and procedures, students should consult the official COS website at [www.cos.edu](http://www.cos.edu) (<http://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, 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(s) and who meets such prerequisites as may be established pursuant to section 55003 of division 6 of title 5 of the California Code of Regulations."*

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 is not a United States citizen or any person who is not 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. (see AB 540)

## 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, go to the Foundation website: [www.cos.edu/Foundation](http://www.cos.edu/Foundation) (<http://www.cos.edu/Foundation>) or contact the Foundation Director, Tim Foster, at (559) 730-3861.

## Administration and Faculty



### Administration

#### Superintendent/President

Brent Calvin  
B.A., California State University, Fullerton  
M.B.A., California State University, Dominguez Hill

#### Vice President of Academic Services

Jennifer Vega La Serna, Ph.D.  
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

#### Vice President of Administrative Services

Christine Statton  
B.S., Oral Roberts University  
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#### Vice President of Student Services

Jessica Morrison  
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#### **Provost - Hanford Educational Center**

Kristin Robinson, Ph.D.  
B.S., M.B.A., California State University, Fresno  
Ph.D., Colorado State University, Fort Collins

#### **Provost - Tulare College Center, Dean of Agriculture**

C. Louann Waldner, Ph.D.  
B.S., University of Kentucky  
M.S., Kansas State University  
Ph.D., Oklahoma State University

#### **Dean of Arts and Letters**

Richard Lubben  
A.A., Cabrillo College  
B.A., California State University, Sacramento  
M.A., Instituto Allende, San Miguel de Allende, International

#### **Dean of Business, Social Science, and Consumer Family Studies**

Jesse Wilcoxson  
B.S., Humboldt State University  
M.S., California Polytechnic State University  
Ed.D., California State University Fresno

#### **Dean of CTE and Workforce Development**

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#### **Dean of Natural Sciences, Mathematics, and Engineering**

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#### **Dean of Research, Planning And Institutional Effectiveness**

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#### **Dean of Student Services**

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#### **Dean of Technology Services**

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Xiong, Manlia  
B.A., California State University, Fresno  
M.L.I.S., San Jose State University

Yamakawa, Linda  
A.A., Kings River College  
B.A., California State University, San Jose  
M.A., California State University, San Jose

## Mathematics

Blakely, Jon  
A.A., Cerritos College  
B.S., California State University, Hayward  
M.S., California State University, Long Beach

Bourez, Matthew  
A.S., College Of The Sequoias;  
B.A., California State University, Fresno  
M.A., California State University, Fresno

Burch, Jared  
B.S., Southern Utah University  
M.S., Utah State University

Chap, Chanthoeun  
B.A., California State University, Fresno  
M.A., California State University, Fresno

Craven, Liana  
A.A./A.S., College Of The Sequoias  
B.A., California State University, Fresno  
M.A., California State University, Fresno

Collier, Stephanie  
B.S., California Polytechnic State University  
M.A., University Of California, Los Angeles

Draper, Jeanne Marie  
B.S., California Polytechnic State University  
M.S., Virginia Commonwealth University

Eddy, Keith  
B.A., California State University, Humboldt  
M.S., California Polytechnic State University

Harper, Vineta  
M.S., California State University, Fresno

Heywood, David  
B.A., California State University, Fresno  
M.A., California State University, Fresno

Jones, David  
B.S., University of California, Merced  
M.S., University of California, Santa Cruz

Keen, Christine  
B.S., University Of Pittsburgh  
M.S., University Of Pittsburgh

Redden, John  
B.A., California State University, Northridge  
M.S., California State University, Northridge

Redden, Tracy  
B.A., California State University, Northridge  
M.S., California State University, Northridge

Rose, Don  
B.S., California State University, Hayward  
M.S., California State University, Hayward

Rueger, Ross  
B.S., University Of California, Riverside  
M.A., University Of California, Los Angeles

Ruiz, Kevin  
B.A., California State University, Fresno  
M.A., California State University, San Jose

Sadeh, Shirin  
B.S., State University Of New York  
M.S., Syracuse University

Tom, Mark  
B.A., California State University, Fresno  
M.A., University Of California, Santa Barbara

Woodbury, George  
B.S., University Of California, Santa Barbara  
M.S., California State University, Northridge

## Music

Johnson, Brian  
B.A., Illinois State University  
M.M., Northern Illinois University

Porterfield-Pyatt, Chaumonde  
A.A., College Of The Sequoias  
B.S., California State University, San Francisco  
M.A., California State University, San Francisco

Sorber, John  
B.A., Fresno Pacific University  
M.A., California State University, Fresno

Tackett, Michael  
B.M., Bowling Green State University, Ohio  
M.M., University Of Denver, Colorado

## Nursing

Campbell, Lorie  
A.S./A.A., College of the Sequoias  
B.S.N., California State University, Bakersfield  
M.S.N., Western Governors University

Childers, Carolyn

A.A., College of the Sequoias  
B.S.N., California State University, Fresno  
M.S.N., University Of Phoenix

Cochran, Keri

B.S.N., Western Governor's University, Utah  
M.S.N., Western Governor's University, Utah

Droney, La Donna

B.S., Murray State University  
M.S., Medical College Of Georgia  
M.A., University Of California, San Francisco

Glasgow, Cathy

B.S.N., University of Phoenix  
M.S.N., University of Phoenix

Morris, Anne

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

Morris, Robert

B.S.N., California State University, Dominguez Hills  
M.S.N., California State University, Dominguez Hills

Paden, Teresa

A.A., Mount St. Mary's College  
B.S.N., University Of California, San Francisco  
M.S., Regis University  
D.N.P., Regis University

Roberts, Karen

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

Schneider, Nancy

B.S., University Of Colorado  
M.A., Boston University

Toth, Tina

B.A., University of Windsor  
M.S.N., Walden University

## Ornamental Horticulture

Fernandez, Fernando

A.S., Kings River Community College  
B.S., California State University, Fresno  
M.S., California State University, Fresno

## Paralegal

Cordero, Pura, Esq.

B.A., University Of California, Los Angeles  
J.D., Southwestern University School Of Law, Los Angeles

## Philosophy

Enns, Carol

B.A., University Of California, Santa Cruz  
M.A., California State University, Dominguez Hills  
M.A., California State University, San Francisco

Linehan, Timothy

B.A., Taylor University, Indiana  
M.A., Texas Tech University, Texas  
M.A., University of California, Santa Barbara

## Physical Education

Allen, Jody

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

Alvarado, Ray

B.S., California State University, Fresno  
M.S.S., United States Sports Academy, Alabama

Bolt, Michelle

B.A., California State University, Fresno  
M.A., University Of The Pacific

Briano, Allyson

B.A., University of Southern California  
M.A., University of California, Santa Barbara

D'agostino, Joseph

B.S., University Of Massachusetts  
M.A, Fresno Pacific University

Goebel, Dennis

A.A., Santa Barbara City College  
B.A., California State University, Fresno  
M.A., Azusa Pacific College

Jackson, Kenny

B.A., University of Central Florida  
M.S., New Mexico University

Pankey, Irvin

B.S., Penn State University

Smith, Russell

B.A., California State University, Northridge  
M.A., California State University, Northridge

## Physical Therapist Assistant

Pacini, James

A.S., College of the Sequoias  
B.S., Pima Medical Institute - Tucson, Arizona  
M.A., University of Phoenix

Sousa, Joseph

B.A., University of the Pacific  
D.P.T., Sacred Heart University

## Physics

Owens, Lawrence, Ph.D.

A.S., College Of The Sequoias  
B.S., California State University, Fresno  
M.S., California State University, Fresno  
Ph.D., University Of Texas, Austin

Sadeh, Shirin

B.S., State University Of New York  
M.S., Syracuse University

## Plant Science

Abee, Charles  
A.S., College of Sequoias  
B.S., California State University, Fresno

Ferry-Abee, Allison  
B.A., California State University, Fresno  
Ph.D., University of California, Davis

## Political Science

Vega-Pritchett, Amy  
B.A., University Of California, San Diego  
M.A., California State University, Long Beach

Arzola, Juan  
A.A., A.S., College Of The Sequoias  
B.A., University Of California, Los Angeles  
M.A., California State University, Fresno

## Psychology

Del Rio, Linda  
B.A., California State University, San Jose  
M.A., National University, Fresno

Hansen, Debra  
B.A., California State University, Fresno  
M.A., California State University, Fresno

Muller, Josh, Ph.D.  
A.A., College Of The Sequoias  
B.A., California State University, Fresno  
M.A., California State University, Fresno  
Ph.D., Northcentral University, Prescott

## Spanish

Palos, Leticia  
A.A., Kings River Community College  
B.A., California State University, Fresno  
M.A., California State University, Fresno

Vidales, Veronica  
B.A., California State University, Fresno  
M.A., California State University, Fresno

## Sports Medicine

Goebel, Dennis  
A.A., Santa Barbara City College  
B.A., California State University, Fresno  
M.A., Azusa Pacific College

## Sociology

Medrano, Catherine  
B.A., University of California, San Diego  
M.A., University of California, Santa Barbara

Silva, Diane  
B.A., College Of St. Benedict  
M.A., California State University, Sacramento  
M.S.W., California State University, Fresno

## Welding

Emery, Randy  
Certification, American Welding Society

Tebeau, Frank  
A.S., College Of The Sequoias  
B.S., California State University, Fresno

## Work Experience

Greer, Lisa  
A.A., College Of The Sequoias  
B.A., California State University, Fresno  
M.S.W., California State University, Fresno

## Board of Trustees



Greg Sherman (Ward 1)

Ken Nunes (Ward 2)

Lori Cardoza (Ward 4)

John Zumwalt (Ward 5)

The five members of the College of Sequoias Board of Trustees are elected by the District to four-year terms. Their primary duties are to establish District policies, adopt the District's annual budget, approve expenditures, authorize employment, approve curriculum and make contract decisions.

The District is divided into five wards and a trustee is elected for each. In addition, each year the Student Senate selects a Student Trustee to serve on the board.

**Ward 1 - Greg Sherman**

**Ward 2 - Ken Nunes**

**Ward 3 - Vacant**

**Ward 4 - Lori Cardoza**

**Ward 5 - John Zumwalt**



## College Facilities





## Visalia Campus

915 South Mooney Boulevard  
Visalia, California 93277

College of the Sequoias in Visalia, California, was born of the need for locally-controlled, post-secondary opportunities for high school graduates. At the turn of the 20th century, UC Berkeley was the only public university available in California. Because Tulare County students had few opportunities to attend any university due to expense and distance, local educational leaders decided that a Junior College needed to be established to meet the growing demand for a college education.

Visalia Junior College (VJC) was opened in 1926 at the site which later became Redwood High School. It was under the control of the local school superintendent and used many of the same faculty that taught at the high school. Lower division college curriculum was offered to the initial 63 students to prepare them for transfer to either a public or private university. So many of the students who attended VJC were from Dinuba, Woodlake, Exeter, Tulare, Strathmore and Orosi that bus service was established to facilitate travel.

Once the college's enrollment reached close to 500 students, it was decided that it was time to open a campus exclusively dedicated to collegiate endeavors. The 50-acre campus on Mooney Boulevard was opened in 1940, much to the chagrin of local cynics who thought it was too far out of town and too large for local demand. In 1949, the name of the "jaycee" was officially changed to College of the Sequoias.

Today, the 70-acre Visalia campus enjoys the benefits anticipated by its prescient founders. State-of-the-art study and learning centers are complemented by ample athletic, vocational and performance facilities which make the campus one of the premier, post-secondary institutions in the Central Valley. In addition to a full transfer curriculum, the Visalia campus's programs include the following: Registered Nursing, Physical Therapist Assistant, Paralegal, Computer Technology, Sports Medicine, Industrial Maintenance and Automotive Technology.

## Tulare College Center

4999 East Bardsley Avenue  
Tulare, California 93274

The Tulare College Center is located on 495 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, food service area, library, tutorial center, student success center, and other services offered to students as part of the college experience.

The Access and Ability 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 Information 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 worksites. 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 Power Equipment Technology, Animal Science, Dairy Science, Equine Science, Floral Technology, Landscape Design, and Landscape Management.

Also located at the Tulare College Center is the Training Resource Center. The COS Training Resource Center provides training and consulting solutions to Tulare and Kings County organizations. Our mission is to advance the economic growth and global competitiveness of business and industry in our region. Our vision is to be the preferred partner and provider of training and consulting services.

## Hanford Educational Center

925 13th Avenue  
Hanford, California 93230

The COS Hanford Educational Center offers courses ranging from transfer courses to career technical education courses. The transfer classes include general education requirements such as history, political science, English, math, communications, sociology, psychology, and business/computers, foreign languages, and science.

Career Technical Education programs offered the Hanford campus are Police Training, Fire Training, Industrial Maintenance, and Electrician Training. There are three POST Basic Police academies every year, two of which are offered in an intensive format which meet daily, and an extended academy which lasts ten months and meets primarily on the weekends. The firefighter academy is offered each Spring semester.

Additionally, COS Hanford can meet a variety of student services needs at the Hanford Hub located in the Vocational Building. Services which can be obtained at the Hub include, but are not limited to: transcripts, financial aid, Student Body Identification Cards, Activity Benefit Stickers, transit passes, 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 Access and Ability Center, Extended Opportunity Programs and Services, Work Experience, Veterans Resource Center, and Cal Works departments.

# ACADEMIC CALENDAR

For other academic calendars, refer to the Academic Calendar (<http://www.cos.edu/Calendar/AcademicCalendar/Pages/default.aspx>) section of the COS webpage.

## Fall Semester 2018

**August 13, 2018 - December 14, 2018**

Sept 5, 2017	WEB Admission Applications Begin for Summer/Fall 2018 at <a href="http://www.cos.edu">www.cos.edu</a> ( <a href="http://www.cos.edu">http://www.cos.edu</a> )
Starting April 2	Fall WEB Registration for Priority Registration/Continuing Students
Apr 27 - 28	Fall Registration for Students who have completed STEPS
April 30	Fall Registration for Students who have completed ALL Matriculation
May 1	Fall Registration for Early College High Schools (VTEC/UPHS)
May 2	Fall WEB OPEN Registration for Eligible Students
Payment Deadline: Students must pay <b>Fall fees</b> by July 1st or 2 weeks after registration (whichever is later) to avoid the possibility of being dropped from classes	
July 23	Fall Registration for Concurrently Enrolled High School Students
July 30	Fall Registration for Students who have completed 100 or more units at COS
Aug 10	FLEX Day; Registration is available at <a href="http://www.cos.edu">www.cos.edu</a> ( <a href="http://www.cos.edu">http://www.cos.edu</a> )
Aug 13	Fall Semester Begins
Aug 13 - 19	Fall Late WEB Registration With Instructor Add Codes
Aug 26	Last Day to Drop a Class Without a "W" and be Eligible for a Refund
Sept 3	Labor Day Holiday (no classes)
Oct 18	Last Day to File for Associate Degree for Fall 2018
Oct 19	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
Nov 12	Veterans' Day Holiday (no classes)
Nov 21 - 23	Thanksgiving Holiday (no classes); Offices closed November 21 - 23
Dec 10 - 14	Fall Final Exams
Dec 14	Fall Semester Ends
Dec 14	Last Day to Make Up Incomplete "I" Grades for Fall 2017 Semester
Dec 15 - Jan 13	Break Between Semesters

## Spring Semester 2019

**January 14, 2019 - May 22, 2019**

Sept 4, 2018	WEB Admission Applications Begin for Spring 2019 at <a href="http://www.cos.edu">www.cos.edu</a> ( <a href="http://www.cos.edu">http://www.cos.edu</a> )
Starting Nov 5	Spring WEB Registration for Priority Registration/Continuing Students
Nov 26	Spring Registration for students who have completed ALL matriculation
Nov 27	Spring Registration for Early College High Schools (VTEC/UPHS)
Dec 3	Spring WEB OPEN Registration for Eligible Students
Dec 10	Spring WEB Registration for Concurrently Enrolled High School Students
Jan 2	Spring Registration for Students who have completed 100 or more units at COS
Jan 11	FLEX Day; Registration is available at <a href="http://www.cos.edu">www.cos.edu</a> ( <a href="http://www.cos.edu">http://www.cos.edu</a> )
Jan 14	Spring Semester Begins
Jan 14 - 21	Spring Late WEB Registration With Instructor Add Codes
Jan 21	Martin Luther King Jr. Holiday; Registration is available at <a href="http://www.cos.edu">www.cos.edu</a> ( <a href="http://www.cos.edu">http://www.cos.edu</a> )
Jan 28	Last Day to Drop a Class Without a "W" and Eligible for a Refund
Feb 15	Lincoln Day Holiday (no classes)
Feb 18	Presidents' Day Holiday (no classes)

Feb 21	Last Day to File for Associate Degree for Spring 2019
Mar 22	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
April 15-19	Spring Break (no classes); Offices closed April 18-19
May 16 - 22	Spring Final Exams
May 22	Spring Semester Ends; Last Day to Make Up Incomplete "I" Grades for Spring 2018 Semester
May 23	Commencement Ceremony

# HOW TO ENROLL AND REGISTER

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## Step 1

**Complete a COS Web Application. Required for all new and returning students.**

Submit an admissions application using CCCApply (<https://www.opencccapply.net/cccaply-welcome?cccMisCode=561>). Submit the application online and print a copy of the confirmation page for your records. For more information, call **(559) 730-3727**. Make sure your name reads the same on both the application and orientation form.

## Step 2

**Complete the Free Application for Federal Student Aid (FAFSA) as early as possible.**

Complete and submit a Free Application for Federal Student Aid (FAFSA) (<http://www.fafsa.ed.gov>) or pick up FAFSA forms at the Financial Aid Office located in Sequoia Room 105 at the Visalia Campus or at the Hanford Center. For information about scholarships, visit the Financial Aid About Scholarships (<http://www.cos.edu/FinancialAid/GrantsLoans/scholarships/Pages/About-Scholarships.aspx>) webpage.

**Non-California Residents, Other Status, and DACA students.**

Complete and sign the AB540/AB2000 form to request an exemption from Nonresident Tuition fees. AB540/AB2000 California Nonresident Tuition Exemption forms are located at the Visalia Main Campus, Tulare College Center, Hanford Educational Center or online at [www.cos.edu](http://www.cos.edu) (<http://www.cos.edu>). Completed forms should be turned in to Admissions office at any COS Campus. If you have any questions regarding AB540/AB2000 form, call (595) 737-6171.

## Step 3

**Take the COS Placement Test. You must complete Step 1 before testing.**

All students registering for Math or English courses and/or pursuing a certificate/degree/transfer program will need to take the placement test. **Tests are given on a walk-in basis with a valid photo identification** during our walk-in testing hours. The Assessment Office is located in Sequoia Room 157 at the Visalia Campus. Walk-in hours are Monday - Friday from 8:15 am - 2:30 pm. In Hanford, testing is available at the Hanford Hub Walk-in hours are Monday - Thursday from 8:00 am to 2:00 pm. Appointments are highly recommended and can be made by calling **(559) 583-2500**. For more information, visit the Assessment (<http://www.cos.edu/Admissions/Admissions/Pages/Assessment.aspx>) webpage or call **(559) 730-3737**.

## Step 4

**Meet with a counselor.**

Students pursuing a certificate/degree/transfer program are required to meet with a COS counselor for academic counseling and to develop a Student Education Plan. To schedule an appointment at the Visalia campus call **(559) 730-3741** or **(559) 730-3715** or for the Hanford campus call **(559) 583-2500**. Visit the Counseling (<http://www.cos.edu/StudentServices/Counseling/Pages/default.aspx>) webpage for more information.

## Step 5

**Register for COS classes. You must complete Step 1 before registering.**

To register for classes, use Banner ([http://banweb.cos.edu/prod/twbkwbis.P\\_WWWLogin](http://banweb.cos.edu/prod/twbkwbis.P_WWWLogin)) Web via Universal Login. For assistance in accessing your Universal Login, please contact the Welcome Center in Visalia, The Hub in Hanford and Student Services Desk in Tulare. After you register for classes, **make sure to check your class schedule for accuracy.**

## Step 6

**Complete COS Web Orientation. You must complete Step 1 before orientation.**

New students pursuing a certificate/degree/transfer program are required to complete an orientation, either online (<http://www.cos.edu/Admissions/Orientation/Pages/default.aspx>) or by attending Giant Days (<http://www.cos.edu/Admissions/Orientation/Pages/OrientationRSVP.aspx>). Students will earn 0.5 unit of credit for orientation and will be charged the appropriate unit cost. For more information, call **(559) 737-4849**.

## Useful Links

- CCCApply (<https://www.opencccapply.net/uPortal/render.userLayoutRootNode.uP;jsessionid=BBCBDD9FDA7973DDB14CC48BA11C6889>)
- Assessment Office (<http://www.cos.edu/Admissions/Admissions/Pages/Assessment.aspx>)
- Banner Web ([http://banweb.cos.edu/prod/twbkwbis.P\\_WWWLogin](http://banweb.cos.edu/prod/twbkwbis.P_WWWLogin))



- Counseling (<http://www.cos.edu/StudentServices/Counseling/Pages/default.aspx>)
- Orientation (<https://www.cos.edu/Admissions/Orientation/Pages/OrientationRSVP.aspx>)

## **Financial Aid**

- COS Financial Aid (<http://www.cos.edu/FinancialAid/Pages/default.aspx>)
- FAFSA (<https://fafsa.ed.gov>)
- Dream Act (<https://dream.csac.ca.gov>)
- Scholarships (<http://www.cos.edu/FinancialAid/GrantsLoans/scholarships/Pages/About-Scholarships.aspx>)

# ADMISSIONS

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All student registration at College of the Sequoias is completed online at [www.cos.edu](http://www.cos.edu) (<http://www.cos.edu>). Individuals without access to a computer can access the internet at the following locations:

- The Welcome Center (<http://www.cos.edu/StudentServices/WelcomeCenter/Pages/default.aspx>) and Student Services Resource Lab at the Visalia campus
- The Welcome Center at the Hanford Educational Center
- The Welcome Center 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 online registration, check the Academic Calendar (p. 25) or inquire at the Registration Office in the Sequoia Building on the Visalia Campus.

See "Classification of Students - Concurrently Enrolled High School Students/Accelerated Students" below for concurrent enrollment of 7th–12th grade students.

## Summary of Admission Requirements

### Full-Time Students

Twelve (12) or more units and students planning to take more than six (6) units.

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

1. Prior to the deadline specified in the schedule of classes, complete a COS Admission Application online at [www.cos.edu](http://www.cos.edu) (<http://www.cos.edu>). Detailed instructions are printed in the schedule of classes.
2. If you are under 21 years of age, request the last high school attended to send one transcript of work completed or attempted. If you have attended college, we require only college transcripts.
3. If in the last two years you have taken the G.E.D. Test or the California High School Proficiency Examination (CHSPE), 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, to the Admissions and Records Office. 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.

Official Transcripts are to be sent directly from the prior college attended to the following address:

Admissions and Records Office  
College of the Sequoias  
915 S Mooney Blvd  
Visalia, CA 93277

### Part-Time Students

Six (6) or Fewer Units

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

### Classification of Students

- **Freshmen:** Students with fewer than 30 units of college credit
- **Sophomores:** Students who have completed 30 units or more of college credit

- **Other:** Students who have completed more than 60 units of college credit
- **Full-time Students:** Students carrying 12 units or more
- **Part-time Students:** Students carrying less than 12 units
- **Returning Students:** Students who have attended COS, but have missed two 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 7<sup>th</sup> and 8<sup>th</sup> grade students. Home-schooled students will need to meet with a Student Services administrator to complete the permission form.

## Registration

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

## Resident Regulations

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

A "resident" is a student who has physical presence in the state for more than one year immediately preceding the opening day of instruction of the semester (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 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 a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If that member of the Armed Forces of the United States who is in attendance at an institution is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, (s)he shall not lose his/her resident classification so long as (s)he remains continuously enrolled at that institution. (Education Code 68075).

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 as amended by Education Code section 68130.5, Effective Jan, 1, 2018

A student is exempt from paying non-resident tuition if the student meets the following requirements:

1. The student must have:
  - a. Attended a combination of California high school, adult school, and community college for the equivalent of three (3) years or more\*, **or**
  - b. Attained three (3) or more years of California high school coursework and attended a combination of California elementary, secondary, and high school of three (3) years or more\*\*, **and**
2. The student must have:
  - a. Graduated or will graduate with a California high school diploma or have the equivalent (i.e. California-issued GED, CHSPE). **or**
  - b. Completed or will complete an associate's degree from a California Community College. **or**
  - c. Completed or will complete the minimum requirements at a California Community College for transfer to the California State University or the University of California.

## 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.

## 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 and meet with a counselor to evaluate and create a student education plan.

## 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 \$7,7100 (for those students enrolled in 15 units each semester) are \$211 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 \$7,710 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 (<http://www.cos.edu/studentservices/studentsupportservices/internationalstudents/Pages/default.aspx>) website for complete information.

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

Federal and State financial aid or funding for scholarships is not available to international 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 at [monaf@cos.edu](mailto:monaf@cos.edu).

## California Nonresident Tuition Exemption

### AB 540 and AB 2000

(For Eligible California High School Graduates)

Any student, other than one with a United States Citizenship and Immigration Services (USCIS) nonimmigrant visa status, who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the University of California, and the California State University (all public colleges and universities in California).

## Requirements

- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be "nonresidents."
- The California Dream Act extends Cal Grant A and B Entitlement awards, Cal Grant C awards, Chaffee grants, and institutional financial aid to students that meet these criteria as well as the applicable criteria for eligibility for specific types of financial aid.
- AB540 does not provide federal student financial aid eligibility for undocumented students. These students remain ineligible for federal financial aid.

## Procedures for Requesting this Exemption from Nonresident Tuition

### California Community Colleges

- Complete the California Nonresident Tuition Exemption Request (AB 540) form ([http://www.cos.edu/Admissions/Admissions/Documents/California%20Nonresident%20Tuition%20Exemption%20Request%20\(AB540\).pdf](http://www.cos.edu/Admissions/Admissions/Documents/California%20Nonresident%20Tuition%20Exemption%20Request%20(AB540).pdf)).
- Submit it to the Admissions Office in Sequoia 107. You may be required to submit additional documentation.
- If you have questions, call the Admissions Office at (559) 730-3727 or email Helen Aviles at [helena@cos.edu](mailto:helena@cos.edu).

## 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.

- \* A year's equivalence at a California community college is either a minimum of 24 semester units of credit or 36 quarter units of credit. For noncredit courses, a year's attendance is a minimum of 420 class hours per year (a semester is equivalent to a minimum of 210 hours and a quarter is equivalent to a minimum of 140 hours). Full-time attendance at a California adult school is a minimum of 420 hours of attendance for each school year.
- \*\* This provision addresses both a coursework and an attendance requirement, which can both be satisfied in three or more years .

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## Fees and Expenses

### 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, visit [www.cos.edu/financialaid](http://www.cos.edu/financialaid) (<http://www.cos.edu/financialaid>) or contact the Financial Aid Office located in the Sequoia Building.

### Student ID Cards

Students can obtain a photo identification card on all District campuses:

- Visalia: Student Activities & Affairs Office – Giant Forest Bldg. Rm 123
- Hanford: HUB
- Tulare: Building A – Student Service

The first ID card is free. A \$5.00 replacement fee will be charged if a student needs to replace their ID card for any reason. In order to obtain an ID card, students will need to show a valid photo ID and know their Banner Universal Login information. COS student ID cards also serve as their library card, on-campus printing card, and Bus pass (*with valid transit sticker*).

### Activity Benefits Fee

The ABF fee is \$15.00 per semester (*for students enrolled in 6 or more units*). This fee entitles students to the Activity Benefits Sticker and the privileges, such as the assigned lockers in the Kern Bldg., free admittance to COS athletic games, discounts on tickets for COS music and theater events, consideration for Student Senate scholarships, discounts with local merchants, and more! (*This fee may be waived in the first two weeks of the semester only.*)

### Student Representation Fee

The student representation fee is \$1.00 per semester (*for students enrolled in six [6] or more units*) The SRF is an includable cost in student budgets for students receiving federal and/or state financial aid benefits. (*This fee may be waived for religious, political, moral, or financial reasons.*)



## Student Center Fee

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 Aide 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.

## Transit Fee

The transit pass is an identification sticker that is placed on the front of the student ID card. This fee cannot be waived. Students enrolled in five units or less will be charged \$9.00 per semester. Students enrolled in six [6] units or more will be charged \$10.00 per semester. It is a benefit for all students to ride the city bus for an entire semester, just by showing their student ID card with the current/valid transit sticker. The Transit Fee was voted in by the associated student body. For more information, visit [cos.edu/transit](http://www.cos.edu/transit) (<http://www.cos.edu/StudentServices/StudentActivitiesAffairs/Pages/Transit--Bus-Pass-Sticker.aspx>).

## Enrollment

An enrollment fee of \$46.00 per unit is charged to all students. An enrollment fee of \$23.00 is charged per ½ unit. The nonresident fee is an additional \$207 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 \$16 for the Summer semester. Fee waivers are available for religious reasons. The health services fee helps support student health services, including student accident insurance.

This 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 \$20.00 per semester, and \$17.00 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.

## Materials Fees

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

## Nonresident Tuition Fees

The nonresident fee is \$211 per semester unit, plus applicable enrollment fees payable each semester upon registration. The nonresident tuition fee for foreign students is \$200 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. If you are wanting to purchase an additional parking permit for another vehicle at a discounted rate of \$10.00 you will need to bring the registration of both vehicles to the District Police Department for approval.

Students are charged a \$10.00 fee for a Summer parking permit. Permits may be purchased online at [sequoias.thepermitstore.com](http://sequoias.thepermitstore.com) (<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, contact District Police at (559) 730-3999. It is your responsibility to obtain a permit prior to parking.

A grace period of two weeks is provided the first two weeks of Fall and Spring Semester. Permits are not required during this time. This does not apply for the summer session.

### **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 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.

### **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.

### **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
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. If you have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free monthly payment plan is a \$15.00 per semester, nonrefundable Nelnet Enrollment Fee. For more information, visit our website, [www.cos.edu](http://www.cos.edu) (<http://www.cos.edu>); look for "Admissions," then "Payment Plan," or contact our Cashier's Office at (559) 730-3956.

### **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 BankMobile debit card. If fees were paid with a BankMobile 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's 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.

## Student Rights

### Student Rights and Grievances

#### Administrative Procedure 5530

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 webpage 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 her status, rights or privileges as a student.

This procedure does not apply to:

- Student disciplinary actions, which are covered under BP 5500, 5510 and AP 5501, 5510 and 5520.
- Police citations (i.e., "tickets"), which are covered under AP 6750.
- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972, which is covered under AP 3410 and 3430.
- Sexual harassment, which is covered under separate AP 3410 and 3430, and collective bargaining agreements.
- Illegal discrimination, which is covered under AP 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

##### 1. 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.

##### 2. 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 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 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 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 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 her rights and obligations under both the formal and informal complaint process. The College Complaint Officer further advises complainant of her right to file a formal complaint and explain the procedures for doing so.
- c. The College Complaint Officer shall also notify complainant that she 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 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 she 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 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 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 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 her credibility or the severity of 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 and that 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 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, she 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 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 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 their

representatives, 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. (BP 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.

1. The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:
  - a. Causing, attempting to cause, or threatening to cause physical injury to another person.
  - b. 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.
  - c. 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.
  - d. Committing or attempting to commit robbery or extortion.
  - e. Causing or attempting to cause damage to District property or to private property on campus.
  - f. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
  - g. Violation of the District's smoking policy.
  - h. Committing sexual harassment as defined by law or by District policies and procedures.
  - i. 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.
  - j. 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.
  - k. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
  - l. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- m. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the District.
- n. Unauthorized entry upon or use of College facilities.
- o. Lewd, indecent, or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
- p. 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.
- q. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

- r. 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.
  - s. Misrepresentation of oneself or of an organization as an agent of the District.
  - t. 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.
  - u. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
  - v. Violation of any District Board Policy.
  - w. Any other cause identified as good cause by the Education Code or other laws governing a community college.
2. Students who engage in the above are subject to the procedures outlined in AP 5520, which include:
- a. Reprimand – Written warning that continued misconduct will result in more serious disciplinary action.
  - b. Temporary Exclusion – Removal from class or College activity for the duration of its scheduled period.
  - c. Short-term Suspension – Exclusion from classes, activities, and/or student privileges for a specified number of days, up to a maximum of ten days.
  - d. Long-term Suspension – Exclusion from classes, activities, and/or student privileges for the remainder of the school term or for one or more terms.
  - e. Expulsion – Termination of student status at this College.
3. Certain members of the campus community are authorized to impose the above penalties as follows:
- a. 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.
  - b. Any administrator may temporarily exclude the student from any District-sponsored activity for the remainder of the activity time.
  - c. The Dean of Student Services (Admissions and Records) may reprimand or temporarily exclude the student, or may recommend suspension or expulsion.
  - d. As per California Penal Code, the District Police may restrict students from campus or facilities.
  - e. The Superintendent/President of the District may impose suspension or recommend expulsion.
  - f. The Board of Trustees may impose expulsion.

See AP 5501, 5520, and 5530.

## 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 webpage 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 (AP 5520).

## Student Responsibilities

### 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 she no longer wishes to be enrolled.

NON-ATTENDANCE 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 her own attendance policy which 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, 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 she no longer wishes to be enrolled. Non-attendance does not release the student from this responsibility. Classes may be dropped online through your Banner Web account.

## **Eating**

Eating is allowed in the Student Union (Carl's Jr, 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.

## **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.

## **Pets**

Pets are not permitted on campus without approval.

## **Posting of Materials**

Clearance must be obtained from the Student Activities and Affairs Office for posting or distribution of any materials on campus. Approved postings will be stamped and dated for up to 30 days. If there is any question of appropriateness, materials may be referred to the Student Services Dean for clearance. Materials may be posted only on the student bulletin boards that have a sign "Approved for Posting" at the top. All other boards belong to departments and programs. For more information, visit [cos.edu/studentactivities](http://www.cos.edu/studentactivities) (<http://www.cos.edu/StudentServices/StudentActivitiesAffairs/Pages/default.aspx>).

## **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 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 service animal. (AP 3440 (<http://www.cos.edu/About/Governance/Board/BoardPolicies/Documents/AP%203440%20-%20Service%20Animals.pdf>))

### 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 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 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, 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.

## **Smoking on Campus**

Smoking is prohibited on all district property with the exception of designated parking lots. 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).

NOTE: For all COS Board Policies and Administrative Procedures visit the Board Policies and Administrative Procedures webpage (<http://www.cos.edu/About/Governance/Board/BoardPolicies/Pages/default.aspx>).

# STUDENT SERVICES

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## Student Support Services

### Counseling Services

Location: Sequoia | Visalia Campus | Visalia Phone: (559) 730-3715 | Hanford Phone: (559) 585-2500 | Tulare Phone: (559) 688-3000 | Webpage: Counseling (<http://www.cos.edu/StudentServices/Counseling/Pages/default.aspx>)

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, on a walk-in basis, and through online request. 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.

### Degree Works

DegreeWorks is web-based tool, accessible through Universal Login, which assists students and counselors in monitoring a student's progress toward degree and certificate completion. All students will have access to the DegreeWorks icon within their Universal Login. Counselors and other authorized staff have access to DegreeWorks for the purposes of supporting students' progress through their academic career.

DegreeWorks performs an audit of completed coursework and displays in an easy to read format. The audit includes checkboxes, indicating both completed coursework as well as needed requirements to satisfy a degree or certificate. Please note that DegreeWorks may not apply all completed coursework via external transcripts or course substitutions while performing the audit. Please see a counselor regarding external transcripts and course substitutions. While DegreeWorks is a tremendous guidance tool, it is not a guarantee of graduation or completion.

### Assessment/Placement Tests

Location: Assessment/Placement Test Office, Sequoia Building, 2nd floor | Visalia Campus | Phone: (559) 730-3737

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 below.

Tests are administered throughout the year.

### 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.

1. Each student, in entering into a student educational plan, will do all of the following:
  - a. Express at least a broad educational intent upon admission;
  - b. Declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable credit coursework;
  - c. Diligently attend class and complete assigned coursework;
  - d. Complete courses and maintain progress toward an educational goal;



- e. Complete a student educational plan;
  - f. Complete the COS Placement Test or other assessments;
  - g. Participate in orientation;
  - h. Discuss educational/vocational choices and class selections with a counselor prior to registration; and,
  - i. Seek support services as needed and complete courses to maintain progress toward an educational goal.
2. Matriculation services include, but are not limited to, all of the following:
- a. Processing of the application for admission;
  - b. 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;
  - c. Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
    - i. Administration of assessment instruments to determine student competency in computational and language skills;
    - ii. 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,
  - d. Referral to specialized support services as needed.
  - e. Advisement concerning course selection.

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 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.

## 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.

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

1. Online Orientation
2. Giant Days New Student Orientation to be held prior to the beginning of the Fall semester and will consist of a campus tour, large group welcome, and small group breakout sessions. Session Topics include:
  - Financial Aid at COS
    - i. Receiving Aid
    - ii. Staying Eligible
    - iii. Keeping Aid
    - iv. Managing Aid
  - Getting Connected to Campus Resources
    - i. General college information and site-specific information
    - ii. Campus Resources and Services at COS
    - iii. Learning Resource Center/Library and Tutorial Services
  - Campus Safety
    - i. Title IX rights and information
    - ii. Campus Safety information, tips, and safe practices
    - iii. Bystander Intervention
    - iv. Reporting offenses
    - v. Consent
  - Looking Ahead
    - i. Educational options at COS; i.e. Certificates, Degrees, and Transfer information
    - ii. Student Education Plan explanation
    - iii. Registration: Priority Registration, Progress/Academic Probation
    - iv. Prerequisite and Corequisite
    - v. Graduation Requirements

- Student Activities and Affairs
  - i Student ID Cards
  - ii Activity Benefits and Transit Stickers
  - iii Club and Student Senate information

Upon completion of one of the orientation options above, students will be enrolled in IS 220 and will receive 0.5 unit of credit for the process and will be billed accordingly. The 0.5 unit of credit will not require class attendance and is meant to reflect the completion of the orientation requirement.

All students will be able to register for their first semester courses; however, they must complete orientation prior to registering for their second semester at College of the Sequoias. If a student does not complete their orientation, a hold will be placed on their account, preventing them from enrolling in their second semester.

## 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.

1. Math Test: Students are exempt from the Math Test in the following circumstances:
  - a. 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
  - b. Enrolling in a MATH 360 Pre-Algebra; or
  - c. Presenting a valid college transcript demonstrating successful completion (grade "C" or higher) of math courses equivalent to courses offered at COS; or
  - d. Presenting a valid score report reflecting a score of 4 or 5 on the AP Calculus AB, or a score of 3, 4, or 5 on the AP Calculus BC, or the AP Statistics Exam.
  - e. Presenting CSU EAP score report indicating "Ready for CSU college-level math course."
2. English Test: Students are exempt from the English Test in the following circumstances:
  - a. 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
  - b. Presenting a valid college transcript demonstrating successful completion (grade "C" or higher) of English courses equivalent to courses offered at COS; or
  - c. 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.
  - d. Presenting CSU EAP score report indicating "Ready for CSU college-level English course."

### 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;
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 Dean of Student Services.

## Resources

### Welcome Center

Location: Sequoia - 104 | Visalia Campus | Phone: (559) 730-3730

The Welcome Center provides services to help new students make a smooth transition into College of the Sequoias and helps continuing students locate resources and services they may need while attending the College. Additionally, the Welcome Center can help with questions regarding admissions, registration, financial aid and more.

### COS Bookstore

Location: Giant Forest | Visalia Campus | Phone: (559) 730-3751

The bookstore carries textbooks and supplies as well as emblematic 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 prices and formats/available options are listed on the shelf tags below the books. Different options for purchasing textbooks are available:

- Online at: [cos.bncollege.com](http://cos.bncollege.com) (<http://cos.bncollege.com>) (have them delivered to your residence for a fee or pick up your order at the store).
- Sign up for the Textbook Payment Plan (see an associate for details).
- Rental: a major credit card is required in order to secure textbook rentals. All rentals must be returned by the due date. If textbooks are not returned by the due date, the full price of the book plus processing fees will be charged.

Personal checks, VISA, MasterCard, Discover, American Express are accepted for payment provided a driver's license and student ID number are presented. All returned checks are turned over to CHECK AGAIN for collection and assessed a \$30.00 service fee.

### Refunds and Exchanges

Dates will be posted each semester.

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 selling price IF they are being used again on campus AND the bookstore needs additional quantities. If the bookstore does not need the books, a wholesale price MAY be offered

Dates and times for the end-of-the-semester buyback will be posted at the bookstore and campus. The bookstore cannot guarantee the buy back of any book at any time.

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

### COS District Police Department

Location: Blue Oak - 903 | Visalia Campus | Phone: (559) 730-3726

The COS District Police Department (<https://www.cos.edu/student-services/police/Pages/default.aspx>) functions for the protection of school, students, staff and facilities. **Call 911 for emergencies only.** Student parking permits can be ordered online at [sequoias.thepermitstore.com](http://sequoias.thepermitstore.com) (<http://sequoias.thepermitstore.com>). Daily parking permits can be obtained from the parking permit machines located in the parking lots.

### Early Alert

Early Alert will allow students to learn of their mid-term grades, any areas of concerns and to read comments written by their instructors for the classes they are taking at COS. Early Alerts are disbursed 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, visit: [www.cos.edu/earlyalert](http://www.cos.edu/earlyalert) (<http://www.cos.edu/earlyalert>).

### 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 \$25.00 fee for a semester parking permit and a \$10.00 fee for a Summer parking permit. Fall or Spring semester permits are valid for Summer semester. Permits may be purchased online at [sequoias.thepermitstore.com](https://sequoias.thepermitstore.com) (<https://sequoias.thepermitstore.com>). This link changed to [www.buymypermit.com/cos](http://www.buymypermit.com/cos) If you are wanting to purchase an additional parking permit for another vehicle at a discounted rate of \$10.00 you will need to bring the registration of both vehicles to the District Police Department for approval. A grace period of two weeks is provided the first two weeks of Fall and Spring Semester. Permits are not required during this time. This does not apply for the summer session. 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.

### **Access and Ability Center**

Location: Sequoia - 10 | Visalia Campus | Visalia Phone: (559) 730-3805 | Hanford Phone: (559) 583-2500

The Access and Ability Center (<http://www.cos.edu/student-services/student-support-services/aac/Pages/AAC-Home.aspx>) (AAC) serves COS students with a variety of disabilities, including students with mobility, vision and other health impairments, students with hearing and speech difficulties, and students with learning disabilities that affect acquiring, storing and/or retrieving information. The AAC also serves students who have acquired brain injuries and developmentally-delayed learners with the potential for hindered achievement and college success.

### **Student Health Center**

Location:

Giant Forest | Visalia Campus | Phone: (559) 730-3880

Education Building | Hanford Campus | Phone: (559) 583-2530

Building A | Tulare Campus | Phone: (559) 688-3060

All registered students are eligible for confidential health care services in the Student Health Center (<http://www.cos.edu/StudentServices/StudentHealthServices/Pages/default.aspx>), most of which are supported by the Student Health Fees. Health services include over-the-counter medications, nurse assessment, testing of blood pressure, glucose, vision and hearing, immunizations, communicable disease control, pregnancy testing, and tuberculosis testing. Psychological and mental health screening and counseling by mental health professionals are also available and provide different stages of services depending on the level of care the student requires. The Student Health Center also provides an emergency food pantry and snack station, along with monthly health education awareness events.

### **Food Services**

College of the Sequoias offers students several food service areas.

In Visalia, food options such as Carl's Jr., COS Café 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 10:00 a.m. COS Café serves lunch only between the hours of 8:00am – 2:00pm. Do we want to add a line about the coffee shop out in the student services patio?

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.

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.

## Housing Services

Location: Giant Forest - 123 | Visalia Campus | Phone: (559) 730-3736

The Housing Bulletin Board (<http://www.cos.edu/StudentServices/StudentActivitiesAffairs/Pages/Housing-Options.aspx>) is in a glass case located in the Sequoia building breezeway.

The Student Activities and Affairs office provides a Housing Bulletin Board to assist students in locating apartments, rooms or houses in the local area. Anyone interested in obtaining a rental or posting a rental listing should stop by the Student Activities and Affairs office. Note: COS only provides information for rentals and does not provide housing or participate in the rental process.

## Transfer & Career Services

### Transfer Services

Location: Giant Forest - 204 | Visalia Campus | Phone: (559) 737-6110

California Community college students can begin their college studies at a community college and transfer to a four year university to obtain a bachelor's degree. With the assistance of a community college counselor, students will complete their lower division requirements (freshman and sophomore years) at a community college and transfer into the university at their junior level. COS strives to ensure that all students have the opportunity to obtain a bachelor's degree by establishing degrees that promote transfer, courses that articulate to four year universities, and articulation agreements that benefit the student by limiting the amount of time and money spent at the four-year institutions. For more information, visit our Transfer Center (<http://www.cos.edu/StudentServices/TransferCareer/Pages/default.aspx>) located in the Giant Forest building, Visalia Campus.

### Career Services

Location: Giant Forest - 204 | Visalia Campus | Phone: (559) 737-6110

Career Services are available to all College of the Sequoias students and alumni. Services includes multiple self-assessments, major and career exploration, career counseling appointments, and career resources. Additionally, multiple career-related activities, events, and workshops are hosted each year. The Counseling Dept. also offers the course, Career and Life Planning, COUN 100. For more information, visit Transfer & Career Center (<http://www.cos.edu/StudentServices/TransferCareer/Pages/default.aspx>) located in Giant Forest building. Visalia 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).

## Student Leadership

### Student Senate

The Student Senate (<http://www.cos.edu/StudentServices/StudentActivitiesAffairs/Pages/Associated-Student-Body.aspx>) 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 Benefits Fee, students are issued an activity sticker which entitles them to participate in activities of the organization, as well as other benefits, as long as they remain in good standing. To see a



full list of current benefits, view the Student Activities and Affairs (<http://www.cos.edu/StudentServices/StudentActivitiesAffairs/Pages/default.aspx>) webpage. Most activities which concern the student body as a whole are sponsored by the governing body, Student Senate.

The business of the Associated Students is carried out by the Student Senate. Elected members comprising the Student Senate Executive Board are: Student Senate President, Vice-President, Student Trustee member, Student Body Ambassador, and five Commissioners [*Activities, Clubs, Records, Finance, Publicity*].

## Clubs and Organizations

Location: Giant Forest - 123, Student Activities and Affairs Office | Visalia Campus | [cos.edu/studentactivities](http://www.cos.edu/StudentServices/StudentActivitiesAffairs/Pages/default.aspx) (<http://www.cos.edu/StudentServices/StudentActivitiesAffairs/Pages/default.aspx>)

All clubs on campus are officially chartered by the Student Senate.

Students are encouraged to become active in one or more of the various clubs at COS to enrich their college experience. A list of clubs, with their advisors and meeting times, is posted online and on various bulletin boards.

Any group wanting to be organized as a club at COS must be chartered through the Student Senate. Forms are obtained in the Student Activities and Affairs Office located in the Giant Forest building.

## Student Activities

Location: Giant Forest - 123, Student Activities and Affairs Office | Visalia Campus | [cos.edu/studentactivities](http://www.cos.edu/StudentServices/StudentActivitiesAffairs/Pages/default.aspx) (<http://www.cos.edu/StudentServices/StudentActivitiesAffairs/Pages/default.aspx>)

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.

# Financial Aid

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## Financial Aid Programs

Email: [financialaid@cos.edu](mailto:financialaid@cos.edu) | Webpage: [www.cos.edu/financialaid](http://www.cos.edu/financialaid) (<http://www.cos.edu/financialaid>)

Locations:

Sequoia: 105 | Visalia Campus | Phone: (559) 730-3747  
Hanford Hub | Hanford Campus | Phone: (559) 583-2511  
Student Services Building A | Tulare Campus | Phone: (559) 688-3013

College of the Sequoias recognizes that many students need financial assistance to pursue their educational goals and strives to provide this assistance to all eligible students. The College offers a coordinated program of scholarships, grants, loans and employment opportunities to assist students in meeting their college expenses.

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

The California Dream Act Assembly Bills 130 and 131 allows undocumented students who meet AB 540 eligibility criteria to be eligible for state-funded financial aid such as California College Promise Grant (formerly Board of Governors Fee Waiver), Cal Grant, Chafee Grant, state categorical programs (e.g., CalWORKs, CARE, EOPS, etc.) and non-state funded scholarships for public colleges and universities. The Dream Application is available online at <https://dream.csac.ca.gov/>.

For COS financial aid policies and procedures, visit [www.cos.edu/financialaid](http://www.cos.edu/financialaid) (<http://www.cos.edu/financialaid>).

## California College Promise Grant (formerly Board of Governors Fee Waiver) and APPEAL

In an effort to help students succeed in the California community colleges, the Student Success Act of 2012 (California Senate Bill 1456) was signed into law by Governor Brown. Among other aspects, the Act included the creation of minimum academic and progress standards that must be met for continued eligibility for the California College Promise Grant (formerly Board of Governors Fee Waiver). These are different and separate standards from those for student federal aid, Cal Grant, and enrollment priority.

The Academic and Progress Standards for the Promise Grant are:

Academic Standard	Progress Standards
Cumulative GPA of 2.0 or higher  <ul style="list-style-type: none"> <li>• These standards do not apply to foster youth (24 years and younger).</li> <li>• Eligibility to receive support services is not affected.</li> <li>• Exemption is extended to enrollment priority.</li> <li>• The 100 total degree-applicable completed unit cap <b>does not</b> apply to the Promise Grant.</li> </ul>	Cumulative satisfactory completion of more than 50% of all coursework attempted

In order for students to maintain Promise Grant eligibility, they must meet both the Academic and Progress Standards listed above.

In the future, within 30 days of the end of a primary term (Fall or Spring), the College will send a communication to those students who failed to meet the standards for two consecutive primary terms and will include instructions for how to appeal the loss of the Promise Grant. This appeal is separate from any appeal for federal student aid, and the approval of one appeal will not mean the automatic approval of the other.

## Appeals

Students will be able to appeal the loss of the California College Promise Grant (formerly Board of Governors Fee Waiver) based upon the following verifiable circumstances:

- Extenuating circumstances - cases of accidents, illnesses, or other circumstances beyond a student's control.
- A change in a student's economic situation.
- Evidence that a student was unable to obtain essential support services.
- Special consideration of factors for CalWORKs, EOPS, DSPS, and veteran students.
- Students with disabilities who applied for but did not receive accommodation in a timely manner.
- Significant academic improvement.
- Successful appeal for enrollment priority extends to the Promise Grant.

To obtain additional information and the Promise Grant Appeal form see Admissions & Records or call (559) 730-3727.

## Satisfactory Academic Progress (SAP) Policy

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 the 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 and 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 and 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 and Records Office and applied to the student's academic record will also be counted toward the maximum attempted unit timeframe.
5. **Academic Renewal/Excused Withdrawals:** Federal Student Aid regulations do not allow academic renewal procedures through which a student can apply to have credits attempted and grades earned in previous semesters excluded from the grade point calculation of the student's grade point average. Therefore, COS Financial Aid must always include courses applicable to a student's major (whenever taken) in evaluating a student's satisfactory academic progress (both GPA and Pace components).

## 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. To view the list of eligible programs go to the COS Financial Aid (<http://www.cos.edu/FinancialAid>) webpage.
- 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.

## Financial Aid Status

College of the Sequoias' Financial Aid Office will evaluate students' academic progress at the end of each term (Fall, Spring, and Summer) following the official posting of grades in the COS Admissions and 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 time frame 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 he is placed on probation, the student must be back in GOOD PROGRESS status or have met all conditions of his appeal. Students may not be placed on PROBATION status for the subsequent term if the appeal conditions were not met.
- **Probation Approved – Academic Plan:** Student has submitted an appeal which has been approved, and will therefore receive financial aid if otherwise eligible. The student will be placed on an academic plan because more than one payment period is required to meet satisfactory academic progress standards. The student's progress will be reviewed at the end of each payment period to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid. Students may not be able to continue on probation status if they are not meeting the terms of the academic plan.
- **Probation Approved – Academic Plan Contract:** Student has submitted an appeal which has been approved, and will therefore receive financial aid if otherwise eligible. The student will be placed on an academic plan contract because more than one payment period is required to meet progress standards, the student has changed major, and the student has excessive units. The student's progress will be reviewed at the end of each payment period to determine if the student is meeting the requirements of the academic plan contract. If the student is meeting the requirements of the academic plan contract, the student is eligible to receive Title IV aid. Students may not be able to continue on probation status if they are not meeting the terms of the academic plan contract.
- **Appeal Denied:** Student has submitted an appeal that has been denied and therefore will not receive additional financial aid.

## Financial Aid Appeals

In certain documented circumstances, students placed on any financial aid status that results in their loss of financial aid eligibility may file an appeal for reinstatement of financial aid. The appeal form can be found in the forms section of the COS Financial Aid (<http://www.cos.edu/FinancialAid/forms/Pages/default.aspx>) webpage. The following are the acceptable reasons for consideration of an appeal:

- Additional time needed to complete an educational goal beyond an associate degree or higher or has exceeded maximum attempted unit time frame 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)
- Victim of a violent crime, natural disaster (documentation required)

- Disability, new or complications of existing, which affected academic performance (documentation required)
- Qualifying Semester: student made significant improvement during semester even though cumulative criteria did not meet SAP standards (e.g. enrolled at least in 6 units, completed all units attempted with a “C” or better). (documentation required)
- U.S. military service orders (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 as posted in the COS Financial Aid Office and on the COS Financial Aid (<http://www.cos.edu/FinancialAid>) webpage.

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 time frame allowed for the completion of an educational program, except in limited circumstances such as retraining due to medical reasons, and only after a Change of Program Contract has been signed by the student and approved by the COS Financial Aid Office.

## Reinstatement of Financial Aid Eligibility

- **Self-Reinstatement** — A student may have financial aid self-reinstated by earning a cumulative 2.0 GPA and by earning a cumulative 67% pace of unit completion but must not have exceeded the maximum attempted unit time frame of 150% allowed for the completion of his 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 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](mailto:giant.cos.edu)) approximately four to six weeks after prior term grades are officially posted. The decision will also be posted on Banner Web.

**ALL FINANCIAL AID APPEAL DECISIONS ARE FINAL**

## Learning Resource Center



### Visalia LRC

Location: Lodgpole | Visalia Campus | Hours: Monday – Thursday: 7:30 am – 8:00 pm | Friday: 7:30 am – 4:00 pm | Saturday: 10:00 am – 2:00 pm

The Learning Resource Center (LRC) in Visalia (<http://www.cos.edu/Library/Pages/default.aspx>) encompasses the Library, Tutorial Center, Math Lab, Writing Center and Student Helpdesk (<http://www.cos.edu/Library/Services/StudentFAQ/Pages/Computer-Commons.aspx>). All students are invited to use these services. The first floor is comprised of a large computer lab with printers and staff to assist students and faculty, a reference librarian available at all open hours to assist with research and accessing resources, our periodical (newspaper and journal) collection, reference collection, Circulation Desk, large group study rooms, and all LRC tutorial services (i.e. General Tutorial, Math Lab and Writing Center). The second floor holds most of the print collection. There are tables, lounge seating, study carrels, and group study rooms where students can find a quiet place to work or to read. There are also two classrooms upstairs for regularly scheduled classes and workshops (Lodgpole 203 and 205). Both of these rooms are equipped with computer and audiovisual equipment.

### Library Services

Contact: (559) 737-3825 | [askalibrarian@cos.edu](mailto:askalibrarian@cos.edu) ( [askalibrarian@cos.edu](mailto:askalibrarian@cos.edu))

- Reference Desk: The reference desk at all locations is staffed by a library when the LRC is open to provide drop-in library consultations to help students locate resources, utilize library resources, and cite sources.
- Librarian by Appointment: Students can make a one-on-one appointment with a librarian using the LRC Reservations icon in MyGiant.
- Student Helpdesk (<http://www.cos.edu/Library/Services/StudentFAQ/Pages/Computer-Commons.aspx>): The LRC has a Student Helpdesk to assist students in utilizing lab computers. Staff can assist with Canvas, MyGiant, Banner, Microsoft Office and formatting, student email and more.
- Study Rooms (<http://www.cos.edu/Library/Documents/Room%20Reservations.pdf>): The LRC in Tulare and Visalia have study rooms for students and faculty to use.
- Items for Checkout: The LRC offers books, textbooks, calculators, anatomical models, laptops, and headphones for checkout.



- Databases (<http://www.cos.edu/Library/Databases/Pages/default.aspx>): The LRC offers academic content through paid subscriptions to all students. These databases can also be accessed off-campus using MyGiant.

## Tutorial Services

Phone: (559) 730-3820 | [tutorialstaff@cos.edu](mailto:tutorialstaff@cos.edu) ( [tutorialstaff@cos.edu](mailto:tutorialstaff@cos.edu) )

- Subject Tutoring (<http://www.cos.edu/Library/Services/TutorialCenter/Pages/default.aspx>): The LRC provides small group and drop-in tutoring for a variety of subjects.
- Math Lab (<http://www.cos.edu/Academics/MathEngineering/Pages/Math-Lab.aspx>): Staff, faculty, and student tutors are available in the Math Lab to answer questions for any math class.
- Writing Center (<http://www.cos.edu/Library/WritingCenter/Pages/default.aspx>): Schedule one-on-one appointments with student tutors for assistance with any writing assignment.

## Distance Education Support Services

The LRC supports distance education students by offering the following services:

- Online library resources (<http://www.cos.edu/Library/Databases/Pages/default.aspx>): All students have 24 hour access to thousands of online resources through the Library's academic databases and eBook collections.
- Reference Assistance: The LRC provides Ask A Librarian (<http://www.cos.edu/Library/AskALibrarian/Pages/default.aspx>) reference assistance by a librarian via email.
- Online Tutoring: All students have 24 hour access to online tutoring through NetTutor (<https://redir.cos.edu/nettutor>) using the NetTutor icon in MyGiant.
- Online Writing Center Appointments: Students can book appointments with a COS Writing Center student tutors for online sessions using the COS Tutor icon in MyGiant.
- The LRC Student Staff and student workers can help students with computer login on campus and assist students in accessing their COS email, Banner Web, Blackboard and Canvas accounts.

## Hanford LRC & Tulare LRC

Hanford Location: Education Building | Library Hours: Monday – Thursday: 9:00 am – 6:00 pm | Tutorial hours available online (<http://www.cos.edu/Hanford/StudentServices/Pages/Tutoring.aspx>) | (559) 583-2538

Tulare Location: Upstairs in Building A | Library and Math Lab Hours: Monday – Thursday, 8:00 am – 6:00 pm | Tutorial hours available online (<http://www.cos.edu/Tulare/Library/Pages/Tulare-Tutorial-Center.aspx>) | (559) 688-3087

The Hanford Education Center LRC (<http://www.cos.edu/Hanford/Library/Pages/default.aspx>) and the Tulare College Center LRC (<http://www.cos.edu/Tulare/Library/Pages/default.aspx>) offer Library, computer lab, General Tutorial, Math Lab and Writing Center services. Additional subject tutoring is available upon request. The Libraries in both locations offer a print collection based on the course offerings of the campus; students may also request library materials from the any campus through the interlibrary loan system.

## Programs

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### California Mini-Corps

Location: General Grant - 415 | Visalia Campus | Phone: (559) 740-3958

The California Mini-Corps Program (<http://www.cos.edu/studentservices/studentssupportservices/minicorps/Pages/default.aspx>) assists college students who have an interest in teaching and would like to dedicate their professional careers to helping migrant students who are enrolled in California's K-12 education system.

### Cooperative Agencies Resources for Education (CARE)

Location: Sequoias - 108 | Visalia Campus | Phone: (559) 730-3818 | Webpage: [www.cos.edu/eops](http://www.cos.edu/eops) (<http://www.cos.edu/eops>)

The Cooperative Agencies Resources for Education (CARE) program serves Extended Opportunity Programs and Services (EOPS) students who are single parents receiving Temporary Assistance for Needy Families (TANF). It is our mission to support students by offering advocacy, peer support and resource information to help them achieve their educational goals and transition into economically self-sufficient individuals.

### Extended Opportunity Programs and Services (EOPS)

Location: Sequoias - 108 | Visalia Campus | Phone: (559) 730-3818 | Webpage: [www.cos.edu/eops](http://www.cos.edu/eops) (<http://www.cos.edu/eops>)

The Extended Opportunity Programs and Services (EOPS) program 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 necessary to obtain employment.

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

Phone: (559) 737-6136 | Webpage: M (<http://www.cos.edu/Academics/MathEngineering/MESA/Pages/default.aspx>)ESA (<http://www.cos.edu/Academics/MathEngineering/MESA/Pages/default.aspx>)

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.

## Puente Project

Location: Tule - 569A | Visalia Campus | Phone: (559) 737-4850

The mission of the Puente Project (<http://www.cos.edu/studentsservices/studentssupportservices/puente/Pages/default.aspx>) 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:

1. **English instruction:** Puente students will be enrolled in two consecutive accelerated writing courses: ENGL 261 for the Fall semester and English 1 in the Spring. Both courses focus on Latino authors, culture, and issues.
2. **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.
3. **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.
4. **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.

## Resources for Engagement and Active Learning through Mentorship (REALM)

Phone: (559) 737-4845 | Webpage: [www.cos.edu/realm](http://www.cos.edu/realm) (<http://www.cos.edu/realm>)

The REALM Program provides Science, Technology, Engineering and Math (STEM) majors an extended orientation, followed by summer and regular term classes geared to fast track them to transfer along with comprehensive student support services including mentoring, tutoring and supplemental instruction. The program also focuses on engaging students in campus life through science clubs and community service activities. Students are also provided with university visits, scholarship workshops, assistance applying for summer research opportunities and national conferences.

## Scholarship Program

Location: Sequoia - 3 | Visalia Campus | Phone: (559) 730-3878 | Webpage: [www.cos.edu/scholarships](http://www.cos.edu/scholarships) (<http://www.cos.edu/scholarships>)

College of the Sequoias offers over \$300,000 in scholarship awards each year to eligible student applicants. Awards sponsored by the College, COS Foundation and many community donors range from \$100 to \$10,000 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 webpage.

## Student Employment/Work Study

If interested in CWWS, visit the Student Services Specialist in the CalWorks Office on the Visalia Campus in Sequoia 112 | Phone: (559) 730-3864 | Webpage: [www.cos.edu/calworks](http://www.cos.edu/calworks) (<http://www.cos.edu/calworks>)

If interested in Federal Work Study, visit Sycamore IM109 or call (559) 730-3856

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 webpage: [hire.cos.edu](http://hire.cos.edu) (<http://hire.cos.edu>).

In order to receive Federal Work Study, students must first submit a FAFSA (<https://fafsa.ed.gov>) and receive an FWS Invitation letter. CalWORKs Work Study is available to eligible students receiving TANF cash aid. The California Work Opportunity and Responsibility to Kids Act (CalWORKs) program is dedicated to providing students who are currently receiving Temporary Assistance for Needy Families (TANF) cash aid with coordinated student services such as academic counseling, work study, workforce preparation assistance, child care and advocacy. Our goal is to guide students through a successful educational journey that will help them achieve long-term self-sufficiency.

## 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.

## Student Success Program

Location:

Visalia Campus | Sycamore: 107  
Hanford Campus | E 65  
Tulare Campus | Building B: 214

Webpage: Student (<http://www.cos.edu/StudentServices/StudentSupportServices/StudentSuccess/Pages/Student-Success-Program.aspx>)  
Success Program (<http://www.cos.edu/StudentServices/StudentSupportServices/StudentSuccess/Pages/Student-Success-Program.aspx>)

The Student Success Program provides services to assist students in meeting their educational goals through academic, career and personal counseling, workshops, individual and group support meetings. Student Success is a district wide program which fosters a learning environment that provides all students with equitable resources necessary to succeed in their academic endeavors. The goal is to ensure that students are prepared with the necessary tools to follow and complete their educational plans. In addition, we may also provide printing access, laptop checkout, textbook assistance, gas voucher, testing supplies, snacks, field trips and various incentives.

By promoting access, success, and retention, the Student Success Program desires to help participating students:

- Develop intellectual and academic competence
- Develop personal identity
- Decide on or achieve clarity about a career goal
- Maintain personal health and wellness
- Create a sense of personal value for each student
- Consider, examine or internalize what they believe and value
- Develop multicultural awareness and learn to tolerate, affirm and appreciate differences among people
- Develop civic responsibility as a responsible citizen
- Create a sense of community and connectedness to the college

Through this program and its components, College of the Sequoias accepts the responsibility of being more accountable for student success in their successful completion or transfer.

## TRiO/Student Support Services Program

Location: Lodgepole - 209 | Visalia Campus | Phone: (559) 737-5400 | Webpage: [www.cos.edu/trioss](http://www.cos.edu/trioss) (<http://www.cos.edu/trioss>)

The TRiO/Student Support Services Program at COS provides participants with intensive and comprehensive services to address their academic and non-academic needs. The program also offers educational and counseling services designed to improve participant financial and economic literacy.

The TRiO/SSS program offers individual monitoring, advising and a referral process to ensure program participants take full advantage of the services and activities offered on campus. We also offer educational and counseling services designed to improve participants' financial and economic literacy.

**Other services provided include:**

- One-On-One Advising, Tutoring, Career Guidance and Mentoring
- Academic Advising
- Referrals to Campus Resources
- Advocacy
- Development of a Student Educational Plan (SEP)
- FAFSA, Scholarship and Transfer Application Assistance
- Access to the TRiO/SSS Computer Lab
- Supplemental Grant Aid (Awarded in Spring Semesters Only)
- Academic Summer Bridge for Incoming Students
- Educational and Cultural Engagements/Events
- College/University campus visits

## TRiO/Upward Bound Math & Science Program

Location: Lodgepole - 209 | Visalia Campus | Phone: (559) 737-5400 | Webpage: [www.cos.edu/trioubms](http://www.cos.edu/trioubms) (<http://www.cos.edu/trioubms>)

The TRiO/Upward Bound Math and Science Program is designed to strengthen the STEM skills of participating students, with the goal to help students recognize and develop their potential to excel academically by encouraging them to pursue post-secondary STEM degrees, and ultimately obtain STEM careers.

TRiO/UBMS program provides academic resources to low-income and potential first-generation college students in an effort to close the achievement gap.

### Program Services

#### Academic Year

During the academic year TRiO/UBMS staff monitors each participant's scholastic progress to ensure improvement and success by providing the following services:

- Weekly After School Tutorials at each of the four target high schools for supplemental academic support in the core subject areas,
- Monthly Saturday Session at COS that focus on academic, career, personal development and STEM curriculum,
- Motivational and cultural guest speakers,
- Academic advising, counseling, and mentorship,
- College admissions, financial aid, financial literacy, and scholarship workshops,
- Educational and cultural field trips,
- College campus visits,
- Community service projects.

#### Summer Academy

The summer is spent re-enforcing academic-year instruction and providing students with the following services to help them succeed in their future endeavors;

- Six-week Summer Academy at COS,
- Student are enrolled in college-level course work in the areas of math, lab science, composition, literature, and career exploration,
- Educational and cultural field trips,

During the Summer Academy, the TRiO/UBMS Program provides academic tutoring, school supplies, transportation, and meals to participating students at no cost to them or their parents/guardians.

## 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.

## **Veterans Educational Benefits**

Location: Sequoia - 106 | Visalia Campus | Phone: (559) 730-3854

The Veterans Resource Center (VRC) (<http://www.cos.edu/student-services/student-support-services/veterans-services/Pages/default.aspx>) provides assistance to qualified veterans, reservists and dependents of veterans. Services include counseling, certification of benefits, a lending library, computer lab and a veteran's lounge. All veterans are urged to contact the VRC to take advantage of the services provided.

## **Workforce Innovations and Opportunity Act Program (WIOA)**

Location: Sequoia - 108 | Visalia Campus | Phone: (559) 730-3818

The WIOA 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.

# ACADEMIC REGULATIONS AND POLICIES

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## Academic Freedom

Sequoias Community College District is committed to student learning and success. The District recognizes that protecting academic freedom is essential to achieve this mission. The District further recognizes that academic freedom is included within the freedom of expression and is necessary to the pursuit of knowledge within academic disciplines. These freedoms are essential elements of teaching and student learning.

As a form of freedom of expression, academic freedom exists within the general framework of the United States Constitution, the California State Constitution, requirements of the California Education Code, California Community College regulations, District policy, and official course descriptions. This freedom of expression shall be maintained in all media (printed, oral, visual, and electronic) and in all interactions among students, faculty, staff, and administration, subject to applicable law. All faculty members shall enjoy the protections offered by this policy. No faculty member shall be disciplined, reassigned, or have his assignment terminated for any reason that violates the protections of this policy.

All faculty members shall be free to pursue instruction, grading, scholarship, policy discussions, and public discourse in an environment free of intimidation and censorship. All faculty members shall exercise their academic freedom in a manner that promotes the District's mission and that abides by the Institutional Code of Ethics (AP 3050). The merit of academic ideas, theories, arguments, and views shall be measured against the established standards of relevant academic and professional organizations.

Academic freedom includes freedom of inquiry and instruction for every faculty member, including freedom in presenting and discussing subjects related to his academic discipline. Academic freedom also includes, but is not limited to, freedom to:

1. Inquire about, present, and explore difficult and controversial material that is relevant to the official course outline of record;
2. Express differences of opinion with and among students, faculty, staff, and administration on academic matters;
3. Demonstrate, teach, and defend critical thinking skills and intellectual honesty.

Every faculty member shall have the freedom to organize or participate in campus events, and the responsibility to do so in a manner consistent with the District's mission, the Institutional Code of Ethics, and the established standards of relevant academic and professional organizations. (AP 4030)

Every faculty member is a member of a learned profession and shall have the freedom to use his professional scholarship, and present this scholarship in any academic discourse.

## 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 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 a waiver will be restricted to taking only the following:

1. Noncredit courses;
2. Nondegree-applicable courses which do not involve remediation; and
3. Those degree applicable credit courses which do not have basic skills prerequisites or advisories on recommended preparation (AP 4222).



## 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. Online or hybrid classes are taught via an online course management system. Your instructor will provide you with information about how to access the course management system used for your course. If you have any questions, contact Dr. Deborah Nolan, Distance Education Coordinator, at (559) 737-6132 or [deborah@cos.edu](mailto:deborah@cos.edu).

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

**NOTE:** You may be dropped from a DE class if you do not participate in a timely fashion.

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
4. Interactive TV (Synchronous):

Classes taught with two-way TV at specific times at the Visalia campus and 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 webpage at: [www.cos.edu](http://www.cos.edu) (<http://www.cos.edu>) or contact the Distance Education Coordinator, Dr. Deborah Nolan, at (559) 737-6132, or [deborah@cos.edu](mailto:deborah@cos.edu)

## Institutional Learning Outcomes

### 1. Critical Thinking/Problem Solving/Analysis

- Students will apply quantitative and qualitative reasoning skills to obtain solutions to problems or equations through the use of creative and analytical methods.

### 2. Life/Interpersonal Skills

- Students will take responsibility for their own well-being through effective self-management practices, as well as developing respect for diverse practices of others.

### 3. Communication

- Students will communicate coherently and effectively, orally and in writing, adjusting to a variety of audiences and purposes, while synthesizing their positions and ideas with the thinking and writing of others.

### 4. Research and Decision Making

- Students will locate and evaluate information, including diverse perspectives, to make informed and ethical decisions.

### 5. Civic Engagement

- Students, informed by their academic experience, will assume the responsibilities of citizenship.

## 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

# Course Policies

## 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 canceled, a cancellation notice is posted on the door of the room where the class meets. A notice is also posted near the top of the COS webpage ([www.cos.edu](http://www.cos.edu)) under "Cancelled Classes."

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

## First Day Attendance for Credit Classes

To increase student success, each term no student may register late for a class unless the student is in attendance in the class he/she wishes to add on the first day of the semester for full-term classes. Students can be added after the first day at the discretion of the instructor in accordance with the waitlist process (AP 5073).

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 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 and dropped from the class.
4. 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.
5. Students who wish to add a class must be in attendance on the first day of instruction in order to obtain an add code from the instructor. Students wishing to enroll in online courses must contact the instructor on the first day of instruction
6. All add codes are valid within the first 7 days of a full term class and 20% of a short-term class.
7. If a student misses the 7-day deadline for full-term classes or 20% deadline for short-term classes he/she must obtain an add slip from the instructor.
8. Students must turn in the add slip by the end of the second week of the semester or register through the late add process.
9. Waitlisted students must be in continuous attendance in order to have priority over walk-ins for adding a class.
10. Only the instructor of record or designated instructor may issue an add code.

## Class Cancellations

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

## Class Wait Lists

During online registration, if a student tries to register for a class that is full, she 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, she 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: she meets the class prerequisites, the class time does not conflict with another class in which she is already registered or wait listed, she has no repeat errors, no holds on her record, or the class units will not exceed the maximum allowed. Be aware: if a student puts herself on a Wait List and any of these errors occurs when the nightly processes move students into classes from the Wait List, she will be dropped from the wait list. Also, she cannot be on a Wait List for another section of a course in which she is already registered.

If a student is moved into a class automatically from the Wait List, she will be notified via email. 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 her schedule and to watch for email notification for any changes from the Wait List.

A student can add 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.

## Multiple and Overlapping Enrollments

Multiple Enrollments (enrolling in two or more sections of the same credit course during the same term) will not be permitted unless the length of the course provides that the student is not enrolled in more than one section at any given time. This would apply to short term courses taught within the same term.

Overlapping Enrollments (enrolling in two or more courses where the meeting times for the courses overlap) will not be permitted unless a Time Conflict Petition has been submitted with all appropriate authorizations.

Sequoias Community College District 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. The time must be made up during the same week as the time missed.
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 Admissions and Records Office to be given an override for the unregistered course. Once processed, Admissions and Records will notify the student by phone call or through COS email. It is the student's responsibility to go through the required steps to register for the course once the time conflict override has been processed.

The instructor will track hours of attendance of the student as agreed and submit this documentation to the appropriate Dean's Office 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 appropriate Dean's Office for any auditing purposes. (AP 4226)

## Course Audit Option

The Governing Board of College of the Sequoias has authorized the auditing of courses at the College. There is a \$15.00 fee charged for each unit unless the student is enrolled in classes to receive credit for ten (10) or more semester credit units. Students must also pay all health, materials and parking fees, if applicable.

Steps to Apply for a Course Audit:

1. After Census Day, when all students wishing to take the class for credit have enrolled, a student may apply to audit a course using the Application for Course Audit form.
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 which requires the instructor's signature.
4. Student obtains an official or unofficial transcript which must be attached to the application.
5. Student takes the form to the Area Dean's Office for approval which requires the Dean's signature. The Dean will review the transcript to determine if the student has completed the course the maximum allowable number of times before approving the audit request.
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. Under no circumstances are students allowed to remain in a class without either registering for the credit course or presenting the instructor with evidence that the student has enrolled as an auditor and paid for the class. (AP 4070)

## 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 she is applying for Credit by Examination. Good standing is defined as not on probationary status. The student must have completed 12 units at COS prior to applying for Credit by Examination. Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.
2. Students must file a petition for credit by examination to challenge a course with the Admissions and Records Office. Petitions are available from the Admissions and Records Coordinator.
3. Credit by examination will not be allowed if the student has received college credit for the course she 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 non-resident fees charged for each semester unit to be challenged.
10. The deadline to complete the petition process is as follows:  
 Fall Semester: First Monday in October  
 Spring Semester: First Monday in March

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

## Course Repetition

Students may repeat credit courses at College of the Sequoias under specific circumstances as outlined in COS BP 4225 and COS AP 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.

### Course Repetition to Alleviate Substandard Academic Work

BP 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 wishes to repeat the course a second time, he must be granted prior approval of a Petition to Repeat a Course by the Dean, Student Services. The first two substandard grades will be excluded in computing the student’s GPA. (Title 5, Section 55042).

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

1. **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, §55045). The District may permit a third repetition of a course in an effort to alleviate prior substandard academic work, provided the District finds that there are extenuating circumstances which justify an additional repetition. Enrollment in the course must be requested and approved through the petition process (these petitions are reviewed on a case-by-case basis by the Dean, Student Services).
2. **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:
  - a. The District has properly established a recency prerequisite for a course or program pursuant to Title 5 §55003.
  - b. 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 the 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, 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.
3. **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:
  - a. The course is required for legally mandated training; or
  - b. The course is a special class for students with disabilities which needs to be repeated; or
  - c. Repetition of the course is justified by extenuating circumstances; or

- d. 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.

4. **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).
5. **Legally Mandated Training:** Students are allowed to repeat a course when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade 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.
6. **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.
7. **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])
  - a. When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;
  - b. 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
  - c. 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.
8. **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.

## Repeatable Courses

### Activity Courses

Repeatable courses include courses where the student: meets course objectives by repeating a similar primary educational activity; builds on skills or proficiencies by supervised repetition and practice; and learns objectives via participatory experience in individual study or group assignments. As delineated in Title 5, §55041, the District will only designate the following types of courses as repeatable:

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The District must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree within four years.
2. Intercollegiate athletics, as defined in Title 5, §55000, where enrollment in the course and courses that are related in content, as defined in §55000, is limited to no more than four times for semester courses. The District shall claim no more than 350 hours of attendance for each enrolled student in each fiscal year for each sport in which the student participates. Of the 350 hours of attendance, no more than 175 hours can be claimed for student enrollment in courses dedicated to the sport, and no more than 175 hours can be claimed for student enrollment in courses that focus on conditioning or skill development for the sport (Title 5, §58161(d), §58162).
3. Intercollegiate academic or vocational competition, as defined in Title 5, §55000, where enrollment in the course and courses that are related in content, as defined in §55000, is limited to no more than four times for semester courses. This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in Title 5, §55045.

The District will identify the courses which are to be repeatable and publish this list in the General Catalog and the Course Outline of Record. (Title 5, §55041).



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

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

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

All enrollments in repeatable courses will count towards total allowable repetitions. A student will be considered “enrolled” any time he receives an evaluative or non-evaluative symbol on his record. The grade received for each enrollment will be included for computing the student’s GPA.

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

## Courses that are Related in Content (CRCs)

Active participatory courses not approved as repeatable, that share a similar primary educational objective in physical education, visual arts, and performing arts are grouped together. Students are allowed four enrollments within each group of courses related in content (CRC), but each course in the group may be taken only once. This limitation applies even if a student receives a substandard grade or is approved to repeat a course due to extenuating circumstances.

In addition, all evaluative and non-evaluative grades count toward the four enrollment limitation and all grades and credits received count in computing the student’s GPA. The one and only exception is when a course is repeated pursuant to a significant lapse of time, the District may allow the previous grade and credit to be disregarded in computing the student’s GPA.

### ART Families of Courses

Code	Title	Units
<b>Design Family (12 Units)</b>		
ART 006	Color and Design	3
ART 007	Advanced Color and Design	3
ART 032	Beginning 3-D Design	3
ART 033	Intermediate 3-D Design	3
<b>Drawing Family (12 Units)</b>		
ART 008	Drawing Fundamentals	3
ART 009	Drawing Composition	3
ART 049	Beginning Figure Drawing	3
ART 050	Intermediate Figure Drawing	3
<b>Painting Family (6 Units)</b>		
ART 043	Beginning Studio Painting	3
ART 044	Intermediate Studio Painting	3
<b>Digital Family (9 Units)</b>		
ART 023	Macintosh Basic for Artists	3
ART 025	Digital Imaging for Artists	3
ART 130	Digital Printmaking	3
<b>Planographic/Offset Processes Family (12 Units)</b>		
ART 176	Beginning Stone Lithography	3
ART 177	Intermediate Stone Lithography	3
ART 178	Beginning Plate Lithography	3
ART 179	Intermediate Plate Lithography	3
<b>Printmaking Family (12 Units)</b>		
ART 121	Beginning Screen Printing	3
ART 122	Intermediate Screen Printing	3
ART 015	Beginning Printmaking	3
ART 016	Intermediate Printmaking	3
<b>Museum/Gallery Studies Family (6 Units)</b>		
ART 111	Beginning Gallery Exhibition	3

ART 112	Interm. Gallery Exhibition	3
<b>Research Family (1-4 Units)</b>		
ART 151	Independent Study-ART	1-4
<b>Sculpture Family (12 Units)</b>		
ART 141	Beginning Studio Arts	3
ART 142	Intermediate Studio Arts	3
ART 066	Beginning Sculpture	3
ART 067	Intermediate Sculpture	3
<b>Ceramics Family (12 Units)</b>		
ART 061	Beg. Handbuilding Ceramics	3
ART 062	Interm. Handbuilding Ceramics	3
ART 063	Beg. Wheel Thrown Ceramics	3
ART 064	Interm. Wheel-Thrown Ceramics	3
<b>Glass Family (6 Units)</b>		
ART 119	Beginning Stained Glass Design	3
ART 120	Intermediate Stained Glass	3
<b>Music Families of Courses</b>		
<b>Code</b>	<b>Title</b>	<b>Units</b>
<b>Music Theatre (4 Units)</b>		
MUS 091	Music Theatre Orchestra	2
MUS 097	Music Theatre Voice	2
<b>Classroom Voice Family (4 Units)</b>		
MUS 030	Beginning Voice	2
MUS 031	Intermediate Voice	2
<b>Chamber Ensemble Family (8 Units)</b>		
MUS 036	Chamber Singers Renaissance	2
MUS 037	Chamber Singers Classical	2
MUS 038	Chamber Singers Romantic	2
MUS 039	Chamber Singers 20th Century	2
<b>Classroom Instrumental Family (4 Units)</b>		
MUS 060	Brass Musical Instruments	2
MUS 062	Woodwind Instruments	2
<b>Commercial Music Family (4 Units)</b>		
MUS 226	Computerized Audio 1: MIDI	2
MUS 227	Computerized Audio Prod 2	2
<b>Recording Arts Family (5 Units)</b>		
MUS 281	Recording Arts 1	2
MUS 282	Recording Arts 2	3
<b>Physical Education Families of Courses</b>		
<b>Code</b>	<b>Title</b>	<b>Units</b>
<b>Aerobics Family (4 Units)</b>		
PEAC 001	Aerobic Conditioning	1
PEAC 002	Non-Impact Aerobics	1
PEAC 003	Step Aerobics	1
PEAC 004	Circuit Training	1
<b>Aquatics Family (4 Units)</b>		
PEAC 008	Beginning Swimming	1
PEAC 009	Intermediate Swimming	1
PEAC 010	Advanced Swimming	1
PEAC 011	Swimming for Fitness	1
<b>Baseball Family (3 Units)</b>		

PEAC 015	Fundamentals of Baseball	1
PEAC 016	Conditioning for Baseball	1
PEAC 017	Techniques of Baseball	1
<b>Basketball Family (2 Units)</b>		
PEAC 021	Beginning Basketball	1
PEAC 022	Intermediate Basketball	1
<b>Football Family (2 Units)</b>		
PEAC 025	Fundamentals of Football	1
PEAC 026	Conditioning for Football	1
<b>Mechanics of Movement Family (1 Unit)</b>		
PEAC 030	Joint Mobility and Fitness	1
<b>Mind/Body Wellness Family (4 Units)</b>		
PEAC 036	Stretch and Tone	1
PEAC 037	Pilates Mat Class	1
PEAC 038	Introduction to Yoga	1
PEAC 039	Hatha Yoga Fundamentals	1
<b>Soccer Family (1 Unit)</b>		
PEAC 042	Soccer	1
<b>Softball Family (2 Units)</b>		
PEAC 046	Women's Softball-Beginning	1
PEAC 048	Women's Softball-Advanced	1
<b>Tennis Family (2 Units)</b>		
PEAC 052	Beginning Tennis	1
PEAC 053	Intermediate Tennis	1
<b>Track and Field Family (1 Unit)</b>		
PEAC 056	Beginning Track and Field	1
<b>Volleyball Family (2 Units)</b>		
PEAC 064	Beginning Volleyball	1
PEAC 065	Intermediate Volleyball	1
<b>Walk/Jog Fitness Family (4 Units)</b>		
PEAC 068	Beginning Fitness Walking	1
PEAC 069	Intermediate Fitness Walking	1
PEAC 070	Walk/Jog for Aerobic Fitness	1
PEAC 071	Cross Interval Training	1
<b>Weight Training Family (4 Units)</b>		
PEAC 074	Beginning Weight Training	1
PEAC 075	Intermediate Weight Training	1
PEAC 076	Adv Strength/Body Bldg Prin.	2
<b>Cheer Family (2 Units)</b>		
PEAC 262	Cheer Fitness 1	1
PEAC 263	Cheer Fitness 2	1

## Dropping a Class/Withdrawals

### Course Withdrawals - Limitation on Repeats

See AP 4228 regarding limitations on the number of times a student may repeat, withdraw from a course and receive a "W" on his transcript.

