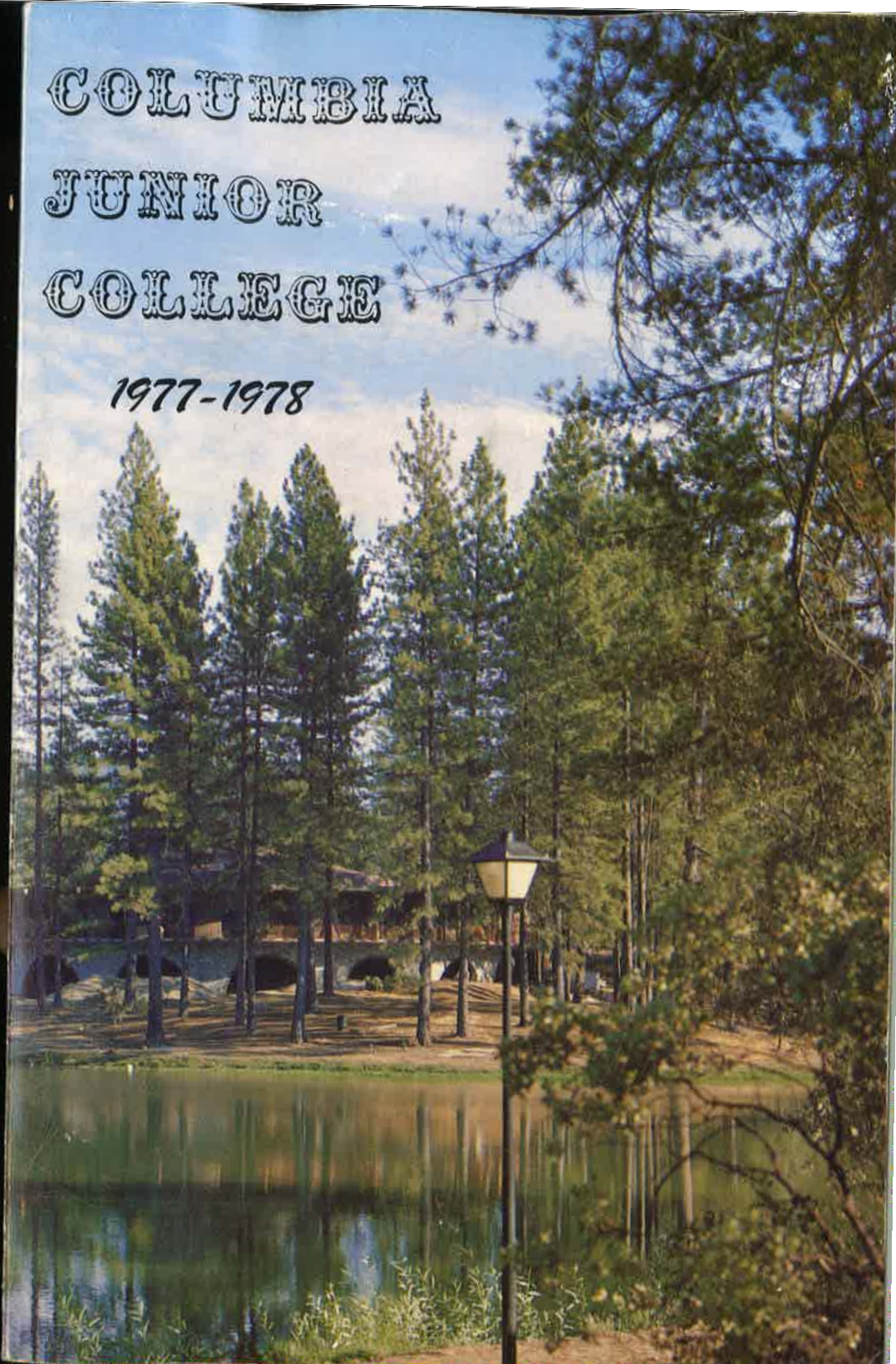


COLUMBIA

JUNIOR

COLLEGE

1977-1978



## PHILOSOPHY

This Community College is dedicated to the worth and dignity of each student. Its primary responsibility is to the goals of the student, his needs, desires, and aspirations.

We believe an effective education teaches that one has a life to live as well as a living to earn. Columbia Junior College will, therefore, involve each student in opportunities for developing his capabilities to become a useful and contributing member of society. This objective will be accomplished through a living, dynamic, and continuing experience in which each individual can confront opportunities to participate actively in the learning process. In effect, education will not happen to him, but with him and by him.

# COLUMBIA JUNIOR COLLEGE



38200

P. O. Box 1849  
Columbia, California  
95310  
(209) 532-3141



978



YOSEMITE COMMUNITY COLLEGE DISTRICT

PRICE \$1.00

## FALL QUARTER 1977

SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	—	—	—	—	—		
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	—	—	—	—	—		
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	—	—	—	—	—		
25	26	27	28	29	30	—	23	24	25	26	27	28	29	27	28	29	30	—	—	—	—	—	—	—	—		
—	—	—	—	—	—	—	30	31	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—		

- August 5.....Application for Admission and Transcripts for Day Students Should Be on File
- August 12.....Beginning Advisement for Fall Quarter for New and Former Students
- August 22.....Registration Commences for Students Taking Evening Classes Only
- September 16.....Day Registration for Fall Quarter
- September 19.....Instruction Begins
- September 23.....Last Day to Enter a Class
- October 3.....Deadline for Filing Intent to Graduate for Fall Quarter
- November 11.....Veterans' Day Holiday
- November 24-25.....Thanksgiving Holiday
- December 16.....Fall Quarter Ends
- December 19-  
January 2.....Christmas Recess

## WINTER QUARTER 1978

JANUARY					FEBRUARY					MARCH												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
—	—	—	—	—	—	—	—	—	—	—	1	2	3	4	—	—	—	—	1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25		
29	30	31	—	—	—	—	26	27	28	—	—	—	—	26	27	28	29	30	31	—		

- November 4.....Application for Admission and Transcripts for Day Students Should Be on File
- November 14.....Beginning Advisement for Continuing Students for Winter Quarter
- November 21.....Beginning Advisement for Winter Quarter for New and Former Students
- November 21.....Registration Commences for Students Taking Evening Classes Only
- January 3.....Instruction Begins
- January 6.....Last Day to Enter a Class
- January 16.....Deadline for Filing Intent to Graduate for Winter Quarter
- February 13.....Lincoln Day Holiday
- February 20.....Washington Day Holiday
- March 28.....Winter Quarter Ends
- March 29, 30, 31.....Spring Recess

## SPRING QUARTER 1978

APRIL					MAY					JUNE											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
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9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	28	29	30	31	—	—	—	25	26	27	28	29	30	—	
30	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—

- March 1.....Application for Admission and Transcripts for Day Students Should Be on File
- March 6.....Beginning Advisement for Continuing Students for Spring Quarter
- March 13.....Registration Commences for Students Taking Evening Classes Only
- March 15.....Beginning Advisement for Spring Quarter for New and Former Students
- April 3.....Instruction Begins
- April 7.....Last Day to Enter a Class
- April 17.....Deadline for Filing Intent to Graduate for Spring Quarter
- May 22.....Beginning Advisement for Continuing Students for Fall Quarter
- May 29.....Memorial Day Holiday
- June 20.....Spring Quarter Ends
- June 20.....Graduation

## SUMMER SESSION 1978

JULY					AUGUST								
S	M	T	W	T	F	S	S	M	T	W	T	F	S
—	—	—	—	—	—	—	—	—	—	—	—	—	—
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9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31	—	—
30	31	—	—	—	—	—	—	—	—	—	—	—	—

- July 5.....Instruction Begins
- July 7.....Last Day to Enter a Class
- August 4.....Five Week Summer Session Ends
- August 7-  
September 1.....Various Special Short Courses Offered During This Period

**BOARD OF TRUSTEES**

**YOSEMITE JUNIOR COLLEGE DISTRICT**



**Allister A. Allen**  
Area 2, Patterson



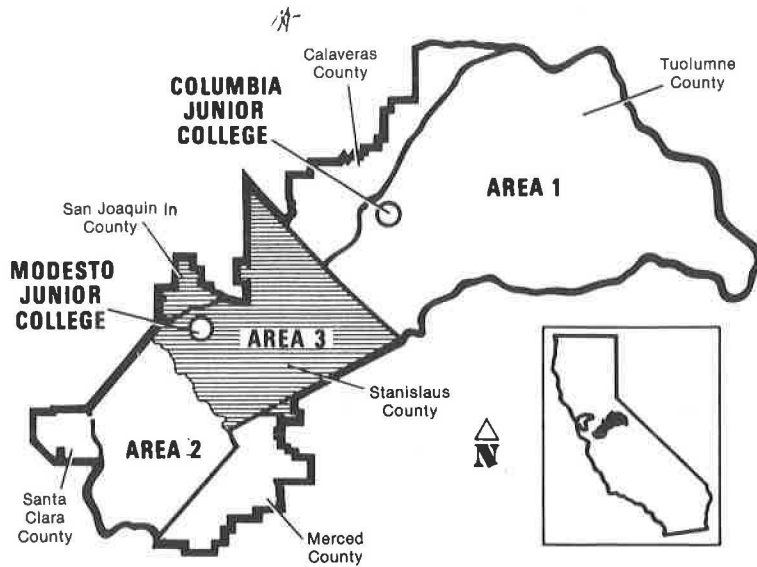
**Glenda Alpers**  
Area 3, Riverbank



**†† Grant E. Bare, M.D.**  
Area 3, Modesto



**Robert Cardoza**  
Area 3, Modesto



**\* Ian Hardie**  
Area 3, Modesto



**\* Carmen Jackson**  
Area 3, Turlock



**Nancy Rosasco**  
Area 1, Sonora

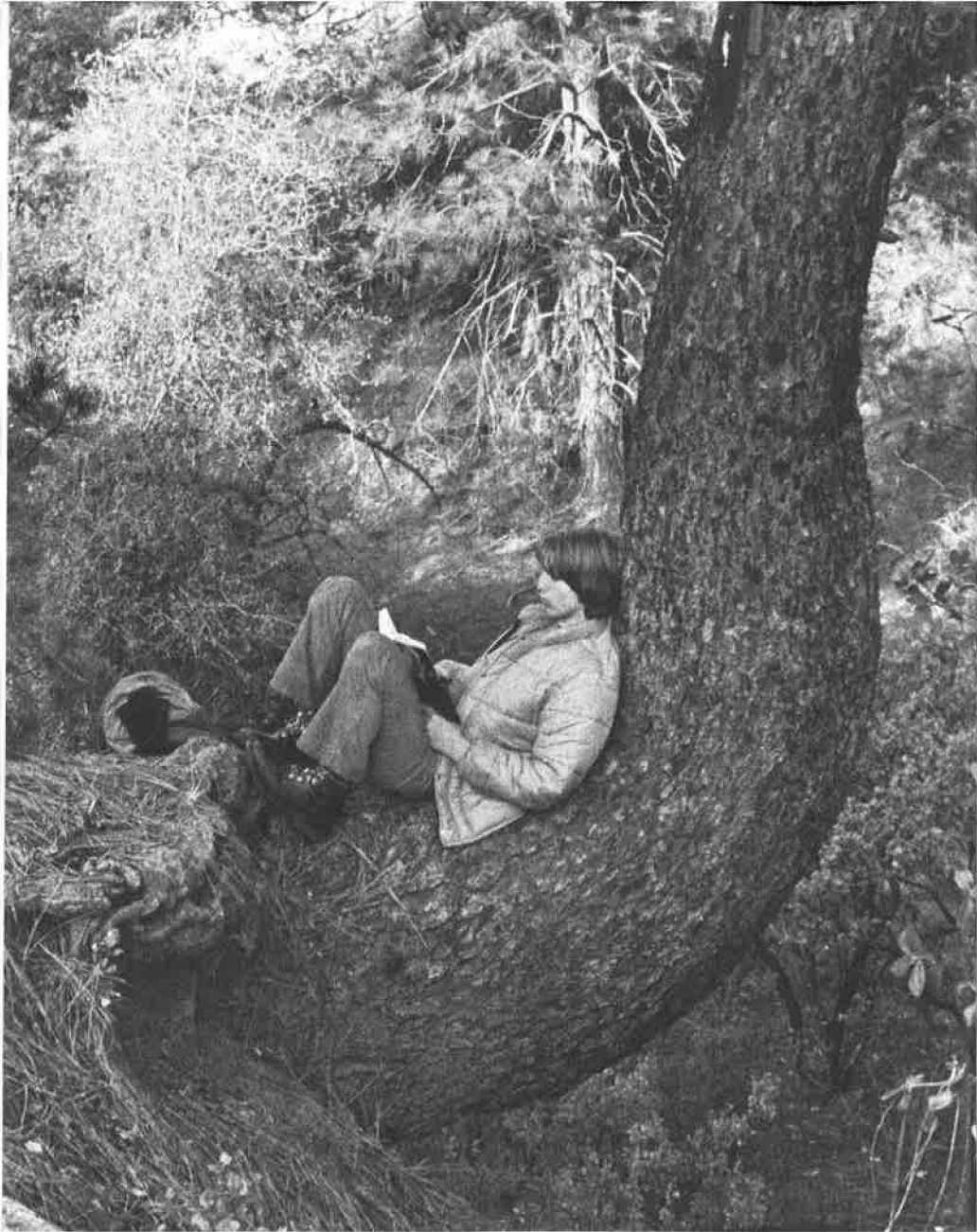


**Dr. Tom Van Groningen**  
Superintendent  
Secretary to  
Board of Trustees

**\*Past President**  
**†Charter Board Member**

**TABLE OF CONTENTS**

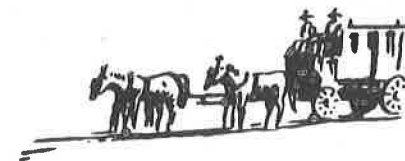
Incoming Students.....	7
Admissions .....	17
Student Services.....	24
Academic Procedures.....	30
Degrees, Diplomas, Certificates.....	42
Graduation .....	53
Course Descriptions.....	65
The College.....	161
College Staff.....	168
Index .....	173



**A Guiding Principle . . .**

*Each student is a separate and unique individual who shall be accepted as such. It shall be the responsibility of each student and staff member to accept and perpetuate the philosophy of this College.*

## INCOMING STUDENTS



## QUESTIONS OF INTEREST

### **Who May Attend Community College?**

By State law, community colleges are open to high school graduates and other persons 18 years of age or older who can profit from instruction.

### **Am I Eligible to Attend Columbia Junior College?**

Any legal resident of the Yosemite Community College District is eligible to attend Columbia Junior College. All persons 18 years of age and older have the legal right to establish their own residence for purposes of admission.

Students living in an area not affiliated with a community college district are eligible to attend Columbia.

Residents of other community college districts may attend Columbia when they have obtained an attendance permit from their community college district of residence. (Page 18)

### **May International Students Attend Columbia?**

Yes, Columbia welcomes international students provided they have proper visas, show financial responsibility including health and accident insurance, and meet other educational requirements. (Page 22)

### **Why Should I Read the College Catalog?**

The catalog is the official document of the College. It sets forth policies, rules, and regulations of the institution. It is a guide for the services available to the student, provides information about the College, suggestions for course planning in order to determine graduation requirements, and descriptions of all courses. Catalogs may be purchased from the Manzanita Bookstore.

### **Which Catalog May I Follow?**

Generally, you will follow the catalog in effect at the time of admission. However, you may choose to follow requirements of any subsequent catalog in effect during your enrollment at Columbia Junior College.

### **Are There Tuition Costs at Columbia?**

There is no tuition fee for California residents. Nonresidents of California, including international students, are

required to pay an out-of-state tuition fee of \$28.00 per unit. Students will be charged for no more than a maximum of 15 units each quarter.

### **How Much Will Books and Supplies Cost at Columbia?**

Cost of books and educational supplies varies with the type of program the student is pursuing. Textbook and supply costs normally range from \$50 to \$75 per quarter. Some programs may be more expensive, others less.

### **How Can I Regain Some of My Textbook Investment?**

The College-operated Manzanita Bookstore will buy back certain textbooks which will be reused in courses the following quarter. The trade-in price will depend on the condition, original cost, and resale value.

### **Does the Bookstore Make a Profit?**

The Manzanita Bookstore is not in business to make a profit. Its function is to provide textbooks and quality educational supplies at the lowest price for students and faculty of Columbia Junior College. The cost of textbooks and supplies is primarily dictated by the firms that supply these materials. Any profits that may accrue from the bookstore operation are allocated to support student services and activities.

### **Are There Any Other Education Expenses?**

Again, this depends upon the type of program undertaken. Certain classes may assess special fees for consumable items such as materials used in welding, science, or art courses. Other classes may require special clothing such as some of the physical education classes. Special activity or field trip classes may require additional expenses. A health fee is assessed all day students each quarter. All fees are non-refundable and are due at the time of registration. These fees are indicated in the class schedule for each quarter.

### **What Kind of Living Accommodations Are Available?**

There are no residence halls or dormitories on the campus at this time. Students must make their own arrangements for housing within the community. A limited listing of rooms, apartments, and houses is posted in the Admissions and Records Office.

### How Much Should I Pay for Living Expenses?

The following cost breakdown for 9 months is used as a guide for single students:

	Dependent	"Declared" Independent
Necessary Materials	\$ 50	\$ 50
Books and Supplies	150	150
Meals and Housing	900	1300
Personal Expenses and Transportation	800	800
	<hr/>	<hr/>
	\$1900	\$2300

### Will There Be Bus Transportation to the Campus?

Bus transportation is provided to students along routes in Tuolumne and Calaveras Counties. Information concerning bus schedules may be obtained in the Admissions and Records Office.

### Are College Classes Available in Locations Other Than On The Campus?

The College, in an endeavor to meet student needs, offers a wide variety of classes in many locations throughout the community. These classes may meet in non-conforming facilities.

### Are Scholarships or Student Loans Available?

Several scholarships, grants and student loans have been established. As more civic groups and organizations realize the need, it is anticipated additional loans and scholarships will become available.

Contact the Counseling Office for further information. (Page 27)

### Where Can I Find Out About Job Placement?

The Placement Office maintains a list of job vacancies from local employers as well as general employment information. Students interested in obtaining employment must register with the Placement Office and update their availability each quarter. On-campus jobs are available through the Financial Aids office and may include positions as library, bookstore, groundsman, and laboratory assistants and part-time clerical helpers for College offices and faculty.

### How Can A Counselor Assist Me?

Counselors are available to assist students with schedules, personal and social problems, housing, financial assistance, scholarships and general academic progress.

### Is Evening Counseling Available?

Counseling and academic advisement are also available to evening students. Evening students needing counseling should inquire at the Admissions and Records Office.

### Who Is My College Advisor?

Your college advisor is a faculty member who can help you design your program of study, assist in quarterly course planning and is available to discuss your academic progress throughout your tenure at Columbia.

### How Will My Advisor Be Selected?

Your college advisor will be assigned on the basis of your intended program of study. Major advisors are selected on the strength of their experience in a particular specialty. They may have pursued a similar major, or they may have other experience in the field of study.

### What Is a College Major?

The college major is a suggested course of study for the attainment of special knowledge for an occupational or transfer study program. The major is designed to provide the necessary skills and information for the achievement of your individual educational goals.

### Must I Select a Major?

You need not select a major prior to starting at Columbia Junior College. However, because many professional and occupational programs require specialized courses of study, it is desirable to select the major as soon as possible.

### Who Will Help Me Select a Major?

If you have an idea about the occupation you would like to follow, the counselors or advisors can help you decide upon the most suitable major course of study. In the event you have not made any decisions, it is suggested you discuss your program with the counselors.



### **What If I Decide to Change My Major?**

The choice of a college program of study or major is a decision to be made by the individual student. No one will insist you pursue a given major course of study. If you decide to change your major, talk with your advisor, and he/she will make suggestions as how to best pursue your goals.

### **What Courses Are Required For a Major?**

The courses required for different majors may be obtained from your Advisor or from the Admissions and Records Office.

### **What Are Transfer Courses?**

Courses numbered 100 and above are designated baccalaureate level courses. Courses numbered 50 to 99 are not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities. Courses numbered 180 cover special topics and are intended for transfer. See page 66 for more information on these courses. If you know to which college you intend to transfer, it is wise to obtain a current catalog from that college. Your course of study at Columbia should be designed to coincide with that transfer institution. Your advisor can help you if you have questions. (Page 54-61)

### **What Is a Prerequisite? Why Do Some Classes Have Prerequisites?**

A prerequisite is a requirement prior to entering certain courses. Prerequisites are intended to ensure you have sufficient preparation before entering a course to allow for a reasonable chance of success. (Page 31)

### **May Students Take Both Day and Evening Classes?**

Classes are scheduled during day and evening as part of the total College program. Any student may select courses from the Schedule of Classes regardless of time of day the course is offered.

### **What Is The Learning Skills Center?**

The Learning Skills Center offers individualized learning programs designed to enhance the background of any student. It doesn't matter if you are an honor student wanting to brush up on vocabulary and reading skills or someone who needs help in mastering the skills of reading, writing, spelling, and math. Flexible scheduling will allow you to come in anytime your schedule



permits and will also allow you to enter any course of instruction at any time and develop your abilities.

### **What Is Work Experience?**

Cooperative Work Experience is offered under a State approved District plan. Its purpose is to provide a bond between the student's educational and employment experience to develop quality performance. Employment need not be paid. Students are required to enroll in and complete a minimum of eight units per quarter **including** those earned for Work Experience during the regular academic year, and six units during Summer Session. Other cooperative education plans involving periods of full-time employment are available. Consult the Work Experience office for additional information.

### **Is Career Information Available?**

The college maintains a career information library to assist students in planning their career goals. Counselors are available to aid in career decision-making. This may include interest and aptitude testing when appropriate.

### **Is There a Student Association?**

All students are members of the Associated Students of Columbia Junior College and they in turn develop a student government. Student Government is a representative group of students which is responsible for the conduct of student affairs, coordinates the social activities of campus organizations, and serves as spokesman for the student body. The government is developed to fit the needs of the students at that particular time.

### **Are There Student Activities?**

The College philosophy states that the type and extent of student activities should be developed by the student body rather than by the College. Clubs, discussion groups, or committees may be created by individual student initiative through mutual involvement of the Student Government and College staff consistent with district policy and College procedures. Columbia is your community college and will be responsive to your interests.

### **Why Should I Become Active in Student Affairs?**

There are a number of reasons for becoming active in student affairs. College life should be a time of becoming aware of your society and developing an involvement with your society. Colum-

bia is your school, and the more you become active in your school affairs the more Columbia becomes the kind of institution you want to attend. The faculty looks to the student body for the types of student activities desired.

### **How Can I Go About Starting a Student Activity?**

First of all, you should discuss your ideas with your fellow students and formulate a plan that you would like to see in operation at Columbia. The Student Activities Office will help in the recommendation of a faculty member as advisor who will help you inaugurate a sound program. You are urged to pursue the development of important co-curricular activities and become personally involved.

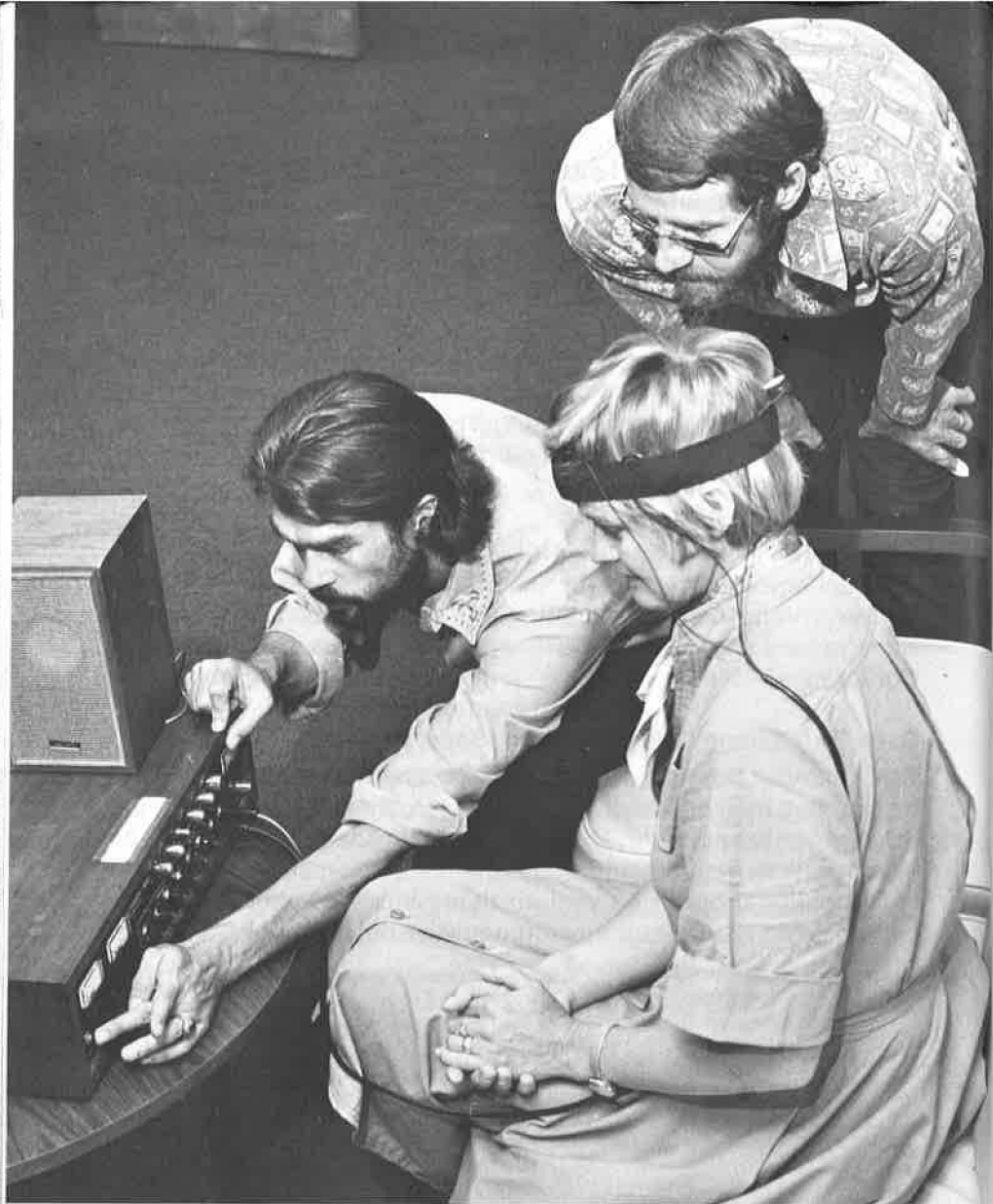
### **Does the College Have Inter-Collegiate Athletics?**

The College participates in the Central Conference in Cross Country, Volleyball, Basketball, Golf, and Tennis. In Skiing the College is a member of the Pacific Coast Inter-Collegiate Ski Conference.

### **Does the College Offer a Summer Session?**

Yes. Summer Session offerings are generally scheduled for five weeks, but many courses are offered in shorter blocks of time throughout the summer. Every attempt is made to offer a balanced curriculum including courses which are necessary for transfer and vocational credit as well as those kinds of courses which capitalize on the unique environment surrounding the College.

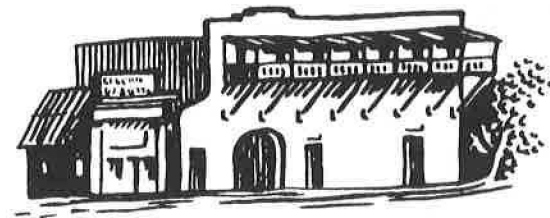




*A Guiding Principle . . .*

*This College shall provide a focus on learning as an individual process that can best be accomplished through active involvement in a setting of reality. It shall be recognized that learning is a logical outgrowth of experiences that are meaningful to each student and not the rote acquisition of a specific body of knowledge.*

## ADMISSIONS



## ADMISSIONS

### Eligibility

Graduates of accredited high schools, persons holding a Certificate of Proficiency, or those persons 18 years of age or older who are able to profit from instruction and who meet the residence requirements are eligible for admission to Columbia Junior College. Admission with previously earned credits will be granted upon evidence of official transcripts showing satisfactory scholarship and an unqualified honorable dismissal from an accredited college. The student must request the previous colleges of attendance to mail transcripts directly to Columbia Junior College.

### Residence Requirements

Persons 18 years of age and older have the legal right to establish their own residence for purposes of admission.

A statement verifying legal residence is required to be filed with the College prior to initial registration. A student is qualified to attend Columbia Junior College if he/she meets one of the following residence requirements:

- (1) Is a legal resident of the Yosemite Community College District with a local address.
- (2) Is a legal resident of a California high school district not affiliated with a community college district.
- (3) Is a legal resident of another California community college district and presents a proper permit from that district to attend Columbia Junior College.
- (4) Is a student whose legal residence is in another state and pays the out-of-state fee.
- (5) Is an international student who complies with special admission requirements and pays the non-resident fee.

### Admission of Non-resident Students

Columbia Junior College accepts students who are residents of other states if they meet all admission requirements. An adult is a non-resident if he/she has not resided in California for one year prior to the opening date of the quarter. A minor's residence is the same as that of his/her parents or legal guardian.

Residency determination dates for 1977-78 are September 19, 1977 for Fall Quarter; January 3, 1978 for Winter Quarter; April 3, 1978 for Spring Quarter; and June 20, 1978 for Summer Session. See Page 8 pertaining to expenses for out-of-state tuition. Ques-

tions regarding determination of residency should be referred to the Admissions and Records Office.

### Interdistrict Attendance Permits

The Yosemite Community College District, under the provisions of the education code of the State of California, has issued a Notice of Restriction of Attendance to each community college district in California.

Students residing in other community college districts may attend Columbia Junior College under specific terms of interdistrict attendance agreements. Agreements may be negotiated and permits issued when it is demonstrated to be in the best interest of the student or necessary for his/her educational objectives to attend a college other than in his/her district of residence.

