TO: The Board of Trustees
FROM: Pat Huglin, Administrative Dean, Instruction
RE: NEW COURSES FOR 1974-75

AMERICAN ETHNIC STUDIES DIVISION

Black Studies 1A - The Afro-Américan in U.S. History (2) F, S
Prerequisite: Involved in education as an occupation or in community service.
Organization: Two hours lecture weekly. (Or in series of weekend workshops.)
Historical survey of the Black man in American society. Designed for professional and para-professional people in field of education or community service.

Black Studies 11 - The Afro-American Music Experience (3) F, S
Organization: Three hours lecture weekly.
Survey and appreciation of basic concepts in music via an examination of the principal developments in the primitive, folk, and classical music of Afro-Americans as culture for the non-music major.

Chicano Studies 1A - The Mexican American in U.S. History (2) F
Prerequisite: Involved in education as an occupation or in community service.
Organization: Two hours lecture weekly. (Or in series of weekend workshops.)
Chicano history for professional and para-professional people in fields of education or community service.

Ethnic Studies 7 - Racism in America (3) F, S
Organization: Three hours lecture weekly.
Examination of the evolution of racial thought in America from different perspectives and tracing the impact of racism upon four minority groups; other groups will also be considered within the course.
BUSINESS EDUCATION DIVISION

Communications 5 - Filing and Records Management (2) F, S

Organization: Four hours lecture, two hours lab weekly, for period of 9 weeks.

Principles of records creation, retention, transfer and disposal. Organization and management of stored records. Coding, microfilming, and retrieval of information. Practice is given in arranging records by alphabetic, geographic, numeric and subject methods of filing.

Typing 5 - Typing Skill Development (2) F, S

Prerequisite: One semester of typing.
Organization: One hour lecture, four hours lab weekly, for period of 9 weeks.

Emphasis on building speed and accuracy skills and improving techniques of operating the machine.

Industry 3 - Fundamentals of Industrial Safety (3) F

Organization: Three hours lecture weekly.

Introductory course designed to acquaint supervisors with basic concepts of accident prevention and worker safety. Topics covered will assist the supervisor in complying with new Federal and State safety laws.

Industry 5 - Fundamentals of Industrial Hygiene (3) S

Prerequisite: Industry 3.
Organization: Three hours lecture weekly.

Designed to provide further training for persons responsible for health and safety operations. Introduces the student to industrial problems concerning operations involving toxic materials, radiation, heat and noise stresses, and other concerns of the industrial hygiene disciplines.

Business 100 AB - Business Projects (1-3) F, S

Prerequisite: Business major and permission of instructor.
Organization: Each unit of credit assumes that the student will devote approximately three hours per week to his project.

Students will work on projects under the guidance of a sponsoring faculty member. Projects consistent with the interest and abilities of a student.
ENGLISH DIVISION

**English 8 V** - Vocabulary Development  (1 unit per modular)  F, S
8 SP - Spelling Development
8 R - Comprehension Development
8 LT - Improvement of Learning Techniques
8 SS - Reading the Social Sciences
8 S - Reading the Sciences
8 H - Reading the Humanities
8 P - Phonics
8 G - Grammar Skills

Organization: Two hours lab weekly for period of 8 weeks, per modular.

Self-instructional modules in communication skills.

**English 28 - Shakespeare (3) F, S**

Prerequisite: English 1 and permission of instructor.
Organization: Three hours lecture weekly.

Shakespearean drama -- from script to stage, to give background and understanding necessary to appreciate Shakespearean drama.

**English 30 - Contemporary Women Writers (3) F, S**

Prerequisite: English 1 or 6, or permission of instructor.
Organization: Three hours lecture weekly.

Representative works of fiction, poetry and drama written by women.

**English 37 - Honors Seminar: The Novel in Britain -- Field to Burgess (3) S**

Prerequisite: English 1 and 2 and permission of instructor.
Organization: Three hours lecture weekly.

Honors course on the novel in Britain beginning with Fielding but with particular interest in the modern and contemporary periods.

**English 50 - Shakespeare (3) Summer**

Prerequisite: English 1 or permission of instructor.
Organization: Meets three hours daily for period of 10 days.

Authentic experience in Shakespearean drama at Ashland. Intensive examination of plays to be produced at Ashland. Discussion sessions with members of production staff and lectures on various aspects of art, culture and music of the Renaissance.
FINE ARTS DIVISION

**Music 2A-2B - Intermediate Musicianship (2-2) F-S**

Prerequisite: Music 1A and 1B.
Organization: Two hours lecture, one hour lab weekly.

Study of musicianship principles that are needed to be a music teacher, composer or performer. Will include development of advanced aural and dictation skills which will allow student to solve practical as well as theoretical musical problems.