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 on the second day 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 second week and through the tenth week of a Spring or Fall semester, or set date for each Summer session, will result in a "W" recorded on the transcript and no refund.

It is the student's responsibility to drop a class in which he 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 substandard grades (less than "C") were earned or a withdrawal ("W") is assigned (BP 4225). However, in support of the College's philosophy of quality collegiate education and following the guidelines of 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 (second 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 (second day for Summer Session).

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

### **Extenuating Circumstances**

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).

### **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 52.5 hours of academic work per unit.

Before a student may enroll, the student must have completed ALL beginning level courses offered at the District in the subject. Only in very unusual cases may students be enrolled in independent study without completing the beginning level courses.

Credit for Independent Study is accepted at California State Universities. Independent Study courses are accepted for the granting of transfer credit at a University of California (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).

### **Application Procedure for Students**

Students must follow the procedure below:

1. A student who has completed all beginning level courses and wishes to pursue a subject of interest must complete an Independent Study Agreement Form. A student must be currently registered at the College of the Sequoias District in one or more units before applying for independent study credit.
2. The student seeking independent study should outline his proposal and discuss it with an appropriate instructor. With the instructor's approval, the student should then complete the Independent Study Agreement 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, Academic Dean 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 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 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.
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 grade must be made up according to the stated procedure in AP 4233 and 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. (AP 4101).

## 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 MATH 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 065 in conjunction with ENGR 001 ).

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)):

1. The prerequisite or corequisite has not been established in accordance with the district’s process for establishing prerequisites and corequisites.
2. The prerequisite or corequisite is in violation of Title 5 §55003.
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
5. 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.

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## Grading Policies

### 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 Using Plus/Minus Grading?**

Both the UC and CSU systems use plus/minus grading. Using plus/minus grading at COS reduces 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.

### **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 determine how they grade at the start of each semester. Students who have questions should ask their professors about which grading scale they will be using.

Students may access their grades through logging into their Banner Web account (see [www.cos.edu](http://www.cos.edu) (<http://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 local 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 Extenuating Circumstances under Course Repetition in Course Policies (p. 65) for more information). The student is entitled to all grade points upon satisfactory completion of assignments within one year.

In any course of instruction 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 changing 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 5530 - 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. Students who have three final examinations scheduled on the same day are entitled to have one final exam moved to another day by contacting the instructors at least two weeks before the start of the final exam week.

## Grades: Incompletes

Incomplete academic work due to an unforeseeable emergency and/or for justifiable reasons (see Extenuating Circumstances under Course Repetition in Course Policies (p. 65) for more information), 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, 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:

ENGL 123, ENGL 124, ENGL 125 can students do pass/no pass with 125 and ENGL 126 has been deleted ENGL 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.

## Academic Renewal

A student may petition the Dean, Student Services, to have substandard grades (D, F, NC, NP) disregarded from inclusion in the unit totals and grade points as listed on the permanent academic record. A maximum of 12 units may be renewed. Prior to petition for the renewal of a substandard grade, the following conditions must be met:

1. Fifteen or more semester units of lower division college work with a 2.5 ("C") or better GPA at COS or other accredited institution of higher learning must be completed following the semester in which the substandard grade(s) were earned.
2. At least three years must have elapsed since the substandard 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 substandard grades will reside with the Dean, Student Services.
3. Decisions of the Dean of Student Services may be appealed to the Vice President of Student Services.

Forms to petition for academic renewal are available in Admissions and Records Office. The substandard grade for which academic renewal is approved remains on the student's transcript per Title 5 regulations. Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade. (AP 4240)

## Progress Probation, Dismissal and Readmission

### Academic Probation

A student who has attempted at least 12 cumulative semester units as shown by the College's official academic record shall be placed on academic probation if the student has earned a grade point average (GPA) below 2.0 in all units which were graded on the basis of the grading scale outlined in AP 4230 (Title 5, Section 55031).

A student on academic probation:

1. Is limited to 13 units or to a maximum load recommended by the student's counselor.
2. Shall not be dismissed after his third semester of below satisfactory work (below 2.0 semester cumulative GPA) if during that third semester and every subsequent semester he maintains a 2.0 semester GPA until his cumulative GPA is above the probationary level.

A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher (Title 5, Section 55032).

Computation process is: GPA equals total grade points earned divided by total units attempted with letter grade.

### **Notification of Probation**

Each student is entitled to be notified of his academic difficulty and the availability of College support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him that he is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that he attends.

At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him that he is subject to dismissal.

The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

### **Progress Probation**

A student who has enrolled in a total of at least 12 semester units as shown by the College's official academic record 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," "NC," and "NP" are recorded reaches or exceeds fifty (50) percent (Title 5, Section 55031). A student on progress probation is limited to 13 units or to a maximum load recommended by the student's counselor.

After the second progress probation, students who satisfactorily complete fifty (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 forty-nine (49) percent or fewer of units enrolled in any semester after the second progress probation, they will be subject to progress dismissal.

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 fifty (50) percent. Computation process is: Progress Percentage equals total units with "W," "I," "NC," and "NP" divided by total units enrolled.

### **Appeal of Probation**

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

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

See AP 4255 for Disqualification, Dismissal, and Readmission.

### **Academic Dismissal**

A student on academic probation shall be subject to dismissal if the student earned a cumulative GPA 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.

### **Notification of Academic Probation/Dismissal**

Each student is entitled to be notified of his academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a letter that the student is on probation shall be sent to the student. This letter will explain the significance of being on probation and will inform the student of support services available to assist in removing probation. The letter will also contain information on a mandatory probation workshop which must be attended in order for the student to maintain priority enrollment (see AP 5055).

Students who are subject to dismissal shall be sent a letter notifying them of:

1. Procedures leading to academic dismissal.
2. Explanation of what dismissal means.
3. Procedures for readmission/reinstatement.
4. Procedures to appeal the dismissal.

Notice of their status will be entered on their permanent record and transcripts.

### **Academic Dismissal – Readmission**

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 session). 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 as determined by the Dean of Student Services.

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

### **Progress Dismissal**

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

### **Notification of Progress Probation/Dismissal**

At the end of the third semester on which the student is on progress probation, a student will be so informed by letter of:

1. Progress probation procedures
2. Explanation of what dismissal means
3. Procedure for readmission
4. Procedure to appeal the dismissal

Notice of this status will be entered on his permanent record and transcripts.

### **Progress Probation – Readmission**

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 session). 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 as determined by the Dean of Student Services.

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

### **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 of Appeal from the Admission and Records Office and file it with Dean of Student Services, within 30 days after the dismissal letter was mailed. If the student fails to file a Petition of Appeal with the 30 day time limit, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the Petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Dean of Student Services.

The student will be continued on probation until the Dean of Student Services decides on the student's appeal.

The Dean of Student Services will notify the student within 10 days of receipt of the student's appeal. The student may appeal the decision of the Dean of Student Services, in writing to the Superintendent/ President, within 10 working days of the date of notification of the decision. 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.

### **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, 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)

## **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:

- MSCHE - Middle States Commission on Higher Education
  - (Formerly MSA - Middle States Association of Colleges and Schools)
- NWCCU - Northwest Commission on Colleges and Universities

- (Formerly NASC - Northwest Association of Schools and Colleges)
- HLC - Higher Learning Commission
  - (Formerly NCA - North Central Association of Colleges and Schools)
- NEASC-CIHE - New England Association of Schools and Colleges-Commission on Institutions of Higher Education
- SACS - Southern Association of Colleges and Schools
- WASC-ACCJC - Western Association of Schools and Colleges- Accrediting Commission for Community and Junior Colleges
- WASC-ACACS - Western Association of Schools and Colleges-Accrediting Commission for Senior Colleges and Universities

College of the Sequoias recognizes those institutions that are either fully accredited or are listed as a candidate for accreditation as published in the Database of Accredited Postsecondary Institutions and Programs maintained by the U.S. Department of Education.

The elective-unit requirement may be met with courses from regionally accredited colleges and universities without further evaluation. Program and general education requirements may be met with courses from regionally accredited colleges and universities only after being evaluated through the course equivalency or course substitution process.

**Course equivalency may be determined by any of the following methods:**

1. Direct articulation between COS and the sending institution.
2. Indirect articulation between COS and other California Community Colleges based on approval of courses for the California Identification Number System (C-ID).
3. Indirect articulation between COS and a sending institution determined by cross referencing additional public colleges and universities included in the California statewide articulation repository (ASSIST.org (<http://www.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 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. 1100 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. 1100 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 1.7 or most current) will be applied to the parallel associate degree general education category at COS.

## 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 at College of the Sequoias need to fill out an External Credit Petition with the Counseling Department to receive credit for Advanced Placement Examinations, if scores are sent to the College. The College will confirm the credit granted. If students change their mind and 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. 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 below 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.

AP exams with a minimum score of 3 can be used toward CSU admission and CSU GE certification, and UC admission and IGETC certification requirements.

AP Exam	Score	COS Course(s) Units () GE Area	Score	COS Course(s) Units () GE Area	CSU GE Certification Area/Semester Units**	CSU Minimum Admission Semester Units**	IGETC Certification Area/Semester Units***	UC Minimum Admission Semester Units***
Art History	3	ART 002 (3) Area C	4, 5	ART 002 (3) + ART 003 (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 008 (3) Area C	4, 5	ART 008 + Electives (3) Area C	N/A	3 units	N/A	5.3 units maximum for all three exams
Studio Art-2D Design	3	ART 006 (3) Area C	4, 5	ART 006 + Electives (3) Area C	N/A	3 units	N/A	5.3 units maximum for all three exams
Studio Art-3D Design	3	ART 007 (3) Area C	4, 5	ART 007 + Electives (3) Area C	N/A	3 units	N/A	5.3 units maximum for all three exams
Biology	3	BIOL 020 (4) Area B	4, 5	BIOL 020 (4) + Electives (2) Area B	B2 + B3 4 units	6 units	Area 5B & 5C 4 units	5.3 units
Calculus AB OR Calculus BC/AB Sub-score	4, 5	Meets MATH 066 prerequisite. If MATH 066 is completed with a "C" or better, then credit for MATH 065 will be granted and transcribed.		Meets MATH 066 prerequisite. If MATH 066 is completed with a "C" or better, then credit for MATH 065 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 AB or Calculus BC/AB Sub-score	3	Electives (3) Area A2						
Calculus BC	3	MATH 065 (4) Area A2	4, 5	MATH 065 (4) + MATH 066 (4) 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)
Chemistry	3	CHEM 001 (5) Area B	4, 5	CHEM 001 (5) + CHEM 002 (5) Area B	Area B1 + B3 4 units	6 units	Area 5A & 5C 4 units	5.3 units
Chinese Language & Culture	3	Electives (3) Area C			Area C2 3 units	6 units	Area 3B & 6 3 units	5.3 units
Computer Science A	3	CSCI 001 (4)						1.3 units
Computer Science Principles	3				Area B4 3 units	6 units		5.3 units
English: Language & Composition	3	ENGL 001 (4) Area A1			Area A2 3 units	6 units	Area 1A 3 units	5.3 units (max credit for English AP exams)
English: Literature & Composition	3	ENGL 001 (4) Area A1 or C	4, 5	ENGL 001 (4) & ENGL 004 (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 021 (3) + Electives (1) Area B			Area B1 & B3 4 units	4 units	Area 5A & 5C 3 units	2.7 units

French Language & Culture	3	Electives (3) Area C			Area C2 3 units	6 units	Area 3B & 6 3 units	5.3 units
German Language & Culture	3	Electives (3) Area C			Area C2 3 units	6 units	Area 3B & 6 3 units	5.3 units
Geography (Human)	3	Electives (3) Area D			Area D 3 units	3 units	Area 4 3 units	2.7 units
Government & Politics: Comparative	3	POLS 006 (3) Area D			Area D 3 units	3 units	Area 4 3 units	2.7 units
Government & Politics: US****	3	POLS 005 (3) Area D			Area D & US-2 CSU AI requirement 3 units	3 units	Area 4 3 units	2.7 units
History: European	3	HIST 004 (3) Area D or C	4, 5	HIST 004 (3) & HIST 005 (3) Area D or C	Area C2 or D 3 units	6 units	Area 3B or 4 3 units	5.3 units
History: US	3	HIST 017 (3) Area D or C	4, 5	HIST 017 (3) & HIST 018 (3) Area D or C	Area C2 or D & US-1 CSU AI requirement 3 units	6 units	Area 3B or 4 3 units	5.3 units
History: World	3	HIST 025 (3) Area D or C	4, 5	HIST 025 (3) & Electives (3) Area D or C	Area C2 or D 3 units	6 units	Area 3B or 4 3 units	5.3 units
Italian Language & Culture	3	Electives (3) Area C			Area C2 3 units	6 units	Area 3B & 6 3 units	5.3 units
Japanese Language & Culture	3	Electives (3) Area C			Area C2 3 units	6 units	Area 3B & 6 3 units	5.3 units
Latin	3	Electives (3) Area C			Area C2 3 units	6 units	Area 3B & 6 3 units	5.3 units
Macro Economics	3	ECON 050 (3) Area D			Area D 3 units	3 units	Area 4 3 units	2.7 units
Micro Economics	3	ECON 040 (3) Area D			Area D 3 units	3 units	Area 4 3 units	2.7 units
Music Theory	3	Elective (3) Area C	4, 5	Electives (6) Area C	N/A	6 units	N/A	5.3 units
Physics 1*	3	Electives (4) Area B			Area B1 + B3 4 units	4 units	Area 5A & 5 4 units	5.3 units (max credit for all Physics AP exams)
Physics 2*	3	Electives (4) Area B			Area B1 & B3 4 units	4 units	Area 5A & 5C 4 units	5.3 units (max credit for all Physics AP exams)
Physics 1 & 2	3	PHYS 020 (4) Area B						
Physics C-Mechanics*	3	PHYS 055 (4) Area B			Area B1 + B3 4 units	4 units (6 units max credit for all Physics AP exams)	Area 5A & 5C 3 units	2.7 units (5.3 units max credit for Physics AP exams)
Physics C-Electricity & Magnetism*	3	PHYS 056 (4) Area B			Area B1 + B3 4 units	4 units (6 units max credit for all Physics AP exams)	Area 5A & 5C 3 units	2.7 units (5.3 units max credit for Physics AP exams)



Psychology	3	PSY 001 (3) Area D		Area D 3 units	3 units	Area 4 3 units	2.7 units	
Spanish Language & Culture	3	SPAN 003 (4) Area C	4, 5	SPAN 003 (4) & SPAN 004 (4) Area C	Area C2 3 units	6 units	Area 3B & 6 3 units	5.3 units
Spanish Literature & Culture	3	SPAN 012 (3) Area C	4, 5	SPAN 012 (3) & Electives (4) Area C	Area C2 3 units	6 units	Area 3B & 6 3 units	5.3 units
Statistics	3	MATH 021 (4) Area A2			Area B4 3 units	3 units	Area 2 3 units	2.7 units

- \* If a student passes both the AP Physics B (or AP Physics 1 & 2) and AP Physics C exams, credit will be granted for AP Physics C for COS program 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.
- \*\*\*\* 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 010.

## 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
5. Social Science and 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 Elective Units	CSU GE Certification Area/Semester Units	CSU Minimum Admission Semester Units
American Government	N/A	N/A	Area D / 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	3 units
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 D & US-1 CSU AI requirement / 3 units	3 units
History, U.S. II**	N/A	N/A	Area D & 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 D / 3 units	3 units
Introduction to Sociology	N/A	N/A	Area D / 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
Principals of Accounting	N/A	N/A	N/A	3 units
Principals of Macroeconomics	N/A	N/A	Area D / 3 units	3 units
Principals of Management	N/A	N/A	N/A	3 units
Principals of Marketing	N/A	N/A	N/A	3 units
Principals of Microeconomics	N/A	N/A	Area D / 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 D / 3 units	3 units
Western Civilization II	N/A	N/A	Area D / 3 units	3 units

\* If a student passes more than one CLEP exam in the same language other than English (French, German, and 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.

## CSU CLEP Policies

All approved 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.

## UC CLEP Policies

The University of California currently does not accept CLEP Examinations.

## 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](http://www.aerc-eval.com) (<http://www.aerc-eval.com>)
- APIE (Academic & Professional International Evaluations, Inc.) | (562) 594-6498 | [www.apie.org](http://www.apie.org) (<http://www.apie.org>)
- IERF (International Education Research Foundation) | (310) 258-9451 | [www.ierf.org](http://www.ierf.org) (<http://www.ierf.org>)
- NACES (The National Association of Credential Evaluation Services) | Email: [info@naces.org](mailto:info@naces.org) | [www.naces.org](http://www.naces.org) (<http://www.naces.org>)
- WES (World Education Service) | [www.wes.org](http://www.wes.org) (<http://www.wes.org>)

## 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.

## 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*.

NOTE: the Community College of the Air Force is accredited by the Southern Association of Colleges and Schools and credit will be granted accordingly.

# ASSOCIATE DEGREE REQUIREMENTS

For a COS GE Pattern worksheet, go to the COS General Ed Pattern tab on the COS Graduation and Major Requirements (<https://www.cos.edu/StudentServices/Counseling/Pages/COS-Majors-Graduation.aspx>) webpage.

## Definition of Associate Degrees

Students at College of the Sequoias who complete the appropriate requirements may earn either an Associate of Arts or an Associate of Science degree. Both degrees represent significant levels of achievement and may be used by students who plan to start their career immediately after graduating or, with proper planning and course selection, by those who plan to transfer to a four-year university.

- **Associate of Arts (AA)** degree is granted to students majoring in the arts, humanities, social sciences, and similar areas.
- **Associate of Science (AS)** degree is granted to students majoring in agriculture, engineering, technology, the sciences, and related programs.
- **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.

## Requirements for Associate of Arts & Associate of Science Degrees

1. Units, Residency, and Scholarship Requirements: A minimum of 60 units of college-level courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average. These 60 units include general education, major, and elective courses.
2. Major Requirements: Completion of all courses required for the desired major with grade of "C" or better in each course
3. General Education Requirements: A minimum of 16 units of general education defined in Areas A-D below. All courses require a grade of "C" or better. The additional 3 units required by Title 5 will be met with the health and wellness subject requirement. Note: completion of the CSU GE or IGETC transfer general education requirements or general education requirements at any regionally accredited university will fulfill the COS general education, subject, and competency requirements.
4. Subject Requirements (8 units):
  - 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, students earning a degree in Registered Nursing or Physical Therapy Assistant, and students with medical exemptions from qualified doctors.
  - b. Three units of Health and Wellness: Completion of HW 001 or HW 007 or an equivalent college course at a regionally accredited college with a grade of "C" or better. Exemptions will 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. Exemptions will be granted to students earning a degree in Registered Nursing or Physical Therapy Assistant; however, as an alternative, they must complete one of the following: PSY 001, SOC 001, or NURS 106.

- c. Three units of American Institutions: Completion of HIST 017\*, HIST 018\*, or POLS 005\*\*, or an equivalent course at an accredited college with a grade of "C" or better.
5. Competency Requirements: Students must establish competency in each of the following areas:
    - a. Writing and Reading:  
ENGL 001 or an equivalent course at a regionally accredited college with a grade of "C" or better.
    - b. Mathematics:
      - i 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
      - ii Eligibility for MATH 010, MATH 021, MATH 070, MATH 065, MATH 154, BUS 020, BUS 119, SSCI 025 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 Competency: (1 unit if not met with Information Competency Examination)
      - i LIBR 101, LIBR 102, or LIBR 103, or an equivalent college course at a regionally accredited college with a grade of "C" or better; or
      - ii Pass Information Competency Exam with a successful score of 75% or better (enroll in LIBR 490AB to take the exam). 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.
      - iii Exemptions will be granted to students earning a degree in Registered Nursing or Physical Therapy Assistant.
  6. Exemptions for High Unit Transfer Majors
    - a. Completion of the CSU-GE, IGETC or general education requirements at any regionally accredited university will fulfill the COS general education, subject and competency requirement. 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 (University 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.

## COS General Education Requirements

### Area A1: Written Communication

Complete 4 units minimum. Courses must be completed with a "C" or better.

Code	Title	Units
ENGL 001	College Reading & Composition	4

### Area A2: Oral Communication/Analytic Thinking

Complete 3 units minimum. Courses must be completed with a "C" or better.

Code	Title	Units
AJ 025	Constitutional Law	3
BUS 020	Business Statistics	3
BUS/COMM 112	Public Speaking for Business	4
BUS 119	Quantitative Methods	3
COMM 001	Fundamentals/Public Speaking	3
COMM 004	Interpersonal Communication	3
COMM 005	Argumentation and Debate	3
COMM 007	Persuasion	3
COMM 008	Group Communication	3
COMP 005	Computer Concepts	4
COMP 006	Programming Fundamentals	3
ENGL 002	Logic and Composition	3
JOUR 007	Mass Communication *	3
MATH 010	Structure and Concepts 1	4
MATH 021	Introduction to Statistics	4

MATH 070	Precalculus	5
MATH 065	Calculus 1	4
MATH 154	Trigonometry	4
PHIL 020	Introductory Logic	3
PHIL 025	Critical Thinking	3
SSCI 025	Statistics - Social Sciences	4

\* JOUR 007 can be counted in ONE AREA ONLY (A2 or D)

## Area B: Natural Science

Complete 3 units minimum. Courses must be completed with a "C" or better.

Code	Title	Units
AG 002	Environmental Conservation	3
AG 003	Economic Entomology	3
AG 004	Soil Science	3
ANTH 011	Biological Anthropology	3
ASTR 010	Introduction to Astronomy	3
BIOL 001	Principles of Biology 1	5
BIOL 020	Frontiers in Biology	4
BIOL 021	Plant Biology	3
BIOL 022	Animal Biology	3
BIOL 025	Human Ecology	3
BIOL 030	Human Anatomy	4
BIOL 031	Human Physiology	4
BIOL 040	General Microbiology	4
CHEM 001	General Chemistry 1	5
CHEM 020	Intro to General Chemistry	4
GEOG 001	Physical Geography	3
GEOL 001	Physical Geology	4
GEOL 005	Earth History	4
GEOL 012	Environmental Geology	3
MET 001	Elementary Meteorology	3
NUTR 018	Nutrition	3
PHYS 020	General Physics 1	5
PHYS 055	Physics 1: Mechanics & Waves	4
PLSI 001	Intro to Plant Science	3
PSCI 020	Physical Science	4

## Area C: Humanities

Complete 3 units minimum. Courses must be completed with a "C" or better.

Code	Title	Units
AJ 123	Criminal Justice Ethics	3
ARCH 010	Architectural Design 1	4
ARCH 020	Visual Communication 1	3
ARCH 070	Architecture History 1	3
ARCH 071	Architecture History 2	3
ART 001	Art Appreciation	3
ART 002	Art History/Ancient-Gothic	3
ART 003	Art History/Gothic-Modern	3
ART 004	Precol Art & Cult/Americas-Meso	3
ART 005	Precol Art&Cult/Americas-S.Ame	3
ART 006	Color and Design	3



ART 007	Advanced Color and Design	3
ART 008	Drawing Fundamentals	3
ART 066	Beginning Sculpture	3
ASL 001	Beg Amer Sign Lang	4
ASL 002	Elem Amer Sign Lang	3
ASL 003	Inter Amer Sign Lang	3
ASL 004	Advanced Amer Sign Lang	3
BUS 185	Ethics in Business & Industry	3
CINA 031	Film Appreciation-American	3
CINA 032	Film Apprec-International	3
DRAM 001	Intro to the Theatre	3
DRAM 002	Fundamentals of Acting 1	4
DRAM 003	Fundamentals of Acting 2	3
DRAM 006	Shakespeare	3
ENGL 004	Composition and Literature	3
ENGL 010	Chicano Literature	3
ENGL 015	Survey of British Lit 1	3
ENGL 016	Survey of British Lit 2	3
ENGL 018	African American Literature	3
ENGL 019	Women in Literature	3
ENGL 030	American Literature 1	3
ENGL 031	American Literature 2	3
ENGL 044	World Literature 1	3
ENGL 045	World Literature 2	3
ENGL 046	Shakespeare	3
ETHN 001	Black American Studies *	3
ETHN 002	American Indian Studies *	3
ETHN 003	Mexican-American Studies *	3
ETHN 004	Asian American Studies *	3
ETHN 005	American Ethnic Origins *	3
HIST 004	Western Civilization to 1648	3
HIST 005	West Civilization Since 1648	3
HIST 017	People of the US to 1877 **	3
HIST 018	People of the US from 1865 **	3
HIST 023	Mexican American	3
HIST 025	World History to 1500	3
LING 111	Introduction to Language	3
MUS 001	Music Fundamentals	3
MUS 010	Music Appreciation	3
MUS 011	Music Appreciation/Jazz	3
MUS 013	Music of the World	3
MUS 014	History of Rock & Roll	3
OH 111	Floral Design	3
PHIL 001	Introductory Philosophy	3
PHIL 005	Ethics	3
PHIL 012	Comparative Religion	3
PHIL 013	Intro to the Old Testament	3
PHIL 014	Intro to the New Testament	3
PORT 001	Beginning Portuguese	4
PORT 002	Elementary Portuguese	4
SPAN 001	Beginning Spanish	4
SPAN 002	Elementary Spanish	4

SPAN 003	Intermediate Spanish	4
SPAN 004	Advanced Spanish	4
SPAN 012	Hispanic Literature	3
SPAN 022	SPAN 2 for Spanish Speakers	4
SPAN 023	Span 3 for Spanish Speakers	4
WELD 104	Metal Sculpture	3

\* ETHN 001, ETHN 002, ETHN 003, ETHN 004, and ETHN 005 can be counted in ONE AREA ONLY (C or D).

\*\* HIST 017 and HIST 018 can be counted in either AREA C or the America Institution Subject Requirement.

## Area D: Social/Behavioral Science

Complete 3 units minimum. Courses must be completed with a "C" or better.

Code	Title	Units
AG 001	Ag, Society & The Environment	3
AGMT 001	Agriculture Economics	3
AJ 011	Introduction to Criminal Justice	3
AJ 045	Terrorism and Freedom	3
AJ 114	Juvenile Delinquency	3
ANTH 010	Cultural Anthropology	3
ANTH 012	Archaeology	3
CFS 080	Lifespan Development	3
BUS 188	Human Relations in Business	3
CHLD 039	Child Development-DS 1	3
CHLD 042	Child, Family & Society-DS2	3
COMM 009	Intercultural Communication	3
ECON 025	Introduction to Economics	3
ECON 040	Principles of Microeconomics	3
ECON 050	Principles of Macroeconomics	3
ETHN 001	Black American Studies *	3
ETHN 002	American Indian Studies *	3
ETHN 003	Mexican-American Studies *	3
ETHN 004	Asian American Studies *	3
ETHN 005	American Ethnic Origins *	3
GEOG 002	World Regional Geography	3
HSRV 120	Intro to Social Welfare	3
HSRV 122	Intro of Human Services	3
JOUR 007	Mass Communication **	3
JOUR 020	Cultural Issues in Film/TV/Web	3
NUTR 020	Cultural Foods	3
POLS 005	Federal, State and Local Govt ***	3
POLS 006	Comparative Politics	3
POLS 008	International Relations	3
POLS 009	Social Media, Technology & Politics	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 001	Introduction to Sociology	3
SOC 002	Social Problems	3
SOC 010	Sociology of Gender	3

SOC 026	Marriage and Family Life	3
SOC 043	Sociology of Deviance	3

- \* ETHN 001, ETHN 002, ETHN 003, ETHN 004, and ETHN 005 can be counted in ONE AREA ONLY (C or D).
- \*\* JOUR 007 can be counted in ONE AREA ONLY (A2 or D)
- \*\*\* HIST 017 and HIST 018 can be counted in either AREA C or the America Institution Subject Requirement.

## Multiple Majors

1. Students may elect to pursue up to three majors at a time.
2. Students can apply for multiple degrees during the degree filing period.
3. All degrees are subject to appropriate catalog rights.
4. There will be a monetary charge for each degree awarded.
5. Notations of all degrees earned and majors completed will appear on students' transcripts.
6. A receipt from the cashier for each diploma must accompany the application for a degree.

## 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.

Beginning 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.

# CERTIFICATE REQUIREMENTS

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## Vocational Certificate Program

College of the Sequoias awards vocational certificates 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 only 12-17.5 units, if approved by the California Community College Chancellor's Office.

## How to Apply for a Certificate

### Awarding of Certificates

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

### Application Procedures

1. Students can obtain an application for a skill or achievement certificate online at [www.cos.edu](http://www.cos.edu) (<http://www.cos.edu>).
2. Students should complete the application and print a copy to be turned into one of the following locations:
  - a. Visalia -Sequoia Building, Admissions & Records, Room 107
  - b. Hanford -Vocational Building-The Hub
  - c. Tulare - Building A- Student Service

### Determining Award

The Evaluations Specialist in Admissions and Records is responsible for determining if an award of a college certificate shall be granted. After reviewing the applicants academic record, a determination will be made as to whether or not the student has successfully fulfilled all of the requirements for the certificate they are seeking. If the certificate is awarded, it will be posted to the student's records and a certificate will be ordered from our outside printing company. The approximate time for this entire process is six weeks from the time an application is submitted. The certificate will be mailed directly to the student at the physical address listed in Banner. If the student does not meet the necessary requirements, they will be notified by an email sent to their college email address.



# TRANSFER INFORMATION AND REQUIREMENTS

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Students planning to transfer have a wide variety of options. The California State University with 23 campuses, the University of California with 10 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 001-199 are accepted by the California State Universities and most private, independent colleges. Courses numbered 001-099 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; contents of this catalog represent our best attempt to provide current and pertinent information for transfer students.***

For a CSU GE Pattern worksheet, go to the CSU General Ed Pattern tab on the COS Graduation and Major Requirements (<https://www.cos.edu/StudentServices/Counseling/Pages/COS-Majors-Graduation.aspx>) webpage.

## California State University Transfer Information

### 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 a 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. 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 program requirements page of the degree. 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).

### CSU Minimum 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, he may be eligible for upper division transfer if 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.

### 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.

### CSU General Education Certification Pattern (CSU GE)

#### Area A: English Language Communication & Critical Thinking

Choose one course from each sub-area (9 units minimum). All courses must be completed with a “C” or better.



Code	Title	Units
<b>A1: Oral Communication</b>		
BUS/COMM 112	Public Speaking for Business	4
COMM 001	Fundamentals/Public Speaking	3
COMM 004	Interpersonal Communication	3
COMM 007	Persuasion	3
COMM 008	Group Communication	3
<b>A2: Written Communication</b>		
ENGL 001	College Reading & Composition	4
<b>A3: Critical Thinking</b>		
AJ 025	Constitutional Law *	3
ENGL 002	Logic and Composition	3
PHIL 020	Introductory Logic	3
PHIL 025	Critical Thinking	3
COMM 005	Argumentation and Debate	3

\* AJ 025 can be counted in ONE AREA ONLY ( A3 or D).

### Area B: Scientific Inquiry & Quantitative Reasoning

Choose one course from each group (9 units minimum). One laboratory science (Lab) required. Course in Group 3 must be completed with a grade of "C" or better.

Code	Title	Units
<b>Group 1 (B1): Physical Sciences</b>		
AG 004	Soil Science (Lab)	3
ASTR 010	Introduction to Astronomy	3
CHEM 001	General Chemistry 1 (Lab)	5
CHEM 002	General Chemistry 2 (Lab)	5
CHEM 012	Organic Chemistry 1 (Lab)	5
CHEM 013	Organic Chemistry 2 (Lab)	5
CHEM 020	Intro to General Chemistry (Lab)	4
CHEM 021	Organic/Biological Chemistry (Lab)	4
GEOG 001	Physical Geography	3
GEOG 001L	Physical Geography Lab Class (Lab)	1
GEOL 001	Physical Geology (Lab)	4
GEOL 005	Earth History (Lab)	4
GEOL 012	Environmental Geology	3
MET 001	Elementary Meteorology	3
PHYS 020	General Physics 1 (Lab)	5
PHYS 021	General Physics 2 (Lab)	5
PHYS 055	Physics 1: Mechanics & Waves (Lab)	4
PHYS 056	Physics 2: E&M and Heat (Lab)	4
PHYS 057	Physics 3: Modern Physics (Lab)	5
PSCI 020	Physical Science	4
<b>Group 2 (B2): Life Sciences</b>		
AG 002	Environmental Conservation	3
ANTH 011	Biological Anthropology	3
BIOL 001	Principles of Biology 1 (Lab)	5
BIOL 002	Principles of Biology 2 (Lab)	5
BIOL 020	Frontiers in Biology (Lab)	4
BIOL 021	Plant Biology (Lab)	3
BIOL 022	Animal Biology (Lab)	3
BIOL 025	Human Ecology	3
BIOL 030	Human Anatomy (Lab)	4

BIOL 031	Human Physiology (Lab)	4
BIOL 040	General Microbiology (Lab)	4
PLSI 001	Intro to Plant Science (Lab)	3
Group 3 (B4): Mathematics		
BUS 020	Business Statistics	3
BUS 119	Quantitative Methods	3
MATH 010	Structure and Concepts 1	4
MATH 011	Structure and Concepts 2	4
MATH 021	Introduction to Statistics	4
MATH 070	Precalculus	5
MATH 065	Calculus 1	4
MATH 066	Calculus 2	4
MATH 067	Calculus 3	4
MATH 080	Linear Algebra	4
MATH 081	Differential Equations	5
MATH 154	Trigonometry	4
SSCI 025	Statistics - Social Sciences	4

### Area C: Arts and Humanities

Choose at least one course from Group 1 and one course from Group 2 (9 units minimum).

Code	Title	Units
Group 1 (C1): Arts		
ARCH 070	Architecture History 1	3
ARCH 071	Architecture History 2	3
ART 001	Art Appreciation	3
ART 002	Art History/Ancient-Gothic	3
ART 003	Art History/Gothic-Modern	3
ART 004	Precol Art & Cult/Americas-Meso	3
ART 005	Precol Art&Cult/Americas-S.Ame	3
CINA 031	Film Appreciation-American	3
CINA 032	Film Apprec-International	3
MUS 001	Music Fundamentals	3
MUS 004	Theory and Musicianship 1	4
MUS 005	Theory and Musicianship 2	4
MUS 006	Theory and Musicianship 3	4
MUS 007	Theory and Musicianship 4	4
MUS 010	Music Appreciation	3
MUS 011	Music Appreciation/Jazz	3
MUS 013	Music of the World	3
MUS 014	History of Rock & Roll	3
DRAM 001	Intro to the Theatre	3
DRAM 002	Fundamentals of Acting 1	4
DRAM 003	Fundamentals of Acting 2	3
DRAM 006	Shakespeare <sup>1</sup>	3
Group 2 (C2): Humanities		
ASL 001	Beg Amer Sign Lang	4
ASL 002	Elem Amer Sign Lang	3
ASL 003	Inter Amer Sign Lang	3
ASL 004	Advanced Amer Sign Lang	3
AJ 123	Criminal Justice Ethics	3
BUS 185	Ethics in Business & Industry	3
DRAM 006	Shakespeare *	3

ENGL 004	Composition and Literature	3
ENGL 010	Chicano Literature	3
ENGL 015	Survey of British Lit 1	3
ENGL 016	Survey of British Lit 2	3
ENGL 018	African American Literature	3
ENGL 019	Women in Literature	3
ENGL 030	American Literature 1	3
ENGL 031	American Literature 2	3
ENGL 044	World Literature 1	3
ENGL 045	World Literature 2	3
ENGL 046	Shakespeare	3
ETHN 001	Black American Studies *	3
ETHN 002	American Indian Studies *	3
ETHN 003	Mexican-American Studies *	3
ETHN 004	Asian American Studies *	3
ETHN 005	American Ethnic Origins *	3
HIST 004	Western Civilization to 1648 *	3
HIST 005	West Civilization Since 1648 *	3
HIST 017	People of the US to 1877 **	3
HIST 018	People of the US from 1865 **	3
HIST 023	Mexican American *	3
HIST 025	World History to 1500 *	3
LING 111	Introduction to Language	3
PHIL 001	Introductory Philosophy	3
PHIL 005	Ethics	3
PHIL 012	Comparative Religion	3
PHIL 013	Intro to the Old Testament	3
PHIL 014	Intro to the New Testament	3
PORT 001	Beginning Portuguese	4
PORT 002	Elementary Portuguese	4
SPAN 001	Beginning Spanish	4
SPAN 002	Elementary Spanish	4
SPAN 003	Intermediate Spanish	4
SPAN 004	Advanced Spanish	4
SPAN 012	Hispanic Literature	3
SPAN 022	SPAN 2 for Spanish Speakers	4
SPAN 023	Span 3 for Spanish Speakers	4

\* DRAM 006 can be counted in ONE AREA ONLY (C1 OR C2); ETHN 001, ETHN 002, ETHN 003, ETHN 004 & ETHN 005 can be counted in ONE AREA ONLY (C2 or D); HIST 004, HIST 005, HIST 023, & HIST 025 can be counted in ONE AREA ONLY (C2 or D).

\*\* HIST 017 and/or HIST 018 can be counted in ONE AREA ONLY (C2 or D) and may be used to meet the CSU American Institutions Requirement (see CSU American Institutions Requirement description below).

### Area D: Social Sciences

Choose a minimum of 9 units with courses from at least two different disciplines.

Code	Title	Units
AG 001	Ag, Society & The Environment	3
AGMT 001	Agriculture Economics	3
AJ 011	Introduction to Criminal Justice	3
AJ 025	Constitutional Law *	3
AJ 045	Terrorism and Freedom	3
ANTH 010	Cultural Anthropology	3
AJ 114	Juvenile Delinquency	3

ANTH 012	Archaeology	3
CHLD 039	Child Development-DS 1 *	3
CHLD 042	Child, Family & Society-DS2	3
COMM 009	Intercultural Communication	3
ECON 040	Principles of Microeconomics	3
ECON 050	Principles of Macroeconomics	3
ECON 025	Introduction to Economics	3
ETHN 001	Black American Studies *	3
ETHN 002	American Indian Studies *	3
ETHN 003	Mexican-American Studies *	3
ETHN 004	Asian American Studies *	3
ETHN 005	American Ethnic Origins	3
GEOG 002	World Regional Geography	3
HIST 004	Western Civilization to 1648 *	3
HIST 005	West Civilization Since 1648 *	3
HIST 017	People of the US to 1877 **	3
HIST 018	People of the US from 1865 **	3
HIST 023	Mexican American *	3
HIST 025	World History to 1500 *	3
JOUR 007	Mass Communication	3
JOUR 020	Cultural Issues in Film/TV/Web	3
NUTR/CULN 020	Cultural Foods *	3
POLS 005	Federal, State and Local Govt	3
POLS 006	Comparative Politics	3
POLS 008	International Relations	3
POLS 009	Social Media, Technology & Politics	3
PSY 001	General Psychology *	3
PSY 005	Social Psychology	3
PSY 010	Human Sexuality *	3
PSY 034	Abnormal Psychology *	3
SOC 001	Introduction to Sociology	3
SOC 002	Social Problems	3
SOC 010	Sociology of Gender	3
SOC 026	Marriage and Family Life *	3
SOC 043	Sociology of Deviance	3
SSCI 050	Law and Democracy	3

\* ETHN 001, ETHN 002, ETHN 003, ETHN 004 & ETHN 005 can be counted in ONE AREA ONLY (C2 or D); HIST 004, HIST 005, HIST 023, HIST 025 can be counted in ONE AREA ONLY (C2 or D); CHLD 039, CULN 020, NUTR 020, PSY 001, PSY 010, PSY 034, SOC 026, can be counted in one AREA ONLY (D or E); AJ 025 can be counted in one AREA ONLY (A3 or D)

\*\* HIST 017 and/or HIST 018 can be counted in ONE AREA ONLY (C2 or D) and may be used to meet the CSU American Institutions Requirement (see CSU American Institutions Requirement description below).

### Area E: Lifelong Learning & Self-Development

Choose one course (3 units minimum).

Code	Title	Units
CFS 080	Lifespan Development	3
CHLD 039	Child Development-DS 1 *	3
ENGL 014	Creative Writing	3
HW 001	Personal & Community Health	3
HW 007	Sports Health	3
HW 104	Drugs and Society	3
NURS 106	Cultural Comptcy in Healthcare	3

NUTR 018	Nutrition	3
NUTR/CULN 020	Cultural Foods *	3
PSY 001	General 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

\* CHLD 039, CULN 020, NUTR 020, PSY 001, PSY 010, PSY 034, SOC 026, can be counted in one AREA ONLY (E or D)

## CSU American Institutions Requirement

Although not required, students are encouraged to complete the CSU American Institutions Requirement prior to transfer. This requirement may be met after transfer; however, students are advised to meet this requirement prior to transfer while completing the CSU GE certification. The following courses fulfill both the CSU American Institutions Requirement and the CSU GE Area C and/or CSU GE Area D requirements.

Code	Title	Units
POLS 005	Federal, State and Local Govt	3
and		
HIST 017 or HIST 018	People of the US to 1877 People of the US from 1865	3

## 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":

1. 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,
2. 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, Humphreys College, Marymount College, and San Joaquin Valley College.

## AP Exams Approved to Clear Specific CSU GE Areas

The first number in the ( ) is semester units granted by all campuses of the CSU, at a minimum, as elective credits which count toward the 60 transferable units necessary for admissions eligibility. The second number in ( ) is the semester units applied to the fulfillment of the CSU GE requirements.

AP Score=3, 4, 5	GE Area
Art History (6/3)	C1 or C2
Biology (6/4)	B2 and B3
Calculus AB (3/3)	B4
Calculus BC (6/3)	B4
Chemistry (6/4)	B1 and B3
Chinese L&C (6/3)	C2
English Lang & Comp (6/3)*	A2
English Lit & Comp (6/6)*	A2 and C2
Environ Sci (4/4)	B1 and B3
French L&C (6/3)	C2
German L&C (6/3)	C2
Govt: US (3/3)	D
Govt: Comparative (3/3)	D
Hist: European (6/3)	D or C2
Hist: U.S. (6/3)	D or C2

Hist: World (6/3)	D or C2
Italian L&C (6/3)	C2
Human Geography (3/3)	D
Japanese L&C (6/3)	C2
Latin (6/3)	C2
Microeconomics (3/3)	D
Macroeconomics (3/3)	D
Phys 1 (4/4)	B1 and B3
Phys 2 (4/4)	B1 and B3
Phys C (Mech) (4/4)	B1 and B3
Phys C (Elect) (4/4)	B1 and B3
Psychology (3/3)	D
Spanish L&C (6/3)	C2
Spanish Lit&C (6/3)	C2
Statistics (3/3)	B4

NOTE: This list includes only AP exams approved for CSU GE and is not exhaustive; unit limitations for electives include 6 units for both calculus exams, and 6 units for more than one physics exam (see counselor for additional details). AP GOVT: U.S. exam may be used to clear CSU GE AREA D8; however, in order to clear the CSU American Institution graduation requirement for Federal, State, and Local Government students must also complete POLS 010.

For a IGETC GE Pattern worksheet, go to the IGETC General Ed Pattern tab on the COS Graduation and Major Requirements (<https://www.cos.edu/StudentServices/Counseling/Pages/COS-Majors-Graduation.aspx>) webpage.

## University of California Transfer Information

### Eligibility for Transfer to UC

If a student was eligible for admission to the University of California when she graduated from high school – meaning she 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, she is eligible to transfer if she has a “C” (2.0) average in her transferable college coursework.

If a student met the Scholarship Requirement, but did not satisfy the 15-course Subject Requirement, she 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 she graduated from high school because of not meeting the Scholarship Requirement, she must:

1. 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;
2. Complete the following seven transferable college courses, earning a grade of “C” or better in each course:
  - a. Two transferable college courses (3 semester or 4-5 quarter units each) in English composition, and;
  - b. One transferable college course (3 semester 4-5 quarter units) in mathematical concepts and quantitative reasoning, and;
  - c. 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 2 above of the transfer admission requirements.

### General Education Requirements for UC

Each school and college at every UC campus has its own breadth/general education requirements. 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.

Students should consult a COS Counselor to determine which option is best suited for their educational objective.



## Intersegmental General Education Transfer Curriculum (IGETC)

### Area 1: English Communication

**CSU Transfer Students:** Choose one course from each Group (9 units minimum).

**UC Transfer Students:** Choose one course from Group 1A and one course from Group 1B (6 units minimum).

Code	Title	Units
Group 1A: English Composition		
ENGL 001	College Reading & Composition	4
Group 1B: Critical Thinking-English Composition		
ENGL 002	Logic and Composition	3
PHIL 025	Critical Thinking	3
Group 1C: Oral Communication (CSU Requirement Only)		
COMM 001	Fundamentals/Public Speaking	3
COMM 007	Persuasion	3
COMM 008	Group Communication	3

### Area 2: Mathematical Concepts and Quantitative Reasoning

Choose one course (3 units minimum).

Code	Title	Units
BUS 020	Business Statistics *	3
MATH 021	Introduction to Statistics *	4
MATH 070	Precalculus	5
MATH 065	Calculus 1	4
MATH 066	Calculus 2	4
MATH 067	Calculus 3	4
MATH 080	Linear Algebra	4
MATH 081	Differential Equations	5
SSCI 025	Statistics - Social Sciences	4

\* Indicates number of transfer units may be limited by UC. Consult the University of California Transfer Course List below.

### Area 3: Arts and Humanities

Choose three courses, at least one course from Group 3A and one course from Group 3B (9 units minimum).

Code	Title	Units
Group 3A: Arts		
ART 001	Art Appreciation	3
ART 002	Art History/Ancient-Gothic	3
ART 003	Art History/Gothic-Modern	3
ART 004	Precol Art & Cult/Americas-Meso	3
ART 005	Precol Art&Cult/Americas-S.Ame	3
ARCH 070	Architecture History 1	3
ARCH 071	Architecture History 2	3
CINA 031	Film Appreciation-American	3
CINA 032	Film Apprec-International	3
DRAM 001	Intro to the Theatre	3
DRAM 006	Shakespeare **	3
MUS 004	Theory and Musicianship 1 *	4
MUS 005	Theory and Musicianship 2 *	4
MUS 006	Theory and Musicianship 3	4
MUS 007	Theory and Musicianship 4	4
MUS 010	Music Appreciation	3
MUS 011	Music Appreciation/Jazz	3
MUS 013	Music of the World	3

MUS 014	History of Rock & Roll	3
Group 3B: Humanities		
ASL 003	Inter Amer Sign Lang	3
ASL 004	Advanced Amer Sign Lang	3
DRAM 006	Shakespeare **	3
ENGL 004	Composition and Literature	3
ENGL 010	Chicano Literature	3
ENGL 015	Survey of British Lit 1	3
ENGL 016	Survey of British Lit 2	3
ENGL 018	African American Literature	3
ENGL 019	Women in Literature	3
ENGL 030	American Literature 1	3
ENGL 031	American Literature 2	3
ENGL 044	World Literature 1	3
ENGL 045	World Literature 2	3
ENGL 046	Shakespeare	3
ETHN 001	Black American Studies **	3
ETHN 002	American Indian Studies **	3
ETHN 003	Mexican-American Studies **	3
ETHN 004	Asian American Studies **	3
ETHN 005	American Ethnic Origins *	3
HIST 004	Western Civilization to 1648 **	3
HIST 005	West Civilization Since 1648 **	3
HIST 017	People of the US to 1877 ***	3
HIST 018	People of the US from 1865 ***	3
HIST 023	Mexican American **	3
HIST 025	World History to 1500 **	3
PHIL 001	Introductory Philosophy	3
PHIL 005	Ethics	3
PHIL 012	Comparative Religion	3
PHIL 013	Intro to the Old Testament	3
PHIL 014	Intro to the New Testament	3
SPAN 003	Intermediate Spanish *	4
SPAN 004	Advanced Spanish *	4
SPAN 012	Hispanic Literature	3
SPAN 023	Span 3 for Spanish Speakers *	4

\* Indicates number of transfer units may be limited by UC. Consult with a counselor for additional information.

\*\* ETHN 001, ETHN 002, ETHN 003, ETHN 004, and ETHN 005; HIST 004, HIST 005, HIST 023, & HIST 025 can be counted in ONE AREA ONLY (3B or 4). DRAM 006 can be counted in ONE AREA ONLY (3A or 3B).

\*\*\* HIST 017 and/or HIST 018 can be counted in ONE AREA ONLY (3B or 4) and may be used to meet the CSU American Institutions Requirement (see CSU American Institutions Requirement description below).

#### Area 4: Social and Behavioral Sciences

Choose three courses from two or more disciplines (9 units minimum).

Code	Title	Units
AG 001	Ag, Society & The Environment	3
AGMT 001	Agriculture Economics	3
AJ 045	Terrorism and Freedom	3
ANTH 010	Cultural Anthropology	3
ANTH 012	Archaeology	3
CFS 080	Lifespan Development	3
CHLD 039	Child Development-DS 1	3

CHLD 042	Child, Family & Society-DS2	3
COMM 009	Intercultural Communication	3
ETHN 001	Black American Studies *	3
ETHN 002	American Indian Studies *	3
ETHN 003	Mexican-American Studies *	3
ETHN 004	Asian American Studies *	3
ETHN 005	American Ethnic Origins *	3
ECON 025	Introduction to Economics	3
ECON 040	Principles of Microeconomics	3
ECON 050	Principles of Macroeconomics	3
GEOG 002	World Regional Geography	3
HIST 004	Western Civilization to 1648 *	3
HIST 005	West Civilization Since 1648 *	3
HIST 017	People of the US to 1877 **	3
HIST 018	People of the US from 1865 **	3
HIST 023	Mexican American *	3
HIST 025	World History to 1500 *	3
JOUR 007	Mass Communication	3
JOUR 020	Cultural Issues in Film/TV/Web	3
NUTR/CULN 020	Cultural Foods	3
POLS 005	Federal, State and Local Govt ***	3
POLS 006	Comparative Politics	3
POLS 008	International Relations	3
PSY 001	General Psychology	3
PSY 005	Social Psychology	3
PSY 010	Human Sexuality	3
PSY 034	Abnormal Psychology	3
SOC 001	Introduction to Sociology	3
SOC 002	Social Problems	3
SOC 010	Sociology of Gender	3
SOC 026	Marriage and Family Life	3
SOC 043	Sociology of Deviance	3
SSCI 050	Law and Democracy	3

\* ETHN 001, ETHN 002, ETHN 003, ETHN 004, and ETHN 005; HIST 004, HIST 005, HIST 023, & HIST 025 can be counted in ONE AREA ONLY (3B or 4)

\*\* HIST 017 and/or HIST 018 can be counted in ONE AREA ONLY (3B or 4) and may be used to meet the CSU American Institutions Requirement (see CSU American Institutions Requirement description below).

\*\*\* POLS 005 may be used to meet the CSU American Institutions Requirement (see CSU American Institutions Requirement description below).

### Area 5: Physical and Biological Sciences

Choose two courses, one from Group 5A and one from Group 5B; at least one course must include a laboratory (7 units minimum).

Code	Title	Units
Group 5A: Physical Science		
ASTR 010	Introduction to Astronomy	3
CHEM 001	General Chemistry 1 (Lab) *	5
CHEM 002	General Chemistry 2 (Lab) *	5
CHEM 012	Organic Chemistry 1 (Lab) *	5
CHEM 013	Organic Chemistry 2 (Lab) *	5
CHEM 020	Intro to General Chemistry (Lab) *	4
CHEM 021	Organic/Biological Chemistry (Lab) *	4
GEOG 001	Physical Geography (Lab)	3
GEOG 001L	Physical Geography Lab Class (Lab)	1

GEOL 001	Physical Geology (Lab)	4
GEOL 005	Earth History (Lab)	4
GEOL 012	Environmental Geology	3
MET 001	Elementary Meteorology	3
PSCI 020	Physical Science (Lab) *	4
PHYS 020	General Physics 1 (Lab) *	5
PHYS 021	General Physics 2 (Lab) *	5
PHYS 055	Physics 1: Mechanics & Waves (Lab) *	4
PHYS 056	Physics 2: E&M and Heat (Lab)	4
PHYS 057	Physics 3: Modern Physics (Lab)	5
Group 5B: Biological Sciences		
AG 002	Environmental Conservation	3
ANTH 011	Biological Anthropology	3
BIOL 001	Principles of Biology 1 (Lab)	5
BIOL 002	Principles of Biology 2 (Lab)	5
BIOL 020	Frontiers in Biology (Lab) *	4
BIOL 021	Plant Biology (Lab)	3
BIOL 022	Animal Biology (Lab)	3
BIOL 025	Human Ecology (Lab)	3
BIOL 030	Human Anatomy (Lab)	4
BIOL 031	Human Physiology (Lab)	4
BIOL 040	General Microbiology (Lab)	4

\* Indicates number of transfer units may be limited by UC. Consult with a counselor for additional information.

### Area 6: Language Other than English (UC Requirement Only)

Requirement may be satisfied by completing one of the following courses: SPAN 002, SPAN 003, SPAN 004, SPAN 022, SPAN 023, ASL 001, ASL 002, ASL 003, ASL 004, or PORT 002 or by completing one of the following:

1. Completion of 2 years of the same foreign language in high school with a grade "C" or better; or
2. A score of 3 or higher on an AP exam in language other than English; or
3. An appropriate score on an SAT II subject test in a language other than English; or
4. A score of 5 or higher on an International Baccalaureate Higher Level Exam in a language other than English; or
5. 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.

### CSU American Institutions Requirement

Although not required, CSU bound students are encouraged to complete the CSU American Institutions Requirement prior to transfer. This requirement may be met after transfer; however, students are advised to meet this requirement prior to transfer while completing the IGETC certification. The following courses fulfill both the CSU American Institutions Requirement and the IGETC Area 3B and/or IGETC Area 4 requirements.

Code	Title	Units
POLS 005	Federal, State and Local Govt	3
and		
HIST 017	People of the US to 1877	3
or HIST 018	People of the US from 1865	

### 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. 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":

1. 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, and

2. 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.

## IGETC Exceptions

IGETC is not accepted for Engineering majors and the following: Berkeley - College of Environmental Design, Chemistry, Natural Resources, and the Haas School of Business; Davis - all bachelor of science majors; Los Angeles – School of Applied Science; Riverside – College of Natural and Agricultural Sciences; San Diego – Eleanor Roosevelt College and Revelle College; Santa Cruz – Physical and Biological Sciences.

IGETC is not recommended for the following: Merced – School of Natural Sciences; Santa Barbara - Biological Sciences, Chemistry, Computer Science, Physics, and Geology.

## AP Exams Approved to Clear Specific IGETC Areas

The first number in the ( ) is semester units granted by all campuses of the UC, at a minimum, as elective credits which count toward the 60 transferable units necessary for admissions eligibility. This list includes only AP exams approved for IGETC and is not exhaustive; unit limitations include 5.3 units for both English exams, 5.3 units for both calculus exams, and 5.3 units for all three physics exams (see a counselor for complete list of exams and unit limitations.). The second number in the ( ) is the semester units applied to the fulfillment of IGETC requirements.

AP Score=3, 4, 5	GE Area
Art History (5.3/3)	3A or 3B
Biology (5.3/4)	5B and 5C
Calculus AB (2.7/3)	2
Calculus BC (5.3/3)	2
Chemistry (5.3/4)	5A and 5C
Chinese L&C (5.3/3)	3B and 6
English Lang & Comp (5.3/3)	1A
English Lit & Comp (5.3/3)	1A or 3B
Environ Sci (2.7/3)	5A and 5C
French L&C (5.3/3)	3B and 6
German L&C (5.3/3)	3B and 6
Govt: U.S. (2.7/3)	4 <sup>1</sup>
Govt: Comparative (2.7/3)	4
Hist: European (5.3/3)	3B or 4
Hist: U.S. (5.3/3)	3B or 4
Hist: World (5.3/3)	3B or 4
Human Geog (2.7/3)	4
Italian L&C (5.3/3)	3B and 6
Japanese L&C (5.3/3)	3B and 6
Latin (5.3/3)	3B and 6
Macroeconomics (2.7/3)	4
Microeconomics (2.7/3)	4
Phys 1 (5.3/4)	5A and 5C
Phys 2 (5.3/4)	5A and 5C
Phys C (Mech) (2.7/3)	5A and 5C
Phys C (Elect) (2.7/3)	5A and 5C
Psychology (2.7/3)	4
Spanish L&C (5.3/3)	3B and 6
Spanish Lit&C (5.3/3)	3B and 6
Statistics (2.7/3)	2

<sup>1</sup> **NOTE: AP GOVT: U.S. Exam** may be used to clear IGETC AREA 4; however, in order to clear the CSU American Institution graduation requirement for Federal, State, and Local Government students must also complete POLS 010.

## 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:

<b>Accounting</b>	ACCT 001, ACCT 002
<b>Administration of Justice</b>	AJ 011, AJ 013, AJ 014 <sup>1</sup> , AJ 025 <sup>1</sup> , AJ 045
<b>Agriculture</b>	AG 002, AG 003, AG 004
<b>Agriculture Management</b>	AGMT 001
<b>American Sign Language</b>	ASL 001, ASL 002, ASL 003, ASL 004
<b>Animal Science</b>	ASCI 001, ASCI 002, ASCI 022
<b>Anthropology</b>	ANTH 010, ANTH 011, ANTH 012
<b>Architecture</b>	ARCH 010, ARCH 011, ARCH 013, ARCH 014, ARCH 020, ARCH 021, ARCH 030, ARCH 070, ARCH 071
<b>Art</b>	ART 001, ART 002, ART 003, ART 004, ART 005, ART 006, ART 007, ART 008, ART 009, ART 015, ART 016, ART 023, ART 025, ART 032, ART 033, ART 043, ART 044, ART 049, ART 050, ART 061, ART 062, ART 063, ART 064, ART 066, ART 067
<b>Astronomy</b>	ASTR 010
<b>Biology</b>	BIOL 001, BIOL 002, BIOL 020 <sup>2</sup> , BIOL 021 <sup>2</sup> , BIOL 022 <sup>2</sup> , BIOL 025, BIOL 030, BIOL 031, BIOL 040
<b>Business</b>	BUS 018, BUS 020 <sup>3</sup> , BUS 082
<b>Chemistry</b>	CHEM 001, CHEM 002, CHEM 012, CHEM 013, CHEM 020 <sup>4</sup> , CHEM 021 <sup>5</sup>
<b>Child Development</b>	CHLD 039, CHLD 042
<b>Cinema Arts</b>	CINA 031, CINA 032
<b>Communication</b>	COMM 001, COMM 004, COMM 005, COMM 007, COMM 008, COMM 009
<b>Computer</b>	COMP 005, COMP 006, COMP 008, COMP 009
<b>Computer Science</b>	CSCI 001, CSCI 002
<b>Consumer/Family Studies</b>	CFS 080
<b>Dance</b>	DANC 041, DANC 050, DANC 051, DANC 054, DANC 055, DANC 056, DANC 058, DANC 059, DANC 061, DANC 062, DANC 063, DANC 070, DANC 071, DANC 080, DANC 081, DANC 082, DANC 085
<b>Counseling</b>	COUN 025
<b>Drafting</b>	DRFT 016
<b>Drama</b>	DRAM 001, DRAM 002, DRAM 003, DRAM 004, DRAM 005, DRAM 006, DRAM 012, DRAM 013, DRAM 014, DRAM 015, DRAM 016, DRAM 017, DRAM 019, DRAM 020, DRAM 021, DRAM 022, DRAM 030, DRAM 040
<b>Earth Science</b>	ESCI 001
<b>Economics</b>	ECON 025, ECON 040, ECON 050
<b>Education</b>	EDUC 050
<b>Engineering</b>	ENGR 001, ENGR 002, ENGR 003, ENGR 004
<b>English</b>	ENGL 001, ENGL 002, ENGL 004, ENGL 010, ENGL 014, ENGL 015, ENGL 016, ENGL 018, ENGL 019, ENGL 030, ENGL 031, ENGL 044, ENGL 045, ENGL 046
<b>Ethnic Studies</b>	ETHN 001, ETHN 002, ETHN 003, ETHN 004, ETHN 005
<b>Fashion</b>	FASH 076
<b>Geography</b>	GEOG 001, GEOG 001L, GEOG 002
<b>Geology</b>	GEOL 001, GEOL 005, GEOL 012
<b>Health and Wellness</b>	HW 001 <sup>6</sup> , HW 003, HW 007 <sup>6</sup> , HW 060 <sup>6</sup>
<b>History</b>	HIST 004, HIST 005, HIST 017, HIST 018, HIST 023, HIST 025
<b>Independent Study</b>	(See COS Counselor)
<b>Intercollegiate Athletics</b>	IA 001AD through IA 051AD <sup>7</sup>
<b>Journalism</b>	JOUR 001, JOUR 007, JOUR 011, JOUR 020
<b>Kinesiology</b>	KINE 001 <sup>8</sup> , KINE 082 <sup>8</sup> , KINE 084 <sup>8</sup> , KINE 088 <sup>8</sup>
<b>Mathematics</b>	MATH 010 <sup>9</sup> , MATH 011 <sup>9</sup> , MATH 021 <sup>10</sup> , MATH 065, MATH 066, MATH 067, MATH 070, MATH 080, MATH 081
<b>Meteorology</b>	MET 001



<b>Music</b>	MUS 001 <sup>11</sup> , MUS 004 <sup>11</sup> , MUS 005 <sup>11</sup> , MUS 006, MUS 007, MUS 010, MUS 011, MUS 013, MUS 014, MUS 020AD, MUS 025, MUS 030, MUS 031, MUS 034AD, MUS 036, MUS 037, MUS 038, MUS 039, MUS 041AD, MUS 054AD, MUS 060, MUS 062, MUS 072AD, MUS 074AD, MUS 091, MUS 096, MUS 097
<b>Nutrition</b>	NUTR 018, NUTR 020, CULN 020
<b>Ornamental Horticulture</b>	OH 001, OH 002 <sup>12</sup> , OH 003 <sup>12</sup> , OH 007
<b>Philosophy</b>	PHIL 001, PHIL 005, PHIL 012, PHIL 013, PHIL 014, PHIL 020, PHIL 025
<b>Physical Education Activity (PEAC)</b>	PEAC 001 through PEAC 099 <sup>13</sup>
<b>Physical Science</b>	PSCI 020 <sup>14</sup>
<b>Physics</b>	PHYS 020 <sup>15</sup> , PHYS 021 <sup>15</sup> , PHYS 055 <sup>15</sup> , PHYS 056 <sup>15</sup> , PHYS 057 <sup>15</sup>
<b>Plant Science</b>	PLSI 001, PLSI 012
<b>Political Science</b>	POLS 005, POLS 006, POLS 008, POLS 010
<b>Portuguese</b>	PORT 001, PORT 002
<b>Psychology</b>	PSY 001, PSY 005, PSY 010, PSY 029, PSY 034
<b>Sociology</b>	SOC 001, SOC 002, SOC 005, SOC 010, SOC 023, SOC 026, SOC 043
<b>Social Science</b>	SSCI 025 <sup>16</sup> , SSCI 050
<b>Spanish</b>	SPAN 001, SPAN 002, SPAN 003, SPAN 004, SPAN 012, SPAN 022 <sup>17</sup> , SPAN 023 <sup>18</sup>
<b>Sports Medicine</b>	SMED 040, SMED 060 <sup>19</sup>

- 1 AJ 014 and AJ 025 combined: maximum credit allowed: one course
- 2 No credit for BIOL 020 or BIOL 022 if taken after BIOL 001. No credit for BIOL 021 if taken after BIOL 002.
- 3 BUS 020, MATH 021 and SSCI 025 combined: maximum credit allowed - one course
- 4 No credit for CHEM 020 if taken after CHEM 001
- 5 No credit for CHEM 021 if taken after CHEM 012
- 6 HW 001, HW 007, and HW 060 combined: maximum credit allowed, one course  
NOTE: HW 060 same as SMED 060
- 7 See PEAC for limitation
- 8 KINE 001, KINE 082, KINE 084, KINE 088 combined: maximum credit, 8 units
- 9 MATH 010 and MATH 011 combined: maximum credit allowed, one course
- 10 MATH 021, BUS 020 and SSCI 025 combined: maximum credit allowed, one course
- 11 MUS 001, MUS 004, & MUS 005 combined: no credit for MUS 001 if taken after MUS 004 or MUS 005
- 12 OH 002 and OH 003 combined; maximum credit allowed, one course
- 13 Any or all of these PE Activity courses: maximum credit allowed, 4 units
- 14 No credit for PSCI 020 if taken after a college course in Astronomy, Chemistry, Geology, or Physics
- 15 PHYS 020, PHYS 021, combined with PHYS 055, PHYS 056, and PHYS 057: maximum credit: one series
- 16 SSCI 025, BUS 020 and MATH 021 combined: maximum credit allowed, one course
- 17 SPAN 022 is equivalent to SPAN 002: maximum credit allowed, one course  
SPAN 002 and SPAN 022 each correspond to two years of high school study
- 18 SPAN 023 is equivalent to SPAN 003: maximum credit allowed, one course
- 19 SMED 060 and HW 001 & HW 007 combined; maximum credit allowed, one course  
NOTE: SMED 060 same as HW 060

# LIST OF ASSOCIATE DEGREES AND CERTIFICATES

Program Title	Program Award	Division	Financial Aid Eligible
Accounting (p. 117)	A.S. Degree	Business	Yes
Accounting (p. 119)	Certificate of Achievement	Business	Yes
Administration of Justice (p. 122)	A.S.-T Degree	Social Sciences	Yes
Administration of Justice - Corrections (p. 124)	A.S. Degree	Social Sciences	Yes
Administration of Justice - Law Enforcement (p. 126)	A.S. Degree	Social Sciences	Yes
Adobe Illustrator (p. 301)	Skill Certificate	Industry & Technology	No
Adobe InDesign (p. 302)	Skill Certificate	Industry & Technology	No
Adobe Photoshop (p. 303)	Skill Certificate	Industry & Technology	No
Agriculture Business (p. 130)	A.S.-T Degree	Agriculture	Yes
Agricultural Business Management (p. 132)	A.S. Degree	Agriculture	Yes
Agricultural Business Management (p. 133)	Certificate of Achievement	Agriculture	Yes
Agriculture Plant Science (p. 384)	A.S.-T Degree	Agriculture	Yes
Agriculture Power Equipment Technician (p. 138)	Skill Certificate	Agriculture	No
Agriculture Technology (p. 136)	A.S. Degree	Agriculture	Yes
Agriculture Technology (p. 137)	Certificate of Achievement	Agriculture	Yes
American Sign Language (p. 144)	A.A. Degree	Language and Communication Studies	Yes
Animal Science (p. 147)	A.S.-T Degree	Agriculture	Yes
Animal Science (p. 149)	A.S. Degree	Agriculture	Yes
Animal Science (p. 151)	Certificate of Achievement	Agriculture	Yes
Anthropology (p. 154)	A.A.-T Degree	Social Sciences	Yes
Architecture (p. 158)	A.S. Degree	Industry & Technology	Yes
Architecture (p. 162)	Certificate of Achievement	Industry & Technology	Yes
Architectural Design (p. 159)	Certificate of Achievement	Industry & Technology	Yes
Architectural Drafting (p. 160)	Certificate of Achievement	Industry & Technology	Yes
Architectural History (p. 163)	Skill Certificate	Industry & Technology	No
Architectural Visual Communication (p. 161)	Certificate of Achievement	Industry & Technology	No
Art (p. 171)	A.A. Degree	Fine Arts	Yes
Art History (p. 168)	A.A.-T Degree	Fine Arts	Yes
Autodesk AutoCAD for Architecture (p. 249)	Skill Certificate	Industry & Technology	No
Autodesk AutoCAD for Drafting (p. 246)	Certificate of Achievement	Industry & Technology	No
Autodesk Maya (p. 250)	Skill Certificate	Industry & Technology	No
Automotive Air Conditioning Technology (p. 176)	Skill Certificate	Industry & Technology	No
Automotive Brake Systems (p. 177)	Skill Certificate	Industry & Technology	No
Automotive Chassis Technology (p. 178)	Skill Certificate	Industry & Technology	No
Automotive Electrical Technology (p. 179)	Skill Certificate	Industry & Technology	No
Automotive Emissions Technology (p. 180)	Skill Certificate	Industry & Technology	No

Automotive Engine Technology (p. 181)	Skill Certificate	Industry & Technology	No
Automotive Power Train Systems Technology (p. 182)	Skill Certificate	Industry & Technology	No
Automotive Technology (p. 175)	A.S. Degree	Industry & Technology	Yes
Biology (p. 185)	A.S.-T Degree	Science	Yes
Building Information Modeling (BIM) (p. 164)	Skill Certificate	Industry & Technology	No
Business (p. 190)	A.S. Degree	Business	Yes
Business (p. 192)	Certificate of Achievement	Business	Yes
Business Administration (p. 188)	A.S.-T Degree	Business	Yes
Business Financial Recordkeeping (p. 193)	Certificate of Achievement	Business	Yes
Carpentry/Millwork (p. 224)	Skill Certificate	Industry & Technology	No
Certified Nurse Assistant (p. 353)	Skill Certificate	Nursing & Allied Health	No
Chemistry (p. 196)	A.S.-T Degree	Science	Yes
Child & Adolescent Development (p. 198)	A.A.-T	Consumer & Family Studies	Yes
Child Development (p. 203)	A.S. Degree	Consumer & Family Studies	Yes
Child Development - Assistant (p. 205)	Skill Certificate	Consumer & Family Studies	No
Child Development - Associate Teacher (p. 206)	Skill Certificate	Consumer & Family Studies	No
Child Development - Teacher (p. 204)	Certificate of Achievement	Consumer & Family Studies	Yes
CISCO CCNA Academy (p. 323)	Skill Certificate	Industry & Technology	No
Commercial Music (p. 348)	Skill Certificate	Fine Arts	No
Communication (p. 209)	Skill Certificate	Language and Communication Studies	No
Communication Studies (p. 208)	A.A.-T Degree	Language and Communication Studies	Yes
Computer & Network Support (p. 324)	Skill Certificate	Industry & Technology	No
Computer Applications (p. 213)	Certificate of Achievement	Business	Yes
Computer Programming & Information Systems (p. 211)	A.S. Degree	Business	Yes
Computer Programming & Information Systems (p. 214)	Certificate of Achievement	Business	Yes
Construction Inspection (p. 218)	A.S. Degree	Industry & Technology	Yes
Construction Inspection (p. 222)	Certificate of Achievement	Industry & Technology	Yes
Construction Management (p. 225)	Skill Certificate	Industry & Technology	No
Construction Practices (p. 226)	Skill Certificate	Industry & Technology	No
Construction Technology (p. 220)	A.S. Degree	Industry & Technology	Yes
Construction Technology (p. 223)	Certificate of Achievement	Industry & Technology	Yes
Construction Theory (p. 227)	Skill Certificate	Industry & Technology	No
Cosmetology (p. 230)	Certificate of Achievement	Special Programs	Yes
Dairy Science (p. 239)	Skill Certificate	Agriculture	No
Dance (p. 241)	A.A. Degree	Physical Education	Yes
Dassault Systemes SolidWorks (p. 247)	Certificate of Achievement	Industry & Technology	No
Drafting Technology (p. 245)	A.S. Degree	Industry & Technology	Yes
Dramatic Arts - Acting (p. 257)	A.A. Degree	Fine Arts	Yes
Dramatic Arts - Technical (p. 255)	A.A. Degree	Fine Arts	Yes

Early Childhood Education (p. 202)	A.S.-T Degree	Consumer & Family Studies	Yes
Economics (p. 260)	A.A.-T Degree	Social Sciences	Yes
ECT Air Cond, Heating & Refrigeration Systems (p. 281)	Skill Certificate	Industry & Technology	No
Elementary Teacher Education (p. 200)	A.A.-T Degree	Consumer & Family Studies	Yes
Engineering (p. 267)	A.S. Degree	Math & Engineering	Yes
English (p. 271)	A.A.-T Degree	English	Yes
Environmental Control Technology (HVAC) (p. 279)	A.S. Degree	Industry & Technology	Yes
Environmental Control Technology (HVAC) (p. 280)	Certificate of Achievement	Industry & Technology	Yes
Equine Science (p. 152)	Certificate of Achievement	Agriculture	Yes
Emergency Medical Technician B (p. 265)	Skill Certificate	Nursing & Allied Health	No
ESL Advanced Level (p. 275)	Certificate of Competency	Language and Communication Studies	No
ESL Beginning Level (p. 276)	Certificate of Competency	Language and Communication Studies	No
ESL Intermediate Level (p. 277)	Certificate of Competency	Language and Communication Studies	No
Fashion Design (p. 284)	A.S. Degree	Consumer & Family Studies	Yes
Fashion Design (p. 286)	Certificate of Achievement	Consumer & Family Studies	Yes
Fashion Design & Construction (p. 288)	Skill Certificate	Consumer & Family Studies	No
Fashion Merchandising (p. 285)	A.S. Degree	Consumer & Family Studies	Yes
Fashion Merchandising (p. 287)	Certificate of Achievement	Consumer & Family Studies	Yes
Fashion Merchandising (p. 289)	Skill Certificate	Consumer & Family Studies	No
Fire Academy (p. 294)	Skill Certificate	Special Programs	No
Fire Technology (p. 291)	A.S. Degree	Special Programs	Yes
Fire Technology (p. 293)	Certificate of Achievement	Special Programs	Yes
Floral Technology (p. 362)	Skill Certificate	Agriculture	No
Food Services, Basic Skills (p. 236)	Skill Certificate	Consumer & Family Studies	No
Food Services, Intermediate Skills (p. 237)	Skill Certificate	Consumer & Family Studies	No
Food Services, Advanced Skills (p. 235)	Certificate of Achievement	Consumer & Family Studies	Yes
Geology (p. 297)	A.S.-T Degree	Science	Yes
Graphic Design (p. 299)	A.S. Degree	Industry & Technology	Yes
Graphic Design (p. 300)	Certificate of Achievement	Industry & Technology	Yes
History (p. 307)	A.A.-T Degree	Social Sciences	Yes
Human Services (Social Work) (p. 311)	A.S. Degree	Social Sciences	Yes
Human Services (Social Work) (p. 313)	Certificate of Achievement	Social Sciences	Yes
Industrial Maintenance Technology (p. 316)	A.S. Degree	Industry & Technology	Yes
Industrial Maintenance Technology (p. 318)	Certificate of Achievement	Industry & Technology	Yes
Information Communication Technology (p. 322)	A.S. Degree	Industry & Technology	Yes
Interpreter (Spanish) (p. 402)	Certificate of Achievement	Language and Communication Studies	Yes
Irrigation Construction & Installation (p. 139)	Skill Certificate	Agriculture	No

Irrigation Management (p. 140)	Skill Certificate	Agriculture	No
Journalism (p. 326)	A.A.-T Degree	Language and Communication Studies	Yes
Kinesiology (p. 375)	A.A.-T Degree	Physical Education	Yes
Landscape Design (p. 359)	Certificate of Achievement	Agriculture	Yes
Landscape Management (p. 356)	A.S. Degree	Agriculture	Yes
Landscape Management (p. 360)	Certificate of Achievement	Agriculture	Yes
Leadership (p. 233)	Skill Certificate	Business	No
Liberal Arts - Arts & Humanities (p. 329)	A.A. Degree	Student Services	Yes
Liberal Arts - Communication Studies (p. 331)	A.A. Degree	Student Services	Yes
Liberal Arts - Health & Physical Education (p. 333)	A.A. Degree	Student Services	Yes
Liberal Arts - Natural Science (p. 335)	A.A. Degree	Student Services	Yes
Liberal Arts - Social & Behavioral Sciences (p. 337)	A.A. Degree	Student Services	Yes
Machining & Manufacturing (p. 341)	Certificate of Achievement	Industry & Technology	Yes
Mathematics (p. 343)	A.S.-T Degree	Math & Engineering	Yes
Mechanical Drafting (p. 248)	Certificate of Achievement	Industry & Technology	Yes
Music (p. 346)	A.A. Degree	Fine Arts	Yes
Music (p. 345)	A.A.-T Degree	Fine Arts	Yes
NCCER Electrical Applications (p. 262)	Certificate of Achievement	Industry & Technology	Yes
NCCER Electrical Theory (p. 263)	Certificate of Achievement	Industry & Technology	Yes
Ornamental Horticulture (p. 357)	A.S. Degree	Agriculture	Yes
Ornamental Horticulture (p. 361)	Certificate of Achievement	Agriculture	Yes
Ornamental Horticulture - Retail Nursery Skills Option (p. 363)	Skill Certificate	Agriculture	No
Paralegal (p. 366)	A.S. Degree	Business	Yes
Paralegal (p. 368)	Certificate of Achievement	Business	Yes
Pharmacy Technician (p. 370)	Skill Certificate	Nursing & Allied Health	No
Philosophy (p. 373)	A.A.-T Degree	Social Sciences	Yes
Physical Science (p. 382)	A.S. Degree	Science	Yes
Physical Therapist Assistant (p. 378)	A.S. Degree	Nursing & Allied Health	Yes
Physics (p. 381)	A.S.-T Degree	Science	Yes
Plant Science (p. 385)	A.S. Degree	Agriculture	Yes
Plant Science (p. 387)	Skill Certificate	Agriculture	No
Political Science (p. 391)	A.A.-T Degree	Social Sciences	Yes
POST Certified Basic Police Academy (p. 389)	Certificate of Achievement	Special Programs	Yes
Programmable Logic Controllers (p. 319)	Skill Certificate	Industry & Technology	No
Psychology (p. 394)	A.A.-T Degree	Social Sciences	Yes
Registered Nursing (p. 351)	A.S. Degree	Nursing & Allied Health	Yes
Sociology (p. 397)	A.A.-T Degree	Social Sciences	Yes
Spanish (p. 400)	A.A.-T Degree	Language and Communication Studies	Yes
Sports Medicine/Athletic Trainer (p. 404)	A.S. Degree	Physical Education	Yes
Studio Arts (p. 170)	A.A.-T Degree	Fine Arts	Yes

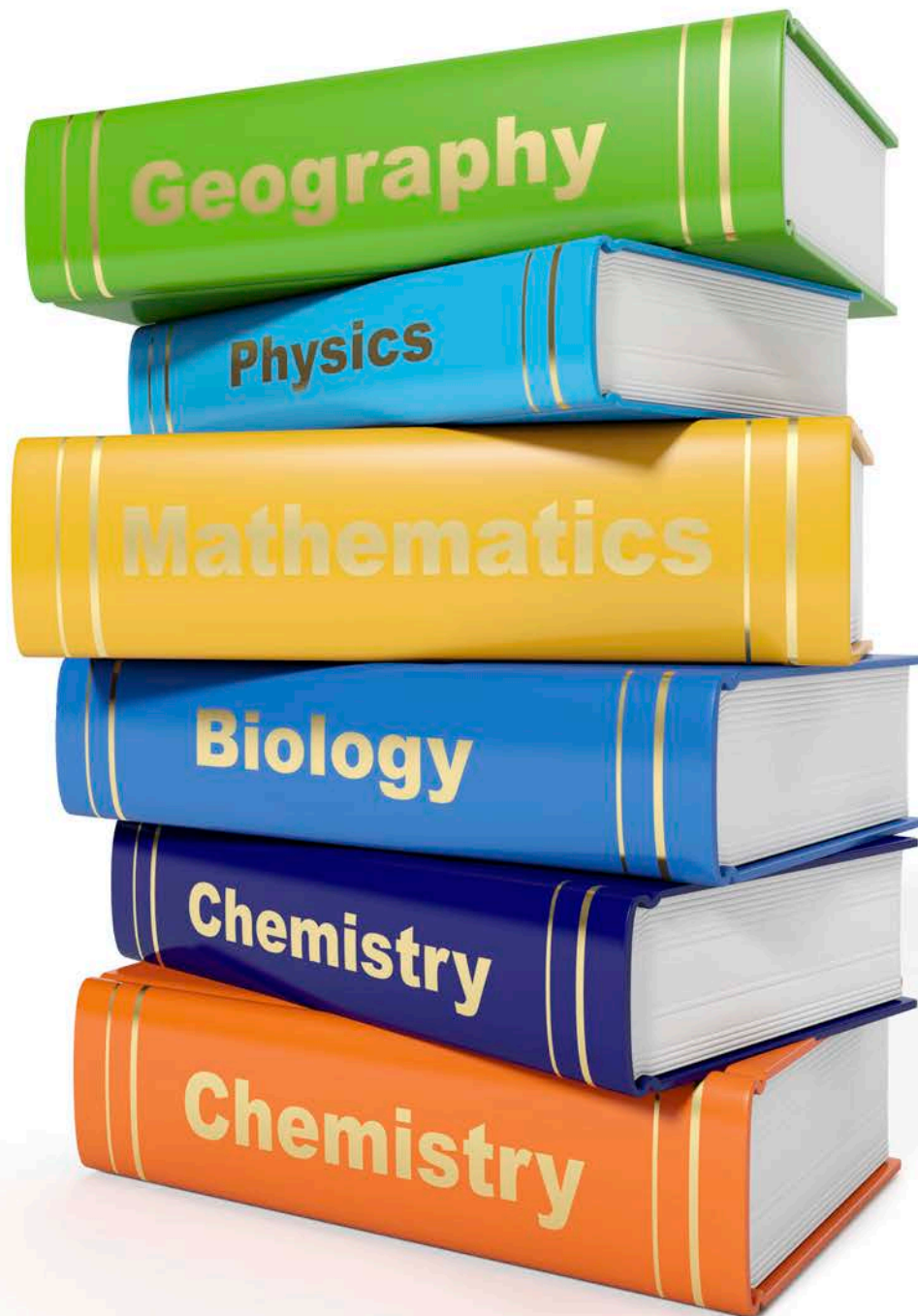
Sustainability (p. 165)	Skill Certificate	Industry & Technology	No
Tactile Mechanical Drafting (p. 251)	Skill Certificate	Industry & Technology	No
Theatre Arts (p. 253)	A.A.-T Degree	Fine Arts	Yes
University Studies - Business (p. 408)	A.A. Degree	Student Services	Yes
University Studies - Elementary Teaching Preparation (p. 410)	A.A. Degree	Student Services	Yes
University Studies - Math & Science (p. 413)	A.A. Degree	Student Services	Yes
Water & Wastewater Treatment (p. 320)	Skill Certificate	Industry & Technology	No
Welding (p. 420)	Certificate of Achievement	Industry & Technology	Yes
Welding Technology (p. 418)	A.S. Degree	Industry & Technology	Yes
Writing Consultancy (p. 273)	Certificate of Achievement	English	Yes

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## AREAS OF STUDY

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- Accounting (p. 116)
- Administration of Justice (p. 120)
- Agricultural Business Management (p. 128)
- Agricultural Technology (p. 134)
- Agriculture (p. 141)
- American Sign Language (p. 143)
- Animal Science (p. 145)
- Anthropology (p. 153)
- Architecture (p. 156)
- Art (p. 166)
- Automotive Technology (p. 173)
- Biology (p. 183)
- Business (p. 186)
- Chemistry (p. 194)
- Child Development (p. 197)
- Communication (p. 207)
- Computer (p. 210)
- Computer Science (p. 215)
- Construction Technology (p. 216)
- Consumer and Family Studies (p. 228)
- Cosmetology (p. 229)
- Counseling (p. 231)
- Culinary and Nutrition (p. 234)
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- Dance (p. 240)
- Drafting (p. 243)
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- Economics (p. 259)
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- Emergency Medical Technician (p. 264)
- Engineering (p. 266)
- English (p. 269)
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- Environment Control Technology (p. 278)
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- Fire Technology (p. 290)
- Geology/Geography (p. 295)
- Graphic Design (p. 298)
- Health (p. 304)
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- Industrial Maintenance (p. 314)
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- Manufacturing (p. 340)
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- Pharmacy Technician (p. 369)
- Philosophy (p. 371)
- Physical Education (p. 374)
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- Plant Science (p. 383)
- Police Science (p. 388)
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- Psychology (p. 393)
- Sociology (p. 396)
- Spanish (p. 399)
- Sports Medicine (p. 403)
- University Studies (p. 406)
- Veterinary Assisting (p. 415)
- Welding (p. 416)
- Work Experience (p. 421)

#### Types of Programs

#### **An Associate in Arts Degree for Transfer (AA-T) is 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 GE Patterns)
- Consult a COS counselor for assistance selecting transferable elective courses

#### **An Associate in Science Degree for Transfer (AS-T) is 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 GE Patterns)
- Consult a COS counselor for assistance selecting transferable elective courses

#### **An Associate of Arts Degree (AAT) is designed for transfer to many baccalaureate institutions**

- Course requirements vary between colleges and universities. Students are encouraged to consult ASSIST.org (<http://www.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 GE Patterns)

#### **An Associate of Science Degree (AST) is designed for transfer to many baccalaureate institutions**

- Course requirements vary between colleges and universities. Students are encouraged to consult ASSIST.org (<http://www.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 GE Patterns)

#### **An Associate of Arts Degree (AA) 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 25 units

#### **An Associate of Science Degree (AS) 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 25 units

#### **A Certificate of Achievement 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

#### **A 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 and are not listed on the student's official transcript in accordance with State and Federal regulations.