The Notice of Restriction of Residence applies to the following California Community College Districts:

<i>Allan Hancock Community College District</i>	<i>Gavilan Joint Community College District</i>
<i>Antelope Valley Jt. Community College District</i>	<i>Glendale Community College District</i>
<i>Barstow Community College District</i>	<i>Grossmont Community College District</i>
<i>Butte Community College District</i>	<i>Hartnell Joint Community College District</i>
<i>Cabrillo Community College District</i>	<i>Imperial Community College District</i>
<i>Cerritos Community College District</i>	<i>Kern Community College District</i>
<i>Chaffey Community College District</i>	<i>Lassen Community College District</i>
<i>Citrus Community College District</i>	<i>Long Beach Community College District</i>
<i>Coachella Valley Community College District</i>	<i>Los Angeles Community College District</i>
<i>Coast Community College District</i>	<i>Los Rios Community College District</i>
<i>Compton Community College District</i>	<i>Marin Community College District</i>
<i>Contra Costa Community College District</i>	<i>Mendocino County Community College District</i>
<i>El Camino Community College District</i>	<i>Merced Community College District</i>
<i>Foothill De Anza Community College District</i>	<i>Monterey Peninsula Community College District</i>
<i>Fremont-Newark Community College District</i>	<i>Mount San Antonio Community College District</i>

Mount San Jacinto Junior College District  
 Napa Community College District  
 North Orange County Community College District  
 Oceanside-Carlsbad Community College District  
 Palo Verde Community College District  
 Palomar Community College District  
 Pasadena Area Community College District  
 Redwoods Community College District  
 Rio Hondo Community College District  
 Riverside Community College District  
 Saddleback Community College District  
 San Bernardino Community College District  
 San Diego Community College District  
 San Francisco Community College District  
 San Joaquin Delta Community College District  
 San Jose Community College District  
 San Luis Obispo County Community College District  
 San Mateo Community College District

Santa Barbara Community College District  
 Santa Clarita Community College District  
 Santa Monica Community College District  
 College of the Sequoias Community College District  
 Shasta-Tehama-Trinity Joint Community College District  
 Sierra Joint Community College District  
 Siskiyou Joint Community College District  
 Solano County Community College District  
 Sonoma County Junior College District  
 South County Joint Community College District  
 South Lake Tahoe Community College District  
 State Center Community College District  
 Sweetwater Community College District  
 Ventura County Community College District  
 Victor Valley Community College District  
 West Hills Community College District  
 West Kern Community College District  
 West Valley Community College District  
 Yuba Community College District

### Admission Procedures

Students who desire admission to Columbia Junior College are to complete and return application forms to the College Admissions and Records Office. Application forms are available from Columbia Junior College, high school counselors in the Yosemite Community College District or may be obtained by writing to the College.

Before admittance, official transcripts for all previous college work must be received by the College. If no transcript is available due to withdrawal, an official letter stating this fact is required.

**It is the student's responsibility to furnish the College with official documentation for previous college work or training to be evaluated for credit.**

Applications should be submitted no later than four weeks prior to the beginning of each quarter. A local address must be submitted before completion of registration.

### Readmission

A student who plans to return to Columbia Junior College after an absence of one calendar quarter or more must file an application for readmission. Transcripts are required if the student has attended another college since last attending Columbia Junior College.

### Notice of Acceptance

New and former day students will be notified officially of their counseling appointment after all application forms and documents have been received. This notice is mailed approximately four weeks prior to the first day of the quarter. Early counseling is desirable to allow the student a maximum choice of classes.

### Schedule of Classes

A Schedule of Classes is the official listing of courses. It is published each quarter of the academic year.

The Schedule of Classes contains information regarding registration dates and special instructions for registering in classes.

The College reserves the right to make additions or deletions to the Schedule of Classes. Any class in which the enrollment is too small to justify continuance may be cancelled.

### Late Registration

The last day to enter a class is the fifth day of instruction of each quarter, except upon approval of the instructor. Late registrants are required to make up course work missed.

### Admission After Disqualification

A student disqualified from Columbia or any other college may petition for admission one year after disqualification.

A student unable to maintain a "C" average may be permanently disqualified.

Petitions must be submitted to the Dean of Student Services no

later than four weeks prior to the quarter for which admission is being requested.

### **Admission of International Students**

In the belief that students from abroad make significant contributions to the college community while preparing for leadership roles in their home countries, Columbia Junior College accepts a limited number of international students each year.

The College may restrict the number of international students from a foreign country so that many nations of the world may be represented on the Columbia campus.

Students must complete the following requirements before a Notice of Acceptance will be authorized:

- (1) Submit official transcripts, translated into English, of all high school and college work attempted.
- (2) Take LADO or TOEFL test if from a non-English speaking country. Results of the test are to be forwarded to Columbia Junior College.
- (3) Have a physician complete a Report of Medical History and Health Evaluation. The report shall be in English and returned to the College.
- (4) Purchase a comprehensive accident and health insurance policy. This policy may be obtained through the College Business Office.
- (5) Furnish evidence of satisfactory financial support. This may be accomplished by a guarantee of a sponsor residing in the College area.

These requirements must be completed by August 1.

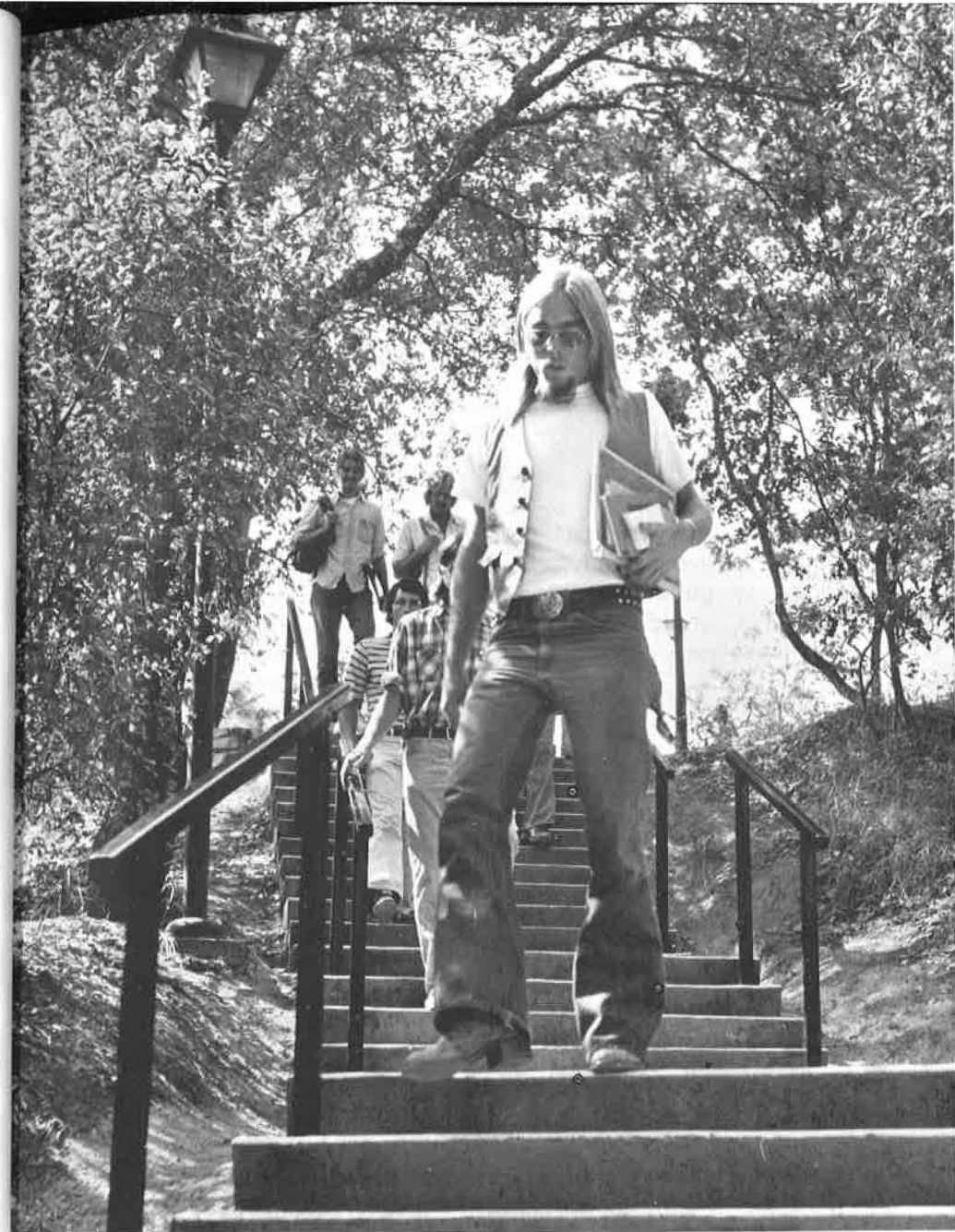
A College Counselor serves as advisor to international students.

### **Admission of High School Students**

High school students in their junior or senior year, upon written authorization of their principal and approval of the College or those holding a Certificate of Proficiency may take community college courses during the academic year. High school students desiring to take summer school courses must have completed their junior year.

This opportunity is designed to introduce high school students to a college environment when, in the judgment of their principal and the College, the student can profit from the experience.

Units earned will apply toward the requirements of a college degree if not used for high school graduation.



### *A Guiding Principle . . .*

*The College shall be characterized by its flexibility in meeting student needs. Every facet of the institution shall expect and promote this quality.*

# STUDENT SERVICES



## STUDENT SERVICES

### Student Orientation

An introduction to the College is provided for new incoming students at the time of their initial advisement appointment. Since this is an overall orientation, students are encouraged to use this service to gain information concerning the College's responsibility to the student, the student's responsibility to the College, as well as to learn what student services are available. Academic procedures are discussed and the arrangement of the student's first program of classes with the assignment of an advisor takes place at this orientation.

### Counseling Services

Counselors are available to all students, both day and evening, on an appointment or drop-in basis. Services provided include assistance with academic planning, determining vocational goals, and resolving personal and social problems. When appropriate, counselors may refer students to other services provided by the College or other agencies.

### Faculty Advisement Program

Each new student will be assigned a faculty advisor to:

- (1) discuss educational objectives.
- (2) plan a study program.
- (3) assist in registration procedures.
- (4) evaluate academic progress.

The advisement program is an on-going service and students are encouraged to meet with their advisors frequently.

Scheduled student-advisor conferences are held prior to the beginning of each quarter to allow continuing students an opportunity to plan a program of study for the next quarter.

### Testing Services

The College offers testing services to students requiring evaluation of their academic potential, occupational interests, or general ability. Students may be referred for individual or group testing by instructors, advisors, or counselors. Testing services also are available at the Counseling Office upon individual student request. Columbia Junior College serves as a General Educational Development (GED) Testing Center to provide tests of high school equivalency.

### **Student Insurance**

Broad coverage student health and accident insurance is not carried by the College or District. Students who desire individual protection may make arrangements in the Business Office.

### **Transcripts**

Upon written request to the Admissions and Records Office, two transcripts will be issued without charge for each student in good standing. Additional transcripts are \$1 each. No transcripts will be issued for students who have outstanding financial obligations to the College. To comply with the Buckley Amendment, Family Educational Rights and Privacy Act of 1974, transcripts cannot be sent in response to a telephoned request.

### **Privacy Rights of Student**

All student records of Columbia Junior College are kept in accordance with the provisions of the "Buckley Amendment" also known as the Family Educational Rights and Privacy Act of 1974. All students, including former students, have the right to review their records and the right to challenge the content of their records if, in their opinion, the records contain material that is incorrect, inaccurate or otherwise inappropriate. The Dean of Student Services is the official to be contacted by any student desiring to exercise his/her rights of access and challenge.

Written student consent is needed for release or review of student records to all parties or officials except for those specifically authorized access under the Act.

Copies of the Family Educational Rights and Privacy Act of 1974, as amended, are available for inspection in the Admissions and Records Office.

### **Student Identification Cards**

Student Identification Cards will be issued at the time of registration. Student Identification Cards are required for checking out library books and audio visual equipment and materials.

### **Student Employment**

Employers are encouraged to report job openings, part or full-time, to the Placement Office which maintains a list of student employment opportunities. Students seeking employment should register with the Placement Office and update their availability each quarter.

### **Financial Aids**

Students who need financial assistance to defray college expenses may be eligible for funds under the College Work Program, Educational Opportunity Grants, Basic Educational Opportunity Grants, or Extended Opportunity Programs and Services (EOPS). These funds are administered by the College Financial Aids Office.

Applications for the above funds are required to determine financial need. Besides the College application, the student may submit either the College Scholarship Service form or the American College Testing (ACT) form.. These are available in the Financial Aids Office.

Applications for applying for Federally Insured Student Loans may also be obtained in the Financial Aids Office.

### **Scholarships**

To assist students with their college expenses, grants of money are handled through the Columbia Junior College Scholarship Fund and the Counseling office. Service clubs, community organizations and individuals are encouraged to provide this financial aid and may specify the criteria for their scholarships. Students are encouraged to apply for consideration for scholarships.

### **Health Services**

A variety of health services are available to all day students registered at the College. As part of the enrollment application, students are asked to complete an emergency health card. Students having chronic health problems, however, are advised to inform the College Nurse immediately so that the best possible help may be rendered in case of an emergency. Illness or accidents should be reported immediately to the College Nurse or any administrator. A fee is charged for health services payable at the time of registration.

### **Transportation**

Bus transportation is provided to students along major routes in Tuolumne and Calaveras Counties at no charge. Bus schedules are available in the Admissions and Records office.

### **Veterans Affairs**

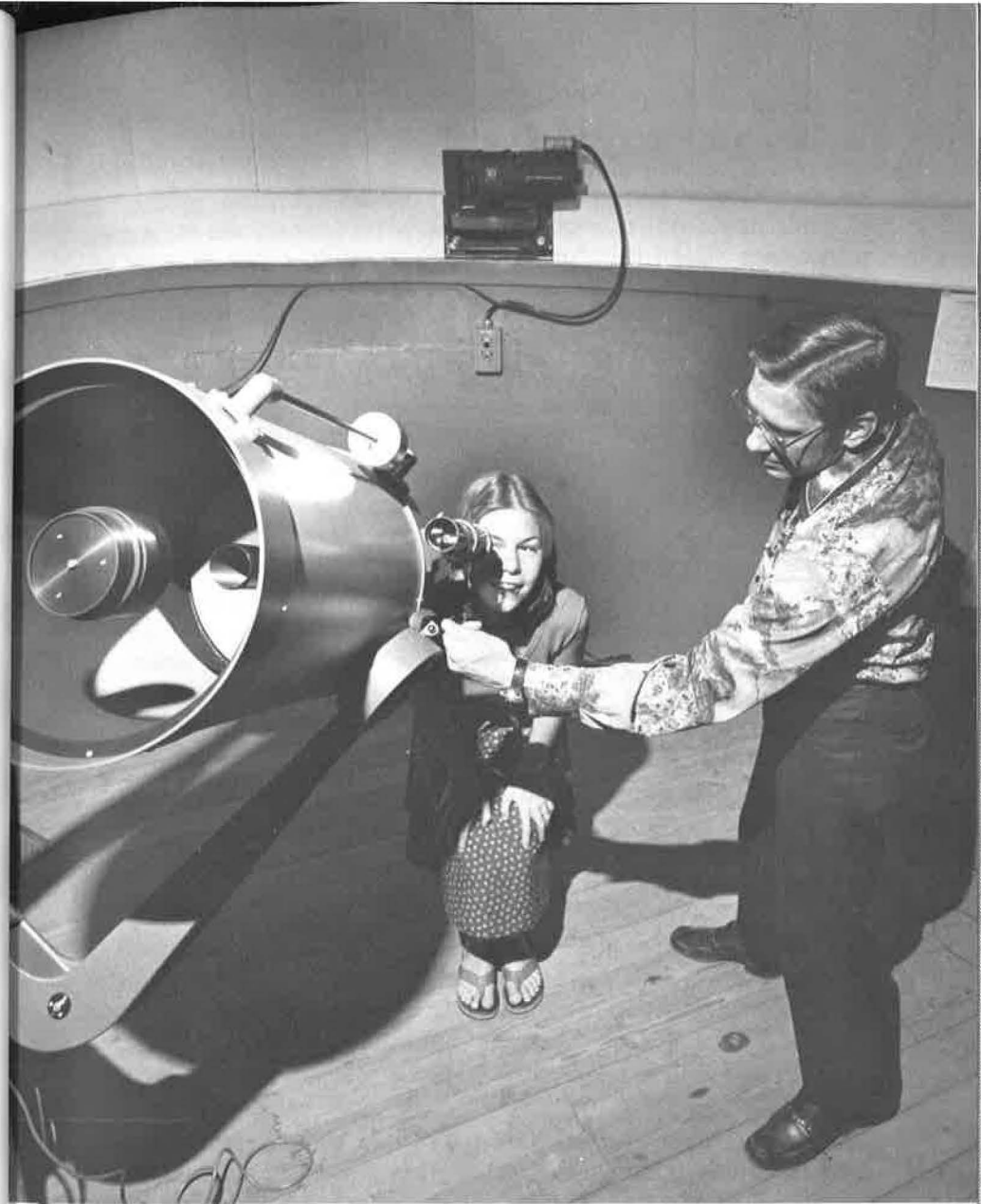
Students who are eligible to apply for Federal and State educational benefits for veterans should contact the Financial Aids Office at the time of registration each quarter for regular certification.

Those veterans who are eligible and wish to apply for advance payment should contact the above office at least 6-8 weeks prior to the beginning of the term.

### **Student Activities**

College life fosters an attitude and a pattern for social and college-community involvement. Student activities are offered to widen horizons of students and develop an awareness of social and public responsibility. The framework of social events, publications, clubs, intramural activities, community projects, musical programs, dramas, campus improvement, and cultural events is developed through student-faculty interaction.

A program must meet the needs of students to be meaningful. Students interested in planning and developing an activity are encouraged to discuss their ideas with any faculty member or person involved in student activities. Faculty members may serve as advisors to foster and help the student body in the inauguration of activities. Students are urged to become actively involved in the introduction and organization of activities.



### ***A Guiding Principle . . .***

*There shall be change with a purpose. Toward this end the College shall seek innovation, support creativity and imagination, while conformity for its own sake will be ignored. It shall consider technological and methodological advances which appear to have promise.*



# ACADEMIC PROCEDURES



## ACADEMIC PROCEDURES

### Unit of Credit

A "unit of credit" is earned on the basis of one hour of lecture-recitation per week or three hours of laboratory per week during a quarter. In some physical education, art and music courses, a unit of credit is earned for each two hours of class time. It is common to find courses composed of learning activities resulting in combinations of lecture-recitation, independent and tutorial study, or directed and individual laboratory tutorial study, or directed and individual laboratory experiences. In all cases these are to be equated with the unit of credit.

The following terms are synonymous in expressing a unit of credit: quarter unit, quarter hour, class hour, credit and credit hour.

### Conversion of Units

To convert quarter and semester units of credit, the following methods of computation are used:

- (1) Quarter units of credit are converted to semester units of credit by multiplying the number of quarter units by two-thirds.
- (2) Semester units of credit are converted to quarter units of credit by multiplying the number of semester units by one and one-half.

### Prerequisites

Course prerequisites are intended to ensure that the student will have sufficient preparation before entering a course and to assure a reasonable chance for his/her success. Knowledge of course prerequisites is the student's responsibility.

Where no prerequisite is stated as part of the course description, none is required.

Prerequisites may be waived with the Dean of Instruction's permission when in the instructor's judgment the student has adequate preparation to satisfy the course objectives. An instructor has the prerogative to refuse admission to class or officially drop a student from class who has not satisfied the course prerequisites as published in the College catalog.

### Grading System

Evaluation of student achievement is made in relation to the attainment of specific course objectives. At the beginning of a

course the instructor will explain the course objectives and the basis upon which grades will be determined.

Once a course is made a part of the student's program of attendance, and the student does not drop the course prior to the end of the third week of the quarter, achievement in the course will be recorded on the permanent transcript of record by one of the following symbols:

A	—	Excellent
B	—	Good
C	—	Average
D	—	Passing
F	—	Failure
W	—	Withdrawal at any time for not meeting course objectives.
I	—	Incomplete
CR	—	Credit
NC	—	No Credit
N	—	No Grade (Did not meet course objectives: recommended re-enroll in course)
O	—	Ungraded Class

### Auditing a Course

California Community Colleges do not permit auditing.

### Grading Scale

Columbia Junior College uses the following system of grade points in appraising the student's level of achievement:

A	—	4 grade points per unit
B	—	3 grade points per unit
C	—	2 grade points per unit
D	—	1 grade point per unit
F	—	0 grade points per unit
W	}	Not included in computing grade point average.
I		
CR		
NC		
N		
O		

### Grade Point Average

The Grade Point Average — GPA — is determined by the following formula:

$$\text{GPA} = \frac{\text{Total grade points earned}}{\text{Total quarter units attempted}}$$

For example, a student who earns 5 units of "A", 4 units of "B", 3 units of "C", 2 units of "D", and 2 units of "F" would compute his GPA as follows:

$$\begin{array}{r} 5 \text{ units A} \times 4 = 20 \text{ grade points} \\ 4 \text{ units B} \times 3 = 12 \text{ grade points} \\ 3 \text{ units C} \times 2 = 6 \text{ grade points} \\ 2 \text{ units D} \times 1 = 2 \text{ grade points} \\ 2 \text{ units F} \times 0 = 0 \text{ grade points} \\ \hline 16 \text{ units} \qquad \qquad 40 \text{ grade points} \end{array}$$

$$\text{GPA} = \frac{40 \text{ grade points}}{16 \text{ units attempted}}$$

The result in this example is a GPA of 2.50.

Units for which a grade of "W", "N", "CR", or "NC" has been assigned are not counted in computing the Grade Point Average.

### Repetition of Courses

Courses may be repeated only to improve a grade of D, F, N, CR, or NC except as otherwise noted.

When repeating a course in which a "D" or "CR" grade was earned, the new grade and grade points will be recorded, but no additional units for the course will be allowed. When repeating a course in which "F", "N", or "NC" grades were earned, the new grade, grade points, and units for the course will be recorded.

Courses completed with a grade of "C" or better may not be repeated for the purpose of raising the grade.

### Incomplete Grades

An incomplete grade ("I") may be given for an approved reason if a student does not complete all course requirements.

Responsibility for removal of incomplete grades within the time granted by the instructor rests with the student.

Incomplete grades not made up within one quarter will be automatically changed to a "W", unless the instructor has authorized additional time.

### Forgiveness of "F" Grades

For graduation purposes, "F" grades recorded on the transcript for the first 45 quarter units of college work attempted will not be included in computing the Grade Point Average. An "F" grade earned after the quarter in which 45 quarter units of college work are completed will be computed in the Grade Point Average for graduation.

### 99. / 199. Independent Study Courses

Independent Study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the College.

Independent Study courses do not appear in the catalog as such since these courses are designed to meet specific student interests. Independent study courses may be made available in any subject matter area. Consult your advisor for specific procedures.

#### CONDITIONS

To be admitted to Independent Study, a student shall:

- (1) have completed one quarter (12 units) in residence and have a Grade Point Average of 2.5 either cumulative or for the previous quarter as a full-time student.
- (2) have written approval of the instructor directing the student's Independent Study, and written verification by the Admissions and Records Office that the maximum credit limitation for Independent Study will not be exceeded. Maximum unit-value for any Independent Study course for any one quarter will be 3 units of credit.

#### LIMITATIONS

The following limitations apply to Independent Study courses:

- (1) Registration is restricted to one Independent Study course per quarter and registration must be completed prior to the fourth week of the quarter.
- (2) An overall maximum of 7 units of credit completed will be allowed for Independent Study.

Students who intend to transfer are advised that Independent Study credit may not fulfill either major or General Education Breadth Requirements. Independent Study credit earned by students not transferring may be evaluated in partial fulfillment of major requirements.

### Credit / No Credit

A CR/NC grade may be arranged with the instructor at any time during the quarter prior to the final class meeting for the course. With the exception of Work Experience courses, a maximum of 21 "CR" units may be counted **toward the 90 units required for graduation**. Credit for a course in which "CR" was earned may be converted to a letter grade by repeating the course or challenging the course by examination. CR/NC units are not computed in determining a student's GPA **nor can they be applied toward the major**.

### Credit by Examination

A student may challenge a course by examination and obtain credit. Grades and grade points are entered on the student's transcript of record in the same manner as for regular courses of instruction. The intent of this provision is to:

- (1) enable students to pursue courses of study at an accelerated rate and to encourage independent study, and
- (2) recognize training or experience for which credit or advanced standing was not previously granted.

#### CONDITIONS

Only Columbia Junior College courses may be challenged by examination. A maximum of 30 units may be earned by Credit by Examination. Credit granted by examination at accredited colleges will be accepted; such credit will be included in the maximum allowed by examination.

In order to challenge a course for credit, a student must:

- (1) be registered in Columbia Junior College and enrolled in the course which is being challenged.
- (2) have completed at least 15 quarter units of work in residence.
- (3) have a cumulative Grade Point Average of 2.0 ("C" average).

A student who fails to meet condition (2) or (3) above but feels it should be waived in his/her case may request a waiver from the instructor of the course and the Dean of Students.

## PROCEDURE

The student must make arrangements for credit by examination with the individual instructor, who, on approval, will outline the challenge requirements and schedule the examination. If the student passes the examination, the grade will be recorded on his/her record at the end of the quarter. If he/she does not pass, he/she may continue in the regular class.

## PREVIOUSLY EARNED CREDITS

### College Credit

Previously earned lower division college or university units will be accepted if the institution was accredited by a recognized accrediting association when the student was in attendance. A maximum of 15 quarter units will be allowed for courses taken by correspondence from accredited institutions.

### Credit for Military Service

Armed forces personnel or veterans with a minimum of one year of service and an honorable discharge will receive:

#### Military Service

Three quarter units.

#### Military Service Schools

Credit for military service schools in accordance with credit recommendations published by the American Council on Education.

#### United States Armed Forces Institute (USAFI)

Credit for certain USAFI lower division college-level courses. Provisions for granting credit to armed forces personnel and veterans are subject to the following conditions:

At least 15 quarter units of work must be completed at Columbia Junior College before a student may receive credit.

Credit will not be granted for military service or military service schools where comparable units have been earned in courses previously taken.

The maximum credit allowable is 30 ungraded quarter units.

Credit granted to armed forces personnel and veterans by another institution is subject to re-evaluation by Columbia Junior College.

## Student Load

A student who desires to carry more than 17 units must secure approval from his/her advisor.

Students on academic probation will be limited to a unit load recommended by their advisor.

## Classification of Students

While the minimum full-time program that will qualify a student for graduation in two years is 15 units per quarter, the following classifications have been established:

Full-time — registered for 12 or more units.

Freshman — fewer than 45 units completed.

Sophomore — 45 or more units completed.

## Adding a Course

Adding a course or adding units to a course in which a student is already enrolled is permitted during the first five days of instruction each quarter. After the fifth day of instruction courses or units may not be added without consent of the instructor.

## Dropping a Course

A student may drop a course or reduce the number of units in a course during the first three weeks of instruction. The course or units will be removed from his program of attendance without a grade being recorded.

A grade of "W" will be recorded when the student withdraws from a course or the college at any time prior to the scheduled final examination for the course. When dropping a course, it is necessary for the student to inform the instructor of the class.

## Attendance

Students are responsible to make arrangements with their instructors to complete all course work missed.

An instructor has the prerogative to lower a student's grade or drop a student from class because of excessive absence.

Absence from the first class meeting may cancel registration in the course.

### **Final Examinations**

Final examinations are held at the end of each quarter. Students are responsible for taking final examinations at the time scheduled unless prior arrangements are made with the instructor.

Final grades are considered permanent and may be changed by the instructor only in case of error.

### **Scholastic Honors**

Graduating students who have earned a cumulative Grade Point Average of 3.5 or better in all college work are awarded the Associate in Arts degree With Distinction.

Students whose cumulative Grade Point Average is between 3.3 and 3.5 are awarded the Associate in Arts degree With Honors.

Each quarter a list of student names is published to recognize scholarship in at least 12 attempted units of work. Classes taken for CR/NC are not included in attempted units. Students whose Grade Point Average is between 3.0 and 3.74 are acknowledged on the Dean's list.

Students whose Grade Point Average is between 3.75 and 4.0 are recognized as Scholars of Distinction by the President.

### **Scholarship Reports**

Grade reports are made after the end of each quarter. If the student wishes to obtain a current progress report, he/she should initiate such a request in the Admissions and Records Office.

### **Satisfactory Scholarship**

A student whose cumulative Grade Point Average is 2.0 ("C" average) is scholastically in "good standing."

All units and grade points are counted on a cumulative basis. The method of computing the Grade Point Average is illustrated on page 33.

A student with a Grade Point Average less than 2.0 is doing unsatisfactory work, will be placed on academic probation, and is subject to disqualification.

### **Academic Probation**

The purpose of academic probation at Columbia Junior College is to ensure that students who are deficient in scholastic achievement will receive special advisement.

A student whose cumulative Grade Point Average falls below 2.0 at the end of any quarter will be placed on academic probation.

### **Status While on Probation**

Probationary students will be limited to a unit load recommended by their advisor.

Students who have attempted 45 quarter units in three quarters as a full-time student and whose percentage of "W"s is 30% or more will be placed on probation.

Students on probation are subject to disqualification at any time their academic work shows neglect of studies.

### **Removal From Probationary Status**

Clear status will be granted to a student on probation when his/her cumulative Grade Point Average is 2.0 or better.

### **Disqualification**

A student on academic probation may be disqualified under either of the following conditions:

- (1) Completion of a second quarter on probation with a cumulative Grade Point Average below 1.75.
- (2) Completion of a third quarter on probation with a cumulative Grade Point Average below 2.0.

A student who earns a Grade Point Average of less than 1.0 in any quarter may be disqualified without a period of probation.

A disqualified student may not be reinstated under the admissions provisions until one year from the date of disqualification.

If the Grade Point Average of a student readmitted after disqualification falls below 2.0 for a quarter's work, the student may be permanently disqualified.

In the event a student is disqualified, he/she may petition for readmission on the basis of the following circumstances that might warrant an exception:

- (a) Evidence of consistent improvement in the student's record during the quarters under consideration.
- (b) A change from one major to a field of study more appropriate to the student.
- (c) Circumstances in the personal life of the student which the advisor of the student believes may have been of sufficient gravity to affect adversely the performance of the student.
- (d) The recommendation of the student's physician that the continuance in college would be of sufficient therapeutic benefit to the student to warrant the granting of an additional opportunity.

If a student has been disqualified and feels he/she has extenuating circumstances worthy of consideration, he/she may request the Dean of Student Services to waive the one year period of disqualification.

### **Conduct**

A Code of Student Conduct was adopted by the Yosemite Junior College District Board of Trustees January 6, 1970, based on the following philosophical concept:

The students and faculty at Columbia form a closely knit educational community which is engaged in the process of learning through involvement. Regulations are needed but the broader concept of personal honor is based on integrity, common sense, and respect for civil and moral law.