**Music 23-24 - Intermediate Orchestra (1-1) F-S**

Prerequisite: Music 21 and 22.
Organization: Two hours lab weekly.

Intermediate orchestral performance class for string students to prepare for playing level necessary to be member of the Concert Orchestra. Study of music for various combinations of string instruments (duo, trio, quartet, and string orchestra.) Continued development of string techniques taught in beginning and intermediate string techniques.

**Music 27-28 - Intermediate Band (1-1) F-S**

Prerequisite: Music 25-26 or equivalent.
Organization: One hour lecture, 2 hours lab weekly.

Continuation of technique instruction (brass, woodwinds and percussion.) Ensemble experience for music majors and others on their secondary instruments.

**Music 29-30 - Vocal Technique (1-1) F-S**

Organization: One hour lecture, one hour lab weekly.

Designed to help students develop fundamental skills of singing with attention given to breath control, tone production, intonation, musicianship, and techniques of preparing musical selections for performance.

**Music 79-80-81-82 - Wind Ensemble (1-1-1-1) F-S**

Prerequisite: Concurrent enrollment in Music 71-74 (Symphonic Band) and permission of instructor.
Organization: One hour lecture, two hours lab weekly.

A select concert band chosen from the membership of the Symphonic Band to specialize in the performance of outstanding ensemble literature.
FINE ARTS DIVISION (cont.)

Speech 4 - Group Discussion (3)

Organization: Three hours lecture weekly.

Theory and techniques of small group communication covering the nature of people in groups, group dynamics, process of small group communication, and public discussion/parliamentary procedure.

Theatre Arts 24 - Introduction to Costuming (Design and Construction) (3) F, S

Organization: Three hours lecture, two hours lab weekly.

Investigation into the history, design, construction and production areas of clothing for the stage.

Theatre Arts 26 - Theatrical Makeup for Stage and Television (3) F, S

Organization: Three hours lecture, two hours lab weekly.

Investigation into possibilities that makeup has in contributing to the effectiveness of a stage and television production, with emphasis on design and techniques of makeup to aid the student in the development and projection of characterization.

FOREIGN LANGUAGE DIVISION

Spanish 1-T - Beginning Spanish for the Teacher (3) F, S

Prerequisite: For professional and para-professional people in field of education.

Organization: Three hours lecture weekly.

Introduction to the basic structure and sounds of Spanish. Special emphasis on practical application of language skills in the classroom and in parent-teacher communication.

HEALTH AND PHYSICAL EDUCATION DIVISION

Health Education 2 - Standard First Aid and Personal Safety (1) F, S

Organization: Two hours lecture weekly for 8 weeks. (Or four hours weekly for 4 weeks.)

Presentation of knowledge and skills necessary to meet needs of most situations when emergency first aid is needed. Includes personal safety and accident prevention. Leads to Standard First Aid and Personal Safety certificate of American Red Cross.
HEALTH AND PHYSICAL EDUCATION DIVISION (cont.)

Health Education 3 - Standard First Aid, Care and Treatment of Athletic Injuries (2) F

Organization: Two hours lecture, one hour lab weekly.

Practical application of the latest techniques in first aid and personal safety. Information pertinent to physical therapy and the treatment of athletic injuries. Efficiency in taping techniques. Qualification for Student Trainer certification, American Red Cross.

Health Education 4 - Advanced First Aid and Emergency Care (3) F, S

Prerequisite: Enrolled in health or health-related career program such as nursing, radiologic technology, dental or medical assisting, police science, fire science, marine technology or employment in such fields.
Organization: Three hours lecture weekly plus 16 hours observatory experience.

Designed for persons responsible for giving emergency care to sick and injured.

Physical Education 19 A - African Dance (1) F, S

Prerequisite: P.E. 5A - Modern Dance.
Organization: Two hours lab weekly.

Demonstration and technique skills in basic African dance movements and authentic African dances and/or games.

Physical Education 166-167 - Competitive Mixed Doubles (1) F

Prerequisite: Previous competition experience, advanced tennis, or permission or instructor.
Organization: Ten hours lab weekly.

Instruction and practice in the fundamentals and tactics of the game of "mixed doubles" in tennis, with opportunity to utilize this skill in competition with other coed varsity teams.

MATHEMATICS DIVISION

Math 7A - Elementary Algebra Review (2) F, S

Prerequisite: Math 7 (with minimum grade of "C") or equivalent.
Organization: Three hours lecture weekly.

Designed for those who have successfully completed beginning algebra but need a review before entering intermediate algebra.
PHYSICAL SCIENCE DIVISION

**Earth Science 18** - Observational Astronomy Laboratory (1) F, S

Prerequisite: Concurrent enrollment in Earth Science 17 - Introduction to Astronomy.
Organization: Three hours lab weekly.