- \* Certificates of Achievement may have a total unit count of only 12-17.5 units, if approved by the California Community College Chancellor's Office.

# Accounting



The Accounting Department prepares students for entry-level employment and/or potential further study in the fields of Accounting and General Business Office Management. Students will acquire an understanding of computerized accounting systems, record the financial transactions of a business, prepare and analyze financial statements, work with internal and external accounting staff and prepare individual income tax returns for California residents.

Career Opportunities: Upon successful completion of a degree or certificate students will be prepared for careers or employment in the following fields: accounting, office management, income tax preparation.

## Contact Information

### Business Division Chair

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### Dean of Business, Social Science, and Consumer Family Studies

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Kern: 716 | Visalia Campus

## Associate Degree

- Associate of Science in Accounting (AS) (p. 117)

## Certificate

- Certificate of Achievement in Accounting (p. 119)

## Associate of Science in Accounting (AS)

This degree prepares students for entry-level employment and/or potential further study in the field of Accounting through the study of accounting and general business office management. Students will acquire a full understanding of computerized accounting systems and how to record the financial transactions of a business. Students will be able to prepare and analyze financial statements and work with internal and external accounting staff and advisers. Students will have the ability to prepare individual income tax returns for California residents.

### Programs 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.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS *		25
College of the Sequoias Associate Degree General Education (COS-GE)		
+		
REQUIRED MAJOR COURSES		19
ACCT 001	Financial Accounting	4
ACCT 002	Managerial Accounting	4
ACCT 210	Computer Accounting	3
ACCT 282	Individual Income Tax	5
COMP 238	Spreadsheet for Business	3
+		
RESTRICTED ELECTIVES - LIST A		3
Select a minimum of three units from the following courses:		
BUS 020	Business Statistics *	3
BUS 119	Quantitative Methods *	3
BUS 295	Business Mathematics	3
+		
RESTRICTED ELECTIVES - LIST B		9
Select a minimum of nine units from the following courses:		
BUS 082	Introduction to Business	3
BUS 100	Career Strategies	3
BUS 185	Ethics in Business & Industry *	3
BUS 188	Human Relations in Business *	3
BUS 268	Electronic Calculating	2
BUS 297	Personal Finance	3
+		
ELECTIVES		4-13
Select additional degree applicable courses numbered 1-299 to achieve 60 units.		
=		
TOTAL		60

\* Courses meet General Education requirements and 0-9 units may double count above in 1 (COS-GE).



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 Division Chair),
2. General Education Requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions,
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

1.

## Certificate of Achievement in Accounting

This certificate prepares students for entry-level employment in the field of Accounting. Students completing this certificate will acquire entry-level employment skills also in the fields of bookkeeping and office management. Students will acquire a complete understanding of computerized accounting systems and how to record the financial transactions of business. They will be able to prepare and analyze a business's financial statements and work with the company's internal and external accounting staff and advisors. They will have the ability to prepare individual income tax returns for California residents.

### Program Outcomes

- Accurately prepare an individual income tax return (Form 1040).
- Show proficiency in financial statement analysis.
- Accurately analyze, interpret, and record business transactions.
- Accurately record and retrieve company financial transactions and statements in a computerized bookkeeping program.

### Career 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.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		19
ACCT 001	Financial Accounting	4
ACCT 002	Managerial Accounting	4
ACCT 210	Computer Accounting	3
ACCT 282	Individual Income Tax	5
COMP 238	Spreadsheet for Business	3
+		
RESTRICTED ELECTIVES - LIST A		3
Select three units from the following courses:		
BUS 020	Business Statistics	3
BUS 119	Quantitative Methods	3
BUS 295	Business Mathematics	3
+		
RESTRICTED ELECTIVES - LIST B		9
Select nine units from the following courses:		
BUS 100	Career Strategies	3
BUS 185	Ethics in Business & Industry	3
BUS 188	Human Relations in Business	3
BUS 268	Electronic Calculating	2
BUS 297	Personal Finance	3
BUS 082	Introduction to Business	3
=		
TOTAL		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.

## Administration of Justice



Administration of Justice studies corrections, law enforcement, court systems, ethics, and diverse populations as related to the justice system.

The most common career opportunities with a baccalaureate degree include: Highway Patrol, Municipal Police Departments, Probation and Parole, County Sheriff's Department, Department of Corrections, county and state juvenile facilities and federal law enforcement agencies.

Transfer requirements in Administration of Justice are available in the Counseling Department. In all cases, students should consult with a counselor for specific transfer requirements.

## Contact Information

### Social Sciences Division Chair

Alicia Crumpler | (559) 737-4816 | [aliciacr@cos.edu](mailto:aliciacr@cos.edu)  
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### Dean of Business, Social Science, and Consumer Family Studies

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Kern: 716 | Visalia Campus

## Associate Degrees

- Associate in Science in Administration of Justice for Transfer (AS-T) (p. 122)
- Associate of Science in Administration of Justice - Corrections (AS) (p. 124)
- Associate of Science in Administration of Justice - Law Enforcement (AS) (p. 126)

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

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

- Identify and describe the structure and function of the main components of the criminal justice system: Law Enforcement, Courts, Corrections, Juvenile Justice and Victims.
- Understand and be able to act upon the social responsibility that is entrusted to them to serve and protect the public in an ethical manner.
- Demonstrate critical thinking skills acquired in the social sciences in preparation for transfer to a 4-year college or university.

### 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.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		10
AJ 011	Intro to Criminal Justice *	3
AJ 014	Criminal Law 1	3
SSCI 025	Statistics - Social Sciences *	4
or MATH 021	Introduction to Statistics	
+		
RESTRICTED ELECTIVES - LIST A		6
Select two of the following courses:		
AJ 013	Community Relations	3
AJ 112	Legal Aspects of Evidence	3
AJ 113	Juvenile Laws & Procedures	3
AJ 118	Criminal Investigation	3
AJ 119	Criminal Identification	3
AJ 121	Introduction to Corrections	3
+		
RESTRICTED ELECTIVES - LIST B		3
Select one course from either List A or List B:		
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 123	Criminal Justice Ethics *	3
AJ 130	Correctional Law	3
PSY 001	General Psychology *	3
SOC 001	Introduction to Sociology *	3
+		
ELECTIVES		7-11
Select additional transferable courses numbered 1-199 to achieve 60 units		
=		
TOTAL		60

\* Course(s) meets General Education requirement and 6-9 units may be double counted above in 1A (CSU GE).

\*\* 3-6 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and restricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).



## Associate of Science in Administration of Justice - Corrections (AS)

This degree prepares students for entry-level employment in the field of Administration of Justice- Corrections through the study of sentencing, jails, prisons and community corrections. Students will acquire skills in theoretical, philosophical, and practical applications of topics related to corrections and will acquire skills appropriate 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.
- Demonstrate knowledge/ability to listen and engage in verbal communication with a variety of people, taking into consideration 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: 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. Note: Each corrections, probation and parole agency has specific employment and training requirements.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		12
AJ 011	Intro to Criminal Justice *	3
AJ 014	Criminal Law 1	3
AJ 113	Juvenile Laws & Procedures	3
AJ 121	Introduction to Corrections	3
+		
RESTRICTED ELECTIVES - LIST A		9
Select three of the following courses:		
AJ 114	Juvenile Delinquency	3
AJ 117	Correction/Counseling	3
AJ 123	Criminal Justice Ethics *	3
AJ 130	Correctional Law	3
+		
RESTRICTED ELECTIVES - LIST B		9
Select 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
AJ 045	Terrorism and Freedom	3
AJ 111	Criminal Justice Communication	3
AJ 115	Criminal Law 2	3
WEXP 193 J	AJ Wrk Exp-1st Sem	1-4
WEXP 194 J	AJ Work 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
+		
ELECTIVES		8-14
Select additional degree-applicable courses numbered 1-299 to achieve 60 units. Recommended courses for electives include:		
CHLD 039	Child Development-DS 1	3

CHLD 042	Child, Family & Society-DS2	3
CHLD 134	Understanding Child Abuse	3
SOC 043	Sociology of Deviance	3
=		
TOTAL		60

\* Courses meet General Education requirement and 3-9 units may double count above in COS-GE.

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 Division Chair),
2. General Education Requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Associate of Science in Administration of Justice - Law Enforcement (AS)

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: local municipal police departments, county sheriff's departments, and private investigative agencies. At the state level, employment opportunities exist with the California Highway Patrol, Department of Alcoholic Beverage, Department of Motor Vehicles, Department of Fish and Game, Department of Justice, etc. Note: All law enforcement agencies have specific employment and training requirements, beyond academic achievement.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		21
AJ 011	Intro to Criminal Justice *	3
AJ 112	Legal Aspects of Evidence	3
AJ 013	Community Relations	3
AJ 014	Criminal Law 1	3
AJ 118	Criminal Investigation	3
AJ 119	Criminal Identification	3
AJ 219	Police Patrol Procedures	3
+		
RESTRICTED ELECTIVES		9
Select a minimum of nine units from the following courses:		
AJ 025	Constitutional Law *	3
AJ 045	Terrorism and Freedom	3
AJ 111	Criminal Justice Communication	3
AJ 113	Juvenile Laws & Procedures	3
AJ 114	Juvenile Delinquency	3
AJ 115	Criminal Law 2	3
AJ 123	Criminal Justice Ethics *	3
WEXP 193 J	AJ Wrk Exp-1st Sem	1-4
WEXP 194 J	AJ Work 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
+		
ELECTIVES		8-14
Select additional degree applicable courses numbered 1-299 to achieve 60 units.		

=

TOTAL

60

\* Courses meet General Education requirements and 3-9 units may double count above in COS-GE.

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 Division Chair),
2. General Education Requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

# Agricultural Business Management



This Agricultural Business Management degree prepares students for entry-level employment and/or potential further study in the field of Agricultural Business Management through the study of sales and service, marketing, accounting and computer applications. Students will acquire skills in sales and service, marketing, accounting and computer applications, data evaluation, farm management and accounting. As a whole, the Agricultural Business Management Department emphasizes networking and business application by giving students the opportunity to connect with industry people through field trips and guest speakers.

## Contact Information

### Agricultural Business Management Faculty Contact

Shannan Cooper | (559) 688-3118 | shannanc@cos.edu  
Tulare Center Building B: 106 | Tulare Campus

### Agriculture Division Chair

Kim Pitigliano | (559) 688-3117 | kimp@cos.edu  
Tulare Center Building B: 104 | Tulare Campus

### Provost - Tulare College Center, Dean of Agriculture

C. Louann Waldner, Ph.D. | (559) 688-3050 | louannw@cos.edu  
Tulare Center Building A: 109 | Tulare Campus

## Associate Degree

- Associate of Science in Agriculture Business for Transfer (AS-T) (p. 130)
- Associate of Science in Agricultural Business Management (AS) (p. 132)

## **Certificate**

- Certificate of Achievement in Agricultural Business Management (p. 133)



## Associate in Science in Agriculture Business for Transfer (AS-T)

Students completing the Associate in Science in Agriculture Business for Transfer will be able to seamlessly transfer in the CSU system to pursue a baccalaureate degree in Agricultural Business. Students completing this degree will have an introductory foundation for the field of Agriculture Business through the study of economics, accounting and sales. Students will acquire skills and abilities in agriculture economics, use of agriculture accounting software, sales and marketing of products, management and computer skills. 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 retail sales, crop management, bookkeeping, and entry-level finance.

### 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.

### Transfer & Career Opportunities

Agriculture Business for Transfer (AS-T) Degree is intended to meet the lower division requirements for agriculture business for all CSU campuses that offer a similar degree. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://www.assist.org>) and a COS counselor for program planning and course selection. Upon completion of this Associate in Science in Agriculture Business for Transfer (AS-T) Degree students will be prepared for employment in retail sales, assistant crop managers, entry-level finance and bookkeeping. Most common career opportunities with a baccalaureate degree include: sales representatives, marketing, farm managers and accountants.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		12-15
AG 004	Soil Science *	3
or CHEM 001	General Chemistry 1	
or CHEM 020	Intro to General Chemistry	
AGMT 001	Agriculture Economics *	3
ECON 050	Principles of Macroeconomics *	3
MATH 021	Introduction to Statistics *	4
or BUS 020	Business Statistics	
+		
RESTRICTED ELECTIVES		9
Select three of the following courses:		
AGMT 102	Ag Sales and Marketing	3
AGMT 103	Intro to Agriculture Business	3
AGMT 104	Agriculture Accounting	3
AGMT 108	AG Business Computer Apps	3
ASCI 001	Intro to Animal Science *	3
or PLSI 001	Intro to Plant Science	
+		
ELECTIVES		6-12
Select additional degree applicable courses numbered 1-199 to achieve 60 units.		
=		
TOTAL		60

\* Course(s) meets General Education requirement and 12-15 units may be double counted above in 1A (CSU GE).

\*\* 9-13 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and restricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).

# Associate of Science in Agricultural Business Management (AS)

This degree prepares students for entry-level employment and/or potential further study in the field of Agricultural Business Management through the study of sales and service, marketing, accounting, economics, computer applications and management. Students will acquire communication, critical thinking and problem solving skills necessary to effectively contribute to the agriculture business environment.

## Program Outcomes

- Use economic principles to analyze financial data to optimize production in an agricultural business.
- Employ effective oral and written communication skills necessary to the agriculture business industry.
- Develop critical thinking skills essential to contributing to the dynamic agribusiness environment.
- Demonstrate capability to assist upper management in business decisions related to the supply of food and fiber.

## Career Opportunities

Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: assistant bookkeeper, assistant farm manager, ranch assistant, entry-level analyst, assessor, marketing assistant, agriculture sales and production management assistant.

## Note

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.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		18
AGMT 001	Agriculture Economics *	3
AGMT 102	Ag Sales and Marketing	3
AGMT 103	Intro to Agriculture Business	3
AGMT 104	Agriculture Accounting	3
AGMT 108	AG Business Computer Apps	3
WEXP 193 F	Agriculture Wrk Exp-1st Sem	3
+		
ELECTIVES		20
Select additional degree applicable courses numbered 1-299 to achieve 60 units.		
=		
TOTAL		60

\* Course meets General Education requirement and 3 units may double count above in COS-GE.

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 Division Chair).
2. General Education requirements.
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

# Certificate of Achievement in Agricultural Business Management

This certificate prepares students for entry-level employment in the field of Agricultural Business Management. Students completing this certificate will acquire 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.
- Employ effective oral and written communication skills necessary to the agriculture business industry.
- Use agribusiness management principles to actively contribute to the industry.

## Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: agriculture and retail sales, agriculture bookkeeper, marketing assistant, farm and ranch manager assistant.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
AGMT 001	Agriculture Economics	3
AGMT 102	Ag Sales and Marketing	3
AGMT 103	Intro to Agriculture Business	3
AGMT 104	Agriculture Accounting	3
AGMT 108	AG Business Computer Apps	3
WEXP 193 F	Agriculture Wrk Exp-1st Sem	3
=		
TOTAL		18

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

# Agricultural Technology



Agriculture Technology is the study of agriculture equipment maintenance and repair, basic equipment construction and fabrication, including layout, finish and welding of metal agriculture structures. Students will acquire skills in uses of tools and equipment necessary for modern farming operations.

## Contact Information

### Agricultural Technology Faculty Contact

Charles Abee | (559) 688-3141 | charlesa@cos.edu  
Tulare Center Building B: 208 | Tulare Campus

### Agriculture Division Chair

Kim Pitigliano | (559) 688-3117 | kimp@cos.edu  
Tulare Center Building B: 104 | Tulare Campus

### Provost - Tulare College Center, Dean of Agriculture

C. Louann Waldner, Ph.D. | (559) 688-3050 | louannw@cos.edu  
Tulare Center Building A: 109 | Tulare Campus

## Associate Degree

- Associate of Science in Agricultural Technology (AS) (p. 136)

## Certificates

- Certificate of Achievement in Agriculture Technology (p. 137)
- Skill Certificate in Agriculture Power Equipment Technician (p. 138)
- Skill Certificate in Irrigation Construction and Installation (p. 139)
- Skill Certificate in Irrigation Management (p. 140)



## Associate of Science in Agricultural Technology (AS)

This degree prepares students for entry-level employment in the field of Agriculture Technology through the study of agriculture equipment maintenance and repair, basic equipment construction and fabrication, including layout, finish and welding of metal agriculture structures. Students will acquire skills in uses of tools and equipment necessary for modern farming operations.

### Program Outcomes

- List, explain, and demonstrate safety practices at all times.
- Explain and demonstrate basic equipment operation and maintenance for both small and large agriculture equipment.

### Career Opportunities

Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: general agriculture, sales and service of agriculture equipment, equipment manufacturing, ag mechanics and welding.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE)		
+		
REQUIRED MAJOR COURSES		22
AG 110	Ag Leadership	3
AGTC 103	Farm Power	3
AGTC 106	Agriculture Welding	3
AGTC 201	Intro to Ag Power Equipment	3
AGTC 210	Ag Project Construction	3
WELD 162	Shielded Metal Arc Welding	4
WEXP 193 F	Agriculture Wrk Exp-1st Sem	3
+		
RESTRICTED ELECTIVES		13
Select 13 units from the following courses:		
AGMT 108	AG Business Computer Apps	3
AGTC 212	Welding Power Sources/Applicat	1
AGTC 220	Irrigation Wells and Pumps	3
AGTC 222	Irrigation System Installation	3
AGTC 225	Outdoor Power Equipment Applic	2
PLSI 108	Water Management	3
PLSI 118	Advanced Irrigation	3
=		
TOTAL		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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

# Certificate of Achievement in Agriculture Technology

This certificate prepares students for entry-level employment in the field of Agriculture Technology. Students completing this certificate will acquire the ability to use tools and equipment necessary for use in modern farming operations.

## 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.

## Career Opportunities

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

Code	Title	Units
REQUIRED CERTIFICATE COURSES		13
AGTC 106	Agriculture Welding	3
AGTC 210	Ag Project Construction	3
AGTC 225	Outdoor Power Equipment Applic	2
WELD 162	Shielded Metal Arc Welding	4
WEXP 193 F	Agriculture Wrk Exp-1st Sem	1
+		
RESTRICTED ELECTIVES		5
Select five units from the following courses:		
AG 110	Ag Leadership	3
AGMT 108	AG Business Computer Apps	3
AGTC 202	Farm Equipment Construction	3
AGTC 212	Welding Power Sources/Applicat	1
=		
TOTAL		18

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

# Skill Certificate in Agriculture Power Equipment Technician

Students completing this certificate will acquire a basic level training for an agriculture power equipment technician, including diagnostics, repair and service of agriculture and industrial 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 recommendation of equipment needed for a specific application.

## Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: power equipment technician, service technician, small engine technician, and on-farm agriculture repair and operation.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		12
AGTC 103	Farm Power	3
AGTC 201	Intro to Ag Power Equipment	3
AGTC 202	Farm Equipment Construction	3
AGTC 225	Outdoor Power Equipment Applic	2
WEXP 193 F	Agriculture Wrk Exp-1st Sem	1
+		
RESTRICTED ELECTIVES		4
Select four units from the following courses:		
AGMT 108	AG Business Computer Apps	3
AGTC 106	Agriculture Welding	3
AGTC 202	Farm Equipment Construction	3
=		
TOTAL		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 Irrigation Construction and Installation

Students completing this certificate will acquire skills in piping installation, equipment operation, cost estimating and plan interpretation.

## Program Outcomes

- Perform complete irrigation system installation from the pumping system to water discharge.
- Develop accurate cost estimates for both irrigation components and labor costs.
- Operate installation equipment such as tractors, backhoes, trenchers, graders and laser levels in a safe and efficient manner.

## Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: irrigation construction and installation industry.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		15-16
AGTC 106	Agriculture Welding	3
AGTC 219	AG Design and Fabrication	3
AGTC 220	Irrigation Wells and Pumps	3
AGTC 225	Outdoor Power Equipment Applic	2
PLSI 108	Water Management	3
WEXP 193 F	Agriculture Wrk Exp-1st Sem	1-2
=		
TOTAL		15-16

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 Irrigation Management

Students completing this certificate will acquire water management, plant-water-soil relationships, salinity management, system evaluation and improvements.

### Program Outcomes

- Analyze plant/soil/water relationships and determine irrigation requirements for optimum plant growth and crop yield.
- Manage farm irrigation systems in an efficient and cost effective manner.
- Develop irrigation schedules that optimize crop growth while conserving water.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: Irrigation Scheduler, Water Resource Technician, Irrigation Technician.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
AG 004	Soil Science	3
AGMT 108	AG Business Computer Apps	3
PLSI 108	Water Management	3
PLSI 118	Advanced Irrigation	3
WEXP 193 F	Agriculture Wrk Exp-1st Sem	1-2
=		
TOTAL		16-17

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.

# Agriculture



The COS Agriculture Division believes in the value of hands-on education, opportunity for preparing for the industry and the importance of a well-rounded student experience. The Agriculture Division consists of five departments:

- Agricultural Business Management (p. 128)
- Agriculture Technology (p. 134)
- Animal Science (p. 145) - including Dairy Science (p. 238) and Equine Science
- Ornamental Horticulture (p. 354) - including Landscape Design
- Plant Science (p. 383)

The division provides multiple study options including Certificates, Associate's Degrees, and Transfer Degrees. COS is committed to being your FIRST choice on your educational journey. The Agriculture Division stresses quality teaching, learning through formal classroom lecture, discussion methods and hands-on "learn-by-doing" laboratory activities. Students can leave with a certificate or simultaneously prepare for a long-term goal of transferring and completing a B.S. degree at one of the local universities. The Agriculture Division has multiple student-led organizations, which offer opportunities to be an Ambassador for the college, field trips to local industry partners, regional competitions and other opportunities for student leadership development.

Agriculture Division webpage: [www.cos.edu/ag](http://www.cos.edu/ag) (<http://www.cos.edu/ag>)

## Contact Information

### Agriculture Division Chair

Kim Pitigliano | (559) 688-3117 | [kimp@cos.edu](mailto:kimp@cos.edu)  
Tulare Center Building B: 104 | Tulare Campus

**Provost - Tulare College Center, Dean of Agriculture**



C. Louann Waldner, Ph.D. | (559) 688-3050 | louannw@cos.edu  
Tulare Center Building A: 109 | Tulare Campus

## American Sign Language

American Sign Language (ASL) instruction at COS prepares students for entry-level employment and/or potential further study in the field of American Sign Language through the study of signing and interpreting, language, and deaf culture. We also offer an interpreting course to train students who are interested in becoming qualified interpreters for, as well as teachers of, the deaf.

## Contact Information

### Language and Communication Studies Division Chair

Cynthia Johnson | (559) 730-3966 | [cynthiaj@cos.edu](mailto:cynthiaj@cos.edu)  
Sierra: 802 | Visalia Campus

### Dean of Arts and Letters

Richard Lubben | (559) 730-3735 | [richardl@cos.edu](mailto:richardl@cos.edu)  
Tule: 550 | Visalia Campus

## Associate Degree

- Associate of Arts in American Sign Language (AA) (p. 144)

## Associate of Arts in American Sign Language (AA)

This degree prepares students for entry-level employment and/or potential further study in the field of American Sign Language through the study of signing and interpreting, language and deaf culture. Students will acquire skills and abilities in American Sign Language and an understanding of deaf culture.

### 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: entry-level interpreting, classroom aid, deaf student aid, advocacy for deaf culture.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		9
ASL 002	Elem Amer Sign Lang *	3
ASL 003	Inter Amer Sign Lang	3
ASL 004	Adv Amer Sign Lang	3
+		
RESTRICTED ELECTIVES		9-12
Select a minimum of nine units from the following courses:		
ASL 001	Beg Amer Sign Lang	4
ASL 110	Sign Language Interpreting	4
COMM 009	Intercultural Communication *	3
DRAM 002	Fundamentals of Acting 1	4
SOC 001	Introduction to Sociology *	3
SOC 002	Social Problems *	3
+		
ELECTIVES		20-23
Select additional degree applicable courses numbered 1-299 to achieve 60 units		
=		
TOTAL		60

\* Courses meet General Education requirements and 6 unit may double count in COS-GE.

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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Animal Science



The COS Animal Science Department is dedicated to serving the needs of all students interested in furthering their animal science education at the college level. Our department provides 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 skills to advance in their current jobs. The Animal Science Department prides itself on teaching students through hands experience allowing students to handle cattle, sheep, pigs, and horses. The Animal Science Department 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.

## Contact Information

### Animal Science Faculty Contact

Russell McKeith | (559) 688-3136 | russellm@cos.edu  
Tulare Center Building B: 202 | Tulare Campus

### Agriculture Division Chair

Kim Pitigliano | (559) 688-3117 | kimp@cos.edu  
Tulare Center Building B: 104 | Tulare Campus

### Provost - Tulare College Center, Dean of Agriculture

C. Louann Waldner, Ph.D. | (559) 688-3050 | louannw@cos.edu  
Tulare Center Building A: 109 | Tulare Campus

## **Associate Degree**

- Associate of Science in Animal Science - For Transfer (AS-T) (p. 147)
- Associate of Science in Animal Science - Not for Transfer (AS) (p. 149)

## **Certificates**

- Certificate of Achievement in Animal Science (p. 151)
- Certificate of Achievement in Equine Science (p. 152)

## Associate in Science in Animal Science for Transfer (AS-T)

Students completing the Associate in Science in Animal Science for Transfer will be able to seamlessly transfer into the CSU system to pursue a baccalaureate degree in Animal Science. Students completing this degree will have an introductory foundation for the field of Animal Science through the study of livestock production. Students will acquire skills and abilities in evaluation, nutrition, health, breeding, marketing and processing livestock.

### Program Outcomes

- Propose a management plan for the production of one species of commercial livestock.
- Identify, evaluate and defend their selection of a commercial livestock species.

### Transfer & Career Opportunities

This Associate in Science in Animal Science for Transfer (AS-T) Degree is intended to meet the lower division requirements for Animal Science for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://www.assist.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: livestock managers, nutrition specialist, sales representatives, drug and feed sales, processing and marketing of animal products or government livestock specialists.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		14-15
AGMT 001	Agriculture Economics *	3
or ECON 040	Principles of Microeconomics	
ASCI 001	Intro to Animal Science	3
CHEM 001	General Chemistry 1 *	4-5
or CHEM 020	Intro to General Chemistry	
MATH 021	Introduction to Statistics *	4
+		
RESTRICTED ELECTIVES - ANIMAL PRODUCTION		3
Select one of the following courses:		
ASCI 022	Horse Husbandry	3
ASCI 110	Swine Science	3
ASCI 111	Beef Cattle Science	3
ASCI 112	Small Ruminant Science	3
DSCI 101	Introduction to Dairy Science	3
+		
RESTRICTED ELECTIVES - ANIMAL HEALTH		3
Select one of the following courses:		
ASCI 103	Livestock Feeding & Nutrition	3
ASCI 104	Animal Diseases & Sanitation	3
+		
ELECTIVES		9-13
Select additional degree applicable courses numbered 1-199 to achieve 60 units. The department recommends the following courses or any course not selected above.		
ASCI 002	Livestock Selection/Evaluation	3
ASCI 113	Farm Animal Biology	3
ASCI 123	Horse Production	3
=		
TOTAL		60



- \* Course(s) meets General Education requirement and 9 units may be double counted above in 1A (CSU GE).
- \*\* 10 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and restricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).

## Associate of Science in Animal Science (AS)

This degree prepares students for entry-level employment in the field of Animal Science through the study of animal health and production and will acquire skills in livestock husbandry, including livestock evaluation and handling, nutrition, production management and veterinary care.

### Program Outcomes

- Demonstrate knowledge, practical skills and abilities in animal health, ethology, housing and environment, food products, genetics, nutrition, and reproduction to successfully work in the animal agriculture industry.
- Identify and operate equipment and technology commonly used in the animal agriculture industry.
- Communicate professionally both in oral and written formats demonstrating sound knowledge of the animal agriculture industry in that communication.
- Describe and develop the necessary skills and requirements for pursuing careers in animal agriculture industry.
- Ability to organize, interpret, and communicate relevant data utilizing scientific methodology and critical thinking.

### Career Opportunities

Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: livestock operator, meat inspector/grader, feed salesman, pharmaceutical sales, livestock service and support staff, barn/ranch manager, livestock procurement.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE)		
+		
REQUIRED MAJOR COURSES		21
AGMT 103	Intro to Agriculture Business	3
AGMT 108	AG Business Computer Apps	3
ASCI 001	Intro to Animal Science	3
ASCI 002	Livestock Selection/Evaluation	3
ASCI 103	Livestock Feeding & Nutrition	3
ASCI 104	Animal Diseases & Sanitation	3
WEXP 193 F	Agriculture Wrk Exp-1st Sem	3
+		
RESTRICTED ELECTIVES		9
Select three of the following courses:		
ASCI 022	Horse Husbandry	3
ASCI 110	Swine Science	3
ASCI 111	Beef Cattle Science	3
ASCI 112	Small Ruminant Science	3
ASCI 113	Farm Animal Biology	3
ASCI 123	Horse Production	3
DSCI 101	Introduction to Dairy Science	3
+		
ELECTIVES		5
Select additional degree applicable courses numbered 1-299 to achieve 60 units.		
=		
TOTAL		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 Division Chair),
2. General Education requirements,

3. Subject requirements including PE, Health & Wellness, and American Institutions,
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Certificate of Achievement in Animal Science

This certificate prepares students for entry-level employment in the field of Animal Science. Students completing this certificate will acquire skills in animal restraint, veterinary terminology, herd health, livestock care and handling, nutrition, management, and reproduction.

### Program Outcomes

- Define, explain, and demonstrate, utilizing appropriate industry software if necessary, proper nutrition for livestock species covered in courses of this certificate.
- Recognize and diagnose appropriate treatment for four common diseases and parasites in species of livestock covered by courses required in this certificate.
- Demonstrate proper management and handling techniques for livestock covered by courses in this certificate.
- Incorporate hands-on production skills with sound economic principles to optimize economic returns in a changing global economy.

### 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 staff for a pharmaceutical or livestock focused company.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		21
AGMT 103	Intro to Agriculture Business	3
ASCI 001	Intro to Animal Science	3
ASCI 103	Livestock Feeding & Nutrition	3
ASCI 110	Swine Science	3
ASCI 111	Beef Cattle Science	3
ASCI 112	Small Ruminant Science	3
WEXP 193 F	Agriculture Wrk Exp-1st Sem	3
+		
RESTRICTED ELECTIVES		3
Select one of the following courses:		
ASCI 002	Livestock Selection/Evaluation	3
ASCI 022	Horse Husbandry	3
ASCI 104	Animal Diseases & Sanitation	3
ASCI 113	Farm Animal Biology	3
ASCI 123	Horse Production	3
=		
TOTAL		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 Agriculture Division Chair.

## Certificate of Achievement in Equine Science

This certificate prepares students for entry-level employment in the field of Equine Science. Students completing this certificate will acquire sales and service, marketing, accounting, and computer applications in agriculture and as related to horse husbandry, equitation and animal health.

### Program Outcomes

- Demonstrate industry-level competency in the area of nutrition, health, breeding and record keeping.
- Demonstrate proper horse control utilizing the three basic gaits. These gaits are to be performed to beginning-level industry standards.
- List and demonstrate proper and safe handling, tying, saddling, and mounting/dismounting a horse.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: equine barn manager, reproductive management, equine clinician, or retail sales in agriculture.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
AG 110	Ag Leadership	3
ASCI 022	Horse Husbandry	3
ASCI 104	Animal Diseases & Sanitation	3
ASCI 123	Horse Production	3
ASCI 124	Equine Training	3
ASCI 130	Equine Evaluation	3
ASCI 140 or ASCI 141	Beginning Equitation Intermediate Equitation	2.5
WEXP 193 F	Agriculture Wrk Exp-1st Sem	1
=		
TOTAL		21.5

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.

# Anthropology



Anthropology is the natural and social science that studies the history, evolution, culture and society of humans. Students will acquire skills and abilities in critical thinking and communication and will become more informed about the interconnectedness of people and systems (culturally and biologically). Students will also recognize common features of the human experience around the world and throughout history and be able to demonstrate respect for the rights and views of others.

The most common career opportunities with a baccalaureate degree include advertising, administration, market research, sales management, public relations, banking, merchandising, medical, editing, journalism, utilities, management consulting, foreign service, urban planning, social services and environmental studies.

Transfer requirements in Anthropology are available in the Counseling Department. In all cases, students should consult with a counselor for specific transfer requirements.

## Contact Information

### Social Sciences Division Chair

Alicia Crumpler | (559) 737-4816 | [aliciacr@cos.edu](mailto:aliciacr@cos.edu)  
Kern: 728F | Visalia Campus

### Dean of Business, Social Science, and Consumer Family Studies

Jesse Wilcoxson | (559) 737-6281 | [jessew@cos.edu](mailto:jessew@cos.edu)  
Kern: 716 | Visalia Campus

## Associate Degree

- Associate in Arts in Anthropology for Transfer (AA-T) (p. 154)

## Associate in Arts in Anthropology for Transfer (AA-T)

Students completing the Associate in Arts in Anthropology for Transfer will be able to seamlessly transfer into the CSU system to pursue a baccalaureate degree in Anthropology. Students completing this degree will have an introductory foundation for the field of Anthropology through the study of cultural, biological and archaeological aspects of human (and related species) existence. Students will acquire skills and abilities in critical thinking and communication and will become more informed about the interconnectedness of people and systems (culturally and biologically). Students will also recognize common features of the human experience around the world and throughout history and be able to demonstrate respect for the rights and views of others.

### Program Outcomes

- Apply anthropological methods and theories to research questions concerning, but not limited to, the following: subsistence, social conditions, diversity, resource management and evolution of human and non-human primates.

### Transfer & Career Opportunities

This Associate in Arts in Anthropology for Transfer (AA-T) degree is intended to meet the lower division requirements for Anthropology for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://ASSIST.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include advertising, administration, market research, sales management, public relations, banking, merchandising, medical, editing, journalism, utilities, management consulting, foreign service, urban planning, social services and environmental studies.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		13
ANTH 010	Cultural Anthropology *	3
ANTH 011	Biological Anthropology *	3
ANTH 012	Archaeology *	3
SSCI 025	Statistics - Social Sciences *	4
or MATH 021	Introduction to Statistics	
+		
RESTRICTED ELECTIVES - LIST A		4
Select one of the following courses:		
BIOL 030	Human Anatomy *	4
GEOL 001	Physical Geology *	4
PSY 029	Research Methods	4
+		
RESTRICTED ELECTIVES - LIST B		3-4
Select one course from either List A or List B:		
COMM 009	Intercultural Communication *	3
ETHN 002	American Indian Studies *	3
GEOG 002	World Regional Geography *	3
HIST 023	Mexican American *	3
MUS 013	Music of the World *	3
SOC 001	Introduction to Sociology *	3
+		
ELECTIVES		12-22
Select additional transferable courses numbered 1-199 to achieve 60 units.		
=		
TOTAL		60



- \* Course(s) meets General Education requirement and 12-18 units may be double counted above in 1A (CSU GE).
- \*\* 12-19 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and restricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).

# Architecture



Architecture is an academic discipline concerned with the study of design, visual communication, history & theory, and construction technology. This academic discipline prepares students for entry-level employment and/or potential further study in the field of architecture. The skills developed in this discipline include 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.

Transfer requirements in architecture are available in the Counseling Center. Students regularly transfer to four year accredited schools of architecture to pursue a bachelor degree. See 'Transfer Success' in the Architecture Department website. In all cases, students should consult with a counselor and the proposed transfer university for specific transfer requirements.

Career options include positions in architecture, environmental design, interior design, planning, landscape architecture, product design, and civil engineering.

A higher degree may be required to meet minimum job requirements depending on the position. Students regularly obtain employment after successfully completing this academic discipline.

## Contact Information

### Industry and Technology Division Chair

Frank Tebeau | (559) 688-3181 | frankt@cos.edu  
Tulare Center Building C: C 101 | Tulare Campus

### Dean of CTE and Workforce Development

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Tulare College Center. Building A - A107 | Tulare Campus

## Associate Degree

- Associate of Science in Architecture (AS) (p. 158)

## Certificates

- Certificate of Achievement in Architectural Design (p. 159)
- Certificate of Achievement in Architectural Drafting (p. 160)
- Certificate of Achievement in Architectural Visual Communication (p. 161)
- Certificate of Achievement in Architecture (p. 162)
- Skill Certificate in Architectural History (p. 163)
- Skill Certificate in Building Information Modeling (BIM) (p. 164)
- Skill Certificate in Sustainability (p. 165)

## Associate of Science in Architecture (AS)

This degree prepares students for entry-level employment and/or potential further study in the field of Architecture through the study of design, visual communication, architecture history, and construction technology. and 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.

### Program Outcomes

- Create and appraise architectural design.
- Create and distinguish 2D and 3D visual communication drawings (tactile and digital).
- Analyze and differentiate architecture history.
- 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.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		51
ARCH 010	Architectural Design 1	4
ARCH 011	Architectural Design 2	4
ARCH 013	Architectural Design 3	4
ARCH 014	Architectural Design 4	4
ARCH 020	Visual Communication 1	3
ARCH 021	Visual Communication 2	3
ARCH 070	Architecture History 1 *	3
ARCH 071	Architecture History 2	3
ARCH 120	Freehand Drawing	3
ARCH 121	Perspective Alternatives	3
ARCH 160	Construction Materials/Methods	4
ARCH 161	Architectural Detailing	3
ARCH 162	Conceptual Structural Analysis	3
ARCH 163	Construction Documents	3
DRFT 114	Introduction to CAD	4
=		
TOTAL		73

\* Courses meet General Education requirements and 3 units may double count above in COS-GE.

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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Certificate of Achievement in Architectural Design

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

- Create and appraise architectural designs utilizing a design concept, design process, and critiques.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: Architectural Designer.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ARCH 010	Architectural Design 1	4
ARCH 011	Architectural Design 2	4
ARCH 013	Architectural Design 3	4
ARCH 014	Architectural Design 4	4
=		
TOTAL		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

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

- Create and analyze documents related to construction technology, i.e. computer assisted drafting/design, construction materials and methods, detailing, conceptual structural analysis, and construction documents.

## Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: Architectural CAD Technician/Draftsperson.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ARCH 160	Construction Materials/Methods	4
ARCH 161	Architectural Detailing	3
ARCH 162	Conceptual Structural Analysis	3
ARCH 163	Construction Documents	3
DRFT 114	Introduction to CAD	4
=		
TOTAL		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 Architectural Visual Communication

This certificate prepares students for entry-level employment in the field of Architectural Visual Communication. Students completing this certificate will acquire knowledge and skills in creating and distinguishing 2D and 3D visual communication drawings (tactile and digital).

## Program Outcomes

- Create and distinguish 2D and 3D visual communication drawings (tactile and digital).

## Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: Architectural Renderer.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ARCH 020	Visual Communication 1	3
ARCH 021	Visual Communication 2	3
ARCH 120	Freehand Drawing	3
ARCH 121	Perspective Alternatives	3
=		
TOTAL		12

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



# Certificate of Achievement in Architecture

This certificate prepares students for entry-level employment in the field of Architecture. Students completing this certificate will acquire knowledge and skills in architectural design, visual communication, history, and construction technology.

## Program Outcomes

- Create and appraise architectural designs utilizing a design concept, design process, and critiques.
- Create and distinguish 2D and 3D visual communication drawings (tactile and digital).
- Create and analyze documents related to construction technology, i.e. computer assisted drafting/design, construction materials and methods, detailing, conceptual structural analysis, and construction documents.

## Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: CAD Technician/Draftsperson in architectural, engineering, or construction fields.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ARCH 010	Architectural Design 1	4
ARCH 011	Architectural Design 2	4
ARCH 013	Architectural Design 3	4
ARCH 014	Architectural Design 4	4
ARCH 020	Visual Communication 1	3
ARCH 021	Visual Communication 2	3
ARCH 160	Construction Materials/Methods	4
ARCH 161	Architectural Detailing	3
ARCH 162	Conceptual Structural Analysis	3
ARCH 163	Construction Documents	3
DRFT 114	Introduction to CAD	4
=		
TOTAL		39

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

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

- Be able to analyze and differentiate architecture history.

### Career 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.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ARCH 070	Architecture History 1	3
ARCH 071	Architecture History 2	3
=		
TOTAL		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 Building Information Modeling (BIM)

Students completing this certificate will acquire knowledge and skills related to architectural applications (2D and 3D), i.e., creating and appraising BIM architectural designs.

### Program Outcomes

- Be able to create and appraise BIM architectural designs utilizing the Graphisoft ArchiCAD computer program.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: Architectural BIM Designer.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ARCH 013	Architectural Design 3	4
ARCH 014	Architectural Design 4	4
=		
TOTAL		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 Sustainability

This certificate prepares students for entry-level employment in the field of Sustainability. Students completing this certificate will acquire knowledge and skills in cutting edge sustainable, green, and eco technology for the building industry and the community at large.

### Program Outcomes

- Administer, apply, and define sustainable and green-related variables and associate them with real world situations related to the design profession
- Administer, apply, and define the principles, materials, methods, and processes of sustainable construction
- Implement issues related to sustainability

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: Sustainability Specialist in architectural, engineering, or construction fields.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ARCH 030	Sustainable and Green Topics	3
ARCH 133	Sustainability Implementation	3
ARCH 134	Sustainable Materials/Methods	3
ARCH 151	Independent Study-ARCH	1-4
ARCH 251	Independent Study-ARCH	1-4
=		
TOTAL		11

This certificate is a partnership between the COS Architecture Department, EEC Tulare, and the USGBC Central California. The curriculum allows students to customize their course options based on their own interests. Three COS core courses are required in addition to one EEC and one USGBC course of the student's choice (the one-unit courses are independent study).

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.

## Art



The Art Department offers multiple programs that prepare students for entry-level employment and/or potential further study in the fields of Art, Art History, or Studio Arts. Students completing these degree/certificates will have a basic foundation in Art and skills that include: an introductory foundation for the field of art through the study of art history and studio art.

Career opportunities: Upon successful completion of a Bachelor's degree, career options include art education, gallery management, commercial art, design, and ceramic design

### Contact information

#### Fine Arts Division Chair

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#### Dean of Arts and Letters

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## Associate Degrees

- Associate in Arts in Art History for Transfer (AA-T) (p. 168)
- Associate in Arts in Studio Arts for Transfer (AA-T) (p. 170)
- Associate of Arts in Art (AA) (p. 171)

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

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 intended 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 (<http://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.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		9
ART 002	Art History/Ancient-Gothic *	3
ART 003	Art History/Gothic-Modern *	3
ART 008	Drawing Fundamentals	3
+		
RESTRICTED ELECTIVES - LIST A		3
Select one of the following courses:		
ART 004	Precol Art &Cult/Americas-Meso	3
ART 005	Precol Art&Cult/Americas-S.Ame	3
+		
RESTRICTED ELECTIVES - LIST B		6
Select two courses from either List A or List B or a combination from both lists:		
ART 006	Color and Design	3
ART 007	Advanced Color and Design	3
ART 023	Macintosh Basic for Artists	3
ART 032	Beginning 3-D Design	3
ART 049	Beginning Figure Drawing	3
ART 066	Beginning Sculpture	3
ART 061	Beg. Handbuilding Ceramics	3
+		
ELECTIVES		9-11
Select additional transferable courses numbered 1-199 to achieve 60 units.		
=		
TOTAL		60

\* Course(s) meets General Education requirement and 6 units may be double counted above in 1A (CSU GE).

\*\* 6 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.



The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and restricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).

## Associate in Arts in Studio Arts for Transfer (AA-T)

Students completing the Associate in Arts in Studio Arts for Transfer will be able to seamlessly transfer into the CSU system to pursue a baccalaureate degree in Art, Studio Arts. Students completing this degree will demonstrate the understanding, expertise and skill development necessary to transfer to the CSU system and pursue a bachelor's degree in Art. The Studio Arts Program provides opportunities for students to learn about spatial concepts, color theory, media-specific terminology, technology, craftsmanship and an intellectual understanding of the creative process.

### Program Outcomes

- At the end of this program, students will read and write effectively and understand the history of the creative experience as it relates to the history of art.
- At the end of this program, students will create artwork using foundational techniques such as the six basic elements of design, drawing and composition, an understanding of color and artistry.
- At the end of this program, students will create original three-dimensional designs using a variety of media and applications.

### Transfer & Career Opportunities

This Associate in Arts in Studio Arts for Transfer (AA-T) Degree is intended to meet the lower division requirements for art for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://ASSIST.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: ceramist, commercial artist, world-wide designer including architectural, advertising, interior, automotive and industrial design, art education and gallery management.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		15
ART 002	Art History/Ancient-Gothic *	3
ART 003	Art History/Gothic-Modern	3
ART 006	Color and Design *	3
ART 008	Drawing Fundamentals	3
ART 032	Beginning 3-D Design	3
+		
RESTRICTED ELECTIVES		9
Select three of the following courses:		
ART 009	Drawing Composition	3
or ART 049	Beginning Figure Drawing	
ART 023	Macintosh Basic for Artists	3
ART 043	Beginning Studio Painting	3
ART 061	Beg. Handbuilding Ceramics	3
ART 066	Beginning Sculpture	3
ART 141	Beginning Studio Arts	3
+		
ELECTIVES		3-5
Select additional transferable courses numbered 1-199 to achieve 60 units		
=		
TOTAL		60

\* Course(s) meets General Education requirement and 6 units may be double counted above in 1A (CSU GE).

\*\* 6 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and restricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).

## Associate of Arts in Art (AA)

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation for the field of Art through the study of art history and studio art and will acquire comprehensive preparation for academic transfer.

### Program Outcomes

- Understand the history of the creative experience and critique their artwork in terms of design principles, application of media and portfolio development.

### 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 (<http://ASSIST.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: art education, gallery management, commercial art, design, ceramic design.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		18
ART 002	Art History/Ancient-Gothic *	3
ART 003	Art History/Gothic-Modern *	3
ART 006	Color and Design	3
ART 008	Drawing Fundamentals	3
ART 023	Macintosh Basic for Artists	3
ART 032	Beginning 3-D Design	3
+		
CONCENTRATION		15
Students must complete one of the following concentrations with a minimum of 15 units:		
Concentration in Art History		
ART 004	Precol Art &Cult/Americas-Meso	3
ART 005	Precol Art&Cult/Americas-S.Ame	3
ART 007	Advanced Color and Design	3
ART 111	Beginning Gallery Exhibition	3
ART 112	Interm. Gallery Exhibition	3
Concentration in Ceramics		
ART 033	Intermediate 3-D Design	3
ART 061	Beg. Handbuilding Ceramics	3
ART 062	Interm. Handbuilding Ceramics	3
ART 063	Beg. Wheel Thrown Ceramics	3
ART 064	Interm. Wheel-Thrown Ceramics	3
Concentration in Sculpture		
ART 033	Intermediate 3-D Design	3
ART 066	Beginning Sculpture	3
ART 067	Intermediate Sculpture	3
ART 119	Beginning Stained Glass Design	3
ART 120	Intermediate Stained Glass	3
ART 141	Beginning Studio Arts	3
ART 142	Intermediate Studio Arts	3
Concentration in Digital Arts		
ART 007	Advanced Color and Design	3

ART 009	Drawing Composition	3
ART 025	Digital Imaging for Artists	3
ART 033	Intermediate 3-D Design	3
ART 130	Digital Printmaking	3
Concentration in Drawing and Painting		
ART 007	Advanced Color and Design	3
ART 009	Drawing Composition	3
ART 043	Beginning Studio Painting	3
ART 044	Intermediate Studio Painting	3
ART 049	Beginning Figure Drawing	3
ART 050	Intermediate Figure Drawing	3
Concentration in Printmaking		
ART 007	Advanced Color and Design	3
ART 009	Drawing Composition	3
ART 015	Beginning Printmaking	3
ART 016	Intermediate Printmaking	3
ART 121	Beginning Screen Printing	3
ART 122	Intermediate Screen Printing	3
ART 130	Digital Printmaking	3
ART 176	Beginning Stone Lithography	3
ART 177	Intermediate Stone Lithography	3
ART 178	Beginning Plate Lithography	3
ART 179	Intermediate Plate Lithography	3
=		
TOTAL		64-66

\* Course(s) meets General Education requirement and 6 units may be double counted above in CSU GE.

\*\* 6 units may be double counted above in IGETC-CSU.

The Associate of Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average (see Transfer Information and Requirements (p. 92) for additional details).

# Automotive Technology



The Automotive Technology department offers multiple programs that prepare students for entry-level employment and/or potential further study in the fields of Automotive repair, Automotive Air Conditioning, Brake Systems, Chassis, Automotive Electrical, Emissions, Engines, and Power Train Systems. Students completing these degrees/certificates will have a basic foundation for Automotive Technology and skills that include working safely in the automotive shop and performing repair tasks correctly and safely utilizing the correct tools.

Career opportunities include preparation for careers or employment in automotive and transmission disassembly, repair or rebuilding; diagnosis and repair or replacement of clutch assemblies, diagnosis, repair and servicing of differentials, electronic and electrical systems; suspension and steering systems, brake systems; heating and air conditioning, drivability and engine performance.

## Contact Information

### Industry and Technology Division Chair

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### Dean of CTE and Workforce Development

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Tulare College Center: Building A - A107 | Tulare Campus

### Associate Degree

- Associate of Science in Automotive Technology (Basic) (AS) (p. 175)

## **Certificates**

- Skill Certificate in Automotive Air Conditioning Technology (p. 176)
- Skill Certificate in Automotive Brake Systems (p. 177)
- Skill Certificate in Automotive Chassis Technology (p. 178)
- Skill Certificate in Automotive Electrical Technology (p. 179)
- Skill Certificate in Automotive Emissions Technology (p. 180)
- Skill Certificate in Automotive Engine Technology (p. 181)
- Skill Certificate in Automotive Power Train Systems Technology (p. 182)

## Associate of Science in Automotive Technology (Basic) (AS)

This degree prepares students for entry-level employment in the field of Automotive Technology(Basic) through the study of diagnosis, service and repair of automotive systems in an automotive shop environment. Students will acquire skills in working safely in the automotive shop and performing repair tasks correctly and safely using 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.
- Demonstrate the ability to describe construction components and apply necessary skills for their respective approach to select the proper method to diagnose, test and repair automotive systems.
- Demonstrate proficiency in the use of automotive diagnostic equipment to evaluate system performance and determine needed repairs.

### Career Opportunities

Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: automotive and 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 and (ASE) testing and certification in all automotive categories.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE)		
+		
REQUIRED MAJOR COURSES		35
AUTO 130	Intro to Automotive Technology	3
AUTO 136	Automotive Electrical Systems	4
AUTO 231	Automotive Engine Systems	4
AUTO 232	Auto Automatic Transmissions	4
AUTO 233	Automotive power Train Systems	4
AUTO 234	Auto Suspension/Steering System	4
AUTO 235	Automotive Brake Systems	4
AUTO 237	Automotive Air Conditioning	4
AUTO 238	Automotive Engine Performance	4
+		
ELECTIVES		
Select additional degree applicable courses numbered 1-299 to achieve 60 units		
=		
TOTAL		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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).



## Skill Certificate in Automotive Air Conditioning Technology

Students completing this certificate will acquire skills and knowledge required to perform the service and repair of automotive air conditioning systems. Upon program 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.
- Demonstrate proficiency in the use of automotive diagnostic equipment to evaluate system performance and determine needed repairs.
- Describe construction components and apply the necessary skills for their respective approach to select the proper method to diagnose, repair and test automotive systems.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: automotive air conditioning electrical diagnosis, air conditioning service and recharging and air conditioning service and repair. This certificate is designed to meet national certification and training standards (NATEF) for automotive service excellence (ASE) testing and certification category (A7).

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
AUTO 130	Intro to Automotive Technology	3
AUTO 136	Automotive Electrical Systems	4
AUTO 237	Automotive Air Conditioning	4
=		
TOTAL		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.

## Skill Certificate in Automotive Brake Systems

Students completing this certificate will acquire skills and knowledge required to perform the service and repair of automotive brake systems. Upon program 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.
- 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.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: 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).

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
AUTO 130	Intro to Automotive Technology	3
AUTO 136	Automotive Electrical Systems	4
AUTO 235	Automotive Brake Systems	4
=		
TOTAL		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.

## Skill Certificate in Automotive Chassis Technology

Students completing this certificate will acquire knowledge and skills necessary to perform factory service and repair of automotive brake systems, tire and wheel balancing, chassis alignment and suspension repair. Upon completion students will have entry-level knowledge and skills necessary for the proper maintenance, replacement, and repair of automotive brake and suspension systems.

### Program Outcomes

- Practice safety in the repair and service associated with electrical, hydraulic and mechanical systems.
- 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 performance and determine needed repairs.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: automotive brake system diagnosis and repair, tire and wheel balancing, suspension system diagnosis and repair, and automotive chassis four-wheel alignment procedures.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
AUTO 130	Intro to Automotive Technology	3
AUTO 136	Automotive Electrical Systems	4
AUTO 234	Auto Suspension/Steering System	4
AUTO 235	Automotive Brake Systems	4
=		
TOTAL		15

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

Students completing this certificate will acquire skills and knowledge required to perform diagnosis, service and repair of automotive electrical and electronic systems. Upon program 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.

## Career Opportunities

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).

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
AUTO 130	Intro to Automotive Technology	3
AUTO 136	Automotive Electrical Systems	4
AUTO 243	Auto Adv. Computer Controls	5
=		
TOTAL		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

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 emission examination.

## 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.

## Career Opportunities

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 both.

## Note

Prerequisites for this certificate are 7 semester units from AUTO 130 and AUTO 136 courses including engine electrical systems.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
AUTO 243	Auto Adv. Computer Controls	5
AUTO 263	Emissions & Diagnostics Lvl 1	4
AUTO 264	Emissions & Diagnostics Lvl 2	2
=		
TOTAL		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.

# Skill Certificate in Automotive Engine Technology

Students completing this certificate will acquire knowledge and skills required to perform engine rebuilding services at a machine shop facility. Upon program completion, it is expected that the student will develop employment entry level skills to perform basic machine shop services.

## Program Outcomes

- Practice safety in the repair and service associated with electrical, hydraulic and mechanical systems.
- Describe construction components and apply necessary skills for their respective approach to select the proper method to diagnose, test and repair automotive systems.
- Demonstrate proficiency in the use of automotive diagnostic equipment to evaluate system performance and determine needed repairs.

## Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: 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/s 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).

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
AUTO 130	Intro to Automotive Technology	3
AUTO 136	Automotive Electrical Systems	4
AUTO 231	Automotive Engine Systems	4
=		
TOTAL		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.

## Skill Certificate in Automotive Power Train Systems 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 program completion, it is expected the student will develop employment entry level knowledge and skills necessary for proper diagnosis and repair of automotive automatic transmissions, manual transmissions, clutch systems and differentials.

### Program Outcomes

- 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, test and repair automotive systems.
- Demonstrate proficiency in the use of automotive diagnostic equipment to evaluate system performance and determine needed repairs.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following: automotive automatic and manual transmission disassembly, repair or rebuild an assembly, diagnosis, repair or replacement of clutch assemblies, and the repair and servicing of differentials. This program 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 and Differentials.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
AUTO 130	Intro to Automotive Technology	3
AUTO 136	Automotive Electrical Systems	4
AUTO 232	Auto Automatic Transmissions	4
AUTO 233	Automotive power Train Systems	4
=		
TOTAL		15

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.



## Biology



Biology is the science that studies the structure, functions, interactions, evolution and distribution of living organisms. Students completing this degree in biology will have a foundation in a wide variety of biological fields, including cell biology, genetics, microbiology, plant and animal systematics, physiology, ecology and evolution.

The most common career opportunities with a baccalaureate degree in biology 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. Note: Many of these careers require a bachelor's degree or higher to meet minimum job requirements.

Transfer requirements in Biology are available in the Counseling Department. In all cases, students should consult with a counselor for specific transfer requirements.

## Contact Information

### Science Division Chair

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### Dean of Natural Sciences, Mathematics, and Engineering

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## Associate Degrees

- Associate of Science in Biology for Transfer (AS-T) (p. 185)

## Associate of Science in Biology for Transfer (AS-T)

Students completing the Associate in Science in Biology for Transfer Degree will be able to seamlessly transfer into the CSU system to pursue a baccalaureate degree in biology. Students completing the Biology (AS-T) degree will have an introductory foundation for the field of Biology through the study of Biomolecules, cells, heredity, evolution, and ecological principles. Students will acquire skills and abilities in the scientific method, experimental procedures, data analysis and critical thinking.

### Program Outcomes

- Design, implement and analyze the results of experiments utilizing the scientific method as measured by the scientific method rubric.
- Infer the role of evolution at the molecular, cellular, population or ecological level of biology as measured by the evolution rubric.

### Career Opportunities

This Associate in Science in Biology for Transfer (AS-T) Degree is intended to meet the lower division requirements for biology for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://www.assist.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: Laboratory technician, teaching, and research scientist.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		31-33
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
Note: Due to the high unit requirement for this major the 31 unit IGETC for STEM Majors and the 33 unit CSU GE for STEM Majors GE patterns have been approved by the Chancellor's Office to allow compliance with the 60 unit AS-T program maximum. One less course (3 units) is required in AREA 3/C (Arts and Humanities) and one less course (3 units) is required in AREA 4/D (Social and Behavioral Sciences).		
+		
REQUIRED MAJOR COURSES		24
BIOL 001	Principles of Biology 1 *	5
BIOL 002	Principles of Biology 2	5
CHEM 001	General Chemistry 1 *	5
CHEM 002	General Chemistry 2	5
MATH 065	Calculus 1 *	4
+		
REQUIRED PHYSICS COURSE SEQUENCE		8-10
Complete one of the following physics course sequences:		
PHYS 020 & PHYS 021	General Physics 1 and General Physics 2 *	10
OR		
PHYS 055 & PHYS 056	Physics 1: Mechanics & Waves and Physics 2: E&M and Heat *	8
+		
ELECTIVES		2-7
Select additional transferable courses numbered 1-199 to achieve 60 units		
=		
TOTAL		60

\* Course(s) meets General Education requirement and 9 units may be double counted above in 1A (CSUGE).

\*\* 10 units in 1B may be double counted above in 1B (IGETC). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and unrestricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).

## Business



The Business Department prepares students for entry-level employment and/or potential further study in the field of Business through the study of general business, communications, math, computers, ethics, and human relations. Students will acquire skills in computer applications, keyboarding and ten-key, office management and procedures, and oral and written communications.

Career Opportunities: Upon successful completion, students will be prepared for careers or employment in the following fields: administration, management, human resources, finance, secretarial, and various office positions.

### Contact Information

#### Business Division Chair

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#### Dean of Business, Social Science, and Consumer Family Studies

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### Associate Degrees

- Associate in Science in Business Administration for Transfer (AS-T) (p. 188)
- Associate of Science in Business (AS) (p. 190)

## Certificates

- Certificate of Achievement in Business (p. 192)
- Certificate of Achievement in Business Financial Recordkeeping (p. 193)

## Associate in Science in Business Administration for Transfer (AS-T)

Students completing the Associate in Science in Business Administration for Transfer will be able to seamlessly transfer into the CSU system to pursue a baccalaureate degree in Business Administration. Students completing this degree will have an introductory foundation for the field of Business Administration through the study of accounting, computers, economics, law, and statistics or quantitative methods, and students will acquire specific analytical and problem-solving skills needed in the business environment. This degree is specifically intended to facilitate a seamless transfer into the CSU system, but it also provides the preparation necessary for immediate employment in the fields of entry-level analyst, office clerk/assistant, assistant bookkeeper, bank teller, data-entry clerk, and accounting clerk.

### Program Outcomes

- Participate in the technical legal, accounting, and analytical aspects of a business operation.
- Functionally assist upper management with decisions affecting sales, product mix, legal issues, and office computer applications.

### Transfer & Career Opportunities

This Associate in Science in Business Administration for Transfer (AS-T) Degree is intended to meet the lower division requirements for Business Administration for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://www.assist.org>) and a COS counselor for program planning and course selection. Upon completion of this Associate in Science in Business Administration for Transfer (AS-T) Degree, students will be prepared for employment in business and industry as an entry-level analyst, office clerk/assistant, assistant bookkeeper, bank teller, data entry-clerk, and accounting clerk. Most common career opportunities with a baccalaureate degree include: administration in public and private organizations, marketing, manufacturing, accounting, and divisions within those organizations.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		28-29
ACCT 001	Financial Accounting	4
ACCT 002	Managerial Accounting	4
BUS 018	Business Law	4
BUS 119	Quantitative Methods	3
BUS 020	Business Statistics *	3
or MATH 021	Introduction to Statistics	
COMP 005	Computer Concepts	4
or COMP 130	Intro to Personal Computers	
ECON 040	Principles of Microeconomics *	3
ECON 050	Principles of Macroeconomics *	3
CSU Fresno transfer students complete COMP 005. All other transfer students should consult ASSIST.org or a counselor for optimal course selection advice.		
+		
ELECTIVES		1-4
Select additional courses to achieve 60 units. The Business Division recommends the following:		
BUS 082	Introduction to Business	3
BUS 184	Business Communications	3
BUS 185	Ethics in Business & Industry	3
BUS 188	Human Relations in Business	3
HIST 017	People of the US to 1877	3
HIST 018	People of the US from 1865	3
POLS 005	Federal, State and Local Govt	3
=		
TOTAL		60

- \* Course(s) meets General Education requirement and 9 units may be double counted above in 1A (CSUGE).
- \*\* 9 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C

The Associate in Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and restricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).



## Associate of Science in Business (AS)

This degree prepares students for entry-level employment and/or potential further study in the field of Business through the study of general business, communications, math, computers, ethics, and human relations. Students will acquire skills in computer applications, keyboarding and ten-key, office management and procedures, and oral and written communications.

### Program Outcomes

- Communicate effectively in a business environment.
- Actively participate in the day-to-day operations of a business office.

### Career Opportunities

Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: administration, management, human resources, finance, secretarial, and various office positions.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		32
BUS 082	Introduction to Business	3
BUS 100	Career Strategies	3
BUS/COMM 112	Public Speaking for Business *	4
BUS 184	Business Communications	3
BUS 185	Ethics in Business & Industry	3
BUS 188	Human Relations in Business *	3
BUS 268	Electronic Calculating	2
BUS 270	College Keyboarding Level 1	3
or BUS 271	College Keyboarding Level 2	
BUS 293	Business English	4
COMP 005	Computer Concepts	4
or COMP 130	Intro to Personal Computers	
+		
RESTRICTED ELECTIVES - LIST A		3
Select three units from the following courses:		
BUS 020	Business Statistics	3
BUS 119	Quantitative Methods	3
BUS 295	Business Mathematics	3
+		
RESTRICTED ELECTIVES - LIST B		3
Select three units from the following courses:		
BUS 174	Marketing Principles	3
BUS 181	Intro to Entrepreneurship	3
WEXP 193 I	Bus & Ind Wrk Exp-1st Sem	1-3
WEXP 194 I	Bus & Ind Wrk Exp-2nd Sem	1-3
WEXP 195 I	Bus & Ind Wrk Exp-3rd Sem	1-3
WEXP 196 I	Bus & Ind Wrk Exp-4th Sem	1-3
+		
ELECTIVES		3
Select additional degree applicable courses numbered 1-299 to achieve 60 units		

=

TOTAL

60

\* Courses meet General Education requirements and 6 units may double count above in COS-GE.

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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

# Certificate of Achievement in Business

This certificate prepares students for entry-level employment in the field of Business. Students completing this certificate will acquire preparation for entry-level employment through the study of general business, communications, math, computers, ethics, and human relations. Students will acquire skills in computer applications, keyboarding and ten-key, office management and procedures, and oral and written communications.

## Program Outcomes

- Communicate effectively in a business environment.
- Actively participate in the day-to-day operations of a business office.

## Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: administration, management, human resources, finance, secretarial, and various office positions.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		32
BUS 082	Introduction to Business	3
BUS 100	Career Strategies	3
BUS/COMM 112	Public Speaking for Business	4
BUS 184	Business Communications	3
BUS 185	Ethics in Business & Industry	3
BUS 188	Human Relations in Business	3
BUS 268	Electronic Calculating	2
BUS 270	College Keyboarding Level 1	3
or BUS 271	College Keyboarding Level 2	
BUS 293	Business English	4
COMP 005	Computer Concepts	4
or COMP 130	Intro to Personal Computers	
+		
RESTRICTED ELECTIVES - LIST A		3
Select three units from the following courses:		
BUS 020	Business Statistics	3
BUS 119	Quantitative Methods	3
BUS 295	Business Mathematics	3
+		
RESTRICTED ELECTIVES - LIST B		3
Select three units from the following courses:		
BUS 174	Marketing Principles	3
BUS 181	Intro to Entrepreneurship	3
WEXP 193 I	Bus & Ind Wrk Exp-1st Sem	1-3
WEXP 194 I	Bus & Ind Wrk Exp-2nd Sem	1-3
WEXP 195 I	Bus & Ind Wrk Exp-3rd Sem	1-3
WEXP 196 I	Bus & Ind Wrk Exp-4th Sem	1-3
=		
TOTAL		38

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

## Certificate of Achievement in Business Financial Recordkeeping

This certificate prepares students for entry-level employment in the field of Business Financial Recordkeeping. Students completing this certificate will acquire 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.

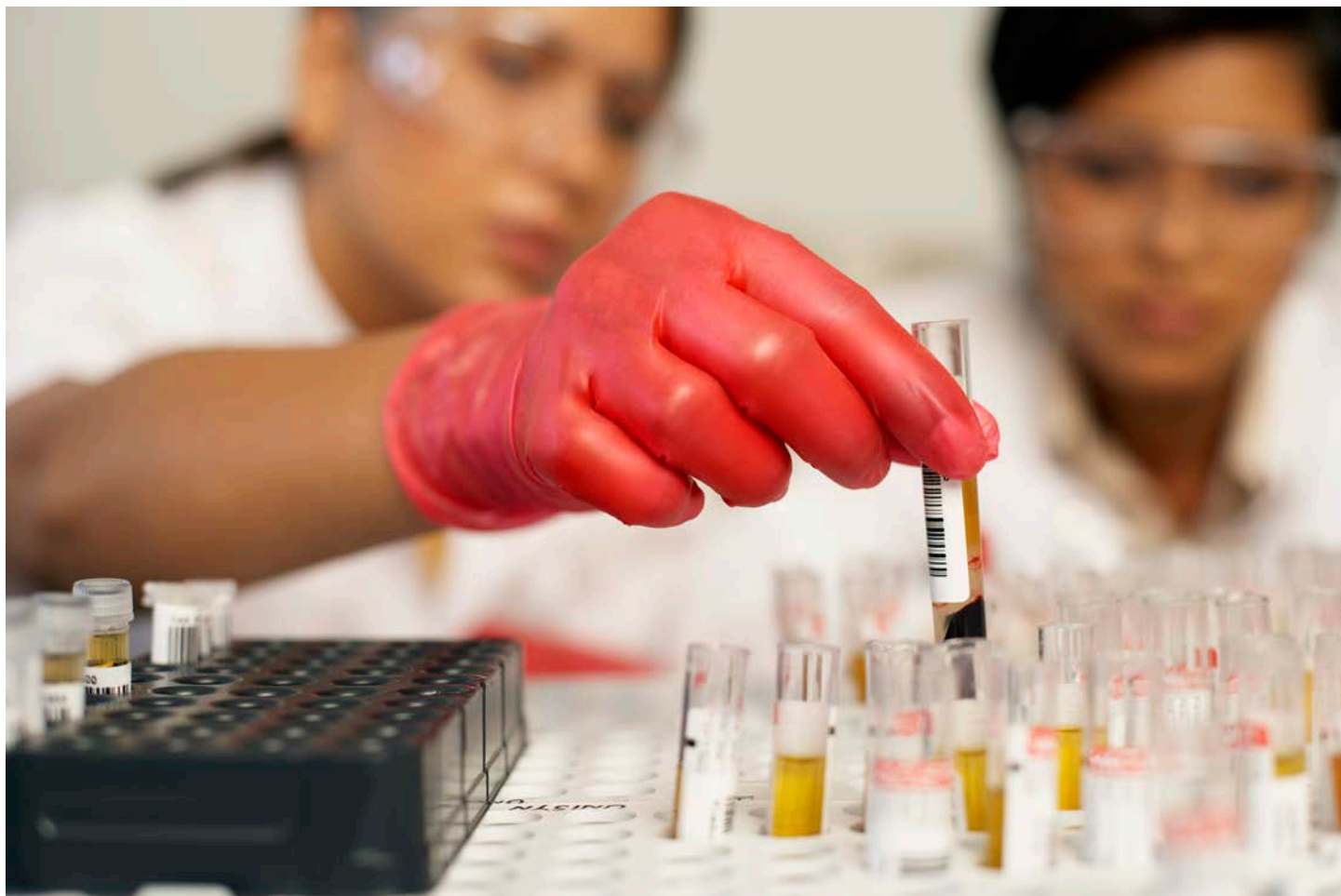
### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: Business financial recordkeeping, bookkeeping, and clerical office assistant.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		15
ACCT 210	Computer Accounting	3
BUS 268	Electronic Calculating	2
BUS 297	Personal Finance	3
COMP 238	Spreadsheet for Business	3
ACCT 001	Financial Accounting	4
+		
RESTRICTED ELECTIVES		3
Select three units from the following courses:		
BUS 020	Business Statistics	3
BUS 119	Quantitative Methods	3
BUS 295	Business Mathematics	3
=		
TOTAL		18

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

## Chemistry



Chemistry is the science that studies the nature, structure, properties and reactions of matter at both the atomic and molecular level. The department offers several courses that are part of the General Education pattern. Students majoring in chemistry can complete the lower-division requirements for the major.

Natural Science is housed in the Chemistry department. Although no degrees are currently being offered for this subject, this course can be used to complete General Education or transfer requirements.

The most common career opportunities with a baccalaureate degree in chemistry 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 bachelor's degree or higher to meet minimum job requirements.

Transfer requirements in Chemistry are available in the Counseling Department. In all cases, students should consult with a counselor for specific transfer requirements.

### Contact Information

#### Science Division Chair

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#### Dean of Natural Sciences, Mathematics, and Engineering

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## Associate Degrees

- Associate of Science in Chemistry for Transfer (AS-T) (p. 196)

## Associate in Science in Chemistry for Transfer (AS-T)

Students completing the Associate in Science in Chemistry for Transfer will be able to seamlessly transfer into the CSU system to pursue a baccalaureate degree in Chemistry. Students completing this degree will have an introductory foundation for the field of Chemistry through the study of atomic structure, thermodynamics, orbital theory, inorganic and organic chemistry, reaction mechanisms, stoichiometry, instrumentation and laboratory protocol. Students will acquire skills and abilities in using standard laboratory equipment, evaluating data and critically assessing conclusions, learning and applying scientific concepts and developing critical thinking skills.

### Program Outcomes

- Demonstrate critical thinking and logical reasoning skills by applying appropriate theories and techniques to solve quantitative problems.
- Demonstrate critical thinking and logical reasoning skills by applying appropriate theories and techniques to solve qualitative problems.
- Collect, record, organize, and analyze experimental data and recognize the limitations of measurements.

### Transfer & Career Opportunities

This Associate in Science in Chemistry for Transfer (AS-T) Degree is intended to meet the lower division requirements for chemistry for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://www.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, and general laboratory work.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		31
Intersegmental General Education Transfer Curriculum (IGETC-CSU) *		
Note: This 31 unit IGETC for STEM Majors GE pattern is the only GE option available that allows compliance with the 60 unit AS-T program maximum. One less course (3 units) is required in AREA 3 (Arts and Humanities) and one less course (3 units) is required in AREA 4 (Social and Behavioral Sciences).		
+		
REQUIRED MAJOR COURSES		36
CHEM 001	General Chemistry 1 *	5
CHEM 002	General Chemistry 2	5
CHEM 012	Organic Chemistry 1	5
CHEM 013	Organic Chemistry 2	5
MATH 065	Calculus 1 *	4
MATH 066	Calculus 2	4
PHYS 055	Physics 1: Mechanics & Waves	4
PHYS 056	Physics 2: E&M and Heat	4
=		
TOTAL		60

\* Course(s) meets General Education requirement and 7 units may be double counted above in 1A (IGETC). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average (see Transfer Information and Requirements (p. 92) for additional details).



## Child Development

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, and for administration for director qualifications.

## Contact Information

### Consumer and Family Studies Division Chair

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## Associate Degrees

- Associate in Arts in Child & Adolescent Development for Transfer (AA-T) (p. 198)
- Associate in Arts in Elementary Teacher Education for Transfer (AA-T) (p. 200)
- Associate in Science in Early Childhood Education for Transfer (AS-T) (p. 202)
- Associate of Science in Child Development (AS) (p. 203)

## Certificates

- Certificate of Achievement in Child Development - Teacher (p. 204)
- Skill Certificate in Child Development - Assistant (p. 205)
- Skill Certificate in Child Development - Associate Teacher (p. 206)

## Associate in Arts in Child & Adolescent Development for Transfer (AA-T)

Students completing the Associate in Arts in Child and Adolescent Development for Transfer will be able to seamlessly transfer into the CSU system to pursue a baccalaureate degree in Child and Adolescent Development. Students completing this degree will have an introductory foundation for the field of Child and Adolescent Development through the study of the theories and principles of child and adolescent development, psychology, typical and atypical development, research methods, statistics, the role of family, community, society and culture on development. Students will acquire skills and abilities in their understanding of the major theories and principles of child and adolescent and how to apply this knowledge to their personal and professional goals.

### Program Outcomes

- Demonstrate comprehension of the major concepts, theoretical perspectives, empirical findings, historical and contemporary trends in child and adolescent development.
- Critically analyze how the theories and basic principles apply to their personal lives and contemporary social issues.

### Transfer & Career Opportunities

This Associate in Arts in Child and Adolescent Development for Transfer (AA-T) Degree is intended to meet the lower division requirements for Child and Adolescent Development and related majors 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. 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: elementary and secondary educator, social worker, counselor, child-care worker, parent educator, community service provider, child and youth advocate, after-school program staff, researcher, and program administrator.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		9-10
CHLD 039	Child Development-DS 1	3
PSY 001	General Psychology	3
SSCI 025	Statistics - Social Sciences	3-4
or MATH 021	Introduction to Statistics	
or BUS 020	Business Statistics	
+		
REQUIRED MAJOR COURSES - LIST A		3
CHLD 042	Child, Family & Society-DS2	3
+		
RESTRICTED ELECTIVES		6-7
Select two of the following courses:		
BIOL 020	Frontiers in Biology	4
CFS 080	Lifespan Development	3
EDUC 050	Introduction to Teaching	3
NUTR 018	Introduction to Nutrition	3
+		
ELECTIVES		15-22
Select additional transferable courses numbered 1-199 to achieve 60 units. The division recommends the following electives: Understanding Child Abuse (CHLD 134), School-Age Child Care (CHLD 152), Human Sexuality (PSY 010), and Marriage and Family Life (SOC 026).		
+		
TOTAL		60

\* Course(s) meets General Education requirement and 15-18 units may be double counted above in 1A (CSU GE).

\*\* 12-19 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and unrestricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).

## Associate in Arts in Elementary Teacher Education for Transfer (AA-T)

Students completing the Associate in Arts in Elementary Teacher Education for Transfer will be able to seamlessly transfer in the CSU system to pursue a baccalaureate degree in Liberal Arts and an Elementary Teacher Education Credential. Students completing this degree will have an introductory foundation for the field of Elementary Teacher Education through of the study of facts, principles and theories in the arts and humanities, social and behavioral sciences, biological and physical sciences, mathematics, English composition and literature and communication studies. Students will acquire skills and abilities in multiple disciplines, explore how knowledge across disciplines can be connected, analyze and evaluate ideas using the tools of critical thinking, and demonstrate effective communication skills in reading, writing, listening and speaking.

### Program Outcomes

- Demonstrate professional interpersonal, verbal communication and written skills.
- Demonstrate an understanding of the current issues in elementary education.
- Articulate awareness, respect, sensitivity, and understanding needed for culturally responsible teaching in a diverse, local and global society.
- Demonstrate a basic grasp of the disciplines most commonly taught in elementary schools
- Clarify and articulate career goals of becoming a teacher.

### Transfer & Career Opportunities

This Associate in Arts in Elementary Teacher Education for Transfer (AA-T) Degree is intended to meet the lower division requirements for Liberal Arts/Elementary Teacher Education for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://www.assist.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: classroom aide, substitute teaching, museum education, not-for-profit, preparation for teaching credential program.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS *		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) **		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) ***		
+		
REQUIRED MAJOR COURSES		44
BIOL 020	Frontiers in Biology	4
CHLD 039	Child Development-DS 1	3
COMM 001	Fundamentals/Public Speaking	3
EDUC 050	Introduction to Teaching	3
ENGL 001	College Reading & Composition	4
ENGL 004	Composition and Literature	3
ESCI 001	Introduction to Earth Science	4
GEOG 002	World Regional Geography	3
HIST 017	People of the US to 1877	3
HIST 025	World History to 1500	3
MATH 010	Structure and Concepts 1	4
NSCI 131	Chem & Physics for Educators	4
POLS 005	Federal, State and Local Govt	3
+		
RESTRICTED ELECTIVES - LIST A		3
Select one of the following courses:		
ENGL 002	Logic and Composition	3
PHIL 025	Critical Thinking	3
+		
RESTRICTED ELECTIVES - LIST B		3
Select one of the following courses:		
ART 001	Art Appreciation	3
DRAM 001	Intro to the Theatre	3
MUS 010	Music Appreciation	3
+		

## ELECTIVES 2-8

Select additional transferable courses numbered 1-199 to achieve 60 units. It is recommended that students complete the CSU GE (instead of the IGETC) which allows for 7 units of electives. It is further recommended that students complete MATH 011 and EDUC 120 to fulfill the 7 unit elective requirement.

=

TOTAL 60

\* Completion of the Required Courses and Restricted Electives also meets all transfer general education requirement except the following: CSU GE AREA B1 (Physical Science); and IGETC AREA 2 (Math) and AREA 5A (Physical Science).

\*\* Course(s) meets General Education requirement and 31-37 units may be double counted above in 1A (CSU GE).

\*\*\* 31-34 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and unrestricted electives courses (see Transfer Information and Requirements (p. 92) section for additional details).