The College expects its students to conduct themselves as responsible citizens both on and off the campus. Recognizing the students' responsibilities as individuals, it is the policy of the College not to discipline students for acts occurring away from the campus and not connected with College-sponsored activities.

### **Withdrawal From College**

It is the student's responsibility to officially withdraw from the college and notify the Admissions and Records Office so that a grade of "W" may be recorded on the permanent record.

### **Residence Requirement for Graduation**

To be eligible to receive the Associate in Arts degree from Columbia Junior College, a student must:

- (1) complete at least 15 quarter units of work at a campus of the Yosemite Junior College District, and
- (2) be registered in Columbia Junior College during the quarter in which graduation requirements for Columbia Junior College are completed.

### **Materials and Breakage Costs**

In some classes materials and breakage costs must of necessity be borne by the students. Generally, these costs are assessed in those kinds of classes where the materials used become the property of students at the termination of the class. Refer to schedule of classes.



### *A Guiding Principle . . .*

*This College shall focus on student success. This will be accomplished by preserving an environment where each individual will have maximum freedom of choice. It will afford each student an opportunity to profit from education to the fullest extent of his capabilities.*

# DEGREES, DIPLOMAS AND CERTIFICATES



## A COMPREHENSIVE COMMUNITY COLLEGE

Consistent with its philosophy of serving the educational needs of all people who reside in the area served by the college, a wide range of programs as well as individual courses have been developed.

Credit and non-credit courses are offered day and evening as well as on Saturdays on the campus as well as at many locations throughout the tri-county service area.

Graded or "credit" courses fulfill requirements leading to degrees, diplomas, and certificates.

Non-credit courses are designed for those who wish to become more competent and better informed members of the community.

### DEGREES, DIPLOMAS AND CERTIFICATES

**Associate in Arts Degree:** Classes leading to the Associate in Arts Degree are offered during the day, in the evening and on Saturday.

**Certificates of Achievement:** Certificates are awarded to students in many occupational areas such as business administration, fire science, forestry technology, heavy equipment, hospitality management, natural resources technology, office occupations, real estate, supervision, teacher aide, vocational nursing. See pages 45-52 for more complete information.

### ADULT AND CONTINUING EDUCATION

Columbia Junior College is committed to meeting the educational needs of adults in our community. Through the Continuing Education program a variety of credit and non-credit classes are offered which fulfill requirements leading to an A.A. Degree, a high school or elementary diploma, or an assortment of vocational certificates. Most of these courses are offered during the evening at locations both on and off campus. Continuing Education courses are designed to provide opportunities to resume interrupted education, to investigate new fields of interest, and for general education for self-improvement and enriched living.

### HIGH SCHOOL DIPLOMA

High school courses, designed for adult students, are scheduled during the evening. The program is not open to students attend-

ing high school during the day. A student may be admitted to the College High School Program if he/she:

- (1) Is 18 years of age or older and not enrolled in day high school.
- (2) Is married, less than 18 years of age and not enrolled in day high school.
- (3) Is less than 18 years of age, but he/she is required to obtain a signed release from the superintendent of his/her high school district of residence.

Graduation requirements may be completed during any quarter. Diplomas are awarded at the close of the Spring Quarter. High school diplomas will not be awarded before a student's normal graduation date.

The College will certify completion of courses which fulfill high school graduation requirements to the student's high school district of residence. The high school of residence will officially award the diploma.

Units earned in the College High School Program are not applicable toward the Associate in Arts degree.

### **ELEMENTARY PROGRAM**

Residents are urged to contact the College Counseling Office for information about the Adult High School or Elementary Programs.

Services in the program include evaluation of previous academic credits, requirements for graduating, and course planning by the high school awarding the diploma. Information will be mailed on request.

### **PROGRAMS**

The College offers courses designed to meet the diverse interests, educational needs, and vocational needs of its students. Vocational programs are designed to prepare students for entry employment in such fields as business administration, secretarial work, diesel technology and auto mechanics, nursing, fire science, forestry and natural resources, hospitality management and many other fields.

Cultural enrichment is offered through courses in art, literature, humanities, foreign languages, instrumental and vocal music, drama and speech. Performances by dance, drama, and musical groups are part of the cultural events offered to the community.

Those who wish to broaden their horizons, to become more aware of themselves and the world about them, or to improve their home environment will be drawn to offerings in health education, consumer education, psychology, child development, sociology, speech, conservation, useful and edible plants, science today, art appreciation, the metric system and physical activities.

All students are encouraged to become active participants in the college community activities such as student government, athletics, art shows, music, drama, journalism and tutoring.

Certain courses are designed to assist the individual in personal development. These include, among others, effective study skills, improvement in reading, writing, mathematics and listening skills, career awareness, job employment skills, personal awareness, inquiry into self and values.

### **COMMUNITY SERVICES**

The Columbia Junior College Community Services program is a response of the College to meet challenges of our society. Community Services provides that phase of the educational, recreational, and cultural program which lies beyond formalized classroom instruction.

Meeting challenges such as the complexities of leisure time, cultural needs, economic and technological change, and minority group problems requires unique programs. Ways constantly are sought to discover and respond to community needs. Community Service sponsors many programs including public lectures, forums, concerts, art exhibits, and film series; a speakers' bureau which offers speakers without charge; campus tours; short courses; community recreation; and a public information program. A citizens' committee advises the College of needs and evaluates proposals and programs.

The College is a center for community functions of various kinds. College facilities are available for use by recognized community groups when such use does not interfere with the regular educational program.

### **CERTIFICATES OF ACHIEVEMENT**

The College offers many programs of study leading to certificates. Certificate programs are designed to better prepare the vocational students for employment. Requirements of each such certificate have been determined by the department offering the program with the help of its advisory committee.



In order to qualify for a certificate, a student must complete required and elective courses with at least a Grade Point Average of 2.0 ("C"). Parallel courses completed at other accredited institutions may, upon approval of the Area Chairperson in which the certificate is being earned, be applied toward the certificate.

Units earned in obtaining a certificate may be applied toward the 90 units required for an Associate in Arts degree and may also satisfy major requirements.

Certificates of achievement are offered in the following disciplines:

Business Administration	Natural Resources Technology
Fire Science	Office Occupations
Forestry Technology	Real Estate
Heavy Equipment	Supervision
Hospitality Management	Teacher Aide
	Vocational Nursing

Following are the specific requirements for the certificate programs listed above.

### BUSINESS ADMINISTRATION Management

REQUIRED COURSES:	UNITS
Bus. Ad. 101 Principles of Business.....	3
Econ. 101a Principles of Economics.....	5
Econ. 101b Principles of Economics.....	5
Bus. Ad. 120 Principles of Marketing.....	5
Off. Oc. 68 Business Correspondence.....	3
Bus. Ad. 130a Principles of Accounting.....	4
Bus. Ad. 130b Principles of Accounting.....	4
Bus. Ad. 130c Principles of Accounting.....	4
Bus. Ad. 140 Principles of Management.....	5
Bus. Ad. 150 Small Business Management.....	3
Bus. Ad. 115a Commercial Law.....	3
Bus. Ad. 115b Commercial Law.....	3

TOTAL REQUIRED UNITS: 47

#### PROVEN COMPETENCY REQUIREMENT:

Business Mathematics Examination or	
Bus. Ad. 63/Math 63 Business Math.....	4

#### \*RECOMMENDED OPTIONAL COURSES:

Bus. Ad. 145 Retail Business Management.....	4
Work Exp. 98 Vocational Work Experience.....	Min. 4

\*Substitutions for required courses must be approved by the Area Chairperson.

### BUSINESS ADMINISTRATION Retailing

REQUIRED COURSES:	UNITS
Bus. Ad. 101 Principles of Business.....	3
Econ. 101a Principles of Economics.....	5
Econ. 101b Principles of Economics.....	5
Bus. Ad. 120 Principles of Marketing.....	5
Off. Oc. 68 Business Correspondence.....	3
Bus. Ad. 130a Principles of Accounting.....	4
Bus. Ad. 130b Principles of Accounting.....	4
Bus. Ad. 130c Principles of Accounting.....	4
or	
Bus. Ad. 60a Bookkeeping.....	5
Bus. Ad. 60b Bookkeeping.....	5
Bus. Ad. 145 Retail Business Management.....	4
Bus. Ad. 123 Sales.....	3
Bus. Ad. 125 Advertising & Display Production.....	3
Bus. Ad. 115a Commercial Law.....	3

TOTAL REQUIRED UNITS: 44-46

#### PROVEN COMPETENCY REQUIREMENT:

Business Mathematics Examination or	
Bus. Ad. 63 Business Math.....	4

#### \*RECOMMENDED OPTIONAL COURSES:

Bus. Ad. 140 Principles of Management.....	5
Work Exp. 98 Vocational Work Experience.....	Min. 4

\*Substitutions for required courses must be approved by the Area Chairperson.

### FIRE SCIENCE

REQUIRED COURSES:	UNITS
Fire Sci. 101 Intro. of Fire Suppression.....	3
Fire Sci. 105a Fund. of Fire Prevention.....	3
Fire Sci. 105b Fund. of Fire Prevention.....	3
Fire Sci. 108a Fire Fight. Strat. & Tactics.....	3
Fire Sci. 108b Fire Fight. Strat. & Tactics.....	3
Fire Sci. 111a Hazardous Materials.....	3
Fire Sci. 111b Hazardous Materials.....	3
Fire Sci. 114 Fire Apparatus & Equipment.....	3
Fire Sci. 123 Fire Hydraulics.....	3
Fire Sci. 127 Fire Investigation.....	3
Fire Sci. 130 Fire Protection Equip. & Sys.....	3
Fire Sci. 136 Fire Co. Organ. & Procedures.....	3

TOTAL REQUIRED UNITS 36

### FORESTRY TECHNOLOGY

REQUIRED COURSES:	UNITS
Biology 60 Natural History & Ecology.....	3
Fire Sci. 117 Wildland Fire Control.....	3
For. Tech. 50 Intro. to Technical Forestry.....	4

### Forestry Technology, continued

For. Tech. 53	Forest Surveying Techniques.....	3
For. Tech. 56	Tree & Plant Identification.....	3
For. Tech. 59	Forest Inventory.....	5
For. Tech. 62	Applied Forest Management.....	5
For. Tech. 70/ Hvy. Equip. 70	Logging Equipment.....	3
Nat.Res.Tech. 52	Applied Wildlands Management.....	3
Nat.Res.Tech. 55	Interp. Guided Tours.....	2
Nat.Res.Tech. 60	Aerial Photog. & Map. Interpretation.....	3
Nat.Res.Tech. 81	California Wildlife.....	3
	or	
Nat.Res.Tech. 83	California Wildlife.....	3
Nat.Res. 109	Parks & Forest Law Enforcement.....	4

TOTAL REQUIRED UNITS: 44

#### PROVEN COMPETENCY REQUIREMENTS:

Mathematics Examination or Math 50 Basic Math (or higher).....	2
Reading Examination or Skills 50 Basic Reading (or English 101a).....	2
Typing Examination or Off. Oc. 50 Personal Typing (or Off. Oc. 101).....	3
Writing Examination or Skills 70 Writing Skills (or English 101a).....	1

#### ADDITIONAL REQUIREMENT:

Appropriate Summer Employment

### HEAVY EQUIPMENT MAINTENANCE

REQUIRED COURSES:	UNITS
Hvy. Equip. 60 Diesel Engine Tuneup.....	2
Hvy. Equip. 101 Intro. to Heavy Equipment.....	2
Hvy. Equip. 105 Internal Comb. Eng.- Diesel.....	4
Hvy. Equip. 106 Internal Comb. Eng.- Gasoline.....	4
Hvy. Equip. 112 Automatic Control Systems.....	4
Hvy. Equip. 115 Special Systems.....	4
Hvy. Equip. 120 Gas Welding.....	2
Hvy. Equip. 125 Arc Welding.....	2
Hvy. Equip. 130a Electrical Control Systems.....	4
Hvy. Equip. 130b Electrical Control Systems.....	4
Hvy. Equip. 132 Heavy Duty Drive Train Repair.....	3
Hvy. Equip. 134 Heavy Duty Equipment Repair.....	3
Hvy. Equip. 136 Construction Rigging.....	2
Hvy. Equip. 140 Heavy Equip. Attachments.....	2

TOTAL REQUIRED UNITS 42

### HOSPITALITY MANAGEMENT

#### Food Service

REQUIRED COURSES:	UNITS
Bus. Ad. 60a Bookkeeping or.....	5
Bus. Ad. 130a Accounting.....	4

### Food Services, continued

Bus. Ad. 60b Bookkeeping or.....	5
Bus. Ad. 130b Accounting.....	4
Bus. Ad. 63/ Math 63 Business Math.....	4
Bus. Ad. 104 Human Relations in Business.....	3
Hosp.Mgmt.101 Intro. to Hospitality Industry.....	3
Hosp.Mgmt.103 Market. of Hospitality Service.....	3
Hosp.Mgmt.130 Food Service Management.....	3
Hosp.Mgmt.131 Dining Room Service.....	3
Hosp.Mgmt.133a Intro. to Commercial Food Prep.....	3
Hosp.Mgmt.133b Intro. to Commerical Food Prep.....	3
Hosp.Mgmt.135 Commercial Baking.....	3
Hosp.Mgmt.140 Classical Cuisine.....	3
Hosp.Mgmt.144 Meat Analysis.....	3
Work Exp. 98 Occupational Work Experience.....	4

TOTAL REQUIRED UNITS 48-46

### HOSPITALITY MANAGEMENT

#### Hotel Management

REQUIRED COURSES:	UNITS
Bus. Ad. 60a Bookkeeping or.....	5
Bus. Ad. 130a Accounting.....	4
Bus. Ad. 60b Bookkeeping or.....	5
Bus. Ad. 130b Accounting.....	4
Bus. Ad. 63/ Math 63 Business Math.....	4
Bus. Ad. 104 Human Relations in Business.....	3
Hosp.Mgmt.101 Intro. to Hospitality Industry.....	3
Hosp.Mgmt.103 Market. of Hospitality Service.....	3
Hosp.Mgmt.110 Hotel-Motel Management.....	3
Hosp.Mgmt.112 Front Office Management.....	3
Hosp.Mgmt.115 Hotel-Motel Housekeeping.....	3
Hosp.Mgmt.116 Laws of Innkeeping.....	3
Hosp.Mgmt.120 Maintenance and Equipment.....	3
Hosp.Mgmt.160 Intro. to Travel-Tour Industry.....	3
Off. Oc. 134 Office Machines.....	3
Work Exp. 98 Occupational Work Experience.....	4

TOTAL REQUIRED UNITS 48-46

### NATURAL RESOURCES TECHNOLOGY

REQUIRED COURSES:	UNITS
Biology 60 Natural History & Ecology.....	3
Fire Sci. 117 Wildland Fire Control.....	3
For. Tech. 50 Intro. to Technical Forestry.....	4
For. Tech. 53 Forest Surveying Techniques.....	3
For. Tech. 56 Tree & Plant Identification.....	3

## Natural Resources Technology, continued

For. Tech. 70/

Hvy. Equip. 70	Logging Equipment	3
Nat. Res. Tech. 52	Applied Wildlands Management	3
Nat. Res. Tech. 55	Interpretive Guided Tours	2
Nat. Res. Tech. 60	Aerial Photog. & Map Interpretation	3
Nat. Res. Tech. 81	California Wildlife	3
Nat. Res. Tech. 83	California Wildlife	3

TOTAL REQUIRED UNITS 33

### PROVEN COMPETENCY REQUIREMENTS:

Mathematics Examination or		
Math 50	Basic Math (or higher)	2
Reading Examination or		
Skills 50	Basic Reading (or English 101a)	2
Typing Examination or		
Off. Oc. 50	Personal Typing (or Off. Oc. 101)	3
Writing Examination or		
Skills 70	Writing Skills (or English 101a)	1

## OFFICE OCCUPATIONS

### Clerk Typist

REQUIRED COURSES:		UNITS
Bus. Ad. 60a	Bookkeeping	5
Bus. Ad. 60b	Bookkeeping	5
Bus. Ad. 63/ Math 63	Business Math	4
Off. Oc. 65/ English 65	Business English	2
Off. Oc. 68	Business Correspondence	3
Off. Oc. 103	Intermediate Typing	4
Off. Oc. 130	Filing Systems & Records Mgmt.	3
Off. Oc. 132	Machine Transcription	3
Off. Oc. 134	Office Machines	3
Off. Oc. 138	Office Procedures	3

TOTAL REQUIRED UNITS 35

## OFFICE OCCUPATIONS

### General Clerk

REQUIRED COURSES:		UNITS
Bus. Ad. 60a	Bookkeeping	5
Bus. Ad. 60b	Bookkeeping	5
Bus. Ad. 63/ Math 63	Business Math	4
Off. Oc. 65/ English 65	Business English	2
Off. Oc. 68	Business Correspondence	3
Off. Oc. 101	Beginning Typing	4
Off. Oc. 103	Intermediate Typing	4
Off. Oc. 130	Filing Systems & Records Mgmt.	3
Off. Oc. 134	Office Machines	3

TOTAL REQUIRED UNITS 33

## OFFICE OCCUPATIONS

### Medical Transcription

REQUIRED COURSES:		UNITS
Off. Oc. 65/ English 65	Business English	2
Off. Oc. 68	Business Correspondence	3
Off. Oc. 103	Intermediate Typing	4
Off. Oc. 132	Machine Transcription	3
Off. Oc. 150	Medical Transcription	4
Skills 87	Vocabulary (Med. Terminology)	1

TOTAL REQUIRED UNITS 17

## OFFICE OCCUPATIONS

### Secretarial

REQUIRED COURSES:		UNITS
Bus. Ad. 60a	Bookkeeping	5
Bus. Ad. 60b	Bookkeeping	5
Bus. Ad. 63/ Math 63	Business Math	4
Off. Oc. 65/ English 65	Business English	2
Off. Oc. 68	Business Correspondence	3
Off. Oc. 103	Intermediate Typing	4
Off. Oc. 112a	Intermediate Stenography	4
Off. Oc. 112b	Intermediate Stenography	4
Off. Oc. 113a	Advanced Stenography	4
Off. Oc. 113b	Advanced Stenography	4
Off. Oc. 130	Filing Systems and Records Mgmt.	3
Off. Oc. 132	Machine Transcription	3
Off. Oc. 134	Office Machines	3
Off. Oc. 138	Office Procedures	3

TOTAL REQUIRED UNITS 51

## OFFICE OCCUPATIONS

### Stenographic

REQUIRED COURSES:		UNITS
Bus. Ad. 60a	Bookkeeping	5
Bus. Ad. 60b	Bookkeeping	5
Bus. Ad. 63/ Math 63	Business Math	4
Off. Oc. 65/ English 65	Business English	2
Off. Oc. 68	Business Correspondence	3
Off. Oc. 103	Intermediate Typing	4
Off. Oc. 112a	Intermediate Stenography	4
Off. Oc. 112b	Intermediate Stenography	4
Off. Oc. 130	Filing Systems & Records Mgmt.	3
Off. Oc. 132	Machine Transcription	3
Off. Oc. 134	Office Machines	3
Off. Oc. 138	Office Procedures	3

TOTAL REQUIRED UNITS 43

## REAL ESTATE

REQUIRED COURSES:	UNITS
Bus. Ad. 63/ Math 63 Business Math.....	4
Bus. Ad. 101 Principles of Business.....	3
Real Est. 101 Principles of Real Estate.....	3
Real Est. 105 Real Estate Practice.....	4
Real Est. 110 Legal Aspects of Real Estate.....	4
Real Est. 115 Real Estate Finance.....	4
Real Est. 120 Real Estate Appraisal.....	4
Real Est. 125 Real Estate Economics.....	4
<b>TOTAL REQUIRED UNITS</b>	<b>30</b>

## SUPERVISION

REQUIRED COURSES:	UNITS
Bus. Ad. 101 Principles of Business.....	3
Bus. Ad. 104 Human Relations in Business.....	3
Bus. Ad. 110 Fund. of Data Processing.....	4
Off. Oc. 70/ English 70 Report Writing.....	3
Speech 101 Fundamentals of Speech.....	5
Supervision 110 Elements of Supervision.....	3
Supervision 115 Middle Management.....	3
Electives in Business.....	6
<b>TOTAL REQUIRED UNITS</b>	<b>30</b>

## TEACHER AIDE

REQUIRED COURSES:	UNITS
Tchr. Aide 50 Survey of Education.....	3
Tchr. Aide 55a Teacher Aide Training.....	3
Tchr. Aide 55b Teacher Aide Training.....	3
Tchr. Aide 60 Audio-Visual Materials.....	3
Psych. 101a Introduction to Psychology.....	5
Sociol. 112 Family, Marriage, Individual.....	4
plus four units selected from the following:	
Skills 50, 60, 70, 80 or 90.....	4
Electives from Social Sciences.....	5
Work Experience.....	4
<b>TOTAL REQUIRED UNITS</b>	<b>34</b>

## VOCATIONAL NURSING

REQUIRED COURSES:	UNITS
Health Oc. 110 Intro. to Vocational Nursing.....	18
Health Oc. 112 Obstet. & Med. Surg. Nursing.....	18
Health Oc. 114 Begin. Med. & Surg. Nursing.....	18
Health Oc. 116 Adv. Med. & Surg. Nursing.....	18
<b>TOTAL REQUIRED UNITS</b>	<b>72</b>

# GRADUATION



## GRADUATION REQUIREMENTS

Columbia Junior College will confer the Associate in Arts degree upon completion of the following requirements:

**TOTAL UNIT:** Satisfactory completion of 90 quarter units selected from courses listed in the catalog provided that 15 hours of the required units were secured in residence at a campus in the Yosemite Community College District and registration in Columbia Junior College during the quarter in which graduation requirements for Columbia Junior College are completed.

**SCHOLARSHIP:** A cumulative Grade Point Average of 2.0 ("C" average).

**MAJOR:** Satisfactory completion of 30 quarter units of study taken in a discipline or in related disciplines.

More than one Association in Arts Degree may be granted to a student who completed the applicable requirements as well as an additional 15 quarter units in residence.

**GENERAL EDUCATION:** Satisfactory completion of 23 quarter units of General Education selected from the four categories listed below. A minimum of 3 quarter units must be taken in each category and not more than 9 units in any one category may be counted toward meeting the General Education Requirements.

With the exception of General Education Majors, any course listed below which is taken to meet the major requirement may also be used to meet the General Education Requirement within the appropriate category. General Education Majors may not use the same course for both the major and the General Education requirement.

### A. HUMANITIES

Art 101, 110a, 110b, 110c, 120, 155, 163a

Drama 102, 130, 133a, 133b, 133c, 136, 145, 155, 163a

English 101b, 110, 111, 117a, 117b, 117c, 133a, 133b, 133c, 136, 146a, 146b, 146c, 149

Humanities 110, 120, 130

Music 102, 110a, 110b, 110c, 112, 114,

\*Philosophy 101, 102, 103, 105, 108, 110a, 110b, 120, 125

Speech 102

### B. SOCIAL SCIENCES

Anthropology 101a, 101b, 101c, 115, 120

Business 101, 104, 107, 115a, 115b, 120, 140

Economics 55, 101a, 101b, 105, 107

Geography 102

Health Education 101

History 104a, 104b, 104c, 111, 113, 117a, 117b, 121a, 121b, 133, 149

\*Philosophy 101, 102, 103, 105, 108, 110a, 110b

Political Science 101, 110, 115, 125

(continued)

Psychology 101a, 101b, 103, 105, 125, 130, 144, 145, 160

Social Sciences 140

Sociology 101, 102, 110, 111, 112, 119

### C. NATURAL SCIENCES

Biology 59, 60, 100, 110, 111, 115, 120, 121, 125, 130, 131, 140, 151, 155

Chem. 100, 101a, 101b, 101c

Earth Science 59, 100a, 100b, 110a, 110b, 120, 122

Forestry 101, 110

Forestry Technology 56

Health Education 120

Health Occupations 110, 112, 114, 116

Natural Resources 100, 101, 102, 105, 107, 109, 130, 133

Natural Res. Tech. 52, 81, 83

Physics 108

### D. LEARNING SKILLS

Business 63, 110

English 51a, 51b, 65, 101a,

Guidance 101

Mathematics 50, 55, 60, 63, 101, 102, 103, 105, 110, 120a, 120b, 120c

Office Occupations 65, 68

\*Philosophy 110a, 110b

Skills Development 50, 60, 61, 62, 70, 80, 87, 88, 90, 92, 95, 98

Speech 101, 115

\* These Philosophy courses may be counted toward meeting the General Education Requirements under Humanities, Social Science, or Learning Skills, but only one area per course.

**NOTICE OF INTENT TO GRADUATE:** A Notice of Intent to Graduate must be filed in the Admissions and Records Office no later than the second week of the quarter in which the student plans to complete his requirements for graduation.

Graduation requirements may be completed during any quarter. Degrees are conferred at graduation exercises at the close of the Spring Quarter.

## LOWER DIVISION REQUIREMENTS CALIFORNIA FOUR-YEAR COLLEGES AND UNIVERSITIES

Students should consult the latest catalog of the institution to which they intend to transfer to ensure that all required lower division courses are included in their Columbia program of study. Advisors will help students select courses that fulfill both major and General Education Breadth Requirements. The responsibility for fulfilling requirements rests with the student.

## ASSOCIATE IN ARTS DEGREE FOR STATE UNIVERSITY AND COLLEGE TRANSFER

The California State University and College system has established the following campuses:

<i>California State College, Bakersfield</i>	<i>California State Polytechnic University, Pomona</i>
<i>California State University, Chico</i>	<i>California State University, Sacramento</i>
<i>California State College, Dominguez Hills</i>	<i>California State College, San Bernardino</i>
<i>California State University, Fresno</i>	<i>California State University, San Diego</i>
<i>California State University, Fullerton</i>	<i>California State University, San Francisco</i>
<i>California State University, Hayward</i>	<i>California State University, San Jose</i>
<i>California State University, Humboldt</i>	<i>California State Polytechnic University, San Luis Obispo</i>
<i>California State University, Long Beach</i>	<i>California State College, Sonoma</i>
<i>California State University Los Angeles</i>	<i>California State College, Stanislaus</i>
<i>California State University, Northridge</i>	

Students may complete their lower division preparation for transfer to one of the state universities or colleges without loss of credit or grades.

Students should make their choice of transfer institution early and consult the catalog of the transfer college. Each state university and college has its own academic emphasis and program requirements.

A student who is ineligible for direct admission to a state university or college from high school may transfer after he/she has completed 90 quarter units with a cumulative Grade Point Average of 2.0 ("C" average) or better.

Students should consider the following if they plan to transfer to a state university or college:

- (1) General Education Breadth Requirements: State universities and colleges require a minimum of 60 quarter units of general education for a Bachelor's degree.
- (2) Department Requirements: Students should refer to the transfer university or college catalog to identify any special lower division major requirements.
- (3) Minor Requirements: In many programs a minor is required. Students should consult the transfer university or

college catalog to include lower division courses which may be required for upper division work in a minor.

To earn the Associate in Arts degree and enter a state university or college with junior standing, a student should complete at least 90 quarter units with a cumulative Grade Point Average of 2.0 ("C" average) or better. A maximum of 105 quarter units of junior college credit will be accepted by a state university or college. Units in excess of 105 may be applied toward fulfillment of requirements in General Education Breadth Requirements, the major, or the minor.

## CALIFORNIA STATE UNIVERSITIES AND COLLEGES GENERAL EDUCATION BREADTH REQUIREMENTS

Columbia Junior College has adopted a pattern of General Education Breadth Requirements accepted by the state universities and colleges.

Completion of the pattern satisfies 60 quarter units of General Education at any state university or college. If a state university or college requires more than 60 quarter units, the student may take the additional units after transfer.

Columbia Junior College will certify completion of the pattern of General Education Breadth Requirements in total or in part for students transferring to state universities and colleges.

## COLUMBIA JUNIOR COLLEGE PATTERN

### NATURAL SCIENCES

- Biological Science (one course).*
  - Biology 100. Biology, Man, and Contemporary Society (4).*
  - \*Biology 110. Fundamentals of Biology (4).*
  - \*Biology 111. Principles of Biology (5).*
  - Biology 115. Heredity and Evolution (4).*
  - \*Biology 120. Fundamentals of Plant Biology (3).*
  - \*Biology 121. Principles of Plant Biology (5).*
  - \*Biology 125. Plant Taxonomy of the Sierra Nevada (4).*
  - \*Biology 130. Fundamentals of Animal Biology (3).*
  - \*Biology 131. Principles of Animal Biology (5).*
  - \*Biology 140. Introductory Human Anatomy (4).*
  - \*Biology 151. The Terrestrial Environment (4).*
  - \*Biology 155. The Aquatic Environment (3).*
- Physical Science (one course).*
  - \*Chemistry 100. Fundamentals of Chemistry (4).*
  - \*Chemistry 101a, 101b, 101c. General Chemistry (5) (5) (5).*
  - \*Earth Science 100a, 100b. Survey of Earth Science (4) (4).*

- \*Earth Science 110a. Physical Geology (4).
- \*Earth Science 110b. Historical Geology (4).
- \*Earth Science 120. General Astronomy (4).
- Earth Science 122, Space Science (3).
- \*One laboratory science selected from Area A or B.

## SOCIAL SCIENCES

- A. American History and Institutions (any sequence).
  1. History 104c. World Civilization and Political Science 101. Constitutional Government (4) (1-5).
  2. History 117a, 117b, United States (5) (5).
  3. History 117a or 117b. United States and Political Science 101. Constitutional Government (5) (1-5).
- B. Psychology (one course).
  - Psychology 101a, 101b, Introduction to Psychology (5) (5).
  - Psychology 103. Social Psychology (5).
  - Psychology 105. Physiological Psychology (5).
  - Psychology 125. Biofeedback and Self-Control (3).
  - Psychology 130. Personal and Social Adjustment (5).
- C. Additional Social Sciences (one course).
  - Anthropology 101a, 101b, 101c. Intro. to Anthropology (5) (5) (5).
  - Anthropology 115. Indians of North America (5).
  - Economics 101a, 101b. Principles of Economics (5) (5).
  - Economics 105. Topics in Economics (3).
  - Economics 107. Consumer Economics (3).
  - Geography 102. Introduction to Cultural Geography (5).
  - History 104a, 104b, 104c. World Civilization (4) (4) (4).
  - History 111. Asia (4).
  - History 113. China (4).
  - History 121a, 121b. California (3) (3).
  - History 149. The Mother Lode (3).
  - Political Science 110. American Political Thought (4).
  - Political Science 115. International Relations (4).
  - Political Science 125. Comparative Political Systems (4).
  - Social Science 140. Human Sexual Behavior (5).
  - Sociology 101. Man and Society (5).
  - Sociology 102. American Social Patterns (5).
  - Sociology 110. Deviance and Conflict (5).
  - Sociology 111. Crime and Delinquency (4).
  - Sociology 112. Family, Marriage and the Individual (4).
  - Sociology 119. Women in Society (4).