Optional observational laboratory to complement Earth Science 17. Recognition, location, and measure of celestial objects in nighttime sky by means of binoculars, telescopes, cameras, and demonstrations at Gladwin Planetarium.

**Physics 15** - Physics of Music Lab (1) F, S

Prerequisite: Physics 13 (preferably concurrently)
Organization: Three hours lab weekly.

Optional laboratory to accompany Physics 13. (Will permit credit in laboratory physical science.)

SOCIAL SCIENCE DIVISION

**Economics 17** - Topics in Economics (3) F, S

Organization: Three hours lecture weekly.

Current social-economic problems will be analyzed. Topics may include poverty, discrimination, war, monopoly, pollution, alternative economic systems, health care. Not recommended for Business Administration or Economics majors.

**History 29** - History of the American West (3) F, S

Organization: Three hours lecture weekly.

A survey of the American West as frontier and region in an interpretative exploration of the effects of the American advance on the nature of the nation.

**History 32** - History of Technology (3) F, S

Organization: Three hours lecture weekly.

Survey of the history of technology from antiquity to the 20th century, stressing the role of technology as a major determinant in the development of Western civilization. Stress on technology's changing social, economic, political, and cultural relationships with society.
SOCIAL SCIENCE DIVISION (cont.)

**History 34 - History of Mexico (3) F, S**

Organization: Three hours lecture weekly.

Examination of the evolution of the Mexican nation from pre-Cortesian days to the present. Evolution is analyzed from a cultural, political, economic, and diplomatic perspective.

**Political Science 9 - California State and Local Politics (3) F**

Prerequisite: Political Science 3.
Organization: Three hours lecture weekly.

An examination of the decision-making process at the state and local level and of the critical policy issues facing California.

TRADE AND TECHNICAL DIVISION

**Correctional Science 52 - Concepts of Community Correctional Institutions (3) F, S**

Organization: Three hours lecture weekly.

Study of correctional institutions with emphasis on local detention facilities such as jails, honor camps, detoxification centers and other locally controlled facilities. Instruction includes practices and procedures such as intake, release, care, custody and guidance as well as legal framework.

**Correctional Science 53 - Social Psychology in Corrections (3) F, S**

Organization: Three hours lecture weekly.

Designed to provide insight into the prison society, beset with the problems of mass living and sub-cultural standards. Description of the prison community as viewed by staff and by inmates. Study of effects, both positive and negative, of trying to treat en masse a group of individuals with typical social values.

**Instructional Aide 1 - Principles and Practices of Instruction Assisting (3) F**

Prerequisite: Current or former work as a teacher aide, or school or volunteer, or enrollment in work experience.
Organization: Three hours lecture weekly.

Legal status of the aide in California; work ethics. Teacher aide's role in the classroom and the role of the teacher. Skills and attitudes needed to fulfill the duties of an efficient aide.
TRADE AND TECHNICAL DIVISION (cont.)

**Instructional Aide 2 - Motivation and the Learning Process (3) S**

Prerequisite: Current or former work as a teacher aide or school volunteer, or enrollment in work experience. Course in child development.

Organization: Three hours lecture weekly.

How students can be encouraged to learn. Learning readiness. Changes in learning during developmental stages. Role of teacher aides in helping children to learn.

**Interior Design 1 - Interior Environments (3) F**

Organization: Three hours lecture weekly.

Heritage in homes; floor plans; design theory and application; color use and misuse; backgrounds in floors, walls, ceilings and windows; budget decorating; techniques of illustration and presentation to include perspective drawing.

**Interior Design 2 - Interior Design and Home Furnishings (3) F**

Organization: Three hours lecture weekly.

Important considerations in establishing and decorating a home. Design principles and space utilization, color, furniture selection and arrangement, floor coverings, decorative fabrics.

**Interior Design 61 AB - Interior Design Experience (1-4) F, S**

Prerequisite: Employment or availability for employment in field directly related to interior design.

Organization: Students will meet with instructor for an orientation session during first week of semester, and again during final examination week for an evaluation of the program.

Supervised on-the-job experience with opportunity for the practical application of skills and knowledge previously learned in directly related classes. Student may enroll for four semesters and earn up to a maximum of four units per semester. One unit of credit is allowed for each 75 hours of satisfactory paid employment completed during the semester, up to a maximum allowable of 300 hours.

**Electronics 7 - Analog and Linear Circuits (3) F, S**

Prerequisites: Math 41, 43, 45 and Electronics 1, 2, 3, 4 or equivalent.

Organization: Three hours lecture weekly.

An intermediate course directed toward developing and understanding the basic principles of circuit analysis beyond the familiarization level of the introductory courses.