## Associate in Science in Early Childhood Education for Transfer (AS-T)

Students completing the Associate in Science in Early Childhood Education for transfer will be able to seamlessly transfer into the CSU system to pursue a baccalaureate degree in similar majors. Students completing this degree will have an introductory foundation for the field of Early Childhood Education through the study of facts, principles and theories in early childhood education and foundations of best teaching practices for educators in child development. Students will acquire skills and abilities in child development theory, licensing regulations, health, safety, and nutrition; they will achieve skills needed for employment in the early childhood workforce.

### Program Outcomes

- Identify the major theories and/or principles of Early Childhood Education.
- Complete lab experience needed for employment in a licensed development facility at an approved site.
- Explain the requirements for CA Title 22 Licensing Regulations regarding health, safety, nutrition and mandated reporting.

### Transfer & Career Opportunities

This Associate in Science in Early Childhood Education for Transfer (AS-T) degree is intended to meet the lower division requirements for similar degrees for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://ASSIST.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: Educator or Administrator in early childhood programs (i.e., infant/toddler, preschool, school age); Special Education Teacher; Instructional Aide in State Preschool and K-12 school districts; Program Manager of child development programs in single and/or multiple sites; Para Educator (Title I Schools) and Family Support Services Worker.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		24
CHLD 039	Child Development-DS 1 *	3
CHLD 042	Child, Family & Society-DS2 *	3
CHLD 126	Observation and Assessment-DS3	3
CHLD 140	Principles of ECE-DS3	3
CHLD 141	Practices in ECE-DS3	3
CHLD 148	Child Health/Safety-DS7	3
CHLD 149	Creative Curric/Children-DS3	3
CHLD 158	Cultural Diversity in ECE DS3	3
+		
ELECTIVES		3-5
Select additional transferable courses numbered 1-199 to achieve 60 units.		
=		
TOTAL		60

\* Course(s) meets General Education requirement and 6 units may be double counted above in 1A (CSU GE).

\*\* 6 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and unrestricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).

## Associate of Science in Child Development (AS)

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).

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		24
CHLD 039	Child Development-DS 1 *	3
CHLD 042	Child, Family & Society-DS2	3
CHLD 126	Observation and Assessment-DS3	3
CHLD 140	Principles of ECE-DS3	3
CHLD 141	Practices in ECE-DS3	3
CHLD 148	Child Health/Safety-DS7	3
CHLD 149	Creative Curric/Children-DS3	3
CHLD 158	Cultural Diversity in ECE DS3	3
+		
ELECTIVES		11-14
Select additional degree applicable courses numbered 1-299 to achieve 60 units		
=		
TOTAL		60

\* Courses meet General Education requirements and 3 units may double count above in COS-GE.

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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).



## Certificate of Achievement in Child Development-Teacher

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 orient 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.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: teacher, master teacher, mentor teacher or site supervisor in early childhood programs (i.e., infant/toddler, preschool, school age, full inclusion); preschool director in a Title 22 child care center, associate teacher or aide working with children with special needs, Early Intervention Assistant II, Child Development Specialist for Resource and Referral Program, Para Educator (Title I Schools), Family Support Services Worker (Home Base).

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
CHLD 039	Child Development-DS 1	3
CHLD 042	Child, Family & Society-DS2	3
CHLD 126	Observation and Assessment-DS3	3
CHLD 140	Principles of ECE-DS3	3
CHLD 141	Practices in ECE-DS3	3
CHLD 148	Child Health/Safety-DS7	3
CHLD 149	Creative Curric/Children-DS3	3
CHLD 158	Cultural Diversity in ECE DS3	3
=		
TOTAL		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 Child Development - Assistant

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.
- Analyze the influence of family, community and/or culture on the developing child.

### Career 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.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		3
CHLD 039	Child Development-DS 1	3
+		
RESTRICTED ELECTIVES		3
Select one of the following courses:		
CHLD 042	Child, Family & Society-DS2	3
CHLD 134	Understanding Child Abuse	3
CHLD 136	Children's Literature-DS3	3
CHLD 148	Child Health/Safety-DS7	3
=		
TOTAL		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

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.

### Career 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.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
CHLD 039	Child Development-DS 1	3
CHLD 042	Child, Family & Society-DS2	3
CHLD 140	Principles of ECE-DS3	3
CHLD 148	Child Health/Safety-DS7	3
=		
TOTAL		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.

## Communication

The Communication department offers multiple programs that prepare students for entry-level employment and/or potential further study in the fields of Communication or Communication Studies. Students completing these degrees will have a basic foundation in communication skills that include planning, organization, speech writing and presentation, group and interpersonal relations, intercultural awareness, assuming responsibility, preparing reports, augmentation theories, carrying out instructions and delegating responsibilities. These important skills benefit the workplace regardless of the type of career the student chooses to pursue.

Career opportunities upon successful completion of this degree may include business, advertising, communication education, human resources, electronic media and print, journalism, speech writing, advocacy, public relations, government, media, and social and human services.

## Contact Information

### Language and Communication Studies Division Chair

Cynthia Johnson | (559) 730-3966 | cynthiaj@cos.edu  
Sierra: 802 | Visalia Campus

### Dean of Arts and Letters

Richard Lubben | (559) 730-3735 | richardl@cos.edu  
Tule: 550 | Visalia Campus

## Associate Degree

- Associate in Arts in Communication Studies for Transfer (AA-T) (p. 208)

## Certificate

- Skill Certificate in Communication (p. 209)

## Associate in Arts in Communication Studies for Transfer (AA-T)

Students completing the Associate in Arts in Communications for Transfer will be able to seamlessly transfer in the CSU system to pursue a baccalaureate degree in Communications. 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 (<http://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.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		18
COMM 001	Fundamentals/Public Speaking *	3
COMM 004	Interpersonal Communication	3
COMM 005	Argumentation and Debate *	3
COMM 007	Persuasion	3
COMM 008	Group Communication	3
COMM 009	Intercultural Communication *	3
+		
ELECTIVES		11-12
Select additional transferable courses numbered 1-199 to achieve 60 units		
=		
TOTAL		60

\* Course(s) meets General Education requirement and 9 units may be double counted above in 1A (CSU GE).

\*\* 6 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and unrestricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).

## Skill Certificate in Communication

Students completing this certificate will acquire skills and knowledge which include but are not limited to the following: management, planning, organization, speech writing and presentation, group and interpersonal relations, intercultural awareness, assuming responsibility, preparing reports, augmentation theories, carrying out instructions and delegating responsibilities. These important skills benefit the workplace regardless of the type of career the student chooses to pursue.

### Program Outcomes

- Communicate effectively in group, interpersonal and intercultural settings, implementing personal responsibility, ethics and competent leadership skills

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: business, advertising, communication education, human resources, electronic media and print journalism, speech writing, advocacy, public relations government and media, and social and human services.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
Select four of the following courses:		
COMM 001	Fundamentals/Public Speaking	3
COMM 004	Interpersonal Communication	3
COMM 005	Argumentation and Debate	3
COMM 007	Persuasion	3
COMM 008	Group Communication	3
COMM 009	Intercultural Communication	3
=		
TOTAL		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.

# Computer

This Computer department prepares students for entry-level employment and/or potential further study in the field of computer programming and information systems through the study of skills in computer programming, web development, databases, maintaining computer programs and databases, as well as general computer and office skills.

Career Opportunities: Upon successful completion of the program, 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 position involving computers.

## Contact Information

### Business Division Chair

Brian Bettencourt | (559) 730-3929 | [betngt@cos.edu](mailto:betngt@cos.edu)

Kern: 713F | Visalia Campus

### Dean of Business, Social Science, and Consumer Family Studies

Jesse Wilcoxson | (559) 737-6281 | [jessew@cos.edu](mailto:jessew@cos.edu)

Kern: 716 | Visalia Campus

## Associate Degree

- Associate of Science in Computer Programming & Information Systems (AS) (p. 211)

## Certificates

- Certificate of Achievement in Computer Applications (p. 213)
- Certificate of Achievement in Computer Programming & Information Systems (p. 214)



## Associate of Science in Computer Programming & Information Systems (AS)

This degree prepares students for entry-level employment in the field of Computer Programming & Information Systems through the study of skills in computer programming, web development, databases, maintaining computer programs and databases, as well as general computer and office skills. Students will acquire skills in computer programming, web development, scripting, computer technical support, database development/maintenance.

### Program Outcomes

- Write programs based on classes.
- Write programs utilizing repetitive structures.

### 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.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		26
COMP 005	Computer Concepts	4
or COMP 130	Intro to Personal Computers	
COMP 006	Programming Fundamentals *	3
COMP 008	Programming Concepts (JAVA)	4
COMP 009	Advanced Application Software	3
COMP 230	Java Script/XML	3
COMP 232	Server-Side Scripting and SQL	3
or COMP 233	Database Processing	
COMP 238	Spreadsheet for Business	3
COMP 250	Software Fabrication	3
+		
RESTRICTED ELECTIVES		3-4
Select three units from the following courses:		
BUS 271	College Keyboarding Level 2	3
COMP 229	Web Page Design & Development	3
COMP 232	Server-Side Scripting and SQL	3
COMP 233	Database Processing	3
ICT 211	Server & Network Management	4
+		
ELECTIVES		8-9
Select additional degree applicable courses numbered 1-299 to achieve 60 units.		
=		
TOTAL		60

\* Courses meet General Education requirements and 3 units may double count above in COS-GE.

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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and

4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

# Certificate of Achievement in Computer Applications

This certificate prepares students for entry-level employment in the field of Computer Applications. Students completing this certificate will acquire skills in keyboarding, word processing, spreadsheets, databases, web development, and general business.

## Program Outcomes

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

## Career 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, administrative assistant, and entry-level positions requiring computer application skills.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		29
BUS/COMM 112	Public Speaking for Business	4
BUS 184	Business Communications	3
BUS 268	Electronic Calculating	2
BUS 271	College Keyboarding Level 2	3
BUS 293	Business English	4
COMP 135	Desktop Publishing for Bus	4
COMP 229	Web Page Design & Development	3
COMP 233	Database Processing	3
COMP 238	Spreadsheet for Business	3
+		
RESTRICTED ELECTIVES		6
Select six units from the following. A maximum of three units of Work Experience may count toward the total elective units:		
ACCT 210	Computer Accounting	3
BUS 270	College Keyboarding Level 1	3
or BUS 360	Elementary Keyboarding	
COMP 140	Computer Operating Systems	3
COMP 220	Essential Computer Concepts	2
WEXP 193 I	Bus & Ind Wrk Exp-1st Sem	1-3
WEXP 194 I	Bus & Ind Wrk Exp-2nd Sem	1-3
WEXP 195 I	Bus & Ind Wrk Exp-3rd Sem	1-3
WEXP 196 I	Bus & Ind Wrk Exp-4th Sem	1-3
=		
TOTAL		35

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 Programming & Information Systems

This certificate prepares students for entry-level employment in the field of Computer Programming & Information Systems. Students completing this certificate will acquire skills in computer programming, web development, scripting, computer technical support, database development/maintenance.

## Program Outcomes

- Be able to design and code basic software for business use.
- Be able to code programs in high-level programming languages such as Visual Basic and Java.
- Be able to create and modify databases.
- Be able to code interactive webpages.

## Career 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.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		26
COMP 005 or COMP 130	Computer Concepts Intro to Personal Computers	4
COMP 006	Programming Fundamentals	3
COMP 008	Programming Concepts (JAVA)	4
COMP 009	Advanced Application Software	3
COMP 230	Java Script/XML	3
COMP 232 or COMP 233	Server-Side Scripting and SQL Database Processing	3
COMP 238	Spreadsheet for Business	3
COMP 250	Software Fabrication	3
+		
RESTRICTED ELECTIVES		3-4
Select three units from the following courses:		
BUS 271	College Keyboarding Level 2	3
COMP 229	Web Page Design & Development	3
COMP 232	Server-Side Scripting and SQL	3
COMP 233	Database Processing	3
ICT 211	Server & Network Management	4
=		
TOTAL		29-30

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.

# Computer Science

Computer Science is the study of the design and use of computer software and hardware. The courses offered in this discipline are primarily support courses for mathematics and engineering majors. A degree in computer science is currently being developed and will be available in Spring 2018.

## Contact Information

### Mathematics and Engineering Division Chair

Jared Burch | (559) 737-4847 | [jaredb@cos.edu](mailto:jaredb@cos.edu)  
Kaweah: 204C | Visalia Campus

### Dean of Natural Sciences, Mathematics, and Engineering

Robert Urtecho, Ph.D. | (559) 730-3942 | [robertur@cos.edu](mailto:robertur@cos.edu)  
John Muir: 133 | Visalia Campus

# Construction Technology



The Construction Technology department offers multiple programs that prepare students for entry-level employment and/or potential further study in the fields of construction, construction inspection, and carpentry/millwork. Students completing these degrees/certificates will have a basic foundation for construction technology and skills that include: basic construction management, knowledge of basic building codes and code authority enforcement, basic concepts of building systems, construction plan reading and development, knowledge of computer programs utilized in managing construction projects and managing quality in construction.

Career opportunities upon successful completion of these programs include construction manager assistant, materials estimator assistant, entry-level carpentry, entry-level finish installer, entry-level concrete installers, retail sales, outside sales for building materials or services, entry-level building inspector.

## Contact Information

### Industry and Technology Division Chair

Frank Tebeau | (559) 688-3181 | frankt@cos.edu  
Tulare Center Building C: C 101 | Tulare Campus

### Dean of CTE and Workforce Development

Thad Russell | (559) 688-3027 | thadr@cos.edu  
Tulare College Center: Building A - A107 | Tulare Campus

## Associate Degrees

- Associate of Science in Construction Inspection (AS) (p. 218)
- Associate of Science in Construction Technology (AS) (p. 220)

## Certificates

- Certificate of Achievement in Construction Inspection (p. 222)
- Certificate of Achievement in Construction Technology (p. 223)
- Skill Certificate in Carpentry/Millwork (p. 224)
- Skill Certificate in Construction Management (p. 225)
- Skill Certificate in Construction Practices (p. 226)
- Skill Certificate in Construction Theory (p. 227)



## Associate of Science in Construction Inspection (AS)

This degree prepares students for entry-level employment in the field of Construction Inspection through the study of residential and commercial building codes, residential and commercial inspection. Students will acquire skills in inspection of foundations, walls, roofs, mechanical systems, electrical systems and life safety functions.

### Program Outcomes

- Demonstrate the ability to conduct residential inspections.
- List the inspections necessary, given a set of residential plans, to complete the residential inspection process with an accuracy of 75 percent.
- Understand the process of becoming a certified inspector and the levels of certification.

### Career Opportunities

Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: building inspection at local building levels, state and municipal building levels, home inspection, project-level inspection.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
REQUIRED MAJOR COURSES		18
CT 109	Residential Codes and Inspect	3
CT 132	Basic Building Systems & Codes	3
CT 271	Life Safety for Construction	3
CT 273	Electrical Codes	3
CT 275	Plumbing Inspection	3
CT 277	Structural Inspection	3
+		
RESTRICTED ELECTIVES		6-8
Select two of the following courses:		
CT 100	Const Draw/Design Analysis 1	4
CT 101	Const Draw & Design Analysis 2	4
CT 105	Computer Asst. Const. Theory	4
CT 204	Construction Theory/Practice 1	4
CT 205	Plumbing	3
CT 261	Cabinetmaking	4
CT 262	Cabinet and Furniture Const.	4
CT 270	Residential Wiring	3
COMP 005	Computer Concepts *	4
+		
ELECTIVES		9-13
Select additional degree applicable courses numbered 1-299 to achieve 60 units.		
=		
TOTAL		60

\* Courses meet General Education requirements and 0-3 units may double count above in COS-GE.

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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and

4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Associate of Science in Construction Technology (AS)

This degree prepares students for entry-level employment in the field of Construction Technology through the study of project management utilizing computer driven estimating, plan reading, scheduling, and budget control processes. Students will acquire skills in basic construction management, knowledge of basic building codes and code authority enforcement, basic concepts of building systems, construction plan reading and development, knowledge of computer programs utilized in managing construction projects and managing quality in construction.

### Program Outcomes

- Demonstrate abilities to describe construction components and apply necessary skills for their respective application.
- Demonstrate safe and proper methods of operation of construction related power tools.
- Demonstrate national skill and theory competiveness by passing accumulative testing modules NCCER (National Center for Construction Education and Research) throughout their CT coursework.

### Career Opportunities

Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: assisting construction managers, materials take-off and assisting materials estimators, drafting plans, entry-level carpenters, entry-level finish installer, entry-level concrete installers, retail sales, outside sales for building materials or services, entry level building inspector.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE)		
+		
REQUIRED MAJOR COURSES		34
CT 100	Const Draw/Design Analysis 1	4
CT 101	Const Draw & Design Analysis 2	4
CT 105	Computer Asst. Const. Theory	4
CT 204	Construction Theory/Practice 1	4
CT 220	Construction Practices 1	2.5
CT 221	Construction Practices 2	2.5
CT 222	Construction Practices 3	2.5
CT 223	Construction Practices 4	2.5
CT 250	Basic Carpentry/Const Practice	4
CT 260	Interior Millwork	4
+		
RESTRICTED ELECTIVES		6-8
Select two of the following courses:		
CT 109	Residential Codes and Inspect	3
CT 130	Intro to Const Practices	4
CT 132	Basic Building Systems & Codes	3
CT 205	Plumbing	3
CT 261	Cabinetmaking	4
CT 262	Cabinet and Furniture Const.	4
CT 270	Residential Wiring	3
=		
TOTAL		65-67

The Associate Degree requirements include completion of the:

1. Required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Division Chair),
2. General Education requirements,

3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Certificate of Achievement in Construction Inspection

This certificate prepares students for entry-level employment in the field of Construction Inspection. Students completing this certificate will acquire skills in basic construction management, knowledge of basic building codes and code authority enforcement, basic concepts of building systems, construction plan reading and development, knowledge of computer programs utilized in managing construction projects and managing quality in construction.

### 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.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: assisting construction managers, materials take-off and assisting materials estimators, drafting plans, entry-level carpenters, entry-level finish installer, entry-level concrete installers, retail sales, outside sales for building materials or services, entry level building inspector.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		18
CT 109	Residential Codes and Inspect	3
CT 132	Basic Building Systems & Codes	3
CT 271	Life Safety for Construction	3
CT 273	Electrical Codes	3
CT 275	Plumbing Inspection	3
CT 277	Structural Inspection	3
+		
RESTRICTED ELECTIVES		6-8
Select 6-8 units from the following courses:		
CT 100	Const Draw/Design Analysis 1	4
CT 101	Const Draw & Design Analysis 2	4
CT 105	Computer Asst. Const. Theory	4
CT 204	Construction Theory/Practice 1	4
CT 205	Plumbing	3
CT 261	Cabinetmaking	4
CT 262	Cabinet and Furniture Const.	4
CT 270	Residential Wiring	3
COMP 005	Computer Concepts	4
=		
TOTAL		24-26

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

This certificate prepares students for entry-level employment in the field of Construction Technology. Students completing this certificate will acquire skills in basic construction management, knowledge of basic building codes and code authority enforcement, basic concepts of building systems, construction plan reading and development, knowledge of computer programs utilized in managing construction projects and managing quality in construction.

### Program Outcomes

- Describe construction components and apply necessary skills for their respective application.
- Demonstrate safe and proper methods of operation of construction-related power tools.
- Demonstrate national-level skill and competitiveness by passing accumulative testing modules NCCER (National Center for Construction Education and Research) throughout their CT coursework.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: assisting construction managers, materials take-off and assisting materials estimators, drafting plans, entry-level carpenters, entry-level finish installer, entry-level concrete installers, retail sales, outside sales for building materials or services, entry-level building inspector.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		34
CT 100	Const Draw/Design Analysis 1	4
CT 101	Const Draw & Design Analysis 2	4
CT 105	Computer Asst. Const. Theory	4
CT 204	Construction Theory/Practice 1	4
CT 220	Construction Practices 1	2.5
CT 221	Construction Practices 2	2.5
CT 222	Construction Practices 3	2.5
CT 223	Construction Practices 4	2.5
CT 250	Basic Carpentry/Const Practice	4
CT 260	Interior Millwork	4
+		
RESTRICTED ELECTIVES		6-8
Select two of the following courses:		
CT 109	Residential Codes and Inspect	3
CT 130	Intro to Const Practices	4
CT 132	Basic Building Systems & Codes	3
CT 205	Plumbing	3
CT 261	Cabinetmaking	4
CT 262	Cabinet and Furniture Const.	4
CT 270	Residential Wiring	3
=		
TOTAL		40-42

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 Carpentry/Millwork

Students completing this certificate will acquire skills in utilizing tools of the carpentry trade, building materials identification including structural lumber, framing components, mill work, measuring and layout of building components.

### Program Outcomes

- Pass NCCER module tests for this program, with an 80 percent pass rate.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: entry-level framing, entry-level finish carpentry, entry-level millwork, retail sales of lumber, and related building materials.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
CT 220	Construction Practices 1	2.5
CT 221	Construction Practices 2	2.5
CT 250	Basic Carpentry/Const Practice	4
CT 260	Interior Millwork	4
=		
TOTAL		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 Construction Management

Students completing this certificate will acquire skills necessary to assist a construction manager, including blueprint reading, construction site essentials, building location requirements, foundation construction, framing, roofing, electrical, plumbing, and construction documentation.

### Program Outcomes

- Pass NCCER module test for this program with a pass rate of 80 percent.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: assisting construction managers in the daily operation of construction projects with acquiring permits, supervising inspections, recording daily construction activities, tracking job schedule progression and directing subcontractors and other related construction activities, as well as controlling safety.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
CT 105	Computer Asst. Const. Theory	4
CT 109	Residential Codes and Inspect	3
CT 132	Basic Building Systems & Codes	3
CT 205	Plumbing	3
CT 270	Residential Wiring	3
=		
TOTAL		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 Construction Practices

Students completing this certificate will acquire skills in operating hand and power tools used in the construction trades, working safely, and working cooperatively with other class participants to complete various tasks that cumulatively result in project completion. Students will learn building processes involved in erecting buildings including foundations, walls, roof structures and interior building components. Students will develop skills in building layout, measuring, transferring measurements, concrete construction, framing, roofing and finish work involved in construction practices by hands-on methodology.

### Program Outcomes

- Pass NCCER module test for this program with a pass rate of 80 percent.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following: constructing foundations, framing, roofing, drywall installation, and interior finish work. Additional opportunities include assisting construction managers, retail sales of construction materials, outside sales of construction materials and processes, and gaining experience and time credit towards acquiring a contracting license.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
CT 205	Plumbing	3
CT 220	Construction Practices 1	2.5
CT 221	Construction Practices 2	2.5
CT 222	Construction Practices 3	2.5
CT 223	Construction Practices 4	2.5
CT 270	Residential Wiring	3
=		
TOTAL		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 Construction Theory

Students completing this certificate will acquire skills in designing residential dwellings, operating CAD programs, developing computer-operated construction schedules, estimating construction materials using computer-aided spreadsheet programs, reading residential blueprints, and calculating quantities of building materials from construction plans as well as learning components of residential dwellings.

### Program Outcomes

- Pass NCCER module test for this program with a pass rate of 80 percent.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following: entry-level plan drafting, entry-level construction estimating and scheduling, assistant to construction managers, retail sales in construction-related supply businesses, assistants to residential sales managers.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
CT 100	Const Draw/Design Analysis 1	4
CT 101	Const Draw & Design Analysis 2	4
CT 105	Computer Asst. Const. Theory	4
CT 204	Construction Theory/Practice 1	4
=		
TOTAL		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.

## **Consumer and Family Studies**

This Consumer Family Studies Department offers a single course in human development that covers developmental topics from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality and social development are examined, as well as attention to developmental problems.

### **Contact Information**

#### **Consumer and Family Studies Division Chair**

Millicent Owens | (559) 730-3845 | [millio@cos.edu](mailto:millio@cos.edu)  
Tule: 502-B | Visalia Campus

#### **Dean of Business, Social Science, and Consumer Family Studies**

Jesse Wilcoxson | (559) 737-6281 | [jessew@cos.edu](mailto:jessew@cos.edu)  
Kern: 716 | Visalia Campus

# Cosmetology



The Cosmetology department prepares students for entry-level employment in the field of cosmetology. Students completing this series of courses will have a basic foundation in cosmetology and skills that include: shampooing, tinting, bleaching, cutting, styling hair, manicures, scalp and facial treatments, makeup analysis, and eyebrow shaping.

Career opportunities include Cosmetologist, Beautician, Beauty Shop Owner, Electrologist, and Manicurist. Passing the State Board of Barbering and Cosmetology Licensing Exam is required. The certificate requires 1600 hours to complete.

## Contact Information

### Cosmetology Program Contact

Susan Winey | (559) 733-3617 | [susanwiney@aol.com](mailto:susanwiney@aol.com)

### Dean of CTE and Workforce Development

Thad Russell | (559) 688-3027 | [thadr@cos.edu](mailto:thadr@cos.edu)  
Tulare College Center: Building A - A107 | Tulare Campus

## Certificate

- Certificate of Achievement in Cosmetology (p. 230)

# Certificate of Achievement in Cosmetology

This certificate prepares students for entry-level employment in the field of Cosmetology. Students completing this certificate will acquire skills, knowledge, and abilities in shampooing, tinting, bleaching, cutting, styling hair, manicures, scalp and facial treatments, makeup analysis, and eyebrow shaping. In addition to practical experience students also learn anatomy, physiology, chemical composition of skin and nails, and disorders and diseases of the skin, scalp, and hair.

## Program Outcomes

- Be prepared to take the licensing exam administered by the Department of Consumer Affairs Board of Barbering and Cosmetology.

## Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: Cosmetologist, Beautician, Beauty Shop Owner, Electrologist, and Manicurist. Passing the State Board of Barbering and Cosmetology Licensing Exam is required. The certificate requires 1600 hours to complete.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
COSM 261	Basic Cosmetology	6-15
COSM 262	Intermediate Cosmetology	6-15
COSM 263	Cosmetology Theory & Practice	6-15
COSM 264	Cosmetology License Exam Prep	6-15
=		
TOTAL		24-60

Students must complete a minimum of 140 hours per semester in order to receive six (6) units of credit. Additional hours attended will result in additional units based on 52.5 equals one (1) unit. Students may attend a maximum of four (4) semesters which would include COSM 261, COSM 262, COSM 263, and COSM 264. The maximum number of hours a student may attend is 1,600 or four (4) semesters, whichever is less.

- Minimum 140 hours = Six (6) units of credit.
- Minimum 192.5 hours = Seven (7) units of credit
- Minimum 245 hours = Eight (8) units of credit
- Minimum 297.5 hours = Nine (9) units of credit
- Minimum 350 hours = Ten (10) units of credit
- Minimum 402.5 hours = Eleven (11) units of credit
- Minimum 455 hours = Twelve (12) units of credit
- Minimum 507.5 hours = Thirteen (13) units of credit
- Minimum 560 hours - Fourteen (14) units of credit
- Minimum 612.5 hours - Fifteen (15) units of credit

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



# Counseling



Counseling is an academic discipline and service area concerned with the study of career exploration, student success strategies, and transfer readiness. The counseling department also serves a diverse student population with academic, career, transfer, vocational, and personal counseling needs. The counseling faculty and staff are committed to empower and educate students on how to achieve their academic goals by development of a student educational plan and referrals to campus and community resources.

The skills developed within this discipline's courses include personal responsibility, self-management, and decision making skills.

Transfer requirements vary among four year institutions. In all cases, students should consult with a counselor for specific transfer requirements.

## Contact Information

For detailed contact information visit the Counseling Department (<https://www.cos.edu/StudentServices/Counseling/Pages/Services-and-Staff.aspx>) page.

### Student Services Division Chair

Adrienne Duarte | (559) 737-6175 | [adrienned@cos.edu](mailto:adrienned@cos.edu)  
Sequoia: 103 | Visalia Campus

### Dean of Student Services

Michele Brock | (559) 737-5441 | [michelebr@cos.edu](mailto:michelebr@cos.edu)



Sequoia: 107 | Visalia Campus

## **Certificate**

- Skill Certificate in Leadership (p. 233)

## Skill Certificate in Leadership

Students completing this certificate will acquire principles of effective leadership, including leadership styles and Robert's Rules of Order, a high level of effective communication, conflict resolution, team-building and community service and networking skills.

### Program Outcomes

- Demonstrate leadership skills and be able to function effectively as a leader.
- Function as an effective group member.
- Use critical thinking to inform strong decision-making skills.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: entry-level employment in customer service, in retail positions, in office positions and in political activism.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
IS 210	Leadership Development	2
IS 211	Student Governance	2
IS 212	Peer Mentoring and Leadership	2
IS 213	Student Senate Development	2
=		
TOTAL		8

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 Student Activities Director and Student Services Division Chair.

## Culinary and Nutrition



The Culinary Department explores food preparation and presentation, as well as the responsibilities and skills necessary for introductory positions in restaurant, institutional and other food service operations.

The skills developed in within this discipline include food preparation and food related techniques, safety and sanitation, customer service, food inventory and ordering. Career options include positions in food preparation and presentation at many food service operations.

The Nutrition Department provides students with the opportunity to gain broad, introductory knowledge of nutritional science that may be applied to the job market or a more advanced degree.

## Contact Information

### Consumer and Family Studies Division Chair

Millicent Owens | (559) 730-3845 | [millio@cos.edu](mailto:millio@cos.edu)  
Tule: 502-B | Visalia Campus

### Dean of Business, Social Science, and Consumer Family Studies

Jesse Wilcoxson | (559) 737-6281 | [jessew@cos.edu](mailto:jessew@cos.edu)  
Kern: 716 | Visalia Campus

## Certificates

- Certificate of Achievement in Food Service, Advanced Skills (p. 235)
- Skill Certificate in Food Service, Basic Skills (p. 236)
- Skill Certificate in Food Service, Intermediate Skills (p. 237)

## Certificate of Achievement in Food Services, Advanced Skills

This certificate prepares students for entry-level employment in the field of Food Services, Advanced Skills. Students completing this certificate will acquire time management and critical thinking skills, the abilities to prepare bakery, fresh and cooked food items, to follow food safety and sanitation procedures, to comply and maintain records for food use and expenditures, to direct activities of assistant workers in preparation and service of food items, and to train new employees.

### Program Outcomes

- Identify and practice proper food safety and sanitation techniques.
- Use proper food service equipment and apply proper techniques in food preparation.
- Given a standard recipe, correctly increase or decrease the yield of the recipe, including adjustment of ingredient amounts, cooking techniques and cooking time, if necessary.
- Create an entree using culinary preparation techniques and following safety and sanitation procedures in an organized time frame that meets culinary productivity and quality standards.

### Career 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.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		18
BUS 188	Human Relations in Business	3
CULN 201	Foods	3
CULN 205	Professional Cooking	3
CULN 206	Professional Cooking 2	3
NUTR 018	Introduction to Nutrition	3
NUTR/CULN 107	Sanitation and Safety	2
WEXP 193 D	Food Services Wrk Exp-1 st Sem	1
+		
RESTRICTED ELECTIVES		3
Select one of the following courses:		
NUTR/CULN 020	Cultural Foods	3
NUTR/HW 119	Nutrition for Fitness	3
NUTR 214	Cooking for a Healthy Life	3
=		
TOTAL		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 Service, Basic Skills

Students completing this certificate will acquire decision-making skills and judgment to serve customers in eating places, and the ability to clean and organize eating areas, to prepare simple food and beverages, to cook or reheat food items, and to 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.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: food preparation or food server in restaurants, cafeterias or food service institutions.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		5
CULN 201 or CULN 205	Foods Professional Cooking	3
NUTR/CULN 107	Sanitation and Safety	2
+		
RESTRICTED ELECTIVES		3
Select one of the following courses:		
NUTR 018	Introduction to Nutrition	3
NUTR/CULN 020	Cultural Foods	3
NUTR 214	Cooking for a Healthy Life	3
=		
TOTAL		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 Consumer Family Studies Division Chair.

## Skill Certificate in Food Services, Intermediate Skills

Students completing this certificate will acquire 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.
- Correctly increase or decrease the yield of the recipe; including adjustment of ingredient amounts, cooking techniques and cooking time, if necessary.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: food preparation workers in restaurants, food service institutions and cafeterias.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		11
BUS 188	Human Relations in Business	3
CULN 201	Foods	3
CULN 205	Professional Cooking	3
NUTR/CULN 107	Sanitation and Safety	2
+		
RESTRICTED ELECTIVES		3
Select one of the following courses:		
NUTR 018	Introduction to Nutrition	3
NUTR/CULN 020	Cultural Foods	3
NUTR 214	Cooking for a Healthy Life	3
=		
TOTAL		14

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.



## Dairy Science



This area of study prepares students for entry-level employment and/or potential further study in the field of dairy management and production. Dairy Science students 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 reediness to assist in the management of modern dairy operation.

### Contact Information

#### Agriculture Division Chair

Kim Pitigliano | (559) 688-3117 | [kimp@cos.edu](mailto:kimp@cos.edu)  
Tulare Center Building B: 104 | Tulare Campus

#### Provost - Tulare College Center, Dean of Agriculture

C. Louann Waldner, Ph.D. | (559) 688-3050 | [louannw@cos.edu](mailto:louannw@cos.edu)  
Tulare Center Building A: 109 | Tulare Campus

### Certificate

- Skill Certificate in Dairy Science (p. 239)



## Skill Certificate in Dairy Science

Students completing this certificate will acquire skills in and knowledge of 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.
- Implement an effective reproductive management plan.
- Evaluate dairy cattle based upon their dairy characteristics and type and understand the selection of cattle based on reproduction and reproduction traits.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: dairy technician, dairy retail sales, dairy pharmaceutical sales, dairy breeders/assistants, dairy feeders, cattle handlers.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
AGMT 108	AG Business Computer Apps	3
DSCI 101	Introduction to Dairy Science	3
DSCI 103	Commercial Dairy Herd Mgmt	3
DSCI 104	Breed/Select of Dairy Cattle	3
DSCI 108	Dairy Nutrition	3
WEXP 193 F	Agriculture Wrk Exp-1st Sem	2
=		
TOTAL		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.

## Dance



The Dance Department offers a degree in dance and physical expression. Students completing this degree will have a basic foundation in dance with skills that include: being able to teach dance, skill analysis, terminology, presentation, flexibility, strength, and endurance.

Career opportunities upon successful completion of this degree include preparation for employment in private dance studios, recreation programs, after-school programs, dance drill/auxiliary teams, fitness gyms, cheerleading, entertainment parks, or with semiprofessional or professional theater or dance companies.

### Contact Information

#### Physical Education Division Chair

Rusty Smith | (559) 737-6291 | rustys@cos.edu  
Moro: 110 D | Visalia Campus

#### Associate Dean of Physical Education/Athletic Director

Brent Davis | (559) 730-3912 | brentd@cos.edu  
Moro: 110K | Visalia Campus

### Associate Degree

- Associate of Arts in Dance (AA) (p. 241)

## Associate of Arts in Dance (AA)

This degree prepares students for entry-level employment and/or potential further study in the field of Dance through the study of ballet, modern, jazz, current dance trends, musical theatre and choreography. Students will acquire skills in teaching, skill analysis, terminology, presentation, flexibility, strength and endurance.

### 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 assess 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 careers or employment in the following fields: private dance studios, recreation programs, after school programs, dance drill/auxiliary teams, fitness gyms, cheerleading, entertainment parks, or with semiprofessional or professional theater or dance companies.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		15
ART 001	Art Appreciation *	3
DANC 050	Ballet 1	1
DANC 051	Ballet 2	1
DANC 055	Modern Dance 2	1
DANC 056	Contemporary Dance	1
DANC 058	Jazz Dance 1	1
DANC 059	Jazz Dance 2	1
DANC 080	Choreography	1
DANC 082	Improvisational Dance	1
DANC 085	Dance Production 1	1
MUS 010	Music Appreciation	3
+		
RESTRICTED ELECTIVES		6
Select six units from the following courses:		
DANC 041	Musical Theatre Perf-Dance	2
DANC 054	Modern Dance 1	1
DANC 061	Musical Dance Styles	1
DANC 062	Tap Dancing 1	1
DANC 063	Tap Dancing 2	1
DANC 070	Hip Hop	1
DANC 071	Dance Crew	1
DANC 081	Studies in Choreography	1
DRAM 017	Makeup	3
PEAC 060	Varsity Performance 1	2
PEAC 061	Varsity Performance 2	2
+		
ELECTIVES		17
Select additional degree applicable courses numbered 1-299 to achieve 60 units		

=

TOTAL

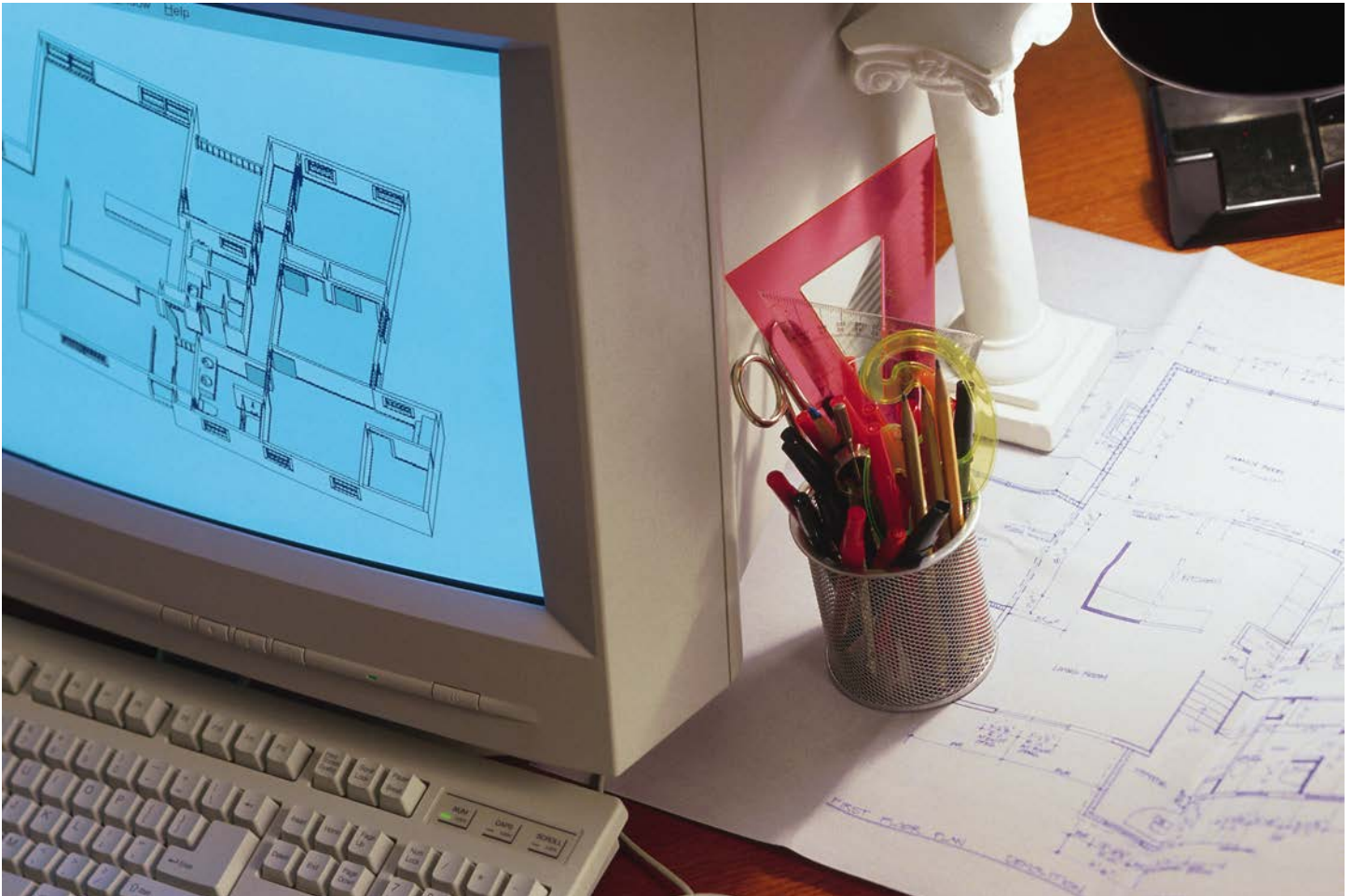
60

\* Courses meet General Education requirements and 3 units may double count above in COS-GE.

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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

# Drafting



Drafting Technology is an academic discipline concerned with the study of drafting technology, architecture, computers, and graphic design. This academic discipline prepares students for entry-level employment and/or potential further study in the field of drafting technology.

The skills developed in this discipline include computer assisted drafting & design, visual communication, computer concepts, graphic design, & construction technology

Transfer requirements in drafting technology are available in the Counseling Center. In all cases, students should consult with a counselor for specific transfer requirements.

Career options include positions in manufacturing or industrial mechanical drafting technology. A higher degree may be required to meet minimum job requirements depending on the position.

## Contact Information

### Industry and Technology Division Chair

Frank Tebeau | (559) 688-3181 | frankt@cos.edu  
Tulare Center Building C: C 101 | Tulare Campus

### Dean of CTE and Workforce Development

Thad Russell | (559) 688-3027 | thadr@cos.edu  
Tulare College Center: Building A - A107 | Tulare Campus

## Associate Degree

- Associate of Science in Drafting Technology (AS) (p. 245)

## **Certificates**

- Certificate of Achievement in Autodesk AutoCAD for Drafting (p. 246)
- Certificate of Achievement in Dassault Systemes Solidworks (p. 247)
- Certificate of Achievement in Mechanical Drafting (p. 248)
- Skill Certificate in Autodesk AutoCAD for Architecture (p. 249)
- Skill Certificate in Autodesk Maya (p. 250)
- Skill Certificate in Tactile Mechanical Drafting (p. 251)

## Associate of Science in Drafting Technology (AS)

This degree prepares students for entry-level employment in the field of Drafting Technology through the study of drafting technology, architecture, computers, & graphic design. Students will acquire skills in CAD, visual communication, computer concepts, graphic design, & construction technology.

### Program Outcomes

- Create and analyze documents related to computer assisted and tactile drafting/design.
- Create and distinguish tactile 2D and 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 draftsman/CAD technician.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		36
DRFT 016	CAD Applications	4
DRFT 112	Mechanical Drafting 1	3
DRFT 113	Mechanical Drafting 2	3
DRFT 114	Introduction to CAD	4
DRFT 115	Advanced CAD	4
ARCH 020	Visual Communication 1 *	3
ARCH 120	Freehand Drawing	3
ARCH 160	Construction Materials/Methods	4
ARCH 161	Architectural Detailing	3
ARCH 163	Construction Documents	3
GD 159	Adobe Illustrator	2
+		
ELECTIVES		2
Select additional degree applicable courses numbered 1-299 to achieve 60 units		
=		
TOTAL		60

\* Courses meet General Education requirements and 3 units may double count above in COS-GE.

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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).



## Certificate of Achievement in Autodesk AutoCAD for Drafting

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 and 3D), specifically AutoCAD drawings.

### Program Outcomes

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

### Career 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.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
DRFT 016	CAD Applications	4
DRFT 114	Introduction to CAD	4
DRFT 115	Advanced CAD	4
=		
TOTAL		12

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

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 Dassault Systemes SolidWorks

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 and 3D), specifically AutoCAD and SolidWorks drawings.

## Program Outcomes

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

## Career 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.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
DRFT 114	Introduction to CAD	4
DRFT 115	Advanced CAD	4
DRFT 016	CAD Applications	4
=		
TOTAL		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.

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 Mechanical Drafting

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 and 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.

### Career 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.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
DRFT 016	CAD Applications	4
DRFT 112	Mechanical Drafting 1	3
DRFT 113	Mechanical Drafting 2	3
DRFT 114	Introduction to CAD	4
DRFT 115	Advanced CAD	4
=		
TOTAL		18

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

## Skill Certificate in Autodesk AutoCAD for Architecture

Students completing this certificate will acquire knowledge and skills related to creating and appraising architectural applications (2D and 3D) utilizing the Autodesk AutoCAD for Architecture computer software.

### Program Outcomes

- Create and appraise architectural applications (2D and 3D) utilizing the Autodesk AutoCAD for Architecture computer program.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: Architectural CAD Technician/Draftsperson.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ARCH 161	Architectural Detailing	3
ARCH 163	Construction Documents	3
DRFT 114	Introduction to CAD	4
=		
TOTAL		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.

Other related certificates are offered through the Drafting Technology Department.

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

## Skill Certificate in Autodesk Maya

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.

### Career Opportunities

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

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
GD 164	Digital Animation 1	4
GD 165	Digital Animation 2	4
=		
TOTAL		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 Tactile Mechanical Drafting

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 and 3D).

### Program Outcomes

- Be able to create and analyze documents related to tactile (by hand) mechanical drafting.

### Career Opportunities

Entry-level manufacturing Tactile Draftsperson.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
DRFT 112	Mechanical Drafting 1	3
DRFT 113	Mechanical Drafting 2	3
=		
TOTAL		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.

## Drama



The Drama Department prepares students for study in the Dramatic Arts, Acting and Technical Design.

Students completing these degrees will have a basic foundation in Drama and skills that include: application of modern acting theories, classical early realist, absurdist, modern and contemporary performing styles, text analysis and character development and maintenance of the body and voice.

### Contact Information

#### Fine Arts Division Chair

James McDonnell | (559) 737-4801 | jamesmc@cos.edu  
Sawtooth: 320 O | Visalia Campus

#### Dean of Arts and Letters

Richard Lubben | (559) 730-3735 | richardl@cos.edu  
Tule: 550 | Visalia Campus

### Associate Degrees

- Associate in Arts in Theatre Arts for Transfer (AA-T) (p. 253)
- Associate of Arts in Dramatic Arts - Acting (AA) (p. 257)
- Associate of Arts in Dramatic Arts - Technical (AA) (p. 255)



## Associate in Arts in Theatre Arts for Transfer (AA-T)

Students completing the Associate in Arts in Theatre Arts for Transfer (AA-T) Degree will be able to seamlessly transfer in the CSU system to pursue a baccalaureate degree in Theatre Arts. Students completing this AA-T in Theatre Arts degree will have an introductory foundation for the field of Theatre Arts through the study of acting, set design/construction, costume design/ construction, make-up design/application, and lighting and will acquire skills in performance, design and technology.

### Program Outcomes

- Critically analyze the acting component of a publicly-produced production.
- Apply historical context to a performance.
- Synthesize interpretation of ideas with the physical/psychological action in performance in front of an audience.

### Career Opportunities

This Associate in Arts in Theatre Arts for Transfer (AA-T) Degree is intended to meet the lower division requirements for theatre arts for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://www.assist.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: actor/director, designer, technician, educator and consultant.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		9
DRAM 001	Intro to the Theatre	3
DRAM 002	Fundamentals of Acting 1	4
DRAM 019	Rehearsal and Performance 1	2
or DRAM 020	Music Theatre Rehears.&Perform	
or DRAM 021	Rehearsal and Performance 2	
+		
RESTRICTED ELECTIVES		9
Select nine units from the following courses:		
DRAM 012	Costuming	3
DRAM 013	Beginning Stagecraft	3
DRAM 015	Beginning Stage Lighting	3
DRAM 017	Makeup	3
+		
ELECTIVES		8-9
Select additional transferable courses numbered 1-199 to achieve 60 units. The Drama Department recommends the following courses to fulfill the elective requirement:		
DRAM 003	Fundamentals of Acting 2	3
DRAM 004	Intermediate Acting: Classical	3
DRAM 005	Intermediate Acting 2: Styles	3
DRAM 014	Intermediate Stagecraft	3
DRAM 016	Intermediate Stage Lighting	3
DRAM 019	Rehearsal and Performance 1 (If not completed in required courses)	2
DRAM 020	Music Theatre Rehears.&Perform (If not completed in required courses)	2
DRAM 021	Rehearsal and Performance 2 (If not completed in required courses)	2
DRAM 022	One Act Play Production	2
DRAM 040	Music Theater	3
=		
TOTAL		60

\* Course(s) meets General Education requirement and 6 units may be double counted above in 1A (CSU GE).

\*\* 3 units may be double counted above in 1B (IGETC). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and unrestricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).

## Associate of Arts in Dramatic Arts - Technical (AA)

This degree prepares students for entry-level employment and/or potential further study in the field of Dramatic Arts - Technical through the study of stagecraft, costuming, makeup and lighting. Students will acquire skills in set construction, costume construction, lighting design/plot and makeup design and application.

### Program Outcomes

- Apply historical context to a technical aspect of a production.
- Critically analyze the technical component(s) of a publicly produced production.
- 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: stage run crew, light/sound board operator, stage electrician/carpenter/welder, scenic artist and wardrobe/makeup crew.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		26-27
DRAM 001	Intro to the Theatre *	3
DRAM 002	Fundamentals of Acting 1	4
or DRAM 003	Fundamentals of Acting 2	
DRAM 012	Costuming	3
DRAM 013	Beginning Stagecraft	3
DRAM 015	Beginning Stage Lighting	3
DRAM 017	Makeup	3
DRAM 019	Rehearsal and Performance 1	2
DRAM 020	Music Theatre Rehears.&Perform	2
DRAM 021	Rehearsal and Performance 2	2
DRAM 022	One Act Play Production	2
+		
RESTRICTED ELECTIVES		8
Select eight units from the following courses:		
DRAM 006	Shakespeare	3
DRAM 014	Intermediate Stagecraft	3
DRAM 016	Intermediate Stage Lighting	3
CINA 031	Film Appreciation-American	3
CINA 032	Film Apprec-International	3
+		
ELECTIVES		3-4
Select additional degree applicable courses numbered 1-299 to achieve 60 units.		
=		
TOTAL		60

\* Courses meet General Education requirements and 3 units may double count above in COS-GE.

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 Division Chair),

2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Associate of Arts in Dramatic Arts - Acting (AA)

This degree prepares students for entry-level employment and/or potential further study in the field of Dramatic Arts - Acting through the study of acting theories, dramatic literature and performance styles. Students will acquire skills in the application of modern acting theories, classical early realist, absurdist, modern and contemporary performing styles, text analysis and character development and maintenance of the body and voice.

### Program Outcomes

- Critically analyze the acting component of a publicly produced production.
- Apply historical context to a performance.
- 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: professional actor, education and psychology.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		19
DRAM 001	Intro to the Theatre *	3
DRAM 002	Fundamentals of Acting 1	4
DRAM 003	Fundamentals of Acting 2	3
DRAM 004	Intermediate Acting: Classical	3
DRAM 005	Intermediate Acting 2: Styles	3
DRAM 006	Shakespeare	3
+		
RESTRICTED ELECTIVES - PRODUCTION		4
Select two of the following courses:		
DRAM 019	Rehearsal and Performance 1	2
DRAM 020	Music Theatre Rehears.&Perform	2
DRAM 021	Rehearsal and Performance 2	2
DRAM 022	One Act Play Production	2
+		
RESTRICTED ELECTIVES		19
Select nineteen units from the following courses:		
DRAM 012	Costuming	3
DRAM 013	Beginning Stagecraft	3
DRAM 017	Makeup	3
DRAM 019	Rehearsal and Performance 1	2
DRAM 020	Music Theatre Rehears.&Perform	2
DRAM 021	Rehearsal and Performance 2	2
DRAM 022	One Act Play Production	2
DRAM 030	Stage Movement/Stage Combat	2
DRAM 040	Music Theater	3
CINA 031	Film Appreciation-American	3
CINA 032	Film Apprec-International	3
=		
TOTAL		64

\* Courses meet General Education requirements and 3 units may double count above in COS-GE.

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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Economics

Economics is the science that studies the interactions of human behavior, sociology, finance and business at the micro and macro-scale. Students completing a degree in this field will have an introductory foundation for the field of Economics through the study of scarcity, comparative advantage, markets, cost theory, monetary system and economic growth. Students will acquire skills and abilities in numeracy, analysis, problem-solving, and both verbal and written communication.

Career opportunities with a baccalaureate degree may include jobs in business, law, medicine, government, non-profits, international relations, and education.

Transfer requirements in Economics are available in the Counseling Department. In all cases, students should consult with a counselor for specific transfer requirements.

## Contact Information

### Social Sciences Division Chair

Alicia Crumpler | (559) 737-4816 | [aliciacr@cos.edu](mailto:aliciacr@cos.edu)  
Kern: 728F | Visalia Campus

### Dean of Business, Social Science, and Consumer Family Studies

Jesse Wilcoxson | (559) 737-6281 | [jessew@cos.edu](mailto:jessew@cos.edu)  
Kern: 716 | Visalia Campus

## Associate Degree

- Associate in Arts in Economics for Transfer (AA-T) (p. 260)



## Associate in Arts in Economics for Transfer (AA-T)

Students completing the Associate in Arts in Economics for Transfer will be able to seamlessly transfer into the CSU system to pursue a baccalaureate degree in Economics. Students completing this degree will have an introductory foundation for the field of Economics through the study of scarcity, comparative advantage, markets, cost theory, monetary system and economic growth. Students will acquire skills and abilities in numeracy, analysis, problem solving, and both verbal and written communication.

### Program Outcomes

- Critically analyze situations and solve problems.
- Apply quantitative reasoning skills.
- Apply qualitative reasoning skills.

### Transfer & Career Opportunities

This Associate in Arts in Economics for Transfer (AA-T) degree is intended to meet the lower division requirements for Economics for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://ASSIST.org>) and a COS counselor for program planning and course selection. Career opportunities with a baccalaureate degree may include jobs in business, law, medicine, government, non-profits, international relations, and education.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		14
ECON 040	Principles of Microeconomics *	3
ECON 050	Principles of Macroeconomics *	3
SSCI 025	Statistics - Social Sciences *	4
or MATH 021	Introduction to Statistics	
MATH 065	Calculus 1	4
+		
RESTRICTED ELECTIVES		8
Select two of the following courses:		
ACCT 001	Financial Accounting	4
ACCT 002	Managerial Accounting	4
COMP 005	Computer Concepts	4
MATH 066	Calculus 2	4
+		
ELECTIVES		8-10
Select additional transferable courses numbered 1-199 to achieve 60 units.		
=		
TOTAL		60

\* Course(s) meets General Education requirement and 9 units may be double counted above in 1A (CSU GE).

\*\* 9 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and unrestricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).

## Electrician Training

The Electrician Training Department offers preparation for entry-level employment and/or potential further study in the fields of NCCER Electrical Applications and Electrical Theory. Students completing these certificates will have a foundation for employment as an electrician.

## Contact Information

### Industry and Technology Division Chair

Frank Tebeau | (559) 688-3181 | frankt@cos.edu  
Tulare Center Building C: C 101 | Tulare Campus

### Dean of CTE and Workforce Development

Thad Russell | (559) 688-3027 | thadr@cos.edu  
Tulare College Center: Building A - A107 | Tulare Campus

## Certificates

- Certificate of Achievement in NCCER Electrical Applications (p. 262)
- Certificate of Achievement in NCCER Electrical Theory (p. 263)

## Certificate of Achievement in NCCER Electrical Applications

This certificate prepares students for entry-level employment in the field of NCCER Electrical Applications. Students completing this certificate will acquire skills, knowledge, and abilities to prepare them for the California Electrician Certification Examination.

### Program Outcomes

- At the end of this program, students will be prepared to take the “applications” portion of the California Electrician Certificate Examination.

### Career Opportunities

Upon successful completion of this NCCER Electrical Applications certificate, the previous NCCER Electrical Theory certificate, and the passing of the California Electrician Certification Examination, students will be prepared for employment in the following fields: State of California Certified Electrician.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ET 204	Electrician Training 4	4
ET 205	Electrician Training 5	4
ET 206	Electrician Training 6	4
ET 207	Electrician Training 7	4
=		
TOTAL		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 NCCER Electrical Theory

This certificate prepares students for entry-level employment in the field of NCCER Electrical Theory. Students completing this certificate will acquire skills, knowledge, and abilities to prepare them for the California Electrician Certification Examination.

## Program Outcomes

- At the end of this program, students will be prepared to take the “theory” portion of the California Electrician Certificate Examination.

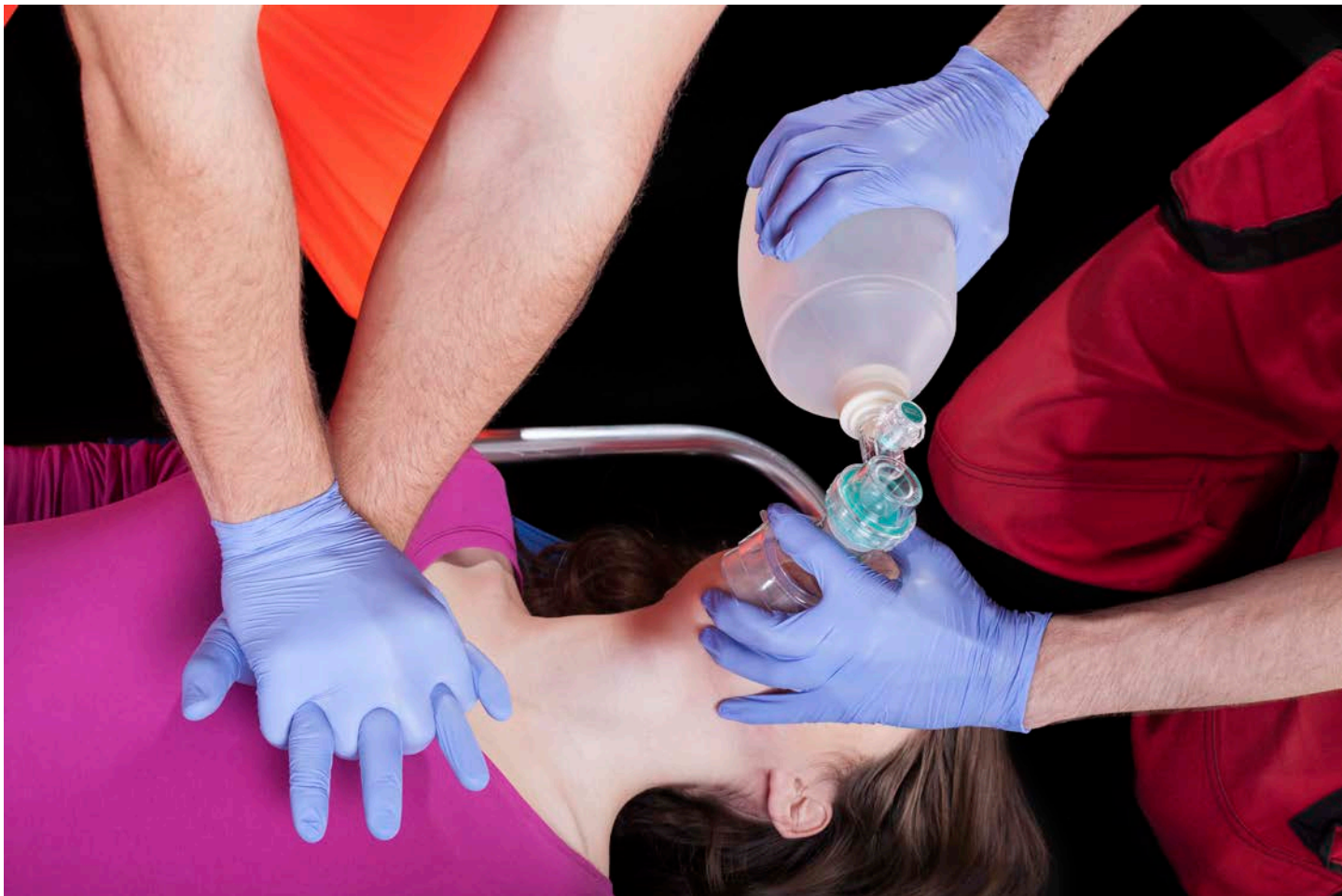
## Career Opportunities

Upon successful completion of this NCCER Electrical Theory certificate, the subsequent NCCER Electrical Applications certificate, and the passing of the California Electrician Certification Examination, students will be prepared for employment in the following fields: State of California Certified Electrician.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
Note: Most courses have prerequisites and must be taken in the appropriate order as listed in the certificate		
ET 200	Intro to Electrician Training	4
ET 201	Electrician Training 1	4
ET 202	Electrician Training 2	4
ET 203	Electrician Training 3	4
=		
TOTAL		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.

## Emergency Medical Technician



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 course are eligible to sit for the National Registry of Emergency Medical Technicians and possible employment by government and private emergency health care services in the area.

Entry Level employment opportunities may include positions with ambulance companies and in hospital emergency departments.

### Contact Information

#### Nursing and Allied Health Division Chair

Terri Paden, DNP, RN | (559) 737-6254 | terrip@cos.edu  
Hospital Rock: 103 | Visalia Campus

#### Associate Dean/Director Allied Health and Physical Therapist Assistant Program

Jonna Schengel, Ed.D, MA, PT | (559) 737-6135 | jonnas@cos.edu  
John Muir: 125 | Visalia Campus

### Certificate

- Skill Certificate in Emergency Medical Technician B (p. 265)

## Skill Certificate in Emergency Medical Technician B

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. State certification and national testing fees will apply.

### 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.

### Career 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.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
EMT 251	Emergency Medical Technician B	6
TOTAL		6

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

Note: A statement verifying CPR training equivalent to the current American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level is a prerequisite for admission to an EMT basic course. (California Code of regulations Title 22)

# Engineering

Engineering: Turning Ideas into Reality!

Engineers apply mathematics, science and experience to create new machines, devices, systems, structures, materials and processes that have never existed before. Engineering students learn to identify, formulate, and solve math, science, and engineering problems; to design and conduct experiments, and to analyze and interpret data.

A baccalaureate degree in engineering is the entry point into professional engineering practice. Engineers work for public or private entities in civil engineering, mechanical engineering, electrical engineering and computer engineering. Baccalaureate engineers also go on to earn advanced graduate degrees (Master's and PhD) in all engineering fields.

## Contact Information

### Mathematics and Engineering Division Chair

Jared Burch | (559) 737-4847 | jaredb@cos.edu  
Kaweah: 204C | Visalia Campus

### Dean of Natural Sciences, Mathematics, and Engineering

Robert Urtecho, Ph.D. | (559) 730-3942 | robertur@cos.edu  
John Muir: 133 | Visalia Campus

## Associate Degree

- Associate of Science in Engineering (AS) (p. 267)



## Associate of Science in Engineering (AS)

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation for the field of Engineering through the study of calculus, differential equations, chemistry, physics, computer programming, engineering graphics, statics, materials, and circuits. Students will acquire the ability to identify, formulate, and solve engineering problems and to design and conduct experiments, as well as to analyze and interpret data.

### Program Outcomes

- Develop the ability to identify, formulate, and solve engineering problems (e.g. circuits, statics, materials, graphics).
- Develop the ability to design and conduct experiments, as well as to analyze and interpret data.
- 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 (<http://assist.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: public or private practice in civil engineering, mechanical engineering, electrical engineering and computer engineering.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS*		30
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).		
+		
REQUIRED MAJOR COURSES		36
CHEM 001	General Chemistry 1 *	5
ENGR 004	Circuit Analysis	4
ENGR 110	Introduction to Engineering	2
MATH 065	Calculus 1 *	4
MATH 066	Calculus 2	4
MATH 067	Calculus 3	4
MATH 081	Differential Equations	5
PHYS 055	Physics 1: Mechanics & Waves	4
PHYS 056	Physics 2: E&M and Heat	4
+		
Select one of the following Concentrations:		
CONCENTRATION A - MECHANICAL, CIVIL, AEROSPACE, MANUFACTURING		11
ENGR 001	Engineering Graphics	4
ENGR 002	Statics	3
ENGR 003	Materials Sci & Engineering	4
OR		
CONCENTRATION B - ELECTRICAL		4
CSCI 001	Programming Concepts/Method 1	4
OR		
CONCENTRATION C - COMPUTER		8
CSCI 001	Programming Concepts/Method 1	4
CSCI 002	Programming Concepts/Method 2	4
=		
TOTAL		64-71

\* Courses meet General Education requirements and 6 units may double count above in COS-GE.

The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

Note: CSU Fresno and other universities require completion of PHYS 057 for select Engineering majors (please consult ASSIST.org (<http://assist.org>), your Engineering Professor and/or a COS counselor).

## English



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. Most students at COS take composition courses to fulfill either transfer or graduation requirements or to enhance their writing skills. Such 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 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. An English major prepares a student for a number of professional opportunities — law, teaching, publishing, broadcasting, journalism, and many more.

## Contact Information

### English Division Chair

Joshua Geist | (559) 737-5460 | [joshuag@cos.edu](mailto:joshuag@cos.edu)

Tule: 550B | Visalia Campus

**Dean of Arts and Letters**

Richard Lubben | (559) 730-3735 | richardl@cos.edu

Tule: 550 | Visalia Campus

## **Associate Degree**

- Associate in Arts in English for Transfer (AA-T) (p. 271)

## **Certificate**

- Certificate of Achievement in Writing Consultancy (p. 273)



## Associate in Arts in English for Transfer (AA-T)

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. Students 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

- Produce effective, meaningful writing for a variety of contexts, purposes, and audiences.
- Read literature and other texts closely and critically.
- Think critically and creatively about issues and ideas.

### Transfer & Career Opportunities

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 (<http://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.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		6
ENGL 002	Logic and Composition *	3
ENGL 004	Composition and Literature *	3
+		
RESTRICTED ELECTIVES - LIST A		6
Select two of the following courses:		
ENGL 030	American Literature 1 *	3
ENGL 031	American Literature 2 *	3
ENGL 015	Survey of British Lit 1 *	3
ENGL 016	Survey of British Lit 2 *	3
ENGL 044	World Literature 1 *	3
ENGL 045	World Literature 2 *	3
+		
RESTRICTED ELECTIVES - LIST B		3
Select one of the following courses OR any course from List A not used above:		
ENGL 010	Chicano Literature	3
ENGL 014	Creative Writing	3
ENGL 018	African American Literature	3
ENGL 046	Shakespeare	3
+		
RESTRICTED ELECTIVES - LIST C		3
Select one of the following courses OR any course from Lists A and B not used above:		
DRAM 001	Intro to the Theatre	3
ENGL 019	Women in Literature	3
JOUR 001	Writing for New Media	3.5
LING 111	Introduction to Language	3
+		
ELECTIVES		12-18

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

=

TOTAL

60

\* Course(s) meets General Education requirement and 9-15 units may be double counted above in 1A (CSU GE).

\*\* 9-12 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and unrestricted electives courses (see Transfer Information and Requirements (p. 92) section for additional details).

# Certificate of Achievement in Writing Consultancy

This certificate prepares students for entry-level employment in the field of Writing Consultancy. Students completing this certificate will acquire the ability to communicate effective strategies, grounded in writing theory, as they tutor emerging writers; they will be able to communicate productively to a diverse population as they tutor; and they will exhibit proficient academic reading and writing skills themselves.

## Program Outcomes

- Help peers use effective strategies to generate, revise, and edit their writing. Tutoring techniques will be grounded in Writing Center and Composition theory.
- Demonstrate proficiency in academic reading and writing and be able to articulate writing concepts and rhetorical moves.
- Communicate effectively with diverse student writers, adjusting interpersonal communication practices to the writers' needs.

## Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: teaching assistantships; tutoring in composition at the secondary, tertiary, and adult level; editing; publishing.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		12
ENGL 001	College Reading & Composition	4
ENGL 002	Logic and Composition	3
ENGL 123	Intro to Writing Consultancy	2
ENGL 124	Writing Cons. Theory/Practice	2
WEXP 193 L	Education Wrk Exp-1st Sem	1
+		
RESTRICTED ELECTIVES		4
Select four units from the following courses:		
COMM 004	Interpersonal Communication	3
ENGL 004	Composition and Literature	3
ENGL 014	Creative Writing	3
ENGL 125	Writing Center Pedagogy	2
ENGL 126	Research Proj in WC Consulting	2
JOUR 001	Writing for New Media	3.5
LING 111	Introduction to Language	3
WEXP 194 L	Education Wrk Exp-2nd Sem	1
=		
TOTAL		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 Language Arts Division Chair.



## English as a Second Language

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.

## Contact Information

### Language and Communication Studies Division Chair

Cynthia Johnson | (559) 730-3966 | [cynthiaj@cos.edu](mailto:cynthiaj@cos.edu)  
Sierra: 802 | Visalia Campus

### Dean of Arts and Letters

Richard Lubben | (559) 730-3735 | [richardl@cos.edu](mailto:richardl@cos.edu)  
Tule: 550 | Visalia Campus

## Certificates

- Certificate of Competency in ESL Advanced Level (Noncredit) (p. 275)
- Certificate of Competency in ESL Beginning Level (Noncredit) (p. 276)
- Certificate of Competency in ESL Intermediate Level (Noncredit) (p. 277)

## Certificate of Competency in ESL Advanced Level (Noncredit)

Students completing this certificate will acquire reading strategies and comprehension skills suitable for texts in Developmental English courses. Additionally, students will be able to write multi-paragraph essays and produce complex English words and phrases.

### Program Outcomes

- Apply reading strategies, comprehend texts suitable for Developmental English classes (i.e., two 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 or phrases to conduct presentations and participate in conversations.

This advanced program parallels the developmental English composition course, but stresses improvement of the skills with an emphasis on the special needs of the non-native speaker.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ESL 440	Advanced Writing/Grammar	5
ESL 441	Advanced Reading/Vocab	5
ESL 442	Adv Listening/Speaking	5
ESL 450	Advanced Writing/Grammar	6
ESL 451	Adv Reading/Vocabulary	6
ESL 452	Adv Listening/Speaking	6
=		
TOTAL		350

## Certificate of Competency in ESL Beginning Level (Noncredit)

Students completing this certificate will acquire basic reading comprehension skills and new vocabulary, and will be able to produce simple sentences and pronounce a variety of English words and phrases that will prepare them to enter college-level ESL classes as well as begin to function in an English-speaking community.

### Program Outcomes

- Read with basic comprehension and acquire new vocabulary from context.
- Produce simple, accurate sentences that express a main idea.
- Pronounce a variety of English words and phrases at a rudimentary level.

This certificate will allow completers to begin to function in everyday situations in their social, business, educational, medical and financial lives in the community. This program differs from that offered in adult schools in its rigor and focus.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ESL 402	Beginning Writing/Grammar 1	
ESL 403	Beginning Reading/Vocabulary 1	
ESL 410	Beginning Writing/Grammar	
ESL 411	Beginning Reading/Vocabulary 2	
ESL 404 or ESL 412	Beg. Listening/Speaking 1 Beg. Listening/Speaking 2	
=		
TOTAL		350

## Certificate of Competency in ESL Intermediate Level (Noncredit)

Students completing this certificate will acquire intermediate reading strategies, the ability to write short compositions, and orally produce moderately complex English words.

### Program Outcomes

- Read with intermediate reading strategies, comprehend basic texts, and acquire new vocabulary from context.
- Write short compositions, from one paragraph to about one page in length, that identify and support a main idea.
- Orally produce a moderately complex variety of English words and phrases to conduct basic presentations and participate in conversations.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ESL 420	Intermediate Writing/Grammar 3	
ESL 421	Intermediate Reading/Vocab 3	
ESL 430	Intermediate Writing/Grammar 4	
ESL 431	Intermediate Reading/Vocab 4	
ESL 422 or ESL 432	Interm Listening/Speaking 3 Interm Listening/Speaking 4	
=		
TOTAL		350

## Environment Control Technology



The Environment Control Technology Department prepares students for entry-level employment in the field of Air Conditioning, Heating and Refrigeration Systems, and Environmental Control Technology (HVAC). Students completing these degrees/certificates will have a basic foundation in troubleshooting and repair of air conditioning, heating and refrigeration systems.

Career opportunities upon successful completion of this degree are HVAC/R technician, sales, service, and repair.

### Contact Information

#### Industry and Technology Division Chair

Frank Tebeau | (559) 688-3181 | frankt@cos.edu  
Tulare Center Building C: C 101 | Tulare Campus

#### Dean of CTE and Workforce Development

Thad Russell | (559) 688-3027 | thadr@cos.edu  
Tulare College Center: Building A - A107 | Tulare Campus

### Associate Degree

- Associate of Science in Environmental Control Technology (HVAC) (AS) (p. 279)

### Certificates

- Certificate of Achievement in Environmental Control Technology (HVAC) (p. 280)
- Skill Certificate in ECT Air Cond, Heating and Refrigeration Systems (p. 281)

## Associate of Science in Environmental Control Technology (HVAC) (AS)

This degree prepares students for entry-level employment in the field of Environmental Control Technology through the study of air conditioning, heating and refrigeration. Students will acquire skills in air conditioning, heating and refrigeration troubleshooting and repair.

### Program Outcomes

- Read and interpret an electrical schematic.
- Troubleshoot a basic heating and air conditioning system.
- Troubleshoot a basic heating system.

### Career Opportunities

Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: HVAC/R technician, sales, service and repair.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE)		
+		
REQUIRED MAJOR COURSES		32
ECT 242	Air Conditioning Sheet Metal	4
ECT 280	Elec. & Controls for HVAC	4
ECT 281	Basic Air Conditioning	12
ECT 282	Adv Air Cond/Refrig Com/Dom	12
+		
ELECTIVES		3
Select additional degree applicable courses numbered 1-299 to achieve 60 units		
=		
TOTAL		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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Certificate of Achievement in Environmental Control Technology (HVAC)

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 a HVAC/R technician in the industry.

### Career 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.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ECT 242	Air Conditioning Sheet Metal	4
ECT 280	Elec. & Controls for HVAC	4
ECT 281	Basic Air Conditioning	12
ECT 282	Adv Air Cond/Refrig Com/Dom	12
=		
TOTAL		32

ECT 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 ECT Air Cond, Heating and Refrigeration Systems

Students completing this certificate will acquire basic entry-level HVAC control skills and knowledge.

## Program Outcomes

- Electrically and mechanically diagnose and/or repair any HVAC system with basic entry-level skills.

## Career 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.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ECT 260	Basic Refrigeration	2
ECT 261	Intro to Air Cond/Refrig C/D	2
ECT 262	Heating Systems & Controls	2
ECT 263	Commercial Refrig Sys Controls	2
=		
TOTAL		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.

# Fashion



The fashion department prepares students for entry-level employment in the field of Fashion as well as providing courses which students may use for transfer to a fashion program. Courses teach about identifying sizes, price ranges, style classification for womenswear, menswear and childrenswear. They will learn factors that influence fashion forecasting and identify target markets for current fashion trends. In construction courses several topics are covered including designing apparel, use of patterns, and selecting materials.

## Contact Information

### Consumer and Family Studies Division Chair

Millicent Owens | (559) 730-3845 | [millio@cos.edu](mailto:millio@cos.edu)  
Tule: 502-B | Visalia Campus

### Dean of Business, Social Science, and Consumer Family Studies

Jesse Wilcoxson | (559) 737-6281 | [jessew@cos.edu](mailto:jessew@cos.edu)  
Kern: 716 | Visalia Campus

## Associate Degrees

- Associate of Science in Fashion Design (AS) (p. 284)
- Associate of Science in Fashion Merchandising (AS) (p. 285)

## Certificates

- Certificate of Achievement in Fashion Design (p. 286)
- Certificate of Achievement in Fashion Merchandising (p. 287)
- Skill Certificate in Fashion Design & Construction (p. 288)
- Skill Certificate in Fashion Merchandising (p. 289)

## Associate of Science in Fashion Design (AS)

This degree prepares students for entry-level employment and/or potential further study in the field of Fashion Design through the study of designing and creating garments and accessories for manufacturers or to start a business. Students will acquire skills in design for apparel and accessories, pattern creation, selection of materials, and marketing finished products.

### Program Outcomes

- Have a basic knowledge of garment construction and pattern drafting methods related to fashion industry standards.
- Be able to apply elements and principles of design to the development and creation of designed garments using the following learned skills as they pertain to fashion industry standards: identification and knowledge of textiles, garment construction and pattern making.
- Be able to identify and appraise a variety of career paths within the fashion industry.

### 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 sales representative, dressmaker, tailor and alterationist.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		18
ART 006	Color and Design *	3
FASH 076	Textiles	3
FASH 141	Principles of Fashion	3
FASH 160	Clothing Construction	3
FASH 161	Clothing Construction 2	3
FASH 162	Fashion Design-Pattern Making	3
+		
RESTRICTED ELECTIVES		3
Select three units from the following courses:		
FASH 140	Intro to the Fashion Industry	3
FASH 142	Visual Merchandising and Sales	3
FASH 263	Basic Sewing	3
+		
ELECTIVES		17
Select additional degree applicable courses numbered 1-299 to achieve 60 units.		
=		
TOTAL		60

\* Courses meet General Education requirements and 3 units may double count above in COS-GE.

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 Division Chair),
2. General Education Requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Associate of Science in Fashion Merchandising (AS)

This degree prepares students for entry-level employment and/or potential further study in the field of Fashion Merchandising through the study of garment production and distribution to retail stores at an advanced level. Students will learn factors that influence fashion forecasting and identify target markets for current fashion trends. Students will acquire skills in identifying clothing sizes, price ranges, style classification for women, men and children.

### Program Outcomes

- Identify and appraise a variety of career paths within the fashion industry.
- Identify and apply visual merchandising principles, tools and methods to create an effective visual store layout.
- 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 and end use.

### Career Opportunities

Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: retail supervisor, buyer or sales representative, store manager, visual manager, retail fashion coordinator, fashion stylist, and display specialist.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		21
ART 006	Color and Design *	3
FASH 076	Textiles	3
FASH 140	Intro to the Fashion Industry	3
FASH 141	Principles of Fashion	3
FASH 142	Visual Merchandising and Sales	3
FASH 160	Clothing Construction	3
WEXP 193 Z	Fashion Wrk Exp-1st Sem	3
+		
ELECTIVES		17
Select additional degree applicable courses numbered 1-299 to achieve 60 units.		
=		
TOTAL		60

\* Courses meet General Education requirements and 3 units may double count above in COS-GE.

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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

# Certificate of Achievement in Fashion Design

This certificate prepares students for entry-level employment in the field of Fashion Design. Students completing this certificate will acquire skills at an advanced level 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 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, tailor and alterationist.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		18
ART 006	Color and Design	3
FASH 076	Textiles	3
FASH 141	Principles of Fashion	3
FASH 160	Clothing Construction	3
FASH 161	Clothing Construction 2	3
FASH 162	Fashion Design-Pattern Making	3
+		
RESTRICTED ELECTIVES		3
Select three units from the following courses:		
FASH 140	Intro to the Fashion Industry	3
FASH 142	Visual Merchandising and Sales	3
FASH 263	Basic Sewing	3
=		
TOTAL		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

This certificate prepares students for entry-level employment in the field of Fashion Merchandising. Students completing this certificate will acquire the ability to identify clothing sizes, price ranges, style classification for womenswear, menswear and childrenswear. Students will learn the sequence of garment production and distribution to retail stores at an advanced level. They will learn 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.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: retail supervisor, buyer or sales representative, store manager, visual manager, retail fashion coordinator, fashion stylist, and display specialist.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ART 006	Color and Design	3
FASH 076	Textiles	3
FASH 140	Intro to the Fashion Industry	3
FASH 141	Principles of Fashion	3
FASH 142	Visual Merchandising and Sales	3
FASH 160	Clothing Construction	3
WEXP 193 Z	Fashion Wrk Exp-1st Sem	3
=		
TOTAL		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 Fashion Design & Construction

Students completing this certificate will acquire entry-level employment in the field of fashion that includes knowledge in fashion design, basic sewing and clothing construction.

### Program Outcomes

- Identify and appraise a variety of career paths within the fashion industry.
- Basic knowledge of garment construction and pattern drafting methods related to fashion industry standards.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: fabric and apparel pattern maker or cut and sew apparel positions.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
FASH 140	Intro to the Fashion Industry	3
FASH 160	Clothing Construction	3
FASH 263	Basic Sewing	3
=		
TOTAL		9

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 Fashion Merchandising

Students completing this certificate will acquire entry-level employment in the field of fashion merchandising. Students will be able to identify clothing sizes, body types, color seasons and clothing classifications for womenswear, menswear and children's wear. Students will learn basic customer service skills and how to apply target market and generational marketing concepts. Finally, students will learn visual merchandising principles in order to create an effective visual store plan.

### Program Outcomes

- Identify and appraise a variety of career paths within the fashion industry.
- Identify and apply visual merchandising principles, tools and methods to create an effective visual store layout.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: retail salesperson, stock clerks, and order fillers, merchandise displays and window trimmers.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
FASH 140	Intro to the Fashion Industry	3
FASH 141	Principles of Fashion	3
FASH 142	Visual Merchandising and Sales	3
TOTAL		9

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.

## Fire Technology



### Associate Degree

- Associate of Science in Fire Technology (AS) (p. 291)

### Certificates

- Certificate of Achievement in Fire Technology (p. 293)
- Skill Certificate in Fire Academy (p. 294)

## Associate of Science in Fire Technology (AS)

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 or twelve 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.

### Note

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

Code	Title	Units
<b>General Education and Subject Requirements (25 Units)</b>		<b>25</b>
College of the Sequoias' Associate Degree General Education (COS-GE)		
<b>Required Major Courses (18 Units)</b>		<b>18</b>
FIRE 155	Fire Behavior & Combustion	
FIRE 157	Fire Prevention Technology	
FIRE 159	Intro to Fire Protection Org	
FIRE 160	Fire and Emergency Safety	
FIRE 163	Fire Protection Equip/System	
FIRE 182	Build. Constr. for Fire Safety	
<b>Restricted Electives - Select Concentration A or B (0 Units)</b>		
Note: Most students select Concentration A. Students who have completed the Basic Fire Fighter Academy requirements through Work Experience are exempt from taking FIRE 270 and should select Concentration B to complete degree.		
<b>Concentration A (20 Units)</b>		<b>20</b>
To receive an A.S. Degree AND to meet minimum qualifications for employment as a fire fighter the following courses are REQUIRED:		
EMT 251	Emergency Medical Technician B	
FIRE 270	Basic Fire Fighter 1 Academy	
<b>Concentration B (13 Units)</b>		<b>13</b>
For career opportunities in fields OTHER THAN fire fighter and students exempt from taking FIRE 270, select a minimum of 13 units from the following:		
EMT 251	Emergency Medical Technician B	
FIRE 125	Fund Fire/Apparatus/Equipment	
FIRE 168	S.F.M. Training Instructor 1A	
FIRE 169	S.F.M. Training Instructor 1B	
FIRE 173	S.F.M. Command 1A	

FIRE 174	S.F.M. Fire Command 1B
FIRE 275	SFM Command 1C
FIRE 277	S.F.M. Fire Management 1
FIRE 280	Fire Fighter 2 Academy
FIRE 230	Company Officer 2A
FIRE 231	Company Officer 2B
FIRE 232	Company Officer 2C
FIRE 233	Company Officer 2D
FIRE 234	Company Officer 2E
FIRE 252	S.F.M. Fire Investigation 1A

**Electives (3-4 Units)** 3-4

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

Code	Title	Units
<b>Total</b>		<b>60</b>

The Associate Degree requirements include completion of the:

1. Required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

# Certificate of Achievement in Fire Technology

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.