## HUMANITIES

- A. Literature and Philosophy (one course).
  - Art 120. Recent Art and Philosophy Since 1945. (4).
  - Art 155. Survey of Technical Theatre (3).
  - Art 163a. Puppetry (4).
  - Drama 133a, 133b, 133c. Dramatic Literature (4) (4) (4).
  - Drama 136. Playwriting (5).
  - Drama 155. Survey of Technical Theatre (3).
  - Drama 163a. Puppetry (4).
  - English 110. Creative Writing (5).
  - English 111. Film Appreciation (4).
  - English 117a, 117b, 117c. Lit. of the U.S. (4) (4) (4).
  - English 133a, 133b, 133c. Dramatic Literature (4) (4) (4).
  - English 136. Playwriting (5).
  - English 146a, 146b, 146c. Survey of English Literature (4) (4) (4).
  - English 149. California Literature (5).
  - Humanities 110. Current Religious Movements (3).
  - Humanities 120. America's Religious Heritage (3).
  - Humanities 130. World Religious Consciousness (3).
  - Philosophy 101. Knowledge and Reality (4).
  - Philosophy 102. Ethics and Religion (4).
  - Philosophy 103. Values in Politics and Esthetics (4).
  - Philosophy 105. Perspectives in Philosophy (4).
  - Philosophy 108. Humanistic and Scientific Thought (4).
  - Philosophy 110a, 110b. Logic (4) (4).
  - Philosophy 120. Recent Art and Philosophy Since 1945 (4).
  - Philosophy 125. Twentieth Century Philosophy (4).
- B. Fine Arts (one course).
  - Art 101. Art Appreciation (3).
  - Art 110a. History of Art: Ancient and Medieval (3).
  - Art 110b. History of Art: Renaissance and Baroque (3).
  - Art 110c. History of Art: 19th and 20th Century (3).
  - Drama 102. Oral Expression and Interpretation (5).
  - Drama 130. Drama Appreciation (4).
  - Music 102. Introduction to Listening (4).
  - Music 110a, 110b, 110c. Survey of Music Hist. and Lit. (5) (5) (5).
  - Music 112. History of American Jazz (4).
  - Music 114. Survey of Eastern Music (4).
  - Speech 102. Oral Expression and Interpretation (5).

## BASIC SUBJECTS

- A. Communications (all courses).
  - English 101a, 101b. Reading and Composition (5) (5).
  - Speech 101. Fundamentals of Speech (5).

### RECOMMENDED ELECTIVES

- A. *Electives: additional units to complete the 60 units of General Education Breadth Requirements may be selected from courses listed in the above categories or any of the following:*
1. *Health Education 101*
  2. *Physical Education*
  3. *Mathematics (Mathematics 101 or above)*

TOTAL GENERAL EDUCATION BREADTH REQUIREMENTS: 60 units.

### ASSOCIATE IN ARTS DEGREE FOR UNIVERSITY OF CALIFORNIA TRANSFER

The University of California has established campuses at Berkeley, Davis, Irvine, Los Angeles, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz.

To earn the Associate in Arts degree and enter the University of California with junior standing, a student should complete at least 90 quarter units with a cumulative Grade Point Average of 2.0 ("C") or better.

The University will not grant credit toward graduation for work completed in excess of 105 lower division quarter units.

A student eligible for direct admission to the University from high school may transfer at the end of any quarter with a cumulative Grade Point Average of 2.0 ("C") or better.

A student not eligible for direct admission to the University from high school may become eligible and transfer upon completion of all deficiencies. If the deficiency occurred because of a failure to complete required high school subjects, the student may be admitted when he/she has:

- (1) established a cumulative Grade Point Average of 2.0 ("C") or better.
- (2) satisfied subject requirements with a grade of "C" or better. There is an exception to this requirement. Up to two units of credit in the required high school subjects will be excused if a student has earned a Grade Point Average of 2.4 or better in 84 quarter units (56 semester units) of college credit in courses accepted by the University for transfer. Any deficiency over two units in the required high school subjects must be made up by completing appropriate college courses with a grade of "C" or better.

The University of California has stated breadth requirements in terms of courses completed, not units. Because there may be individual variations between the several University campuses, students planning to transfer to a campus of the University of California should obtain a catalog from that campus and, in consultation with his/her advisor, determine the proper courses needed to fulfill breadth requirements. The Admissions and Records Office maintains a collection of University catalogs for student reference.

### ASSOCIATE IN ARTS DEGREE FOR TRANSFER TO PRIVATE COLLEGES AND UNIVERSITIES

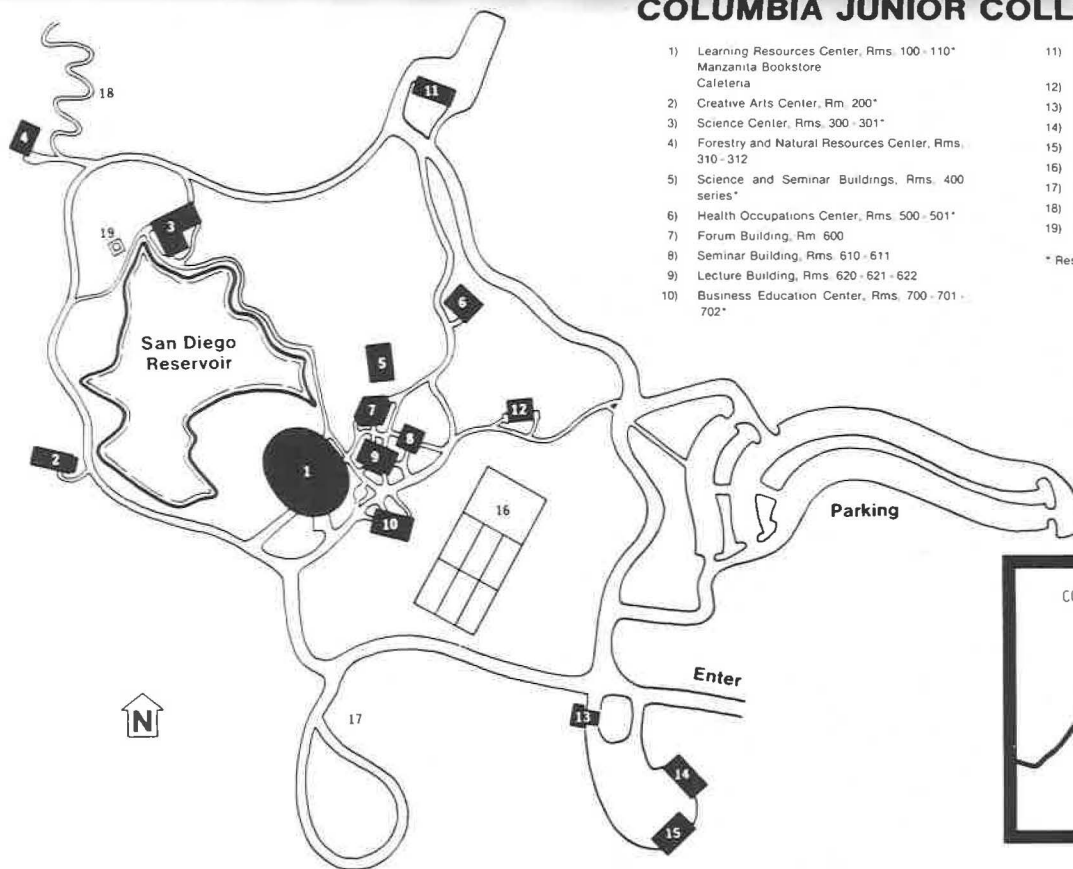
Students planning to transfer to private colleges and universities should consult the catalog of the college to which they plan to transfer for specific lower division required courses which may be completed at Columbia Junior College. The student should consult with his/her advisor for guidance.





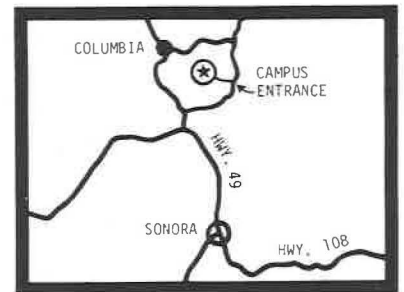


## COLUMBIA JUNIOR COLLEGE



- |   |   |
|---|---|
| 1) Learning Resources Center, Rms. 100 - 110*<br>Manzanita Bookstore<br>Cafeteria | 11) Heavy Equipment Maintenance Center, Rm.<br>800* |
| 2) Creative Arts Center, Rm. 200*   | 12) Physical Education Center, Rm. 900*             |
| 3) Science Center, Rms. 300 - 301*  | 13) Fire Science Center, Rms. 1000 - 1001*          |
| 4) Forestry and Natural Resources Center, Rms.<br>310 - 312                       | 14) Warehouse, Shipping and Receiving               |
| 5) Science and Seminar Buildings, Rms. 400<br>series*                             | 15) Maintenance                                     |
| 6) Health Occupations Center, Rms. 500 - 501*                                     | 16) Tennis Courts                                   |
| 7) Forum Building, Rm. 600  | 17) Judge Ross Carkeel Community Park               |
| 8) Seminar Building, Rms. 610 - 611   | 18) Nature Trail                                    |
| 9) Lecture Building, Rms. 620 - 621 - 622   | 19) Wild Flower Garden                              |
| 10) Business Education Center, Rms. 700 - 701 -<br>702*                           |   |

\* Restrooms in building

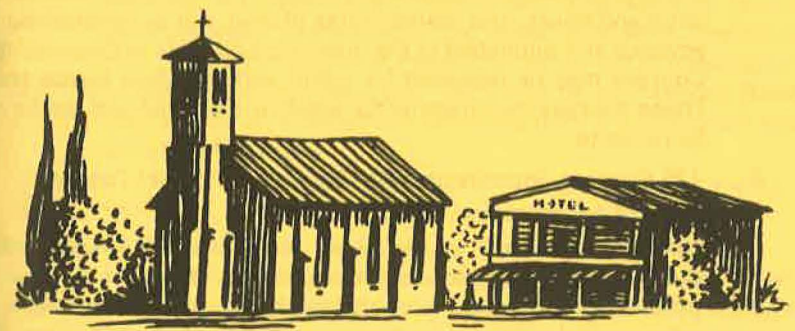




*A Guiding Principle . . .*

*This College shall combine the strengths of the various disciplines, so that each will contribute to and support the bases used by students to reach their goals. No single instructional area or individual will be self-sustaining, but only as a component of the student's recommended educational progress.*

## COURSE DESCRIPTIONS



## COURSE INFORMATION

### Numbering of Courses

Courses numbered 1 to 49 are non-credit courses; courses numbered 50 to 99 are not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities.

Courses numbered 100 and above are designated baccalaureate level courses.

Students must understand that some courses designated as baccalaureate level may not meet requirements at the transferring institution; however, they may be used for elective credit.

### Course Description

A course description is given for each graded course offered by the College. Students are urged to refer to the course description for information concerning course prerequisites and allocation of class hours for lecture, laboratory, field trips, or other required learning activities.

### Courses Not Listed In The Catalog

#### 1. Credit Free Courses

In an effort to meet some of the special interest needs of the populations served by the College, Credit Free Courses are usually offered each quarter. These courses are traditionally offered either through Community Education or Community Services sponsorship. Credit Free Courses cannot be applied toward fulfilling graduation, transfer, or vocational education programs, but such courses do provide information and/or training on a variety of topical subjects.

#### 2. 180 Courses: Special Topics

*Lecture 1-6 hours for 1-6 units of credit.*

Classes in which a particular topic in a discipline (such as History) is treated with indepth study. The topic, the number of units and hours, and prerequisites (if any), will be determined in advance and published in the quarterly Schedule of Classes. 180 Courses may be repeated for credit with different topics only. These courses may transfer for elective credit but will not fill requirements.

#### 3. 185 Courses: Interdisciplinary Studies — Special Topics

*Lecture 1-6 hours for 1-6 units of credit.*

Classes in which a particular topic which crosses interdisciplinary lines is studied in-depth. The topic, the number of units and hours, and prerequisites (if any), will be determined in advance and published in the quarterly Schedule of Classes. 185 Courses may be repeated for credit with different topics only.

#### 4. 199 Courses: Independent Study

Independent study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the college. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific procedures. (See page 34 for conditions, limitation.)

### Prerequisites

Prerequisites are intended to ensure that the student will have sufficient preparation before entering a course.

Where no prerequisite is stated for a course, none is required.

A prerequisite may be waived with the Dean of Instruction's permission when, in the instructor's judgement, the student has adequate preparation to satisfy the course objectives.

### Credit Value

The number in parenthesis after the course indicates the unit credit value of the course. Courses listed in this catalog are described in quarter units. One and one-half quarter units equal one semester unit.

### Field Trips

Field trips may be required in a number of courses where such a statement is not currently a part of the course description.

## ANTHROPOLOGY

### 101abc. Introduction to Anthropology (5) (5) (5)

#### (a) Physical

*Lecture 5 hours*

Man and his evolutionary history with emphasis on recent developments; primatology; the fossil sequence beginning with pre-man through the Paleolithic era to his domestication of plants and animals and the dawn of civilization. Race. Man's cultural adaptations resulting from his biological and genetic background.

#### (b) Cultural

*Lecture 5 hours*

Primitive man and the concept of culture basic to anthropology. Emphasis on methods of fieldwork, cultural ecology, language, social structure, the psychological perspective, religion, medicine, and cultural change.

APPRENTICE CARPENTRY

101abc. (continued)

(c) *Current Problems*

*Prerequisite. Anthropology 101a or 101b.*

*Lecture 5 hours*

Intra-specific aggression, territoriality, population control, primate social organization, intra- and inter-species communication, and the present and future trends in social organization, war, religion, and cultural change.

*May be repeated one time for credit.*

115. **Indians of North America** (5)

*Lecture 5 hours*

A survey of the origins, cultures, and customs of peoples indigenous to the North American continent with a primary emphasis upon folkways dominant prior to interference by foreign cultures, and a secondary emphasis upon the status of the Indians in the USA today.

120. **Miwok Culture and Survival Arts** (3)

*Lecture 2 hours*

*Laboratory 3 hours*

Introduction to the history and culture of the Sierra Nevada Miwok Indians. Exploration of hunter-gatherer survival arts.

APPRENTICE CARPENTRY

The Apprentice Carpentry Program is conducted in accordance with State Apprenticeship laws. The apprentice serves for a four-year period, the first three months of which are probationary. Apprentice training consists of full-time employment supplemented by related classroom instruction. The apprentice will be required to meet 4 hours by arrangement each month in addition to classroom schedules. Students whose work or attendance is not satisfactory may be dropped from the program by recommendation of the Joint Apprenticeship Committee. The College grants credit for the successful completion of the program.

The Associate in Arts degree may be earned, in addition to the completion of the apprenticeship training program, by fulfilling the Graduation Requirements listed on pages 54 and 55.

Non-apprentices who wish to enroll in the class for purposes of their own general education may do so.

APPRENTICE CARPENTRY

101abc. **Apprentice Carpentry** (3) (3) (3)

(a) *Lecture 3 hours*

*Prerequisite. Apprentice Carpentry 101a or Consent of Instructor*

(b) *Lecture 3 hours*

*Prerequisite. Apprentice Carpentry 101b or Consent of Instructor*

(c) *Lecture 3 hours*

Blueprint reading, estimating, mathematics, form construction, light frame construction, hand and portable power tools, safety and Uniform Building Code.

102abc. **Apprentice Carpentry** (3) (3) (3)

(a) *Prerequisite. Apprentice Carpentry 101abc.*

*Lecture 3 hours*

(b) *Prerequisite. Apprentice Carpentry 102a.*

*Lecture 3 hours*

(c) *Prerequisite. Apprentice Carpentry 102b.*

*Lecture 3 hours*

Simplified framing, framing tables, sheathing, and insulation.

103abc. **Apprentice Carpentry** (3) (3) (3)

(a) *Prerequisite. Apprentice Carpentry 102abc.*

*Lecture 3 hours*

(b) *Prerequisite. Apprentice Carpentry 103a.*

*Lecture 3 hours*

(c) *Prerequisite. Apprentice Carpentry 103b.*

*Lecture 3 hours*

Interior and exterior trim, stair layout, blueprint reading, and advanced framing techniques.

104abc. **Apprentice Carpentry** (3) (3) (3)

(a) *Prerequisite. Apprentice Carpentry 103abc.*

*Lecture 3 hours*

(b) *Prerequisite. Apprentice Carpentry 104a.*

*Lecture 3 hours*

(c) *Prerequisite. Apprentice Carpentry 104b.*

*Lecture 3 hours*

Heavy timber construction, reinforced concrete form work; blueprint reading, and estimating.

## ART

All studio art classes earn one unit of credit for two hours of class time.

- 55. Creative Leatherwork** (1.5)  
*Studio 3 hours*  
 Design and creation of art work in leather and mixed media including leather. Emphasis will be placed on design in western tooling and other leather working processes.  
*May be repeated for credit.*
- 101. Art Appreciation** (3)  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Introduction to historical and present-day art emphasizing principles and purposes of various forms of art.
- 102abcd. Drawing** (1.5-3) (1.5-3) (1.5-3) (1.5-3)
- (a) *Basic*  
*Studio 3 - 6 hours*  
 Introduction to perspective, composition, rendering techniques and media.
- (b) *Figure*  
*Studio 3 - 6 hours*  
 Continuation of Art 102a with emphasis on problems of proportion; foreshortening, rendering, and composition.
- (c) *Anatomy*  
*Studio 3 - 6 hours*  
 Study of human anatomy and its application to problems in figure drawing.
- (d) *Life Drawing*  
*Studio 3 - 6 hours*  
 Problems in figure drawing, working from the undraped model.  
*May be repeated for credit.*
- 103abc. Introduction to Art** (1.5-3) (1.5-3) (1.5-3)
- (a) *Basic*  
*Studio 3 - 6 hours*  
 Theory and practice in visual arts emphasizing visual design, principles and systems of visual organization, and a basic survey of past and present examples of art.
- (b) *Color and Composition*  
*Studio 3 - 6 hours*  
 Painting processes, elements, principles, systems of visual organization, survey of painting; emphasis on color theory.

- 103abc. (continued)**  
 (c) *Structure and Composition*  
*Studio 3 - 6 hours*  
 Three-dimensional organization including sculpture, assemblage, kinetic sculpture, and architectural design; emphasis on contemporary art and design.
- 105abc. Textile Design** (2) (2) (2)
- (a) *Introductory*  
*Studio 4 hours*  
 Introduction to basic textile design. Problems and techniques of the fiber arts.  
*May be repeated one time for credit.*
- (b) *Advanced*  
*Prerequisite. Art 105a or Consent of Instructor.*  
*Studio 4 hours*  
 Continuation of Art 105a with emphasis on original concepts in textile design.  
*May be repeated one time for credit.*
- (c) *Special Problems*  
*Prerequisite. Art 105b or Consent of Instructor.*  
*Studio 4 hours*  
 Continuation of Art 105b with special emphasis on advanced individual projects and non-traditional approaches.  
*May be repeated one time for credit.*
- 106abc. Watercolor** (1.5-3) (1.5-3) (1.5-3)
- (a) *Introductory*  
*Studio 3 - 6 hours*  
 Introduction to the basic techniques and problems of transparent watercolors.
- (b) *Advanced*  
*Studio 3 - 6 hours*  
 Continuation of Art 106a introducing opaque watercolors and various experimental techniques.
- (c) *Special Problems*  
*Studio 3 - 6 hours*  
 Continuation of Art 106ab with emphasis on further experimentation and development of personal expression.  
*May be repeated for credit.*

- 108abc. Ceramics** (1.5-3) (1.5-3) (1.5-3)
- (a) *Introductory*  
*Studio 3 - 6 hours*  
 Introduction to basic ceramic methods including hand building and wheel thrown forms.
- (b) *Advanced*  
*Studio 3 - 6 hours*  
 Continuation of Art 108a with emphasis on glaze formulation.
- (c) *Special Problems*  
*Studio 3 - 6 hours*  
 Continuation of Art 108ab with emphasis on personal expression and experimentation.  
*May be repeated for credit.*
- 110abc. History of Art** (3) (3) (3)
- (a) *Ancient and Medieval*  
*Lecture 3 hours*  
 Survey of art history from the Paleolithic Age through the Late Gothic Era.  
*Field trips may be required.*
- (b) *Renaissance and Baroque*  
*Lecture 3 hours*  
 Survey of art history from 15th through the 18th centuries.  
*Field trips may be required.*
- (c) *19th and 20th Century*  
*Lecture 3 hours*  
 The background, causes, and evolution of contemporary art.  
*Field trips may be required.*
- 112abc. Oil Painting** (1.5-3) (1.5-3) (1.5-3)
- (a) *Introductory*  
*Studio 3 - 6 hours*  
 Basic principles, techniques, and problems of oil painting.
- (b) *Advanced*  
*Studio 3 - 6 hours*  
 Continuation of Art 112a emphasizing advanced oil painting techniques and problems.
- (c) *Special Problems*  
*Studio 3 - 6 hours*  
 Study and application of 19th and 20th Century painting techniques to contemporary studio practice.  
*May be repeated for credit.*

- 114abcd. Sculpture** (1.5-3) (1.5-3) (1.5-3) (1.5-3)
- (a) *Introductory*  
*Studio 3 - 6 hours*  
 Basic principles, techniques, and problems of sculpture.
- (b) *Advanced*  
*Studio 3 - 6 hours*  
 Continuation of 114a emphasizing advanced problems and techniques in sculpture.
- (c) *Special Problems*  
*Studio 3 - 6 hours*  
 Continuation of 114ab with emphasis on experimentation and development of personal expression.
- (d) *Metal*  
*Studio 3 - 6 hours*  
 Introduction to various metalworking techniques with an emphasis on aesthetic design.  
*May be repeated for credit.*
- 116abcd. Silversmithing** (1.5) (1.5) (1.5) (1.5)
- (a) *Introductory*  
*Studio 3 hours*  
 Manufacture of jewelry and related art items made of silver. Selecting and polishing stones to be mounted.
- (b) *Advanced*  
*Prerequisite. Art 116a or Consent of Instructor*  
*Studio 3 hours*  
 A continuation of Art 116a, emphasizing advanced problems and techniques in silversmithing.
- (c) *Design*  
*Prerequisite. Art 116b or Consent of Instructor*  
*Studio 3 hours*  
 Study of the basic principles of design as they relate to the art of silversmithing.
- (d) *Special Problems*  
*Prerequisite. Art 116c or Consent of Instructor*  
*Studio 3 hours*  
 Continuation of Art 116c, with emphasis on experimentation and development of personal expression.

- 118. Acrylic Painting: Introductory (1.5-3)**  
*Studio 3-6 hours*  
 Introduction to a painting process using acrylic as a medium.  
*May be repeated for credit.*
- 120. Recent Art and Philosophy Since 1945 (4)**  
**(See also Philosophy 120)**  
*Lecture 4 hours*  
 A study of the relationship between the arts and philosophy since 1945, emphasizing current values systems dominant in both disciplines.  
*(Credit for this course will be awarded in either Philosophy 120 or Art 120, but not both. May not be repeated.)*
- 130ab. Photography (3) (3)**
- (a) *Beginning*  
*Lecture 2 hours.*  
*Laboratory 3 hours.*  
 Introduction to history, development, and capabilities of the art/science of photography and elementary procedures with camera and in darkroom.
- (b) *Intermediate*  
*Prerequisite. Art 130a or Consent of Instructor.*  
*Lecture 2 hours.*  
*Laboratory 3 hours.*  
 Expansion of previous knowledge stressing creative expression through a variety of photographic techniques.
- 133. Color Photography (3)**  
*Prerequisite. Art 130a or Consent of Instructor*  
*Lecture 2 hours.*  
*Laboratory 3 hours.*  
 Development and printing of color slides with the amateur home enthusiast in mind. Includes the history and theory of color photography, an analysis of color films, color balance, exposure latitude, film speed, pushed processing, positive to positive printing, print display and critique.
- 155. Survey of Technical Theatre (See also Drama 155) (3)**  
*Lecture 3 hours.*  
 An overview of the basic techniques, materials and concepts of design and construction related to physical theatre production. Survey of costume, make-up, stagecraft, properties, lighting and sound.  
*(Credit for this course will be awarded for either Art 155 or Drama 155, but not both. May not be repeated.)*

- 156. Technical Theatre Laboratory (1-3)**  
**(See also Drama 156)**  
*Prerequisite: Drama or Art 155 and/or Consent of Instructor*  
*Laboratory 3 - 9 hours.*  
 Applied laboratory experience in all phases of technical theatre related to mounting a production; practical projects in design and construction involving costumes, stage settings, stage properties, lighting, sound, and make-up for a specific theatre production.  
*(Credit for this course will be awarded for either Art 156 or Drama 156, but not both. May not be repeated.)*
- 160ab. Printmaking (1.5-3) (1.5-3)**
- (a) *Relief*  
*Studio 3 - 6 hours.*  
 Introduction to basic relief printmaking procedures emphasizing linoleum and woodcut.  
*May be repeated for credit.*
- (b) *Intaglio*  
*Studio 3 - 6 hours.*  
 Introduction to basic intaglio printmaking procedures including etching, engraving and collograph.  
*May be repeated for credit.*
- 163ab. Puppetry (See also Drama 163ab) (4) (4)**
- (a) *Lecture 3 hours.*  
*Laboratory 3 hours.*  
 The design and construction of puppets and puppet theatres; techniques in manipulation and puppet play production; the survey and adaptation of appropriate literature to the puppet stage; performance experience in creative puppetry.
- (b) *Prerequisite. Art 163a and/or Consent of Instructor*  
*Lecture 3 hours.*  
*Laboratory 3 hours.*  
 Rehearsal and performance of puppet theatre productions; advanced techniques in design, construction, manipulation, direction and performance of puppet theatre survey and adaptation of literature appropriate to the puppet stage.  
*(Credit for this course will be awarded for either Art 163a and Art 163b or Drama 163a and Drama 163b but not both. May be repeated for a maximum of 9 units.)*

**AVIATION**

- 105. Private Pilot Ground School (3)**  
*Lecture 3 hours*  
 Preparation for Federal Aviation Administration written examination for private pilot certificate. Instruction includes: aircraft operations, air traffic, pilot privileges and limitations, flight planning, map reading, radio communications, weather and safety.
- 110ab. Commercial Pilot Ground School (3) (3)**  
 (a) *Prerequisite. Aviation 105.*  
*Lecture 3 hours*  
 Flight information, civil air regulations, radio and navigational aids.  
 (b) *Prerequisite. Aviation 110a.*  
*Lecture 3 hours*  
 Preparation for Federal Aviation Administration written examination for instrument rating certificate.
- 115ab. Instrument Rating Ground School (3) (3)**  
 (a) *Prerequisite. Aviation 105.*  
*Lecture 3 hours*  
 Preparation for Federal Aviation Administration written examination for instrument rating certificate.  
 (b) *Prerequisite. Aviation 115a.*  
*Lecture 3 hours*  
 Preparation for Federal Aviation Administration written examination for instrument rating certificate.
- 130abc. Airports and Operation (3) (3) (3)**  
*Lecture 3 hours*  
 An overview of the major functions of an airport from a management point of view.
- 150. Light Aircraft Engines (3)**  
*Lecture 3 hours*  
 The operation and the principles of maintenance of light aircraft engines common to privately owned aircraft.

**BIOLOGY**

- 50. Horticulture for the Home Gardener (2)**  
*Lecture 2 hours*  
 An introduction to the science of growing fruits, vegetables and turf. Demonstrations of plant propagation and tree planting.

- 55. Organic Gardening (2)**  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Lecture and laboratory instruction in the techniques of organic gardening. The campus garden and greenhouse will provide the setting for instruction.
- 59. Wild Flowers of the Mother Lode (3)**  
*Lecture 3 hours*  
 Wild flowers of the Mother Lode with emphasis on their botanical beauty. A non-technical approach to botanical traits will be used to learn common and scientific names of wild flowers.
- 60. Natural History and Ecology (3)**  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Natural history of California flora and fauna with emphasis on ecological principles and relationships.  
*Field trips may be required.*
- 100. Biology, Man and Contemporary Society (4)**  
*Lecture 4 hours*  
 A study of the biological concepts of ecology, genetics, and behavior as they relate to modern society.
- 110. Fundamentals of Biology (4)**  
*Lecture 3 hours*  
*Laboratory 3 hours*  
 Modern concepts, inquiry methods, and historical background of biological unity and processes.
- 111. Principles of Biology (5)**  
*Prerequisite. Previous or Concurrent Enrollment in Chemistry 100 Recommended.*  
*Lecture 3 hours*  
*Laboratory 6 hours*  
 Modern biological concepts with investigation of such subjects as the cell biology, biological systems, heredity, ecology, and metabolism.
- 115. Heredity and Evolution (4)**  
*Prerequisite. Biology 110 or Biology 111.*  
*Lecture 4 hours*  
 Introductory genetic principles; inheritance, population variation and evolution in plants and animals. Social implications of genetics and evolution.



- 120. Fundamentals of Plant Biology (3)**  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Structure, functions, and diversity of the plant organism.
- 121. Principles of Plant Biology (5)**  
*Prerequisite. Biology 110 or 111.*  
*Lecture 3 hours*  
*Laboratory 6 hours*  
 Emphasis placed on structure, functions, and diversity of the plant organism.
- 125. Plant Taxonomy of the Sierra Nevada (4)**  
*Lecture 3 hours*  
*Laboratory 3 hours*  
 A study of the flora of the Sierra Nevada with emphasis on the classification of angiosperms.
- 130. Fundamentals of Animal Biology (3)**  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Structure, functions, and diversity of the animal organism.
- 131. Principles of Animal Biology (5)**  
*Prerequisite. Biology 110 or 111.*  
*Lecture 3 hours*  
*Laboratory 6 hours*  
 Emphasis placed on structure, functions, and diversity of the animal organism.
- 140. Introductory Human Anatomy (4)**  
*Prerequisite. Biology 110 or Consent of Instructor.*  
*Lecture 2 hours*  
*Laboratory 6 hours*  
 A study of the gross anatomy of the human body with emphasis on skeletal, muscular, and nervous systems. Individual systems studied for their form, function, and interrelationships with other systems. The cat is used for laboratory dissection.
- 151. The Terrestrial Environment (4)**  
*Prerequisite. Any one of the following: Biology 110, Biology 111, Biology 121, Biology 125 and Consent of Instructor.*  
*Lecture 2 hours*  
*Laboratory 6 hours*
- (1) Regular Quarters: Field studies of terrestrial ecosystems with

151. (continued)  
 emphasis on techniques for gathering and analysis of physical biological data.  
*Field trips are required.*
- (2) Summer Session Only: Summer field course which studies terrestrial ecosystems from the Red Fir belt to Alpine zone in Tuolumne County. Flora, fauna, and physical parameters in each ecosystem studied. A photographic, written, or oral presentation of materials studied and a backpack trip of nine days are required. (Students must provide own camping gear and food.) May be repeated upon consent of instructor but transfer credit may be earned in either but not both courses.
- 155. The Aquatic Environment (3)**  
*Prerequisite. Biology 110, Biology 111, or Earth Science 110a and Consent of Instructor.*  
*Lecture 1 hour*  
*Laboratory 6 hours*  
 Field studies of aquatic ecosystems with emphasis on techniques for gathering and analysis of physical and biological data.  
*Field trips are required.*

## BUSINESS

## Banking and Finance

- 110. Principles of Bank Operation (4)**  
*Lecture 4 hours*  
 The importance of banking to American economic functions, banking operations, legal relationships between bank and depositors, the Federal Reserve System, banking and public service.
- 113. Financing Business Enterprise (4)**  
*Lecture 4 hours*  
 A survey of financial institutions; problems and solutions of providing capital for American business.
- 120. Installment Credit (4)**  
*Lecture 4 hours*  
 Principles and practice of installment lending, establishing credit, obtaining and checking information, loan servicing and collections, inventory financing, special loan programs, business development and advertising and public relations.

- 125. Money and Banking (See also Economics 125) (4)**  
*Lecture 4 hours*  
 An introduction to and evaluation of banks and banking systems, price movements, international payments, and monetary theory and policies.  
*(Credit for this course will be awarded for either Banking and Finance 125 or Economics 125 but not both. May not be repeated.)*

### Business Administration

*See Page 46-47 for Certificate Requirements.*

- 60ab. Bookkeeping (5) (5)**  
*(a) Lecture 5 hours*  
 Double entry bookkeeping; general and special journals, general and subsidiary ledgers, business forms, financial statements, and completion of the bookkeeping cycle. An individualized approach allows students to progress at their own pace.  
*(b) Prerequisite. Business Administration 60a. Lecture 5 hours*  
 Bookkeeping entries requiring analysis and interpretation; promissory notes, adjustments for prepaid, unearned, and accrued items, depreciation, voucher system, payroll records, property sales, and income taxes. An individualized approach allows students to progress at their own pace.
- 63. Business Mathematics (See also Math 63) (4)**  
*Lecture 4 hours*  
 Mathematical problems of buying, selling, interest, discounts, insurance, commissions, payrolls, depreciation, and taxes. An individualized approach allows students to progress at their own pace.  
*(Credit for this course will be awarded for either Mathematics 63 or Business Administration 63 but not both. May not be repeated.)*
- 65. The Metric System (See also Math 65) (1)**  
*Lecture 1 hour*  
 An entertaining presentation of the new language of the modernized metric system in areas of common, everyday application: volume, weight, linear, and cubic measures, temperature, and electricity.  
*(Credit for this course will be granted for either Business Administration 65 or Math 65 but not both. May not be repeated.)*

- 101. Principles of Business (3)**  
*Lecture 3 hours*  
 Business and its functions. Business organization; governmental institutions and controls; economics in business.
- 104. Human Relations in Business (3)**  
*Lecture 3 hours*  
 Influence of industrial development on employer and employee unions, management practices, methods of supervision, employer-employee relationships, mass production and the employee.
- 107. Consumer Economics (See also Economics 107) (3)**  
*Lecture 3 hours*  
 Focus is on values and attitudes which result in "conspicuous consumption" habits. In addition to value analysis, emphasis will be placed on family financial planning, buying, borrowing, investing, and investment protection.  
*(Credit for this course will be awarded for either Economics 107 or Business Administration 107 but not both. May not be repeated.)*
- 110. Fundamentals of Data Processing (4)**  
*Lecture 4 hours*  
 History and future of data processing, card processing, computer data processing, and computer programming.
- 112. Industrial Relations (3)**  
*Lecture 3 hours*  
 Introductory course in labor relations, covering collective bargaining agreements, grievance procedures, arbitration, unfair labor practices. Emphasis on classroom participation in mock situations utilizing actual cases.
- 115ab. Commercial Law (3) (3)**  
*(a) Lecture 3 hours*  
 Historical development of common law; statutes of California. Federal and State court decisions; legal aspects of business; law of contracts, agency, and employment.  
*(b) Lecture 3 hours*  
 Law of sales, negotiable instruments, personal property, real property, partnerships, corporations, insurance, suretyship.

- 120. Principles of Marketing (5)**  
*Lecture 5 hours*  
 Marketing principles, policies, and functions, price policies and controls, trade channels, merchandising, market research, advertising, and competitive practices.
- 123. Sales (3)**  
*Lecture 3 hours*  
 Description of the fundamental principles and practices of sales. Critical look at the selling process. Analysis of videotaped professional and student sales demonstrations.
- 125. Advertising and Display Production (3)**  
*Lecture 3 hours*  
 Presentation of fundamental principles and practices of merchandising through advertising and display supported by meaningful project experiences in a variety of basic tasks necessary for effective merchandising.
- 130abc. Accounting (4) (4) (4)**
- (a) *Lecture 4 hours*  
 Accounting principles and procedures, owner's equity, closing books, revenue and expense adjustments, merchandising operations, statement and ledger organization. An individualized approach allows students to progress at their own pace.
- (b) *Prerequisite. Accounting 130a.*  
*Lecture 4 hours*  
 Forms of organization, cash and investments, receivables, inventories, fixed assets, liabilities, accounting principles, and manufacturing operations. An individualized approach allows students to progress at their own pace.
- (c) *Prerequisite. Accounting 130b.*  
*Lecture 4 hours*  
 Cost data and management needs, analysis of data, supplementary statement, uses of capital cash-flow statements, department and branch operations, consolidation, profit planning, and income tax considerations. An individualized approach allows students to progress at their own pace.
- 140. Principles of Management (5)**  
*Lecture 5 hours*  
 The functions of management, techniques of decision making and problem solving, and methods used by managers to

140. (continued)  
 achieve organizational goals, various theories of management, lines of authority, functions of departments, and the importance of policies, procedures, and controls.
- 145. Retail Business Management (4)**  
*Lecture 4 hours*  
 Comprehensive introductory description of the retailing world and the functions therein including organization, buying, merchandising, store management and operations, customer operations, financial control, and systematic problem solving techniques.
- 150. Small Business Management (3)**  
*Lecture 3 hours*  
 Thorough coverage of small business operation with proper balance between business functions of purchasing, production, sales and finance, and the management functions of planning, organizing, actuating, and controlling. Emphasizes case study and analysis.
- 160. Introduction to Public Administration (3)**  
*Lecture 3 hours*  
 Survey of the fundamental principles and practices underlying the field of public administration in federal, state, and local government. Includes study of career opportunities and responsibilities.
- 163. Public Personnel Administration (3)**  
*Lecture 3 hours*  
 Survey of the development and administration of various public personnel systems. Includes recruitment, selection and training programs, labor relations and public unions, testing and evaluation processes.
- 165. Public Finance Administration (3)**  
*Lecture 3 hours*  
 Survey of the fundamental principles and practices underlying public fiscal policy. Includes budget process, taxing and revenue systems, federal government financial assistance, fiscal legislation and regulations.
- Office Occupations**
- See Page 50-51 for Certificate Requirements.*
- 50. Personal Typing (3)**  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Instruction for personal use, including learning keyboard by

50. (continued)

the touch system, composing at the machine, practical application of typing skills to simple letter writing, manuscripts, and tabulation.

**53. Review Typing (3)**

*Lecture 2 hours*

*Laboratory 3 hours*

Development of speed and accuracy; review of simple correspondence, tabulation, manuscripts, and composition at the typewriter.

**56. Typing Speed and Accuracy Building (1-2)**

*Prerequisite. Beginning typing skill.*

*Laboratory 3 to 6 hours*

Speed building and accuracy on straight copy, rough draft, script, and statistical writing. Intensified drills, timed writings and remedial work.

*May be repeated for a maximum of 4 units.*

**60. Review Stenography (4)**

*Prerequisite. Typing rate 30 words per minute.*

*Lecture 3 hours*

*Laboratory 3 hours*

Review of Gregg dictation theory; transcription skills.

**65. Business English (See also English 65) (2)**

*Lecture 1 hour*

*Laboratory 3 hours*

Training in the mechanics of English as applied to the field of business, including skills of written communication, sentence structure, punctuation, spelling, and use of the dictionary.

*(Credit for this course will be awarded for either Office Occupations 65 or English 65 but not both. May not be repeated.)*

**68. Business Correspondence (3)**

*Lecture 3 hours*

The learning and review of effective business practices in the construction of sentences, paragraphs, and letters; the writing of effective business letters such as sales, applications, orders, requests, adjustments, refusals, credit and collection.

**70. Report Writing (See also English 70) (3)**

*Lecture 3 hours*

Study and practice of the skills necessary to write intelligent reports.

*(Credit for this course will be awarded for either English 70 or Office Occupations 70, but not both. May not be repeated.)*

**101. Beginning Typing (4)**

*Lecture 3 hours*

*Laboratory 3 hours*

Drills to develop speed and accuracy; development of typing skills for vocational or personal use; practice on typing straight copy; centering; manuscript typing; tabulation; letter placement.

**103. Intermediate Typing (4)**

*Prerequisite. Office Occupations 101 or typing rate of 30 words per minute.*

*Lecture 3 hours*

*Laboratory 3 hours*

Development of speed and accuracy; advanced correspondence; tabulation; typing of manuscripts, outlines, and business forms.

**104. Advanced Typing (4)**

*Prerequisite. Office Occupations 103 or typing rate of 45 words per minute.*

*Lecture 3 hours*

*Laboratory 3 hours*

Further development of speed and accuracy; study of business forms, complicated tabulated material, legal forms, typing for reproduction, and special problems in letter placement.

**110ab. Beginning Stenography (4) (4)**

*Prerequisite. Typing rate of 30 words per minute.*

*Lecture 3 hours*

*Laboratory 3 hours*

Complete theory of Gregg shorthand; foundation for dictation and transcription.

- 112ab. Intermediate Stenography (4) (4)**  
*Prerequisite. Dictation rate at 60 words per minute for 3 minutes and typing rate of 45 words per minute.*  
*Lecture 3 hours*  
*Laboratory 3 hours*  
 Sustained dictation speed on new material; accuracy on transcription; spelling, punctuation, and office-style dictation.
- 113ab. Advanced Stenography (4) (4)**  
*Prerequisite. Dictation rate of 80 words per minute for 3 minutes and typing rate of 45 words per minute.*  
*Lecture 3 hours*  
*Laboratory 3 hours*  
 Development of speed and accuracy; correlation of grammar, spelling, punctuation, and typing.
- 130. Filing Systems and Records Management (3)**  
*Lecture 3 hours*  
 Study of alphabetic, numeric, geographic, and subject filing systems; survey of records management procedures.
- 132. Machine Transcription (3)**  
*Prerequisite. Off. Oc. 103 or equivalent experience.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Study and use of various transcribing machines.
- 134. Office Machines (3)**  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 The operation of the 10-key adding machine, full keyboard adding machine, printing calculator and electronic calculator.
- 138. Office Procedures (3)**  
*Prerequisite. Bus. Ad. 60a, Off. Occ. 103, Off. Oc. 130, or Consent of Instructor.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Emphasis upon general office duties and procedures as well as office etiquette and dress. Use of duplicator, mimeograph, and copy machines.

- 150. Medical Transcription (4)**  
*Prerequisite. Off. Oc. 103 and Off. Oc. 132.*  
*Lecture 1 hour*  
*Laboratory 9 hours*  
 Development of skills for medical transcription in physicians' offices, clinics, hospitals and related fields. Intensive medical vocabulary instruction and transcription practice using American Medical Record Association course. Certificate awarded with successful completion of course.
- 160. Office Occupations (1-5)**  
*Prerequisite. Consent of Instructor.*  
*Laboratory 3 hours a week for each unit of credit*  
 Supervised office work experience.  
*May be repeated for a maximum of 12 units of credit.*
- Real Estate**
- See Page 52 for Certificate Requirements.*
- 101. Principles of Real Estate (3)**  
*Lecture 3 hours*  
 Real and personal property acquisition, ownership, estates, joint tenancies, partnerships, sales, contracts, deeds, taxes, and financing real estate.
- 105. Real Estate Practice (4)**  
*Prerequisite. Real Estate 101 or Real Estate License.*  
*Lecture 4 hours*  
 Customer relationship, general real estate operations, the industry, types of listings, valuation of listings, selling and current marketing techniques, the deposit receipt, advertising, financing, escrow procedures, real estate taxes, income tax and real estate, property management, leasing, appraisals, insurance, mathematics, business opportunities, public sales, exchanges, trade-in programs and investments.
- 110. Legal Aspects of Real Estate (4)**  
*Prerequisite. Real Estate 101.*  
*Lecture 4 hours*  
 California real estate law; titles, encumbrances, recording, real property acquisition and transfer; Penal Code.

115. **Real Estate Finance** (4)  
*Prerequisite. Real Estate 101.*  
*Lecture 4 hours*  
 Residential and commercial financing; lending institutions, money markets and interest rates.
120. **Real Estate Appraisal** (4)  
*Prerequisite. Real Estate 105 and 110.*  
*Lecture 4 hours*  
 Appraisal of residential and commercial properties; methods and techniques for determining market value; the appraisal report.
125. **Real Estate Economics** (4)  
*Prerequisite. Real Estate 101.*  
*Lecture 4 hours*  
 Economic factors influencing real estate; real estate market and business cycles; commercial, industrial, and residential properties; urban development and renewal; regulation of land uses.

### Supervisory Training

*See Page 52 for Certificate Requirements.*

110. **Elements of Supervision** (3)  
*Lecture 3 hours*  
 Supervisor's role in business and industry; organizational policies, management directives, personnel problems and practices; leadership techniques.
115. **Middle Management** (3)  
*Prerequisite. Supervisory Training 110.*  
*Lecture 3 hours*  
 The basis for management; planning, organizing, staffing and controlling management functions.

### CHEMISTRY

71. **Chemical Calculations (See also Math 71)** (1)  
*Prerequisite. Mathematics 55 or equivalent.*  
*Lecture 1 hour*  
 A basic math course designed to prepare the student for solving problems in Chemistry 100 and Chemistry 101abc.  
*(Credit for this course will be granted for either Chemistry 71 or Mathematics 71 but not both. May not be repeated.)*

100. **Fundamentals of Chemistry** (4)  
*Prerequisite. Mathematics 55 or one year of high school algebra*  
*Lecture 3 hours*  
*Laboratory 3 hours*  
 Fundamental theories and principles of inorganic chemistry: atomic and molecular structure, chemical and physical changes, solutions, colloids, gases, nonmetals, metals, and nuclear chemistry.
- 101abc. **General Chemistry** (5) (5) (5)  
 (a) *Prerequisite. One year of high school chemistry with a "B" average and Math 101 or equivalent; or Chemistry 100 and Math 101; or Consent of Instructor.*  
*Lecture 3 hours*  
*Laboratory 6 hours*  
 Survey of atoms, molecules, ions, chemical bonding, gases and organic compounds.
- (b) *Prerequisite. Chemistry 101a or equivalent and/or Consent of Instructor.*  
*Lecture 3 hours*  
*Laboratory 6 hours*  
 Survey of liquids, solids, solutions, kinetics, equilibria and thermo-dynamics.
- (c) *Prerequisite. Chemistry 101b or equivalent.*  
*Lecture 3 hours*  
*Laboratory 6 hours*  
 Survey of acids, bases, complex ions, oxidation-reduction and nuclear chemistry.

### CONSTRUCTION

#### Construction Technology

51. **Home Maintenance and Repairs** (3)  
*Lecture 3 hours*  
 Provides essential technical information in cooling, heating, plumbing, electricity, carpentry, concrete, and painting to establish preventative maintenance routine and to make necessary repairs.
101. **Introduction to Carpentry** (3)  
*Lecture 3 hours*  
 Theory and framing non-commercial buildings for private use. Construction of small non-structural projects. Local code ordinances governing such construction.

- 111. Introduction to Residential Wiring (3)**  
*Lecture 3 hours*  
 Electrical theory, blueprint reading, service, circuits, conduit, and flexible wiring in residential construction. Remodeling and large appliance installation procedures. Applicable local code ordinances.

- 121. Introduction to Residential Plumbing (3)**  
*Lecture 3 hours*  
 Types of pipes and common fittings. Cold and hot water supply. Soil pipe and drainage systems. Fixture mounting. Natural gas plumbing. Applicable local code ordinances.

## DRAFTING

- 110abc. Basic Drafting (3) (3) (3)**  
 (a) *Lecture 2 hours*  
*Laboratory 3 hours*  
 The use of tools and materials, knowledge of lettering; geometry; freehand sketching, orthographic projection, sectioning and basic dimensioning.
- (b) *Prerequisite. Drafting 110a.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Orthographic projecting, auxiliary views, dimensioning, tolerancing, threads, fasteners, and springs.
- (c) *Prerequisite. Drafting 110b.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Complete drawings (tracings and prints), applied design, shop process and fabrication.

- 115abc. Advanced Drafting (3) (3) (2)**  
 (a) *Prerequisite. Drafting 110abc.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Review of basic drafting, lettering devices, and special templates. Intersections and developments in sheet metal, welding representations, and design of cams and gears.
- (b) *Prerequisite. Drafting 115a.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Map drafting, electrical and electronic, aerospace, and technical illustration.

- 115abc. (continued)  
 (c) *Prerequisite. Drafting 115b.*  
*Laboratory 6 hours*  
 Independent study in a concentrated area of drafting. Student's choice must involve current industrial practices.
- 123. Blueprint Reading (2)**  
*Lecture 2 hours*  
 Residential and commercial print reading, printing processes applied to drafting and trade competency testing.
- 130abc. Architectural Drafting (3) (3) (3)**  
 (a) *Prerequisite. Drafting 110abc.*  
*Lecture 3 hours*  
 Area planning, basic plans, locations, sections, foundations, framing, schedules and specifications.
- (b) *Prerequisite. Drafting 130a.*  
*Lecture 3 hours*  
 Technical architectural plans, creative architectural drafting and design.
- (c) *Prerequisite. Drafting 130b.*  
*Lecture 3 hours*  
 Codes, related plans, modulars, design, theory, checking, and costs.

## DRAMA

- 102. Oral Expression & Interpretation (5)**  
**(See also Speech 102)**  
*Lecture 5 hours*  
 Techniques in reading literature aloud; understanding and interpreting prose, poetry, and dramatic selections; oral presentation, and expression of thought.  
*(Credit for this course will be awarded for either Drama 102 or Speech 102 but not both. May not be repeated.)*
- 116. Dance Production (See also P.E. 116) (4)**  
*Prerequisite. Dance I or Dance II, Drama 143a or Drama 144, or Consent of Instructor.*  
*Lecture 1 hour*  
*Laboratory 9 hours*  
 Dance production for public performance; theory and practice in choreography, performance styles, and dance rehearsal combined with theatrical structure, non-verbal dramatic

116. (continued)

techniques, and technical staging designed for concert presentation.

*(Credit for this course will be awarded for either Drama 116 or Physical Education 116 but not both. May be repeated for credit a maximum of three times.)*

**117. Choreography and Composition (4)**  
**(See also P.E. 117)**

*Prerequisite: Previous or concurrent enrollment in Modern Dance I or Modern Dance II or Ballet I or Jazz I or Drama 116 or Physical Education 116.*

Lecture 3 hours

Laboratory 3 hours

Exploration of choreography fundamentals through a problem solving approach. Studies deal with aspects of time, space, dynamics, and design in movement with emphasis on extending communication skills of the body. Offered only once a year and not offered the same quarter as Drama/P.E. 116.

*(Credit for this course will be awarded for either Drama 117 or P.E. 117, but not both.)*

**118. Circus and Clown (See also P.E. 118) (4)**

Lecture 3 hours

Laboratory 3 hours

A study of "clowning" with specific concentration on the silent acting performing format, as well as the development of comic stunts, clown shows, and comic acrobatic exhibitions.

*(Credit will be awarded for either P.E. 118 or Drama 118 but not both. May not be repeated.)*

**130. Drama Appreciation (4)**

Lecture 4 hours

A survey of selected dramatic literature, theatre methods, and relevant historical backgrounds.

**133abc. Dramatic Literature (4) (4) (4)**  
**(See also English 133abc)**

(a) *Greek to Renaissance*

Lecture 4 hours

An investigation into the history and development of the theatre, its significant figures and selected plays from the Greeks through Renaissance, 500 B.C. - 1550 A.D.

(b) *Shakespeare to 19th Century*

Lecture 4 hours

A study in-depth of the historical and literary development of the theatre from Shakespeare through the 19th Century with

133abc. (continued)

focus upon selected plays, significant theatrical figures, the physical theatre and the social and philosophical contexts.

(c) *Contemporary*

Lecture 4 hours

An in-depth study of historical and literary development of the theatre in the 20th Century with focus upon selected plays, significant theatrical figures, the physical theatre and the social and philosophical contexts.

*(Credit will be awarded for either Drama 133a or English 133a, Drama 133b or English 133b and Drama 133c or English 133c but not both. May not be repeated.)*

**136. Playwriting (See also English 136) (5)**

Lecture 5 hours

Theory and practice of writing for the theatre; analysis of relevant literature and productions; investigation of dramatic methods appropriate to the playwright.

*(May be repeated.)*

**143abc. Acting (4) (4) (5)**

(a) *Fundamentals*

Lecture 3 hours

Laboratory 3 hours

Investigation of techniques and theories prerequisite to theatrical performances; psychological, philosophical, and practical preparation for the actor's art.

(b) *Acting-Directing*

*Prerequisite. Drama 143a and/or Consent of Instructor.*

Lecture 3 hours

Laboratory 3 hours

A workshop in techniques of both acting and directing with specific focus upon the production of short scenes from a variety of theatrical genre.

(c) *Advanced Projects*

*Prerequisite. Drama 143b and/or Consent of Instructor.*

Lecture 3 hours

Laboratory 6 hours

Advanced workshop activity for production of one-act plays, segments of longer plays or full length plays whose technical requirements are minimal; intensive workshop concentration designed for public performance in the areas of improvisation or mime.

*(May be repeated one time for credit.)*



- 144. Mime (4)**  
*Lecture 3 hours*  
*Laboratory 3 hours*  
 Techniques of mime, pantomime, silent acting, and "the clown", concentration on classical mime illusions, elements of mime conditioning, movement, coordination, juggling exercises, and their incorporation into theatrical presentations.
- 145. Improvisation (4)**  
*Lecture 3 hours*  
*Laboratory 3 hours*  
 Intensive study of the basic techniques of improvisational acting with specific concentration on improvisational theatre production formats as well as development of group inspired and created scenarios and one-act plays.
- 155. Survey of Technical Theatre (See also Art 155) (3)**  
*Lecture 3 hours*  
 An overview of the basic techniques, materials and concepts of design and construction related to physical theatre production. Survey of costume, make-up, stagecraft, properties, lighting and sound.  
*(Credit for this course will be awarded for either Drama 155 or Art 155 but not both. May not be repeated.)*
- 156. Technical Theatre Laboratory (See also Art 156) (1-3)**  
*Prerequisite. Drama or Art 155 or Consent of Instructor.*  
*Laboratory 3 - 9 hours*  
 Applied laboratory experience in all phases of technical theatre related to mounting a production; practical projects in design and construction involving costumes, stage settings, stage properties, lighting, sound, and make-up for a specific theatre production.  
*(Credit for this course will be awarded for either Drama 156 or Art 156 but not both. May not be repeated.)*
- 157. Theatre Touring Company (5)**  
*Prerequisite. Audition*  
*Lecture 2 hours*  
*Laboratory 9 hours*  
 A production company offering a variety of theatrical expressions ranging from a full length play to improvisations, mime and puppetry for touring performances to schools and community organizations in the Mother Lode area.  
*(May be repeated for a maximum of 15 units of credit.)*

- 158. Theatre Production (5)**  
*Lecture 1 hour*  
*Laboratory 12 hours*  
 Directed activities in acting and technical theatre with participation in public performances and related production activities.  
*(May be repeated for a maximum of 15 units of credit.)*
- 160. Children's Theatre-Creative Dramatics (5)**  
*Lecture 5 hours*  
 An investigation into the literature and techniques of children's theatre, including appropriate plays, theatre games, pantomime, improvisation, story-telling, play production, children's puppetry, creative crafts, and simplified technical production skills; methods and concepts of creative dramatics in communication, problem-solving, and presentational activities for and with children; supervised practical field experiences involving local elementary school children.
- 161. Applied Drama Workshop (1)**  
*Lecture 1 hour*  
 A practical workshop in theatre arts appropriate to the elementary school; varying emphases on techniques in puppetry, mime, improvisation, theatre games, creative dramatics, and simplified production for the elementary classroom.
- 162. Applied Drama Laboratory (1)**  
*Prerequisite. Drama 160 and/or Drama 161 and/or Consent of Instructor.*  
*Laboratory 3 hours*  
 Supervised drama activities and projects conducted in the elementary school. *(May be repeated four times for credit.)*
- 163ab. Puppetry (See also Art 163ab) (4) (4)**  
 (a) *Lecture 3 hours*  
*Laboratory 3 hours*  
 The design and construction of puppets and puppet theatres; techniques in manipulation and puppet play production; the survey and adaptation of appropriate literature for the puppet stage; rehearsal and performance experience in creative puppetry.

- (b) *Prerequisite. Drama 163a and/or Consent of Instructor.*

*Lecture 3 hours*

*Laboratory 3 hours*

Rehearsal and performance of puppet theatre productions; advanced techniques in design, construction, manipulations, direction and performance of puppet theatre; survey and adaptation of literature appropriate to the puppet stage.

*(Credit for this course will be granted in either Drama 163ab or Art 163ab but not both. May not be repeated.)*

### EARTH SCIENCE

59. **Geology of the Mother Lode** (3)

*Lecture 3 hours*

A synoptic view of the geologic history of the Sierra Nevada.

- 100ab. **Survey of Earth Science** (4) (4)

- (a) *Lecture 3 hours*

*Laboratory 3 hours*

Survey of astronomy and geology; basic principles and their effect on modern society.

- (b) *Lecture 3 hours*

*Laboratory 3 hours*

Survey of oceanography and meteorology; principles and their effect on modern society.

- 110ab. **Geology** (4) (4)

- (a) *Physical*

*Lecture 3 hours*

*Laboratory 3 hours*

Materials and structure of the earth, agents of erosion, forces of change, volcanoes, and earthquakes.

*Field trips may be required.*

- (b) *Historical*

*Prerequisite. Earth Science 110a.*

*Lecture 3 hours*

*Laboratory 3 hours*

Origin and history of the earth with a description of the life of successive geologic periods, time and geologic time scale. Special reference to North America and the Sierra Nevada.

*Field trips may be required.*

120. **General Astronomy** (4)

*Prerequisite. A high school science and Beginning Algebra or Consent of Instructor.*

*Lecture 3 hours*

*Laboratory 3 hours*

History of astronomy, modern astronomy, tools of astronomy, the solar system, and its relationship to the galaxies, properties, and evolution of stars.

*Field trips may be required.*

121. **Observational Viewing** (2)

*Prerequisite. Previous or concurrent enrollment in Earth Science 120 or Consent of Instructor.*

*Lecture 2 hours*

Viewing the night sky with the telescope. By arrangement.

*Field trips may be required.*

122. **Space Science** (3)

*Lecture 3 hours*

History and development of space technology. Basic understanding of the problems of man in space.

125. **Intelligent Extraterrestrial Life** (4)

*Lecture 4 hours*

A scientific and factual analysis of the possibility of intelligent life in outer space and the possibility of finding such life in time and space.

130. **Geology of the National Parks** (3)

*Lecture 3 hours*

Interpretation of the geologic features of our national parks and monuments with an introduction to the geologic processes responsible for their formation. Students may choose a particular park for their in-depth study.

*Field trips may be required.*

135. **Field Geology** (1)

*Prerequisite. A previous course in Earth Science is desirable.*

*Lecture .5 hour*

*Laboratory 1.5 hour*

A field study of selected geologic features of California and related topics in the Earth Sciences. A three-day field trip will be held on a weekend with pre and post sessions.

*(May be repeated with consent of instructor for a maximum of 6 units of credit.)*

## ECONOMICS

- 55. Understanding the American Economy (3)**  
*Lecture 3 hours*  
 A basic introduction to macro-economic principles with an emphasis on U.S. economic policies and institutions. Topics covered are gross national product, recession, inflation, fiscal policy, money and the Federal Reserve System, monetary policy, wage and price controls, balance of payments policies.
- 101ab. Principles of Economics (5) (5)**  
 (a) *Lecture 5 hours*  
 Macro-economics. Introduction to the U.S. economy, capitalism, and socialism. National income and employment analysis, economic fluctuations, monetary and fiscal policy.  
 (b) *Lecture 5 hours*  
 Micro-economics. The corporation, analysis of costs, theory of production, pricing factor inputs including wages, rent, and interest.
- 105. Topics in Economics (3)**  
*Prerequisite. Economics 101a, Economics 101b, or Consent of Instructor.*  
*Lecture 3 hours*  
 An examination of topics of current interest to economics such as international economics and imperialism, pollution, and environmental economics, developing countries, land use, and poverty problems.
- 107. Consumer Economics (3)**  
**(See also Business Administration 107)**  
*Lecture 3 hours*  
 Focus is on values and attitudes which result in "conspicuous consumption" habits. In addition to value analysis, emphasis will be placed on family financial planning, buying, borrowing, investing, and investment protection.  
*(Credit for this course will be awarded for either Economics 107 or Business Administration 107 but not both. May not be repeated.)*
- 125. Money and Banking (4)**  
**(See also Banking and Finance 125)**  
*Lecture 4 hours*  
 An introduction to and evaluation of banks and banking

125. (continued)  
 systems, price movements, international payments, and monetary theory and policies.  
*(Credit for this course will be awarded for either Economics 125 or Banking and Finance 125 but not both. May not be repeated.)*

## ENGLISH

- 51ab. College Composition (3) (3)**  
 (a) *Lecture 3 hours*  
 Training in basic composition skills, reading, interpretation, and discussion of college-level materials. Basic mechanics, sentence structure, paragraph development, essay and report organization.  
 (b) *Prerequisite. English 51a.*  
*Lecture 3 hours*  
 Development of college composition skills; reading, interpretation, and discussion of college-level materials, including units of logic. Organization and development of technical reports and the term paper.
- 65. Business English (See also Off. Oc. 65) (2)**  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Training in the mechanics of English as applied to the field of business, including skills of written communication, sentence structure, punctuation, spelling, and use of the dictionary.  
*(Credit for this course will be awarded for either Off. Occ. 65 or English 65, but not both. May not be repeated.)*
- 70. Report Writing (See also Off. Oc. 70) (3)**  
*Lecture 3 hours*  
 Study and practice of the skills necessary to write intelligent reports.  
*(Credit for this course will be awarded for either English 70 or Off. Oc. 70, but not both. May not be repeated.)*
- 101ab. Reading and Composition (5) (5)**  
 (a) *Lecture 5 hours*  
 Development of reading and composition skills with emphasis on interpreting and writing the expository essay and reading and interpretation of the short story.