## Career 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.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
EMT 251	Emergency Medical Technician B	6
FIRE 155	Fire Behavior & Combustion	3
FIRE 159	Intro to Fire Protection Org	3
FIRE 163	Fire Protection Equip/System	3
FIRE 182	Build. Constr. for Fire Safety	3
FIRE 270	Basic Fire Fighter 1 Academy	15
=		
TOTAL		33

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.

## Skill Certificate in Fire Academy

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.

### Career Opportunities

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

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
FIRE 270	Basic Fire Fighter 1 Academy	15
=		
TOTAL		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.



## Geology/Geography



Geology is the science that studies the structure, mechanics, interactions and evolution of the outer crust of the Earth. Students completing a degree in this discipline 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.

Geography, Earth Science, and Meteorology courses are housed in the Geology department. Although no degrees are currently being offered in these subjects, these courses can be used to complete General Education or transfer requirements.

- Meteorology is the science that studies the atmosphere, its structure, interactions and anthropogenic modification.
- Earth Science studies the structure, mechanics, interactions and evolution of the earth's crust, atmosphere and oceans.
- Geography is the natural and social science that studies the distribution and relationships between physical, geological, political and cultural entities

The most common career opportunities with a baccalaureate degree include entry-level field technician/geologist, industrial employment (mining, oil, environmental consulting), and governmental agencies (Department of Natural Resources, Geological Surveys, and National Parks).

Transfer requirements in Geology are available in the Counseling Department. In all cases, students should consult with a counselor for specific transfer requirements.

## Contact Information

### Science Division Chair

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John Muir: 236 | Visalia Campus

**Dean of Natural Sciences, Mathematics, and Engineering**

Robert Urtecho, Ph.D. | (559) 730-3942 | robertur@cos.edu  
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## **Associate Degree**

- Associate in Science in Geology for Transfer (AS-T) (p. 297)

## Associate in Science in Geology for Transfer (AS-T)

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 (<http://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).

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		26
CHEM 001	General Chemistry 1	5
CHEM 002	General Chemistry 2	5
GEOL 001	Physical Geology *	4
GEOL 005	Earth History	4
MATH 065	Calculus 1 *	4
MATH 066	Calculus 2	4
+		
ELECTIVES		1-4
Select additional transferable courses numbered 1-199 to achieve 60 units. The Science Division recommends at least one of the following courses - which includes a field trip - to meet this elective requirement:		
GEOL 150	Geology of Kings Canyon NP	0.5
GEOL 151	Geology of the Mojave Desert	1
GEOL 152	Geology of the Central Coast	1
GEOL 153	Granite, Glaciers, and Gold	1
GEOL 154	Volcanoes of Northern CA	2
=		
TOTAL		60

\* Course(s) meets General Education requirement and 6 units may be double counted above in 1A (CSU GE).

\*\* 7 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and unrestricted elective courses (see Transfer Information and Requirements (p. 92) section for additional details).

NOTE: Although not required for this Transfer Model Curriculum, Physics is universally required for CSU Geology Programs. Students should consider taking PHYS 020 + PHYS 021 or PHYS 055 + PHYS 056 + PHYS 057 as additional preparation.

# Graphic Design



Graphic Design is an academic discipline concerned with the study of graphic design, graphic art, computers, and art. This academic discipline prepares students for entry-level employment and/or potential further study in the field of graphic design.

The skills developed in this discipline include graphic design, web page design, Adobe Illustrator, Adobe PhotoShop, and Adobe InDesign.

Transfer requirements in graphic design are available in the Counseling Center. In all cases, students should consult with a counselor for specific transfer requirements.

Career options include positions in graphic design & graphic art. A higher degree may be required to meet minimum job requirements depending on the position.

## Contact Information

### Industry and Technology Division Chair

Frank Tebeau | (559) 688-3181 | frankt@cos.edu  
Tulare Center Building C: C 101 | Tulare Campus

### Dean of CTE and Workforce Development

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## Associate Degree

- Associate of Science in Graphic Design (AS) (p. 299)

## Certificates

- Certificate of Achievement in Graphic Design (p. 300)
- Skill Certificate in Adobe Illustrator (p. 301)
- Skill Certificate in Adobe InDesign (p. 302)
- Skill Certificate in Adobe Photoshop (p. 303)



## Associate of Science in Graphic Design (AS)

This degree prepares students for entry-level employment in the field of Graphic Design through the study of graphic design, art, and computers. Students will acquire skills in 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, 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 Arts.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		35
ART 006	Color and Design *	3
ART 007	Advanced Color and Design	3
ART 008	Drawing Fundamentals	3
ART 025	Digital Imaging for Artists	3
ART 178	Beginning Plate Lithography	3
COMP 229	Web Page Design & Development	3
GD 159	Adobe Illustrator	2
GD 160	Graphic Design	4
GD 161	Graphic Design Applications	4
GD 162	Integrated Graphics	4
GD 163	Adobe InDesign	3
+		
ELECTIVES		3
Select additional courses numbered 1-299 to achieve 60 units		
=		
TOTAL		60

\* Courses meet General Education requirements and 3 units may double count above in COS-GE.

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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Certificate of Achievement in Graphic Design

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.

### Career Opportunities

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

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
GD 159	Adobe Illustrator	2
GD 160	Graphic Design	4
GD 161	Graphic Design Applications	4
GD 162	Integrated Graphics	4
GD 163	Adobe InDesign	3
=		
TOTAL		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 Adobe Illustrator

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 and 3D) related to graphic design applications and integrated graphics utilizing the Adobe Illustrator computer program.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: Graphic Artist.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
GD 159	Adobe Illustrator	2
GD 160	Graphic Design	4
GD 162	Integrated Graphics	4
=		
TOTAL		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

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 and 3D) related to integrated graphics and digital mechanicals utilizing the Adobe InDesign computer program.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: Graphic Artist or Production Artist.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
GD 162	Integrated Graphics	4
GD 163	Adobe InDesign	3
=		
TOTAL		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

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 and 3D) related to graphic design applications and integrated graphics utilizing the Adobe PhotoShop computer program.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: Graphic Artist or Digital Imager.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ART 025	Digital Imaging for Artists	3
GD 161	Graphic Design Applications	4
GD 162	Integrated Graphics	4
=		
TOTAL		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.

# Health

## Contact Information

**Associate Dean/Director Allied Health and Physical Therapist Assistant Program**

Jonna Schengel, Ed.D, MA, PT | (559) 737-6135 | jonnas@cos.edu

John Muir: 125 | Visalia Campus

## History



History is the discipline that studies and interprets past events in light of their eventual outcomes using every tool at its disposal, but focusing primarily on the written record. Students will acquire skills and abilities in the use of both primary and secondary history sources, engaging a diversity of viewpoints in history in a civil and constructive fashion, and evaluating historical sources for credibility and perspective.

The most common career opportunities with a baccalaureate degree include law, business, research, writing, archival work, politics, and teaching.

Transfer requirements in History are available in the Counseling Department. In all cases, students should consult with a counselor for specific transfer requirements.

## Contact Information

### Social Sciences Division Chair

Alicia Crumpler | (559) 737-4816 | [aliciacr@cos.edu](mailto:aliciacr@cos.edu)  
Kern: 728F | Visalia Campus

### Dean of Business, Social Science, and Consumer Family Studies

Jesse Wilcoxson | (559) 737-6281 | [jessew@cos.edu](mailto:jessew@cos.edu)  
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## Associate Degree

- Associate in Arts in History for Transfer (AA-T) (p. 307)

## Associate in Arts in History for Transfer (AA-T)

Students completing the Associate in Arts in History for Transfer will be able to seamlessly transfer into the CSU system to pursue a baccalaureate degree in History. Students completing this degree will have an introductory foundation for the field of History through the study of American History, Western Civilization, World History, and diverse selection of electives. Students will acquire skills and abilities in the use of both primary and secondary history sources, engaging a diversity of viewpoints in history in a civil and constructive fashion, and evaluating historical sources for credibility and perspective.

### Program Outcomes

- At the end of this program, students will have skills and abilities in the use of both primary and secondary history sources, engaging a diversity of viewpoints in history in a civil and construction fashion, and evaluating historical sources for credibility and perspective.

### Transfer & Career Opportunities

This Associate in Arts in History for Transfer (AA-T) degree is intended to meet the lower division requirements for History for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://ASSIST.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include law, business, research, writing, archival work, politics, and teaching.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		18
HIST 004	Western Civilization to 1648 *	3
HIST 005	West Civilization Since 1648 *	3
HIST 017	People of the US to 1877 *	3
HIST 018	People of the US from 1865	3
HIST 023	Mexican American	3
HIST 025	World History to 1500 *	3
+		
ELECTIVES		15-17
Select additional transferable courses numbered 1-199 to achieve 60 units. The Social Sciences Division recommends additional courses be selected from the following:		
ANTH 010	Cultural Anthropology	3
ART 002	Art History/Ancient-Gothic	3
ART 003	Art History/Gothic-Modern	3
ECON 025	Introduction to Economics	3
ECON 040	Principles of Microeconomics	3
ECON 050	Principles of Macroeconomics	3
ENGL 010	Chicano Literature	3
ETHN 001	Black American Studies	3
ETHN 002	American Indian Studies	3
ETHN 003	Mexican-American Studies	3
ETHN 004	Asian American Studies	3
ETHN 005	American Ethnic Origins	3
GEOG 002	World Regional Geography	3
MUS 014	History of Rock & Roll	3
POLS 006	Comparative Politics	3
POLS 008	International Relations	3
=		
TOTAL		60

- \* Course(s) meets General Education requirement and 12 units may be double counted above in 1A (CSU GE).
- \*\* 12 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and restricted electives courses (see Transfer Information and Requirements (p. 92) section for additional details).

## Human Services



Human Services is the study of applied social work, sociology and psychology. It includes the study of legal and ethical issues, theories of practice and human behavior, history of social welfare and current policies. Students will acquire skills in critical thinking, case planning, crisis intervention, theory-based assessment, working knowledge of community resources and experience in a human services agency.

The most common employment opportunities are 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, and eligibility and case management.

Transfer requirements in Human Services are available in the Counseling Department. In all cases, students should consult with a counselor for specific transfer requirements.

### Contact Information

#### Social Sciences Division Chair

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Kern: 728F | Visalia Campus

#### Dean of Business, Social Science, and Consumer Family Studies

Jesse Wilcoxson | (559) 737-6281 | [jessew@cos.edu](mailto:jessew@cos.edu)  
Kern: 716 | Visalia Campus

### Associate Degree

- Associate of Science in Human Services (Social Work) (AS) (p. 311)



## **Certificate**

- Certificate of Achievement in Human Services (Social Work) (p. 313)

## Associate of Science in Human Services (Social Work) (AS)

This degree prepares students for entry-level employment in the field of Human Services (Social Work) through the study of legal and ethical issues, theories of practice and human behavior, history of social welfare and current policies. Students will acquire skills in critical thinking, case planning, crisis intervention, theory-based assessment, working knowledge of community resources and experience in a human services agency.

### Program Outcomes

- Use a case vignette in each course to identify any legal and ethical issues that might arise while providing services to the case.
- Use a case vignette in each course to assess area in need of intervention and will discuss these interventions.
- Identify community resources that could be used to assist a person or family in a case vignette in each course.
- Identify areas of support and self-care that are needed for themselves to professionally assist the clients in specific case vignettes, such as supervision, consultation, personal counseling.
- Analyze case vignettes and identify problem areas.

### 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.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		24
COMP 005	Computer Concepts *	4
or COMP 130	Intro to Personal Computers	
ECON 025	Introduction to Economics *	3
or ECON 040	Principles of Microeconomics	
or BUS 297	Personal Finance	
HSRV 101	Group Design and Leadership	4
HSRV 102	Drug and Alcohol Treatment	3
HSRV 120	Intro to Social Welfare	3
HSRV 121	Interviewing	4
HSRV 122	Intro of Human Services	3
+		
REQUIRED WORK EXPERIENCE		6
Select six units from the following courses:		
WEXP 193 H	Human Services Wrk Exp-1st Sem	1-4
WEXP 194 H	Human Services Wrk Exp-2nd Sem	1-4
WEXP 195 H	Human Services Wrk Exp-3rd Sem	1-4
WEXP 196 H	Human Services Wrk Exp-4th Sem	1-4
+		
RESTRICTED ELECTIVES		9
Select nine units from the following courses:		
ANTH 010	Cultural Anthropology *	3
HSRV 103	Gerontology	3
HSRV 104	Issues in Family Violence	3
HSRV 105	Case Management	3
HSRV 110	Ethics in Behavioral Science	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
+		
ELECTIVES		0-2
Select additional courses numbered 1-299 to achieve 60 units		
=		
TOTAL		60-64

\* Courses meet General Education requirements and 0-6 units may double count above in COS-GE.

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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Certificate of Achievement in Human Services (Social Work)

This certificate prepares students for entry-level employment in the field of Human Services (Social Work). Students completing this certificate 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

- Analyze a person or family in a case vignette and come up with the key issues that are impacting the case.
- Identify any legal and ethical issues in providing services to a case vignette.
- Discuss planned interventions to assist the person or family in a case vignette.
- Use knowledge of community resources to “treat” issues in a case vignette.
- Identify ways to manage the student’s own issues that result from providing services to a case vignette, such as supervision, consultation and setting limits.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: 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.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		24
COMP 005 or COMP 130	Computer Concepts Intro to Personal Computers	4
ECON 025 or ECON 040 or BUS 297	Introduction to Economics Principles of Microeconomics Personal Finance	3
HSRV 101	Group Design and Leadership	4
HSRV 102	Drug and Alcohol Treatment	3
HSRV 120	Intro to Social Welfare	3
HSRV 121	Interviewing	4
HSRV 122	Intro of Human Services	3
+		
REQUIRED WORK EXPERIENCE		6
Select six units of the following courses (no more than four units of any course):		
WEXP 193 H	Human Services Wrk Exp-1st Sem	1-4
WEXP 194 H	Human Services Wrk Exp-2nd Sem	1-4
WEXP 195 H	Human Services Wrk Exp-3rd Sem	1-4
WEXP 196 H	Human Services Wrk Exp-4th Sem	1-4
+		
RESTRICTED ELECTIVES		6
Select six units from the following courses:		
HSRV 103	Gerontology	3
HSRV 104	Issues in Family Violence	3
ANTH 010	Cultural Anthropology	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
=		
TOTAL		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.

## Industrial Maintenance



The Industrial Maintenance Program is an academic discipline concerned with the study of technologies used in the repair of modern automated machinery. Topics include basic electricity, mechanics, hydraulics and pneumatics, machining, motor control repair and design, programmable logic controllers, refrigeration, and welding. The skills developed within this discipline include troubleshooting of machine malfunctions, electrical troubleshooting, electrical circuit design, programming of motor drives, programming and program design of programmable logic controllers, MIG TIG and stick welding, and other required skills for employment as an Industrial Maintenance Technician.

Transfer requirements for the Industrial Maintenance Program are available in the Counseling Center. In all cases, students should consult with a counselor for specific transfer requirements. College of the Sequoias Counseling Office may be reached at (559) 730-3715.

Career options include positions in industrial maintenance, industrial electrician, and commercial maintenance technician. A higher degree may be required to meet minimum job requirements depending on the position.

### Contact Information

#### Industry and Technology Division Chair

Frank Tebeau | (559) 688-3181 | frankt@cos.edu  
Tulare Center Building C: C 101 | Tulare Campus

#### Dean of CTE and Workforce Development

Thad Russell | (559) 688-3027 | thadr@cos.edu  
Tulare College Center: Building A - A107 | Tulare Campus

### Associate Degree

- Associate of Science in Industrial Maintenance Technology (AS) (p. 316)

## Certificate

- Certificate of Achievement in Industrial Maintenance Technology (p. 318)
- Skill Certificate in Programmable Logic Controllers (p. 319)
- Skill Certificate in Water and Wastewater Treatment (p. 320)

## Associate of Science in Industrial Maintenance Technology (AS)

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 include motor control and building power distribution.
- 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: boilers, refrigeration and power distribution.

### 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.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE)		
+		
REQUIRED MAJOR COURSES		30
ITEC 110	Electricity and Electronics	3
ITEC 111	Manufacturing Processes	3
ITEC 112	Welding Principles 1	4
ITEC 120	Programmable Logic Controllers	3
ITEC 213	Industrial Mechanics	5
ITEC 222	Automated Controls	5
ITEC 223	Welding Principles 2	4
ITEC 224	Hydraulics and Pneumatics	3
+		
ELECTIVES		5
Select additional degree applicable courses numbered 1-299 to achieve 60 units. The courses below are suggestions and are completely voluntary. See instructor for supervision before adding.		
WEXP 193 M	Maint Tech Wrk Exp-1st Sem	1-4
WEXP 194 M	Maint Tech Wrk Exp-2nd Sem	1-4
=		
TOTAL		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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and

4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).



# Certificate of Achievement in Industrial Maintenance 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.
- Possess entry-level job skills necessary to program controllers in the industry.

## Career 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.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		30
ITEC 110	Electricity and Electronics	3
ITEC 111	Manufacturing Processes	3
ITEC 112	Welding Principles 1	4
ITEC 120	Programmable Logic Controllers	3
ITEC 213	Industrial Mechanics	5
ITEC 222	Automated Controls	5
ITEC 223	Welding Principles 2	4
ITEC 224	Hydraulics and Pneumatics	3
+		
ELECTIVES		0-16
The courses below are suggestions and are completely voluntary. See instructor for supervision before adding.		
WEXP 193 M	Maint Tech Wrk Exp-1st Sem	4
WEXP 194 M	Maint Tech Wrk Exp-2nd Sem	4
WEXP 195 M	Maint Tech Wrk Exp-3rd Sem	4
WEXP 196 M	Maint Tech Wrk Exp-4th Sem	2-4
=		
TOTAL		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 Programmable Logic Controllers

Students completing this certificate will acquire the programming, wiring, troubleshooting, and application of the Programmable Logic Controllers.

## Program Outcomes

- Possess entry-level skills as a programmable logic controller technician to include program entry and troubleshooting skills.

## Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: entry-level employment as a PLC technician.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ITEC 274	Programmable Logic Controllers	2
=		
TOTAL		2

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

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 Drinking Water operator Certification by the State Water Resources Control Board (Grade T1 and T2) and California State Water Resources Control Board Wastewater Operator Certification (Grade 1 and 2).

### Program Outcomes

- Achieve the educational requirements necessary associated with prerequisites for water and wastewater industry examinations and/or certification
- Demonstrate a basic understanding of water and wastewater treatment principles, and associated operations and maintenance considerations
- Demonstrate a basic understanding of water and wastewater treatment related mathematics

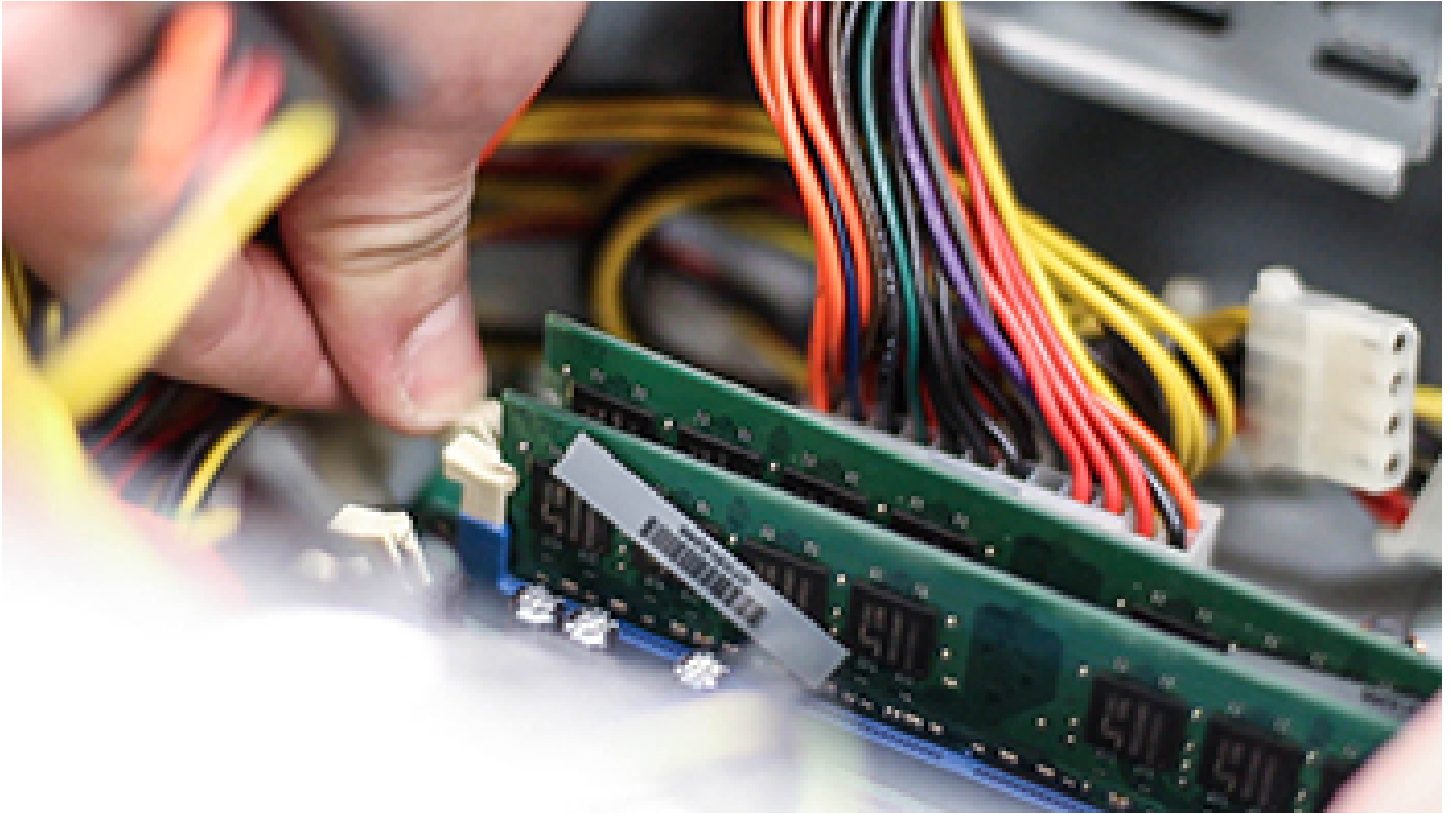
### Career Opportunities

Upon successful completion of this certificate, students will be prepared for educational and examination requirements prior to certification leading to employment in the following jobs: Water Treatment Plant Operator, Water Distribution System Operator, or Wastewater Treatment Plant Operator.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ITEC 220	Water Treatment Fundamentals	3
ITEC 221	Fund. of Wastewater Treatment	3
=		
TOTAL		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.

# Information Communications Technology



ICT is an academic discipline concerned with the study of Computer network design, management, and security as it applies to various business operational needs. The skills developed within this discipline include the application of theory to real world problems, effective business communication both verbal and written form. Understanding how to share knowledge with both technical and non-technical audience.

Transfer requirements in Information Technology or Systems are available in the Counseling Center.

In all cases, students should consult with a counselor for specific transfer requirements.

Career options include positions entry level positions as Help Desk Support Technician, and Network Support Technician. With more experience and education options include Network Administrator, and Network Engineer. A higher degree may be required to meet minimum job requirements depending on the position (Network Administrator, and Network Engineer).

## Contact Information

### Industry and Technology Division Chair

Frank Tebeau | (559) 688-3181 | frankt@cos.edu  
Tulare Center Building C: C 101 | Tulare Campus

### Dean of CTE and Workforce Development

Thad Russell | (559) 688-3027 | thadr@cos.edu  
Tulare College Center: Building A - A107 | Tulare Campus

## Associate Degree

- Associate of Science in Information Communication Technology (AS) (p. 322)

## Certificates

- Skill Certificate in CISCO CCNA Academy (p. 323)
- Skill Certificate in Computer and Network Support (p. 324)

# ASSOCIATE OF SCIENCE IN INFORMATION COMMUNICATION TECHNOLOGY (AS)

This degree prepares students for entry-level employment in the field of Information Communication Technology through the study of Network Hardware, Software, Design, Maintenance, and Security. Students will acquire skills in Supporting and Managing Network Systems in Microsoft and Cisco platforms.

## Program Outcomes

- At the end of this program, students will be able to design, support, and manage network systems.

## Career Opportunities

Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: Help Desk Technician, and Network Support role in business operations.

## Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		37
+		
BUS/COMM 112	Public Speaking for Business	4
BUS 184	Business Communications	3
COMP 006	Programming Fundamentals	3
COMP 233	Database Processing	3
ICT 201	A Plus Certification Prep	4
ICT 221	CISCO Academy 1	4
ICT 222	CISCO Academy 2	4
or ICT 210	Server/Network Infrastructure	
ICT 223	CISCO Academy 3	4
or ICT 211	Server & Network Management	
ICT 224	CISCO Academy 4	4
or ICT 212	Advanced Windows Server	
ICT 230	Network Security Fundamentals	4
+		
ELECTIVES		1
Select additional courses numbered 1-299 to achieve 60 units		
=		
TOTAL		60

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

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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Skill Certificate in CISCO CCNA Academy

Students completing this certificate will acquire the ability to design, support, and analyze LAN and WAN networks, program routers, switches, and troubleshoot and repair components.

### 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 online information, helpdesk assistance, and personal intervention.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: Network Technician, Network Administrator, Consultant, and Network Engineer.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
The following courses must be taken in sequential order		
ICT 221	CISCO Academy 1	4
ICT 222	CISCO Academy 2	4
ICT 223	CISCO Academy 3	4
ICT 224	CISCO Academy 4	4
=		
TOTAL		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 and Technology Division Chair.

## Skill Certificate in Computer and Network Support

Students completing this certificate will acquire skills in troubleshooting of common personal computer components, applying basic computer hardware, software, and information technology concepts and techniques to a variety of business environments.

### Program Outcomes

- Design, create, and troubleshoot complex network infrastructures including LANs, MANs, WANs, and PANs.
- Design and implement enterprise level network operating systems to solve business problems.
- Analyze and communicate technical solutions applied to business operational needs.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: computer help desk specialist, network technician, and computer repair technician.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
ICT 201	A Plus Certification Prep	4
ICT 210	Server/Network Infrastructure	4
ICT 211	Server & Network Management	4
ICT 212	Advanced Windows Server	4
=		
TOTAL		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 and Technology Division Chair.

## Journalism



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.

### Contact Information

#### Language and Communication Studies Division Chair

Cynthia Johnson | (559) 730-3966 | [cynthiaj@cos.edu](mailto:cynthiaj@cos.edu)  
Sierra: 802 | Visalia Campus

#### Dean of Arts and Letters

Richard Lubben | (559) 730-3735 | [richardl@cos.edu](mailto:richardl@cos.edu)  
Tule: 550 | Visalia Campus

### Associate Degree

- Associate in Arts in Journalism for Transfer (AA-T) (p. 326)



## Associate in Arts in Journalism for Transfer (AA-T)

Students completing the Associate in Arts in Journalism for Transfer will be able to seamlessly transfer into the CSU system to pursue a baccalaureate degree in Journalism. Students completing this degree will have an introductory foundation for the field of Journalism through the study of mass communication; reporting, writing, and editing; multimedia journalism including podcasting and videography; and workplace skills and leadership. Students will acquire skills and abilities in a variety of communication media.

### Program Outcomes

- Articulate the power and effect of mass media on culture and society.
- Create quality journalism that reflects professional standards.
- Understand and apply concepts of critical thinking, effective leadership, hierarchy, and basic media ethics and law.

### Transfer & Career Opportunities

This Associate in Arts in Journalism for Transfer (AA-T) degree is intended to meet the lower division requirements for Journalism for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://ASSIST.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include media publishing, public relations firms, advertising firms, and non-profit agencies. It is also appropriate for those seeking jobs requiring photography or computer skills and for those interested in law, criminal justice, graphic arts and web page design. Language skills are heavily emphasized.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		14.5
JOUR 001	Writing for New Media	3.5
JOUR 007	Mass Communication *	3
JOUR 130	Media Practicum I	4
JOUR 131	Media Practicum II	4
+		
RESTRICTED ELECTIVES		6-7
Select two of the following courses:		
COMM 005	Argumentation and Debate *	3
ECON 040	Principles of Microeconomics *	3
or ECON 050	Principles of Macroeconomics	
ENGL 002	Logic and Composition *	3
JOUR 011	Intro to Digital Photography	3
MATH 021	Introduction to Statistics *	4
or SSCI 025	Statistics - Social Sciences	
PHIL 020	Introductory Logic *	3
PHIL 025	Critical Thinking *	3
POLS 005	Federal, State and Local Govt *	3
POLS 006	Comparative Politics *	3
+		
ELECTIVES		4.5-10.5
Select additional transferable courses numbered 1-199 to achieve 60 units.		
=		
TOTAL		60

\* Course(s) meets General Education requirement and 6-9 units may be double counted above in 1A (CSU GE).

\*\* 3-9 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and unrestricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).

## Liberal Arts

The Liberal Arts series of themed Associate of Arts degrees are not intended for transfer. Students completing these degrees are qualified for employment that requires some college preparation, but for which the Bachelor's degree is not necessary.

Students are advised to consult with a counselor to determine if one of these programs will meet your educational objectives.

## Contact Information

### Student Services Division Chair

Adrienne Duarte | (559) 737-6175 | adrienned@cos.edu  
Sequoia: 103 | Visalia Campus

### Dean of Student Services

Michele Brock | (559) 737-5441 | michelebr@cos.edu  
Sequoia: 107 | Visalia Campus

## Associate Degrees

- Associate of Arts in Liberal Arts with an Area of Emphasis in Arts and Humanities (AA) (p. 329)
- Associate of Arts in Liberal Arts with an Area of Emphasis in Communication Studies (AA) (p. 331)
- Associate of Arts in Liberal Arts with an Area of Emphasis in Health and Physical Education (AA) (p. 333)
- Associate of Arts in Liberal Arts with an Area of Emphasis in Natural Science (AA) (p. 335)
- Associate of Arts in Liberal Arts with an Area of Emphasis in Social and Behavioral Science (AA) (p. 337)

## Associate of Arts in Liberal Arts with an Area of Emphasis in Arts and Humanities (AA)

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.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE)*		
+		
REQUIRED MAJOR COURSES		18
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	Criminal Justice Ethics *	3
ARCH 010	Architectural Design 1 *	4
ARCH 020	Visual Communication 1 *	3
ARCH 070	Architecture History 1 *	3
ARCH 071	Architecture History 2 *	3
ART 001	Art Appreciation *	3
ART 002	Art History/Ancient-Gothic *	3
ART 003	Art History/Gothic-Modern *	3
ART 004	Precol Art & Cult/Americas-Meso *	3
ART 005	Precol Art&Cult/Americas-S.Ame *	3
ART 006	Color and Design *	3
ART 007	Advanced Color and Design *	3
ART 008	Drawing Fundamentals *	3
ART 111	Beginning Gallery Exhibition	3
ASL 001	Beg Amer Sign Lang *	4
ASL 002	Elem Amer Sign Lang *	3
ASL 003	Inter Amer Sign Lang *	3
ASL 004	Adv Amer Sign Lang *	3
BUS 185	Ethics in Business & Industry *	3
CINA 031	Film Appreciation-American *	3
CINA 032	Film Apprec-International *	3
DRAM 001	Intro to the Theatre *	3
DRAM 002	Fundamentals of Acting 1 *	4
DRAM 003	Fundamentals of Acting 2 *	3
DRAM 006	Shakespeare *	3
ENGL 004	Composition and Literature *	3
ENGL 010	Chicano Literature *	3
ENGL 015	Survey of British Lit 1 *	3
ENGL 016	Survey of British Lit 2 *	3

ENGL 018	African American Literature *	3
ENGL 019	Women in Literature *	3
ENGL 030	American Literature 1 *	3
ENGL 031	American Literature 2 *	3
ENGL 044	World Literature 1 *	3
ENGL 045	World Literature 2 *	3
ENGL 046	Shakespeare *	3
ETHN 001	Black American Studies *	3
ETHN 002	American Indian Studies *	3
ETHN 003	Mexican-American Studies *	3
ETHN 004	Asian American Studies *	3
HIST 025	World History to 1500 *	3
LING 111	Introduction to Language *	3
MUS 001	Music Fundamentals *	3
MUS 010	Music Appreciation *	3
MUS 011	Music Appreciation/Jazz *	3
MUS 013	Music of the World *	3
MUS 014	History of Rock & Roll *	3
OH 111	Floral Design *	3
PHIL 001	Introductory Philosophy *	3
PHIL 005	Ethics *	3
PHIL 012	Comparative Religion *	3
PHIL 013	Intro to the Old Testament *	3
PHIL 014	Intro to the New Testament *	3
PORT 001	Beginning Portuguese *	4
PORT 002	Elementary Portuguese *	4
SPAN 001	Beginning Spanish *	4
SPAN 002	Elementary Spanish *	4
SPAN 003	Intermediate Spanish *	4
SPAN 004	Advanced Spanish *	4
SPAN 012	Hispanic Literature *	3
SPAN 022	SPAN 2 for Spanish Speakers *	4
SPAN 023	Span 3 for Spanish Speakers *	4
+		
ELECTIVES		17-20
Select additional degree applicable courses numbered 1-299 to achieve 60 units		
=		
TOTAL		60

\* Courses meet General Education requirements and 0-3 units may double count above in COS-GE.

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 12 units taken in residence at College of the Sequoias with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Associate of Arts in Liberal Arts with an Area of Emphasis in Communication Studies (AA)

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.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE)*		
+		
REQUIRED MAJOR COURSES		18
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	Constitutional Law *	3
BUS 020	Business Statistics *	3
BUS/COMM 112	Public Speaking for Business *	4
BUS 119	Quantitative Methods *	3
COMM 001	Fundamentals/Public Speaking *	3
COMM 004	Interpersonal Communication *	3
COMM 005	Argumentation and Debate *	3
COMM 007	Persuasion *	3
COMM 008	Group Communication *	3
COMP 005	Computer Concepts *	4
COMP 006	Programming Fundamentals *	3
ENGL 001	College Reading & Composition *	4
ENGL 002	Logic and Composition *	3
JOUR 007	Mass Communication *	3
MATH 010	Structure and Concepts 1 *	4
MATH 021	Introduction to Statistics *	4
MATH 065	Calculus 1 *	4
MATH 070	Precalculus *	5
MATH 154	Trigonometry *	4
PHIL 020	Introductory Logic *	3
PHIL 025	Critical Thinking *	3
SSCI 025	Statistics - Social Sciences *	4
+		
ELECTIVES		24
Select additional degree applicable courses numbered 1-299 to achieve 60 units		
=		
TOTAL		60

\* Courses meet General Education requirements and 7 units may double count above in COS-GE.

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 12 units taken in residence at College of the Sequoias with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Associate of Arts in Liberal Arts with an Area of Emphasis in Health and Physical Education (AA)

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 well being.
- 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, Personal Trainer.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE)*		
+		
REQUIRED MAJOR COURSES		18
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.		
Select nine units from the following health and wellness courses:		
HW 001	Personal & Community Health *	3
HW 003	First Aid/CPR/AED	3
HW 007	Sports Health *	3
HW/SMED 060	Concepts in Health & Fitness	3
HW 104	Drugs and Society	3
HW/NUTR 119	Nutrition for Fitness	3
NUTR 018	Introduction to Nutrition *	3
SMED 040	Intro to Sports Injuries	3.5
Select nine units from the following physical education courses:		
PEAC 001	Aerobic Conditioning	1
PEAC 002	Non-Impact Aerobics	1
PEAC 003	Step Aerobics	1
PEAC 004	Circuit Training	1
PEAC 008	Beginning Swimming	1
PEAC 009	Intermediate Swimming	1
PEAC 010	Advanced Swimming	1
PEAC 011	Swimming for Fitness	1
PEAC 015	Fundamentals of Baseball	1
PEAC 017	Techniques of Baseball	1
PEAC 021	Beginning Basketball	1
PEAC 022	Intermediate Basketball	1
PEAC 025	Fundamentals of Football	1
PEAC 026	Conditioning for Football	1
PEAC 036	Stretch and Tone	1
PEAC 037	Pilates Mat Class	1
PEAC 038	Introduction to Yoga	1
PEAC 039	Hatha Yoga Fundamentals	1



PEAC 042	Soccer	1
PEAC 052	Beginning Tennis	1
PEAC 053	Intermediate Tennis	1
PEAC 056	Beginning Track and Field	1
PEAC 060	Varsity Performance 1	2
PEAC 061	Varsity Performance 2	2
PEAC 064	Beginning Volleyball	1
PEAC 065	Intermediate Volleyball	1
PEAC 068	Beginning Fitness Walking	1
PEAC 069	Intermediate Fitness Walking	1
PEAC 070	Walk/Jog for Aerobic Fitness	1
PEAC 071	Cross Interval Training	1
PEAC 074	Beginning Weight Training	1
PEAC 075	Intermediate Weight Training	1
PEAC 076	Adv Strength/Body Bldg Prin.	2
IA 001AD	Intercol Men's Baseball	3
IA 002AD	Intercol Men's Basketball	1.5
IA 003AD	Intercol Women's Basketball	1.5
IA 006AD	Intercol Football	3
IA 008AD	Intercollegiate Women Softball	3
IA 012AD	Intercol Women's Tennis	3
IA 016AD	Intercol Women's Volleyball	3
IA 023AD	Intercol Track and Field	3
IA 024AD	Intercol Cross Country	3
IA 029AD	Intercollegiate Swim/Diving	3
IA 030AD	Intercol Women's Soccer	3
IA 031AD	intercol Women's Equestrian	1.5
IA 032AD	Intercollegiate Men's Soccer	3
IA 047AD	Strategies of Sport	1
IA 049AD	Performance of Sport	1
IA 051AD	Power Lifting for Athletes	2
+		
ELECTIVES		25
Select additional degree applicable courses numbered 1-299 to achieve 60 units.		
=		
TOTAL		60

\* Courses meet General Education requirements and 6 units may double count above in COS-GE. Also, any of the PE or IA courses required for this major will meet the PE subject requirement for graduation and 2 units may double count above in COS-GE.

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 12 units taken in residence at College of the Sequoias with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Associate of Arts in Liberal Arts with an Area of Emphasis in Natural Science (AA)

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, and Environmental Health Aid.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE)*		
+		
REQUIRED MAJOR COURSES		18
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 002	Environmental Conservation *	3
AG 003	Economic Entomology *	3
AG 004	Soil Science	3
ANTH 011	Biological Anthropology *	3
ASTR 010	Introduction to Astronomy *	3
BIOL 001	Principles of Biology 1 *	5
BIOL 002	Principles of Biology 2 *	5
BIOL 020	Frontiers in Biology *	4
BIOL 021	Plant Biology *	3
BIOL 022	Animal Biology *	3
BIOL 025	Human Ecology *	3
BIOL 030	Human Anatomy *	4
BIOL 031	Human Physiology *	4
BIOL 040	General Microbiology *	4
CHEM 001	General Chemistry 1 *	5
CHEM 020	Intro to General Chemistry *	4
GEOG 001	Physical Geography *	3
GEOL 001	Physical Geology *	4
GEOL 012	Environmental Geology *	3
GEOL 005	Earth History *	4
MET 001	Elementary Meteorology *	3
NUTR 018	Introduction to Nutrition *	3
PHYS 020	General Physics 1 *	5
PLSI 001	Intro to Plant Science *	3
PSCI 020	Physical Science *	4
+		
ELECTIVES		20
Select additional degree applicable courses numbered 1-299 to achieve 60 units		

=	
TOTAL	60

\* Courses meet General Education requirements and 3 units may double count above in COS-GE.

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 12 units taken in residence at College of the Sequoias with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Associate of Arts in Liberal Arts with an Area of Emphasis in Social and Behavioral Science (AA)

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.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE)*		
+		
REQUIRED MAJOR COURSES		18
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.		
AGMT 001	Agriculture Economics *	3
AJ 011	Intro to Criminal Justice *	3
AJ 025	Constitutional Law *	3
AJ 045	Terrorism and Freedom *	3
AJ 114	Juvenile Delinquency *	3
ANTH 010	Cultural Anthropology *	3
ANTH 012	Archaeology *	3
BUS 188	Human Relations in Business *	3
CFS 080	Lifespan Development *	3
CHLD 039	Child Development-DS 1 *	3
CHLD 042	Child, Family & Society-DS2 *	3
CHLD 158	Cultural Diversity in ECE DS3	3
COMM 009	Intercultural Communication *	3
ETHN 001	Black American Studies *	3
ETHN 002	American Indian Studies *	3
ETHN 003	Mexican-American Studies *	3
ETHN 004	Asian American Studies *	3
ETHN 005	American Ethnic Origins *	3
ECON 025	Introduction to Economics *	3
ECON 040	Principles of Microeconomics *	3
ECON 050	Principles of Macroeconomics *	3
GEOG 002	World Regional Geography *	3
HIST 004	Western Civilization to 1648 *	3
HIST 005	West Civilization Since 1648 *	3
HIST 017	People of the US to 1877 *	3
HIST 018	People of the US from 1865 *	3
HIST 023	Mexican American *	3
HIST 025	World History to 1500 *	3
JOUR 007	Mass Communication *	3

JOUR 020	Cultural Issues in Film/TV/Web *	3
NUTR 020	Cultural Foods *	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 001	Introduction to Sociology *	3
SOC 002	Social Problems *	3
SOC 026	Marriage and Family Life *	3
SOC 043	Sociology of Deviance *	3
POLS 005	Federal, State and Local Govt *	3
POLS 006	Comparative Politics *	3
POLS 008	International Relations *	3
+		
ELECTIVES		17-26
Select additional degree applicable courses numbered 1-299 to achieve 60 units		
=		
TOTAL		60

\* Courses meet General Education requirements and 0-9 units may double count above in COS-GE.

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 12 units taken in residence at College of the Sequoias with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

# Library



The Library offers several support courses that introduce students to library resources that are needed to perform effective research. These courses will better prepare you in finding both written and electronic information that will improve your essays and research papers.

## Contact Information

### Director of Learning Resource Center

Mary-Catherine Oxford | (559) 730-3826 | [marycat@cos.edu](mailto:marycat@cos.edu)  
Lodgepole: 213 | Visalia Campus

### Dean of Arts and Letters

Richard Lubben | (559) 730-3735 | [richardl@cos.edu](mailto:richardl@cos.edu)  
Tule: 550 | Visalia Campus

## Manufacturing

The Manufacturing Department offers a certificate that prepares students for entry-level employment as a machinist and/or potential further study in the field of Machinery & Manufacturing. Students completing this certificate will have a basic foundation in manufacturing and skills that include: knowledge, and abilities related to new technologies in manufacturing including machine tools, machine shop practices with emphasis on Occupational Safety Health Administration (OSHA), and National Institute for Metalworking, and Skills (NIMS) standards.

## Contact Information

### Industry and Technology Division Chair

Frank Tebeau | (559) 688-3181 | frankt@cos.edu  
Tulare Center Building C: C 101 | Tulare Campus

### Dean of CTE and Workforce Development

Thad Russell | (559) 688-3027 | thadr@cos.edu  
Tulare College Center: Building A - A107 | Tulare Campus

## Certificate

- Certificate of Achievement in Machining and Manufacturing (p. 341)

# Certificate of Achievement in Machining and Manufacturing

This certificate prepares students for entry-level employment in the field of Machining and Manufacturing. Students completing this certificate will acquire skills, knowledge, and abilities related to new technologies in manufacturing including machine tools, machine shop practices with emphasis on Occupational Safety Health Administration (OSHA), and National Institute for Metalworking Skills (NIMS) standards.

## Program Outcomes

- Acquire skills, knowledge, and abilities related to new technologies in manufacturing including machine tools, machine shop practices with emphasis on Occupational Safety Health Administration (OSHA) and National Institute for Metalworking Skills (NIMS) standards.

## Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: Machinist.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
MANU 210	Introduction to Machine Shop	4
MANU 211	Machine Shop 1	4
MANU 212	Machine Shop 2	4
MANU 213	Machine Shop 3	4
MANU 214	Machine Shop 4	4
=		
TOTAL		20

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



## Mathematics



Mathematics is the study of quantity (Arithmetic), structure (Algebra), space (Geometry/Trigonometry), and change (Calculus). The department offers courses that range from pre-collegiate through transfer mathematics.

The most common career opportunities with a baccalaureate degree in mathematics includes: technical and financial industries, academics and research, computer and statistical fields (many career options require an advanced degree).

Transfer requirements in Mathematics are available in the Counseling Department. In all cases, students should consult with a counselor for specific transfer requirements.

To learn more about the mathematics sequence of classes, consult the Mathematics Sequence Map (<http://www.cos.edu/Academics/MathEngineering/Documents/Math%20Seq%202014.pdf>).

## Contact Information

### Mathematics and Engineering Division Chair

Jared Burch | (559) 737-4847 | [jaredb@cos.edu](mailto:jaredb@cos.edu)  
Kaweah: 204C | Visalia Campus

### Dean of Natural Sciences, Mathematics, and Engineering

Robert Urtecho, Ph.D. | (559) 730-3942 | [robertur@cos.edu](mailto:robertur@cos.edu)  
John Muir: 133 | Visalia Campus

## Associate Degree

- Associate in Science in Mathematics for Transfer (AS-T) (p. 343)

## Associate in Science in Mathematics for Transfer (AS-T)

Students completing the Associate in Science in Mathematics for Transfer will be able to seamlessly transfer in the CSU system to pursue a baccalaureate degree in Mathematics. 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

- Take real situations and develop mathematical models to solve problems.
- Apply analytical techniques to solve problems.
- Create, interpret and analyze graphical representations of data and equations.

### Transfer & Career Opportunities

This Associate in Science in Mathematics for Transfer (AS-T) Degree is intended to meet the lower division requirements for mathematics for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://ASSIST.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: technical and financial industries, academics and research, computer and statistical fields (many other career options require an advanced degree).

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		12
MATH 065	Calculus 1 *	4
MATH 066	Calculus 2	4
MATH 067	Calculus 3	4
+		
RESTRICTED ELECTIVES - LIST A		4-5
Select one of the following courses:		
MATH 080	Linear Algebra	4
MATH 081	Differential Equations	5
+		
RESTRICTED ELECTIVES - LIST B		4
Select one course from either List A or List B:		
CSCI 001	Programming Concepts/Method 1	4
MATH 021	Introduction to Statistics	4
PHYS 055	Physics 1: Mechanics & Waves *	4
+		
ELECTIVES		3-10
Select additional transferable courses numbered 1-199 to achieve 60 units		
=		
TOTAL		60

\* Course(s) meets General Education requirement and 3-6 units may be double counted above in 1A (CSU GE).

\*\* 3-7 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and restricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).

# Music

## Contact Information

### Fine Arts Division Chair

James McDonnell | (559) 737-4801 | jamesmc@cos.edu  
Sawtooth: 320 O | Visalia Campus

### Dean of Arts and Letters

Richard Lubben | (559) 730-3735 | richardl@cos.edu  
Tule: 550 | Visalia Campus

## Associate Degrees

- Associate of Arts in Music for Transfer (AA-T) (p. 345)
- Associate of Arts in Music (AA) (p. 346)

## Certificate

- Skill Certificate in Commercial Music (p. 348)

## Associate in Arts in Music for Transfer (AA-T)

Students completing the Associate in Arts in Music for Transfer will be able to seamlessly transfer into the CSU system to pursue a baccalaureate degree in Music. Students completing this degree will have an introductory foundation for the field of Music through the study of music theory and musicianship; performance practices of different genres of music including public recitals and concerts. Students will acquire solo and ensemble performance skills from different time periods; hear, analyze and write music and distinguish historical musical styles. The program offers three areas of emphasis: instrumental, vocal, keyboard.

### Program Outcomes

- Discriminate the appropriate historical differences in music styles.
- Critique musical performances.
- Produce appropriate technique on student's voice/instrument.
- Analyze examples from a musical score.
- Interpret the musical score with appropriate expression and artistry.

### Transfer & Career Opportunities

This Associate of Arts in Music for Transfer (AA-T) Degree is intended to meet the lower division requirements for Music for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://ASSIST.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: Studio Musician; Instrumental Teacher; Voice Teacher; Music Director/Conductor/Producer; Accompanist; Media Composer/Arranger; Music Score Preparer; Composer; Music Therapist; Music Journalist; Audio Technician; Recording Engineer; Audio Designer; Media Composer/Arranger.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		24
All students must declare a concentration (Keyboarding, Instrumental, or Vocal) and complete the following:		
MUS 004	Theory and Musicianship 1 *	4
MUS 005	Theory and Musicianship 2 *	4
MUS 006	Theory and Musicianship 3	4
MUS 007	Theory and Musicianship 4	4
MUS 041AD	Applied Music Lessons (must be completed four times for a total of 4 units)	4
Select one of the following courses (must be completed four times):		
MUS 034AD	Concert Choir	1-2
MUS 054AD	Symphony Orchestra	1
MUS 074AD	Symphonic Band	1-2
+		
ELECTIVES		3-5
Select additional transferable courses numbered 1-199 to achieve 60 units		
The Music Department strongly <b>recommends</b> MUS 020AD to meet this additional unit requirement.		
=		
TOTAL		60

\* Course(s) meets General Education requirement and 6 units may be double counted above in 1A (CSU GE).

\*\* 6 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and restricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).

## Associate of Arts in Music (AA)

This degree prepares students for transfer to a four-year university. Students completing this degree will have an introductory foundation for the field of Music through the study of music theory and musicianship; performance practices of different genres of music, including public recitals and concerts. Students will acquire solo and ensemble performance skills from different time periods; hear, analyze and write music and distinguish historical musical styles. The program offers four areas of emphasis: instrumental, vocal, keyboard and theory/composition.

### Program Outcomes

- Discriminate historical differences in music styles and assess musical performances.
- Implement the concepts of musical theory and analyze examples from a musical score.
- Interpret the musical score and perform with technical accuracy, expression and artistry.

### 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 (<http://ASSIST.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: Studio Musician, Instrumental Teacher, Voice Teacher, Music Director/Conductor/Producer, Accompanist, Media Composer/Arranger, Music Score Preparer, Composer, Music Therapist, Music Journalist, Audio Technician, Recording Engineer, Audio Designer, Media Composer/Arranger.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		26-36
All students must declare an area of emphasis (Keyboard, Instrumental, Vocal, or Composition) and concurrently enroll in MUS 041AD and one of the following major performance ensemble courses for four consecutive semesters: MUS 034AD, MUS 074AD, MUS 054AD		
MUS 004	Theory and Musicianship 1 *	4
MUS 005	Theory and Musicianship 2 *	4
MUS 006	Theory and Musicianship 3	4
MUS 007	Theory and Musicianship 4	4
MUS 041AD	Applied Music Lessons (must be completed four times for a total of 4 units)	1
One of the following large ensemble courses must be completed 4 times for a total of 4-8 units:		
MUS 034AD	Concert Choir	1-2
MUS 054AD	Symphony Orchestra	1
MUS 074AD	Symphonic Band	1-2
All Music majors are required to enroll in piano class until piano proficiency requirement is met.		
MUS 020AD	Piano	2-8
+		
RESTRICTED ELECTIVES		0-3
Select additional courses from the following to complete 60 units:		
MUS 010	Music Appreciation	3
MUS 011	Music Appreciation/Jazz	3
MUS 013	Music of the World	3
MUS 014	History of Rock & Roll	3
MUS 030	Beginning Voice	2
MUS 036	Chamber Singers Renaissance	2
MUS 037	Chamber Singers Classical	2
MUS 038	Chamber Singers Romantic	2
MUS 039	Chamber Singers 20th Century	2
MUS 060	Brass Musical Instruments	2
MUS 062	Woodwind Instruments	2
MUS 072AD	Jazz Orchestra	2

MUS 180	The Music Business	2
=		
TOTAL		60-69

\* Course(s) meets General Education requirement and 6 units may be double counted above in CSU GE.

\*\* 6 units may be double counted above in IGETC-CSU.

The Associate of Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average (see Transfer Information and Requirements (p. 92) for additional details).

## Skill Certificate in Commercial Music

This certificate prepares students for entry-level employment in the field of Commercial Music. Students completing this certificate will acquire necessary skills to connect and operate a variety of digital and analog audio equipment specifically related to the recording studio.

### Program Outcomes

- Analyze, read and write music.
- Work appropriately with music industry professionals.
- Record musicians in a professional manner.
- Manipulate Midi and Finale software successfully.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: audio technicians in a variety of environments including, but not limited to: recording studios, churches, theaters, and convention spaces.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		14
MUS 001	Music Fundamentals	3
MUS 180	The Music Business	2
MUS 226	Computerized Audio 1: Midi	2
MUS 227	Computerized Audio Prod 2	2
MUS 281	Recording Arts 1	2
MUS 282	Recording Arts 2	3
+		
RESTRICTED ELECTIVES		3
Select three units from the following courses:		
MUS 010	Music Appreciation	3
MUS 014	History of Rock & Roll	3
MUS 020AD	Piano	2
MUS 030	Beginning Voice	2
MUS 034AD	Concert Choir	1-2
MUS 041AD	Applied Music Lessons	1
MUS 054AD	Symphony Orchestra	1
MUS 060	Brass Musical Instruments	2
MUS 062	Woodwind Instruments	2
MUS 074AD	Symphonic Band	1-2
=		
TOTAL		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 Fine Arts Division Chair.

## Nursing

Registered Nursing is an academic discipline concerned with the study of: the biological, behavioral, and physical sciences and will acquire critical thinking, effective communication, physical assessment, and cultural competence skills and abilities.

Career options include positions for graduates which 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. As a staff nurse, graduates may work in the following: acute care, home care, long-term care, physicians' offices, public and private facilities, and specialty units (Intensive Care, Geriatrics, Dialysis, Operating Room, etc.).

A higher degree may be required to meet minimum job requirements depending on the position.

Additional Information: regarding minimum admission requirements and the separate RN application process is located at [www.cos.edu/nursing](http://www.cos.edu/nursing) (<http://www.cos.edu/nursing>)

## Contact Information

### Director of Registered Nursing

Belen Kersten, MSN, RN | (559) 730-3728 | [belenk@cos.edu](mailto:belenk@cos.edu)  
Hospital Rock: 102 | Visalia Campus

### Nursing and Allied Health Division Chair

Terri Paden, DNP, RN | (559) 737-6254 | [terrip@cos.edu](mailto:terrip@cos.edu)  
Hospital Rock: 103 | Visalia Campus

### Associate Dean/Director Allied Health and Physical Therapist Assistant Program

Jonna Schengel, Ed.D, MA, PT | (559) 737-6135 | [jonnas@cos.edu](mailto:jonnas@cos.edu)  
John Muir: 125 | Visalia Campus

## Associate Degree

- Associate of Science in Registered Nursing (AS) (p. 351)

## Certificate

- Skill Certificate in Certified Nurse Assistant (p. 353)



# Advanced Placement - 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.

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

- Current, valid California LVN License
- IV Therapy Certification
- Current American Heart Association Health Care Provider CPR card
- Health Clearance (Immunizations, TB Skin Test and Physical Exam)
- Current California Drivers License Current California automobile insurance and use of an automobile
- Recommended: Completion of an LVN Transition course with a "C" or better-or-if no LVN Transition course completion of COS LVN Transition Study Module (required)
- Validation of skills competency before starting NURS 163

Local area hospitals will require background checks and urine drug screen prior to clinical placement.

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

## Application Instructions

1. Complete and return the LVN to RN application before the deadline. There are TWO application deadlines. The deadline for applying for the Fall class is January 15th and the deadline for applying for the Spring class is July 15th. Admission to the RN program is on a seat available basis. Indicate the LVN to RN option you prefer (I, II, III).
2. Request two (2) official (sealed) transcripts from every college, university, or post-high school program you have attended, including College of the Sequoias. If you did not graduate from high school but took a GED exam, have (2) official (sealed) copies of your scores sent to the College AND request official (sealed) transcripts from every college, university, or post-high school program you have attended (including College of the Sequoias). All transcripts must be received by the deadline January 15th for Fall class and July 15th for Spring class.
3. Complete TEAS exam with 62% or higher PRIOR to applying.
4. Submit one copy of TEAS Individual Performance Profile. Note: Submit one copy of TEAS Transfer Receipt from ATITESTING.com if TEAS exam is taken somewhere other than COS.

## Timeline Information for LVN to RN Applicants

### Fall Admissions

Application Deadline: January 15<sup>th</sup>

Transcript Deadline: January 15<sup>th</sup>

Date of Notification: May

Semester begins: August

### Spring Admissions

Application Deadline: July 15<sup>th</sup>

Transcript Deadline: July 15<sup>th</sup>

Date of Notification: November

Semester begins: January

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

Note: Nursing courses and requirements-taken with approval from the Nursing Director

Validation of Skills Competency before entering NURS 151

## Associate of Science in Registered Nursing (AS)

This degree prepares students for entry-level employment and/or potential further study in the field of Registered Nursing through the study of biological, behavioral, and physical sciences. Students will acquire critical thinking, effective communication, physical assessment, and cultural competence skills and abilities.

### Program Outcomes

- Demonstrate a caring approach that validates the worth and dignity of the client through the effective use of interpersonal processes.
- Safely perform nursing care to assist the client to promote, maintain, or restore an optimal level of well being.
- Satisfactorily perform the psychomotor skills necessary in the delivery of nursing care to clients across the life span.
- Employ critical thinking in applying the nursing process to manage client care.
- Effectively integrate written, verbal, and nonverbal communication modalities in complex client and health team interaction.
- Implement principles of health teaching when promoting wellness.
- Apply principles of growth, development, and adaptation that will result in optimal well being.
- Apply legal, ethical, and professional practices while acting as client advocate in providing nursing care to a diverse population.

### 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' 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.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		22
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
RN PROGRAM PREREQUISITES		16
All courses and the TEAS Exam must be completed PRIOR to application to the RN Program.		
BIOL 030	Human Anatomy *	4
BIOL 031	Human Physiology	4
BIOL 040	General Microbiology	4
ENGL 001	College Reading & Composition *	4
TEAS Exam with a score of 62% or higher		
+		
CO-REQUISITE COURSES		9
Recommended for completion prior to entering RN Program		
COMM 001 or COMM 004 or COMM 008	Fundamentals/Public Speaking * Interpersonal Communication Group Communication	3
PSY 001	General Psychology *	3
SOC 001 or ANTH 010 or NURS 106	Introduction to Sociology Cultural Anthropology Cultural Comptcy in Healthcare	3
+		
TRADITIONAL STUDENTS - REQUIRED COURSES		43
Traditional students must complete the following 4 semesters of nursing courses after admission into the program:		
REQUIRED COURSES: 1ST SEMESTER		
NURS 161	Maintaining Optimal Wellness	11
REQUIRED COURSES: 2ND SEMESTER		
NURS 151	Intro Promote&Restore Wellness	3
NURS 152	Promoting Perinatal Wellness	4

NURS 154	Promoting Mental Wellness	4
REQUIRED COURSES: 3RD SEMESTER		
NURS 153	Promoting Pediatric Wellness	4
NURS 163	Promote and Restore Wellness 1	6
REQUIRED COURSES: 4TH SEMESTER		
NURS 164	Promote and Restore Wellness 2	8
NURS 166	Nursing Leadership	3
ADVANCED PLACEMENT STUDENTS (LVN TO RN PROGRAM)** - REQUIRED COURSES		24
Advanced placements students must complete the following nursing courses after admission into the program:		
NURS 151	Intro Promote&Restore Wellness	3
NURS 154	Promoting Mental Wellness	4
NURS 163	Promote and Restore Wellness 1	6
NURS 164	Promote and Restore Wellness 2	8
NURS 166	Nursing Leadership	3
=		
TOTAL		77

\* Courses meet General Education requirements and 13 units may double count above in COS-GE. Students earning a degree in Registered Nursing are exempt from the 2-unit PE subject requirement, and the 1-unit Information Competency requirement. Registered Nursing students are also exempt from the 3-unit Health & Wellness requirement; however, one of the following must be completed as an alternative: PSY 1, SOC 1, or NURS 106.

\*\* For more information on Advanced Placement visit the LVN to RN Program Requirements webpage (p. 350).

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 Division Chair),
2. General Education requirements,
3. Subject requirements including \*PE, \*Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

Students who anticipate continuing their education for a BSN (Bachelor of Science in Nursing) are strongly encouraged to take CHEM 020 and NUTR 018.

Students should be advised that this program requires 77 units or more. Applicants will be subjected to background checks and drug screenings.

## Skill Certificate in Certified Nurse Assistant

Students completing this certificate will acquire the knowledge and skills to care for patients experiencing physiological needs for safety and comfort, nutrition, regulatory mechanisms and mobility. Students will also utilize program-acquired knowledge and skills to care for patients' psychological needs for belongingness, communication, esteem and self respect, and provide basic nursing care to selected patients under the supervision of a Registered Nurse, Licensed Vocational Nurse or Physician.

### 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.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: nursing care facilities, general medical and surgical hospitals, community care facility for the elderly, and employment services.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
Students should be advised that an active AHA CPR card is required in order to enroll in NURS 260. Criminal background checks will also be required as part of the requirements for enrollment.		
NURS 260	Nursing Assistant	6
=		
TOTAL		6

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

# Ornamental Horticulture



The Ornamental Horticulture Department offers multiple programs that prepare students for entry-level employment and/or potential further study in the fields of Ornamental Horticulture, Floral Technology, Landscape Design, Landscape Management, and Retail Nursery. Students completing these degrees/certificates will have a basic foundation in Ornamental Horticulture and skills that include: plant propagation, pest management, plant identification and basic ornamental horticulture skills and practices.

Career opportunities include preparation for careers or employment in the following areas: nursery sales associate or production, garden center, landscape maintenance, or parks and recreation.

## Contact Information

### Ornamental Horticulture Faculty Contact

Fernando Fernandez | (559) 688-3116 | fernandof@cos.edu  
Tulare Center Building B: 102 | Tulare Campus

### Agriculture Division Chair

Kim Pitigliano | (559) 688-3117 | kimp@cos.edu  
Tulare Center Building B: 104 | Tulare Campus

### Provost - Tulare College Center, Dean of Agriculture

C. Louann Waldner, Ph.D. | (559) 688-3050 | louannw@cos.edu  
Tulare Center Building A: 109 | Tulare Campus

## Associate Degree

- Associate of Science in Landscape Management (AS) (p. 356)
- Associate of Science in Ornamental Horticulture (AS) (p. 357)

## Certificates

- Certificate of Achievement in Landscape Design (p. 359)
- Certificate of Achievement in Landscape Management (p. 360)
- Certificate of Achievement in Ornamental Horticulture (p. 361)
- Skill Certificate in Floral Technology (p. 362)
- Skill Certificate in Ornamental Horticulture: Retail Nursery Skills Option (p. 363)

## Associate of Science in Landscape Management (AS)

This degree prepares students for entry-level employment in the field of Landscape Management through the study of landscape maintenance, turfgrass management, landscape irrigation, and integrated pest management. Students will acquire skills in pruning, planting and fertilizing trees and shrubs, monitoring for pests and diseases, application of pesticides, sprinkler installation and repair, and maintaining turfgrass.

### Program Outcomes

- Exhibit appropriate installation and cultural management practices for an aesthetically pleasing landscape.
- Communicate with the public and colleagues utilizing a variety of communication methods.

### Career Opportunities

Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: landscape installation and maintenance, equipment and supplies sales, turf management, pesticide applicator, landscape water auditor, and parks maintenance personnel.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE)		
+		
REQUIRED MAJOR COURSES		30
AGMT 102	Ag Sales and Marketing	3
AGMT 108	AG Business Computer Apps	3
OH 001	Basic Ornamental Horticulture	3
OH 002	Plant Identification 1	3
OH 109	Landscape Maintenance	3
OH 210	Turfgrass Management	3
OH 217	Landscape Irrigation	3
OH 220	Diseases of Ornamentals	3
OH 222	Pests of Ornamentals	3
WEXP 193 F	Agriculture Wrk Exp-1st Sem	3
+		
ELECTIVES		5
Select additional degree applicable courses numbered 1-299 to achieve 60 units		
=		
TOTAL		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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Associate of Science in Ornamental Horticulture (AS)

This degree prepares students for entry-level employment in the field of Ornamental Horticulture through the study of plant health, identification, sales, and marketing. Students will acquire skills in propagation, cultural management practices, and sales of ornamental plants in a nursery setting.

### Program Outcomes

- Identify and classify common landscape plants utilized in the climate zones of the Central Valley, and describe their cultural requirements.
- Prepare appropriate growth media and utilize common horticultural techniques and practices to propagate and produce ornamental plants in containers.
- Demonstrate effective oral and written communication skills.
- Describe and demonstrate the safe and efficient use of tools, equipment and materials commonly used in ornamental horticulture and nursery management.

### 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.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE)		
+		
REQUIRED MAJOR COURSES		33
AG 110	Ag Leadership	3
AGMT 102	Ag Sales and Marketing	3
AGMT 108	AG Business Computer Apps	3
OH 001	Basic Ornamental Horticulture	3
OH 002	Plant Identification 1	3
OH 003	Plant Identification 2	3
OH 105	Plant Propagation	3
OH 204	Nursery & Greenhouse Productn.	3
OH 220	Diseases of Ornamentals	3
OH 222	Pests of Ornamentals	3
WEXP 193 F	Agriculture Wrk Exp-1st Sem	3
+		
RESTRICTED ELECTIVES		3
Select three units from the following courses:		
AG 004	Soil Science *	3
OH 007	Principles of Landscape Design	3
OH 109	Landscape Maintenance	3
OH 206	Landscape Drafting	3
OH 208	Landscape Construction	3
OH 210	Turfgrass Management	3
OH 217	Landscape Irrigation	3
OH 218	Xeriscape: Water Conservation	3
+		
ELECTIVES		0-2
Select additional degree-applicable courses numbered 001 - 299 to acheive 60 units.		
=		
TOTAL		60-61



\* Courses meet General Education requirements and 0-3 units may double count above in COS-GE.

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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

# Certificate of Achievement in Landscape Design

This certificate prepares students for entry-level employment in the field of Landscape Design. Students completing this certificate will acquire skills in successfully planning and designing residential landscapes and gardens using current standards and plant material.

## Program Outcomes

- Evaluate a landscape or residential site and develop a landscape plan and proposal for the property.
- Communicate with the public and colleagues using a variety of communication methods and digital media.

## Career 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. Students will acquire skills to successfully plan and design residential landscapes and gardens using current standards and plant material.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
AGMT 108	AG Business Computer Apps	3
OH 002	Plant Identification 1	3
OH 003	Plant Identification 2	3
OH 007	Principles of Landscape Design	3
OH 109	Landscape Maintenance	3
OH 206	Landscape Drafting	3
OH 208	Landscape Construction	3
OH 218	Xeriscape: Water Conservation	3
=		
TOTAL		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 Agriculture Division Chair.

## Certificate of Achievement in Landscape Management

This certificate prepares students for entry-level employment in the field of Landscape Management. Students completing this certificate will acquire landscape maintenance, turfgrass management, landscape irrigation, and integrated pest management skills.

### Program Outcomes

- Exhibit appropriate installation and cultural management practices for an aesthetically pleasing landscape.
- Communicate with the public and colleagues utilizing a variety of communication methods.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: landscape installation and maintenance, equipment and supply sales, turf management, pesticide applicator, landscape water auditor, and parks maintenance personnel.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		25
AGMT 108	AG Business Computer Apps	3
OH 001	Basic Ornamental Horticulture	3
OH 002	Plant Identification 1	3
OH 109	Landscape Maintenance	3
OH 210	Turfgrass Management	3
OH 217	Landscape Irrigation	3
OH 220	Diseases of Ornamentals	3
OH 222	Pests of Ornamentals	3
WEXP 193 F	Agriculture Wrk Exp-1st Sem	1
+		
RESTRICTED ELECTIVES		3
Select one of the following courses:		
AG 004	Soil Science	3
OH 007	Principles of Landscape Design	3
OH 204	Nursery & Greenhouse Productn.	3
OH 206	Landscape Drafting	3
OH 208	Landscape Construction	3
OH 218	Xeriscape: Water Conservation	3
=		
TOTAL		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 Agriculture Division Chair.

## Certificate of Achievement in Ornamental Horticulture

This certificate prepares students for entry-level employment in the field of Ornamental Horticulture. Students completing this certificate will acquire plant propagation, pest management, plant identification and basic ornamental horticulture skills and practices.

### Program Outcomes

- Identify and classify common landscape plants utilized in the climate zones of the Central Valley and describe their cultural requirements.
- Describe and demonstrate the safe and efficient use of tools, equipment and materials commonly used in ornamental horticulture and nursery management.
- Prepare appropriate growth media and utilize common horticultural techniques and practices to propagate and produce ornamental plants in containers.
- Demonstrate effective oral and written communication skills.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: nursery production, landscape maintenance, parks and recreation, garden centers.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		22
AGMT 108	AG Business Computer Apps	3
OH 001	Basic Ornamental Horticulture	3
OH 002	Plant Identification 1	3
OH 003	Plant Identification 2	3
OH 105	Plant Propagation	3
OH 204	Nursery & Greenhouse Productn.	3
OH 222	Pests of Ornamentals	3
WEXP 193 F	Agriculture Wrk Exp-1st Sem	1
+		
RESTRICTED ELECTIVES		6
Select two of the following courses:		
OH 007	Principles of Landscape Design	3
OH 109	Landscape Maintenance	3
OH 206	Landscape Drafting	3
OH 208	Landscape Construction	3
OH 210	Turfgrass Management	3
OH 217	Landscape Irrigation	3
OH 218	Xeriscape: Water Conservation	3
OH 220	Diseases of Ornamentals	3
=		
TOTAL		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 Agriculture Division Chair.

## Skill Certificate in Floral Technology

Students completing this certificate will acquire the ability to identify and select appropriate plant material to create a floral design for the needs of a client.

### Program Outcomes

- Calculate the cost and profit margin for a completed floral design or event based on current market value.
- Communicate with the public and colleagues using a variety of communication methods.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: floral technician, floral delivery, floral consultant, floral design, floral sales and services.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
OH 111	Floral Design	3
OH 212	Sympathy Flowers	3
OH 213	Wedding Flowers	3
OH 223	Interior Floral Design	3-4
or WEXP 194 F	Agriculture Wrk Exp-2nd Sem	
WEXP 193 F	Agriculture Wrk Exp-1st Sem	3
=		
TOTAL		15-16

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 Ornamental Horticulture - Retail Nursery Skills Option

Students completing this certificate will acquire basic skills in plant identification, selection and usage, and cultural practices for working 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 plant materials in containers.
- Communicate with the public and colleagues using a variety of methods and digital applications.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: nursery sales associate, garden center, landscape maintenance.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
OH 001	Basic Ornamental Horticulture	3
OH 002	Plant Identification 1	3
OH 003	Plant Identification 2	3
OH 204	Nursery & Greenhouse Productn.	3
=		
TOTAL		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 Agriculture Division Chair.

## Paralegal



This paralegal program prepares students for entry-level employment and/or potential further study in the field of Paralegal through the study of brief writing, legal research, drafting documents, record keeping, and preparing evidence. Students will acquire skills for legal writing and research along with business law knowledge.

**Career Opportunities:** Upon successful completion of the program, students will be prepared for careers or employment in the following fields: paralegal/legal secretary.

**Note:** A paralegal is not an attorney and, therefore, cannot give legal advice or represent another in court, except under very limited circumstance provided by law. Unauthorized Practice of Law (UPL) is a violation under California Business and Professions Code 6125 – 6129.

## Contact Information

### Business Division Chair

Brian Bettencourt | (559) 730-3929 | [betngt@cos.edu](mailto:betngt@cos.edu)  
Kern: 713F | Visalia Campus

### Dean of Business, Social Science, and Consumer Family Studies

Jesse Wilcoxson | (559) 737-6281 | [jessew@cos.edu](mailto:jessew@cos.edu)  
Kern: 716 | Visalia Campus

## Associate Degree

- Associate of Science in Paralegal (AS) (p. 366)

## Certificate

- Certificate of Achievement in Paralegal (p. 368)



## Associate of Science in Paralegal (AS)

This degree prepares students for entry-level employment and/or potential further study in the field of Paralegal through the study of record keeping, brief writing, law office, legal research, drafting documents, and preparing evidence through the study of legal terminology, legal ethics, legal research, and legal writing and will acquire skills for legal writing and research along with business law knowledge.

### Program Outcomes

- Enter the legal profession as a paralegal/legal assistant
- Perform legal research and prepare legal documents
- Apply principles of legal ethics, and recognize legal limits pertaining to the duties a paralegal can and cannot perform

### Career Opportunities

Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: paralegal AKA legal assistant, legal secretary, and legal document preparer.

### Notes

A paralegal is not an attorney and, therefore, cannot give legal advice or represent another in court, except under very limited circumstance provided by law. Unauthorized Practice of Law (UPL) is violation under California Business and Professions Code 6125-6129. This degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		30
BUS 018	Business Law	4
BUS 184	Business Communications	3
BUS 271	College Keyboarding Level 2	3
BUS 293	Business English	4
PARA 101	Intro to Paralegalism	3
PARA 102	Legal Terminology	2
PARA 203	Civil Procedures 1	4
PARA 205	Legal Research and Writing	4
PARA 210	Legal Ethics, Mgt & Interview	3
+		
RESTRICTED ELECTIVES		7
Select seven units from the following courses. Limited to only one AJ course:		
AJ 014	Criminal Law 1	3
AJ 025	Constitutional Law *	3
AJ 112	Legal Aspects of Evidence	3
PARA 204	Civil Procedures 2	3
PARA 232	Wills, Trusts & Estate Planning	2
PARA 237	Family Law	3
WEXP 193 P	Paralegal Wrk Exp-1st Sem	1-4
WEXP 194 P	Paralegal Wrk Exp-2nd Sem	1-4
+		
ELECTIVES		0-1
Select additional degree applicable courses numbered 1-299 to achieve 60 units		
+		
ADDITIONAL REQUIREMENTS		
Additional Requirement: typing certificate within the last six months of certificate application verifying a typing speed of 45 CWAM for 5 minutes.		

=

TOTAL	60-62
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\* Courses meet General Education requirements and 0-3 units may double count above in COS-GE.

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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

# Certificate of Achievement in Paralegal

This certificate prepares students for entry-level employment in the field of Paralegal. Students completing this certificate will acquire skills related to record-keeping, brief writing, basic law office management, legal research and writing, drafting legal documents and preparation of evidence through the discovery process.

## Program Outcomes

- 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.
- 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 certificate, students will be prepared for employment in the following fields: entry-level careers as a legal document assistant or paralegal.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		30-31
BUS 184	Business Communications	3
BUS 271	College Keyboarding Level 2	3
BUS 293	Business English	4
PARA 101	Intro to Paralegalism	3
PARA 102	Legal Terminology	2
PARA 203	Civil Procedures 1	4
PARA 204	Civil Procedures 2	3
PARA 205	Legal Research and Writing	4
PARA 210	Legal Ethics, Mgt & Interview	3
WEXP 193 P	Paralegal Wrk Exp-1st Sem	1-2
+		
RESTRICTED ELECTIVES		7
Select seven units from the following courses. Limited to only one AJ course:		
AJ 014	Criminal Law 1	3
AJ 025	Constitutional Law	3
AJ 112	Legal Aspects of Evidence	3
BUS 018	Business Law	4
PARA 232	Wills, Trusts & Estate Planning	2
PARA 233	Probate Procedures	3
PARA 237	Family Law	3
WEXP 194 P	Paralegal Wrk Exp-2nd Sem	1-2
+		
ADDITIONAL REQUIREMENTS		
Typing certificate within the last six months of certificate application verifying a typing speed of 45 CWAM for 5 minutes.		
=		
TOTAL		37-38

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.

### Note

A paralegal is not an attorney and, therefore, cannot give legal advice or represent another in court, except under very limited circumstance provided by law. Unauthorized Practice of Law (UPL) is a violation under California Business and Professions Code 6125 - 6129.

## Pharmacy Technician

Students completing this certificate will acquire skill in refilling prescriptions, maintaining proper storage and security conditions for drugs, assisting customers, cleaning and maintaining equipment and work areas, and entering inventory data into a computer system.

Entry Level employment opportunities may include health and personal care store worker, outpatient care, grocery store pharmacy worker, and employment in government sectors.

## Contact Information

### Nursing and Allied Health Division Chair

Terri Paden, DNP, RN | (559) 737-6254 | terrip@cos.edu  
Hospital Rock: 103 | Visalia Campus

### Associate Dean/Director Allied Health and Physical Therapist Assistant Program

Jonna Schengel, Ed.D, MA, PT | (559) 737-6135 | jonnas@cos.edu  
John Muir: 125 | Visalia Campus

## Certificate

- Skill Certificate in Pharmacy Technician (p. 370)

## Skill Certificate in Pharmacy Technician

Students completing this certificate will acquire skills in refilling prescriptions, maintaining proper storage and security conditions for drugs, assisting customers, cleaning and maintaining equipment and work areas, and entering inventory data into a computer.

### 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.
- 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, repackaging 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 accurately weigh, measure, and compound ingredients.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: health and personal care store worker, outpatient care, grocery store pharmacy worker, and employment in government sectors.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
PT 210	Intro to Pharmacy Systems	1
PT 211	Pharmacology for Pharm Techs	3
PT 212	Pharm Tech Practice 1	1
PT 220	Pharm Tech Practice 2	2
PT 221	Professionalism for Pharm Tech	1
PT 222	Pharm Tech Externship	2
=		
TOTAL		10

At the completion of the program, the student will be required to obtain a pharmacy technician license for employment. Requirements to obtain the license are completion of the program, a fee, pass a criminal background check, and a Live Scan fingerprint clearance.

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.

# Philosophy



Philosophy is the study of the way we make moral choices, the way we determine truth and the way we think. Students will acquire the ability to analyze and articulate better ways to solve important problems.

The most common career opportunities with a baccalaureate degree include: any position that requires analytic and abstract thinking such as law, education, journalism, civil service, public relations, non-profit work, ministry, business management and the arts.

Transfer requirements in Philosophy are available in the Counseling Department. In all cases, students should consult with a counselor for specific transfer requirements.

## Contact Information

### Philosophy Professor

Carol Enns | (559) 730-3876 | [carole@cos.edu](mailto:carole@cos.edu)  
Kern: 730A | Visalia Campus

### Social Sciences Division Chair

Alicia Crumpler | (559) 737-4816 | [aliciacr@cos.edu](mailto:aliciacr@cos.edu)  
Kern: 728F | Visalia Campus

### Dean of Business, Social Science, and Consumer Family Studies

Jesse Wilcoxson | (559) 737-6281 | [jessew@cos.edu](mailto:jessew@cos.edu)  
Kern: 716 | Visalia Campus

## **Associate Degree**

- Associate in Arts in Philosophy for Transfer (AA-T) (p. 373)

## Associate in Arts in Philosophy for Transfer (AA-T)

Students completing the Associate in Arts in Philosophy for Transfer (AA-T) degree will be able to seamlessly transfer in the CSU system to pursue a baccalaureate degree in Philosophy. Students completing the Associate in Arts in Philosophy for Transfer (AA-T) degree will have an introductory foundation for the field of Philosophy through the study of logic, ethics, political philosophy, and epistemology. Students will acquire skills and abilities in articulating, interpreting and analyzing philosophical ideas consistently and relevant to an issue in order to find better answers.

### Program Outcomes

- Accurately articulate, interpret and analyze philosophical ideas consistently and relevant to a philosophical issue in order to find better answers.
- Analyze ordinary language claims to determine whether conclusions are valid or strong.

### Transfer & Career Opportunities

This Associate in Arts in Philosophy for Transfer (AA-T) degree is intended to meet the lower division requirements for Philosophy for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://www.assist.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: any position that requires critical and abstract thinking including law, education, journalism, civil service, public relations, non-profit work, ministry, business management and the arts.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37
Select one of the following General Education patterns:		
California State University General Education (CSU GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		15
HIST 004	Western Civilization to 1648	3
HIST 005	West Civilization Since 1648	3
PHIL 001	Introductory Philosophy	3
PHIL 005	Ethics	3
PHIL 020	Introductory Logic	3
+		
RESTRICTED ELECTIVES		3
Select three units from the following courses:		
ENGL 044	World Literature 1	3
HIST 017	People of the US to 1877	3
HIST 025	World History to 1500	3
PHIL 012	Comparative Religion	3
PHIL 013	Intro to the Old Testament	3
PHIL 014	Intro to the New Testament	3
+		
ELECTIVES		17-21
Select additional courses to achieve 60 units.		
=		
TOTAL		60

\* Course(s) meets General Education requirement and 15-18 units may be double counted above in 1A (CSU GE).

\*\* 12 units may be double counted above in 1B (IGETC-CSU). GETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and unrestricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).



## Physical Education



The Physical Education department is dedicated to the study of human health and physical activity. In addition to Physical Education classes, Dance, Health and Wellness, Kinesiology, Intercollegiate Athletics and Sports Medicine classes are also housed in this division. Both general education students and athletes can benefit from the many courses offered by this department that improve physical activity and promote health.

### Contact Information

#### Physical Education Division Chair

Rusty Smith | (559) 737-6291 | rustys@cos.edu  
Moro: 110 D | Visalia Campus

#### Associate Dean of Physical Education/Athletic Director

Brent Davis | (559) 730-3912 | brentd@cos.edu  
Moro: 110K | Visalia Campus

### Associate Degree

- Associate in Arts in Kinesiology for Transfer (AA-T) (p. 375)
- Associate of Arts in Liberal Arts with an Area of Emphasis in Health and Physical Education - Not for Transfer (AA) (p. 333)

## Associate in Arts in Kinesiology for Transfer (AA-T)

Students completing the Associate in Arts in Kinesiology for Transfer Degree will be able to seamlessly transfer in the CSU system to pursue a baccalaureate degree in Kinesiology.

Students completing Kinesiology for Transfer (AA-T) degree will have an introductory foundation for the field of Kinesiology through the study of biomechanics, exercise physiology, theory and analysis, prevention, care and rehabilitation of sport injury. Students will acquire skills in analysis and assessment of human movement and the internal environment of the human body through a variety of activities and development of a program related to a specific condition.

### Program Outcomes

- Identify and relate anatomical, physiological, and biomechanical systems to physical activity and sport.
- Understand the philosophical aspects involved in the various aspects of Kinesiology and sport, and apply such knowledge to their daily lives and possible occupations.