- (b) *Prerequisite. English 101a.*  
*Lecture 5 hours*  
Further development of reading and composition skills with an emphasis on reading and interpreting one novel with secondary sources, poetry, and drama, with the composition of a longer, documented paper.
- 110. Creative Writing (5)**  
*Prerequisite. English 101a, English 51a, English 51b, and/or Consent of Instructor.*  
*Lecture 5 hours*  
Instruction and practice in writing poetry, fiction, and drama. Analysis of contemporary works with respect to literary techniques.  
*(May be repeated one time for credit.)*  
*Field trips may be required.*
- 111. Film Appreciation (4)**  
*Lecture 4 hours*  
Development of sensitivity and critical judgment in audience response to film.  
*Field trips may be required.*
- 117abc. Literature of the United States (4) (4) (4)**
- (a) *Prerequisite. English 51ab or English 101a.*  
*Lecture 4 hours*  
A study of the literature of the United States from the beginning of the English colonization to the work of Hawthorne, Poe, and Melville. Reading, analysis, and discussion of the major literary trends and authors of the time.
- (b) *Prerequisite. English 51ab or English 101a.*  
*Lecture 4 hours*  
A study of the literature of the United States from the Transcendentalists until the beginning of the 20th Century. Writers to be studied include Emerson, Thoreau, Whitman, Dickinson, Longfellow, Twain, Bret Harte, Steven Crane.
- (c) *Prerequisite. English 51ab or English 101a.*  
*Lecture 4 hours*  
A study of the literature of the United States from 1900 to the present. Focus will be upon reading poetry and fiction by authors whose works exemplify contemporary literary trends.

- 133abc. Dramatic Literature (4) (4) (4)**  
**(See also Drama 133abc)**
- (a) *Greek to Renaissance*  
*Lecture 4 hours*  
An investigation into the history and development of the theatre, its significant figures and selected plays from the Greeks through Renaissance, 500 B.C. - 1550 A.D.
- (b) *Shakespeare to 19th Century*  
*Lecture 4 hours*  
A study in-depth of the historical and literary development of the theatre from Shakespeare through the 19th century with focus upon selected plays, significant theatrical figures, the physical theatre and the social and philosophical contexts.
- (c) *Contemporary*  
*Lecture 4 hours*  
An in-depth study of historical and literary development of the theatre in the 20th century with focus upon selected plays, significant theatrical figures, the physical theatre and the social and philosophical contexts.  
*(Credit for this course will be awarded for either Drama 133a or English 133a, Drama 133b or English 133b, or Drama 133c or English 133b, but not both. May not be repeated.)*
- 136. Playwriting (See also English 136) (5)**  
*Lecture 5 hours*  
Theory and practice of writing for the theatre; analysis of relevant literature and productions; investigation of dramatic methods appropriate to the playwright.  
*(May be repeated.)*
- 146abc. Survey of English Literature (4) (4) (4)**
- (a) *Prerequisite. English 51ab or English 101a or Consent of Instructor.*  
*Lecture 4 hours*  
English literature from the Anglo-Saxons through the 18th century.
- (b) *Prerequisite. English 51ab or English 101a or Consent of Instructor.*  
*Lecture 4 hours*  
English literature of the 19th century.
- (c) *Prerequisite. English 51ab or English 101a or Consent of Instructor.*  
*Lecture 4 hours*  
English literature of the 20th century.

- 149. California Literature** (5)  
*Prerequisite. English 51ab or English 101a or Consent of Instructor.*  
*Lecture 5 hours*  
 A chronological survey of California literature in the 19th and 20th centuries with emphasis on selected works of major American authors living and writing in California.

## FIRE SCIENCE

*See Page 47 for Certificate Requirements.*

- 55. Volunteer Firemen Training** (4)  
*Lecture 3 hours*  
*Laboratory 3 hours*  
 The course includes basic concepts, techniques, skills and theories for volunteer firefighters. Upon successful completion of the course of study, the student will receive state certification.
- 101. Introduction of Fire Suppression** (3)  
*Lecture 3 hours*  
 Fire suppression organization; equipment; characteristics and behavior of fire; fire hazards; properties of combustible materials; building design and construction; extinguishing agents; basic fire fighting tactics; public education.
- 105ab. Fundamentals of Fire Prevention** (3) (3)  
 (a) *Lecture 3 hours*  
 (b) *Prerequisite. Fire Science 105a or Consent of Instructor.*  
*Lecture 3 hours*  
 Fire prevention organizations; inspections; surveying and mapping; recognition of fire hazards; engineering a solution of the hazard; enforcement of solution; fire prevention and the public.
- 108ab. Fire Fighting Strategy and Tactics** (3) (3)  
 (a) *Prerequisite. Fire Science 101.*  
*Lecture 3 hours*  
 (b) *Prerequisite. Fire Science 108a or Consent of Instructor.*  
*Lecture 3 hours*  
 Fire chemistry; equipment and manpower; fire fighting tactics and strategy; methods of attack; pre-planning fire problems.
- 111ab. Hazardous Materials** (3) (3)  
 (a) *Prerequisite. Fire Science 101.*  
*Lecture 3 hours*

- 111ab. (continued)**  
 (b) *Prerequisite. Fire Science 111a or Consent of Instructor.*  
*Lecture 3 hours*  
 Flammable liquids, water reactive chemicals, oxidizers, acids, flammable solids, and flammable gases. Flammable metals, plastics, explosives, fuels, radiation hazards, and insecticides.
- 114. Fire Apparatus and Equipment** (3)  
*Prerequisite. Fire Science 101.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Driving laws and techniques. Construction and operation of pumping engines, tank trucks, and trailers.
- 117. Wildland Fire Control** (3)  
*Lecture 3 hours*  
 Factors affecting wildland fire prevention, fire behavior, and control techniques.
- 120. Heavy Equipment in Fire Control** (3)  
*Lecture 3 hours*  
 Theory of heavy equipment used by a coordinated fire control team in fighting range fires.
- 123. Fire Hydraulics** (3)  
*Lecture 3 hours*  
 Review of basic mathematics, hydraulic laws and formulas as applied to the fire service; application of formulas and mental calculation to hydraulic problems; water supply problems; underwriters' requirements for pumps.
- 127. Fire Investigation** (3)  
*Lecture 3 hours*  
 Determining causes and types of fires; possible evidence at the scene; interviewing witnesses and suspects; arrest, detention, and court procedures; and giving court testimony.
- 130. Fire Protection Equipment and Systems** (3)  
*Prerequisite. Fire Science 101.*  
*Lecture 3 hours*  
 Portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, fire alarm and detection systems.

133. **Related Codes and Ordinances** (3)  
*Prerequisite. Fire Science 101.*  
*Lecture 3 hours*  
 National, state and local laws and ordinances which influence the field of fire prevention.
136. **Fire Company Organization and Procedures** (3)  
*Lecture 3 hours*  
 Duties and responsibilities of personnel, personnel administration, communications, functions of equipment, maintenance, training, and records.
145. **Fire Vehicle Maintenance** (3)  
**(See also Hvy. Eqmt. 145)**  
*Prerequisite. Fire Science 101 or Consent of Instructor.*  
*Lecture 3 hours*  
 A survey course in the fundamentals of all vehicle structure. Basic construction of the vehicles, including the main power- ing systems (fire pumps excluded) and techniques of maintenance.  
*(Credit for this course will be awarded for either Fire Science 145 or Heavy Equipment 145 but not both.)*

## FOREIGN LANGUAGE

## French

50. **Conversational French** (1)  
*Laboratory 3 hours*  
 Practice in vocabulary, idioms and grammatic usage.  
*(May be repeated for a maximum of 6 units.)*

## Italian

50. **Conversational Italian** (1)  
*Laboratory 3 hours*  
 Practice in vocabulary, idioms and grammatic usage.  
*(May be repeated for a maximum of 6 units.)*

## Spanish

- 100abc. **Conversational Spanish** (4) (4) (4)  
 (a) *Beginning*  
*Lecture 3 hours*  
*Laboratory 3 hours*

100abc. (continued)

- (b) *Intermediate*  
*Prerequisite. Spanish 100a and/or Consent of Instructor.*  
*Lecture 3 hours*  
*Laboratory 3 hours*
- (c) *Advanced*  
*Prerequisite. Spanish 100b and/or Consent of Instructor.*  
*Lecture 3 hours*  
*Laboratory 3 hours*  
 Practice in vocabulary, idioms, and grammatic usage with emphasis in conversational use of the language as spoken in Mexico.  
*(May be repeated.)*

## FORESTRY

101. **Introduction to Forestry** (4)  
*Lecture 3 hours*  
*Laboratory 3 hours*  
 History of the forest industry, survey of forest resources, forestry management and utilization techniques, career opportunities, legislation, and forest practices.  
*Field trips may be required.*
105. **Forest Surveying** (5)  
*Prerequisite. Math 102 recommended.*  
*Lecture 3 hours*  
*Laboratory 6 hours*  
 Utilization of basic forest surveying instruments and equipment. Techniques of collecting, recording, plotting, and drafting field data.  
*Field trips may be required.*
110. **Dendrology** (4)  
*Prerequisite. Biology 120 or 121 recommended.*  
*Lecture 3 hours*  
*Laboratory 3 hours*  
 Characteristics, identification, and range of native trees and shrubs of the Western United States; emphasis on plants of economic importance to forest practices in California.  
*Field trips may be required.*

## FORESTRY TECHNOLOGY

50. **Introduction to Technical Forestry** (4)  
*See page 47 and 48 for Certification Requirements*  
 Lecture 3 hours  
 Laboratory 3 hours  
 Nature and scope of the forest technician's work; knowledge and skills for employment; employment opportunities. Survey of forest resources, history of forestry, forest utilization, and applied forest management. Role of forest technician in public and private forestry.  
*Field trips may be required.*
51. **Introduction to Forest Instruments** (2)  
 Lecture 1 hour  
 Laboratory 3 hours  
 Installation, use and recording of data and take-down of various forest instruments. Transportation, storage, care and basic maintenance.
53. **Forest Surveying Techniques** (3)  
*Prerequisite. Forestry Technology 51.*  
 Lecture 2 hours  
 Laboratory 3 hours  
 Basic forest surveying instruments. Application of hand and staff compass, topographic and engineer's chain, abney and dumpy level, pocket altimeter, and engineer's transit.  
*Field trips may be required.*
56. **Tree and Plant Identification** (3)  
 Lecture 2 hours  
 Laboratory 3 hours  
 Classification and identification of major western United States timber species with emphasis on local and California plant cover. Description of physical, economic, and silvicultural characteristics of these trees as related to forest management and utilization. Techniques of preparing plant specimens.  
*Field trips may be required.*
59. **Forest Inventory** (5)  
*Prerequisite. Forestry Technology 53.*  
 Lecture 3 hours  
 Laboratory 6 hours  
 Forest inventory techniques: applied timber cruising, scaling,

59. (continued)  
 and marketing. Field tabulation and computation techniques. Training experience in forest inventory.  
*Field trips may be required.*
62. **Applied Forest Management** (5)  
*Prerequisite. Forestry Technology 59. Forestry Technology 56 and Natural Resources Technology 60 recommended.*  
 Lecture 2 hours  
 Laboratory 9 hours  
 Locate and inventory a given forest property in the field. Develop property boundaries; inventory timber and other natural resources. Design topographic and timber type map and road system for property.
70. **Logging Equipment** (3)  
**(See also Heavy Equipment 70)**  
 Lecture 2 hours  
 Laboratory 3 hours  
 Use of heavy equipment in the lumbering industry and land clearing. Safety training and accident prevention; fire laws and equipment.  
*(Credit for this course will be awarded for either Forestry Technology 70 or Heavy Equipment 70 but not both. May not be repeated.)*

## GEOGRAPHY

102. **Introduction to Cultural Geography** (5)  
 Lecture 5 hours  
 The study of humankind's relationship with the earth's environment. An inter-disciplinary approach will be emphasized. The techniques and resources of cultural and political geography, anthropology, environmental science, history, and sociology will be utilized.

## GUIDANCE

101. **Career Exploration** (3)  
 Lecture 3 hours  
 Personal assessment using and analyzing value, interest, and aptitude measurement instruments and group discussion; exposure to industry and government vocations and resources useful in career planning. Course will be taken for CR-NC only.

- 107. Search for Self (See also Psychology 107) (2)**  
*Lecture 2 hours*  
 An inquiry into "What does it mean to be me?"  
*Field trips may be required.*  
*(Credit for this course will be awarded for either Guidance 107 or Psychology 107 but not both. May not be repeated.)*
- 120. Interpersonal Growth (See also Psychology 120) (2)**  
*Lecture 2 hours*  
 Exploring new ways of being present to others.  
*Field trips may be required.*  
*(Credit for this course will be awarded for either Guidance 120 or Psychology 120 but not both. May not be repeated.)*
- 122. Assertive Behavior (See also Psychology 122) (2)**  
*Lecture 2 hours*  
 Exploring responsible independence.  
*Field trips may be required.*  
*(Credit for this course will be awarded for either Guidance 122 or Psychology 122 but not both. May not be repeated.)*

## HEALTH EDUCATION

- 101. Health Education (3)**  
*Lecture 3 hours*  
 Personal and community health; physical, mental, and social well being of man in a changing environment.
- 110. Safety and First Aid Education (3)**  
*Lecture 3 hours*  
 Causes and prevention of accidents. Covers Red Cross Standard First Aid with certificate available upon satisfactory completion of course.
- 113. Advanced First Aid and Emergency Care (5)**  
*Lecture 5 hours*  
 To develop functional capabilities of individuals who as a part of everyday experiences may be required to provide emergency first aid care prior to care by qualified medical personnel.

- 120. Nutrition (See also Hosp. Mgmt. 132) (4)**  
*Lecture 4 hours*  
 Introductory study of energy, protein, mineral, and vitamin requirements of the body in relation to growth, maintenance, and reproduction; factors influencing normal metabolism; construction of the adequate diet.  
*(Credit for this course will be offered for either Health Education 120 or Hospitality Management 132, but not both. May not be repeated.)*

## HEALTH OCCUPATIONS

- 103. Emergency Medical Technician Training (8)**  
*Prerequisite. One or more of the following: Appropriate emergency medical terminology background; basic first aid; employment that requires the course; medical terminology classes.*  
*Lecture 8 hours*  
 An intensive course to assist the student in developing skill in recognition of illness and injuries and proper procedures in administering emergency care.
- 105ab. Home Health Aide (4) (4)**  
 (a) *Lecture 3 hours*  
*Laboratory 3 hours*  
 An orientation to local health facility procedures. Basic patient care. Introduction to personal hygiene, body systems, illness and nutrition.
- (b) *Prerequisite. Health Occupations 105a.*  
*Lecture 3 hours*  
*Laboratory 3 hours*  
 Post hospital patient care using prescribed exercises, assisting with self administered medications, and performing household services essential to patients' care in the home.  
*Field trips may be required.*
- 107. Emergency Medical Technician Refresher (2)**  
*Prerequisite. E.M.T. Certificate.*  
*Lecture 2 hours*  
*Laboratory ½ hour*  
 Designed to update the existing E.M.T. Certificates which are expiring.



**Vocational Nursing**

*See Page 52 for Certificate Requirements.*

The Vocational Nursing program is accredited by the California Board of Vocational Nurse and Psychiatric Technician Examiners. Students who successfully complete Vocational Nursing 110, 112, 114, and 116 are eligible to take a state examination leading to licensure as a vocational nurse. Students are selected for the program on the basis of their scores on an English and Math placement test and an oral interview which takes place approximately 6 months prior to the beginning of a new sequence of classes. Students interested in applying should contact Admissions and Records Office for further information.

- 110. Introduction to Vocational Nursing (18)**  
*Prerequisite. Admission to the Vocational Nursing Program.*  
*Lecture 10 hours*  
*Laboratory 25 hours*  
 Orientation to Vocational Nursing including ethics, basic nutrition, structure and function of body systems, and obstetrical nursing. Introduction to pharmacology.  
*Field trips may be required.*
- 112. Obstetrical and Medical Surgical Nursing (18)**  
*Prerequisite. Vocational Nursing 110 with a C grade or better.*  
*Lecture 10 hours*  
*Laboratory 25 hours*  
 Family as a unit including child growth and development. Nutrition. Structure and function of body systems.
- 114. Beginning Medical and Surgical Nursing (18)**  
*Prerequisite. Vocational Nursing 112 with a C grade or better.*  
*Lecture 10 hours*  
*Laboratory 25 hours*  
 Nutrition in disease. Nursing care of patients with diseases of the circulatory, respiratory, and digestive systems. Community health.  
*Field trips may be required.*
- 116. Advanced Medical and Surgical Nursing (18)**  
*Prerequisite. Vocational Nursing 114 with a C grade or better.*  
*Lecture 10 hours*  
*Laboratory 25 hours*  
 Nursing care of patients with diseases of the reproductive, endocrine, urinary, and nervous systems. Emergency and disaster nursing. Mental illness. General review.

- 130. Pharmacology for Nurses (2)**  
*Lecture 2 hours*  
 A review of the common drugs affecting the major body systems.

**HEAVY EQUIPMENT**

*See Page 48 for Certificate Requirements.*

- 50. Bus Driver Training (3)**  
*Prerequisite. Possession of a valid California drivers license.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Instruction in the driver's responsibility for pupils, care and operation of a school bus, and laws relating to pupil transportation.
- 52. Recreational Vehicle Engine Repair (2)**  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Maintenance and repair of all terrain vehicles, trail bikes, vans, snowmobiles, motorcycles, and boat engines.
- 60. Diesel Engine Tuneup (2)**  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Principles of diesel engine tuneup and preventive maintenance. Practical experience in tuning a running engine.
- 70. Logging Equipment (3)**  
**(See also Forestry Technology 70)**  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Use of heavy equipment in the lumbering industry and land clearing. Safety training and accident prevention; fire laws and equipment.  
*(Credit for this course will be awarded for either Forestry Technology 70 or Heavy Equipment 70 but not both. May not be repeated.)*
- 101. Introduction to Heavy Equipment (2)**  
*Lecture 2 hours*  
 Use of heavy equipment in construction industry; safety training and accident prevention; plan reading and grade setting.

- 103. Heavy Equipment Apprenticeship (1)**  
*Prerequisite. Concurrent enrollment in Heavy Equipment 101.*  
*Lecture 1 hour*  
 Historical and legal background, administration of apprenticeship systems, the operating engineer apprenticeship, Federal and State laws that provide worker security.
- 105. Internal Combustion Engines—Diesel (4)**  
*Lecture 2 hours*  
*Laboratory 6 hours*  
 Principles, construction, and operation of diesel engines. Practical experience in the dismantling, assembly, operation and maintenance of diesel engines.
- 106. Internal Combustion Engines—Gasoline (4)**  
*Lecture 2 hours*  
*Laboratory 6 hours*  
 Principles, construction and operation of gasoline engines. Practical experience in engine rebuilding, related automotive machine shop processes and carburetor rebuilding. Trouble shooting and failure analysis are also stressed.
- 108. Brake Systems (4)**  
*Lecture 2 hours*  
*Laboratory 6 hours*  
 Understanding hydraulic brake system operations as well as maintenance, diagnosis, and service procedures.
- 109. Heavy Duty Brake Systems (2)**  
*Prerequisite. Heavy Equipment 108 or Consent of Instructor.*  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Understanding the operation and principles of brake systems as well as the techniques of diagnosis and service.
- 110. Preventive Maintenance (2)**  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Principles of basic preventive maintenance. Lubricants, filters, and air systems, as well as basic lubrication processes are stressed. In addition, preventive maintenance schedules, maintenance intervals, and record keeping systems are taught as it pertains to construction equipment.

- 112. Automatic Control Systems (4)**  
*Lecture 2 hours*  
*Laboratory 6 hours*  
 The repair and maintenance of heavy equipment control systems operated by physical controls such as powertrains, steering mechanisms and hydraulic brakes.
- 113. Automatic Transmissions (4)**  
*Lecture 2 hours*  
*Laboratory 6 hours*  
 The theory of automatic transmissions and their advantages and disadvantages. Practical experience in disassembly and assembly, failure and analysis, trouble shooting, pressure testing and automatic transmission rebuilding.
- 115. Special Systems (4)**  
*Lecture 2 hours*  
*Laboratory 6 hours*  
 Instruction in hydraulics, rigging, pneumatics, and basic electrical systems.
- 120. Gas Welding (2)**  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Basic gas welding for shop and field repair of heavy equipment components.
- 123. Welding Non-Ferrous Metals (1)**  
*Laboratory 3 hours*  
 Instruction and manipulation in welding of non-ferrous metals with the oxygen acetylene torch and the shielded arc process.
- 125. Arc Welding (2)**  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Basic arc welding for shop and field repair of heavy equipment components.
- 130ab. Electrical Control Systems (4) (4)**  
 (a) *Lecture 2 hours*  
*Laboratory 6 hours*  
 Basic electricity as it relates to construction equipment. Electrical theory, switches, conductors, resistors, semiconductors, batteries, as well as trouble shooting and rebuilding of charging systems.

**HEAVY EQUIPMENT**

130ab. (continued)

- (b) *Prerequisite. Previous or concurrent enrollment in Heavy Equipment 130a, or Consent of Instructor.*  
*Lecture 2 hours*  
*Laboratory 6 hours*  
 Advanced study of electricity, magnetism, starter motors and circuits, magnetos, battery ignition and light plants.
- 132. Heavy Duty Drive Train Repair (3)**  
*Lecture 3 hours*  
 Repair of bearings, clutches, fluid drives, transmissions and brakes.
- 134. Heavy Duty Equipment Repair (3)**  
*Lecture 3 hours*  
 Repair of tracks, wheels, steering, pumps, and compressors.
- 136. Construction Rigging (2)**  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Use of ropes, chains, hooks and slings. Handling loads on cranes, hoists, derricks. Safe operation of jacks, rollers, and skids.
- 138ab. Advanced Maintenance Laboratory (2) (2)**  
 (a) *Prerequisite. 8 units of shop classes with no more than 2 of the 8 units taken concurrently with Heavy Equipment 138a, or Consent of Instructor.*  
*Laboratory 6 hours*  
*(Independent study and guided practice.)*  
 Special repair projects are assigned to advanced students with emphasis on speed, accuracy, and work habits.  
 (b) *Laboratory 6 hours*  
*(Independent study and guided practice.)*  
 A continuation of Heavy Equipment 138a.  
*May be repeated for credit for a total of three times.*
- 140. Heavy Equipment Attachments (2)**  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Major attachments for dozers, tractors, and cranes.

**HISTORY**

- 145. Fire Vehicle Maintenance (3)**  
**(See also Fire Science 145)**  
*Prerequisite. Fire Science 101 or Consent of Instructor.*  
*Lecture 3 hours*  
 A survey course in the fundamentals of all vehicle structure. Basic construction of the vehicles, including the main powering systems (fire pumps excluded) and techniques of maintenance.  
*(Credit for this course will be awarded for either Fire Science 145 or Heavy Equipment 145 but not both.)*
- 170. Directed Field Study (3)**  
*Lecture 1 hour*  
*Laboratory 6 hours*  
 Specialized areas of field work and/or individual study projects not available as regular course offerings.  
*See provisions on credit limitation (page 34.)*

**HISTORY**

- 59. Local History (1-2)**  
*Lecture 1 hour equals 1 unit of credit.*  
*Lecture 1 hour, Laboratory 3 hours equals 2 units of credit.*  
 An introduction to Tuolumne County through the use of speakers, field trips, and informal discussions.  
*Field trips are required.*
- 104abc. World Civilization (4) (4) (4)**  
 (a) *Lecture 4 hours*  
 Rise and decline of civilizations to 500 A.D. Prehistoric cultures, the ancient Near East, the ancient Far East, Greek history and civilization, Roman history and civilization.  
 (b) *Lecture 4 hours*  
 Development of major civilizations from 500 to 1700 A.D. Rise of medieval Europe, the Byzantine Empire, the Moslem world and Africa; contemporary India, China and Japan; the Renaissance and Reformation periods; the expansion of Europe into the non-Western world to the age of Louis XIV.  
 (c) *Lecture 4 hours*  
 Development of European, American and non-Western civilizations from 1700 A.D. to the present. Emergence of national states, their struggle for world power, and their impact on the non-western world.

- 111. Asia (4)**  
*Lecture 4 hours*  
 Survey of the political and cultural history of India, China, Japan, and Southeast Asia; the response of Asian nations to the impact of the West, and resulting contemporary problems.
- 113. China (4)**  
*Lecture 4 hours*  
 Survey of the development of China from its earliest civilization to its major place in the contemporary world.
- 117ab. United States (5) (5)**  
 (a) *Lecture 5 hours*  
 Historical development of the United States from colonization to the Civil War and Reconstruction; an analysis and interpretation of political, economic, and social institutions and ideas.
- (b) *Lecture 5 hours*  
 Historical development of the United States through an analysis and interpretation of political, economic, and social institutions and ideas. The Reconstruction period; expansion of the West; growth of industrialization; rise to world power; contemporary American problems.
- 121ab. California (3) (3)**  
 (a) *Lecture 3 hours*  
 Formative years of California history from the Spanish discovery to 1870. Institutions and personalities of the Spanish-Mexican period; United States conquest; and the gold rush period.  
*Field trips may be required.*
- (b) *Lecture 3 hours*  
 Economic, social, intellectual, and political development of California since 1843. Influences of gold, isolation, transportation, water, petroleum, farming, population growth, and progressivism.
- 133. Oral History (2)**  
*Prerequisite. Any history course.*  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Fundamentals of the tape-recorded interview. Demonstrations and discussions of the interview as a method in

133. (continued)  
 historical research and writing.  
*May be repeated once for credit.*
- 149. The Mother Lode (3)**  
*Lecture 3 hours*  
 History and lore of the Mother Lode Country, with particular emphasis on Tuolumne County.  
*Field trips may be required.*

## HOSPITALITY MANAGEMENT

*See Pages 48 and 49 for Certificate Requirements.*

- 101. Introduction to the Hospitality Industry (3)**  
*Lecture 3 hours*  
 An introduction to the hotel-motel, food service, travel agency, and recreation business.  
*Field trips may be required.*
- 103. Marketing of Hospitality Services (3)**  
*Lecture 3 hours*  
 A study of people, product, package, price, and promotion, and how they interrelate and constitute the ingredients in a marketing program.  
*Field trips may be required.*

## Lodging

- 110. Hotel-Motel Management (3)**  
*Prerequisite. Hospitality Management 101, Bus. Ad. 60ab and Bus. Ad. 104, or Consent of Instructor.*  
*Lecture 3 hours*  
 Organization and operation of public lodging facilities.  
*Field trips may be required.*
- 112. Front Office Management (3)**  
*Prerequisite. Hospitality Management 101, Bus. Ad. 104 and Off. Oc. 134, plus typing skill, or Consent of Instructor.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Essential equipment, routines, and duties of the front desk clerk and relationship to other hotel departments.  
*Field trips may be required.*

- 115. Hotel-Motel Housekeeping (3)**  
*Prerequisite. Hospitality Management 101 and Bus. Ad. 104, or Consent of Instructor.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Broad scope of the housekeeper position, stressing employee training, record-keeping, executive responsibilities, and use of equipment and materials.  
*Field trips may be required.*
- 116. Laws of Innkeeping (3)**  
*Prerequisite. Hospitality Management 101, or Consent of Instructor.*  
*Lecture 3 hours*  
 Legal relationships between California innkeepers and others; rights, duties, and liabilities of innkeepers and their personnel.  
*Field trips may be required.*
- 120. Maintenance and Equipment (3)**  
*Prerequisite. Hospitality Management 101, or Consent of Instructor.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Provides essential technical information in equipment and its maintenance to establish preventive maintenance routine and to make necessary operating decisions.  
*Field trips may be required.*

### Food Services

- 130. Food Service Management (3)**  
*Prerequisite. Hospitality Management 101, Bus. Ad. 60ab and 63, or Consent of Instructor.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Introduction to culinary nomenclature, cost controls, kitchen equipment, planning, management reports, menu planning, food purchasing, nutrition and sanitation.  
*Field trips may be required.*

- 131. Dining Room Service (3)**  
*Prerequisite. Hospitality Management 101, or Consent of Instructor.*  
*Lecture 1 hour*  
*Laboratory 6 hours*  
 Service techniques, table settings, and etiquette used in all aspects of dining room service. Emphasis on developing the finer points in skill and showmanship.  
*Field trips may be required.*
- 132. Nutrition (See also Health Ed.120) (4)**  
*Lecture 4 hours*  
 Introductory study of energy, protein, mineral, and vitamin requirements of the body in relation to growth, maintenance, and reproduction; factors influencing normal metabolism; construction of the adequate diet.  
*(Credit for this course will be offered for either Health Education 120 or Hospitality Management 132, but not both. May not be repeated.)*
- 133ab. Introduction to Commercial Food Preparation (3) (3)**  
 (a) *Prerequisite. Hospitality Management 130 and a negative tuberculosis test.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 General introduction to safety, sanitation, culinary nomenclature, cook's tools, recipe conversion and food costs. Preparation of beverages, breakfasts and salads. Commissary control and ordering of supplies.  
 (b) *Prerequisite. Hospitality Management 133a and a negative tuberculosis test.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Continuation of Hospitality Management 133a with emphasis on preparation of vegetables, sauces, rice and farinaceous products. Basic techniques of broiling, roasting, sauteing, and deep fat frying.
- 135. Commercial Baking (3)**  
*Prerequisite. Hospitality Management 130, or Consent of Instructor.*  
*Lecture 1 hour*  
*Laboratory 6 hours*  
 Tools, terms, and functions in preparation of baked goods, cake decorating, and gourmet desserts.  
*Field trips may be required.*

- 136. Advanced Baking** (3)  
*Prerequisite. Hospitality Management 135 or Consent of Instructor.*  
*Lecture 1 hour*  
*Laboratory 6 hours*  
 Formulas used in commercial pastry shop; gum paste work, design, sugar decoration, wax work.  
*Field trips may be required.*
- 140. Classical Cuisine** (3)  
*Prerequisite. Hospitality Management 133ab, or Consent of Instructor.*  
*Lecture 1 hour*  
*Laboratory 6 hours*  
 Preparation of gourmet and more complicated foods using representative selections from the eight entree groups.  
*Field trips may be required.*
- 142. Garde Manger** (3)  
*Prerequisite. Hospitality Management 140, or Consent of Instructor.*  
*Lecture 1 hour*  
*Laboratory 6 hours*  
 Study of the various meats, fruits, vegetables, sauces, and their uses in cold buffet work. Introduction to fancy culinary work; use of the tools necessary to this art.  
*Field trips may be required.*
- 144. Meat Analysis** (3)  
*Prerequisite. Hospitality Management 130, or Consent of Instructor.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Study of various grades and cuts of meat, and their use in restaurant sales. Cost control and fabrication.  
*Field trips may be required.*
- 147. Beverage Management** (3)  
*Prerequisite. At least 21 years of age, Hospitality Management 101, Bus. Ad. 60a and 104, or Consent of Instructor.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Study of all aspects of beverage management including

147. (continued)  
 federal, state and local regulations, mixology, background, and future of beverage industry.  
*Field trips may be required.*
- 148. Wine Sales and Service** (3)  
*Prerequisite. At least 21 years of age, Hospitality Management 131, or Consent of Instructor.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Introduction to the history, development, production, and types of wines. Pronunciations and label reading, service, sales, and merchandising.
- Recreation Industry**
- 55. Interpretive Guided Tours** (2)  
 (See also Natural Resources Technology 55)  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Methods of meeting and serving diverse public groups in their social, cultural, and recreational use of these lands,  
 (Credit for this course will be awarded for either Hospitality Management 55 or Natural Resources Technology 55 but not both. May not be repeated.)
- 151. Introduction to Parks and Recreation** (3)  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 An introductory course for individuals interested in parks and recreation, with exposure to park management, design, maintenance and construction. Recreational aspects, job opportunities and duties.
- 160. Introduction to the Travel-Tourism Industry** (3)  
*Prerequisite. Hospitality Management 101, Bus. Ad. 104 and Off. Oc. 134, or Consent of Instructor.*  
*Lecture 3 hours*  
 Evolution of tourism as an industry. Survey of domestic and international travel, laws, services, communications systems, and interaction with other sectors of the hospitality industry.  
*Field trips may be required.*

## HUMANITIES

- 110. Current Religious Movements (3)**  
*Lecture 3 hours*  
 The search for religious meaning in the contemporary world, reflected in modern cults like Eckankar, Scientology, Urantia, Satanism, and Transcendental Meditation, and in current trends in old religions like the Jesus Movement, the Ecumenical Movement, Hari Krishna Hinduism and Zen Buddhism.
- 120. America's Religious Heritage (3)**  
*Lecture 3 hours*  
 Historical forces in American Religion traced from their European origins and colonial development up to modern American religious trends and their impact upon society.
- 130. World Religious Consciousness (3)**  
*Lecture 3 hours*  
 Development of religious consciousness from primitive beliefs in ancient times to the major religions of the world: Hinduism, Buddhism, Taoism, Judaism, Christianity, and Islam.

## INDUSTRIAL ARTS

- 55. Basic Woodworking (1)**  
*Laboratory 3 hours*  
 Provides for learning woodworking skills and processes and the safe use of hand and machine woodworking tools. Students will construct creative and useful projects of their choice from wood.  
*May be repeated one time for credit.*
- 70. Auto Maintenance I (1)**  
*Laboratory 3 hours*  
 Designed to provide the student with information needed to maintain his own vehicle and to provide limited practice as reinforcement to his learning.  
*May be repeated once for credit.*
- 72. Auto Maintenance II (1)**  
*Prerequisite. Auto Maintenance I or Auto Maintenance Experience.*  
*Laboratory 3 hours*  
 Continuation of Auto Maintenance I, to provide the student

- 72. (continued)**  
 with additional supervised experience and subject area knowledge.  
*May be repeated once for credit.*

## JOURNALISM

- 101abc. Introduction to Journalism (2) (2) (2)**
- (a) *Prerequisite. Eligibility for English 101a or Consent of Instructor.*  
*Lecture 2 hours*
- (b) *Prerequisite. Journalism 101a.*  
*Lecture 2 hours*
- (c) *Prerequisite. Journalism 101b.*  
*Lecture 2 hours*  
 Introduction to basic newsgathering, writing techniques, production methods, photography, commercial art, advertising, libel and slander laws, journalism careers.  
*Field trips may be required.*
- 107. Newspaper Production (1-3)**  
*Prerequisite. Journalism 101a, previous or concurrent enrollment in 101b or 101c.*  
*Laboratory 3 - 9 hours*  
 Laboratory using campus newspaper publications and other programs for application of newsgathering, writing skills and production methods.  
*Field trips may be required.*  
*May be repeated to a maximum of 9 units.*

## LAW ENFORCEMENT

- 100. Introduction to Administration of Justice (4)**  
*Lecture 4 hours*  
 The history and philosophy of administration of justice in America. Theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system.
- 102. Principles and Procedures of the Justice System (4)**  
*Lecture 4 hours*  
 An indepth study of the role and responsibilities of each segment within the Administration of Justice system: law en-

102. (continued)

forcement, judicial, corrections, and the relationship each segment maintains with its system members.

**106. Concepts of Criminal Law (4)**

*Lecture 4 hours*

Historical development, philosophy of law and constitutional provisions; definitions, classification of crime, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social course.

**108. Legal Aspects of Evidence (4)**

*Lecture 4 hours*

Origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations affecting arrest; search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

**110. Police, Community Relations (4)**

*Lecture 4 hours*

An indepth exploration of the roles of the Administration of Justice practitioners and their agencies. Principal emphasis will be placed upon the professional image of the system of Justice Administration and the development of positive relationships between members of the system and the public.

**120. Substantive Law (4)**

*Prerequisite. Law Enforcement 100.*

*Lecture 4 hours*

An indepth study of the substantive laws commonly encountered by the municipal, county, or state police officer or investigator or other criminal justice employee. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

**122. Concepts of Enforcement Services (4)**

*Prerequisite. Law Enforcement 100.*

*Lecture 4 hours*

Exploration of theories, philosophies, and concepts related to role expectations of the line enforcement officer. Emphasis on the patrol, traffic, and public service responsibilities and their relationship to the administration of justice system.

**124. Principles of Investigation (4)**

*Prerequisite. Law Enforcement 100.*

*Lecture 4 hours*

The study of basic principles of all types of investigations utilized in the justice system. Coverage will include human aspects in dealing with the public, specific knowledge necessary for handling crime scenes; interview, evidence, surveillance, followup, technical resources, and case preparations.

**130. California Penal Code (4)**

*Prerequisite. Law Enforcement 100.*

*Lecture 4 hours*

Law relating to criminal offenders and inmates of California institutions; administration of California Penal Code.

**132. Juvenile Procedures (4)**

*Prerequisite. Law Enforcement 100.*

*Lecture 4 hours*

The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.

**134. Self Defense (2)**

*Prerequisite. Law Enforcement 100.*

*Lecture 1 hour*

*Laboratory 3 hours*

Protection against persons armed with dangerous and deadly weapons; demonstration and drill in a limited number of holds and come-alongs; restraint of prisoners and the mentally ill; use of the baton.

**138. Firearms (1)**

*Prerequisite. Law Enforcement 100.*

*Laboratory 3 hours*

The moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms; firing of the sidearm and shotgun; gas weapons.

**140. Aquatic Law Enforcement (4)**

*Prerequisite. Law Enforcement 100.*

*Lecture 3 hours*

*Laboratory 3 hours*

Law enforcement regulations and procedures; water safety; boat operation.



- 150. Supervised Field Work (4)**  
*Prerequisite. Law Enforcement 100.*  
*Lecture 2 hours*  
*Laboratory 6 hours*  
 Supervised field work with experiences in several of the surrounding facilities involved in crime prevention.
- 160. Advanced Officers' Training (4)**  
*Prerequisite. Law Enforcement 100.*  
*Lecture 4 hours*  
 A P.O.S.T. approved program designed to upgrade officers currently working in any phase of law enforcement. Studies include administration of justice, patrol procedures, criminal law, and criminal investigation.

## LIBRARY

- 101. Introduction to Library Resources (2)**  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Instruction and practice in locating and utilizing library resources. Emphasis on basic library research techniques with respect to preparing bibliographies.

## MATHEMATICS

The five unit Mathematics courses may be offered either as five lecture hours or as four lecture and three laboratory hours. Refer to the Schedule of Classes.

- 50. Basic Mathematics (2)**  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 A basic course in arithmetic.
- 55. Beginning Algebra (5)**  
*Lecture 5 hours*  
 or  
*Lecture 4 hours*  
*Laboratory 3 hours*  
 Algebraic structure of real numbers, development of algebraic techniques, rational operations, radicals, polynomials, factoring, linear equations, inequalities, and quadratic equations.

- 60. Geometry (5)**  
*Prerequisite. Math 55 or one year high school algebra recommended.*  
*Lecture 5 hours*  
 or  
*Lecture 4 hours*  
*Laboratory 3 hours*  
 Plane geometry, solid geometry, and coordinate geometry.
- 63. Business Mathematics (See also Bus. Ad. 63) (4)**  
*Lecture 4 hours*  
 Mathematical problems of buying, selling, interest, discounts, insurance, commissions, payrolls, depreciation, and taxes. An individualized approach allows students to progress at their own pace.  
*(Credit for this course will be awarded for either Mathematics 63 or Business Administration 63 but not both. May not be repeated.)*
- 65. The Metric System (See also Bus. Ad. 65) (1)**  
*Lecture 1 hour*  
 An entertaining presentation of the new language of the modernized metric system in areas of common, everyday application: volume, weight, linear, and cubic measures, temperature, and electricity.  
*(Credit for this course will be granted for either Business Administration 65 or Math 65 but not both. May not be repeated.)*
- 70. Slide Rule (1)**  
*Prerequisite. Math 55 or equivalent.*  
*Lecture 1 hour*  
 Calculations involving multiplication, division, exponential numbers and logarithms with the aid of a slide rule.
- 71. Chemical Calculations (See also Chemistry 71) (1)**  
*Prerequisite. Mathematics 55 or Equivalent.*  
*Lecture 1 hour*  
 A basic math course designed to prepare the student for solving problems in Chemistry 100 and Chemistry 101abc.  
*(Credit for this course will be granted for either Chemistry 71 or Mathematics 71 but not both. May not be repeated.)*

- 101. Intermediate Algebra (5)**  
*Prerequisite. Math 55 or one year high school algebra.*  
*Lecture 5 hours*  
*or*  
*Lecture 4 hours*  
*Laboratory 3 hours*  
 Extension of elementary algebra; includes complex numbers and logarithms.
- 102. Trigonometry (5)**  
*Prerequisite. Math 60 and Math 101 or second year high school algebra and one year geometry.*  
*Lecture 5 hours*  
*or*  
*Lecture 4 hours*  
*Laboratory 3 hours*  
 An analytical approach to trigonometric functions.
- 103. College Algebra (5)**  
*Prerequisite. Previous or concurrent enrollment in Math 102 or high school trigonometry.*  
*Lecture 5 hours*  
*or*  
*Lecture 4 hours*  
*Laboratory 3 hours*  
 Extension of algebraic concepts; includes quadratic equations, inequalities, complex numbers, mathematical induction, binomial theorem, determinants, permutations, and combinations.
- 105. Elements of Statistics (4)**  
*Prerequisite. Math 101 or second year high school algebra.*  
*Lecture 4 hours*  
 Statistical concepts of probability, analysis and significance of measurements, measures of central tendency, correlation, variation, distribution, and reliability and validity of tests.
- 110. Finite Mathematics (5)**  
*Prerequisite. Math 55 or one year of high school algebra.*  
*Lecture 5 hours*  
*or*  
*Lecture 4 hours*  
*Laboratory 3 hours*  
 Symbolic logic, sets, probability, vectors, matrices, and game theory.

- 120abc. Calculus with Analytic Geometry (5) (5) (5)**  
 (a) *Prerequisite. Two years of high school algebra, one year of plane geometry, and one-half year of trigonometry or Math 102. Math 103 recommended.*  
*Lecture 5 hours*  
*or*  
*Lecture 4 hours*  
*Laboratory 3 hours*  
 Inequalities, relations, functions, graphs, limits, the derivative, continuity, lines, circles, and conics with geometric and physical interpretations of the derivative.
- (b) *Prerequisite. Math 120a.*  
*Lecture 5 hours*  
*or*  
*Lecture 4 hours*  
*Laboratory 3 hours*  
 Elements of analytic geometry, introduction to integral calculus with applications and continuation of differential calculus; trigonometric, logarithmic, exponential, and hyperbolic functions.
- (c) *Prerequisite. Math 120b.*  
*Lecture 5 hours*  
*or*  
*Lecture 4 hours*  
*Laboratory 3 hours*  
 Polar coordinates, vectors in the plane, techniques in integration, and applications of the integral.

MUSIC

- 100. Standard Notation (3)**  
*Lecture 3 hours*  
 Introduction to traditional musical notation, key signatures, scales, intervals and chords, sight singing and aural perception.
- 102. Introduction to Listening (4)**  
*Lecture 4 hours*  
 An introduction to the art of listening and the elements of musical sound in western civilization.  
*Field trips may be required.*

- 104abcd. Aural Perception and Discrimination** (2) (2) (2) (2)  
 Training of the human and aural apparatus to perceive and discriminate frequency differences and relationships within the tonal system of western civilization.
- (a) *Prerequisite. Music 100 or concurrent enrollment in Music 100.*  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Harmonic and melodic interval relationships.
- (b) *Prerequisite. Music 104a.*  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Melodic and rhythmic relationships.
- (c) *Prerequisite. Music 104b.*  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Chordal relations, Part I.
- (d) *Prerequisite. Music 104c.*  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Chordal relations, Part II.
- 105. Introduction to Keyboard** (2)  
*Prerequisite. Concurrent enrollment in Music 100.*  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Introduction to motor skills correlating standard notation with the keyboard.
- 110abc. Survey of Music History and Literature** (5) (5) (5)
- (a) *Lecture 5 hours*  
 Ancient through classical periods.
- (b) *Lecture 5 hours*  
 Romantic period.
- (c) *Lecture 5 hours*  
 Impressionistic and contemporary periods.  
*Field trips may be required.*
- 112. History of American Jazz** (4)  
*Lecture 4 hours*  
 Nature, processes and history of jazz and popular music from its origins to the present.  
*Field trips may be required.*

- 114. Survey of Eastern Music** (4)  
*Lecture 4 hours*  
 Introduction to the music cultures of the Near East, Asia, the Orient, and the Pacific Islands.
- 120abc. Music Theory** (4) (4) (4)
- (a) *Selection of Tones.*  
*Prerequisite. Music 100 or Concurrent Enrollment.*  
*Lecture 3 hours*  
*Laboratory 3 hours*  
 Exploration of sound, sense perception, and memory with respect to pitch. Introduction to tension, quality, and sonance and their relations to levels of memory. Explanation of musical sound based on physical and mathematical relationships.
- (b) *Arranging of Tones*  
*Prerequisite. Music 120a.*  
*Lecture 3 hours*  
*Laboratory 3 hours*  
 Continuation of concepts of 120a with additional considerations of amplitude and duration. The study of chordal inversions and counterpoint coupled with an exploration of rhythm and volume.
- (c) *Realization of Tones*  
*Prerequisite. Music 120b.*  
*Lecture 3 hours*  
*Laboratory 3 hours*  
 Relationships of the choosing and arranging of tones, (120a and 120b) as applied to a study of the acoustical properties of instrument and voice.
- 121. Analysis and Synthesis of Style** (4)  
*Prerequisite. Music 120b.*  
*Lecture 4 hours*  
 Study and written representation of the conventions of the rules of music theory used during the stylistic periods from pre-Renaissance (1400) through to the 20th Century.  
*May be repeated one time for credit.*
- 126. Composition** (3)  
*Prerequisite. Music 120b.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Composing in various musical styles as well as synthesis of

126. (continued)

student's own style. Study and analysis of different methods of composition of music in relation to project chosen by student.

*May be repeated one time for credit.*

**130. Beginning Guitar (2)**

*Prerequisite. Music 100.*

*Lecture 2 hours*

Beginning group instruction in methods and techniques of playing the guitar.

*May be repeated one time for credit.*

**131. Beginning Keyboard (2)**

*Prerequisite. Music 100. Music 105 recommended.*

*Lecture 2 hours*

Group instruction in performance methods and techniques on keyboard instruments.

**132. Beginning Woodwind (2)**

*Prerequisite. Music 100.*

*Lecture 2 hours*

Beginning performance methods and techniques on woodwind instruments.

*May be repeated one time for credit.*

**133. Beginning Brass (2)**

*Prerequisite. Music 100.*

*Lecture 2 hours*

Beginning performance methods and techniques on brass instruments.

*May be repeated one time for credit.*

**134. Beginning Strings (2)**

*Prerequisite. Music 100.*

*Lecture 2 hours*

Beginning performance methods and techniques on string instruments.

*May be repeated one time for credit.*

**135. Beginning Percussion (2)**

*Prerequisite. Music 100.*

*Lecture 2 hours*

Beginning instruction in a class situation of methods and techniques of playing the following percussion instruments: snare drum, bass drum, tympani, cymbals, and keyboard percussion.

*May be repeated one time for credit.*

**136. Beginning Voice (3)**

*Prerequisite. Music 100.*

*Lecture 2 hours*

*Laboratory 3 hours*

Group instruction in the techniques of singing. Practice in correct tone production, diction, stage presence, and reading of musical notation by student.

*May be repeated one time for credit.*

**137. Beginning Synthesizer (3)**

*Prerequisite. Music 100.*

*Lecture 2 hours*

*Laboratory 3 hours*

Beginning instruction in a class situation of methods and techniques of playing the synthesizer as a performing instrument.

*May be repeated one time for credit.*

**138. Beginning Harmonica (2)**

*Lecture 2 hours*

Beginning instruction in a class situation of methods and techniques of playing the harmonica.

*May be repeated one time for credit.*

**140. Intermediate Guitar (2)**

*Prerequisite. Music 130.*

*Lecture 2 hours*

Intermediate instruction in a class situation of methods and techniques of playing the guitar.

**142. Intermediate Woodwind (2)**

*Prerequisite. Music 132.*

*Lecture 2 hours*

Intermediate instruction in a class situation of methods and techniques of playing woodwind instruments.

- 144. Intermediate Strings (2)**  
*Prerequisite. Music 134.*  
*Lecture 2 hours*  
 Intermediate instruction in a class situation of methods and techniques of playing string instruments.
- 150. Applied Music, Guitar (1)**  
*Prerequisite. Audition.*  
*Lecture 1 hour*  
 Individual instruction in guitar. One hour lesson per week with a private instructor chosen by the student and approved by the college Music department.  
*May be repeated.*
- 151. Applied Music, Piano (1)**  
*Prerequisite. Audition.*  
*Lecture 1 hour*  
 Individual instruction in piano. One hour lesson per week with a private instructor chosen by the student and approved by the college Music department.  
*May be repeated.*
- 152. Applied Music, Woodwinds (1)**  
*Prerequisite. Audition.*  
*Lecture 1 hour*  
 Individual instruction in woodwinds. One hour lesson per week with a private instructor chosen by the student and approved by the college Music department.  
*May be repeated.*
- 153. Applied Music, Brass (1)**  
*Prerequisite. Audition.*  
*Lecture 1 hour*  
 Individual instruction in brass. One hour lesson per week with a private instructor chosen by the student and approved by the college Music department.  
*May be repeated.*
- 154. Applied Music, Strings (1)**  
*Prerequisite. Audition.*  
*Lecture 1 hour*  
 Individual instruction in strings. One hour lesson per week with a private instructor chosen by the student and approved by the college Music department.  
*May be repeated.*

- 155. Applied Music, Percussion (1)**  
*Prerequisite. Audition.*  
*Lecture 1 hour*  
 Individual instruction in percussion. One hour lesson per week with a private instructor chosen by the student and approved by the college Music department.  
*May be repeated.*
- 156. Applied Music, Voice (1)**  
*Prerequisite. Audition.*  
*Lecture 1 hour*  
 Individual instruction in voice. One hour lesson per week with a private instructor chosen by the student and approved by the college Music department.  
*May be repeated.*
- 157. Applied Music, Synthesizer (1)**  
*Prerequisite. Audition*  
*Lecture 1 hour*  
 Individual instruction on synthesizer. One hour lesson per week with a private instructor chosen by the student and approved by the college Music department.  
*May be repeated.*
- 160. Sierra Singers (2)**  
*Activity 4 hours*  
 Study and performance of mixed choral works of various periods and styles.  
*May be repeated.*
- 164. Mountainaires (2)**  
*Prerequisite. Concurrent enrollment in Music 160 and Audition. Speech 106 recommended.*  
*Activity 4 hours*  
 Performance of specialized choral styles from madrigal to modern in an ensemble of limited size.  
*May be repeated.*
- 166. Community Chorus (2)**  
*Activity 4 hours*  
 Study and performance of mixed choral works of various periods and styles.  
*May be repeated.*

- 169. Ensemble: Vocal Emphasis (1)**  
*Prerequisite. Audition.*  
*Activity 2 hours*  
 Preparation and performance of various musical styles and media.  
*May be repeated.*
- 170. Symphonic Wind Ensemble (2)**  
*Prerequisite. Audition.*  
*Activity 4 hours*  
 Study and performance of advanced wind ensemble literature. Attendance at all scheduled performances is required.  
*May be repeated.*
- 172. Jazz Ensemble (2)**  
*Prerequisite. Audition.*  
*Activity 4 hours*  
 Members of the ensemble will study, rehearse, and perform American jazz and commercial music. Composing and arranging of music for the ensemble will be encouraged. Style as it applies to jazz music and techniques of improvisation will be explored.  
*May be repeated.*
- 174. Stage Band (2)**  
*Prerequisite. Consent of Instructor.*  
*Activity 4 hours*  
 Reading, preparation, and performance of music arranged for stage and in an ensemble of limited size.  
*May be repeated.*
- 176. Orchestra (2)**  
*Prerequisite. Audition.*  
*Activity 4 hours*  
 Study and performance of orchestral literature of various styles and media.  
*May be repeated for credit.*

- 179. Ensemble: Instrumental Emphasis (1)**  
*Prerequisite. Audition.*  
*Activity 2 hours*  
 Preparation and performance of various musical styles and media.  
*May be repeated.*
- NATURAL RESOURCES**
- 100. Conservation of Natural Resources (4)**  
*Lecture 4 hours*  
 Natural resources conservation. History of land use, field practices, and current problems of physical and biological natural resources conservation.  
*Field trips may be required.*
- 101. Introduction to Soil, Water, and Atmospheric Resources (4)**  
*Prerequisite. Biology 110 recommended.*  
*Lecture 4 hours*  
 Characteristics, properties, formation, development, and utilization of soils, water, and atmosphere. Problems of wildlands and agricultural management.  
*Field trips may be required.*
- 102. Properties of Soils (4)**  
*Prerequisite. Previous or concurrent enrollment in Chemistry 100.*  
*Lecture 3 hours*  
*Laboratory 3 hours*  
 Physical, chemical, and biological properties of soils related to wildland and cultivated soils.  
*Field trips may be required.*
- 105. Alternative Energy Sources (3)**  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Cause and effect relationships of the energy crisis. Practical application of wind, water, solar, and methane sources of energy as a means of self sufficiency.  
*Field trips may be required.*

- 107. Land Use Planning (3)**  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Introduction to resources inventory, planning processes and environmental impact report preparation. Discussion with local officials and private professionals involved in resource conservation development, planning and environmental impact report preparation.
- 109. Parks and Forests Law Enforcement (4)**  
*Lecture 4 hours*  
 To give a general understanding of the rights and responsibilities of both the visitor and the employee in a wildland recreation setting.  
*Field trips may be required.*
- 110. Backpacking I (See also P.E. 140) (2)**  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Practical experience in the sport of backpacking. Selection and use of equipment, preparation, planning and physical performance of hiking and backpacking. Natural history interpretation related to backpacking experience.  
*Field trips may be required.*  
*(Credit for this course will be awarded for either Physical Education 140 or Natural Resources 110 but not both. May not be repeated.)*
- 130. Wild Edible Plants (3)**  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Survey of wild edible plants with particular emphasis on Tuolumne County. Use of plant identification keys. Methods of collection, preserving and preparing plant material for domestic use. Historical uses of plant material, emphasizing acorn preparation. Survey of poisonous plants included.
- 133. Wild Edible and Useful Plants (3)**  
*Prerequisite. Natural Resources 130.*  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Survey of wild edible and useful plants, emphasizing nutrient content of plants and forms of plant preservation and preparation. Use of plant keys. Survey of maple sugaring and

133. (continued)  
 mushrooms. Exposure to plants used in the areas of basketry; dyeing; flute, clapper and pipe making; and herbal preparations.  
*Field trips may be required.*

## NATURAL RESOURCES TECHNOLOGY

*See Page 49 for Certificate Requirements.*

- 52. Applied Wildlands Management (3)**  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Techniques of managing wildlands for maximum forage, water, and soil quality. Field observations and applications for restoration and protection of range and watershed values. Field identification of important forage and browse species.  
*Field trips may be required.*
- 55. Interpretive Guided Tours (2)**  
**(See also Hospitality Management 55)**  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Techniques of conducting interpretive guided tours; methods of meeting and serving diverse public groups in their social, cultural, and recreational use of multiple use recreation lands. Laboratories required six weekends during quarter.  
*Field trips may be required.*  
*(Credit for this course will be awarded for either Hospitality Management 55 or Natural Resources Technology 55 but not both. May not be repeated.)*
- 60. Aerial Photography and Map Interpretation (3)**  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 Utilization of basic photogrammetric instruments and equipment. Techniques of delineating soil-vegetation types and distinguishing physical features on aerial photographs. Techniques of map interpretation.  
*Field trips may be required.*
- 63. Water for Consumption (4)**  
*Lecture 4 hours*  
 Study of present and future sources of community water supply with special attention to state standards for potable water.

63. (continued)

Analysis processing, treatment, quality control, storage and distribution of community water.

*Field trips may be required.*

**81. California Wildlife — Game Mammals and Furbearers (3)**

*Lecture 2 hours*

*Laboratory 3 hours*

Methods and problems of manipulating and appraising game mammals and furbearers. Field identification and life history of local game mammals and furbearers.

**83. California Wildlife — Upland Game and Fish (3)**

*Lecture 2 hours*

*Laboratory 3 hours*

Methods and problems of manipulating and appraising upland game and fisheries habitats. Field identification and life history of local game birds and fish.

**PHILOSOPHY**

**101. Knowledge and Reality (4)**

*Lecture 4 hours*

Survey of the problems of the philosophy with emphasis on epistemology, metaphysics and existentialism.

**102. Ethics and Religion (4)**

*Lecture 4 hours*

Problems in ethics and philosophy of religion (Western and Oriental).

**103. Values in Politics and Esthetics (4)**

*Prerequisite. Philosophy 101 and/or Consent of Instructor.*

*Lecture 4 hours*

Problems of individual and social values in political philosophy and esthetics.

**105. Perspectives in Philosophy (4)**

*Prerequisite. Philosophy 101 or 102, and/or Consent of Instructor.*

*Lecture 4 hours*

Major viewpoints or schools of philosophy studied in historical sequence: classical realism, naturalism, idealism, positivism, linguistic analysis, and existentialism.

**108. Humanistic and Scientific Thought (4)**  
(See also Physics 108)

*Lecture 4 hours*

A study of the relationships between the sciences and the humanities, and of major problems in the philosophy of science.

*(Credit for this course will be awarded for either Philosophy 108 or Physics 108 but not both. May not be repeated.)*

**110ab. Logic (4) (4)**

(a) *Lecture 4 hours*

Basic principles of classical logic and some aspects of modern logic: deductive reasoning, including syllogisms, fallacies, truth functions, and techniques of symbolic logic. Analysis of arguments in editorials, advertisements, and news reports.

(b) *Prerequisite. Philosophy 110a or equivalent.*

*Lecture 4 hours*

A brief review of syllogistic and truth-functional logic, and a survey of quantificational logic, induction, probability, and the logic of the scientific method.

**120. Recent Art and Philosophy Since 1945 (4)**  
(See also Art 120)

*Lecture 4 hours*

A study of the relationship between the arts and philosophy since 1945, emphasizing current values systems dominant in both disciplines.

*(Credit for this course will be awarded in either Philosophy 120 or Art 120, but not both. May not be repeated.)*

**125. Twentieth Century Philosophy (4)**

*Lecture 4 hours*

A brief survey of the twentieth century philosophy emphasizing the leading exponents of each school of thought and their contributions to our understanding of man, nature, society, history, science, technology, human values and the meaning of life.



## PHYSICAL EDUCATION

All Physical Education 120 and 130 courses are offered on a Credit/No Credit grading system except for those students who opt for a letter grade before the end of the fourth week of the quarter. Materials fees, special clothing, and field trips are required for some courses. These will be designated on the current class schedules. Backpacking I, Mountaineering I, Alpine Skiing, and Cross Country Skiing may not be repeated.