### Transfer & Career Opportunities

This Associate in Arts in Kinesiology for Transfer (AA-T) Degree is intended to meet the lower division requirements for Kinesiology 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: athletic trainer, physical education teacher, exercise physiologist, pre-requisite for a doctoral program in physical therapy.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		11
BIOL 030	Human Anatomy *	4
BIOL 031	Human Physiology	4
KINE 001	Introduction to Kinesiology	3
+		
RESTRICTED MOVEMENT BASED COURSES		3-4
Select three courses from the following areas. Maximum one course per area:		
DANCE		
DANC 050	Ballet 1	1
DANC 054	Modern Dance 1	1
DANC 058	Jazz Dance 1	1
DANC 062	Tap Dancing 1	1
DANC 070	Hip Hop	1
AQUATICS		
PEAC 008	Beginning Swimming	1
PEAC 009	Intermediate Swimming	1
PEAC 011	Swimming for Fitness	1
FITNESS		
PEAC 001	Aerobic Conditioning	1
PEAC 002	Non-Impact Aerobics	1
PEAC 003	Step Aerobics	1
PEAC 004	Circuit Training	1
PEAC 036	Stretch and Tone	1
PEAC 037	Pilates Mat Class	1
PEAC 038	Introduction to Yoga	1
PEAC 039	Hatha Yoga Fundamentals	1
PEAC 070	Walk/Jog for Aerobic Fitness	1
PEAC 074	Beginning Weight Training	1

PEAC 075	Intermediate Weight Training	1
INDIVIDUAL SPORTS		
PEAC 052	Beginning Tennis	1
PEAC 053	Intermediate Tennis	1
TEAM SPORTS		
PEAC 015	Fundamentals of Baseball	1
PEAC 021	Beginning Basketball	1
PEAC 022	Intermediate Basketball	1
PEAC 025	Fundamentals of Football	1
PEAC 042	Soccer	1
PEAC 064	Beginning Volleyball	1
PEAC 065	Intermediate Volleyball	1
+		
RESTRICTED ELECTIVES		7-10
Select two of the following courses. Minimum six units:		
CHEM 001	General Chemistry 1 *	5
HW 003	First Aid/CPR/AED	3
PHYS 020	General Physics 1 *	4-5
or PHYS 055	Physics 1: Mechanics & Waves	
SSCI 025	Statistics - Social Sciences *	4
or MATH 021	Introduction to Statistics	
+		
ELECTIVES		6-10
Select additional transferable courses numbered 1-199 to achieve 60 units.		
=		
TOTAL		60

\* Course(s) meets General Education requirement and 6-9 units may be double counted above in 1A (CSUGE).

\*\* 7-10 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and unrestricted electives courses (see Transfer Information and Requirements (p. 92) section for additional details).

## Physical Therapist Assistant



Physical Therapist Assistant is an academic discipline concerned with the study of the implementation of physical therapy interventions provided under the direction of a physical therapist which include modalities, exercise (strengthening/range of motion), balance activities to improve functional movement patterns such as walking and transfers as well as optimize overall function and performance. The skills developed in within this discipline include critical thinking, hands on techniques, and professional skills.

In all cases, students should consult with a counselor for specific transfer requirements. College of the Sequoias Counseling Office may be reached at (559) 730-3715.

Career options include positions as Licensed Physical Therapist Assistant.

### Contact Information

**Associate Dean/Director Allied Health and Physical Therapist Assistant Program**

Jonna Schengel, Ed.D, MA, PT | (559) 737-6135 | jonnas@cos.edu  
John Muir, 125 | Visalia Campus

### Associate Degree

- Associate of Science in Physical Therapist Assistant (AS) (p. 378)

## Associate of Science in Physical Therapist Assistant (AS)

This degree prepares students for entry-level employment and/or potential further study in the field of Physical Therapist Assistant through the study of kinesiology, principles of patient management, modalities, pathophysiology, orthopedic management and clinical education. Students will acquire skills in the scope of a physical therapist assistant. This degree allows graduates to take the national PTA license examination.

### Program Outcomes

- Pass the NPTE/PTA Licensing Examination.
- Demonstrate competent intellectual, hands-on and professional skills to provide physical therapy services under the direction of a physical therapist.
- Adhere to professional behaviors set by the APTA's Code of Ethics.
- Demonstrate patient safety at all times.
- Achieve a successful transition to employment as a PTA.

### Career Opportunities

Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: acute care hospitals, skilled nursing facilities, outpatient rehabilitation clinics, inpatient rehabilitation centers, school based health care services.

### Note

This degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer. This is not a Pre-Physical Therapy Degree.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		22
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
PREREQUISITES COURSES		8
BIOL 030	Human Anatomy *	4
BIOL 031	Human Physiology	4
+		
REQUIRED MAJOR COURSES		43
PTA 121	Fundamentals for the PTA	2
PTA 125	Basic Prin of Patient Mgmt	3
PTA 128	Kinesiology	3
PTA 130	Physical Agents and Modalities	3
PTA 131	Engineering & Physics for PTA	1
PTA 139	Pathophysiology	2
PTA 140	Administration	1
PTA 145	Neurorehabilitation for PTA	3
PTA 148	Orthopedic Management	3
PTA 150	Clinical Education 1	3
PTA 152	Cardiopulmonary Rehabilitation	3
PTA 155	Therapeutic Exercise	4
PTA 160	Clinical Education 2	5
PTA 161	Clinical Education 3	6
PTA 170	Seminar for PTA	1
=		
TOTAL		70

\* Courses meet General Education requirements and 3 units may double count above in COS-GE. Students earning a degree in Physical Therapy Assistant are exempt from the 2-unit PE subject requirement and the 1-unit Information Competency requirement. Physical Therapist Assistant students are also exempt from the 3-unit Health & Wellness requirement; however, one of the following must be completed as an alternative: PSY 1, SOC 1, or NURS 106.

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 Division Chair),
2. General Education requirements,
3. Subject requirements including \*PE, \*Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## **Physical Therapist Assistant Program Admission Criteria**

- Cumulative GPA of 2.5 or higher.
- 2.5 or higher GPA on combined biology prerequisites: BIOL 030 Human Anatomy - 4 semester units including a lab component; BIOL 031 Human Physiology - 4 semester units including a lab component.
- 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 requirements. Students are ranked for admission based on grades in Human Anatomy and Human Physiology.
- No more than one repetition of any biology course is allowed. "W" counts as a repeat.



# Physics



Physics, Physical Science, and Astronomy are the sciences that study the universe and its components from the sub-atomic to the macro-scale. Topics range from cosmology to the interactions of atoms.

Physical Science and Astronomy courses are housed in the Physics department. Although no degrees are currently being offered in Astronomy, this course can be used to complete General Education or transfer requirements.

Students studying physics will have an introductory foundation in the field of Physics through the study of mechanics, thermodynamics, electricity, magnetism, optics and modern physics. Students will acquire skills and abilities in identifying, formulating and solving physics problems by designing, conducting and analyzing experiments, and critical thinking.

The most common career opportunities with a baccalaureate degree include physics laboratory technician, computer scientist, scientific sales, and high school science teacher.

Transfer requirements in Physics and Astronomy are available in the Counseling Department. In all cases, students should consult with a counselor for specific transfer requirements.

## Contact Information

### Science Division Chair

Julie Rodriguez | (559) 730-3875 | julier@cos.edu  
John Muir: 236 | Visalia Campus

### Dean of Natural Sciences, Mathematics, and Engineering

Robert Urtecho, Ph.D. | (559) 730-3942 | robertur@cos.edu  
John Muir: 133 | Visalia Campus

## Associate Degree

- Associate in Science in Physics for Transfer (AS-T) (p. 381)
- Associate of Science in Physical Science (AS) (p. 382)

## Associate in Science in Physics for Transfer (AS-T)

Students completing the Associate in Science in Physics for Transfer will be able to seamlessly transfer into the CSU system to pursue a baccalaureate degree in Physics. Students completing this degree will have an introductory foundation for the field of Physics through the study of mechanics, thermodynamics, electricity, magnetism, optics and modern physics. Students will acquire skills and abilities in identifying, formulating and solving physics problems; designing, conducting and analyzing experiments; and critical thinking.

### Program Outcomes

- Develop the ability to identify, formulate, and solve physics problems.
- Develop the ability to design and conduct experiments, as well as to analyze and interpret experimental data.
- Develop the ability to use critical thinking in problem solving.

### Transfer & Career Opportunities

This Associate in Science in Physics for Transfer (AS-T) degree is intended to meet the lower division requirements for Physics for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://ASSIST.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include physics laboratory technician, computer scientist, scientific sales, and high school science teacher.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		25
MATH 065	Calculus 1 *	4
MATH 066	Calculus 2	4
MATH 067	Calculus 3	4
PHYS 055	Physics 1: Mechanics & Waves *	4
PHYS 056	Physics 2: E&M and Heat	4
PHYS 057	Physics 3: Modern Physics	5
+		
ELECTIVES		2-5
Select additional transferable courses numbered 1-199 to achieve 60 units.		
The Science Division recommends the additional units be met by completing one of the following lower division major preparation courses:		
CHEM 001	General Chemistry 1	5
CSCI 001	Programming Concepts/Method 1	4
MATH 080	Linear Algebra	4
MATH 081	Differential Equations	5
=		
TOTAL		60

\* Course(s) meets General Education requirement and 6 units may be double counted above in 1A (CSU GE).

\*\* 7 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and restricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).



## Associate of Science in Physical Science (AS)

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 (<http://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.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		28-31
CHEM 001	General Chemistry 1 *	5
CHEM 002	General Chemistry 2	5
GEOL 001	Physical Geology	4
MATH 065	Calculus 1 *	4
or MATH 021	Introduction to Statistics	
+		
REQUIRED PHYSICS COURSE SEQUENCE		10-13
Complete one of the following physics course sequences:		
PHYS 020 & PHYS 021	General Physics 1 and General Physics 2	10
OR		
PHYS 055 & PHYS 056 & PHYS 057	Physics 1: Mechanics & Waves and Physics 2: E&M and Heat and Physics 3: Modern Physics	13
+		
ELECTIVES		0-2
Select additional transferable courses numbered 1-199 to achieve 60 units		
=		
TOTAL		60-64

\* Course(s) meets General Education requirement and 6 units may be double counted above in CSU GE.

\*\* 7 units may be double counted above in IGETC.

The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average (see Transfer Information and Requirements (p. 92) for additional details).

# Plant Science



Students completing this area of study will have a foundation for the field of Plant Science, through the study of soil, irrigation, weed control, plant diseases and pest, fertilizers, and cultivation of crops and will acquire skills in crop production to maximize yields as well as profits.

## Contact Information

### Plant Science Faculty Contact

Allison Ferry-Abee | (559) 688-3139 | [allisonf@cos.edu](mailto:allisonf@cos.edu) ([charlesa@cos.edu](mailto:charlesa@cos.edu))  
Tulare Center Building B: 206 | Tulare Campus

### Agriculture Division Chair

Kim Pitigliano | (559) 688-3117 | [kimp@cos.edu](mailto:kimp@cos.edu)  
Tulare Center Building B: 104 | Tulare Campus

### Provost - Tulare College Center, Dean of Agriculture

C. Louann Waldner, Ph.D. | (559) 688-3050 | [louannw@cos.edu](mailto:louannw@cos.edu)  
Tulare Center Building A: 109 | Tulare Campus

## Associate Degree

- Associate of Science in Agriculture Plant Science for Transfer (AS-T) (p. 384)
- Associate of Science in Plant Science (AS) (p. 385)

## Certificate

- Skill Certificate in Plant Science (p. 387)

## Associate of Science in Agriculture Plant Science for Transfer (AS-T)

Students completing the Associate in Science in Agriculture Plant Science for Transfer will be able to seamlessly transfer into the CSU system to pursue a baccalaureate degree in Agriculture Plant Science. Students completing this degree will have an introductory foundation for the field of Agriculture Plant Science through the study of soil science, agricultural economics, plant science and plant propagation. Students will acquire skills and abilities in soil sampling and testing, developing an operations budget, identifying common crops in the San Joaquin Valley, describing common propagation practices in production agriculture, demonstrating safe work practices and operating farm machinery.

### Program Outcomes

- 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.

### Transfer & Career Opportunities

This Associate in Science in Agriculture Plant Science for Transfer (AS-T) Degree is intended to meet the lower division requirements for Agriculture Plant Science for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org (<http://www.assist.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: farm manager, research assistant, farm sales and service, propagation manager, and pest control advisor.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		17
AG 004	Soil Science	3
AGMT 001	Agriculture Economics *	3
CHEM 020	Intro to General Chemistry *	4
MATH 021	Introduction to Statistics *	4
PLSI 001	Intro to Plant Science *	3
+		
RESTRICTED ELECTIVES		3
Select one of the following courses:		
AGTC 103	Farm Power	3
OH 002	Plant Identification 1	3
OH 003	Plant Identification 2	3
OH 105	Plant Propagation	3
+		
ELECTIVES		13
Select additional degree applicable courses numbered 1-199 to achieve 60 units.		
=		
TOTAL		60

\* Course(s) meets General Education requirement and 12 units may double counted above in 1A (CSU GE).

\*\* 10 units may double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and restricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).

## Associate of Science in Plant Science (AS)

This degree prepares students for entry-level employment in the field of Plant Science through the study of soils, irrigation, weed control, plant diseases and pests, fertilizers, and cultivation of crops. Students will acquire skills in crop production to maximize yields as well as profits.

### Program Outcomes

- Identify common problems in crop production and provide recommendations to improve quality and yields.
- Identify food and fiber crops in the San Joaquin Valley and their economic importance to the local and state economy.
- Explain the relationships between plant, soil, and water, and their impact on crop production and the environment.

### Career Opportunities

Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: irrigation technician, crop production, equipment sales, farm manager assistant, pesticide and fertilizer sales.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS *		25
College of the Sequoias Associate Degree General Education (COS-GE)		
+		
REQUIRED MAJOR COURSES		21
AG 003	Economic Entomology *	3
AG 004	Soil Science *	3
AGMT 001	Agriculture Economics *	3
PLSI 001	Intro to Plant Science	3
PLSI 106	Fertilizers & Soil Amendments	3
PLSI 108	Water Management	3
WEXP 193 F	Agriculture Wrk Exp-1st Sem	3
+		
RESTRICTED ELECTIVES		12
Select a minimum of twelve units from the following courses:		
AG 002	Environmental Conservation	3
AGMT 102	Ag Sales and Marketing	3
AGMT 104	Agriculture Accounting	3
PLSI 012	Introduction to Fruit Science	3
PLSI 105	Weeds and Poisonous Plants	3
PLSI 110	Integrated Pest Management	3
PLSI 111	Citrus Production	3
PLSI 113	Introduction to Viticulture	3
+		
ELECTIVES		8
Select additional degree applicable courses numbered 1-299 to achieve 60 units.		
=		
TOTAL		60

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

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 Division Chair),
2. General Education Requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions,

4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Skill Certificate in Plant Science

Students completing this certificate will acquire knowledge of and skills in the uses and control of soils, irrigation, weed control, plant diseases and pests, fertilizers and cultivation of crops.

### Program Outcomes

- Identify food and fiber crops in the San Joaquin Valley and their economic importance to the local and state economy.
- Explain the relationships between plant, soil, and water, and their impact on plant health, nutrition and the environment.
- Describe current cultural practices which improve quality and maximize yields in leading crops in the San Joaquin Valley.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following jobs: irrigation and crop production as well as related industries, such as equipment sales, fertilizer sales and application, plant protection, and crop consulting.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
AG 003	Economic Entomology	3
AG 004	Soil Science	3
PLSI 001	Intro to Plant Science	3
PLSI 106	Fertilizers & Soil Amendments	3
PLSI 108	Water Management	3
WEXP 193 F	Agriculture Wrk Exp-1st Sem	2
=		
TOTAL		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 Agriculture Division Chair.



## Police Science



Police Science is an academic discipline concerned with the study of practical law enforcement practices. The skills developed in within this discipline include Programs that prepares individuals to perform the duties of police and related occupations, including patrol and investigative activities, traffic control, crowd control and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, weapon and equipment operation and maintenance, report preparation and other routine law enforcement responsibilities. Career opportunities include, but are not limited to, police officer, deputy sheriff, and other law enforcement related occupations.

Transfer requirements in are available in the Counseling Center. In all cases, students should consult with a counselor for specific transfer requirements.

### Contact Information

COS Police Training | (559) 583-2600 | Hanford Center | Hanford Campus

#### Provost - Hanford Educational Center

Kristin Robinson | (559) 583-2523 | kristinr@cos.edu  
Hanford Education Building: E54 | Hanford Campus

### Certificate

- Certificate of Achievement in POST Certified Basic Police Academy (p. 389)

# Certificate of Achievement in POST Certified Basic Police Academy

This certificate prepares students for entry-level employment in the field of POST Certified Basic Police Academy. Students completing this certificate will acquire basic skills and training in firearms, emergency driving, chemical agents, officer survival, community policing, patrol procedures, investigations, traffic enforcement, cultural awareness, and criminal law.

## Program Outcomes

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

## Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: municipal, county and, state law enforcement agencies.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		
PS 200M3	Basic Police Academy, Module 3	6-7.5
PS 200M2	Basic Police Academy, Module 2	8.5-11.5
PS 200M1	Basic Police Academy, Module 1	13.5-17
=		
TOTAL		28-36

## 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.

## Additional Information

### Prerequisite

Passing score on the POST Entry Level Reading and Writing Test. This is a standardized examination administered at the College by the State of California Commission on Peace Officer's Standards and Training.

### Fees

A **materials fee** and **EVOC fee** are charged in addition to normal college fees. Interested persons should contact the law enforcement training department (559) 583-2600, prior to registering for the course and for details of the application process.

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



## Political Science



Political Science is the study of the psychology, history, sociology and economics of the American political system. This discipline studies theories, groups and relationships as well as develops 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.

### Contact Information

#### Social Sciences Division Chair

Alicia Crumpler | (559) 737-4816 | [aliciacr@cos.edu](mailto:aliciacr@cos.edu)  
Kern: 728F | Visalia Campus

#### Dean of Business, Social Science, and Consumer Family Studies

Jesse Wilcoxson | (559) 737-6281 | [jessew@cos.edu](mailto:jessew@cos.edu)  
Kern: 716 | Visalia Campus

### Associate Degree

- Associate in Arts in Political Science for Transfer (AA-T) (p. 391)

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

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.

### Programs Outcomes

- Demonstrate the ability to explain and evaluate the significant factors that influence the American and other political systems.
- Demonstrate the ability to apply the knowledge of politics by using the major analytical and theoretical framework in several subfields or political science.
- Be prepared for active citizenship and begin to develop an ongoing interest in national and global politics.

### 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 (<http://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.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		19
ECON 040	Principles of Microeconomics *	3
ECON 050	Principles of Macroeconomics	3
POLS 005	Federal, State and Local Govt *	3
POLS 006	Comparative Politics *	3
POLS 008	International Relations	3
SSCI 025	Statistics - Social Sciences *	4
+		
ELECTIVES		14-16
Select additional transferable courses numbered 1-199 to achieve 60 units		
=		
TOTAL		60

\* Course(s) meets General Education requirement and 12 units may be double counted above in 1A (CSU GE).

\*\* 12 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and restricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).

# Portuguese

The Foreign Language Department offers transfer courses in Portuguese. 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.

## Contact Information

### Language and Communication Studies Division Chair

Cynthia Johnson | (559) 730-3966 | [cynthiaj@cos.edu](mailto:cynthiaj@cos.edu)  
Sierra: 802 | Visalia Campus

### Dean of Arts and Letters

Richard Lubben | (559) 730-3735 | [richardl@cos.edu](mailto:richardl@cos.edu)  
Tule: 550 | Visalia Campus

# Psychology

Psychology is the scientific study of the mind (covert functions such as emotion & thought), and observable behaviors (overt functions). There are seven modern perspectives in Psychology: Behavioral, Bio-Psychological, Cognitive, Evolutionary, Humanistic, Psychodynamic, and Social-Cultural. Current use of these perspectives is eclectic, researching multiple influences on the individual and on societies. The ancient debate of "Nature versus Nurture" is translated for students of Psychology into a scientific approach, using empirical methods of systematic investigation and critical thinking.

Career opportunities for graduates with a Bachelor's Degree/Master's Degree in Psychology include the fields of: Social Work, Mental Health, Counseling, Case Managers, Corrections, Probation, Parole, Human Resources, Public Affairs, Research, and Teaching. COS offers a Transfer Degree AA degree for students planning on transferring to a 4-year college or university to earn a Bachelor's Degree in Psychology.

In all cases, students should consult with an Academic Advisor for specific transfer requirements.

## Contact Information

### Social Sciences Division Chair

Alicia Crumpler | (559) 737-4816 | [aliciacr@cos.edu](mailto:aliciacr@cos.edu)  
Kern: 728F | Visalia Campus

### Dean of Business, Social Science, and Consumer Family Studies

Jesse Wilcoxson | (559) 737-6281 | [jessew@cos.edu](mailto:jessew@cos.edu)  
Kern: 716 | Visalia Campus

## Associate Degree

- Associate in Arts in Psychology for Transfer (AA-T) (p. 394)

## Associate in Arts in Psychology for Transfer (AA-T)

Students completing the Associate in Arts in Psychology for Transfer will be able to seamlessly transfer into the CSU system to pursue a baccalaureate degree in Psychology. Students completing this degree will have an introductory foundation for the field of Psychology through the study of facts, principles and theories that pertain to the basic concepts and behaviors, thoughts, and emotions from human and animal research studies. Students will acquire skills and abilities in a scientific perspective, using systematic investigation and critical thinking methods.

### Program Outcomes

- Articulate whether the psychology courses taken at COS have improved their understanding of others.
- Articulate whether the psychology courses taken at COS have improved their self understanding.
- Identify careers in psychology.
- Recognize the fundamental assumptions and central ideas of the psychoanalytic, behavioral, humanistic, socio-cultural, cognitive, bio-psychological, and evolutionary approaches to psychology.

### 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 (<http://www.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.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		15
SSCI 025	Statistics - Social Sciences *	4
or MATH 021	Introduction to Statistics	
PSY 001	General Psychology *	3
PSY 029	Research Methods	4
BIOL 020	Frontiers in Biology *	4
+		
RESTRICTED ELECTIVES - LIST A		3
Select one of the following courses:		
ANTH 010	Cultural Anthropology *	3
CFS 080	Lifespan Development *	3
PSY 005	Social Psychology *	3
SOC 001	Introduction to Sociology *	3
+		
RESTRICTED ELECTIVES - LIST B		3
Select one of the following courses or any course not selected from List A:		
PSY 010	Human Sexuality	3
PSY 034	Abnormal Psychology	3
PSY 130	Intro Behavior Modification	3
PSY 133	Personal and Social Growth	3
+		
ELECTIVES		12-18
Select additional transferable courses numbered 1-199 to achieve 60 units. The Social Science Division recommends additional courses from 2E or 2F to meet this requirement.		
=		
TOTAL		60

- \* Course(s) meets General Education requirement and 12-15 units may be double counted above in 1A (CSU GE).
- \*\* 13-16 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and restricted electives courses (see Transfer Information and Requirements (p. 92) section for additional details).

## Sociology

Sociology is the social science that studies human behavior at the societal level. Students will acquire the ability to analyze and interpret qualitative and quantitative sociological data, communicate effectively about social issues, and identify group/cultural influences.

The most common career opportunities with a baccalaureate degree include: law, public administration, social services, applied research, leadership and management in non-profit organizations.

Transfer requirements in sociology are available in the Counseling Department. In all cases, students should consult with a counselor for specific transfer requirements.

## Contact Information

### Social Sciences Division Chair

Alicia Crumpler | (559) 737-4816 | [aliciacr@cos.edu](mailto:aliciacr@cos.edu)  
Kern: 728F | Visalia Campus

### Dean of Business, Social Science, and Consumer Family Studies

Jesse Wilcoxson | (559) 737-6281 | [jessew@cos.edu](mailto:jessew@cos.edu)  
Kern: 716 | Visalia Campus

## Associate Degree

- Associate in Arts in Sociology for Transfer (AA-T) (p. 397)

## Associate in Arts in Sociology for Transfer (AA-T)

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

- Recognize and distinguish sociological principles in the observation of groups of people. Through learned awareness, students will demonstrate the ability to critique behavior through developed sociological observation.
- Demonstrate and articulate the fundamental concepts of sociological research, fundamental assumptions, central ideas and dominant criticisms of the sociology field.

### 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 (<http://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.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		10
SOC 001	Introduction to Sociology *	3
SOC 002	Social Problems *	3
SSCI 025 or MATH 021	Statistics - Social Sciences * Introduction to Statistics	4
+		
RESTRICTED ELECTIVES - LIST A		6
Select two of the following courses:		
SOC 026	Marriage and Family Life *	3
SOC 010	Sociology of Gender *	3
PSY 005	Social Psychology *	3
+		
RESTRICTED ELECTIVES - LIST B		3
Select one of the following courses:		
ANTH 010	Cultural Anthropology *	3
PSY 010	Human Sexuality *	3
SOC 043	Sociology of Deviance *	3
+		
ELECTIVES		13-17
Select additional transferable courses numbered 1-199 to achieve 60 units		
=		
TOTAL		60

\* Course(s) meets General Education requirement and 12-15 units may be double counted above in 1A (CSU GE).

\*\* 9-12 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and restricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).





## Spanish

The Foreign Language Department offers transfer courses in Spanish. 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 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 Certificate of Achievement offered by the Spanish department is the Interpreter (Spanish) Certificate that encompasses a group of courses designed to lead a student to the successful completion of the California state interpreters exam.

## Contact Information

### Language and Communication Studies Division Chair

Cynthia Johnson | (559) 730-3966 | cynthiaj@cos.edu  
Sierra: 802 | Visalia Campus

### Dean of Arts and Letters

Richard Lubben | (559) 730-3735 | richardl@cos.edu  
Tule: 550 | Visalia Campus

## Associate Degree

- Associate in Arts in Spanish for Transfer (AA-T) (p. 400)

## Certificate

- Certificate of Achievement in Interpreter (Spanish) (p. 402)

## Associate in Arts in Spanish for Transfer (AA-T)

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 (<http://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.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		37-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
REQUIRED MAJOR COURSES		16
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 <b>Restricted Electives</b> and <b>Approved Substitutions</b> 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.		
SPAN 001	Beginning Spanish *	4
SPAN 002	Elementary Spanish *	4
or SPAN 022	SPAN 2 for Spanish Speakers	
SPAN 003	Intermediate Spanish	4
or SPAN 023	Span 3 for Spanish Speakers	
SPAN 004	Advanced Spanish	4
+		
RESTRICTED ELECTIVES		3
Select one of the following courses:		
ENGL 010	Chicano Literature	3
HIST 023	Mexican American *	3
SPAN 012	Hispanic Literature	3
+		
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 <b>Restricted Electives</b> and the courses listed below.		
ANTH 010	Cultural Anthropology *	3
ETHN 003	Mexican-American Studies *	3
SOC 001	Introduction to Sociology *	3
SOC 010	Sociology of Gender *	3
+		
ELECTIVES		8-10
Select additional transferable courses numbered 1-199 to achieve 60 units		
The Language Arts Division recommends the additional courses be selected from <b>Restricted Electives</b> or <b>Approved Substitutions</b> above.		
=		
TOTAL		60

- \* Course(s) meets General Education requirement and 6-9 units may be double counted above in 1A (CSU GE).
- \*\* 6 units may be double counted above in 1B (IGETC-CSU). IGETC-CSU requires completion of IGETC AREA 1C.

The Associate in Arts Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average and a "C" or better grade in all required major and restricted electives courses (see Transfer Information and Requirements (p. 92) for additional details).

## Certificate of Achievement in Interpreter (Spanish)

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

- Function as interpreters within the court system.

### Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in a variety of governmental and medical settings.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		12-13
ENGL 001	College Reading & Composition	4
ENGL 380	Vocabulary Building for Tests	1
SPAN 004 or SPAN 012	Advanced Spanish Hispanic Literature	3-4
SPAN 280	Interpreter Written Exam Prep	1
SPAN 281	Spanish Interpreting Skills	3
+		
RESTRICTED ELECTIVES		8-9
Select 8-9 units from the following courses:		
AJ 112	Legal Aspects of Evidence	3
AJ 115	Criminal Law 2	3
BUS 293	Business English	4
SPAN 282	Spanish Legal/Medical Terms	3
=		
TOTAL		20-22

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 Language Arts Division Chair.

## Sports Medicine



The Sports Medicine Department offers a degree that prepares students for entry-level employment and/or potential further study in the fields of Sports Medicine/Athletic Trainer. Students completing this degree will have a basic foundation in Sports Medicine and skills that include an understanding of the mechanism of injury and illness, assessment of injuries and illness, and appropriate care.

Career opportunities include athletic training, sports psychology, personal fitness trainer, coaching, sports physical therapy, sports nutrition and massage therapy.

### Contact Information

#### Physical Education Division Chair

Rusty Smith | (559) 737-6291 | rustys@cos.edu  
Moro: 110 D | Visalia Campus

#### Associate Dean of Physical Education/Athletic Director

Brent Davis | (559) 730-3912 | brentd@cos.edu  
Moro: 110K | Visalia Campus

### Associate Degree

- Associate of Science in Sports Medicine/Athletic Trainer (AS) (p. 404)

## Associate of Science in Sports Medicine/Athletic Trainer (AS)

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/Athletic Trainer through the study of prevention, care and rehabilitation of athletic injuries. Students will acquire an understanding of the mechanism of injury and illness, assessment of injuries and illness, and appropriate care as required.

### 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 (<http://ASSIST.org>) and a COS counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: athletic training, sports psychology, personal fitness trainer, coaching, sports physical therapy, sports nutrition, massage therapy, osteopathic medicine, and sports chiropractic.

Code	Title	Units
<b>GENERAL EDUCATION AND SUBJECT REQUIREMENTS</b>		<b>37-39</b>
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC-CSU) **		
+		
<b>REQUIRED MAJOR COURSES</b>		<b>31.5-32.5</b>
BIOL 030	Human Anatomy *	4
BIOL 031	Human Physiology *	4
CHEM 001	General Chemistry 1 *	4-5
or CHEM 020	Intro to General Chemistry	
CHLD 039	Child Development-DS 1 *	3
HW 003	First Aid/CPR/AED	3
NUTR 018	Introduction to Nutrition *	3
SMED 040	Intro to Sports Injuries	3.5
SMED/HW 060	Concepts in Health & Fitness	3
SMED 151	Lower Extremities Assessment	2
SMED 153	Upper Extremities Assessment	2
+		
<b>RESTRICTED ELECTIVES</b>		<b>4</b>
Select a minimum of 4 units from the following courses:		
HW 001	Personal & Community Health	3
PSY 001	General Psychology *	3
SMED 152	Lower Extremities Rehab.	2
SMED 154	Upper Extremities Rehab.	2
SMED 181	Athletic Training Clinical 1	2
SMED 182	Athletic Training Clinical 2	2
SMED 183	Athletic Training Clinical 3	2
SMED 184	Athletic Training Clinical 4	2
WEXP 193 Y	Sports Med Wrk Exp - 1st Sem	1-4
WEXP 194 Y	Sports Med Wrk Exp - 2nd Sem	1-4
WEXP 195 Y	Sports Med Wrk Exp - 3rd Sem	1-4
WEXP 196 Y	Sports Med Wrk Exp - 4th Sem	1-4
+		
<b>ELECTIVES</b>		<b>0-0.5</b>
Select additional transferable courses numbered 1-199 to achieve 60 units		

=

TOTAL	60-63.5
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\* Course(s) meets General Education requirement and 12-15 units may be double counted above in CSU GE.

\*\* 10-13 units may double count above in IGETC.

The Associate of Science Degree for Transfer requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average (see Transfer Information and Requirements (p. 92) for additional details).



## University Studies



Associate of Arts (AA) degrees in University Studies are designed to offer students much flexibility in designing a study path that leads to a degree that can be used for transfer. Although these degrees are not aligned to a traditional major, they do offer the students a chance to broadly explore a discipline before deciding on a particular major. The three areas of focus are Business, Elementary Education, and Mathematics & Science.

Transfer information is available in the Counseling Department. In all cases, students should consult with a counselor for specific transfer requirements.

### Contact Information

#### Student Services Division Chair

Adrienne Duarte | (559) 737-6175 | [adrienned@cos.edu](mailto:adrienned@cos.edu)  
Sequoia: 103 | Visalia Campus

#### Dean of Student Services

Michele Brock | (559) 737-5441 | [michelebr@cos.edu](mailto:michelebr@cos.edu)  
Sequoia: 107 | Visalia Campus

## Associate Degrees

- Associate of Arts in University Studies in Business (AA) (p. 408)
- Associate of Arts in University Studies in Elementary Teaching Preparation (AA) (p. 410)
- Associate of Arts in University Studies in Math and Science (AA) (p. 413)

## Associate of Arts in University Studies in Business (AA)

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 (<http://www.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.

Code	Title	Units
<b>GENERAL EDUCATION AND SUBJECT REQUIREMENTS</b>		<b>37-39</b>
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC) **		
+		
<b>REQUIRED MAJOR COURSES</b>		<b>18</b>
Complete a minimum of 18 units with a "C" grade or better. Select either Option 1 or Option 2. Course used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.		
OPTION 1: Select a minimum of 15 units from List A plus a minimum of 3 units from List B.		
OPTION 2: Select a minimum of 12 units from List A plus a minimum of 6 units from List B.		
<b>LIST A: REQUIRED BUSINESS COURSES</b>		<b>12-15</b>
ACCT 001	Financial Accounting	4
ACCT 002	Managerial Accounting	4
AGMT 001	Agriculture Economics *	3
AGMT 104	Agriculture Accounting	3
AGMT 108	AG Business Computer Apps	3
BUS 018	Business Law	4
BUS 082	Introduction to Business	3
BUS 185	Ethics in Business & Industry *	3
COMM/BUS 112	Public Speaking for Business *	4
COMP 005	Computer Concepts	4
COMP 130	Intro to Personal Computers	4
COMP 140	Computer Operating Systems	3
CSCI 001	Programming Concepts/Method 1	4
CSCI 002	Programming Concepts/Method 2	4
ECON 040	Principles of Microeconomics *	3
ECON 050	Principles of Macroeconomics *	3
+		
<b>LIST B: REQUIRED MATHEMATICS COURSES</b>		<b>3-6</b>
BUS 020	Business Statistics	3
BUS 119	Quantitative Methods	3
MATH 021	Introduction to Statistics	4
MATH 065	Calculus 1	4
MATH 066	Calculus 2	4
MATH 070	Precalculus	5

MATH 154	Trigonometry	4
+		
ELECTIVES		5-21
Select additional transferable courses numbered 1-199 to achieve 60 units		
=		
TOTAL		60

\* Course(s) meet General Education requirement and 3-18 units may be double counted above in 1A (CSUGE).

\*\* 0-12 units may be double counted above in 1B (IGETC).

The Associate of Arts in University 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 (p. 92) for additional details).

# Associate of Arts in University Studies in Elementary Teaching Preparation (AA)

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 (<http://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.

Code	Title	Units
<b>GENERAL EDUCATION AND SUBJECT REQUIREMENTS</b>		<b>37-39</b>
Select one of the following:		
California State University General Education (CSU-GE)		
Intersegmental General Education Transfer Curriculum (IGETC)		
Completion of the CSU Graduation Requirement in U.S. History, Constitution & American Ideas (POLS 005 and HIST 017 or HIST 018) prior to transfer is required for CSU GE certification and is recommended for CSU bound students utilizing IGETC.		
+		
<b>REQUIRED MAJOR COURSES</b>		<b>18</b>
Complete a minimum of 18 units with a "C" grade or better from the following. Courses used to fulfill the general education requirements listed above may be counted as part of this 18 unit minimum.		
AJ 025	Constitutional Law	3
ANTH 010	Cultural Anthropology	3
ART 001	Art Appreciation	3
ART 002	Art History/Ancient-Gothic	3
ART 003	Art History/Gothic-Modern	3
ART 006	Color and Design	3
ART 007	Advanced Color and Design	3
ART 008	Drawing Fundamentals	3
ART 015	Beginning Printmaking	3
ART 023	Macintosh Basic for Artists	3
ART 043	Beginning Studio Painting	3
ART 061	Beg. Handbuilding Ceramics	3
ART 066	Beginning Sculpture	3
BIOL 020	Frontiers in Biology	4
BIOL 022	Animal Biology	3
BUS/COMM 112	Public Speaking for Business	4
CFS 080	Lifespan Development	3
CHEM 020	Intro to General Chemistry	4
CHLD 039	Child Development-DS 1	3
COMM 001	Fundamentals/Public Speaking	3
COMM 004	Interpersonal Communication	3
COMM 005	Argumentation and Debate	3
COMM 007	Persuasion	3
COMM 008	Group Communication	3

COMP 005	Computer Concepts	4
COMP 130	Intro to Personal Computers	4
DRAM 001	Intro to the Theatre	3
DRAM 002	Fundamentals of Acting 1	4
EDUC 050	Introduction to Teaching	3
EDUC 120	Tech Skills for Educators	3
ENGL 001	College Reading & Composition	4
ENGL 002	Logic and Composition	3
ENGL 004	Composition and Literature	3
ENGL 010	Chicano Literature	3
ENGL 014	Creative Writing	3
ENGL 015	Survey of British Lit 1	3
ENGL 016	Survey of British Lit 2	3
ENGL 018	African American Literature	3
ENGL 030	American Literature 1	3
ENGL 031	American Literature 2	3
ENGL 044	World Literature 1	3
ENGL 045	World Literature 2	3
ESCI 001	Introduction to Earth Science	4
ETHN 001	Black American Studies	3
ETHN 002	American Indian Studies	3
ETHN 003	Mexican-American Studies	3
ETHN 004	Asian American Studies	3
GEOG 001	Physical Geography	3
GEOG 001L	Physical Geography Lab Class	1
GEOG 002	World Regional Geography	3
GEOL 001	Physical Geology	4
HIST 017	People of the US to 1877	3
HIST 018	People of the US from 1865	3
HIST 023	Mexican American	3
HIST 025	World History to 1500	3
HW 001	Personal & Community Health	3
LING 111	Introduction to Language	3
MATH 010	Structure and Concepts 1	4
MATH 011	Structure and Concepts 2	4
MATH 021	Introduction to Statistics	4
MATH 070	Precalculus	5
MUS 001	Music Fundamentals	3
MUS 010	Music Appreciation	3
MUS 013	Music of the World	3
NSCI 131	Chem & Physics for Educators	4
PHIL 001	Introductory Philosophy	3
PHIL 005	Ethics	3
PHIL 012	Comparative Religion	3
PHIL 020	Introductory Logic	3
PHIL 025	Critical Thinking	3
POLS 005	Federal, State and Local Govt	3
PSCI 020	Physical Science	4
SOC 001	Introduction to Sociology	3
+		
ELECTIVES		3-5

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



=

TOTAL

60

The Associate of Arts in Transfer Studies requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average (see Transfer Information and Requirements (p. 92) for additional details).

## Associate of Arts in University Studies in Math and Science (AA)

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 (<http://www.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.

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25-39
Select one of the following General Education patterns:		
California State University General Education (CSU-GE) *		
Intersegmental General Education Transfer Curriculum (IGETC) **		
College of the Sequoias' Associate Degree General Education (COS-GE)		
+		
CONCENTRATION - MATH AND SCIENCE		18
Complete a minimum of 18 units with a "C" grade or better, including at least one mathematics course and at least one science course from the lists below. Courses used to fulfill the general education requirements listed above may be counted as part of the 18 unit minimum.		
LIST A: MATHEMATICS		3-15
BUS 020	Business Statistics *	3
BUS 119	Quantitative Methods *	3
MATH 010	Structure and Concepts 1 *	4
MATH 011	Structure and Concepts 2 *	4
MATH 021	Introduction to Statistics *	4
MATH 070	Precalculus *	5
MATH 065	Calculus 1 *	4
MATH 066	Calculus 2 *	4
MATH 067	Calculus 3 *	4
MATH 080	Linear Algebra *	4
MATH 081	Differential Equations *	5
MATH 154	Trigonometry *	4
SSCI 025	Statistics - Social Sciences *	4
+		
LIST B: SCIENCE		3-15
AG 002	Environmental Conservation *	3
AG 004	Soil Science *	3
ANTH 011	Biological Anthropology	3
ASTR 010	Introduction to Astronomy *	3
BIOL 001	Principles of Biology 1 *	5
BIOL 002	Principles of Biology 2 *	5
BIOL 020	Frontiers in Biology *	4
BIOL 021	Plant Biology *	3



BIOL 022	Animal Biology *	3
BIOL 025	Human Ecology *	3
BIOL 030	Human Anatomy *	4
BIOL 031	Human Physiology *	4
BIOL 040	General Microbiology *	4
CHEM 001	General Chemistry 1 *	5
CHEM 002	General Chemistry 2 *	5
CHEM 020	Intro to General Chemistry *	4
CHEM 021	Organic/Biological Chemistry *	4
GEOG 001 & 001L	Physical Geography and Physical Geography Lab Class *	4
GEOL 001	Physical Geology *	4
GEOL 005	Earth History *	4
GEOL 012	Environmental Geology *	3
MET 001	Elementary Meteorology *	3
PHYS 020	General Physics 1 *	5
PHYS 021	General Physics 2 *	5
PHYS 055	Physics 1: Mechanics & Waves *	4
PHYS 056	Physics 2: E&M and Heat *	4
PHYS 057	Physics 3: Modern Physics *	5
PLSI 001	Intro to Plant Science *	3
PSCI 020	Physical Science *	4
+		
ELECTIVES		5-27
Select additional transferable courses numbered 1-199 to achieve 60 units.		
=		
TOTAL		60

\* Courses meet General Education requirement and 6-9 units may be double counted above in A1 (CSU GE).

\*\* 0-10 units may be double counted above in 1B (IGETC).

The Associate of Arts in Transfer Studies requirements include completion of the 60 unit program defined above with at least 12 units taken in residence at College of the Sequoias with a "C" (2.0) average (see Transfer Information and Requirements (p. 92) for additional details).

# Veterinary Assisting

## Contact Information

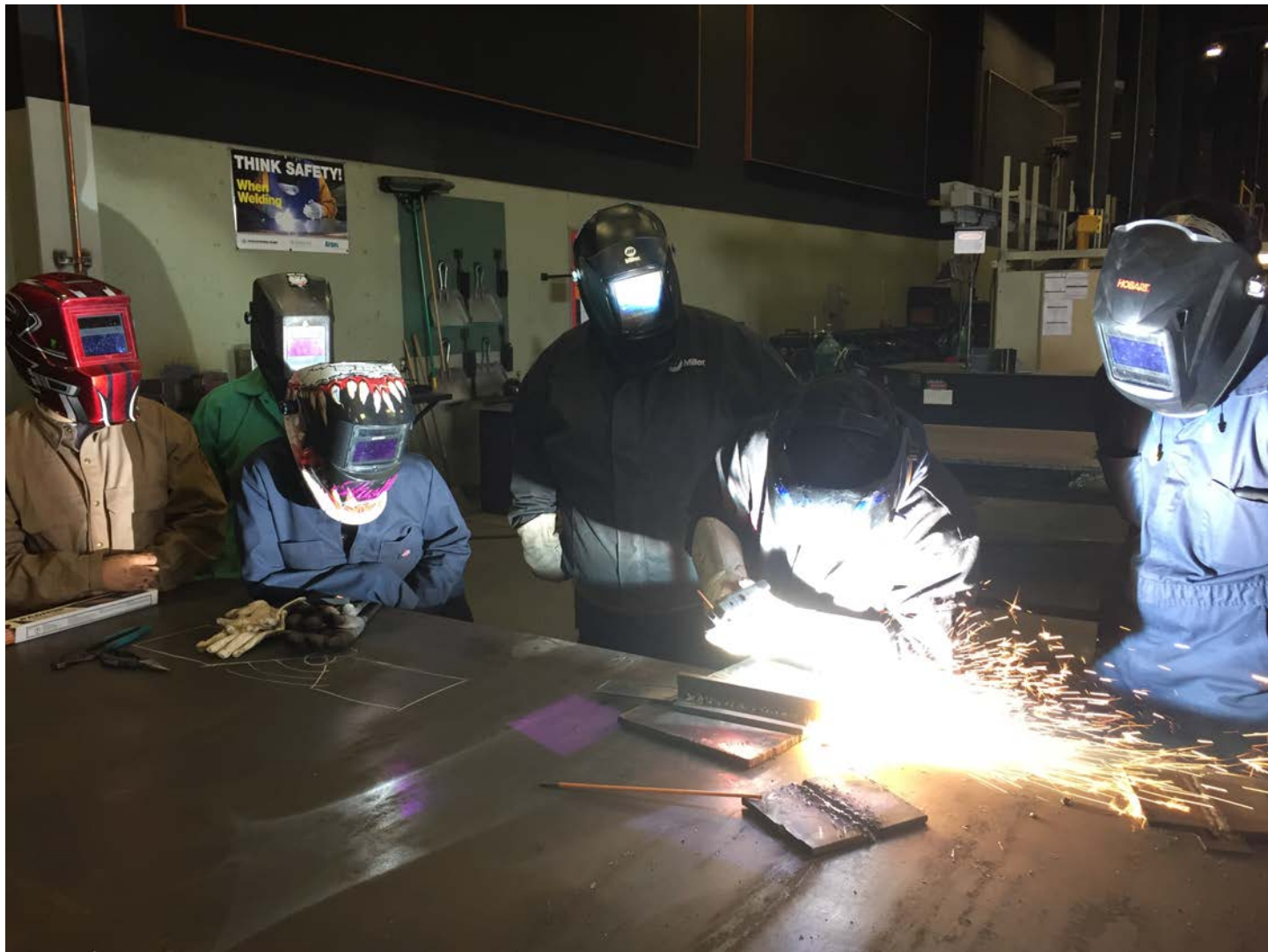
### **Agriculture Division Chair**

Kim Pitigliano | (559) 688-3117 | kimp@cos.edu  
Tulare Center Building B: 104 | Tulare Campus

### **Provost - Tulare College Center, Dean of Agriculture**

C. Louann Waldner, Ph.D. | (559) 688-3050 | louannw@cos.edu  
Tulare Center Building A: 109 | Tulare Campus

# Welding



Welding is an academic discipline concerned with the study of fabrication, metal transfer and the use of different shielding gases. The skills developed in this discipline will include metallurgy, print reading, design and creation, multi-position metal transfer, weld joint design, use of common welding applications and basic material science.

Career options include positions in construction, manufacturing, metal fabrication, welding related inspection, education, technical sales and artistic welding. A higher degree maybe required to meet minimum job requirements depending on the position.

Transfer requirements in welding are available in the Counseling Center. In all cases, students should consult with a counselor for specific transfer requirements.

## Contact Information

### Welding Instructor

Randy Emery | (559) 688-3180  
Tulare Center Building C: Room C | Tulare Campus

### Industry and Technology Division Chair

Frank Tebeau | (559) 688-3181 | frankt@cos.edu  
Tulare Center Building C: C 101 | Tulare Campus

### Dean of CTE and Workforce Development

Thad Russell | (559) 688-3027 | thadr@cos.edu  
Tulare College Center, Building A - A107 | Tulare Campus

## **Associate Degree**

- Associate of Science in Welding Technology (AS) (p. 418)

## **Certificate**

- Certificate of Achievement in Welding (p. 420)

## Associate of Science in Welding Technology (AS)

This degree prepares students for entry-level employment in the field of Welding through the study of fabrication, metal transfer and the use of different shielding gases. Students 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: industrial arts, agriculture technology, agriculture systems and fabrication.

### Note

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

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE)		
+		
REQUIRED MAJOR COURSES		23
AGTC 210 or WELD 276	Ag Project Construction Metal Fabrication	3
WELD 161	Oxyacetylene Welding	4
WELD 162	Shielded Metal Arc Welding	4
WELD 171	Specialty Metals Welding	4
WELD 172	Gas Tungsten Arc Welding	4
WELD 181	Blueprint Reading/Metallurgy	3
WEXP 193 F	Agriculture Wrk Exp-1st Sem	1
+		
RESTRICTED ELECTIVES		4
Select four units from the following courses:		
AGTC 212	Welding Power Sources/Applicat	1
WELD 104	Metal Sculpture	3
WELD 105	Metalcraft Welding/Forging	3
WELD 107	Forging and Wrought Iron	2
WELD 175	Metal Working for Engineers	2
WELD 273	Stainless Steel Weld/Repair	4
WELD 274	Aluminum Welding	4
WELD 275	Welding Codes/Certification	4
+		
ELECTIVES		8-11
Select additional degree applicable courses numbered 1-299 to achieve 60 units.		
=		
TOTAL		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 Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (p. 85) for additional details).

## Certificate of Achievement in Welding

This certificate prepares students for entry-level employment in the field(s) of welding and fabrication, both locally and internationally, and completion of this certificate can be enhanced for industry standards by students completing and passing American Welding society certifying tests. Students completing this certificate will acquire entry level skills in shielded metal arc, gas metal arc, gas tungsten metal arc, oxyfuel welding, oxyfuel cutting skills. 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 tungsten arcwelding, gas metal arc welding, oxyfuel welding, and oxyfuel 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, GMAW and OFW apparatuses to industry standards.

### Career 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.

Code	Title	Units
REQUIRED CERTIFICATE COURSES		23
AGTC 210 or WELD 276	Ag Project Construction Metal Fabrication	3
WELD 161	Oxyacetylene Welding	4
WELD 162	Shielded Metal Arc Welding	4
WELD 171	Specialty Metals Welding	4
WELD 172	Gas Tungsten Arc Welding	4
WELD 181	Blueprint Reading/Metallurgy	3
WEXP 193 F	Agriculture Wrk Exp-1st Sem	1
+		
RESTRICTED ELECTIVES		4
Select four units from the following courses:		
AGTC 212	Welding Power Sources/Applicat	1
WELD 104	Metal Sculpture	3
WELD 105	Metalcraft Welding/Forging	3
WELD 107	Forging and Wrought Iron	2
WELD 273	Stainless Steel Weld/Repair	4
WELD 274	Aluminum Welding	4
WELD 275	Welding Codes/Certification	4
WEXP 194 F	Agriculture Wrk Exp-2nd Sem	1-4
=		
TOTAL		27

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.

## Work Experience

Cooperative Work Experience Education/Internship program combines work site learning with academic instruction as an integral part of a community college curriculum. It offers the opportunity to develop skills and knowledge and improves self-understanding by integrating classroom study with supervised work site experiences.

Students have 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).

## Contact Information

To register for Work Experience courses, students are encouraged to contact the program coordinator or designee. Contact the Division Chair or Dean for more information.



# COURSE DESCRIPTIONS

## Courses Related in Content

Active participatory courses not approved as repeatable, that share a similar primary educational objective in physical education, visual arts, and performing arts are grouped together. Students are allowed four enrollments within each group of courses related in content (CRC), but each course in the group may be taken only once. This limitation applies even if a student receives a substandard grade or is approved to repeat a course due to extenuating circumstances.

In addition, all evaluative and non-evaluative grades count toward the four enrollment limitation and all grades and credits received count in computing the students GPA. The one and only exception is when a course is repeated pursuant to a significant lapse of time, the District may allow the previous grade and credit to be disregarded in computing the student's GPA.

## ART Families of Courses

Code	Title	Units
<b>Design Family (12 Units)</b>		
ART 006	Color and Design	3
ART 007	Advanced Color and Design	3
ART 032	Beginning 3-D Design	3
ART 033	Intermediate 3-D Design	3
<b>Drawing Family (12 Units)</b>		
ART 008	Drawing Fundamentals	3
ART 009	Drawing Composition	3
ART 049	Beginning Figure Drawing	3
ART 050	Intermediate Figure Drawing	3
<b>Painting Family (6 Units)</b>		
ART 043	Beginning Studio Painting	3
ART 044	Intermediate Studio Painting	3
<b>Digital Family (9 Units)</b>		
ART 023	Macintosh Basic for Artists	3
ART 025	Digital Imaging for Artists	3
ART 130	Digital Printmaking	3
<b>Planographic/Offset Processes Family (12 Units)</b>		
ART 176	Beginning Stone Lithography	3
ART 177	Intermediate Stone Lithography	3
ART 178	Beginning Plate Lithography	3
ART 179	Intermediate Plate Lithography	3
<b>Printmaking Family (12 Units)</b>		
ART 121	Beginning Screen Printing	3
ART 122	Intermediate Screen Printing	3
ART 015	Beginning Printmaking	3
ART 016	Intermediate Printmaking	3
<b>Museum/Gallery Studies Family (6 Units)</b>		
ART 111	Beginning Gallery Exhibition	3
ART 112	Interm. Gallery Exhibition	3
<b>Research Family (1-4 Units)</b>		
ART 151	Independent Study-ART	1-4
<b>Sculpture Family (12 Units)</b>		
ART 141	Beginning Studio Arts	3
ART 142	Intermediate Studio Arts	3
ART 066	Beginning Sculpture	3
ART 067	Intermediate Sculpture	3
<b>Ceramics Family (12 Units)</b>		
ART 061	Beg. Handbuilding Ceramics	3

ART 062	Interm. Handbuilding Ceramics	3
ART 063	Beg. Wheel Thrown Ceramics	3
ART 064	Interm. Wheel-Thrown Ceramics	3
<b>Glass Family (6 Units)</b>		
ART 119	Beginning Stained Glass Design	3
ART 120	Intermediate Stained Glass	3

## Music Families of Courses

Code	Title	Units
<b>Music Theatre (4 Units)</b>		
MUS 091	Music Theatre Orchestra	2
MUS 097	Music Theatre Voice	2
<b>Classroom Voice Family (4 Units)</b>		
MUS 030	Beginning Voice	2
MUS 031	Intermediate Voice	2
<b>Chamber Ensemble Family (8 Units)</b>		
MUS 036	Chamber Singers Renaissance	2
MUS 037	Chamber Singers Classical	2
MUS 038	Chamber Singers Romantic	2
MUS 039	Chamber Singers 20th Century	2
<b>Classroom Instrumental Family (4 Units)</b>		
MUS 060	Brass Musical Instruments	2
MUS 062	Woodwind Instruments	2
<b>Commercial Music Family (4 Units)</b>		
MUS 226	Computerized Audio 1: MIDI	2
MUS 227	Computerized Audio Prod 2	2
<b>Recording Arts Family (5 Units)</b>		
MUS 281	Recording Arts 1	2
MUS 282	Recording Arts 2	3

## Physical Education Families of Courses

Code	Title	Units
<b>Aerobics Family (4 Units)</b>		
PEAC 001	Aerobic Conditioning	1
PEAC 002	Non-Impact Aerobics	1
PEAC 003	Step Aerobics	1
PEAC 004	Circuit Training	1
<b>Aquatics Family (4 Units)</b>		
PEAC 008	Beginning Swimming	1
PEAC 009	Intermediate Swimming	1
PEAC 010	Advanced Swimming	1
PEAC 011	Swimming for Fitness	1
<b>Baseball Family (3 Units)</b>		
PEAC 015	Fundamentals of Baseball	1
PEAC 016	Conditioning for Baseball	1
PEAC 017	Techniques of Baseball	1
<b>Basketball Family (2 Units)</b>		
PEAC 021	Beginning Basketball	1
PEAC 022	Intermediate Basketball	1
<b>Football Family (2 Units)</b>		
PEAC 025	Fundamentals of Football	1
PEAC 026	Conditioning for Football	1
<b>Mechanics of Movement Family (1 Unit)</b>		

PEAC 030	Joint Mobility and Fitness	1
<b>Mind/Body Wellness Family (4 Units)</b>		
PEAC 036	Stretch and Tone	1
PEAC 037	Pilates Mat Class	1
PEAC 038	Introduction to Yoga	1
PEAC 039	Hatha Yoga Fundamentals	1
<b>Soccer Family (1 Unit)</b>		
PEAC 042	Soccer	1
<b>Softball Family (2 Units)</b>		
PEAC 046	Women's Softball-Beginning	1
PEAC 048	Women's Softball-Advanced	1
<b>Tennis Family (2 Units)</b>		
PEAC 052	Beginning Tennis	1
PEAC 053	Intermediate Tennis	1
<b>Track and Field Family (1 Unit)</b>		
PEAC 056	Beginning Track and Field	1
<b>Volleyball Family (2 Units)</b>		
PEAC 064	Beginning Volleyball	1
PEAC 065	Intermediate Volleyball	1
<b>Walk/Jog Fitness Family (4 Units)</b>		
PEAC 068	Beginning Fitness Walking	1
PEAC 069	Intermediate Fitness Walking	1
PEAC 070	Walk/Jog for Aerobic Fitness	1
PEAC 071	Cross Interval Training	1
<b>Weight Training Family (4 Units)</b>		
PEAC 074	Beginning Weight Training	1
PEAC 075	Intermediate Weight Training	1
PEAC 076	Adv Strength/Body Bldg Prin.	2
<b>Cheer Family (2 Units)</b>		
PEAC 262	Cheer Fitness 1	1
PEAC 263	Cheer Fitness 2	1

## 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

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 <a href="http://www.assist.org">www.assist.org</a> ( <a href="http://www.assist.org">http://www.assist.org</a> ), 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 <a href="http://www.assist.org">www.assist.org</a> ( <a href="http://www.assist.org">http://www.assist.org</a> ), the Counseling Office or the Transfer Center.
200-299	Associate degree applicable. Although not intended for university transfer, these courses may be accepted by some colleges in certain majors, especially if provided for in an articulation agreement.

300-399

College credit, non-degree applicable and basic skill courses. Effective Summer Semester, 2008, students enrolled in the 300 series (course number) of classes will be graded on an "A," "B," "C," and "Pass/No Pass" basis.

400

Non-credit, general courses

## 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 040 has been approved for C-ID ECON 202 so ECON 040 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](http://www.c-id.net) (<http://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](http://www.assist.org) (<http://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)

### ACCT 001 Financial Accounting

4unit(s)

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. (C-ID ACCT110)

### ACCT 002 Managerial Accounting

4unit(s)

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 techniques; and other measuring and reporting methods. (C-ID ACCT120)

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

### ACCT 210 Computer Accounting

3unit(s)

Hours: 3 Lecture/Discussion

This course introduces the computer-based accounting package, 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 001 or ACCT 101 or equivalent college course with "C" or better

### ACCT 282 Individual Income Tax

5unit(s)

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)

### AJ 011 Introduction to Criminal Justice

3unit(s)

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 accused, the police, courts, corrections and victims. (C-ID AJ110)

**Advisory on Recommended Preparation:** ENGL 251 or ENGL 261 or equivalent college course with a "C" or better, or eligibility for ENGL 001 determined by COS Placement Procedures.

**AJ 013 Community Relations****3unit(s)**

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. (C-ID AJ160)

**Advisory on Recommended Preparation:** ENGL 251 or ENGL 261 or equivalent college course with a "C" or better, or eligibility for ENGL 001 determined by COS Placement Procedures.

**AJ 014 Criminal Law 1****3unit(s)**

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. (C-ID AJ120)

**Advisory on Recommended Preparation:** ENGL 251 or ENGL 261 or equivalent college course with a "C" or better, or eligibility for ENGL 001 determined by COS Placement Procedures.

**AJ 025 Constitutional Law****3unit(s)**

Hours: 3 Lecture/Discussion

Students will apply logic and critical thinking to written and oral communication in the study of the fundamental rights of all citizens as protected by the United States Constitution. Case studies will be used as examples of the application of law.

**Prerequisites:** ENGL 251 or ENGL 261 or equivalent college course with "C" or better

**AJ 045 Terrorism and Freedom****3unit(s)**

Hours: 3 Lecture/Discussion

This course is a study of terrorism including types, tactics and trends. The course also covers the history of freedom, its meaning today and the balance of individual rights and public order. The Patriot Act and its effects on the safety and freedom of the American citizen today are also examined.

**Advisory on Recommended Preparation:** ENGL 251 or ENGL 261 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures

**AJ 111 Criminal Justice Communication****3unit(s)**

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 ENGL 261 or equivalent college course with "C" or better

**AJ 112 Legal Aspects of Evidence****3unit(s)**

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)

**Advisory on Recommended Preparation:** ENGL 251 or ENGL 261 or equivalent college course with a "C" or better, or eligibility for ENGL 001 determined by COS Placement Procedures.

**AJ 113 Juvenile Laws & Procedures****3unit(s)**

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. (C-ID AJ220)

**Advisory on Recommended Preparation:** ENGL 251 or ENGL 261 or equivalent college course with a "C" or better, or eligibility for ENGL 001 determined by COS Placement Procedures and AJ 011 or equivalent college course with a "C" or better.

**AJ 114 Juvenile Delinquency****3unit(s)**

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 ENGL 261 or equivalent college course with "C" or better

**AJ 115 Criminal Law 2****3unit(s)**

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****3unit(s)**

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.

**Prerequisites:** AJ 011 or equivalent college course with "C" or better

**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.

**AJ 118 Criminal Investigation****3unit(s)**

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****3unit(s)**

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****3unit(s)**

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. (C-ID AJ200)

**Prerequisites:** AJ 011 or equivalent college course with "C" or better

**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.

**AJ 123 Criminal Justice Ethics****3unit(s)**

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 Correctional Law****3unit(s)**

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:** AJ 011 or equivalent college course with "C" or better

**Advisory on Recommended Preparation:** AJ 121 or equivalent college course with "C" or better

**AJ 219 Police Patrol Procedures****3unit(s)**

Hours: 3 Lecture/Discussion

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.

## **Agricultural Management (AGMT)**

**AGMT 001 Agriculture Economics****3unit(s)**

Hours: 3 Lecture/Discussion

Introductory course focusing on microeconomic principles of resource allocation, production, cost and market price equilibrium with primary application to farms and agribusinesses. Examination of different market structures and their economic effect on agricultural products and resources. Methods of selecting optimal levels of agricultural production. (C-ID AG-AB124)

**AGMT 101 Ag Sector Analysis****3unit(s)**

Hours: 3 Lecture/Discussion

Aggregate analysis of agricultural economics. Topics include domestic and international forces affecting all parts of the agricultural supply chain, fiscal and monetary policy, trade, agricultural credit, price support, food programs, debt accumulation, agribusiness asset values and income levels.

**AGMT 102 Ag Sales and Marketing****3unit(s)**

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. Students will gain experience through role-play, formal sales presentations, and job shadowing. The course content is organized to give students an in-depth understanding of the factors and influences that affect the agribusiness industry on a day-to-day basis. Application of these concepts and methods occurs through hands-on projects developing solutions for agriculture business. (C-ID AG-AB112)

**AGMT 103 Intro to Agriculture Business****3unit(s)**

Hours: 3 Lecture/Discussion

Provides a basic understanding of the business and economics of the agricultural industry; an introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer and the food system; management principles encountered in the day to day operation of an agricultural enterprise as they relate to the decision-making process. (C-ID AG-AB104)

**AGMT 104 Agriculture Accounting****3unit(s)**

Hours: 2.5 Lecture/Discussion

1.5 Lab

The study of the principles of agricultural accounting systems and types of records, their use and how to compute and use measures of earnings and cost of production to improve agribusiness efficiency. Farm income tax, Social Security, and employee payroll records also included. Application of these concepts and methods through hands-on projects developing computer-based solutions for agriculture business. (C-ID AG-AB128)

**AGMT 105 Ag Managerial Accounting****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

Application and analysis of accounting information for farm and agribusiness management; integration of economic, and financial principles in preparing business plans; equipment cost control and crop enterprise accounting methods; capital investment and profit performance; introduction to computerized farm accounting systems.

**Prerequisites:** AGMT 104 or equivalent college course with "C" or better

**AGMT 108 AG Business Computer Apps****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

***Equivalent Course: AGMT 108AB***

Computer use in the workplace with emphasis on agribusiness situations. Computer applications including word processing, spreadsheets, databases, and presentation managers will be covered. Also included will be accessing information through the Internet, telecommunications, an introduction to web page design and other software appropriate to agribusiness. Students will apply these concepts and methods through hands-on projects, developing computer-based solutions for agriculture business. (C-ID AG-AB108)

**AGMT 201 Intro. to Food Safety Mgmt.****3unit(s)**

Hours: 3 Lecture/Discussion

Introduction to management principles of food safety, including the importance of Good Agricultural Practices and Good Manufacturing Practices. Identification of potential food safety hazards, sources of contamination, and the U.S. regulatory agencies that enforce the food safety standards. Introduction to the HACCP approach to food safety.

## **Agricultural Technology (AGTC)**

**AGTC 103 Farm Power****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

***Equivalent Course: AGTC 103AC***

This course involves design principles, selection, maintenance, adjustment, and safe operation of wheel and track type tractors used in agriculture and in the construction industry. Laboratory required. (C-ID AG-MA108L)

**AGTC 106 Agriculture Welding** 3unit(s)  
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 Introduction to Agriculture Power Equipment** 3unit(s)  
Hours: 3 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** 3unit(s)  
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** 3unit(s)  
Hours: 3 Lecture/Discussion  
1 Lab

**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** 1unit(s)  
Hours: 1 Lecture/Discussion

**Equivalent Courses: 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** 3unit(s)  
Hours: 3 Lecture/Discussion  
1 Lab

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 220 Irrigation Wells and Pumps** 3unit(s)  
Hours: 3 Lecture/Discussion  
1 Lab

Management and evaluation of irrigation wells, pumps and their drive systems. Emphasis is placed on system hydraulics, pump curves and selection, efficient operation, management, energy conservation, setup, maintenance and repair.

**AGTC 222 Irrigation System Installation** 3unit(s)  
Hours: 3 Lecture/Discussion  
1 Lab

Fundamentals of irrigation system installation and maintenance to include sprinkler, micro, surface and sub-surface applications. Topics include pumping and delivery systems, piping, flow control, equipment setup and testing. Emphasis will be placed on cost effective installation and maintenance requirements for efficient operation.

**AGTC 225 Outdoor Power Equipment Applic** 2unit(s)  
Hours: 2 Lecture/Discussion  
1 Lab

**Equivalent Courses: 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.



## Agriculture (AG)

### AG 001 Ag, Society & The Environment

3unit(s)

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.

### AG 002 Environmental Conservation

3unit(s)

Hours: 3 Lecture/Discussion

A study of the world's environment, including the study of food and fiber systems, ecology, populations, environmental pollution, bioterrorism, and conservation of natural resources. Students will participate in field tours to examine natural and altered habitats and threats to society and the environment.

### AG 003 Economic Entomology

3unit(s)

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. Recommended for Pest Control Advisors' licensing. (C-ID AG-PS 144L)

### AG 004 Soil Science

3unit(s)

Hours: 3 Lecture/Discussion

1 Lab

This is an agricultural science course that provides basic knowledge of the physical, chemical and biological properties of soil. It includes soil-forming factors, plant-soil-water relationships, soil pH and salinity, plant nutrition, fertilizers, and soil conservation. (C-ID AG-PS128L)

### AG 107 Ag Education Orientation

3unit(s)

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 110 Ag Leadership

3unit(s)

Hours: 3 Lecture/Discussion

1 Lab

This course will build student leadership skills. Students will learn management and leadership skills, communication skills, critical thinking skills and project management skills. Students will have the opportunity to apply these skills through leadership activities of the COS Agriculture Ambassadors. These leadership opportunities will include, but are not limited to, leadership seminars, conferences, industry presentations, classroom presentations and agriculture ambassador programs at the local, regional and state level.

### AG 125 Principles of Pesticide Use

3unit(s)

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 211 Applied Agriculture Leadership

1unit(s)

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.

### AG 319 Student Success in Agriculture

1unit(s)

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.

## American Sign Language (ASL)

### ASL 001 Beg Amer Sign Lang

**4unit(s)**

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 ENGL 261 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

### ASL 002 Elem Amer Sign Lang

**3unit(s)**

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

**3unit(s)**

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 Advanced Amer Sign Lang

**3unit(s)**

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

**4unit(s)**

Hours: 4 Lecture/Discussion

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)

### ASCI 001 Introduction to Animal Science

**3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

A scientific approach to the livestock industry encompassing aspects of animal anatomy, physiology, nutrition, genetics and epidemiology. Emphasis on the origin, characteristics, adaptations and contributions of livestock to the modern agriculture industry.

### ASCI 002 Livestock Selection/Evaluation

**3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

#### **Equivalent Course: ASCI 002AB**

Detailed analysis of various visual and physical methods of appraising beef, sheep, and swine 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

**3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

Survey of the equine industry, encompassing the evolution and role of the equine species throughout history, breed selection and development, nutrition, disease, preventative health, reproductive management, basic horsemanship, and stabling alternatives. Laboratory required.

**ASCI 103 Livestock Feeding & Nutrition****3unit(s)**

Hours: 2.5 Lecture/Discussion

1.5 Lab

The science of animal nutrition; the fundamentals of digestion and absorption in both ruminants and non-ruminants are discussed. The nutritive value of feedstuffs as they relate to the formulation of livestock rations will be emphasized.

**ASCI 104 Animal Diseases & Sanitation****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

Study of common livestock diseases and fundamentals of immunity; includes the livestock technician's role in promoting animal health and the foundation of disease control programs.

**ASCI 110 Swine Science****3unit(s)**

Hours: 2.5 Lecture/Discussion

1.5 Lab

Study of the principles and practices of purebred and commercial pork production throughout California, the United States and the World. Emphasis is on the importance of breeds, breeding principles, selection, nutrition, environmental management, health, marketing, and record keeping to ensure scientifically-based management decisions and consumer acceptance. Laboratory required.

**ASCI 111 Beef Cattle Science****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

Study of the principles and practices of purebred and commercial beef cattle production; emphasis 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 Small Ruminant Science****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

Survey of sheep and goat industries; management of commercial, purebred and small farm flocks; selecting, feeding, breeding and basic care of small ruminants plus marketing of sheep, goats and their products. Laboratory required.

**ASCI 113 Farm Animal Biology****3unit(s)**

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 domesticated farm animals for those students seeking employment or advanced degrees in the animal sciences.

**ASCI 117 Veterinary Terminology****3unit(s)**

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 animal body systems.

**ASCI 123 Horse Production****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

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, stallion handling, cost of production, reproductive efficiency and marketing will be evaluated.

**ASCI 124 Equine Training****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

**Equivalent Courses: ASCI 124AB, ASCI 124AD**

This course is designed to give students hands-on experience in training horses of different ages 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 126 Meat Science****3unit(s)**

Hours: 2 Lecture/Discussion

3 Lab

This course is an introduction to the meat industry with a special emphasis on meat products and value added meat processing techniques. It includes concepts of food safety and sanitation, grading and inspection along with preservation and marketing strategies to meet current consumer demands.

**ASCI 130 Equine Evaluation****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

**Equivalent Course: ASCI 130AC**

Students will study methods of communication and use analytical thinking in the appraisal of equine breeds at halter and in performance classes. Appraisals will include information about horse classes, order of placement, and organization of reasoning. Students will justify appraisals in front of an official judge. The relationship of equine anatomy and physiology on competitive performance will be considered.

**ASCI 140 Beginning Equitation****2.5unit(s)**

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 natural-aids, balance, and equitation. 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****3unit(s)**

Hours: 3 Lecture/Discussion

1 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 and balance 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 224 Livestock Merchandising****2unit(s)**

Hours: 1 Lecture/Discussion

3 Lab

This course is designed for students to develop skills in preparing and marketing beef cattle, sheep, swine, and goats for competition at intercollegiate livestock competitions. Students will also have the opportunity to help with other livestock and horse events as opportunities arise. Lessons exhibiting animals are given. This course may be repeated three times.

## Anthropology (ANTH)

### ANTH 010 Cultural Anthropology

3unit(s)

Hours: 3 Lecture/Discussion

**Equivalent Course: ANTH 010H**

This course explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central issues: how people around the world make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences, and introduce students to how anthropologists do their work, employ professional anthropological research ethics and apply their perspectives and skills to understand humans around the globe. (C-ID ANTH120)

**Prerequisites: ENGL 251 or ENGL 261 or equivalent college course with "C" or better**

### ANTH 011 Biological Anthropology

3unit(s)

Hours: 3 Lecture/Discussion

This course introduces the concepts, methods of inquiry, and scientific explanations for biological evolution and their application to the human species. Issues and topics will include, but are not limited to, genetics, evolutionary theory, human variation and biocultural adaptations, comparative primate anatomy and behavior, and the fossil evidence for human evolution. The philosophy of science and the scientific method serve as foundations to the course. (C-ID ANTH110)

**Advisory on Recommended Preparation:** ENGL 251 or ENGL 261 or equivalent college course with "C" or better, or eligibility for ENGL 001 as determined by COS Placement Procedures.

### ANTH 012 Archaeology

3unit(s)

Hours: 3 Lecture/Discussion

This course is an introduction to the study of concepts, theories, and methods of anthropological archaeology, as well as a review of significant data and models that contribute to knowledge of the human past. The course includes a discussion of the history and interdisciplinary nature of archaeological research; dating techniques and methods of survey, excavation, and analysis; cultural resource management; and selected cultural sequences. Approved for Distance Learning format. (C-ID ANTH150).

**Advisory on Recommended Preparation:** ENGL 251 or ENGL 261 or equivalent college course with a "C" or better, or eligibility for ENGL 001 determined by COS Placement Procedures.

## Architecture (ARCH)

### ARCH 010 Architectural Design 1

4unit(s)

Hours: 3 Lecture/Discussion

3 Lab

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

4unit(s)

Hours: 3 Lecture/Discussion

3 Lab

An advanced course that continues to explore issues initiated in the introductory course. Additionally, the course 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 010 or equivalent college course with "C" or better

### ARCH 013 Architectural Design 3

4unit(s)

Hours: 3 Lecture/Discussion

3 Lab

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 010 and ARCH 011 or equivalent college courses with a grade of "C" or better or equivalent skills as determined by division assessment

**ARCH 014 Architectural Design 4****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab

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, ARCH 011 and ARCH 013 or equivalent college courses with "C" or better.

**ARCH 020 Visual Communication 1****3unit(s)**Hours: 2 Lecture/Discussion  
2 Lab  
  
1 Other

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****3unit(s)**Hours: 2 Lecture/Discussion  
3 Lab

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.

**ARCH 030 Sustainable and Green Topics****3unit(s)**Hours: 2 Lecture/Discussion  
2 Lab  
  
1 Other**Equivalent Course: ARCH 130**

This is an introductory course that 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. In addition this course will help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities.

**ARCH 070 Architecture History 1****3unit(s)**

Hours: 3 Lecture/Discussion

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.

**ARCH 071 Architecture History 2****3unit(s)**

Hours: 3 Lecture/Discussion

History of architecture from Renaissance to 21st Century periods. The relationship between architecture and art, science, historical events, religion, society, culture, philosophy, politics, economics, and physical conditions are studied.

**Advisory on Recommended Preparation:** ARCH 070 or equivalent college course with "C" or better

**ARCH 120 Freehand Drawing****3unit(s)**Hours: 2 Lecture/Discussion  
3 Lab

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.

**ARCH 121 Perspective Alternatives****3unit(s)**

Hours: 2 Lecture/Discussion

2 Lab

1 Other

**Equivalent Course: ARCH 121AC**

A study of the fundamental concepts, principles, and evaluation of hand-illustrated line-drawings utilizing accelerated architectural perspective tools and techniques. Using paper-and-pencil perspective charts, computer-generated frameworks, and instruction in hand-drawn entourage elements, students will generate fully-illustrated pen-and-ink architectural renderings suitable for client presentations and marketing pieces. This course is an invaluable career asset for understanding how to enhance, embellish, and best portray building forms. For people involved in architecture, illustration, building trades, and interior design.

**Advisory on Recommended Preparation:** ARCH 020 or equivalent college course with a "C" or better.

**ARCH 133 Sustainability Implementation****3unit(s)**

Hours: 2.5 Lecture/Discussion

1.5 Lab

This course will give students knowledge necessary to confront issues related to sustainability in the building industry.

**Advisories on Recommended Preparation:** ARCH 030 and ARCH 134 or equivalent college courses with "C" or better

**ARCH 134 Sustainable Materials/Methods****3unit(s)**

Hours: 2.5 Lecture/Discussion

1.5 Lab

An introduction to the principles, materials, methods, and processes of sustainable construction, this course combines both theory and practical applications. Site visits to view various stages of construction are an integral part of the course.

**ARCH 151 Independent Study-ARCH****1 - 4unit(s)**

Hours: 3 - 12 Lab

**Equivalent Course: ARCH 151AD**

The purpose of this Independent Study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement and enhance existing courses. Independent Study requires a minimum of 54 hours of academic work per unit. In addition, student must file an Independent Study form through the Admissions Office to obtain approval to enroll.

**Advisory on Recommended Preparation:** ARCH 010 or equivalent college course with "C" or better.

**ARCH 160 Construction Materials/Methods****4unit(s)**

Hours: 4 Lecture/Discussion

An introduction to the principles, materials, methods, and processes of construction. This course combines both theory and practical application. Site visits to view various stages of construction are an integral part of the course.

**ARCH 161 Architectural Detailing****3unit(s)**

Hours: 2 Lecture/Discussion

3 Lab

**Equivalent Course: ARCH 161AD**

A course in architectural detailing that explores the transition from architectural ideas into built reality. Students draw architectural details with corresponding summaries using a computer assisted drafting (CAD) program. Different function, constructability, and aesthetics details are explored and then applied to various construction types.

**Advisory on Recommended Preparation:** ARCH 160 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment AND DRFT 114 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment.

**ARCH 162 Conceptual Structural Analysis****3unit(s)**

Hours: 3 Lecture/Discussion

A nonmathematical investigation of structural systems and components with respect to their behavior; selection of the most appropriate structural system for various building typologies.

**Advisories on Recommended Preparation:** ARCH 010 and ARCH 160 or equivalent college courses with "C" or better.

**ARCH 163 Construction Documents****3unit(s)**

Hours: 2.5 Lecture/Discussion  
1.5 Lab

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 - 3unit(s)**

Hours: 3 - 9 Lab

**Equivalent Course: ARCH 190AD**

Under the supervision of an instructor, selected architecture students can explore individual interests in design, visual communication, history, construction technology, and sustainability. The course allows students to apply their knowledge and increasing level of proficiency in architecture. Interests include research, projects, design competitions, resume creation, portfolio creation, field trips, professional workshops, seminars, board meetings, or other instructor approved activities.

**Advisory on Recommended Preparation:** ARCH 013 or equivalent college course with "C" or better.

**ARCH 251 Independent Study-ARCH****1 - 4unit(s)**

Hours: 3 - 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, 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

## Art (ART)

**ART 001 Art Appreciation****3unit(s)**

Hours: 3 Lecture/Discussion

ART 1 provides a general introduction to art that offers a look at works of art through the study of theory, terminology, themes, design principles, media, techniques, with an introduction to the visual arts across time and diverse cultures. (C-ID ARTH100)

**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.

**ART 002 Art History/Ancient-Gothic****3unit(s)**

Hours: 3 Lecture/Discussion

ART 2 provides an overview of western art and architecture from prehistory through the medieval period. The interrelationships between art and religion, politics, historical events, and philosophy are major foci of study. (C-ID ARTH 110)

**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.

**ART 003 Art History/Gothic-Modern****3unit(s)**

Hours: 3 Lecture/Discussion

This course provides an overview of art and architecture from the Renaissance to the Contemporary period. Illustrated lectures. ART 2 is NOT a prerequisite for ART 3. (C-ID ARTH120)

**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.

**ART 004 Precol Art & Cult/Americas-Meso****3unit(s)**

Hours: 3 Lecture/Discussion

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

**Advisory on Recommended Preparation:** ENGL 251 or ENGL 261 or equivalent college course with "C" or better or eligibility for ENGL 001 determined by COS Placement Procedures.

**ART 005 Precol Art&Cult/Americas-S.Ame****3unit(s)**

Hours: 3 Lecture/Discussion

A survey of the major cultures of Central and South America from the Early Hunters state until the European conquest. The course uses art as a vehicle for understanding these people's philosophy, religion, politics, history, and economics.

**Advisory on Recommended Preparation:** ENGL 251 or ENGL 261 or equivalent college course with "C" or better or eligibility for ENGL 001 determined by COS Placement Procedures.



**ART 006 Color and Design****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

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)

**ART 007 Advanced Color and Design****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

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.

**Prerequisites:** ART 006 or equivalent college course with "C" or better

**ART 008 Drawing Fundamentals****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

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. (C-ID ARTS110)

**ART 009 Drawing Composition****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

Exploration of artistic concepts, styles, and creative expression related to intermediate-level drawing, focusing on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Students in this course will build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. (C-ID ARTS205)

**Prerequisites:** ART 008 or equivalent college course with "C" or better

**ART 015 Beginning Printmaking****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

This is a course in the basics of intaglio, relief and monotype printmaking. Intaglio techniques will include traditional and alternative-ground (non-toxic) etching and collagraph methods. Relief techniques covered will include traditional woodcut and/or linocut printing. Monotype processes will include black and white and/or color printing.

**ART 016 Intermediate Printmaking****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

**Equivalent Course: ART 016AC**

This is an advanced course in intaglio and relief. Students are encouraged to further develop skills acquired in ART 15 or in previous printmaking experiences, and this course introduces basic techniques in multiple-plate color printing.

**Prerequisites:** ART 015 or equivalent college course with "C" or better

**ART 023 Macintosh Basic for Artists****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

**Equivalent Course: ART 023AD**

Introduction to fundamental concepts, practices, and theories of digital art production. Topics include integration of traditional design, color, and compositional principles with contemporary digital tools.

**ART 025 Digital Imaging for Artists** 3unit(s)  
 Hours: 1.5 Lecture/Discussion  
 4.5 Lab

**Equivalent Course: ART 025AD**

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 032 Beginning 3-D Design** 3unit(s)  
 Hours: 1.5 Lecture/Discussion  
 4.5 Lab

**Equivalent Courses: ART 032AD, ART 132AD**

Introduction to the concepts, applications and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Development of a visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional projects. (C-ID ARTS101)

**ART 033 Intermediate 3-D Design** 3unit(s)  
 Hours: 1.5 Lecture/Discussion  
 4.5 Lab

**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** 3unit(s)  
 Hours: 1.5 Lecture/Discussion  
 4.5 Lab

**Equivalent Course: ART 013AD**

Introduction to principles, elements, and practices of painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. (C-ID ARTS210)

**Advisory on Recommended Preparation: ART 006 or equivalent college course with "C" or better.**

**ART 044 Intermediate Studio Painting** 3unit(s)  
 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 course with "C" or better**

**ART 049 Beginning Figure Drawing** 3unit(s)  
 Hours: 1.5 Lecture/Discussion  
 4.5 Lab

**Equivalent Course: ART 010AD**

Introduction to drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to drawing the figure. (C-ID ARTS200)

**Prerequisites: ART 008 or equivalent college course with "C" or better**

**ART 050 Intermediate Figure Drawing** 3unit(s)  
 Hours: 1.5 Lecture/Discussion  
 4.5 Lab

**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****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

**Equivalent Course: ART 017AD**

Introduction to ceramic materials, concepts and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. The course covers aesthetics and creative development of clay objects examining historical, contemporary and personal modes of expression across cultures.

**ART 062 Interm. Handbuilding Ceramics****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

**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****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

**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 Interm. Wheel-Thrown Ceramics****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

**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****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

Introduction to three-dimensional sculptural principles, techniques and concepts utilizing a wide range of materials and practices. Various sculpture methods are practiced with attention to creative self-expression and historical context.

**ART 067 Intermediate Sculpture****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

**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****3unit(s)**

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 Intern. Gallery Exhibition****3unit(s)**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 ART 111 or equivalent college course with "C" or better****ART 119 Beginning Stained Glass Design****3unit(s)**Hours: 1.5 Lecture/Discussion  
4.5 Lab**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****3unit(s)**Hours: 1.5 Lecture/Discussion  
4.5 Lab

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****3unit(s)**Hours: 1.5 Lecture/Discussion  
4.5 Lab**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****3unit(s)**Hours: 1.5 Lecture/Discussion  
4.5 Lab

This course is designed to present intermediate techniques, methods, and concepts of screen printing as a fine art form, with an emphasis on individual development/personal direction of imagery and content in screen printing. All techniques will emphasize an experimental approach toward screen printing production, while also further developing an awareness of the traditional aspects of the medium, such as the significance of layering, appropriation, the multiple in art, edition work, and collaborative printing.

**Prerequisites: ART 121 or equivalent college course with "C" or better****ART 126 Digital Painting****3unit(s)**Hours: 1.5 Lecture/Discussion  
4.5 Lab**Equivalent Course: ART 126AD**

Digital Painting teaches the student how to create digital imagery for commercial and fine art applications. Students will explore similarities between traditional methods of art making and those found in digital work. Using the computer, students will explore how to incorporate this knowledge into their own personal work for current and future projects. Students will learn how to use the computer utilizing Macintosh computers, scanners and printers. Students will explore drawing and painting on their own cellphones and tablets.

**ART 130 Digital Printmaking****3unit(s)**Hours: 1.5 Lecture/Discussion  
4.5 Lab**Equivalent Course: ART 130AC**

Digital Printmaking will teach art students how to integrate digital technology with traditional forms of print techniques. Students will choose to work with one of the four major print processes. This course is designed for art students to ensure success when transferring to a UC, CSU, or private art schools.

**Advisory on Recommended Preparation: ART 023 or equivalent college course with "C" or better**

**ART 141 Beginning Studio Arts****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

**Equivalent Course: ART 101AD**

This course provides an emphasis on exploratory experiences using a wide variety of art media, techniques and applications. This course benefits liberal arts majors, teaching majors, art majors and everyone interested in crafts. No experience in art or crafts is necessary. (C-ID ARTS280)

**ART 142 Intermediate Studio Arts****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

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 - 4unit(s)**

Hours: 3 - 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****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

**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.

**ART 177 Intermediate Stone Lithography****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

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****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

**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****3unit(s)**

Hours: 1.5 Lecture/Discussion

4.5 Lab

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**

## Astronomy (ASTR)

### ASTR 010 Introduction to Astronomy

**3unit(s)**

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, and stellar evolution.

**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)

### AUTO 130 Intro to Automotive Technology

**3unit(s)**

Hours: 2.5 Lecture/Discussion

1.5 Lab

AUTO 130 is the first course in the automotive program and is a prerequisite for all automotive core courses. Topics include the development of shop skills, safe working practices and the correct use of tools in an automotive shop environment.

### AUTO 136 Automotive Electrical Systems

**4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

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 (may be taken concurrently) or equivalent college course with "C" or better

### AUTO 231 Automotive Engine Systems

**4unit(s)**

Hours: 3 Lecture/Discussion

4 Lab

**Equivalent Course: AUTO 131**

Instruction in theory, construction and repair of today's automotive gasoline engine. Formerly AUTO 131.

**Prerequisites:** AUTO 130 (may be taken concurrently) and AUTO 136 (may be taken concurrently) or equivalent college course with "C" or better

### AUTO 232 Auto Automatic Transmissions

**4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

**Equivalent Course: AUTO 132**

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 132.

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

### AUTO 233 Automotive Power Train Systems

**4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

**Equivalent Course: AUTO 133**

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:** AUTO 130 (may be taken concurrently) and AUTO 136 (may be taken concurrently) or equivalent college course with "C" or better

### AUTO 234 Auto Suspension/Steering System

**4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

**Equivalent Course: AUTO 134**

Instruction in theory and maintenance of automotive suspension and steering systems, including steering inspection and wheel alignment procedures.

**Prerequisites:** AUTO 130 (may be taken concurrently) and AUTO 136 (may be taken concurrently) or equivalent college course with "C" or better

**AUTO 235 Automotive Brake Systems****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab**Equivalent Course: AUTO 135**

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:** AUTO 130 (may be taken concurrently) and AUTO 136 (may be taken concurrently) or equivalent college course with "C" or better

**AUTO 237 Automotive Air Conditioning****4unit(s)**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 course with "C" or better

**AUTO 238 Automotive Engine Performance****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab**Equivalent Course: AUTO 138**

This is an advanced study course of engine performance, drivability 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:** AUTO 130 and AUTO 136 or equivalent college course with "C" or better

**AUTO 243 Auto Adv. Computer Controls****5unit(s)**Hours: 4.5 Lecture/Discussion  
2 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.

**Prerequisites:** AUTO 130 (may be taken concurrently) and AUTO 136 (may be taken concurrently) or equivalent college course with "C" or better

**AUTO 263 Emissions & Diagnostics Lvl 1****4unit(s)**Hours: 3.5 Lecture/Discussion  
1.5 Lab**Equivalent Course: AUTO 263AD**

This is a certification course designed to prepare students to take the Bureau of Automotive Repair's Smog Check Technician licensing examination. Any student may take this course, but may not be certified to take the State licensing examination.

**Advisory on Recommended Preparation:** AUTO 243 or equivalent college course with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment

**AUTO 264 Emissions & Diagnostics Lvl 2****2unit(s)**Hours: 1.5 Lecture/Discussion  
1.5 Lab**Equivalent Course: AUTO 264AD**

This is a certification course designed to prepare students to take the Bureau of Automotive Repair Smog Check Technician licensing examination. It will cover the BAR 97 Transition Training, Advanced Emissions Diagnostics Training and the Enhanced Area Inspection and Testing procedure training.

**Advisories on Recommended Preparation:** AUTO 243 or equivalent college course or equivalent knowledge and/or skills as determined by departmental assessment

# Biology (BIOL)

## BIOL 001 Principles of Biology 1

5unit(s)

Hours: 3 Lecture/Discussion

6 Lab

This first semester of a course sequence, intended for majors, covers: major biological principles and applications of prokaryotic and eukaryotic cell structure and function, biological molecules, homeostasis, cell reproduction and its controls, molecular genetics, classical/Mendelian genetics, cell metabolism including photosynthesis and respiration, and cellular communication. It includes a survey of the biology and diversity of organisms and examines the basic principles governing evolution of organisms and interactions between organisms and the environment. The course sequence emphasizes classification, structure and function of organisms, ecological principles, and mechanisms of evolution. The philosophy of science, methods of scientific inquiry and experimental design are foundational. (C-ID BIOL 135S includes BIOL 1 and BIOL 2)

**Prerequisites:** MATH 230 or equivalent college course with "C" or better

**Advisory on Recommended Preparation:** CHEM 001 or 020 or equivalent college course with "C" or better.

## BIOL 002 Principles of Biology 2

5unit(s)

Hours: 3 Lecture/Discussion

6 Lab

This course is the second of a two-course, introductory sequence for biology majors. Topics include the taxonomy and systematics of organisms with an emphasis on prokaryotes, protists, fungi, algae and plants, the principles and governing dynamics of evolution, ecological principles, population genetics, and the structure, biochemistry and ecology of plants. Other topics include biotechnology, field ecology and microbiology. The philosophy of science, methods of scientific inquiry and experimental design are foundational. Field trip experiences are a component of this course. (C-ID BIOL 135S includes BIOL 1 and BIOL 2)

**Prerequisites:** BIOL 001 or equivalent college course with "C" or better

**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.

## BIOL 020 Frontiers in Biology

4unit(s)

Hours: 3 Lecture/Discussion

3 Lab

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

3unit(s)

Hours: 2 Lecture/Discussion

3 Lab

This is a general principles course in plant biology for the non-biology 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.

This course is 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

## BIOL 022 Animal Biology

3unit(s)

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

3unit(s)

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****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab

BIOL 30 covers the structural organization of the human body: gross and microscopic structures of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. This is a general survey course designed to acquaint the beginning student with the anatomical principles necessary to understand the basic structure and organization of the human body. This course is designed primarily for students entering the allied health fields. (C-ID BIOL110B)

**Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better.

**BIOL 031 Human Physiology****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab

Study of the physiological principles, functions, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. Laboratory experiments and exercises will reinforce theories and processes described in lecture and introduce students to basic physiological scientific investigation. This course is primarily intended for Nursing, Allied Health, and other health related majors. (C-ID BIOL120B)

**Prerequisites:** BIOL 030 or equivalent college course with "C" or better

**Advisory on Recommended Preparation:** CHEM 020 or equivalent college course with "C" or better.

**BIOL 040 General Microbiology****4unit(s)**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 020 and BIOL 020 or equivalent college courses with "C" or better

## Business (BUS)

**BUS 018 Business Law****4unit(s)**

Hours: 4 Lecture/Discussion

Recommended for most business majors, this course 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. (C-ID BUS120)

**BUS 020 Business Statistics****3unit(s)**

Hours: 3 Lecture/Discussion

BUS 020 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 the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests, 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; and application of technology for statistical analysis, including the interpretation of the relevance of the statistical findings. Approved for Distance Learning format. (C-ID MATH110)

**Prerequisites:** MATH 230 or equivalent college course with "C" or better

**BUS 082 Introduction to Business****3unit(s)**

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. (C-ID BUS110)

**BUS 100 Career Strategies****3unit(s)**

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** 4unit(s)  
Hours: 4 Lecture/Discussion  
This is 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** 3unit(s)  
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. Approved for Distance Learning format. (C-ID MATH130)  
**Prerequisites:** MATH 230 or equivalent college course with "C" or better
- BUS 174 Marketing Principles** 3unit(s)  
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.  
**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** 3unit(s)  
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.
- BUS 184 Business Communications** 3unit(s)  
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 determined by COS Placement Procedures and BUS 270 or equivalent college course with "C" or better
- BUS 185 Ethics in Business & Industry** 3unit(s)  
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** 3unit(s)  
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 268 Electronic Calculating** 2unit(s)  
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 295 or MATH 360 or equivalent college course with "C" or better
- BUS 270 College Keyboarding Level 1** 3unit(s)  
Hours: 2.5 Lecture/Discussion  
2 Lab  
This course is designed to help students develop strong keyboarding skills and specific word processing and general computer application skills.

**BUS 271 College Keyboarding Level 2****3unit(s)**

Hours: 2.5 Lecture/Discussion

2 Lab

Business 271 is an intermediate keyboarding course with emphasis on improving speed and accuracy related to advanced business correspondence, forms, tables, manuscripts, and production keyboarding.

**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

**BUS 293 Business English****4unit(s)**

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****3unit(s)**

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 with "C" or better.

**BUS 297 Personal Finance****3unit(s)**

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 the time value of money; managing your money; managing your credit; borrowing money; personal financial statements; tax concepts; investments; large purchases such as a home or vehicle; life, health, and other types of insurance; retirement planning and estate planning.

**BUS 360 Elementary Keyboarding****1unit(s)**

Hours: 0.5 Lecture/Discussion

2 Lab

**Equivalent Course: BUS 360AC**

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

## Chemistry (CHEM)

**CHEM 001 General Chemistry 1****5unit(s)**

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:** (MATH 230 and CHEM 020 or equivalent college course with "C" or better

**CHEM 002 General Chemistry 2****5unit(s)**

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****5unit(s)**

Hours: 3 Lecture/Discussion

6 Lab

This is the first semester of a comprehensive study of organic chemistry. This course, taught at the sophomore level, is primarily for chemistry or biochemistry and biology majors, premedical, pre-dental students, pre-pharmacy and medical technicians. Emphasis is on structural and functional group chemistry studied from a synthetic and mechanistic point of view. Topics include: nomenclature, stereochemistry, free radical processes, structure, bonding, hybridization of carbon compounds, basic elimination and substitution reactions, introductory infrared and nuclear magnetic resonance spectroscopy. The course includes a laboratory use of micro/macro methods and techniques, synthesis and instrumentation. Formerly CHEM 12 and 12L. (C-ID CHEM150; C-ID CHEM160S includes CHEM 012 AND 013.)

**Prerequisites:** CHEM 002 or equivalent college course with "C" or better

**CHEM 013 Organic Chemistry 2****5unit(s)**

Hours: 3 Lecture/Discussion

6 Lab

This is a continuation of CHEM 12, a comprehensive study of organic chemistry. The course, taught at a sophomore level, is primarily for chemistry, biochemistry and biology majors, premedical, pre-dental, prepharmacy students and medical technicians. Emphasis is on structural and functional group chemistry studied from a synthetic and mechanistic point of view. Topics include: reactions of aromatic compounds, condensations, natural products chemistry, introductory bio-chemistry, mass spectrometry and ultraviolet/visible spectroscopy. The course includes a laboratory use of micro/macro methods and techniques, synthesis and instrumentation. (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****4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

CHEM 020 is a one semester transferable college chemistry course designed to meet the needs of allied-health and non-science 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. (C-ID CHEM101)

**Prerequisites:** MATH 200 or equivalent college course with "C" or better

**Advisory on Recommended Preparation:** CHEM 253 or equivalent college course with "C" or better.

**CHEM 021 Organic/Biological Chemistry****4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

CHEM 021 is the second semester of a full year college chemistry course which meets the needs of the science-related major. 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. (C-ID CHEM102)

**Prerequisites:** CHEM 020 or equivalent college course with "C" or better

**CHEM 110 Introduction to Chemistry****4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

This is a one-semester elementary class for students who have never taken high school chemistry or for students who feel they need a refresher course. This course is also for students who need a physical lab science to satisfy their general education requirement or for students who want to become better prepared for more advanced chemistry. The course will give students a basic background in matter, energy, chemical reactions, measurements, formula writing, nomenclature and chemical calculations.

**Advisory on Recommended Preparation:** MATH 200 and ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 001 determined by COS Placement Procedures.

# Child Development (CHLD)

## CHLD 039 Child Development-DS 1

3unit(s)

Hours: 3 Lecture/Discussion

This course is a study of the principles of both typical and atypical human development from conception through adolescence. The course content focuses on physical, cognitive, social, and emotional domains of development. There will be an emphasis on the interactions between nature and nurture. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. This course qualifies for an AS Degree, COS Vocational Certificate, the California Development Permit and is transferable. This course is required to work in Title 22 child care facilities. (C-ID CDEV100)

**Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.

## CHLD 042 Child, Family & Society-DS2

3unit(s)

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. The processes of socialization and identity development will be highlighted. This course qualifies for an AS degree, COS Vocational Certificate, the California Child Development Permit and is transferable. This course is mandatory to work in Title 22 child care facilities. (C-ID CDEV110)

## CHLD 126 Observation and Assessment-DS3

3unit(s)

Hours: 3 Lecture/Discussion

This course focuses on the appropriate use of assessment and observation strategies to document developmental skills, behavior, growth, play and learning in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. Child observations are conducted and analyzed. This core class qualifies for the COS Vocational Certificates, COS AS Degree, the California Child Development Permit and is transferable. (C-ID ECE200)

**Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.

## CHLD 134 Understanding Child Abuse

3unit(s)

Hours: 3 Lecture/Discussion

This study of child abuse and neglect includes a historical overview, causes, detection, prevention, treatment, and effects. Profiles of victims and their perpetrators will be examined. Content includes responsibilities of a Mandated Reporter and other legal issues. Emphasis is on effects of abuse and behavioral impact of Child Abuse and Neglect within families, classrooms, child care facilities, and the community. Societal implications include community resources for prevention, detection, and treatment as well as the building of healthy family dynamics. Understanding Child Abuse, CHLD 134, meets 3 of the 6 units needed for the COS Child Development-Assistant Certificate.

## CHLD 136 Children's Literature-DS3

3unit(s)

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. Qualifies for the Child Development-Assistant Certificate.

## CHLD 140 Principles of ECE-DS3

3unit(s)

Hours: 2 Lecture/Discussion

3 Lab

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. Requires 3 hours of lab per week at an approved child care setting. 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, COS AS Degree and is transferable. (C-ID ECE120)

**Prerequisites:** CHLD 039 or equivalent college course with "C" or better

**Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.

**CHLD 141 Practicum In ECE-DS3****3unit(s)**

Hours: 2 Lecture/Discussion  
3 Lab

In this course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child-centered, play-oriented approaches to teaching, learning, and assessment, and knowledge of curriculum content areas will be emphasized as student teachers design, implement, and evaluate experiences that promote positive development and learning for all young children. This course also requires 45 hours of lab work per semester at an approved child care setting. Lack of Tuberculin Test Clearance prior to participation in lab exercises will result in an administrative drop. This course qualifies for the COS Vocational Certificate, Child Development Permit, AS Degree, and the CSU transfer degree. (C-ID ECE210)

**Prerequisites:** CHLD 140 and CHLD 039 and CHLD 042 and CHLD 149 or equivalent college course with "C" or better

**CHLD 142 Adult Supervision-Mentor DS6****2unit(s)**

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 143 and CHLD 140 or equivalent college course with "C" or better

**CHLD 143 Administration of ECE-DS 6****3unit(s)**

Hours: 3 Lecture/Discussion

This course focuses on administering programs for children with emphasis on management of early childhood education programs, including program planning, organization, budgeting, personnel policies, record keeping, legal requirements and regulatory agencies. May be used to fulfill Title 22 Child Care Center Director requirements. CHLD 143 and 144 can also be used to fulfill Title 5 requirements for a California Site Supervisor Permit.

**Prerequisites:** CHLD 140 or equivalent college course with "C" or better

**Advisory on Recommended Preparation:** CHLD 141 or equivalent college course with "C" or better

**CHLD 144 Administration II-DS6****3unit(s)**

Hours: 3 Lecture/Discussion

Students will learn effective strategies for personnel management and leadership in early care and education settings. This will include legal and ethical responsibilities, supervision techniques, professional development and reflective practices for diverse and inclusive early care and education programs. May be used to fulfill Title 22 Child Care Center Director requirements. CHLD 143 and 144 fulfill requirements for a California Site Supervisory Permit.

**Prerequisites:** CHLD 140 or CHLD 141 or equivalent college course with "C" or better

**CHLD 146 Exceptional Child****3unit(s)**

Hours: 3 Lecture/Discussion

This course includes a study of the types of disabilities and the characteristics of children who have special needs. The course will also cover family issues and current trends involving children with special needs with an emphasis on interventions, inclusion, support services and pertinent legislation. Child Development 146 fulfills three of the 26 units for the COS Special Education Certificate.

**CHLD 147 Infant/Toddler-Child Care-DS4****3unit(s)**

Hours: 3 Lecture/Discussion

This course covers the study of the development and care of infants and toddlers, implementing PITC (Program for Infants, Toddlers and Caregivers) and philosophy of Western Education. Additionally, it examines the relationships between primary care giving, bonding and attachments with the development and socialization process. This class also meets the requirement as an elective for specialization units required for Master Teacher Level on the Child Development Permit Matrix. This course also qualifies for the College of the Sequoias 26 unit, Special Education Certificate.

**CHLD 148 Child Health/Safety/Nutri-DS7****3unit(s)**

Hours: 3 Lecture/Discussion

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration integration with families and health professionals. Focus on integrating the concepts into everyday planning and program development. This course qualifies for the COS Vocational Certificates, COS degree, the California Child Development Permit and is transferable. (C-ID ECE220)

**CHLD 149 Creative Curric/Children-DS3****3unit(s)**Hours: 2 Lecture/Discussion  
3 Lab

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine a teacher's role in supporting development and engagement for all young children. This course provides strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including 1) academic content areas, 2) play, art, and creativity, and 3) development of social-emotional, communication, and cognitive skills. This course qualifies for an AS Degree, COS Vocational Certificate, the California Child Development Permit and is transferable. (C-ID ECE130)

**CHLD 152 School-Age Child Care-DS5****3unit(s)**

Hours: 3 Lecture/Discussion

This course examines the major physical, cognitive, and psychosocial developmental milestones of school-age children, including social and cultural dimensions. Emphasis on school-age child care programs and the developmental needs of children ages 6-12. Topics include: age appropriate environments, planning, curriculum, and guidance techniques.

**CHLD 154 Intro Child with Special Needs****3unit(s)**

Hours: 3 Lecture/Discussion

This course gives an overview of treatments, strategies and techniques used for children with disabilities birth to age eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with disabilities and the identification and referral process. It is required for the COS Special Education Certificate and it also fulfills part of the 6-units of specialization needed for a California Child Development Permit.

**CHLD 158 Teaching in a Diverse Soci-DS3****3unit(s)**

Hours: 3 Lecture/Discussion

This course will examine the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Culturally relevant and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course involves self-reflection of one's own understanding of educational principles in integrating anti-goals in order to better inform teaching practices and/or program development. This core class qualifies for employment in a Title 22 Licensed Child Development Facility, California Child Development Permits, COS vocational certificates, COS AS degree and is transferable. (C-ID ECE230)

**CHLD 339 Introduction to Child Dev****3unit(s)**

Hours: 3 Lecture/Discussion

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.

## Cinema Arts (CINA)

**CINA 031 Film Appreciation-American****3unit(s)**

Hours: 3 Lecture/Discussion

This course provides an introduction to the study of film with an emphasis on aesthetics, theory, and methods of critical analysis. Students will analyze motion pictures as a communication medium and art form via screenings and lectures. The content of this course covers the period from early motion pictures to contemporary film with an emphasis on American cinema.

**CINA 032 Film Apprec-International****3unit(s)**

Hours: 3 Lecture/Discussion

This course provides and introduction to the critical study of the representations and construction of films with an emphasis on aesthetics, theory, and methods of critical analysis; Students will analyze motion pictures as a communication medium and art form via screenings and lectures. The content of this course covers early motion pictures to contemporary films with an emphasis on International Cinema.

## Communication (COMM)

**COMM 001 Fundamentals/Public Speaking****3unit(s)**

Hours: 3 Lecture/Discussion

COMM 1 is an introductory course in Public Speaking. This course covers a variety of formal public address styles and formats. This course offers students an opportunity to learn and practice specific skills needed for effective public speaking. (C-ID COMM110)

**Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with a grade of "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures.



- COMM 004 Interpersonal Communication** **3unit(s)**  
 Hours: 3 Lecture/Discussion  
 A theoretical exploration of interpersonal communication dynamics influenced by the field of behavioral communications and psychology. Focus will be upon how individuals relate, perceive, communicate, and apply emotions within interpersonal settings. Approved for Distanced Education format. Formerly SPCH 004. (C-ID COMM130)  
**Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with a grade of "C" or better or eligibility for ENGL 001 as determined by COS Placement procedures.
- COMM 005 Argumentation and Debate** **3unit(s)**  
 Hours: 3 Lecture/Discussion  
 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. Students will also learn how to understand and avoid fallacies in their persuasive presentations. (C-ID COMM120)  
**Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.
- COMM 007 Persuasion** **3unit(s)**  
 Hours: 3 Lecture/Discussion  
 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. (C-ID COMM190)  
**Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.
- COMM 008 Group Communication** **3unit(s)**  
 Hours: 3 Lecture/Discussion  
 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. (C-ID COMM140)  
**Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.
- COMM 009 Intercultural Communication** **3unit(s)**  
 Hours: 3 Lecture/Discussion  
 This course will provide the student with an understanding of the different cultures in our country by providing an insight into the communicative behaviors each culture possesses. A variety of cultures will be studied, with specific emphasis placed on the different skills in verbal and nonverbal communication, communication climates and language interpretation of those cultures. (C-ID COMM150)  
**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.
- COMM 102 Gender and Communication** **3unit(s)**  
 Hours: 3 Lecture/Discussion  
 This course will examine the impacts of socialization and gender roles in relation to communication. Further, the course will examine the roles of men and women in same-sex or gender and mixed sex or gender contexts. The course will introduce students to current theories of gender communication, and examine the function/s of communication in gender role development.
- COMM 112 Public Speaking for Business** **4unit(s)**  
 Hours: 4 Lecture/Discussion  
**Equivalent Courses:** *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 - 4unit(s)**  
 Hours: 3 - 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. In addition, each student must file an Independent Study form through the Admissions Office to obtain approval to enroll.  
**Limitation on Enrollment:** Completion of all beginning level courses offered at COS or equivalent college course in the selected area is required.



# Computer (COMP)

## COMP 005 Computer Concepts

4unit(s)

Hours: 4 Lecture/Discussion

COMP 5 introduces students to computer hardware and software systems, the impact of computers on society, ethical issues, and applications of computer technology in many career fields. Students will learn to use a microcomputer and applications software packages, including word processing, electronic spreadsheets, database, and presentation software. It is recommended that students have a keyboarding speed of 20wpm before enrolling in this course. Advisory on Recommended Enrollment: Keyboarding skill of 20 wpm is recommended for this course. (C-ID ITIS120)

## COMP 006 Programming Fundamentals

3unit(s)

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. (C-ID COMP112)

**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 assessment.

## COMP 008 Programming Concepts (JAVA)

4unit(s)

Hours: 3.5 Lecture/Discussion

1.5 Lab

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

3unit(s)

Hours: 2.5 Lecture/Discussion

1.5 Lab

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.

**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

4unit(s)

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 BUS 360 or equivalent college courses with "C" or better or equivalent knowledge and/or skills as determined by departmental assessment

## COMP 135 Desktop Publishing for Bus

4unit(s)

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 140 Computer Operating Systems

3unit(s)

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

2unit(s)

Hours: 2 Lecture/Discussion

This beginning course is designed to give students a basic familiarity with the personal computer. It is appropriate for anyone who is beginning 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 229 Web Page Design & Development****3unit(s)**

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 005 or equivalent college course with "C" or better and LIBR 102 or equivalent college course with "C" or better.

**COMP 230 Java Script/XML****3unit(s)**

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 forms.

**Advisory on Recommended Preparation:** COMP 229 or equivalent college course with "C" or better

**COMP 232 Server-Side Scripting and SQL****3unit(s)**

Hours: 2.5 Lecture/Discussion

1.5 Lab

This course will teach students how to write server-side scripts for the web in a language such as PHP that interact with a database using SQL.

**Prerequisites:** COMP 005 and COMP 230 or equivalent college course with "C" or better

**COMP 233 Database Processing****3unit(s)**

Hours: 3 Lecture/Discussion

**Equivalent Course:** COMP 133

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.

**Advisories on Recommended Preparation:** BUS 270 and COMP 130 or equivalent college courses with "C" or better

**COMP 238 Spreadsheet for Business****3unit(s)**

Hours: 3 Lecture/Discussion

**Equivalent Course:** COMP 138

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. A keyboarding speed of 20 cwpm is recommended.

**COMP 250 Software Fabrication****3unit(s)**

Hours: 2.5 Lecture/Discussion

1.5 Lab

This course will give an introduction to the study of software fabrication. Students will study topics including the software development life cycle, estimation, motivation, teamwork, feature-set control, task scheduling and productivity tools.

**Prerequisites:** COMP 006 or COMP 008 or equivalent college course with "C" or better

## Computer Science (CSCI)

**CSCI 001 Programming Concepts/Method 1****4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

Introduction to object-oriented programming and problem solving using C++. Algorithm development and object-oriented program design implemented through coding, debugging and documentation of this high level programming language. (C-ID COMP122)

**Prerequisites:** MATH 070 or equivalent college course with "C" or better

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

**CSCI 002 Programming Concepts/Method 2****4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

Data structures and object-oriented programming using C++. Application of software engineering techniques to the design and development of large programs; data abstraction, structures and associated algorithms. Approved for Distance Learning format. (C-ID COMP132)

**Prerequisites:** CSCI 001 or equivalent college course with "C" or better

**CSCI 006 Discrete Structures****3unit(s)**

Hours: 3 Lecture/Discussion

**Equivalent Course: CSCI 106**

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Sets, Basic Logic, Proof Techniques, Basics of Counting, Graphs and Trees, and Discrete Probability.

**Prerequisites:** CSCI 001 or equivalent college course with "C" or better

**CSCI 105 Computer Arch & Organization****3unit(s)**

Hours: 3 Lecture/Discussion

The organization and behavior of real computer systems at the assembly-language level. The mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined, noting the various data representation errors and potential procedural errors.

**CSCI 120 MATLAB Programming****3unit(s)**

Hours: 2 Lecture/Discussion

3 Lab

**Equivalent Course: ENGR 120**

This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics.

**Prerequisites:** MATH 065 or MATH 075 or equivalent college course with "C" or better

## Construction Technology (CT)

**CT 100 Const Draw & Design Analysis 1****4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

**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****4unit(s)**

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 and applicable codes.

**Advisory on Recommended Preparation:** CT 100 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****4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

A study of basic construction practices and theory including computer estimating, scheduling, and budgeting.

**CT 109 Residential Codes and Inspect****3unit(s)**

Hours: 3 Lecture/Discussion

**Equivalent Course: CT 272**

Study of residential building codes, residential inspections and construction management practices for residential construction. Course includes construction managers' responsibilities, key inspection points for total quality management, and construction managers' relationships with local officials, general contractor, and prospective occupants.

**CT 130 Intro to Const Practices****4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

**Equivalent Course: CT 204**

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

- CT 132 Basic Building System & Codes** **3unit(s)**  
 Hours: 3 Lecture/Discussion  
 Basic building systems theory, including foundations, walls, roofs, mechanical, electrical, corresponding building codes and inspections. Integration of building related to the environment and human aspects of building.
- CT 138 Contractors License Law** **3unit(s)**  
 Hours: 3 Lecture/Discussion  
 A study of the fundamental concepts, principles, and applications of construction laws, lien laws, safety, and business laws concerning the construction industry. CT 138 is designed for the individual interested in taking the California State examination for the General Contractors (B) License, or the Specialty Contractors (C) License, or for the student interested in the laws governing the construction trade.
- CT 204 Construction Theory/Practice 1** **4unit(s)**  
 Hours: 3 Lecture/Discussion  
 3 Lab  
 Basic construction practices and theory for residential construction, including the study of residential plans, plan check requirements and construction materials.
- CT 205 Plumbing** **3unit(s)**  
 Hours: 3 Lecture/Discussion  
 1 Lab  
 Basic plumbing theory, materials and installation procedures, skill development for professional and non-professional plumbing students.
- CT 220 Construction Practices 1** **2.5unit(s)**  
 Hours: 1 Lecture/Discussion  
 5 Lab  
*Equivalent Course: CT 214*  
 Hands-on construction practices on a construction site to construct specific building projects to plans and specifications and to develop or enhance building skills.
- CT 221 Construction Practices 2** **2.5unit(s)**  
 Hours: 1 Lecture/Discussion  
 5 Lab  
*Equivalent Course: CT 215*  
 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 222 Construction Practices 3** **2.5unit(s)**  
 Hours: 1 Lecture/Discussion  
 5 Lab  
*Equivalent Course: CT 218*  
 Advanced 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 controlling construction budgets.
- CT 223 Construction Practices 4** **2.5unit(s)**  
 Hours: 1 Lecture/Discussion  
 5 Lab  
*Equivalent Course: CT 219*  
 Hands-on construction practices on a construction site to construct specific building projects to plans and specifications and develop or enhance building skills with emphasis on building site safety.
- CT 250 Basic Carpentry/Const Practice** **4unit(s)**  
 Hours: 3 Lecture/Discussion  
 3 Lab  
 Introduction to construction tools, materials, measuring, millwork, and basic construction practices.

**CT 260 Interior Millwork** **4unit(s)**  
 Hours: 3 Lecture/Discussion  
 3 Lab

Mill cabinet functional and spatial concepts, design and construction, interior finish components and wood-shop practices.

**CT 261 Cabinetmaking** **4unit(s)**  
 Hours: 3 Lecture/Discussion  
 3 Lab

Concepts of design, layout, safety and basic cabinet construction for individual projects.

**CT 262 Cabinet and Furniture Const.** **4unit(s)**  
 Hours: 3 Lecture/Discussion  
 3 Lab

***Equivalent Course: CT 162AB***

Concepts of cabinet design, furniture design, layout, construction, safety and millwork for building individual projects.

**CT 270 Residential Wiring** **3unit(s)**  
 Hours: 3 Lecture/Discussion

Students will learn practical applications 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** **3unit(s)**  
 Hours: 3 Lecture/Discussion

Study of building codes and construction practices for building occupants' and other related building officials' safety.

**CT 273 Electrical Codes** **3unit(s)**  
 Hours: 3 Lecture/Discussion

Electrical code theory, plan review, math and field inspection for construction management and inspection professions.

**CT 275 Plumbing Inspection** **3unit(s)**  
 Hours: 3 Lecture/Discussion

***Equivalent Course: CT 175AD***

Concepts of plumbing systems, code applications, fixture allocation and field inspection.

**CT 277 Structural Inspection** **3unit(s)**  
 Hours: 3 Lecture/Discussion

Structural inspection principles of concrete, wood and metal for construction management and inspection professions.

## Consumer/Family Studies (CFS)

**CFS 080 Lifespan Development** **3unit(s)**  
 Hours: 3 Lecture/Discussion

This course provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality and social development are examined, as well as attention to developmental problems. (C-ID PSY180)

**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.

## Cosmetology (COSM)

**COSM 261 Basic Cosmetology** **6 - 15unit(s)**  
 Hours: 5 - 5 Lecture/Discussion  
 3 - 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 - 15unit(s)**

Hours: 5 Lecture/Discussion

3 - 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.

**Prerequisites:** COSM 261 or equivalent college course with "C" or better

**Limitation on Enrollment:** Admission into the Cosmetology Program

**COSM 263 Cosmetology Theory & Practice****6 - 15unit(s)**

Hours: 5 Lecture/Discussion

3 - 30 Lab

**Equivalent Course: COSM 263AB**

This course emphasizes the theory and practice of cosmetology. It explores hair sculpting and coloring, cosmetology anatomy, cosmetology chemistry, the psychology of selling, salon management principles, and resume writing.

**Prerequisites:** COSM 261 or COSM 262 or equivalent college course with "C" or better

**COSM 264 Cosmetology License Exam Prep****6 - 15unit(s)**

Hours: 5 Lecture/Discussion

3 - 30 Lab

This course fulfills State required cosmetology competency and practice skills in order for students to be eligible for licensure by the Department of Consumer Affairs Bureau of Barbering and Cosmetology. Students shall complete 1600 total hours of practical training and technical instruction by the end of the certificate program per Section 7316 of the California Bureau of Barbering and Cosmetology Business and Professions Code.

**Prerequisites:** COSM 261 or COSM 262 or equivalent college course with "C" or better

## Counseling (COUN)

**COUN 025 Creating College Success****2unit(s)**

Hours: 2 Lecture/Discussion

**Equivalent Course: COUN 125**

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. Field trips to universities are a required part of this course.

**Limitation on Enrollment:** Participation in the Puente Project.

**COUN 100 Career and Life Planning****3unit(s)**

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, career research, and decision-making strategies with an awareness of psychological, sociological and physiological factors related to career/life satisfaction. The course is approved for distance education format.

**Advisory on Recommended Preparation:** ENGL 251 or ENGL 261 or equivalent college course with "C" or better or eligibility for ENGL 001 as determined by COS Placement Procedures.

**COUN 115 Transfer/Career Readiness****2unit(s)**

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 use tools available to search for employment and/or to apply for transfer to a university. Upon course completion, students will have created a transfer planner account on CSUMENTOR and/or UCTRANSFER and/or another university website. Students will also complete an employment portfolio which may include a cover letter, resume, personal statement, etc.

## Culinary (CULN)

### CULN 020 Cultural Foods

3unit(s)

Hours: 2 Lecture/Discussion  
3 Lab

#### **Equivalent Course: NUTR 020**

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

### CULN 107 Sanitation and Safety

2unit(s)

Hours: 2 Lecture/Discussion

#### **Equivalent Course: NUTR 107**

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 National Food Safety certificate exam at the end of the course.

### CULN 201 Foods

3unit(s)

Hours: 2 Lecture/Discussion  
3 Lab

An elementary study on the physical properties and reactions of foods and culinary cooking techniques. Areas of study include food properties, nutritive values, nutrient preservation, product evaluation, food safety and sanitation.

### CULN 205 Professional Cooking

3unit(s)

Hours: 2 Lecture/Discussion  
3 Lab

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 course is taught by a professional with experience in the commercial food service industry.

### CULN 206 Professional Cooking 2

3unit(s)

Hours: 2 Lecture/Discussion  
3 Lab

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 and is taught by a professional with experience in the commercial food service industry.

## Dairy Science (DSCI)

### DSCI 101 Introduction to Dairy Science

3unit(s)

Hours: 3 Lecture/Discussion  
1 Lab

Survey of the dairy industry; supply of milk and milk products and their uses; emphasis on the history, development and projections of the dairy industry in the US. Covers general information on the economics of dairying; dairy facts and trends; dairy animal selection, culling, fitting, showing, and judging; pedigree evaluation; basic dairy feeds and feeding; fundamentals of bovine reproduction; basic dairy management skills; requirements for and opportunities in dairy industry employment. Laboratory Required. (C-ID: AG-AS 112L)

### DSCI 103 Commercial Dairy Herd Mgmt

3unit(s)

Hours: 3 Lecture/Discussion  
1 Lab

This course is designed to give students an in-depth understanding of commercial dairy herd operations. Cost of production, herd health, milk pricing, and use of computer programs is also part of the class.

**DSCI 104 Breed/Select of Dairy Cattle****3unit(s)**

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 will be the main emphasis of this course. Concepts and abstracts used for quality grading of animals will be emphasized. Insemination, embryo transfer, gender selection, bull proofs and cow mating practices shall be covered as they relate to quality criteria.

**DSCI 108 Dairy Nutrition****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

This course is designed to give students an in depth study of dairy cattle nutrition. Nutrient requirements of dairy cattle, commodity feeding, ration formulation and feeding systems will be discussed. Computer application of ration formulation will be used, along with spreadsheets to project feed inventories and usage.

## Dance (DANC)

**DANC 041 Musical Theatre Perf-Dance****2unit(s)**

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****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

***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****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

***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****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

***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 055 Modern Dance 2****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

***Equivalent Course: DANC 155***

This course builds onto the concepts of modern dance through control of breath, body alignment, rhythmic movement, and the exploration of movement through time, space and energy. Students can expect to increase the range of movement and flexibility in legs.

**DANC 056 Contemporary Dance****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

***Equivalent Course: DANC 156***

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 058 Jazz Dance 1****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**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****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**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 061 Musical Dance Styles****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Course: DANC 161**

This course is for the intermediate to advanced level dancer with strong jazz/ballet technique skills. Students will perform high levels of jumps and turns, falls and recovery with emphasis on experienced levels of line, phrasing, endurance and performance as they study the history of music theater and the many styles of dance that have graced the stage.

**DANC 062 Tap Dancing 1****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Course: DANC 016AD**

This beginning level of tap introduces the dance student to single, and double sounds made with the feet. Creating Rhythm sounds with foot work, that feature specific body coordination and weight change skills are taught.

**DANC 063 Tap Dancing 2****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**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****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**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****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**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****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**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** 1unit(s)  
 Hours: 0.5 Lecture/Discussion  
 1.5 Other

**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 082 Improvisational Dance** 1unit(s)  
 Hours: 0.5 Lecture/Discussion  
 1.5 Other

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.

**DANC 085 Dance Production 1** 1unit(s)  
 Hours: 0.5 Lecture/Discussion  
 2 Other

**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 160 Commercial Dance Styles** 1unit(s)  
 Hours: 0.5 Lecture/Discussion  
 1.5 Other

This is a fast-paced dance course emphasizing kicks, jumps and quick percussive movement. Students should have strong Jazz/Ballet dance skills, including the ability to turn and jump, as well as quick memory and performance skills. The class will focus on styles used in the commercial dance industry around the world.

## Drafting (DRFT)

**DRFT 016 CAD Applications** 4unit(s)  
 Hours: 3 Lecture/Discussion  
 3 Lab

**Equivalent Courses: 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 DRFT 115 or equivalent college courses with "C" or better.

**DRFT 112 Mechanical Drafting 1** 3unit(s)  
 Hours: 2 Lecture/Discussion  
 3 Lab

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** 3unit(s)  
 Hours: 2 Lecture/Discussion  
 3 Lab

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** 4unit(s)  
 Hours: 3 Lecture/Discussion  
 3 Lab

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****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab

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-DRAFTING****1 - 4unit(s)**

Hours: 3 - 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:** Student must file an Independent Study form through the Admissions Office to obtain approval to enroll.

**DRFT 251 Independent Study-DRFT****1 - 4unit(s)**

Hours: 3 - 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:** Student must file an Independent Study form through the Admissions Office to obtain approval to enroll.

**DRFT 290 Supervised Practice****1 - 3unit(s)**

Hours: 3 - 9 Lab

**Equivalent Course: DRFT 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 or volunteer situations where the student is expected to take a leadership role.

**Advisory on Recommended Preparation:** DRFT 114 or equivalent college course with "C" or better

**DRFT 400 Drafting Tech Sup Lrng Assist****0unit(s)**

Hours: 27 - 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 (DRAM)

**DRAM 001 Intro to the Theatre****3unit(s)**

Hours: 3 Lecture/Discussion

This course is intended as an introduction to the 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 THTR111)

**DRAM 002 Fundamentals of Acting 1****4unit(s)**

Hours: 3.5 Lecture/Discussion

1.5 Lab

This course prepares a student to apply basic acting theory to performance and develops the skills of interpretation of drama through acting. The student will be introduced to the process of analyzing and developing a character from Modern and Contemporary Theatre through the rehearsal and presentation of scenes and monologues with attention to: memorization, stage movement, vocal production, and interpretation of text. (C-ID THTR 151)

**DRAM 003 Fundamentals of Acting 2****3unit(s)**

Hours: 2.5 Lecture/Discussion

1.5 Lab

This course continues the exploration of theories and techniques used in preparation for the interpretation of drama through acting. Emphasis is placed on deepening the understanding of the acting process through: character analysis, monologues, scene work, the appraisal and analysis of stage techniques, acting theories, and practices in performance from experimental dramas and the theater of the absurd. 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. (C-ID THTR152)

**Prerequisites:** DRAM 002 or equivalent college course with "C" or better

**DRAM 004 Intermediate Acting: Classical****3unit(s)**

Hours: 2.5 Lecture/Discussion  
1.5 Lab

This course is designed as an advanced level of study of acting proficiency and technique begun in DRAM 2 and 3. Class lecture, discussion, and scene work focus on text and character analysis, clarity of characterization, vocal and physical expressiveness and emotional release. Acting scene material is taken from the plays of the classical Greek Theatre, William Shakespeare and the Restoration comedies of the 18th century.

**Advisory on Recommended Preparation:** DRAM 002 or DRAM 003 or equivalent college course with "C" or better

**DRAM 005 Intermediate Acting 2: Styles****3unit(s)**

Hours: 2.5 Lecture/Discussion  
1.5 Lab

Continuation of acting sequence in which play texts are studied and presented with concentration on in-depth analysis of subject material, intensity of action, freedom of emotional release, and clarity of expression. Acting scenes are chosen from European and American plays from the Eighteenth and Nineteenth Centuries through the social dramas of the 1930s. Students may enroll in this course without having taken DRAM 4.

**Advisory on Recommended Preparation:** DRAM 002 or DRAM 003 or DRAM 004 or equivalent college course with "C" or better

**DRAM 006 Shakespeare****3unit(s)**

Hours: 3 Lecture/Discussion

DRAM 006 is an introductory course that stresses student involvement with the literary and dramatic aspects of Shakespeare's works through the use of lecture, reading from the text, text analysis, acting scenes, and video. Each student will participate in the reading and interpretation of selected plays. It will also treat the playwright's life, times, sources, and influences on his work.

**DRAM 012 Costuming****3unit(s)**

Hours: 0.5 Lecture/Discussion  
3.5 Lab

4 Other

**Equivalent Courses: DRAM 012AB, FASH 012AB**

This course is designed as an introduction to the function and aesthetic effect of costumes. Design, research, organization, pattern and construction techniques, sewing equipment use and function of costume personnel in production work are explored. Additional hours required working on crews for college productions. These additional hours amount to 4 per week/70 hours total. (C-ID THTR174)

**DRAM 013 Beginning Stagecraft****3unit(s)**

Hours: 0.5 Lecture/Discussion  
3.5 Lab

4 Other

**Equivalent Course: DRAM 013AB**

This course is designed to introduce students to stagecraft, all technical phases of scene production including construction, painting, rigging, placement, and manipulation of stage scenery and properties. Four additional hours required for crew work on college productions totaling seventy hours for the semester. (C-ID THTR171)

**DRAM 014 Intermediate Stagecraft****3unit(s)**

Hours: 0.5 Lecture/Discussion  
3.5 Lab

4 Other

**Equivalent Course: DRAM 014AB**

This course is designed as an intermediate class for the student who has completed DRAM 13. Student will explore management responsibilities through leadership roles in technical direction, construction, scenic artistry, and backstage organization. Four additional hours required for crew work on college productions, totaling seventy hours for the semester.

**Advisory on Recommended Preparation:** DRAM 013 or equivalent college course with "C" or better

**DRAM 015 Beginning Stage Lighting****3unit(s)**

Hours: 2.5 Lecture/Discussion  
1.5 Lab

**Equivalent Course: DRAM 015AB**

This course introduces the student to the basic concepts of theatre lighting. Study includes the operation of stage lighting. (C-ID THTR173)

**DRAM 016 Intermediate Stage Lighting** **3unit(s)**  
 Hours: 2.5 Lecture/Discussion  
 1.5 Lab

**Equivalent Course: DRAM 016AB**

The student will continue the study of stage lighting by being assigned the added responsibilities of lighting crew and production staff leadership. Individual design, rigging, and organization problems, as well as lighting instrument and control system maintenance and operation techniques, will be assigned.

**Advisory on Recommended Preparation:** DRAM 015 or equivalent college course with "C" or better

**DRAM 017 Makeup** **3unit(s)**  
 Hours: 0.5 Lecture/Discussion  
 3.5 Lab  
 4 Other

**Equivalent Courses: DRAM 017AB, FASH 017AB**

This course is designed to introduce the student to the basic techniques and materials of theatrical makeup. Topics include facial shape, hair arrangement, skin care, and makeup for various races and skin types. Additional hours are required to work on crews for college Drama Arts productions. The student will complete 4 hours a week or a total of 70 hours for the semester. (C-ID THTR175)

**DRAM 019 Rehearsal and Performance 1** **2unit(s)**  
 Hours: 6.86 Activity

**Equivalent Course: DRAM 019AD**

Participating as actors in a fully supported theatre production of the Classical Period, students focus on individual and ensemble performance techniques that are essential for a classical play production. Participation in rehearsals and public performance is required.

**Limitation on Enrollment:** Audition by Department (C-ID THTR191)

**DRAM 020 Music Theatre Rehears.&Perform** **2unit(s)**  
 Hours: 6.86 Activity

**Equivalent Course: DRAM 020AD**

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)

**DRAM 021 Rehearsal and Performance 2** **2unit(s)**  
 Hours: 6.86 Activity

**Equivalent Course: DRAM 021AD**

Experience in modern and contemporary theatre through active participation in a full-length play for public performance.

**Limitation on Enrollment:** Audition by Department (C-ID THTR191)

**DRAM 022 One Act Play Production** **2unit(s)**  
 Hours: 1 Lecture/Discussion  
 3 Lab  
 1 Other

**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** **2unit(s)**  
 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** **3unit(s)**  
 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)

### ESCI 001 Introduction to Earth Science

**4unit(s)**

Hours: 3 Lecture/Discussion  
3 Lab

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)

### ECON 025 Introduction to Economics

**3unit(s)**

Hours: 3 Lecture/Discussion

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.

**Prerequisites:** ENGL 251 or ENGL 261 or equivalent college course with "C" or better

**Advisory on Recommended Preparation:** MATH 360 or equivalent college course with "C" or better

### ECON 040 Principles of Microeconomics

**3unit(s)**

Hours: 3 Lecture/Discussion

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. (C-ID ECON201)

**Prerequisites:** (MATH 230 and (ENGL 251 or ENGL 261) or equivalent college course with "C" or better

### ECON 050 Principles of Macroeconomics

**3unit(s)**

Hours: 3 Lecture/Discussion

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. (C-ID ECON202)

**Prerequisites:** (ECON 040 or ECON 002) and (MATH 230 or MATH 235 and (ENGL 251 or ENGL 261) or equivalent college course with "C" or better

## Education (EDUC)

### EDUC 050 Introduction to Teaching

**3unit(s)**

Hours: 2 Lecture/Discussion  
3 Lab

This course introduces a student to the concepts and issues related to teaching diverse learners in today's contemporary schools, kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured field work in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. (C-ID EDUC200)

**Advisory on Recommended Preparation:** ENGL 251 or equivalent course with "C" or better.

### EDUC 120 Tech Skills for Educators

**3unit(s)**

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.

# Electrician Training (ET)

## ET 200 Intro to Electrician Training

4unit(s)

Hours: 3.5 Lecture/Discussion  
1.5 Lab

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

4unit(s)

Hours: 3.5 Lecture/Discussion  
1.5 Lab

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

4unit(s)

Hours: 3.5 Lecture/Discussion  
1.5 Lab

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 200 or equivalent college course with "C" or better

## ET 203 Electrician Training 3

4unit(s)

Hours: 3.5 Lecture/Discussion  
1.5 Lab

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 200 or equivalent college course with "C" or better

## ET 204 Electrician Training 4

4unit(s)

Hours: 3.5 Lecture/Discussion  
1.5 Lab

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

4unit(s)

Hours: 3.5 Lecture/Discussion  
1.5 Lab

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 203 or equivalent college course with "C" or better

## ET 206 Electrician Training 6

4unit(s)

Hours: 3.5 Lecture/Discussion  
1.5 Lab

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 203 or equivalent college course with "C" or better

## ET 207 Electrician Training 7

4unit(s)

Hours: 3.5 Lecture/Discussion  
1.5 Lab

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 203 or equivalent college course with "C" or better

**ET 220 Electrical Code Update****2unit(s)**

Hours: 2 Lecture/Discussion

**Equivalent Course: ET 220AC**

This course provides an overview of the National Electrical Code and an update for all sections of NEC code book.

**ET 300 Elec. Training Support Lab 1****0.5unit(s)**

Hours: 2 Lab

This course directly supports students currently enrolled in ET 200 by providing additional lab access and practical application of Electrician Training concepts. Students should only enroll in this course if also taking ET 200 at specified coordinating locations.

**Corequisites: ET 200****ET 301 Training Support Lab 1****0.5unit(s)**

Hours: 2 Lab

This course directly supports students currently enrolled in ET 201 by providing additional lab access and practical application of Electrician Training concepts. Students should only enroll in this course if also taking ET 201 at specified coordinating locations.

**Corequisites: ET 201**

## Electronics (ELEC)

**ELEC 160 Basic Electronics****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

Basic knowledge of electricity and electronics is essential for many majors spanning medical, computer, agricultural, navigation, manufacturing, and telecommunications fields in both the public and private sectors. This course covers all the basic concepts in electricity and electronics, including electricity and magnetism, transformers, alternating and direct currents, magnetic fields, and semiconductor devices. A schema of scientific reasoning, methods of inquiry and experimental design are foundational. The scientific method is combined with hands-on laboratory experiments, allowing students to apply quantitative and qualitative reasoning skills, and to solve problems and test hypotheses using data, analysis, and predictive techniques. Applying the scientific method to real-life situations encourages students to develop critical thinking skills.

## Emergency Medical Technician (EMT)

**EMT 251 Emergency Medical Technician B****6unit(s)**

Hours: 4 Lecture/Discussion

6 Lab

The student who completes this course will develop skills in recognition of symptoms of illness and/or injury and proper procedures for emergency care. Those who complete the EMT B 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. (California Code of Regulations Title 22)

**Limitation on Enrollment:** A statement verifying CPR training equivalent to the current American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level is a prerequisite for admission to an EMT basic course.

## Engineering (ENGR)

**ENGR 001 Engineering Graphics****4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

This course covers the principles of engineering drawings in visually communicating engineering designs and includes an introduction to computer-aided design (CAD). Topics include the development of visualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; and the engineering design process. Assignments develop sketching and 2-D and 3-D CAD skills. The use of CAD software is an integral part of the course.

**Prerequisites: MATH 154 or equivalent college course with "C" or better**



**ENGR 002 Statics****3unit(s)**

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 or MATH 066) and (PHYS 005 or PHYS 055) and (MATH 077 (may be taken concurrently) or MATH 067 (may be taken concurrently) or equivalent college course with "C" or better

**ENGR 003 Materials Sci & Engineering****4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

This course presents the internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semiconductors. The emphasis is upon developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. Laboratories provide opportunities to directly observe the structures and behaviors discussed in the course, to operate testing equipment, to analyze experimental data, and to prepare reports. (C-ID ENGR140B)

**Prerequisites:** CHEM 001 and PHYS 055 or equivalent college course with "C" or better

**ENGR 004 Circuit Analysis****4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

An introduction to the analysis of electrical circuits using analytical techniques based on the application of circuit laws and network theorems. Topics include the analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and/or switches; natural and forced responses of first and second order RLC circuits; the use of phasors in AC analysis; AC power calculations; power transfer; and energy concepts. The laboratory portion of the course provides an introduction to the construction and measurement of electrical circuits including: the basic use of electrical test and measurement instruments such as multimeters, oscilloscopes, power supplies, and function generators; the use of circuit simulation software; interpretation of measured and simulated data based on principles of circuit analysis for DC, transient, and sinusoidal steady-state (AC) conditions; elementary circuit design; practical considerations such as component value tolerance and non-ideal aspects of laboratory instruments; and construction and measurement of basic operational amplifier circuits. (C-ID: ENGR260 and ENGR260L)

**Prerequisites:** MATH 081 (may be taken concurrently) and PHYS 056 (may be taken concurrently) or equivalent college course with "C" or better

**ENGR 110 Introduction to Engineering****2unit(s)**

Hours: 2 Lecture/Discussion

This course explores the branches of engineering, the functions of an engineer, and the industries in which engineers work. Explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. Presents an introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics. Develops communication skills pertinent to the engineering profession. (C-ID ENGR110)

**ENGR 120 MATLAB Programming****3unit(s)**

Hours: 2 Lecture/Discussion

3 Lab

**Equivalent Course: CSCI 120**

This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics.

**Prerequisites:** MATH 065 or MATH 075 or equivalent college course with "C" or better

## English (ENGL)

**ENGL 001 College Reading & Composition****4unit(s)**

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 ENGL 261 or equivalent college course with "C" or better

- ENGL 002 Logic and Composition** **3unit(s)**  
 Hours: 3 Lecture/Discussion  
 This course gives students the opportunity to study and apply logic and cogent thinking to written and oral communication, as well as develop advanced writing skills. Students learn to recognize logical fallacies, analyze others' arguments, and produce their own arguments and solutions to problems, using primary and secondary research. 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**
- ENGL 004 Composition and Literature** **3unit(s)**  
 Hours: 3 Lecture/Discussion  
 English 4 is an introduction to literature—including the short story, the novel, poetry, and drama—through close reading and analysis of literature and literary theory, discussion, research and writing. Supplemental learning assistance is available for students to strengthen skills and to reinforce mastery of concepts. Students enrolled in ENGL 4 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. (C-ID ENGL120)  
**Prerequisites: ENGL 001 or equivalent college course with "C" or better**
- ENGL 010 Chicano Literature** **3unit(s)**  
 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 010 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.  
**Prerequisites: ENGL 001 or equivalent college course with "C" or better**
- ENGL 014 Creative Writing** **3unit(s)**  
 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 014 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 ENGL 261 or equivalent college course with "C" or better**
- ENGL 015 Survey of British Lit 1** **3unit(s)**  
 Hours: 3 Lecture/Discussion  
 This course examines major works of early British literature from Beowulf through the eighteenth century. Students will be expected to write a minimum of 4,000 words. Students enrolled in ENGL 015 may access 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**
- ENGL 016 Survey of British Lit 2** **3unit(s)**  
 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 016 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**
- ENGL 018 African American Literature** **3unit(s)**  
 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 018 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.  
**Prerequisites: ENGL 001 or equivalent college course with "C" or better**
- ENGL 019 Women in Literature** **3unit(s)**  
 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 019 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.  
**Prerequisites: ENGL 001 or equivalent college course with "C" or better**

**ENGL 030 American Literature 1** **3unit(s)**

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 030 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

**ENGL 031 American Literature 2** **3unit(s)**

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 031 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

**ENGL 044 World Literature 1** **3unit(s)**

Hours: 3 Lecture/Discussion

This course examines major works of ancient world literature from antiquity 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

**ENGL 045 World Literature 2** **3unit(s)**

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 045 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

**ENGL 046 Shakespeare** **3unit(s)**

Hours: 3 Lecture/Discussion

This course examines works of William 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

**ENGL 123 Intro to Writing Consultancy** **2unit(s)**

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** **2unit(s)**

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 "C" or better

**ENGL 125 Writing Center Pedagogy****2unit(s)**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 "C" or better****ENGL 126 Research Proj in WC Consulting****2unit(s)**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 "C" or better****ENGL 251 Intro to Acad Read & Writing****4unit(s)**

Hours: 4 Lecture/Discussion

**Equivalent Course: ENGL 261**

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****ENGL 261 Accel Intro to Read & Writing****4unit(s)**

Hours: 4 Lecture/Discussion

**Equivalent Course: ENGL 251**

English 261 is an intensive and challenging course designed to accelerate basic skills students' progress toward transfer-level English. This course emphasizes analytical reading and writing as processes that result in compositions appropriate for entry into transfer-level academic study, supporting students with basic reading and writing strategies as necessary. Students enrolled in ENGL 261 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Students enrolled in English 261 MUST also enroll in the corresponding English 405: Augmented Instruction in English.

**Corequisites: ENGL 405****ENGL 360 Reading and Writing Skills****6unit(s)**Hours: 6 Lecture/Discussion  
1 Lab

This course is a basic course in learning effective reading and writing strategies. The students will learn sentence structure, the writing process, 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****1unit(s)**

Hours: 1 Lecture/Discussion

This vocabulary building course assists students preparing for the State of California Court Interpreter examination and other standardized tests such as the SAT, ACT, GRE, and LSAT. Strategies for discerning the meaning of words through roots, suffixes and prefixes are covered as well as other test taking tips.

**ENGL 400 Engl Supplemental Lrng Assist****0unit(s)**

Hours: 0.5 - 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****0unit(s)**

Hours: 1 - 2 Lecture/Discussion

This course provides supplemental instruction to help students succeed in their English coursework (composition and reading). It will link with corresponding sections of English composition courses.

## English As A Second Language (ESL)

**ESL 310 Beginning Writing/Grammar 2****4unit(s)**

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 310 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

**Advisory on Recommended Preparation:** Concurrent registration in ESL 311 (or appropriate ESL Reading/Vocabulary course) AND ESL 312 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended.

**ESL 311 Beginning Reading/Vocabulary 2****3unit(s)**

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 311 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

**Advisory on Recommended Preparation:** Concurrent registration in ESL 310 (or appropriate ESL Writing/Grammar course) AND ESL 312 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended.

**ESL 312 Beginning Listening/Speaking 2****2unit(s)**

Hours: 2 Lecture/Discussion

This ESL course is suitable for the high beginning student who is continuing to develop basic listening 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 312 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course.

**Advisory on Recommended Preparation:** Concurrent registration in ESL 310 (or appropriate ESL Writing/Grammar course) AND ESL 311 (or appropriate ESL Reading/Vocabulary course) is STRONGLY recommended.

**ESL 320 Intern Writing and Grammar 3****4unit(s)**

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 320 may access supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 321 (or appropriate ESL Reading/Vocabulary course) AND ESL 322 (or appropriate ESL (Listening/Speaking course) is strongly recommended. ESL 321 and ESL 322 may be taken concurrently.

**Advisory on Recommended Preparation:** ESL 321 and ESL 322 or equivalent college courses with "C" or better.

**ESL 321 Intern Reading/Vocab 3****3unit(s)**

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. ESL 320 and 322 may be taken concurrently.

**Advisory on Recommended Preparation:** ESL 311, 320 and 322 or equivalent college courses with "C" or better.

**ESL 322 Interm Listening/Speaking 3** **2unit(s)**

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. Concurrent registration in ESL 320 (or appropriate ESL Writing/Grammar course) AND ESL 321 (or appropriate Reading/Vocabulary course) is STRONGLY recommended.

**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.

**ESL 330 Interm Writing and Grammar 4** **4unit(s)**

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 330 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 331 (or appropriate ESL Reading/Vocabulary course) AND ESL 332 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended.

**Advisory on Recommended Preparation:** ESL 320 or equivalent college course with "C" or better, or eligibility based on COS placement procedures or skill competencies as determined by department assessment.

**ESL 331 Interm Reading/Vocabulary 4** **3unit(s)**

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** **2unit(s)**

Hours: 2 Lecture/Discussion

This ESL course is suitable for the high intermediate student who has a good foundation in English pronunciation and speaking skills. This course is designed to improve speaking skills so that the student can comprehend and respond to spoken English in academic and vocational situations. Students enrolled in ESL 332 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 330 (or appropriate ESL Writing/Grammar course) AND ESL 331 (or appropriate Reading/Vocabulary course) is STRONGLY recommended.

**ESL 340 Adv Writing and Grammar 5** **4unit(s)**

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 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. Concurrent registration in ESL 341 (or appropriate ESL Reading/Vocabulary course) AND ESL 342 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended.

**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.

**ESL 341 Adv Reading/Vocabulary 5** **3unit(s)**

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 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 Adv Listening/Speaking 5****2unit(s)**

Hours: 2 Lecture/Discussion

**Equivalent Course: ESL 352AB**

This ESL course is suitable for the low advanced student who has a strong foundation in English listening and speaking skills. This advanced ESL course is designed for the student to improve listening and speaking skills and to comprehend and respond to spoken English in advanced academic and vocational situations. Students enrolled in ESL 342 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 340 (or appropriate ESL Writing/Grammar course) AND ESL 341 (or appropriate Reading/Vocabulary course) is STRONGLY recommended.

**Advisory on Recommended Preparation:** ESL 332 or equivalent college course with "C" or better

**ESL 350 Adv Writing/Grammar 6****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

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. ESL 351 may be taken concurrently; ESL 352 may be taken concurrently.

**Advisory on Recommended Preparation:** ESL 340 and ESL 351 and ESL 352 or equivalent college courses with "C" or better.

**ESL 351 Adv Reading and Vocabulary 6****3unit(s)**

Hours: 3 Lecture/Discussion

This ESL course is suitable for the high advanced student with demonstrated ability to comprehend written English at an advanced level. The course is intended to expand reading techniques, vocabulary, and study skills so that the student can successfully transition into mainstream course work. Students enrolled in ESL 351 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 350 (or appropriate ESL Writing/Grammar course) AND ESL 352 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended.

**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.

**ESL 352 Adv Listening/Speaking 6****2unit(s)**

Hours: 2 Lecture/Discussion

This ESL course is suitable for the high advanced student who demonstrates the ability to comprehend and respond to spoken English in advanced academic and vocational situations. Students enrolled in ESL 352 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 350 (or appropriate ESL Writing/Grammar course) AND ESL 351 (or appropriate Reading/Vocabulary course) is STRONGLY recommended.

**Advisory on Recommended Preparation:** ESL 342

**ESL 402 Beginning Writing/Grammar 1****0unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

This ESL course is suitable for the true beginner with little or no knowledge of English grammar and writing conventions. Students focus on writing at the sentence level. The course is designed to provide an introduction to English grammar and writing skills enabling students to function minimally in basic English academic and vocational situations. Students are introduced to basic computer and word processing skills. Students enrolled in ESL 402 may access the supplemental learning assistance by enrolling in ENGL 400, an open entry/open exit non-credit course. Concurrent registration in ESL 403 (or appropriate ESL Reading/Vocabulary course) AND ESL 404 (or appropriate ESL Listening/Speaking course) is STRONGLY recommended.

**ESL 403 Beginning Reading/Vocabulary 1****0unit(s)**

Hours: 3 Lecture/Discussion

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 Beg. Listening/Speaking 1****0unit(s)**

Hours: 2 Lecture/Discussion

**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****0unit(s)**

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****0unit(s)**

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****0unit(s)**

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****0unit(s)**

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****0unit(s)**

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****0unit(s)**

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****0unit(s)**

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****0unit(s)**

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****0unit(s)**

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****0unit(s)**

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****0unit(s)**

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****0unit(s)**

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. Concurrent registration in ESL 440 (or appropriate ESL Writing/Grammar course) AND ESL 441 (or appropriate Reading/Vocabulary course) is STRONGLY recommended.

**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.

**ESL 450 Advanced Writing/Grammar 6****0unit(s)**

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****0unit(s)**

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****0unit(s)**

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)

**ECT 242 Air Conditioning Sheet Metal****4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

**Equivalent Courses: ITEC 142, ITEC 242**

This course provides an introduction to basic air conditioning sheet metal theory, design, drafting, bending, shaping, soldering, tools and equipment used to fabricate fittings.

**ECT 260 Basic Refrigeration****2unit(s)**

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****2unit(s)**

Hours: 1.5 Lecture/Discussion

1.5 Lab

This introductory course covers commercial and domestic air conditioning and refrigeration. 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 a career. **Advisory on Recommended Preparation:** ECT 260 or equivalent college course with "C" or better

**ECT 262 Heating Systems & Controls****2unit(s)**

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****2unit(s)**

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.

**Advisories on Recommended Preparation:** ECT 280 and 281 or equivalent college courses with "C" or better

**ECT 280 Elec & Controls for HVAC****4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

This basic course in electrical theory and applications of controls for the heating, ventilating, air conditioning/refrigeration controls class explores the theories and concepts of Ohms and Kirchoff's laws, in addition to the theories and concepts of refrigeration.

**Corequisites:** ECT 281

**ECT 281 Basic Air Conditioning****12unit(s)**

Hours: 11 Lecture/Discussion

3 Lab

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.

**Prerequisites:** ECT 280 (may be taken concurrently) or equivalent college course with "C" or better

**ECT 282 Adv Air Cond/Refrig Com/Dom****12unit(s)**

Hours: 9 Lecture/Discussion

9 Lab

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)

**ETHN 001 Black American Studies****3unit(s)**

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 may be a part of this course.

**Advisory on Recommended Preparation:** ENGL 251 or ENGL 261 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures

**ETHN 002 American Indian Studies****3unit(s)**

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 may be part of this course.

**Advisory on Recommended Preparation:** ENGL 251 or ENGL 261 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures

**ETHN 003 Mexican-American Studies****3unit(s)**

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****3unit(s)**

Hours: 3 Lecture/Discussion

This course explores 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 ENGL 261 or equivalent college course with "C" or better, or eligibility for ENGL 1 as determined by COS Placement Procedures

**ETHN 005 American Ethnic Origins****3unit(s)**

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 a modern multicultural society. Special attention will be given to the migration of Euro-Americans into the San Joaquin Valley.

**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

**ETHN 110 Intro Social Justice Studies****3unit(s)**

Hours: 3 Lecture/Discussion

Inter-disciplinary study to race, and ethnicity, in the United States. Examines social justice movements in relation to ethnic and racial groups in the United States to provide a basis for a better understanding of the socio-economic, cultural and political conditions among key social groups.

**Advisory on Recommended Preparation:** ENGL 251 or ENGL 261 or equivalent college course with a "C" or better or eligibility for ENGL 001 determined by COS Placement Procedures.

## Fashion (FASH)

**FASH 076 Textiles****3unit(s)**

Hours: 3 Lecture/Discussion

Introduction to basic textiles; the study of fibers, yarns and fabric identifications, with emphasis on various processes of textile manufacturing, fabric finishes, sustainability/environmental concerns and appropriate for end use. This course qualifies for various Fashion Vocational Certificates.

**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

**FASH 139 Fashion Sales and Promotion****3unit(s)**

Hours: 3 Lecture/Discussion

Fashion sales and promotion is an overview of marketing, sales and business practices that support retail sales. The course will focus on sales techniques including personal selling, relationship selling, visual merchandising and special events.

**FASH 140 Intro to the Fashion Industry****3unit(s)**

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****3unit(s)**

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****3unit(s)**

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 143 Fashion Career Readiness****3unit(s)**

Hours: 3 Lecture/Discussion

Fashion industry career development will provide a broad perspective of career opportunities throughout the fashion industry. Students will explore career development, areas of interest, and career path opportunities as they relate to the fashion industry. This course will also identify workplace professionalism, appropriate dress codes, job search engines, resume building techniques, and mock cover letters related to a specific area of interest.

**FASH 146 Retail Management****3unit(s)**

Hours: 3 Lecture/Discussion

This course provides an introduction to management in the fashion industry. Areas of emphasis include apparel buying, multi-channel retail and consumer behavior. The course will also review occupation opportunities within retail management.

**FASH 160 Clothing Construction****3unit(s)**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 Clothing Construction 2****3unit(s)**Hours: 2 Lecture/Discussion  
3 Lab**Equivalent Course: FASH 161AB**

The second semester study of the principles of clothing construction for women and men. Topics covered include construction techniques for garments utilizing darts, buttons, sleeves, plackets, pockets and more.

**Advisory on Recommended Preparation:** FASH 160 or equivalent college course with "C" or better.

**FASH 162 Fashion Design-Pattern Making****3unit(s)**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****3unit(s)**Hours: 2 Lecture/Discussion  
3 Lab

A basic sewing construction course, including commercial pattern use and clothing construction techniques.

## Fire Technology (FIRE)

**FIRE 125 Fund Fire/Apparatus/Equipment****3unit(s)**

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.

**FIRE 155 Fire Behavior & Combustion****3unit(s)**

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 157 Fire Prevention Technology****3unit(s)**

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****3unit(s)**

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.

**FIRE 160 Fire and Emergency Safety****3unit(s)**

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 163 Fire Protection Equip/System** **3unit(s)**  
 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.
- FIRE 166 SFM - Fire Prevention 1** **2.5unit(s)**  
 Hours: 2.5 Lecture/Discussion  
 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** **2unit(s)**  
 Hours: 2 Lecture/Discussion  
 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** **2unit(s)**  
 Hours: 2 Lecture/Discussion  
 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. Command 1A** **2unit(s)**  
 Hours: 2 Lecture/Discussion  
 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** **2unit(s)**  
 Hours: 2 Lecture/Discussion  
 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 Build. Constr. for Fire Safety** **3unit(s)**  
 Hours: 3 Lecture/Discussion  
 The study of the components of building construction relating to fire safety. Elements of construction and design of building. Development and evolution of building in relationship to past fires.
- FIRE 230 Company Officer 2A** **2unit(s)**  
 Hours: 2 Lecture/Discussion  
 This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. The course is one of the required courses for California State Fire Marshal Company Officer certification. This course will be delivered in a one-week, 40 hour format, which includes lecture, activities, and a final exam.
- FIRE 231 Company Officer 2B** **1unit(s)**  
 Hours: 1.2 Lecture/Discussion  
 This course provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public.
- FIRE 232 Company Officer 2C** **2unit(s)**  
 Hours: 2 Lecture/Discussion  
 Fire Inspections and Investigation for Company Officers. This is the third course in the new California State Fire Training Company Officer Certification.
- FIRE 233 Company Officer 2D** **2unit(s)**  
 Hours: 2 Lecture/Discussion  
 All-Risk Command Operations for Company Officers. This course is one of the six required by the Office of the State Fire Marshal for certification as a fire department Company Officer. This course will be taught in a forty-hour, five-day format, which includes lecture and computerized fire simulation activities.

**FIRE 234 Company Officer 2E** **2unit(s)**

Hours: 2 Lecture/Discussion

Wildland Incident Operations for Company Officers. This is one of the courses required by the Office of the State Fire Marshal for certification as a fire department Company Officer. This course will be delivered in a one-week, 40 hour format, which includes lecture, activities, and a final exam.

**FIRE 252 S.F.M. Fire Investigation 1A** **2unit(s)**

Hours: 2 Lecture/Discussion

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 270 Basic Fire Fighter 1 Academy** **15unit(s)**

Hours: 12 Lecture/Discussion

9 Lab

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 course with "C" or better

**FIRE 275 S.F.M. Command 1C** **2unit(s)**

Hours: 2.3 Lecture/Discussion

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 wildland fire.

**FIRE 277 S.F.M. Fire Management 1** **2unit(s)**

Hours: 2 Lecture/Discussion

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

**FIRE 280 Fire Fighter 2 Academy** **5unit(s)**

Hours: 4 Lecture/Discussion

3 Lab

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 Fire Department Communications, Fireground Operations, Rescue Operations, and Fire Prevention, Preparation, and Maintenance. Students must have access to NFPA approved protective clothing for structural fire fighters.

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

## Geography (GEOG)

**GEOG 001 Physical Geography** **3unit(s)**

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. (C-ID GEOG110)

**Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures AND MATH 200 or equivalent college course with "C" or better or eligibility for MATH 230 as determined by COS Placement Procedures.

**GEOG 001L Physical Geography Lab Class** **1unit(s)**

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****3unit(s)**

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. (C-ID GEOG125)

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

## Geology (GEOL)

**GEOL 001 Physical Geology****4unit(s)**

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. (C-ID GEOL101)

**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.

**GEOL 005 Earth History****4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

**Equivalent Course: GEOL 105**

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. Course topics are reinforced by the analysis of rock specimens, fossils, and geologic maps during laboratory sessions. (C-ID GEOL111)

**Advisories on Recommended Preparation:** ENGL 251 or eligibility for ENGL 001 and MATH 360 or eligibility for MATH 200 or equivalent college courses with "C" or better.

**GEOL 012 Environmental Geology****3unit(s)**

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, plate tectonics, energy resources, water resources, mineral resources, climate change, the greenhouse effect, waste disposal, water pollution, and the carbon, nitrogen, and water cycles. Scientific and sociopolitical approaches to environmental issues are explored. (C-ID GEOL 130)

**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****0.5unit(s)**

Hours: 0.5 Lecture/Discussion

0.5 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****1unit(s)**

Hours: 1 Lecture/Discussion

0.5 Lab

This field trip course introduces the geology and natural resources 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



**GEOL 152 Geology of the Central Coast****1unit(s)**Hours: 1 Lecture/Discussion  
0.5 Lab

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****1unit(s)**Hours: 1 Lecture/Discussion  
0.5 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****2unit(s)**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)

**GD 151 Independent Study - GD****1 - 4unit(s)**

Hours: 3 - 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****2unit(s)**Hours: 1.5 Lecture/Discussion  
1.5 Lab

This introductory course is designed to provide working knowledge and skills required for graphic designers and illustrators using Adobe Illustrator on a PC.

**Advisory on Recommended Preparation:** COMP 130 or equivalent college course with "C" or better

**GD 160 Graphic Design****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab

Using Adobe Illustrator, this course will introduce basic creative problem-solving methods and applications of graphic design theory, elements and principles and an introduction to prepress skills. 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.

**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****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab**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****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab**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****3unit(s)**Hours: 2 Lecture/Discussion  
3 Lab**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, ART 008, and COMP 130 or equivalent college courses with "C" or better.

**GD 164 Digital Animation 1****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab**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****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab

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 - 4unit(s)**

Hours: 3 - 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. 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 290 Supervised Practice****1 - 3unit(s)**

Hours: 3 - 9 Lab

**Equivalent Course: GD 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:** GD 159 or equivalent college course with "C" or better

**GD 400 Graphic Design Sup Lrng Assist****0unit(s)**

Hours: 27 - 108 Lab

Graphic Design Open Lab is intended to strengthen students' graphic design skills and reinforce their mastery of concepts. This open entry/open exit class is linked with GD 159, GD 160, GD 161, GD 162, GD 163, and GD 164.

## Health (HLTH)

**HLTH 405 Rehabilitation Aide****0unit(s)**

Hours: 4.4 Lab

This certification course will introduce and discuss the profession of physical and occupational therapy. It will begin with the origins of therapy, continue through the different roles required for therapy, then review the material that is required for the student to perform as a rehabilitation/physical therapy aide. Students will review a chapter electronically at their own pace, along with performing weekly quizzes, activities and group work to help learn the material. Two Saturday lab sessions will be scheduled to complete the skill competency checks at the College of the Sequoias.

**HLTH 406 CPR for Health Care Providers****0unit(s)**

Hours: 0.5 Lab

The course will lead to CPR certification by the American Heart Association which is required for employment in health care settings.

## Health and Wellness (HW)

**HW 001 Personal & Community Health****3unit(s)**

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.

**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

**HW 003 First Aid/CPR/AED****3unit(s)**

Hours: 3 Lecture/Discussion

This course covers the American Red Cross Comprehensive First Aid course, including cardiopulmonary resuscitation (CPR) for adults, children and infants; AED; safety factors in daily living; emergency treatment for various types of injuries and illnesses, and emergency childbirth. Students who successfully pass all American Red Cross requirements can receive an American Red Cross Responding to Emergency certificate (fee required for certificate). (C-ID KIN101)

**HW 007 Sports Health****3unit(s)**

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****3unit(s)**

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****3unit(s)**

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.

**Advisory on Recommended Preparation:** ENGL 251 or ENGL 261 or equivalent college course with a "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures.

**HW 119 Nutrition for Fitness****3unit(s)**

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)

### HIST 004 Western Civilization to 1648

3unit(s)

Hours: 3 Lecture/Discussion

Survey of the development of western culture and civilization to the Reformation. (C-ID HIST170)

**Prerequisites:** ENGL 251 or ENGL 261 or equivalent college course with "C" or better

### HIST 005 West Civilization Since 1648

3unit(s)

Hours: 3 Lecture/Discussion

Survey of the development of western culture and civilization from absolutism to the present. 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 ENGL 261 or equivalent college course with "C" or better

### HIST 017 People of the US to 1877

3unit(s)

Hours: 3 Lecture/Discussion

Historical survey of the European colonization of North America and of the United States through Reconstruction, 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. (C-ID HIST130)

**Prerequisites:** ENGL 251 or ENGL 261 or equivalent college course with "C" or better

### HIST 018 People of the US from 1865

3unit(s)

Hours: 3 Lecture/Discussion

A study of the people of the United States from 1865 to the present time, emphasizing the interaction of political, economic and social factors in the evolution of American culture. (C-ID HIST140)

**Prerequisites:** ENGL 251 or ENGL 261 or equivalent college course with "C" or better

### HIST 023 Mexican American

3unit(s)

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 ENGL 261 or equivalent college course with "C" or better

### HIST 025 World History to 1500

3unit(s)

Hours: 3 Lecture/Discussion

A survey of the economic, political and social developments in world history from the emergence of human communities to the Modern Period (1500). (C-ID HIST150)

**Prerequisites:** ENGL 251 or ENGL 261 or equivalent college course with "C" or better

## Human Development (HDEV)

### HDEV 121 Student Success

2unit(s)

Hours: 2 Lecture/Discussion

**Equivalent Courses:** 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)

### HSRV 101 Group Design and Leadership

4unit(s)

Hours: 4 Lecture/Discussion

This class focuses on research-based design, leadership and evaluation for a variety of support, treatment and therapeutic groups.

**Prerequisites:** HSRV 121 or equivalent college course with "C" or better**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

3unit(s)

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 drug treatment programs.

**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 103 Gerontology** **3unit(s)**

Hours: 3 Lecture/Discussion

Introduction to the study of aging including psychological, sociological, cultural and ethical issues. This course also focuses on strength-based assessment, prevention and interventions to assist clients and family members understand and cope with the aging process.

**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

**HSRV 104 Issues in Family Violence** **3unit(s)**

Hours: 3 Lecture/Discussion

This is an introduction class to family violence that examines the causes, interventions, and prevention of various types of family violence. This includes child abuse, domestic violence, elder abuse, and dependent adult abuse. The course also covers the application of the bio-psycho-social model to understanding and interventions with the family system.

**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

**HSRV 105 Case Management** **3unit(s)**

Hours: 3 Lecture/Discussion

Training students to be part of a multidisciplinary team of professionals/paraprofessionals assisting vulnerable clients navigate and understand the complex human service systems. The course will focus on various populations such as the elderly, individuals with mental health or drug and alcohol issues, the homeless, individuals with co-occurring disorders, individuals/families in the child welfare system, and individuals with intellectual developmental disorders.

**Prerequisites:** HSRV 121 or equivalent college course with "C" or better

**HSRV 110 Ethics in Behavioral Science** **3unit(s)**

Hours: 3 Lecture/Discussion

Focus on legal and ethical issues that arise in the provision of services to community from a variety of the helping professions. Understanding and applying ethical principles in the area of service provision.

**HSRV 120 Intro to Social Welfare** **3unit(s)**

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** **4unit(s)**

Hours: 4 Lecture/Discussion

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** **3unit(s)**

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)

**ITEC 100 Indust Maint Tech Option A** **15unit(s)**

Hours: 10 Lecture/Discussion

15 Lab

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****15unit(s)**Hours: 10 Lecture/Discussion  
15 Lab

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 110 Electricity and Electronics****3unit(s)**Hours: 2 Lecture/Discussion  
3 Lab

This course is an entry-level course in the Industrial Maintenance Program. Topics will include alternating and direct currents, including circuit basics, construction, and testing of industrial electrical circuits and applications for relays, transformers, and relay ladder logic. Fundamentals of industrial electronics and solid state devices will be studied, in addition to magnetism, dc and ac motors, and their applications. Other topics will be digital electronics, standards and codes.

**ITEC 111 Manufacturing Processes****3unit(s)**Hours: 2 Lecture/Discussion  
3 Lab

This course is an entry level course in the Industrial Maintenance Program. Topics to be studied will be industrial machining to include the lathe and milling machines. Other topics will be GMAW, STAW, and GTAW welding (mig, stick, and tig). Industrial safety and preventative maintenance are studied.

**ITEC 112 Welding Principles 1****4unit(s)**Hours: 3 Lecture/Discussion  
4 Lab

Topics will be GMAW, STAW, and GTAW welding (mig, stick, and tig). Industrial safety and preventative maintenance are studied. Practical applications will be in creating projects in steel and stainless steel using all three modes of welding. Students will become competent in all three modes.

**ITEC 120 Programmable Logic Controllers****3unit(s)**Hours: 2 Lecture/Discussion  
3 Lab

This is a course in industrial computers and Programmable Logic Controllers. The student will be able to use a personal computer to identify parts of a PLC, program and troubleshoot the PLC upon completion of this course.

**Prerequisites: ITEC 110 or equivalent college course with "C" or better**

**ITEC 213 Industrial Mechanics****5unit(s)**Hours: 4 Lecture/Discussion  
4 Lab

This course is designed to instruct the student in the design, repair, and specification of the industrial mechanical equipment. Topics to be studied will be mechanical power transmission equipment, gear reducers, chains and belts, pumps, compressors, and motors. The student will learn to repair equipment according to new equipment manufacturers standards.

**ITEC 220 Water Treatment Fundamentals****3unit(s)**

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 water treatment principles, operations and maintenance considerations and water-related mathematics. The course fulfills the specialized education/training requirement that is necessary for water treatment plant or distribution system operator certification by State Water Resources Control Board. The course prepares students for the Grade T1 and T2 water treatment plant operator certification exams.

**ITEC 221 Fund. of Wastewater Treatment****3unit(s)**

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 wastewater treatment principles, operations and maintenance considerations and wastewater related mathematics. 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.

**ITEC 222 Automated Controls****5unit(s)**Hours: 4 Lecture/Discussion  
4 Lab

This course offers theory and application of solid state devices used to control industrial machinery. The devices include power supplies, smart relays, variable frequency drive motor controllers, DC motor controllers, sensors, and discrete and analog input and output modules. Programming of the common proprietary languages will be covered as well as troubleshooting and repair of the devices.

**Prerequisites: ITEC 112 or equivalent college course with "C" or better****ITEC 223 Welding Principles 2****4unit(s)**Hours: 3 Lecture/Discussion  
4 Lab

This course offers instruction in the practice and theory of SMAW (stick) welding. This course also offers practice and theory in gas and plasma arc cutting. The student will be able to make welds in mild steel and stainless steel.

**Prerequisites: ITEC 213 or equivalent college course with "C" or better****ITEC 224 Hydraulics and Pneumatics****3unit(s)**Hours: 2 Lecture/Discussion  
3 Lab

This course offers instruction in fluid power as used in an industrial environment. The course covers theory of fluid power, system design, troubleshooting, and repair of both hydraulic and pneumatic systems. A hands-on lab provides job-ready experience and skills for students.

**Prerequisites: ITEC 111 or equivalent college course with "C" or better****ITEC 274 PLC Controllers in the Workplace****2unit(s)**Hours: 2 Lecture/Discussion  
1 Lab

This course addresses the necessary theory and skills in the field of programmable controllers for maintenance electricians. The student will learn the addressing, 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. The student will learn to program with handheld programmer and a personal computer with appropriate software.

**ITEC 276 Advanced Programmable Logic Controllers****3unit(s)**Hours: 2 Lecture/Discussion  
3 Lab

This course will provide students with theories, concepts and skills used in the advanced applications for programmable logic controllers.

**Prerequisites: ITEC 274 or equivalent college course with "C" or better****ITEC 282 Fundamentals Process Control****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab

This course covers the fundamental theory, application, and repair of instrumentation devices as used in the industrial process environment. Topics include analog signals and how they are applied to temperature. The lab exercises will build, interpret, and measure analog signals.

**Prerequisites: ITEC 110 or ITEC 100 or equivalent college course with "C" or better****ITEC 283 Instrumentation 1****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab

This course covers the theory and application of instrumentation as used in the industrial process environment. Topics include analog signals and how they are applied to temperature and pressure, instrumentation analysis, RTD operation and transducers, device wiring and calibration. The lab exercises include how to build, interpret, and measure analog signals, as well as troubleshooting.

**Prerequisites: ITEC 110 or ITEC 100 or equivalent college course with "C" or better**



**ITEC 284 Instrumentation 2****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab

This course covers the theory and application of instrumentation as used in the industrial process environment. Topics include analog theory as applied to level, flow, and weight sensing and their use with programmable logic controllers. The lab exercises include how to build, interpret, measure, install, program, and troubleshoot the sensors and sensor signals.

**Prerequisites:** ITEC 110 or ITEC 100 or equivalent college course with "C" or better

**ITEC 285 Data Transmission/Communication****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab

This course studies standard industrial data communication protocols, and principles of the variable frequency drives. The course covers drive installation, programming, and troubleshooting.

**Advisory on Recommended Preparation:** ITEC 276 or equivalent college course with "C" or better.

**ITEC 286 Human-Machine Interfacing****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab

This course studies the display design and programming for touch screen panels as used in industry using Wonderware Software and Allen-Bradley software. The student will program, operate, and troubleshoot a touch screen display as used in industrial applications.

**Advisory on Recommended Preparation:** ITEC 276 or equivalent college course with "C" or better.

**ITEC 287 Advanced Automation Project****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab

This is a capstone course which utilizes the learning in all of the courses of this program. The student will design and implement every phase of the curriculum to produce an industry like working project.

**Advisory on Recommended Preparation:** ITEC 283 or equivalent college course with "C" or better.

## Info/Communication Technology (ICT)

**ICT 201 A Plus Certification Prep****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab

This course prepares the student for CompTIA A+ certification, which includes the latest foundation-level knowledge and skills needed by today's computer support professionals. It is the starting point for a career in the Information Technology industry. This international, vendor-neutral certification is accredited by the International Organization for Standards (ISO) and the American National Standards Institute (ANSI). CompTIA A+ certification proves competence in a technician's ability to perform essential IT tasks such as installation, configuration, diagnosing, preventative maintenance, basic networking and security. It also confirms a technician's understanding of customer service and communication skills needed to work with clients.

**ICT 210 Server/Network Infrastructure****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab**Equivalent Course: IT 223**

This course provides the student with networking, security, and system administration information needed to implement a Windows Server infrastructure. It covers the basics of installation and configuration, storage, network infrastructure, network components, network protocols, server roles, Active Directory Domain Services (AD DS), Group Policy, IT security, server security, network security, security software, monitoring server performance, and maintaining a Windows Server. This course includes the foundational level knowledge to prepare students to start a career or cross train in Microsoft Windows Server technologies.



**ICT 211 Server & Network Management****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab**Equivalent Course: IT 122AC**

This course is designed to help make network and server infrastructure easier to manage, more resilient, more efficient, and more secure. The curriculum will discuss consolidation of server environments, a move to a hosted/cloud-based model, challenges of information and communication technology storage, virtualization workloads, virtual machine density, mobility, and availability, virtualization of applications, and network and server performance.

**ICT 212 Advanced Windows Server****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab

This course provides in-depth coverage of the 70-412 certification exam objectives and focuses on the skills necessary to administer Windows Server 2012/R2. Upon completion of this course, students will have an in-depth knowledge of Windows Server 2012/R2, including Enterprise Active Directory, advanced DNS and DHCP, DAC, IPAM, server high availability, disaster recovery, certificate services, AD FS, and AD RMS. Both the original release of Windows Server 2012 and the R2 release are covered.

**ICT 220 Comp Networking Fundamentals****3unit(s)**Hours: 2 Lecture/Discussion  
3 Lab**Equivalent Course: IT 220**

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.

**ICT 221 CISCO Academy 1****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab**Equivalent Courses: IT 130AC, IT 230**

This is the first of four classes in the Information and Communication 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.

**ICT 222 CISCO Academy 2****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab**Equivalent Courses: IT 131AC, IT 231**

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.

**Prerequisites: ICT 221 or equivalent college course with "C" or better**

**ICT 223 CISCO Academy 3****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab**Equivalent Courses: IT 132AC, IT 232**

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.

**Prerequisites: ICT 222 or equivalent college course with "C" or better**

**ICT 224 CISCO Academy 4****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab**Equivalent Courses: IT 133AC, IT 233**

This is the fourth course in the Information Technology CISCO Academy Certificate Program. Instruction includes the following: LAN switching; WAN encapsulation methods; ISDN routing; programming and configuration of routers; network security; and UNIX intercompatibility.

**Prerequisites: ICT 223 or equivalent college course with "C" or better**

**ICT 230 Network Security Fundamentals****4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

This course offers a comprehensive guide for anyone wishing to take the CompTIA Security+ SY0-401 Certification Exam. It provides an introduction to the fundamentals of network security, including compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identity management; and cryptography. The course covers new topics in network security as well, including psychological approaches to social engineering attacks, Web application attacks, penetration testing, data loss prevention, cloud computing security, and application programming development security.

## Intercollegiate Athletics (IA)

**IA 001AD Intercol Men's Baseball****3unit(s)**

Hours: 10 Lab

Intercollegiate Varsity Baseball is designed for the student who excels in athletic ability and wishes to compete at a high level of baseball against other California community colleges.

**IA 002AD Intercol Men's Basketball****1.5unit(s)**

Hours: 5 Lab

Intercollegiate Men's Basketball is an advanced skill course for male students who want to participate in an intercollegiate basketball program. Prior experience in competitive basketball is recommended to meet the rigors of Community College competition.

**IA 003AD Intercol Women's Basketball****1.5unit(s)**

Hours: 5 Lab

Intercollegiate Women's Basketball is an advanced skills course for female students who want to participate in an intercollegiate basketball program. Prior competitive basketball experience is recommended to meet the rigors of playing at the Community College level. This course is offered each semester and may be repeated 3 times.

**IA 006AD Intercol Football****3unit(s)**

Hours: 10 Lab

This course is designed for the student/athlete who wishes to compete in intercollegiate football at the community college level.

**IA 008AD Intercollegiate Women Softball****3unit(s)**

Hours: 10 Lab

This course is designed for student/athletes interested in competing in an intercollegiate softball program. The course involves daily practices and a 40 game regular season, with the possibility of up to three weekends of post season competition for qualifying teams.

**IA 012AD Intercol Women's Tennis****3unit(s)**

Hours: 10 Lab

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****3unit(s)**

Hours: 10 Lab

This course is designed for the student/athlete who wants to compete in Intercollegiate Volleyball at the college level. Prior competitive volleyball experience is recommended to meet the rigors of community college competition. This course may be repeated 3 times.

**IA 023AD Intercol Track and Field****3unit(s)**

Hours: 10 Lab

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 class may be repeated 3 times.

**IA 024AD Intercol Cross Country****3unit(s)**

Hours: 10 Lab

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 participation in cross country meets. Each meet consists of a 4 mile race for men; 5K race for women. 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 also contributes to a team effort. This class may be repeated 3 times.

**IA 029AD Intercollegiate Swim/Diving****3unit(s)**

Hours: 10 Lab

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 class may be repeated 3 times.

**IA 030AD Intercol Women's Soccer****3unit(s)**

Hours: 10 Lab

Intercollegiate Women's Soccer is designed for women student/athletes interested in competing in intercollegiate soccer. The course involves daily practice, as well as competition at the collegiate level, through league games and tournament play. This class may be repeated 3 times.

**IA 031AD intercol Women's Equestrian****1.5unit(s)**

Hours: 5 Lab

This is a course for female students who want to participate in an Intercollegiate Equestrian program. Advanced techniques in equestrian, both western and English skills of riding used in intercollegiate competition, will be stressed. Out-of-area travel is required. This class may be repeated three times. Class is offered both Fall and Spring semesters.

**IA 032AD Intercollegiate Men's Soccer****3unit(s)**

Hours: 10 Lab

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****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Courses: 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****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Courses: 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.

**IA 051AD Power Lifting for Athletes****2unit(s)**

Hours: 1 Lecture/Discussion

3 Other

This course is designed for training using Olympic lifting, power lifting, core development and conditioning. Students will develop individualized programs emphasizing the development of muscular strength, agility, power and explosiveness specific to their sport of competition.

## Interdisciplinary Studies (IS)

**IS 180 Freshman Science Seminar****1unit(s)**

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****2unit(s)**

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** 2unit(s)

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** 2unit(s)

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** 2unit(s)

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** 0.5unit(s)

Hours: 0.5 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 interpretation; 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. 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** 1unit(s)

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)

**JOUR 001 Writing for New Media** 3.5unit(s)

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 ENGL 261 or equivalent college course with "C" or better

**JOUR 007 Mass Communication** 3unit(s)

Hours: 3 Lecture/Discussion

**Equivalent Courses:** GOVT 007, POLS 007

A media survey course covering newspapers, radio, television, magazines, books, films, the web, public relations/advertising industries, and the recording industry. Students will study strengths and weaknesses of each, as well as the major challenges to a democratic society including censorship, sensationalism, pornography, propaganda, and monopoly. (C-ID JOUR100)

**JOUR 011 Intro to Digital Photography** 3unit(s)

Hours: 2 Lecture/Discussion

3 Lab

**Equivalent Courses:** JOUR 011AB, PHOT 011AB

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** 3unit(s)

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****2unit(s)**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****2unit(s)**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.

**Prerequisites:** JOUR 114 or JOUR 104AD or equivalent college course with "C" or better

**Advisory on Recommended Preparation:** ENGL-251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures

**JOUR 116 Editorial Board: Leadership 1****2unit(s)**Hours: 1 Lecture/Discussion  
3 Lab

Journalism 116 is a course for student editors and other students interested in serving as leaders of The Campus student newspaper. Course content includes intermediate leadership skills, including peer mentoring, managing a staff, organizing a news operation, and being in charge of a section of the paper.

**Prerequisites:** JOUR 115 or equivalent college course with "C" or better

**JOUR 117 Editorial Board: Leadership 2****2unit(s)**Hours: 1 Lecture/Discussion  
3 Lab

Journalism 117 is a course for experienced student editors of The Campus. Course content includes advanced leadership skills, managing a newsroom, dealing with personnel issues, and complaints against the paper, edit flow, story assignments and financial aspects of the paper.

**Prerequisites:** JOUR 116 or equivalent college course with "C" or better

**JOUR 130 Media Practicum I****4unit(s)**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. (C-ID JOUR130)

**Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures.

**JOUR 131 Media Practicum II****4unit(s)**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. (C-ID JOUR131)

**Prerequisites:** JOUR 130 or JOUR 103AD or equivalent college course with "C" or better

**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.

## Kinesiology (KINE)

### KINE 001 Introduction to Kinesiology

3unit(s)

Hours: 3 Lecture/Discussion

**Equivalent Course:** KINE 100

This course introduces students to an interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed, along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. This course includes history, philosophy, concepts, programs, as well as addressing the future of the discipline. (C-ID KIN100)

**Advisory on Recommended Preparation:** ENGL 251 or ENGL 261 or equivalent college course with "C" or better or eligibility for ENGL 001 as determined by COS Placement Procedures.

### KINE 082 Intro to Theory of Coaching

2unit(s)

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 084 Theory of Football

2unit(s)

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 088 Found. of Sport/Exerc. Psych.

3unit(s)

Hours: 3 Lecture/Discussion

**Equivalent Course:** KINE 188

The study and application of psychological principles and foundations to sport and exercise across the lifespan and across activity contexts.

## Learning Skills (LS)

### LS 214 Career Exploration & Awareness

2unit(s)

Hours: 2 Lecture/Discussion

This is an introductory course that is designed to help students with disabilities who are looking to jump start their career. Topics include career awareness, career exploration, interviewing skills, career development, job-seeking strategies, and dressing for success. Students will be able to engage in various career exploration exercises to help them learn, research, and choose a career path. Other topics include reviewing accommodations at the worksite. This course will also include a career portfolio, including a resume, cover letter, and letters of recommendation.

### LS 308 Instructional Support

1 - 2unit(s)

Hours: 3 - 6 Lab

**Equivalent Course:** LS 308AD

Students will learn strategies for approaching their academic courses and/or improve academic skills which may be affected by a condition qualifying them for AAC services.

### LS 320 Personal Development

1unit(s)

Hours: 1 Lecture/Discussion

This course is designed to assist students in personal development and acquisition of social skills, including: awareness and investigation of self and others, self-advocacy, and techniques for interacting and engaging with others or groups of others. This course is recommended for students with social anxieties, phobias, or low self-esteem resulting from mental health conditions, Autism/Asperger's, or other conditions. All students seeking support in socialization skills are encouraged to enroll. The class will emphasize discussion and creative thinking, as well as group collaboration and respect for others.

### LS 321 Intro to Assistive Technology

1unit(s)

Hours: 1 Lecture/Discussion

This course in assistive technology will use text to speech software (such as Kurzweil 300 and Read & Write Gold), speech recognition (such as Dragon naturally speaking), screen enlargement software (such as ZoomText), and other technologies. This course is recommended for students with low to no vision, who have processing or reading comprehension issues, or students with a learning disability. This class will emphasize finding the software that best suits the needs of each student.

## Library (LIBR)

### LIBR 101 College Research Strategies

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.

**Advisories on Recommended Preparation:** COMP 220 or COMP 228 or equivalent college course with "C" or better

1unit(s)

### LIBR 102 Internet Information Resources

Hours: 1 Lecture/Discussion

Internet Information Resources is an information competency course teaching students to efficiently retrieve and evaluate websites for academic and personal use.

1unit(s)

### LIBR 103 Evaluating Information Sources

Hours: 1 Lecture/Discussion

Evaluating Information Sources is an information competency course helping students to use criteria to analyze and evaluate printed and online information sources for academic and personal use.

1unit(s)

### LIBR 425 Supervised Tutoring

Hours: 2 Lab

**Equivalent Courses:** LIBR 424, LIBR 424AB

This course is designed to provide students with tutoring assistance. Tutees may work either individually or in small groups. They may work with computer programs developed to meet their needs, or they may work with tutors recommended by faculty. Students receiving tutoring must be enrolled in the class for which they are being tutored.

0unit(s)

## Linguistics (LING)

### LING 111 Introduction to Language

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

3unit(s)

## Manufacturing (MANU)

### MANU 210 Introduction to Machine Shop

Hours: 2 Lecture/Discussion

6 Lab

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 Institute for Metalworking Skills (NIMS) standards.

4unit(s)

### MANU 211 Machine Shop 1

Hours: 2 Lecture/Discussion

6 Lab

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

4unit(s)

### MANU 212 Machine Shop 2

Hours: 2 Lecture/Discussion

6 Lab

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

4unit(s)



**MANU 213 Machine Shop 3** 4unit(s)  
 Hours: 2 Lecture/Discussion  
 6 Lab

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** 4unit(s)  
 Hours: 2 Lecture/Discussion  
 6 Lab

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** 4unit(s)  
 Hours: 2 Lecture/Discussion  
 6 Lab

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** 2unit(s)  
 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)

**MATH 010 Structure and Concepts 1** 4unit(s)  
 Hours: 4 Lecture/Discussion

This is a four-unit course focusing on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems. Emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning. 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. (C-ID MATH120)

**Prerequisites: MATH 230 or equivalent college course with "C" or better**

**MATH 011 Structure and Concepts 2** 4unit(s)  
 Hours: 4 Lecture/Discussion

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** 4unit(s)  
 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. (C-ID: MATH110)

**Prerequisites: MATH 230 or equivalent college course with "C" or better**



**MATH 065 Calculus 1****4unit(s)**

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). (C-ID MATH210)

**Prerequisites: MATH 070 or equivalent college course with "C" or better****MATH 066 Calculus 2****4unit(s)**

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). (C-ID MATH220)

**Prerequisites: MATH 065 or MATH 075 or equivalent college course with "C" or better****MATH 067 Calculus 3****4unit(s)**

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 067 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). (C-ID MATH230)

**Prerequisites: MATH 066 or MATH 076 or equivalent college course with "C" or better****MATH 070 Precalculus****5unit(s)**

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. (C-ID MATH155)

**Prerequisites: MATH 154 or equivalent college course with "C" or better****MATH 080 Linear Algebra****4unit(s)**

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 080 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 MATH 066 or equivalent college course with "C" or better****MATH 081 Differential Equations****5unit(s)**

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. (C-ID MATH240)

**Prerequisites: MATH 067 or equivalent college course with "C" or better****Advisory on Recommended Preparation: MATH 080 or equivalent college course with "C" or better.**

**MATH 154 Trigonometry****4unit(s)**

Hours: 4 Lecture/Discussion

The study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, polar coordinates, and introduction to vectors. Students enrolled in MATH 154 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. (C-ID MATH851)

**Prerequisites:** MATH 230 or equivalent college course with "C" or better

**MATH 200 Elementary Algebra****4unit(s)**

Hours: 4 Lecture/Discussion

This intensive one-semester course in elementary algebra covers 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.

**Prerequisites:** MATH 360 or equivalent college course with "C" or better

**MATH 230 Intermediate Algebra****4unit(s)**

Hours: 4 Lecture/Discussion

This is a four-hour-a-week intensive one-semester course in intermediate algebra covering: radical expressions and equations, quadratic equations, functions, logarithmic and exponential functions, and conic sections. This course satisfies the math requirement for an Associate's degree.

Supplemental learning assistance is available for students to strengthen skills and to reinforce student mastery of concepts. Students enrolled in MATH 230 may access the supplemental learning assistance by enrolling in MATH 400, an open entry/open exit non-credit course. Approved for Distance Learning format.

**Prerequisites:** MATH 200 or equivalent college course with "C" or better

**MATH 360 Pre-Algebra****4unit(s)**

Hours: 4 Lecture/Discussion

This course focuses on the fundamental operations of whole and signed numbers, fractions, mixed numbers, decimals, and their use in applied problems. Other topics include factors and multiples, ratios, proportions, introductory algebra, percents, unit conversions, and geometric measurements. All topics are taught with a pre-algebra perspective.

**MATH 400 Math Supplemental Lrng Assist****0unit(s)**

Hours: 3.1 Lab

Math Supplemental Learning Assistance is intended to strengthen students' mathematical skills and reinforce their mastery of concepts. This open entry/open exit class is linked with MATH 10, 11, 21,70, 65, 66, 67, 80, 81, 154, 200, 230, and 360.

**MATH 401 Prep/Quant Qualifying Exams****0unit(s)**

Hours: 0.69 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****0unit(s)**

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)

**MET 001 Elementary Meteorology****3unit(s)**

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. (C-ID GEOG130)

**Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better, or eligibility for ENGL 1 determined by COS Placement Procedures; and MATH 200 or equivalent college course with "C" or better, or eligibility for MATH 230 determined by COS Placement Procedures.

## Music (MUS)

### MUS 001 Music Fundamentals

3unit(s)

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

4unit(s)

Hours: 3.5 Lecture/Discussion

1.5 Lab

This is the first in a series of four courses intended primarily for music majors. The course will include a review of music fundamentals; an introduction to triads and seventh chords; figured bass and lead-sheet symbols; principles of voice leading; harmonic progression; nonchord tones and basic elements of musical form. All analytical concepts will be developed and applied through ear training, sight-singing, dictation and rhythmic performance. (C-ID MUS120 and MUS125)

**Advisory on Recommended Preparation:** MUS 001 or equivalent college course with "C" or better.

### MUS 005 Theory and Musicianship 2

4unit(s)

Hours: 3.5 Lecture/Discussion

1.5 Lab

This is the second in a series of four courses, intended primarily for music majors. The course will include: musical form; non-chord tones; and introduction to two-part counterpoint; voice leading involving four-part choral writing; diatonic seventh chord functions; secondary function chords and modulation. All analytical concepts will be developed and applied through ear training, sight-singing, dictation and rhythmic performance. (C-ID MUS130 and MUS135)

**Prerequisites:** MUS 004 or equivalent college course with "C" or better

### MUS 006 Theory and Musicianship 3

4unit(s)

Hours: 3.5 Lecture/Discussion

1.5 Lab

This is the third in a series of four courses, intended primarily for music majors. The course will focus on chromatic harmony and will include: secondary functions; modulations of all types; analysis of larger forms; mode mixture, Neapolitan and augmented sixth chords. All analytical concepts will be developed and applied through ear training, sight singing, dictation and rhythmic performance. (C-ID MUS140 and MUS145)

**Prerequisites:** MUS 005 or equivalent college course with "C" or better

### MUS 007 Theory and Musicianship 4

4unit(s)

Hours: 3.5 Lecture/Discussion

1.5 Lab

This is the fourth in a series of four courses, intended primarily for music majors. The course will incorporate analysis and writing of mode mixture, chromatic mediants, Neapolitan and augmented sixth chords, 9th, 11th and 13th chords, altered dominants and the common-tone diminished seventh chord. Compositional topics will include enharmonic modulation, Impressionism, pandiatonicism, polytonality, atonal theory, twelve-tone serialism, and 20th century approaches to rhythm and meter. (C-ID MUS150 and MUS155)

**Prerequisites:** MUS 006 or equivalent college course with "C" or better

### MUS 010 Music Appreciation

3unit(s)

Hours: 3 Lecture/Discussion

Designed to aid the student in developing an understanding and an enjoyment of music. Includes the elements of music and a chronological survey of music and composers from the Middle Ages to the present. No previous musical training is necessary. (C-ID MUS100)

### MUS 011 Music Appreciation/Jazz

3unit(s)

Hours: 3 Lecture/Discussion

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.

### MUS 013 Music of the World

3unit(s)

Hours: 3 Lecture/Discussion

MUS 13 includes a study of the elements of music as they pertain to the world's musical traditions and styles, and a survey of world music from selected regions and genres.

**MUS 014 History of Rock & Roll****3unit(s)**

Hours: 3 Lecture/Discussion

This course is a general overview of rock and roll music and includes study of the impact of rock and roll on social, economic, cultural and political structures, as well as a chronological history of rock music. No previous musical training is necessary.

**MUS 020AD Piano****2unit(s)**

Hours: 1.5 Lecture/Discussion

2 Lab

For a student without prior piano training who would like to learn to read music and to identify musical symbols on sight while performing a repertoire encompassing all periods of music. This course may be repeated three times and is required for all music majors.

**MUS 025 Fine Art Cultures****1.5unit(s)**

Hours: 0.5 Lecture/Discussion

4 Lab

**Equivalent Courses: MUS 125, MUS 125AD**

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.

**MUS 030 Beginning Voice****2unit(s)**

Hours: 1.5 Lecture/Discussion

1.5 Lab

**Equivalent Course: MUS 030AD**

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 031 Intermediate Voice****2unit(s)**

Hours: 1.5 Lecture/Discussion

1.5 Lab

**Equivalent Course: MUS 031AD**

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.

**Prerequisites:** MUS 030 or MUS 030AD or equivalent college course with "C" or better

**MUS 034AD Concert Choir****1,2unit(s)**

Hours: 3,6 Lab

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 for singing in a large choral ensemble. Participation in public performance is required. Students working toward the Music AA-T degree must enroll in the 1-unit option. (C-ID MUS180)

**Limitation on Enrollment:** Audition by Department.

**MUS 036 Chamber Singers Renaissance****2unit(s)**

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****2unit(s)**

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** **2unit(s)**  
 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** **2unit(s)**  
 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** **1unit(s)**  
 Hours: 3 Lab  
 This course is intended to give individual instruction for advanced music students on their respective instrument or voice. Students will be expected to pass playing exams and perform in student recitals. (C-ID MUS160)  
**Limitation on Enrollment:** Audition by Department.
- MUS 054AD Symphony Orchestra** **1unit(s)**  
 Hours: 3 Lab  
 The study and public performance of symphony orchestra music. Orchestral works are chosen to enhance and develop the knowledge and performing abilities of experienced orchestral musicians.  
**Limitation on Enrollment:** Audition by Department (C-ID MUS180)
- MUS 060 Brass Musical Instruments** **2unit(s)**  
 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** **2unit(s)**  
 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** **2unit(s)**  
 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** **1,2unit(s)**  
 Hours: 3,6 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. Students working toward the Music AA - T degree are required to take the 1 unit option. (C-ID MUS180)
- MUS 085 Pep Band 1** **1unit(s)**  
 Hours: 3 Lab  
**Equivalent Courses: MUS 076AD, MUS 185**  
 This course is designed for students who are interested in performing in smaller groups at athletic functions.

- MUS 086 Pep Band 2** **1unit(s)**  
 Hours: 3 Lab  
**Equivalent Courses:** *MUS 076AD, MUS 186*  
 This course is designed for students who are interested in performing music of the 1970s in smaller groups at athletic functions. Students will continue improving skills in phrasing, intonation, tone production, etc., built in previous course(s).
- MUS 087 Pep Band 3** **1unit(s)**  
 Hours: 3 Lab  
**Equivalent Courses:** *MUS 076AD, MUS 187*  
 This course is designed for students who are interested in performing music of the 1980s in smaller groups at athletic functions. Students will continue improving skills in phrasing, intonation, tone production, etc. built in previous course(s).
- MUS 088 Pep Band 4** **1unit(s)**  
 Hours: 3 Lab  
**Equivalent Courses:** *MUS 076AD, MUS 188*  
 This course is designed for students who are interested in performing music of the 1990s in smaller groups at athletic functions. Students will continue improving skills in phrasing, intonation, tone production, etc. built in previous course(s).
- MUS 091 Music Theatre Orchestra** **2unit(s)**  
 Hours: 6.86 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 092AD Jazz Ensemble** **1unit(s)**  
 Hours: 3 Lab  
 An active preparation and performance of professional level jazz ensemble repertory. Emphasis on interpretation, technique and improvisation will be compared to professional level musicians and recordings of the appropriate period and style. Participation in public performance and recording sessions is required.
- MUS 096 Master Chorale - Renaissance** **1unit(s)**  
 Hours: 3 Lab  
**Equivalent Courses:** *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** **2unit(s)**  
 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 116 History of Country Music** **3unit(s)**  
 Hours: 3 Lecture/Discussion  
 This course surveys the musical, cultural, and economic history of country music as a reflection of the American story. The course includes an exploration of the significant performers, songwriters, songs, and cultural identity of American country music. No previous musical training is necessary.
- MUS 180 The Music Business** **2unit(s)**  
 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** **2unit(s)**  
 Hours: 1 Lecture/Discussion  
       3 Lab  
**Equivalent Courses:** *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****2unit(s)**Hours: 1 Lecture/Discussion  
3 Lab**Equivalent Courses: MUS 127, 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****2unit(s)**Hours: 1.5 Lecture/Discussion  
2 Lab

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****3unit(s)**Hours: 1.5 Lecture/Discussion  
4.5 Lab

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****MUS 495 Community Chorus for Seniors****0unit(s)**

Hours: 3 Lab

A course designed to offer opportunities for adults to participate in ensemble music with the Community chorus. Note: Outside of class performances required.

## Natural Sciences (NSCI)

**NSCI 131 Chem & Physics for Educators****4unit(s)**Hours: 3 Lecture/Discussion  
2 Lab  
  
1 Other

A general principles science course for students transferring as 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 CHEM 140 or C-ID PHYS 140)

**Prerequisites: MATH 200 or MATH 205 or equivalent college course with "C" or better**

## Nursing (NURS)

**NURS 106 Cultural Comptcy in Healthcare****3unit(s)**

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 142 Pharmacology in Healthcare****3unit(s)**

Hours: 3 Lecture/Discussion

This nursing course is a study of the pharmacotherapy related to the nursing care of clients across the lifespan. The progressive themes of the nursing program are applied through the nursing process to attain the client's optimal well-being.

**Advisory on Recommended Preparation: BIOL 031 or equivalent college course with "C" or better**



**NURS 151 Intro Promote&Restore Wellness****3unit(s)**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****4unit(s)**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 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.

**Prerequisites: NURS 161 or equivalent college course with "C" or better****NURS 153 Promoting Pediatric Wellness****4unit(s)**Hours: 2 Lecture/Discussion  
6 Lab

This course is completed during the third 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. Prerequisites of NURS 161 (may be waived with LVN licensure and NURS 150), NURS 151, NURS 152, & NURS 154.

**Prerequisites: NURS 161 and NURS 151 and NURS 152 and NURS 154 or equivalent college course with "C" or better****NURS 154 Promoting Mental Wellness****4unit(s)**Hours: 2 Lecture/Discussion  
6 Lab

This second semester course is a study of psychiatric, mental-health concepts to promote and restore wellness. The progressive themes of the Nursing program are applied through the nursing process to attain the client's optimal well-being.

**Prerequisites: NURS 161 or equivalent college course with "C" or better****NURS 161 Maintaining Optimal Wellness****11unit(s)**Hours: 5 Lecture/Discussion  
18 Lab

This first semester course is 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.

**Prerequisites: (BIOL 030 and BIOL 031 and BIOL 040) and (ENGL 001 or equivalent college course with "C" or better****Limitation on Enrollment:** Acceptance into the RN Program.**NURS 163 Promote and Restore Wellness 1****6unit(s)**Hours: 3 Lecture/Discussion  
9 Lab

This third semester nursing course is a study of intermediate medical-surgical nursing principles and clinical skills which assist adult clients in promoting and restoring optimal wellness. Client care occurs in a variety of acute and community settings. The progressive themes of the nursing program are applied through the nursing process.

**Prerequisites: NURS 151 and NURS 152 and NURS 154 or equivalent college course with "C" or better****NURS 164 Promote and Restore Wellness 2****8unit(s)**Hours: 4 Lecture/Discussion  
12 Lab

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.

**Prerequisites: NURS 163 or equivalent college course with "C" or better**



**NURS 166 Nursing Leadership****3unit(s)**Hours: .5 Lecture/Discussion  
7.5 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.

**Prerequisites:** NURS 163 and NURS 153 or equivalent college course with "C" or better

**NURS 220 Perioperative Nursing****4unit(s)**Hours: 2 Lecture/Discussion  
6 Lab**Equivalent Course: NURS 120**

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 256 Medical Terminology****3unit(s)**

Hours: 3 Lecture/Discussion

**Equivalent Course: BUS 256**

This course is designed to provide a foundation for the understanding of medical terminology using simple, non-technical explanations of medical terms. The fundamentals of word analysis are explained to make the understanding of complex terminology easier.

**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

**NURS 260 Nursing Assistant****6unit(s)**Hours: 4 Lecture/Discussion  
7 Lab

This course is designed to prepare the student as an entry-level worker, providing basic nursing care to patients in acute care and long-term care settings. The curriculum is structured to provide theory and application in skills needed to function as a Nursing Assistant. Upon completion, students will be eligible to take the state certification examination. \*Required by the clinical placement facilities: the student must have a current American Heart Association, Health Care Provider CPR Certification.

**NURS 310 Prepare/Health Care Careers****2unit(s)**

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 400 Nursing Skills Lab****0unit(s)**

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)

**NUTR 018 Nutrition****3unit(s)**

Hours: 3 Lecture/Discussion

A scientific study of basic chemical, biological and physiological principles and concepts of human nutrition. These principles are applied to the individual and appropriate food selection.

**Prerequisites:** (MATH 360 and (ENGL 251 or ENGL 261) or equivalent college course with "C" or better

**NUTR 020 Cultural Foods****3unit(s)**Hours: 2 Lecture/Discussion  
3 Lab**Equivalent Course: CULN 020**

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****2unit(s)**

Hours: 2 Lecture/Discussion

**Equivalent Course: CULN 107**

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 National Food Safety certificate exam at the end of the course.

**NUTR 119 Nutrition for Fitness****3unit(s)**

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.

**NUTR 214 Cooking for a Healthy Life****3unit(s)**Hours: 2 Lecture/Discussion  
3 Lab**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.

## Ornamental Horticulture (OH)

**OH 001 Basic Ornamental Horticulture****3unit(s)**Hours: 3 Lecture/Discussion  
1 Lab

This is an introductory course in ornamental horticulture. The main topics covered in class include: introduction to the ornamental horticulture field and related employment opportunities, introduction to plant taxonomy, plant anatomy and physiology, environmental requirements for plant growth and development, basic plant propagation techniques, integrated pest management, and the fundamentals of soil, water and fertilizers. Students learn how the ornamental horticulture industry applies and utilizes this knowledge at a practical level, and how new knowledge is acquired through experimental research employing the scientific method.

**OH 002 Plant Identification 1****3unit(s)**Hours: 3 Lecture/Discussion  
1 Lab

This course presents botanical nomenclature, scientific and common plant names, how plants are used in the landscape, forms of plants, and soil and nutritional requirements. Plants emphasized will come from the current California Association of Nurseries & Garden Centers (CANGC) and Professional Landcare Network (PLANET) Certification Tests Plant Lists. Plant materials from local regions will also be included. (C-ID AG-EH108L)

**OH 003 Plant Identification 2****3unit(s)**Hours: 3 Lecture/Discussion  
1 Lab

This course presents botanical nomenclature, scientific and common plant names, uses of ornamental plants in the landscape, general forms and growth habits of plants, and plant environmental requirements. Plants emphasized will come from the current California Association of Nurseries & Garden Centers (CANGC) and Professional Landcare Network (PLANET) Certification Tests Plant Lists. Plant materials from local regions will also be included. (C-ID AG-EH112L)

**OH 007 Principles of Landscape Design****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

This course covers the fundamental principles of residential landscape design. Design theory, client needs, location design solutions, plant combination theory and an appreciation for quality designs are emphasized. Computer landscape drafting software is utilized to produce designs.

**OH 105 Plant Propagation****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

Plant propagation and production practices with emphasis on nursery operations including sexual and asexual reproduction, planting, transplanting, fertilizing, plant pest and disease control; structures and site layout; preparation and use of propagating and planting mediums; use and maintenance of common tools and equipment; regulations pertaining to plant production. Laboratory required. (C-ID AG-EH116L)

**Advisory on Recommended Preparation:** OH 001 or equivalent college course with "C" or better.

**OH 109 Landscape Maintenance****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

This course is a lecture lab combination and covers skills and activities related to landscape maintenance and management such as pruning, planting, fertilizing, irrigation system maintenance and repair, lawn mowing, pest and disease control, safety on the worksite, and landscape management equipment operation and safety.

**OH 111 Floral Design****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

This introductory course in floral design covers the various phases of floral design. Through floral design, students will 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.

**OH 204 Nursery & Greenhouse Productn.****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

***Equivalent Course: OH 104***

This course provides an historical overview of the nursery industry. It covers the basic operation activities and practices of commercial nurseries. Students receive practical experience in various aspects of the nursery industry including: propagating, fertilizing, training, pruning, transplanting, potting, irrigating, marketing, selling, and controlling pests and diseases. Emphasis is on ornamental trees, shrubs, and flowering annuals and perennials.

**Advisory on Recommended Preparation:** OH 001 or equivalent college course with "C" or better

**OH 206 Landscape Drafting****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

***Equivalent Course: OH 106***

This course is designed to teach students the basic drafting techniques and standards for creating residential landscape plans using computer drafting software. Students learn landscape symbols, lettering styles and methods of drafting landscape plans using section and detail drawings.

**OH 208 Landscape Construction****3unit(s)**

Hours: 3 Lecture/Discussion

1 Lab

***Equivalent Course: OH 108***

This course covers the fundamentals of residential landscape construction including: soil preparation, hardscape installation and maintenance, construction materials, hand and power tools, construction equipment, turf and plant installation, plan reading, bidding and estimating, and basic irrigation system construction.

**Advisories on Recommended Preparation:** OH 109 and OH 217 or equivalent college courses with "C" or better

**OH 210 Turfgrass Management** 3unit(s)

Hours: 3 Lecture/Discussion

1 Lab

**Equivalent Course: OH 110**

This course in turfgrass management emphasizes the management practices used to grow turf in the San Joaquin Valley. Content includes identification of common turfgrass varieties, an overview of common techniques and equipment utilized to propagate, mow, fertilize, aerate, and irrigate turfgrass, the management of common pests and diseases, and the maintenance and operation of turf equipment.

**Advisory on Recommended Preparation:** OH 001 or equivalent college course with "C" or better

**OH 212 Sympathy Flowers** 3unit(s)

Hours: 2.5 Lecture/Discussion

1.5 Lab

This course teaches the advanced styling and design of flowers specifically for sympathy work, casket sprays, wreaths, hospital arrangements and solid work.

**Advisory on Recommended Preparation:** OH 111 or equivalent college course with "C" or better

**OH 213 Wedding Flowers** 3unit(s)

Hours: 2.5 Lecture/Discussion

1.5 Lab

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.

**Advisory on Recommended Preparation:** OH 111 or equivalent college course with "C" or better

**OH 217 Landscape Irrigation** 3unit(s)

Hours: 3 Lecture/Discussion

1 Lab

**Equivalent Course: OH 117**

This course covers the identification of system components, design concepts, installation and assembly of various landscape irrigation systems. It is a requirement for the Landscape Management Certification program.

**OH 218 Xeriscape: Water Conservation** 3unit(s)

Hours: 3 Lecture/Discussion

1 Lab

**Equivalent Course: OH 118**

This course will prepare students to utilize the principles of xeriscaping when evaluating, planning, designing, installing and maintaining landscapes. The primary focus of the course is to prepare students to utilize horticultural theory and practices to conserve water in the management of landscapes.

**OH 220 Diseases of Ornamentals** 3unit(s)

Hours: 3 Lecture/Discussion

1 Lab

**Equivalent Course: OH 120**

This course covers the diagnosis, analysis and management of plant diseases. The focus is on the principles and methods of controlling plant diseases, including biological, cultural, physical, mechanical, and chemical elements. Pesticide safety, formulation, and methods of application are included.

**OH 222 Pests of Ornamentals** 3unit(s)

Hours: 3 Lecture/Discussion

1 Lab

**Equivalent Course: OH 122**

This course covers the elements of identification and management of economically important arthropod pests and beneficials of landscapes and nursery ornamental plants. Principles of controlling pests including biological, cultural, physical, mechanical, and chemical are discussed. Pesticide safety, formulations, and methods of application are presented. It helps students prepare for the pest control advisor's examination.

**Advisory on Recommended Preparation:** OH 001 or equivalent college course with "C" or better

**OH 223 Interior Floral Design****3unit(s)**

Hours: 2.5 Lecture/Discussion

1.5 Lab

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 a 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 interior spaces.

**Advisory on Recommended Preparation:** OH 111 or equivalent college course with "C" or better

## Paralegal (PARA)

**PARA 101 Intro to Paralegalism****3unit(s)**

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.

**Advisory on recommended preparation:** ENGL 001 and BUS 293 or equivalent college courses with "C" or better.

**PARA 102 Legal Terminology****2unit(s)**

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****4unit(s)**

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****3unit(s)**

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****4unit(s)**

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.

**Prerequisites:** PARA 101 or equivalent college course with "C" or better

**Advisory on Recommended Preparation:** BUS 270 or BUS 271 or COMP 136 or equivalent college courses with "C" or better

**PARA 210 Legal Ethics, Mgt & Interview****3unit(s)**

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****2unit(s)**

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****3unit(s)**

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 237 Family Law****3unit(s)**

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**

## PE Activity (PEAC)

**PEAC 001 Aerobic Conditioning****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Course: PE 001AD**

PEAC 001 is designed for the student who seeks knowledge about and participation in aerobic fitness. Exercises are done to music with an emphasis on cardiovascular conditioning, strength and flexibility. Each student is pre-tested and post-tested in various health and fitness components.

**PEAC 002 Non-Impact Aerobics****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Course: PE 002AD**

Non-impact aerobics is designed specifically for students who are just beginning a fitness program or are in need of a non-impact form of work-out. Aerobic exercise routines are done to slower-paced music, incorporating movements where no jumping or bouncing takes place. The non-impact aerobic phase is then followed by a series of muscle-toning exercises. Each student is pre-tested and post-tested in various health and fitness components.

**PEAC 003 Step Aerobics****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

Step Aerobics is a high energy, low impact class designed to improve cardiovascular fitness through basic step principles. Flexibility and strength exercises as well as warm-up and cool down exercises will also be introduced. Each student will demonstrate, through Step Aerobics, a working knowledge of correct form and alignment, cardiovascular fitness using steps, and muscular strength. Exercises are performed to music. Each student is pre-tested and post-tested in various health and fitness components.

**PEAC 004 Circuit Training****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

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.

**PEAC 008 Beginning Swimming****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Course: PE 025AD**

Beginning Swimming is a general introduction to swimming and aquatics. It is designed for the beginner or non-swimmer who wants to learn aquatic fundamentals and receive stroke instruction in front crawl, elementary backstroke and sidestroke.

**PEAC 009 Intermediate Swimming****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

Intermediate Swimming is an activity course designed for the intermediate swimmer. Emphasis is on refinement of front crawl, elementary backstroke, and sidestroke with stroke instruction on back crawl, breaststroke, turns and basic survival techniques. Fitness concepts will be introduced.

**PEAC 010 Advanced Swimming****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

Advanced Swimming is an aquatics activity course designed for the swimmer who has mastered the basic skills and wants to learn advanced swim techniques. Emphasizes competitive strokes, turns and starts, as well as cardiovascular fitness concepts and workouts.

**PEAC 011 Swimming for Fitness****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Course: PE 026AD**

Designed for the student who wishes to participate in the sport of swimming to increase/improve cardiovascular stress and muscular endurance. This course is directed to the student who is interested in lap swimming as a means of exercise.

**PEAC 015 Fundamentals of Baseball****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Course: PE 010AD**

This course is designed for students who wish to learn the fundamental skills of baseball. It will enable students to communicate the proper fundamentals involved with throwing, fielding, pitching, and batting associated with baseball.

**PEAC 016 Conditioning for Baseball****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Courses: PE 029AD, PE 113AD**

Conditioning for Baseball is a one-unit course designed to help entering student athletes make the transition from high school athletic competition to collegiate athletic competition. This course addresses fitness, nutritional and conditioning concepts and rules, with most emphasis on sport specific conditioning.

**PEAC 017 Techniques of Baseball****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Course: PE 012AD**

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.

**PEAC 021 Beginning Basketball****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Course: PE 014AD**

Designed for students interested in the sport of basketball; both experienced players and those not familiar with the game. The basic fundamentals and rules of basketball will be covered.

**PEAC 022 Intermediate Basketball****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

Intermediate Basketball is a course that will emphasize the refinement of general basketball skills.

**PEAC 025 Fundamentals of Football****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Course: PE 015AD**

The student will learn basic fundamentals and strategies of football. Offensive, defensive and special teams will be covered along with conditioning exercises.

**PEAC 026 Conditioning for Football****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Course: PE 016AD**

Conditioning for Football is a one-unit course designed to build on basic fundamentals and provide a more intense learning experience. This is a fitness program for students wishing to prepare for high-level, competitive, intercollegiate football, using plyometrics, speed and strength training.

**PEAC 030 Joint Mobility and Fitness** 1unit(s)

Hours: 0.5 Lecture/Discussion

1.5 Other

This course is designed to provide students interested in participating in sports involving overhead movement to develop the necessary joint fitness that enhances pain-free participation. The focal points of the course will involve the shoulder stabilizers, hip mobility, rotator cuff flexibility and strength, and lateral ankle flexion.

**PEAC 036 Stretch and Tone** 1unit(s)

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Courses: PE 006AD, PE 116AD**

Stretch and Tone is a class designed for all fitness levels. Students will learn how to safely and effectively strengthen and stretch the body's major muscle groups with correct form and alignment.

**PEAC 037 Pilates Mat Class** 1unit(s)

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Courses: PE 044AD, PE 107AD**

Pilates is a workout to condition and strengthen the muscles that support the spine. This Pilates Mat class is designed for all students and will develop flexibility, coordination, and balance through a safe progression of challenging and functional exercises.

**PEAC 038 Introduction to Yoga** 1unit(s)

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Courses: PE 046AD, PE 108AD**

Introduction to basic yoga poses with emphasis on form and body alignment. Core strength, flexibility, and balance emphasized in poses. Relaxation and breathing techniques also introduced.

**PEAC 039 Hatha Yoga Fundamentals** 1unit(s)

Hours: 0.5 Lecture/Discussion

1.5 Other

Continuing instruction in asanas (postures) with attention to postural alignment of the body and breath coordination to develop flexibility, core strength, endurance, and balance, and to manage stress. Emphasis in this class on practitioner self-adjustment, philosophy of yoga, and role of yoga practice in life strategy for health and wellness.

**PEAC 042 Soccer** 1unit(s)

Hours: 0.5 Lecture/Discussion

1.5 Other

**Equivalent Course: PE 021AD**

This course is designed for any student interested in the sport of soccer. This course focuses on three main aspects: basic soccer skills, offensive and defensive strategy, rules and regulations.

**PEAC 046 Women's Softball-Beginning** 1unit(s)

Hours: 0.5 Lecture/Discussion

1.5 Other

This class is designed for the student who wants to learn the necessary skills required to play the game of fast-pitch softball. Elementary skills of throwing, fielding, batting and pitching will be taught and practiced.

**PEAC 048 Women's Softball-Advanced** 1unit(s)

Hours: 0.5 Lecture/Discussion

1.5 Other

This course is designed for the student/athlete who wants to participate in fast-pitch softball at an advanced level, meaning at the collegiate and/or international-Olympics level. Advanced technical skills taught in the domains of baserunning, sliding, diving, throwing, fielding, hitting, and pitching.



**PEAC 052 Beginning Tennis** **1unit(s)**  
 Hours: 0.5 Lecture/Discussion  
 1.5 Other

**Equivalent Course: PE 030AB**

An activity course designed for the student who wishes to develop an understanding and appreciation for the game of tennis. Basic skills, strategies and rules will be covered.

**PEAC 053 Intermediate Tennis** **1unit(s)**  
 Hours: 0.5 Lecture/Discussion  
 1.5 Other

This course is designed for the student who has taken Beginning Tennis or is at a more advanced level of play and desires detail in strategies and knowledge of the game of tennis.

**PEAC 056 Beginning Track and Field** **1unit(s)**  
 Hours: 0.5 Lecture/Discussion  
 1.5 Other

**Equivalent Course: PE 009AD**

Beginning Track and Field is a one-unit activity course designed to improve the individual's overall fitness through an understanding and application of the basic principles and techniques of track and field.

**PEAC 060 Varsity Performance 1** **2unit(s)**  
 Hours: 0.5 Lecture/Discussion  
 4.5 Other

**Equivalent Courses: PE 042AD, PE 142AD**

Varsity Performance is designed to enhance the skills of the Pep Squad/Flag or Dance team as they work to build performances for competition. First year team members will exhibit their skills at athletic events, concerts, exhibitions and competition events.

**Limitation on Enrollment:** Audition by department.

**PEAC 061 Varsity Performance 2** **2unit(s)**  
 Hours: 0.5 Lecture/Discussion  
 4.5 Other

Varsity Performance 2 is designed to enhance the performance skills of second season members of Pep Squad/Flag or Dance team performing beyond the level attained in PEAC 060. They will lead the team, working to build performance routines for competition. Team members will refine their skills in performance at athletic events, concerts, exhibitions and competition events. All participants must audition to participate in this activity.

**Limitation on Enrollment:** Audition by Department

**PEAC 064 Beginning Volleyball** **1unit(s)**  
 Hours: 0.5 Lecture/Discussion  
 1.5 Other

**Equivalent Course: PE 034AB**

Beginning Volleyball is a one unit course for the development of basic fundamental skills in volleyball through drills and play.

**PEAC 065 Intermediate Volleyball** **1unit(s)**  
 Hours: 0.5 Lecture/Discussion  
 1.5 Other

This course is designed to introduce advanced skills necessary for playing competitive volleyball. Skills covered include basic skills, fast offense, court positioning, rolls, dives and team strategy, both offensive and defensive.

**PEAC 068 Beginning Fitness Walking** **1unit(s)**  
 Hours: 0.5 Lecture/Discussion  
 1.5 Other

This course is designed to expose the student to the basic components and benefits of walking for fitness. The student will develop a practical and theoretical understanding of the health related benefits in terms of cardiovascular fitness related to walking.

**PEAC 069 Intermediate Fitness Walking** 1unit(s)

Hours: 0.5 Lecture/Discussion

1.5 Other

This course will provide students the opportunity to participate and attain an increased level of fitness through the exercise of walking. The course will incorporate intermediate fitness walking skills that will improve aerobic capacity and muscular strength and endurance by incorporating faster paced walking techniques. Other components include power walking, computation of heart rate zones, stretching to increase flexibility and safety procedures related to health.

**PEAC 070 Walk/Jog for Aerobic Fitness** 1unit(s)

Hours: 0.5 Lecture/Discussion

1.5 Other

**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 Cross Interval Training** 1unit(s)

Hours: 0.5 Lecture/Discussion

1.5 Other

Cross Interval Training is a fitness course which involves a repeated series of exercise workouts interspersed with rest or relief periods. Cross training is used to strengthen a variety of muscles. 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** 1unit(s)

Hours: 0.5 Lecture/Discussion

1.5 Other

**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** 1unit(s)

Hours: 0.5 Lecture/Discussion

1.5 Other

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.** 2unit(s)

Hours: 1 Lecture/Discussion

3 Other

**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** 1unit(s)

Hours: 0.5 Lecture/Discussion

1.5 Other

**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****1unit(s)**

Hours: 0.5 Lecture/Discussion

1.5 Other

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

## Pharmacy Technology (PT)

**PT 210 Intro to Pharmacy Systems****1unit(s)**

Hours: 1 Lecture/Discussion

This course introduces the Pharmacy Technician student to pharmacy systems and practices, including job responsibilities and ethics.

**Corequisites:** PT 211, PT 212

**Advisory on Recommended Preparation:** MATH 200 or equivalent college course with a grade of "C" or better.

**PT 211 Pharmacology for Pharm Techs****3unit(s)**

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.

**Corequisites:** PT 210, PT 212

**Advisory on Recommended Preparation:** MATH 360 or equivalent college course with "C" or better.

**PT 212 Pharm Tech Practice 1****1unit(s)**

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.

**Corequisites:** PT 210, PT 211

**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.

**PT 220 Pharm Tech Practice 2****2unit(s)**

Hours: 1 Lecture/Discussion

3 Lab

During this short term class, taken the first half of the second semester, the Pharmacy Technology students will compound nonsterile and sterile products, hazardous products, learn database maintenance of drug distribution, and learn billing of pharmacy goods and services.

**Prerequisites:** PT 210 and PT 211 and PT 212 or equivalent college course with "C" or better

**PT 221 Professionalism for Pharm Tech****1unit(s)**

Hours: 1 Lecture/Discussion

The Pharmacy Technician student will learn about the role of protocols, development of new drug products, and investigational drug products. The student will also learn about pharmacy ethics, professionalism, and organizations.

**Prerequisites:** PT 210 and PT 211 and PT 212 or equivalent college course with "C" or better

**PT 222 Pharm Tech Externship****2unit(s)**

Hours: 7 Lab

During this course, the Pharm Tech student will complete an externship in a professional pharmacy following policies and procedures that apply to acute, long-term, and ambulatory care practice under the supervision of a licensed pharmacist.

**Prerequisites:** PT 210 and PT 211 and PT 212 or equivalent college course with "C" or better

**Corequisites:** PT 220, PT 221

## Philosophy (PHIL)

**PHIL 001 Introductory Philosophy****3unit(s)**

Hours: 3 Lecture/Discussion

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 ENGL 261 or equivalent college course with "C" or better

**PHIL 005 Ethics****3unit(s)**

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 abortion, animal rights, euthanasia, and pornography. (C-ID PHIL120)

**Prerequisites:** ENGL 251 or ENGL 261 or equivalent college course with "C" or better

**PHIL 012 Comparative Religion****3unit(s)**

Hours: 3 Lecture/Discussion

Comparative Religion is an introduction to major religions such as Hinduism, Buddhism, Judaism, Christianity, and Islam. Students read both sacred texts and modern writings in the religion to compare ideas about ethics, life after death and the role of women.

**Prerequisites:** ENGL 251 or ENGL 261 or equivalent college course with "C" or better

**PHIL 013 Intro to the Old Testament****3unit(s)**

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 ENGL 261 or equivalent college course with "C" or better

**PHIL 014 Intro to the New Testament****3unit(s)**

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 ENGL 261 or equivalent college course with "C" or better

**PHIL 020 Introductory Logic****3unit(s)**

Hours: 3 Lecture/Discussion

This course gives students the opportunity to slow down and develop habits of disciplined, structured thinking, rather than settling for the spontaneous and haphazard association of ideas. It encourages precise thinking: students will translate ordinary language into symbols to use formal methods of sentence and predicate logic—including proofs – to identify valid arguments. (C-ID PHIL210)

**Prerequisites:** ENGL 251 or ENGL 261 or equivalent college course with "C" or better

**Advisory on Recommended Preparation:** MATH 230 or equivalent college course with "C" or better.

**PHIL 025 Critical Thinking****3unit(s)**

Hours: 3 Lecture/Discussion

This course gives students the opportunity to learn how to make strong arguments for their views and learn to think about the arguments about major public issues. Students will identify arguments, define terms, find errors in thinking patterns, and develop strong deductive and inductive arguments. Students are required to write a minimum of 6,000 words.

**Prerequisites:** ENGL 001 or equivalent college course with "C" or better

## Physical Science (PSCI)

**PSCI 020 Physical Science****4unit(s)**

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)

## PTA 121 Fundamentals for the PTA

2unit(s)

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.

**Prerequisites:** BIOL 030 or BIOL 031 or equivalent college course with "C" or better

**Limitation on Enrollment:** Acceptance into the PTA program

## PTA 125 Basic Prin of Patient Mgmt

3unit(s)

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. 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.

**Prerequisites:** (BIOL 030 and BIOL 031) or equivalent college course with "C" or better

**Limitation on Enrollment:** Acceptance into the PTA Program

## PTA 128 Kinesiology

3unit(s)

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.

**Prerequisites:** (BIOL 030 and BIOL 031) or equivalent college course with "C" or better

**Limitation on Enrollment:** Acceptance into the PTA program

## PTA 130 Physical Agents and Modalities

3unit(s)

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.

**Prerequisites:** (PTA 125) or equivalent college course with "C" or better

**Limitation on Enrollment:** Acceptance into the PTA program

## PTA 131 Engineering & Physics for PTA

1unit(s)

Hours: 1 Lecture/Discussion

This course is a basic introduction to topics of engineering and physics that are related to the field of physical therapy. Topics include motion, forces, levers, machinery, materials, science, light, sound, electricity and heat. Emphasis will be placed on practical application for the PTA.

**Advisory on Recommended Preparation:** MATH 230 or equivalent college course with "C" or better.

**Limitation on Enrollment:** Acceptance into the PTA Program.

## PTA 139 Pathophysiology

2unit(s)

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.

**Prerequisites:** (PTA 125) or equivalent college course with "C" or better

**Limitation on Enrollment:** Acceptance to the COS PTA Program

## PTA 140 Administration

1unit(s)

Hours: 1 Lecture/Discussion

This course addresses issues facing physical therapist assistants. Topics presented include ethics, values, patient advocacy, personal and career development, access to health care, reimbursement, quality assurance and legal issues.

**Prerequisites:** (PTA 121) or equivalent college course with "C" or better

**PTA 145 Neurorehabilitation for PTA****3unit(s)**

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 as 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.

**Prerequisites:** (PTA 139) or equivalent college course with "C" or better

**Limitations on Enrollment:** Acceptance into the PTA Program

**PTA 148 Orthopedic Management****3unit(s)**

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.

**Prerequisites:** PTA 128 or equivalent college course with "C" or better

**Limitations on Enrollment:** Acceptance into the PTA Program

**PTA 150 Clinical Education 1****3unit(s)**

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.

**Prerequisites:** (PTA 121) or equivalent college course with "C" or better

**Limitation on Enrollment:** Acceptance into the PTA program

**PTA 152 Cardiopulmonary Rehabilitation****3unit(s)**

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.

**Prerequisites:** (PTA 139) or equivalent college course with "C" or better

**Limitation on Enrollment:** Acceptance into the PTA Program

**PTA 155 Therapeutic Exercise****4unit(s)**

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, proprioceptive retraining, balance, spinal stabilization, functional progression for the spine and extremities. Issues pertaining to health and wellness across the lifespan are presented.

**Prerequisites:** (PTA 148) or equivalent college course with "C" or better

**Limitation on Enrollment:** Acceptance into the PTA Program

**PTA 160 Clinical Education 2****5unit(s)**

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****6unit(s)**

Hours: 18 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****1unit(s)**

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 the 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****0unit(s)**

Hours: 1 - 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)

**PHYS 020 General Physics 1****5unit(s)**

Hours: 4 Lecture/Discussion

3 Lab

This is the first semester of a two-semester, introductory, non-calculus based physics course. This course includes laboratory experiments in addition to lectures. It is required for premedical, pre dental, prepharmacy, and occasionally science and math students. Topics include kinematics, statics and dynamics of particles and rigid bodies, simple harmonic motion, and thermal physics. (C-ID PHYS105)

**Prerequisites: MATH 154 or equivalent college course with "C" or better****PHYS 021 General Physics 2****5unit(s)**

Hours: 4 Lecture/Discussion

3 Lab

This is the second semester of a two-semester introductory non-calculus based physics course. This course includes laboratory experiments, in addition to lectures. It is required for premedical, pre dental, prepharmacy, and occasionally science and math students. Topics included are electricity and magnetism, optics, modern and nuclear physics. (C-ID PHYS 110)

**Prerequisites: PHYS 020 or equivalent college course with "C" or better****PHYS 055 Physics 1: Mechanics & Waves****4unit(s)**

Hours: 3 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, fluids, mechanical waves, simple harmonic motion and kinetic theory of gases. (C-ID PHYS205)

**Prerequisites: MATH 066 (may be taken concurrently) and MATH 065 or equivalent college course with "C" or better**

**PHYS 056 Physics 2: E&M and Heat****4unit(s)**Hours: 3 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 those majoring in physics and engineering. Topics included are electricity, magnetism, the laws of thermodynamics, heat engines, and entropy.

**Prerequisites:** PHYS 055 and (MATH 067 (may be taken concurrently) or MATH 077) or equivalent college course with "C" or better

**PHYS 057 Physics 3: Modern Physics****5unit(s)**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 those majoring in physics and engineering. Topics included are Geometric and Wave optics, Special Relativity, Lorentz Transformation, Quantum Theory of Atoms, Fission and Fusion, and the Evolution of the Universe. (C-ID PHYS215)

**Prerequisites:** PHYS 056 and MATH 067 or equivalent college course with "C" or better

## Plant Science (PLSI)

**PLSI 001 Intro to Plant Science****3unit(s)**Hours: 3 Lecture/Discussion  
1 Lab

Introduction to plant science including structure, growth processes, propagation, physiology, growth media, biological competitors, and post-harvest factors of food, fiber, and ornamental plants. Laboratory required. (C-ID AG-PS106L)

**PLSI 012 Introduction to Fruit Science****3unit(s)**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, site selection, fertilization, pollination, irrigation, harvest, storage, processing, marketing, pest management, and pruning. Laboratory required.

**PLSI 105 Weeds and Poisonous Plants****3unit(s)**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 their effects on animals and man including management practices such as prevention, mechanical, biological, and chemical methods. Weed establishment and chemical resistance are also discussed. Laboratory required.

**PLSI 106 Fertilizers & Soil Amendments****3unit(s)**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, including current application practices. Laboratory required.

**PLSI 108 Water Management****3unit(s)**Hours: 3 Lecture/Discussion  
1 Lab

Irrigation and drainage problems that focus on soil-plant-water relationships, application scheduling, evapotranspiration, and efficiency. Introduction to irrigation equipment and technology to include water measurement, soil moisture measurement, pumping and delivery systems, and various irrigation methods. California water infrastructure, water budget, water rights and legislation.

**Advisory on Recommended Preparation:** AG 004 or equivalent college course with "C" or better.



**PLSI 110 Integrated Pest Management****3unit(s)**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) techniques 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****3unit(s)**Hours: 3 Lecture/Discussion  
1 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****3unit(s)**Hours: 3 Lecture/Discussion  
1 Lab

An introduction to viticulture including cultural practices, 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.

**PLSI 118 Advanced Irrigation****3unit(s)**Hours: 3 Lecture/Discussion  
1 Lab

Advanced management of irrigation systems. Emphasis placed on plant-soil-water relationships in reference to application, scheduling, water infiltration rates and depth, drainage, salinity measurement and management, chemigation and climate control.

## Police Science (PS)

**PS 200M1 Basic Police Academy, Module 1****13.5 - 17unit(s)**Hours: 8.5 - 10.5 Lecture/Discussion  
16 - 20.5 Lab***Equivalent Course: AJ 200M3***

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 a Peace Officer or Level 1 Reserve Peace Officer. 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. Entry into this program requires the following: Current certification (within last 3 years) in PC 832 Training requirements (CA Code of Regulations, Title 11, Division 2, Section 1080) No felony conviction (CA Government Code 1029) High school diploma, GED or Proficiency Examination (CA Government Code 1031) Fingerprint Clearance from the California Department of Justice (Government Code Section 1030) 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) Valid California Driver's License Recent medical clearance by a licensed physician Possession of all required equipment, uniforms, supplies and materials

**Prerequisites:** PS 200M2 or equivalent college course with "C" or better

**PS 200M2 Basic Police Academy, Module 2****8.5 - 11.5unit(s)**Hours: 6 - 8 Lecture/Discussion  
8 - 11 Lab**Equivalent Course: AJ 200M2**

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 by participating in the course. Students must participate fully in order to successfully complete the course. Entry into this program requires the following: Current certification (within last 3 years) in PC 832 Training requirements(CA Code of Regulations, Title 11, Division 2, Section 1080) No felony conviction (CA Government Code 1029) High school diploma, GED or Proficiency Examination (CA Government Code 1031) Fingerprint Clearance from the California Department of Justice (Government Code Section 1030) 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) Valid California Driver's License Recent medical clearance by a licensed physician Possession of all required equipment, uniforms, supplies and materials

**Prerequisites: PS 200M3 or equivalent college course with "C" or better****PS 200M3 Basic Police Academy, Module 3****6 - 7.5unit(s)**Hours: 4.5 - 5.5 Lecture/Discussion  
5 - 7 Lab**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. Entry into the course requires the following: Passing score on POST Entry Level Reading and Writing Test (CA-POST Commission Regulation 1951) No felony convictions (CA Government Code 1029) High school diploma, GED or Proficiency Examination (CA Government Code 1031) Fingerprint Clearance from the California Department of Justice (Government Code Section 1030) Valid California Driver's License Recent medical clearance by a licensed physician Possession of all required equipment, uniforms, supplies and materials Physical agility test First Aid / CPR / AED training in compliance with California Code of Regulations, Division 9, Title 22, Chapter 1.5, First Aid Standards for Public Safety Personnel effective April 1, 2015.

**Prerequisites: PS 310 or equivalent college course with "C" or better****PS 208 PC 832 (Non Firearms)****2unit(s)**Hours: 2 Lecture/Discussion  
0.5 Lab**Equivalent Courses: 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****0.5unit(s)**

Hours: 1.5 Lab

**Equivalent Courses: 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 310 Police Academy Orientation****2unit(s)**Hours: 2 Lecture/Discussion  
0.5 Lab

This course is a prerequisite to PS200M3, the first module of the Basic Police Academy. The intent of this course is to help students understand the requirements of the Police Academy program, as well as prepare for and complete the written and physical agility testing required for entrance into the Basic Police Academy.

**PS 313 Basic Academy Preparation****3unit(s)**

Hours: 3 Lecture/Discussion

**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)

**POLS 005 Federal, State and Local Govt****3unit(s)**

Hours: 3 Lecture/Discussion

An introduction to the principles and problems of national, state, and local government with particular emphasis on the Constitution of the United States and the state and local government of California. (C-ID POLS110)

**Prerequisites: ENGL 251 or ENGL 261 or equivalent college course with "C" or better****POLS 006 Comparative Politics****3unit(s)**

Hours: 3 Lecture/Discussion

A comparative analysis of different kinds of political systems, including their history, political institutions, processes and policies, the environments in which they occur, and their consequences. Also included in this course is an analysis of the dynamics of political change and its relationship to economic and social development. (C-ID POLS130)

**Prerequisites: ENGL 251 or ENGL 261 or equivalent college course with "C" or better****POLS 008 International Relations****3unit(s)**

Hours: 3 Lecture/Discussion

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. (C-ID POLS140)

**Prerequisites: ENGL 251 or ENGL 261 or equivalent college course with "C" or better****POLS 009 Social Media, Technology & Politics****3unit(s)**

Hours: 3 Lecture/Discussion

**Equivalent Course: POLS 109**

This course is a study of the role social media and technology play in politics and society. Particular attention will be paid to the use of social media to affect interactions between citizens and governments, examining the prevalence of citizens engaging in politics through social media. The course will also examine which populations have the most access to technology-based information sources (the digital divide), and how individual and group identities are being forged online. This course allows students to understand the political and power structure implications of social media domestically as well as internationally.

**Prerequisites: ENGL 251 or ENGL 261 or equivalent college course with "C" or better****POLS 010 California Govt and Politics****1unit(s)**

Hours: 1 Lecture/Discussion

**Equivalent Courses: GOVT 110, POLS 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.

**Prerequisites: ENGL 251 or ENGL 261 or equivalent college course with "C" or better****POLS 107 Political Theory and Thought****3unit(s)**

Hours: 3 Lecture/Discussion

This course provides for an examination of various theoretical approaches to politics and of basic political problems and proposed solutions. Additionally, the course includes an analysis of selected political theories and of the relevance of theory to contemporary problems.

**Advisory on Recommended Preparation: ENGL 251 or ENGL 261 or equivalent college course with a "C" or better, or eligibility for ENGL 001 as determined by COS Placement Procedures.**

## Portuguese (PORT)

**PORT 001 Beginning Portuguese****4unit(s)**

Hours: 4 Lecture/Discussion

This introductory course covers understanding, speaking, reading, and writing Portuguese and is designed for students 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****4unit(s)**

Hours: 4 Lecture/Discussion

PORT 2 is the second course in this series. It reviews the vocabulary and concepts of PORT 1 as a starting point. The students will engage with each other and the instructor in a variety of communication-based activities. 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)

**PSY 001 General Psychology****3unit(s)**

Hours: 3 Lecture/Discussion

This course is an introduction to the field of psychology through a study of the facts and principles involved in learning, development, motivation, personality, adjustment, and the physiological basis of behavior. The basic concepts 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 ENGL 261 or equivalent college course with "C" or better

**PSY 005 Social Psychology****3unit(s)**

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 or equivalent college course with "C" or better

**PSY 010 Human Sexuality****3unit(s)**

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 or equivalent college course with "C" or better

**PSY 029 Research Methods****4unit(s)**

Hours: 3 Lecture/Discussion

3 Lab

***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 PSY 205B)

**Prerequisites:** (MATH 021 or SSCI 025) and PSY 001 or equivalent college course with "C" or better

**PSY 034 Abnormal Psychology****3unit(s)**

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 or equivalent college course with "C" or better

**PSY 130 Intro Behavior Modification****3unit(s)**

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****3unit(s)**

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. (C-ID PSY115)

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

## Social Science (SSCI)

**SSCI 025 Statistics - Social Sciences****4unit(s)**

Hours: 4 Lecture/Discussion

The course offers an introduction to the appropriate use of statistical techniques across a wide variety of disciplines including the use of probability, hypothesis testing, and predictive techniques to facilitate decision-making. Other topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. The role of quantitative methods in social science research is emphasized. (C-ID SOCI 125 or C-ID MATH 110)

**Prerequisites:** (MATH 230 or equivalent college course with "C" or better)

**SSCI 050 Law and Democracy****3unit(s)**

Hours: 3 Lecture/Discussion

**Equivalent Course: SSCI 150**

This course provides an overview of the American legal system including its development, structure and history. The course will review the legal and judicial process in the United States covering the adversarial system, jurisdiction of federal and state courts, and the general process of judicial review. Explanation of different sources of law including statutes, court cases and administrative agency rules. Review of basic legal reasoning and introductory research methods. Introduction to civil law, criminal law, family law, real property law, contracts, employment, immigration, intellectual property, and other areas of law. Also included is a review of the principles of legal ethics.

**Advisory on Recommended Preparation:** POLS 005 or equivalent college course with "C" or better.

**SSCI 121 Civic Learning****1unit(s)**

Hours: 1 Lecture/Discussion

This course requires students to get hands-on experience and strengthen ties in the community, specifically related to the legal field. Possible examples include: voter information drives, volunteering at a legal service office or other law-related agencies, working on development of legislation and advocacy for public policies.

## Sociology (SOC)

**SOC 001 Introduction to Sociology****3unit(s)**

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 ENGL 261 or equivalent college course with "C" or better

**SOC 002 Social Problems****3unit(s)**

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. (C-ID SOCI115)

**Prerequisites:** ENGL 251 or ENGL 261 or equivalent college course with "C" or better

**SOC 010 Sociology of Gender****3unit(s)**

Hours: 3 Lecture/Discussion

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. (C-ID SOCI140)

**Advisory on Recommended Preparation:** ENGL 251 or equivalent college course with "C" or better.

**SOC 026 Marriage and Family Life****3unit(s)**

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. (C-ID SOCI130)

**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 043 Sociology of Deviance****3unit(s)**

Hours: 3 Lecture/Discussion

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 ENGL 261 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures

## Spanish (SPAN)

**SPAN 001 Beginning Spanish****4unit(s)**

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. (C-ID SPAN100)

**SPAN 002 Elementary Spanish****4unit(s)**

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****4unit(s)**

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****4unit(s)**

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. (C-ID SPAN210)

**Prerequisites: SPAN 003 or equivalent college course with "C" or better**

**SPAN 012 Hispanic Literature****3unit(s)**

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****4unit(s)**

Hours: 4 Lecture/Discussion

**Equivalent Course: SPAN 002**

This course is equivalent to SPAN 002, 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** 4unit(s)

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** 1unit(s)

Hours: 1 Lecture/Discussion

This course, taught in English, assists students preparing for the written portion of the California Court Interpreter written exam for all languages.

Ethics and professional requirements are covered as well as strategies for preparing for the exam.

**SPAN 281 Spanish Interpreting Skills** 3unit(s)

Hours: 3 Lecture/Discussion

**Equivalent Courses: 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** 3unit(s)

Hours: 3 Lecture/Discussion

This course provides a foundation for translating medical and legal terminology from English to Spanish. Emphasis is placed on translating non-technical explanations of medical and legal terminology, including the fundamentals of dividing terms into their structural elements.

## Sports Medicine (SMED)

**SMED 040 Intro to Sports Injuries** 3.5unit(s)

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 ENGL 261 or equivalent college course with "C" or better or eligibility for ENGL 001 as determined by COS Placement Procedures.

**SMED 060 Concepts in Health & Fitness** 3unit(s)

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 ENGL 261 or equivalent college course with "C" or better or eligibility for ENGL 1 as determined by COS Placement Procedures

**SMED 151 Lower Extremities Assessment** 2unit(s)

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.** 2unit(s)

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****2unit(s)**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.****2unit(s)**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****2unit(s)**

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****2unit(s)**

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****2unit(s)**

Hours: 6 Lab

This 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****2unit(s)**

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)

**VT 109 Intro to Veterinary Technology****3unit(s)**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 domesticated farm and laboratory animals.

**VT 118 Comparative Anatomy/Physiology****4unit(s)**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:** VT 109 or equivalent college course with "C" or better



**VT 120 Parasitology****3unit(s)**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.

**VT 121 Large Animal Diseases****3unit(s)**Hours: 2 Lecture/Discussion  
3 Lab

This course will cover the role of Veterinary Assistant/Livestock Technician as an aid to the veterinarian in the diagnosis and treatment of infectious and non-infectious disease of large domesticated animals. Additionally, the study of common livestock diseases and fundamentals of immunity in promoting animal health and the foundation of disease control programs will be covered.

**Prerequisites:** (VT 109) or equivalent college course with "C" or better

**VT 216 Veterinary Office Practices****2unit(s)**

Hours: 2 Lecture/Discussion

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

## Welding (WELD)

**WELD 104 Metal Sculpture****3unit(s)**Hours: 3 Lecture/Discussion  
1 Lab

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****3unit(s)**Hours: 3 Lecture/Discussion  
1 Lab

**Equivalent Courses:** 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****2unit(s)**Hours: 2 Lecture/Discussion  
1 Lab

**Equivalent Courses:** 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****4unit(s)**Hours: 3 Lecture/Discussion  
3 Lab

Introduction to the concepts and interpretation of principles of oxyacetylene welding, braze welding, brazing soldering, flame spraying and flame cutting of common ferrous and non-ferrous sheet, plate and pipe. Properties of ferrous materials and principles of destructive testing of welded materials complete the program.

**WELD 162 Shielded Metal Arc Welding****4unit(s)**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** 4unit(s)  
 Hours: 3 Lecture/Discussion  
 3 Lab

The course applies the basic concepts of science to welding specialty metals 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** 4unit(s)  
 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** 2unit(s)  
 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 Blueprint Reading/Metallurgy** 3unit(s)  
 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 - 4unit(s)  
 Hours: 1 - 3 Lecture/Discussion  
 1 - 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** 4unit(s)  
 Hours: 3 Lecture/Discussion  
 3 Lab

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** 4unit(s)  
 Hours: 3 Lecture/Discussion  
 3 Lab

The course is designed to give 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** 4unit(s)  
 Hours: 3 Lecture/Discussion  
 3 Lab

**Equivalent Courses: 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** 3unit(s)  
 Hours: 3 Lecture/Discussion  
 1 Lab

**Equivalent Courses: 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****4unit(s)**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)

**WEXP 191 General Work Exp-1st Sem****1 - 3unit(s)**

Hours: 3 - 9 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 - 3unit(s)**

Hours: 3 - 9 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 skill/ knowledge.

**Prerequisites:** WEXP 191 or equivalent college course with "C" or better

**WEXP 193 D Food Services Wrk Exp-1st Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Limitation on Enrollment:** Student must meet with the Program Coordinator or designee to register.

**WEXP 193 E Early Interv Wrk Exp-1st Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.

**WEXP 193 F Agriculture Wrk Exp-1st Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Limitation on Enrollment:** Students must meet with the Program Coordinator or designee to register.

**WEXP 193 G Architecture Wrk Exp-1st Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Limitation on Enrollment:** Students must meet with the Program Coordinator or designee to register.

**WEXP 193 H Human Services Wrk Exp-1st Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Limitation on Enrollment:** Students must meet with Program Coordinator or designee to register.

**WEXP 193 I Bus & Ind Wrk Exp-1st Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Limitation on Enrollment:** Students must meet with the Program Coordinator or designee to register.

**WEXP 193 J AJ Wrk Exp-1st Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Limitation on Enrollment:** Students must meet with the Program Coordinator or designee to register.

**WEXP 193 K Child Dev Wrk Exp-1st Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Limitation on Enrollment:** Students must meet with the Program Coordinator or designee to register.

**WEXP 193 L Education Wrk Exp-1st Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. NOTE: Students must meet with the program coordinator or designee to register.

**WEXP 193 M Maint Tech Wrk Exp-1st Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. NOTE: Students must meet with the program coordinator or designee to register.

**WEXP 193 N Nursing Wrk Exp-1 Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. NOTE: Students must meet with the program coordinator or designee to register.

**WEXP 193 O Law Office Clk Wrk Exp-1st Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. NOTE: Students must meet with the program coordinator or designee to register.

**WEXP 193 P Paralegal Wrk Exp-1st Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. NOTE: Students must meet with the program coordinator or designee to register.

**WEXP 193 S Spec Ed Wrk Exp-1st Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. NOTE: Students must meet with the program coordinator or designee to register.

**WEXP 193 T Industry Tech Wrk Exp-1st Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. NOTE: Students must meet with the program coordinator or designee to register.

**WEXP 193 V Automotive Wrk Exp-1st Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. NOTE: Students must meet with the program coordinator or designee to register.

**WEXP 193 W Health Prof Wrk Exp-1st Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. NOTE: Students must meet with the program coordinator or designee to register.

**WEXP 193 Y Sports Med Wrk Exp - 1st Sem****1 - 4unit(s)**

Hours: 4 - 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 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. NOTE: Students must meet with the program coordinator or designee to register.

**WEXP 194 D Food Services Wrk Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 D or equivalent college course with "C" or better**Limitation on Enrollment:** Student must meet with the program coordinator or designee to register.**WEXP 194 E Early Interv Wrk Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 E or equivalent college course with "C" or better**Limitation on Enrollment:** Student must meet with the program coordinator or designee to register.**WEXP 194 F Agriculture Wrk Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 F or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 194 G Architecture Wrk Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 G or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.



**WEXP 194 H Human Services Wrk Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 H or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 194 I Bus & Ind Wrk Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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.)

**Prerequisites:** WEXP 193 I or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 194 J AJ Work Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 J or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 194 K Child Dev Wrk Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 K or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 194 L Education Wrk Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 L or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.

**WEXP 194 M Maint Tech Wrk Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 M or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 194 N Nursing Wrk Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 N or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 194 O Law Office Clk Wrk Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 O or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 194 P Paralegal Wrk Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 P or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 194 S Spec Ed Wrk Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 S or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.



**WEXP 194 T Industry Tech Wrk Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 T or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 194 V Automotive Wrk Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 V or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 194 W Health Prof Wrk Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 W or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 194 Y Sports Med Wrk Exp - 2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 Y or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 194 Z Fashion Wrk Exp-2nd Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites:** WEXP 193 Z or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.

**WEXP 195 D Food Services Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 194 D or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 195 E Early Interv Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 194 E or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 195 F Agriculture Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 194 F or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 195 G Architecture Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 194 G or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 195 H Human Services Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 194 H or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 195 I Bus & Ind Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 194 I or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.

**WEXP 195 J AJ Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites:** WEXP 194 J or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 195 K Child Dev Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites:** WEXP 194 K or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 195 L Education Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites:** WEXP 194 L or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 195 M Maint Tech Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites:** WEXP 194 M or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 195 N Nursing Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites:** WEXP 194 N or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 195 O Law Office Clk Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites:** WEXP 194 O or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.

**WEXP 195 P Paralegal Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 194 P or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 195 S Spec Ed Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 194 S or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 195 T Industry Tech Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 194 T or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 195 V Automotive Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 194 V or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 195 W Health Prof Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 194 W or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 195 Y Sports Med Wrk Exp - 3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 194 Y or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.

**WEXP 195 Z Fashion Wrk Exp-3rd Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites:** WEXP 194 Z or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 196 D Food Services Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites:** WEXP 195 D or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 196 E Early Interv Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites:** WEXP 195 E or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 196 F Agriculture Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites:** WEXP 195 F or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 196 G Architecture Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites:** WEXP 195 G or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 196 H Human Services Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites:** WEXP 195 H or equivalent college course with "C" or better**Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.



**WEXP 196 I Bus & Ind Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 195 I or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 196 J AJ Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 195 J or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 196 K Child Dev Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 195 K or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 196 L Education Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 195 L or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 196 M Maint Tech Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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).

**Prerequisites: WEXP 195 M or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 196 N Nursing Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 195 N or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.

**WEXP 196 O Law Office Clk Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 195 O or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 196 P Paralegal Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 195 P or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 196 S Spec Ed Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 195 S or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 196 T Industry Tech Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 195 T or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 196 V Automotive Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 195 V or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 196 W Health Prof Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 195 W or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.

**WEXP 196 Y Sports Med Wrk Exp - 4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 195 Y or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.**WEXP 196 Z Fashion Wrk Exp-4th Sem****1 - 4unit(s)**

Hours: 4 - 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. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training.

**Prerequisites: WEXP 195 Z or equivalent college course with "C" or better****Limitation on Enrollment:** Students must meet with the program coordinator or designee to register.



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