- 101. Introduction to Physical Education (2)**  
*Lecture 2 hours*  
 Background and principles of Physical Education and sports. Study of the aims and objectives of modern physical education with a view toward development of basic philosophy and background for professional education.  
*Field trips may be required.*
- 105. Personal Fitness Program (2)**  
*Prerequisite. Concurrent enrollment in Weight Training or Body Mechanics.*  
*Lecture 2 hours*  
 A study of modern progressive resistance principles and related physiological and kineisological concepts applied to the planning and development of one's personal fitness program.
- 110. Intramural Leadership (2)**  
*Lecture 2 hours*  
 Instruction and practical experience in the organization and administration of the intramural sports program. Students will be required to coordinate and supervise an activity within the college program.
- 111abc. Leadership Laboratory (1) (1) (1)**  
*Prerequisite. Previous or concurrent enrollment in P.E. 110.*  
*Laboratory 3 hours*  
 Practical experience in the organization and administration of the intramural sports program. Students will be required to coordinate and supervise an activity within the college program.
- 113. Fall Sports Officiating (3)**  
*Lecture 2 hours*  
*Laboratory 2 hours*  
 Theory and practice combined in a study of the organization

113. (continued)  
 and techniques of officiating football and volleyball for men and women. Students will attempt to become qualified officials. Practical experience will be required in the laboratory.
- 114. Winter Sports Officiating (3)**  
*Lecture 2 hours*  
*Laboratory 2 hours*  
 Theory and practice combined in a study of the organization and techniques of officiating wrestling, basketball, and gymnastics for men and women. Students will attempt to become qualified officials. Practical experience will be required in the laboratory.
- 115. Spring Sports Officiating (3)**  
*Lecture 2 hours*  
*Laboratory 2 hours*  
 Theory and practice combined in a study of the organization and techniques of officiating baseball, track and field and soccer for men and women. Students will attempt to become qualified officials. Practical experience will be required in the laboratory.
- 116. Dance Production (See also Drama 116) (4)**  
*Prerequisite. Dance I or Dance II, Drama 143a or Drama 144, or Consent of Instructor.*  
*Lecture 1 hour*  
*Laboratory 9 hours*  
 Dance production for public performance; theory and practice in choreography, performance styles, and dance rehearsal combined with theatrical structure, non-verbal dramatic techniques, and technical staging designed for concert presentation.  
*(Credit for this course will be awarded for either Drama 116 or Physical Education 116 but not both. May be repeated for credit a maximum of three times.)*
- 117. Choreography and Composition (4)**  
**(See also Drama 117)**  
*Prerequisite. Previous or concurrent enrollment in Modern Dance I or Modern Dance II or Ballet I or Jazz I or Drama 116 or Physical Education 116.*  
*Lecture 3 hours*  
*Laboratory 3 hours*  
 Exploration of choreography fundamentals through a problem solving approach. Studies deal with aspects of time, space, dynamics, and design in movement with emphasis on extending communication skills of the body. Offered only once a year and not offered the same quarter as Drama/P.E. 116.  
*(Credit for this course will be awarded for either Drama 117 or P.E. 117, but not both.)*

**118. Circus and Clown (See also Drama 118) (4)**

*Lecture 3 hours*

*Laboratory 3 hours*

A study of "clowning" with specific concentration on the silent acting performing format, as well as the development of comic stunts, clown shows, and comic acrobatic exhibitions. *(Credit will be awarded for either P.E. 118 or Drama 118 but not both. May not be repeated.)*

**Activity Courses**

**120 Series:** Courses meeting 2 hours per week for 1 unit of credit:

**Badminton**

The techniques involved in basic strokes. Emphasis on rules, use and care of equipment, and singles and doubles class competition.

**Basketball**

Instruction and practice in the basic fundamentals of the game, including individual and team concepts with intra-class competition.

**Body Mechanics I**

Exercise for body balance, agility, coordination, confidence, poise, and weight control.

**Body Mechanics II**

*Prerequisite. Beginning Body Mechanics I or Consent of Instructor.*

Advanced physical education for the student who desires to reach an extremely high level of physical fitness and figure improvement. Course participation will include weight training for women (figure improvement), advanced calisthenics and jogging, using the aerobics fitness scale.

**Bowling**

Instruction and practice in the basic fundamentals of bowling emphasizing the four step approach. Lines (games) are bowled and scored for record.

**Dance, Folk**

Instruction and participation in folk dances from countries around the world. Background information on dances, and an introduction to basic folk dance steps.

**Fencing**

Introduction to foil fencing. Instruction in basic skills and rules of the sport.

**Hatha Yoga**

Progressive practice of postures and breathing exercises, including stretching and relaxation, free-swinging and balance positions, and an introduction to the arts of concentration and meditation. Emphasizes the individual attaining a clarity and concentration of the entire being, body and mind, toward his/her highest potential.

**Roller Skating**

Care and selection of boot and skate. Instruction and practice for starting, stopping, and skating to music with proper body balance and control. Introduction to figure skating.

**Tennis I**

Instruction and practice in fundamentals of Eastern grip tennis. Emphasis on development of sound ground strokes, serve and volley. Includes rules, scoring, and game play.

**Trampoline**

Instruction and practice in the elementary fundamentals of tumbling, graduating to the use of the trampoline and the mini-tramp.

**Volleyball**

Basic techniques with emphasis on offensive and defensive tactics of team play. Rules and intra-class competition included.

**130 Series:** Courses meeting 3 hours per week for 1 unit of credit.

**Ballet I**

*Prerequisite. Modern Dance I or Consent of Instructor.*

Introduction to fundamental classical ballet forms, including basic concepts, positions, and combinations designed to acquaint the student with the technical and expressive elements of ballet.

**Dance, Jazz I**

Introduction to the fundamentals of jazz dance with emphasis on basic technique, rhythmical analysis, and various cultural and historical styles.

**Dance, Modern I**

Introduction to modern dance movement. Fundamentals, basic movement, and composition, presented and practiced as an opportunity for the student to express himself creatively through dance forms.

**Dance, Modern II**

*Prerequisite. Modern Dance I or Consent of Instructor.*

Advanced work on Modern Dance movement and elements of rhythm, space and dynamics, on contemporary dance techniques, individual and group choreography, and cultural influences on expressive dance forms.

**Football, Touch**

Rules, techniques, and strategy of touch and flag football with emphasis on strong fundamentals. Class participation in team play to enhance improvement.

**Golf I**

Instruction and practice in fundamentals.

**Golf II**

*Prerequisite. Golf I.*

Instruction and practice in skills, rules and strategy.

**Gymnastics**

Class participation in all fundamental routines. Individualized instruction in basic stunts and use of gymnastic apparatus.

**Ice Skating**

Selection and care of the boot and skate. Fundamentals of body balance and control to ensure safety and proper form. Introduction to figure skating and skill games.

**Intramurals**

Intramural participation in varied sports activities. Low key approach to competition, with participation being the meaningful factor.

**Jogging and Conditioning**

Instruction in progressive exercises: hiking, running, and jogging techniques for physical fitness.

**Karate**

Instruction and practice in the martial art of Karate. Emphasis on individual development in mental concentration and physical skills.

**Self-Defense**

A practical course in self-defense. Practice of various basic techniques and principles of balance, leverage, and momentum. Discussion of how to avoid threatening situations in the home or on the street.

**Skiing, Conditioning**

Instruction, practice, and conditioning for intercollegiate competition in the Alpine and Nordic events of snow skiing.

**Soccer**

Instruction, practice, and participation in game play. Emphasis on rules, individual skills and strategy in the field.

**Swimming**

Beginning swimming. Instruction in basic crawl stroke and elementary backstroke; water safety and survival.

**Tennis II**

*Prerequisite. Tennis I or Consent of Instructor.*

Instruction and practice in the advanced aspects of Eastern grip tennis. Emphasis on learning the different methods of serving, spins, pace, placement and their tactical application to the singles and doubles game.

**Weight Training**

Instruction in use of weights and body building equipment with emphasis upon individual program development.

**Wrestling**

Instruction in basic skills, knowledge, and strategy. Class participation to develop fundamental holds and movements.

**140 Series:** Courses meeting 4 hours per week for 2 units of credit.

**Backpacking I (See also Natural Resources 110)**

Practical experience in the sport of backpacking. Selection and use of equipment, preparation, planning and physical performance of hiking and backpacking. Natural history interpretation related to backpacking experience.

*Field trips may be required.*

*(Credit for this course will be awarded for either Physical Education 140 or Natural Resources 110 but not both. May not be repeated.)*

**Backpacking II**

*Prerequisite. Backpacking I (or Natural Resources 110) or Consent of Instructor.*

Advanced practical experience in the sport of backpacking; intensive field activity in extended trail and cross-country packing; related techniques and equipment.

*May be repeated one time for credit.*

**Horsemanship I**

Fundamentals of the Western style of riding, as well as the care of the horse and equipment, feeding, grooming, tack, shoeing problems, common ailments, and their prevention. What to look for when purchasing a horse.

**Horsemanship II**

*Prerequisite. Horsemanship I or Consent of Instructor.*

An in-depth study of various horse training techniques and fundamentals. The use of training equipment and aids. A close study of ailments, unsoundnesses and their prevention and cure. Emphasis on training and corrective measures.

**Mountaineering I**

Introduction to rope management, knots, and technical climbing equipment. Experience and practice in belaying, rappelling and the basic climbing skills.

*May not be repeated.*

**Mountaineering II**

*Prerequisite. Mountaineering I or Consent of Instructor.*

Introduction to direct aid climbing, jumar techniques, mountain rescue techniques, and advanced knots and rope management. Experience and practice in difficult free climbing, chock and piton placement, aid climbing, and rescue work.

**150 Series:** Courses meeting 5 hours per week for 2 units of credit.

**Alpine Skiing**

Instruction and practice in basic fundamentals of snow skiing on the slopes. Care and selection of equipment, terminology and safety included.

*May not be repeated.*

**Cross Country Skiing**

Instruction and practice for snow skiing in the open country. Care and selection of equipment, safety, and outdoor orientation emphasized.

*May not be repeated.*

**Intercollegiate Athletics**

These courses require daily practice plus travel time and competition other colleges.

**160 Series:** Courses meeting 10 or more hours per week for 2 units of credit. May be repeated for credit to limit of students eligibility.

**Basketball**

**Cross Country Track**

**Golf**

**Skiing**

**Tennis**

**Volleyball (Women's Rules)**

Preparation and training for intercollegiate varsity competition. Participation in contests with other colleges will be scheduled.

*Field trips are required.*

**170. Adult Fitness Evaluation and Prescription (3-4)**

*Lecture 2 hours*

*Laboratory 2 - 4 hours*

Designed to teach, evaluate, and prescribe the importance of exercise and activity in maintaining the health of older citizens and to demonstrate the regimens of moderate exercise and regular activities that especially meet the needs and abilities of persons over 40.

**PHYSICS**

**108. Humanistic and Scientific Thought (4)**  
**(See also Philosophy 108)**

*Lecture 4 hours*

A study of the relationships between the sciences and the humanities, and of major problems in the philosophy of science.

*(Credit for this course will be awarded for either Philosophy 108 or Physics 108 but not both. May not be repeated.)*

**POLITICAL SCIENCE**

**101. Constitutional Government (1-5)**

*Laboratory 3 - 15 hours by arrangement*

United States constitution and national government; California state and local government.

*May be repeated for a maximum of 5 units of credit.*

**110. American Political Thought (4)**

*Lecture 4 hours*

Historical survey of American political doctrines and issues; influence of political traditions on American politics; contemporary American political issues.

**111abc. Field Study in Government (2-3) (2-3) (2-3)**

*(a) Lecture 1 hour*

*Laboratory 3 - 6 hours*

Practical experience in the administration of democracy at the local level. Students enrolled for three units will serve as interns in local government agencies (city or county).

*(b) Lecture 1 hour*

*Laboratory 3 - 6 hours*

Practical experience in the administration of democracy at the state level. Students enrolled for three units will serve as interns in state government agencies.

*May be repeated for credit up to a maximum of three times.*

PSYCHOLOGY

111abc. (continued)

(c) *Lecture 1 hour*

*Laboratory 3 - 6 hours*

Practical experience in the administration of democracy at the federal level. Students enrolled for three units will serve as interns in federal government agencies.

**115. International Relations (4)**

*Lecture 4 hours*

Dynamics of interstate power relations; diplomacy and international law; international, regional and supranational organizations; war and peace; foreign policy.

**125. Comparative Political Systems (4)**

*Lecture 4 hours*

Comparative analysis of major political cultures and systems in the Western and non-Western world.

PSYCHOLOGY

**101ab. Introduction to Psychology (5) (5)**

(a) *Basic*

*Lecture 5 hours*

An introduction to the field of psychology with an emphasis on personal applications. Topics to be covered include interaction, attraction, aggression, emotions, stress, anxiety, therapy, sexuality, love, morality, prejudice, group pressure, values, self-direction and self-control.

(b) *Advanced*

*Prerequisite. Psychology 101a.*

*Lecture 5 hours*

An introduction to the schools and major subject areas of psychology designed primarily for psychology majors. Includes principles of psychology, experimental design, operant conditioning, biofeedback, and self-control.

*Field trips may be required.*

**103. Social Psychology (5)**

*Prerequisite. Psychology 101a.*

*Lecture 5 hours*

Interrelationship between the individual and his social environment. Social influence upon motivation, perception, and

PSYCHOLOGY

103. (continued)

behavior. Development of changes of attitudes and opinions. Psychological analysis of small groups, social stratification and mass phenomena.

*Field trips may be required.*

**105. Physiological Psychology (5)**

*Prerequisite. Psychology 101a.*

*Lecture 5 hours*

Study of the biological basis of behavior; body behavior relationships, neural, mechanical, and chemical integrating systems.

**107. Search for Self (2)**  
**(See also Guidance 107)**

*Lecture 2 hours*

An inquiry into "What does it mean to be me?"

*Field trips may be required.*

*(Credit for this course will be awarded for either Guidance 107 or Psychology 107 but not both. May not be repeated.)*

**115. Introduction to Transactional Analysis (2)**

*Lecture 2 hours*

Theory of transactional analysis and its application to the family, the classroom, and to social problems such as alcoholism or drug abuse.

*May be repeated once for credit.*

**120. Interpersonal Growth (2)**  
**(See also Guidance 120)**

*Lecture 2 hours*

Exploring new ways of being present to others.

*Field trips may be required.*

*(Credit for this course will be awarded for either Guidance 120 or Psychology 120 but not both. May not be repeated.)*

**122. Assertive Behavior (2)**  
**(See also Guidance 122)**

*Lecture 2 hours*

Exploring responsible independence.

*Field trips may be required.*

*(Credit for this course will be awarded for either Guidance 122 or Psychology 122 but not both. May not be repeated.)*

- 125. Biofeedback and Self-Control (3)**  
*Lecture 2 hours*  
*Laboratory 3 hours*  
 An introduction to and a practical application of the self-regulatory technique of biofeedback training.  
*(This course will be offered on a Credit/No Credit grading system except for those students who opt for a letter grade before the end of the fourth week of the quarter.)*
- 130. Personal and Social Adjustment (5)**  
*Lecture 5 hours*  
 Integrating the becoming individual with changing social situations dealing with the problems created by living in situations with which one is expected to deal effectively.  
*Field trips may be required.*  
*May be repeated one time for credit.*
- 135. Effective Interpersonal Communication (2)**  
**(See also Speech 135)**  
*Lecture 2 hours*  
 Understanding and utilizing new techniques of listening, paraphrasing, and problem solving in an effective manner for better communication between parents, children, and other adults.  
*(Credit for this course will be awarded for either Psychology 135 or Speech 135 but not both. May not be repeated.)*
- 144. Creative Process in Groups (4)**  
*Prerequisite. Psychology 101a.*  
*Lecture 4 hours*  
 Creative process of small groups; understanding the creative potential in interpersonal relations.
- 145. Child Development (5)**  
*Prerequisite. Psychology 101a or Consent of Instructor.*  
*Lecture 5 hours*  
 Growth and development of the child from prenatal life through early childhood.
- 160. Personality (5)**  
*Lecture 5 hours*  
 The physiological, behavioral, and cultural role of perception, learning and motivation in personality.

## RECREATION

- 101. Introduction to Recreation (2)**  
*Lecture 2 hours*  
 The nature, scope, and significance of leisure and recreation in our society. The background and importance of professional recreation in America, stressing leadership, programs, and facilities.  
*Field trips may be required.*

## SKILLS DEVELOPMENT

- 50. Basic Reading (2)**  
*Lecture 1 hour*  
*Laboratory 3 hours*  
 Improvement of reading and study skills necessary for college level work. Emphasis placed on vocabulary comprehension, reading, study skills, and listening skills.  
*May be repeated one time for credit.*
- 60. Mathematics Skills (1-3)**  
*Laboratory 3 - 9 hours*  
 Individual instruction and self-instructional materials in mathematics skills units. May include any of the following:
1. Fundamental operations with integers and rational numbers.
  2. Operation improvement skills in ratio, proportion, and percent.
  3. Operation improvement skills in powers, roots, and radical expressions.
  4. Skills and techniques of algebra and trigonometry.
- May be repeated for a maximum of 3 units.*
- 61. Basic Arithmetic (1-3)**  
*Laboratory 3 - 9 hours*  
 Basic course in arithmetic covering the fundamental operations with whole numbers, fractions and decimals, as well as exponents, squares, square roots, primes and composites. The course will employ auto-tutorial materials as the primary instructional approach. May be repeated up to a maximum of three units; or if taken in addition to Math 50, Basic Math, a maximum of one unit of credit will be granted.
- 62. Review Algebra (1)**  
*Prerequisite. High School Algebra.*  
*Laboratory 3 hours*  
 A basic course covering algebraic structure of real numbers, development of algebraic techniques, rational operations,

62. (continued)

radicals, polynomials, factoring, linear equations, inequalities, and quadratic equations.

*May be repeated for a maximum of 2 units of credit.*

**70. Writing Skills (1)**

*Laboratory 3 hours*

Individualized instruction and self-instructional materials in specific writing skills units.

1. Spelling
2. Punctuation
3. Diction and usage
4. Basic sentence structure
5. Advanced sentence structure
6. Basic paragraph structure
7. Advanced paragraph structure
8. Outlining
9. Organization and development of the thesis-oriented essay
10. Writing the term paper

*May be repeated for a maximum of 3 units.*

**80. Reading Development (1-3)**

*Laboratory 3 - 9 hours*

Individualized instruction and self-instructional materials in specific reading skills units.

1. Vocabulary improvement and word study
2. Comprehension improvement
3. Rate improvement
4. Reading charts and graphs
5. Dictionary skills improvement
6. Reading skills in the content areas

*May be repeated for a maximum of 3 units.*

**87. Vocabulary Development (1)**

*Laboratory 3 hours*

A course to help readers improve their vocabulary skills and to facilitate reading for any purpose. Students develop a feeling for words and an increased awareness of the origins of the English language.

*May be repeated for a maximum of 3 units.*

**88. Speed Reading (1-2)**

*Laboratory 3 - 6 hours*

Designed to help competent readers improve their reading rate and skimming and scanning skills, to facilitate rapid reading for any purpose.

*May be repeated for a maximum of 3 units.*

**90. Study Skills (1-3)**

*Laboratory 3 - 9 hours*

Specified study skills available include:

1. Listening improvement
2. Note taking
3. Preparing for and taking examinations
4. Vocabulary improvement skills in various content areas
5. Spelling improvement
6. Dictionary skills improvement
7. Study formulas
8. Time management and scheduling
9. Supervised study and tutorial assistance

*May be repeated for a maximum of 3 units.*

**92. Library Skills (1)**

*Laboratory 3 hours*

A course to help students develop skill in using the library. A student will be able to locate any material available in the library.

**95. Test Taking Skills (1)**

*Laboratory 3 hours*

A course designed to help students develop skills in taking tests and examinations. The student will learn to budget his test time, understand examination vocabulary, answer what is asked with neatness and clarity, and to develop confidence in his ability.

**98. College Spelling (1-2)**

*Laboratory 3 - 6 hours*

A course to help students improve their spelling skills. Students should develop understanding about the spelling process to help them understand spelling patterns of the English language.

*May be repeated for a maximum of 3 units.*

**SOCIAL SCIENCES**

**140. Human Sexual Behavior (5)**

*Lecture 5 hours*

Exploration of issues in human sexuality from the perspective of the social sciences. Discussion of sex roles, feelings and attitudes as they affect one's self and others.

**SOCIOLOGY**

**101. Man and Society (5)**

*Lecture 5 hours*

Man in relation to his physical, cultural, and social environ-

**SOCIOLOGY**

101. (continued)

ment, with emphasis on the socialization process, stratification, collective behavior, and social control.

**102. American Social Patterns (5)**

*Lecture 5 hours*

The study of social organization focusing on the major components, such as family, religion, education, economics, politics, and technology; group networks and formal organizations; and social change.

**110. Deviance and Conflict (5)**

*Lecture 5 hours*

The analysis of deviant behavior and social disorganization theories and trends in selected topics such as sexual deviance, family disorganization, aging, death, suicide, mental illness, drugs, medical care, population problems, poverty, crime, war.

**111. Crime and Delinquency (4)**

*Lecture 4 hours*

Sociological analysis of criminal behavior related to social structure and the criminalization process. Juvenile delinquency related to the family, peer groups, community, and institutional structures. Roles of law enforcing and other community agencies in crime and delinquency control.

**112. Family, Marriage, and The Individual (4)**

*Lecture 4 hours*

The family as a social unit of interacting personalities; historical and structural development of the family life in different cultures; functions, duties, and problems of family life, factors underlying family disorganization.

**119. Women in Society (4)**

*Lecture 4 hours*

Study of woman's role in the modern world. Emphasis on the changing role of women in America: sex roles, alternative family structures, problems in the areas of employment, child care, legal rights, educational opportunities and political representation.

**140. Human Services (4)**

*Prerequisite. Sociology 101 and Psychology 101 or Consent of Instructor.*

*Lecture 2 hours*

*Laboratory 6 hours*

Study and development of the skills needed for community

**SPEECH / TEACHER AIDE**

140. (continued)

social services and some of the helping professions; direct participation in an organized community human service agency. The field section of this course may be repeated for an additional 2 units of credit in the quarter immediately following the course offering.

**SPEECH**

**101. Fundamentals of Speech (5)**

*Lecture 5 hours*

Principles of oral communication; speech composition and techniques of presenting informal and formal speeches. Emphasis given to organization, ideas, critical thinking, and evaluative listening.

**102. Oral Expression & Interpretation (5)  
(See also Drama 102)**

*Lecture 5 hours*

Techniques in reading literature aloud; understanding and interpreting prose, poetry, and dramatic selections; oral presentation, and expression of thought.

*(Credit for this course will be awarded for either Drama 102 or Speech 102 but not both. May not be repeated.)*

**115. Group Discussion (4)**

*Lecture 4 hours*

Communication processes applied to informal group discussion. Individual and group participation in problem solving discussions, parliamentary procedures, and various speaking activities.

**135. Effective Interpersonal Communication (2)  
(See also Psychology 135)**

*Lecture 2 hours*

Understanding and utilizing new techniques of listening, paraphrasing, and problem solving in an effective manner for better communication between parents, children, and other adults.

*(Credit for this course will be awarded for either Psychology 135 or Speech 135 but not both. May not be repeated.)*

**TEACHER AIDE TRAINING**

*See Page 52 for Certificate Requirements.*

**50. Survey of Education (3)**

*Lecture 3 hours*

Personal orientation to teaching as a para-professional. The



## WORK EXPERIENCE

50. (continued)

goals and objectives of public education, the teacher's role, the school system and its organization; students as learners.

### 55ab. **Teacher Aide Training** (3) (3)

(a) *Beginning*

*Lecture 3 hours*

Preparation for teacher aide duties which assist teachers in the classroom learning process with emphasis on the school environment as the place for learning.

(b) *Intermediate*

*Prerequisite. Teacher Aide 55a or Consent of Instructor.*

*Lecture 3 hours*

The classroom environment focused on the personalities in the classroom: teachers, students, teacher aides, and interpersonal relationships.

### 60. **Audio-Visual Materials in Classroom Use** (3)

*Lecture 2 hours*

*Laboratory 3 hours*

Exploratory course in ways to assist classroom teacher to prepare, present, and fully utilize instructional media such as still and motion picture projection, graphic arts, audio systems, programmed material, bulletin boards, and other audio-visual materials.

## COOPERATIVE WORK EXPERIENCE

### 97. **General Work Experience** (1-4)

*Prerequisite. Employment must be approved by Work Experience Coordinator and concurrent enrollment in General Work Experience Coordinating class.*

*50 hours of satisfactory employment equals one quarter unit.*

Provides students an opportunity to experience supervised employment in order to acquire desirable work habits and attitudes and to develop career awareness. The student's employment need not be related to the college program or occupational goal.

*May be repeated for a maximum of nine (9) units.*

### 98. **Occupational Work Experience** (1-4)

*Prerequisite. Employment must be approved by Work Experience Coordinator and concurrent enrollment in Occupational Work Experience class.*

*50 hours of satisfactory employment equals one quarter unit.*

Provides students vocational learning opportunities through

## HIGH SCHOOL

98. (continued)

supervised employment. The student's employment must be related to the college program or occupational goal.

*May be repeated for a maximum of twenty-four (24) units, less units earned in Work Experience 97.*

## HIGH SCHOOL COURSES

*(Each course earns 6 credits toward a high school diploma.)*

### English I. Grammar, Composition, and Literature

*Lecture 6 hours*

Reading, grammar, and composition skills with emphasis on sentence patterns, punctuation, vocabulary, and spelling.

### English II. Intermediate Grammar, Composition, and Literature

*Prerequisite. English I.*

*Lecture 6 hours*

Continuation of English I; emphasis on complex sentence patterns, grammar techniques and accuracy in writing.

### English III. Advanced Grammar, Composition, and Literature

*Prerequisite. English II.*

*Lecture 6 hours*

Continuation of English II; emphasis on advanced usage in grammar, writing, and reading.

### Civics: State, Local, and Federal Government

*Lecture 6 hours*

Origin, development, structure, and functions of the state, local and federal government. Analysis of American democratic ideals and system of government compared with other forms of government.

### United States History

*Lecture 6 hours*

American history from English colonization to the present.

### General Mathematics

*Lecture 6 hours*

Refresher mathematics with emphasis on operation and application of real numbers; fractions, decimals, and percentages.

### General Science

*Lecture 6 hours*

Introduction to science; concepts, techniques, and limitations of physical and biological science.



*A Guiding Principle . . .*

*This College shall be committed to continuous planning, development, and evaluation. It shall seek and expect constant re-examination as a natural process for making appropriate modifications in every phase of its activities.*

## THE COLLEGE



## COLUMBIA JUNIOR COLLEGE

### History

Columbia Junior College and Modesto Junior College are the two community colleges located in the Yosemite Community College District. The former Modesto Junior College District was expanded into the larger Yosemite Community College District in 1964 by action of the district electorate. The district is geographically one of the largest in the State and transects more than 100 miles of the fertile San Joaquin Valley from the Coast Range on the west to the Sierra Nevada on the east. The boundaries include nearly 4,000 square miles encompassing all of Tuolumne and Stanislaus Counties and parts of San Joaquin, Merced, Calaveras, and Santa Clara Counties.

Because of an increase in student enrollment, the need for greater educational opportunities in the mountain countries, and the great distance involved in travel for students to attend Modesto Junior College, the Yosemite Community College District Board of Trustees authorized the formation of Columbia Junior College and scheduled its opening for September, 1968.

More than 200 acres of forest and land adjacent to Columbia State Historic Park in Tuolumne County were acquired from the U.S. Department of Interior, Bureau of Land Management, as the site for Columbia Junior College.

Campus buildings are planned around San Diego Reservoir from which wooded foothills join the rugged majesty of Sierra Nevada. In keeping with the historic atmosphere of the Mother Lode Region, the design concept of the campus is in the architectural style of early California during the Gold Rush Days. In this unusual and picturesque setting, the College is committed to a comprehensive program of academic and occupational education which focuses on the worth and dignity of each student.

Columbia Junior College is dedicated to serve the educational needs of all residents of post high school age with the most current and innovative educational program feasible.

### Philosophy

This community college is dedicated to the worth and dignity of each student. Its primary responsibility is to the goals of the student, his/her needs, desires, and aspirations.

We believe an effective education teaches that one has a life to live as well as a living to earn. Columbia Junior College will, therefore, involve each student in opportunities for developing his/her capabilities to become a useful and contributing member

of society. This objective will be accomplished through a living, dynamic and continuing experience in which each individual can confront opportunities to participate actively in the learning process. In effect, education will not happen to him/her, but with him/her and by him/her.

### Guiding Principles

Each student is a separate and unique individual who shall be accepted as such. It shall be the responsibility of each student and staff member to accept and perpetuate the philosophy of this college.

This College shall provide a focus on learning as an individual process that can best be accomplished through active involvement in a setting of reality. It shall be recognized that learning is a logical outgrowth of experiences that are meaningful to each student and not the rote acquisition of a specific body of knowledge.

The College shall be characterized by its flexibility in meeting student needs. Every facet of the institution shall expect and promote this quality.

This College shall serve the total community. It will provide educational opportunities for all people of post high school age, regardless of socioeconomic class, level of aspiration, or previous performance. Thus, this college shall adhere strictly to the open-door policy.

This College shall combine the strengths of the various disciplines, so that each will contribute to and support the bases used by students to reach their goals. No single instructional area or individual will be self-sustaining, but only as a component of the student's educational progress.

This College shall perceive achievement as a function of individual growth and not of time alone. Progress will not terminate at an artificial barrier, but continue on through the student's goal.

This College shall focus on student success. This will be accomplished by preserving an environment where each individual will have maximum freedom of choice. It will afford each student an opportunity to profit from education to the fullest extent of his capabilities.

This College shall be responsive to the needs and desires of the total community. Moreover, this responsibility will transgress the artificial boundaries of town, county, or region in providing a meaningful expression of the occupational, intellectual, sociological, and cultural needs of this community.

The personnel, functions, and services provided at this College shall be distinguished by their specific ability to meet the needs of students in reaching their particular goals. None shall base its existence upon the sole fact that it is a usual occurrence at a community college.

This College shall require that each member of the faculty assume the dual roles of academic advisor in general and specific academic counselor in his/her discipline. This responsibility shall be apparent in student-faculty relationships and will not be the sole responsibility of Student Services personnel.

This College shall be committed to continuous planning, development, and evaluation. It shall seek and expect constant reexamination as a natural process for making appropriate modifications in every phase of its activities.

There shall be change with a purpose. Toward this end the College shall seek innovation, support creativity and imagination, while conformity for its own sake will be ignored. It shall consider technological and methodological advances which appear to have promise.

The natural and human resources adjacent to and beyond the campus shall be an integral part of the educational program.

The College shall encourage student involvement in responsible citizenship.

### **College Functions**

Implementation of the philosophy and guiding principles of this College shall be carried out through a variety of functions. These functions may be described as the actions the College will perform in meeting the defined needs of its students.

#### **I. General Education Function**

Provide a broad program of knowledge and skill acquisition in humanities, arts, and sciences for personal development.

##### **General Education Definition**

General education may be defined as a process of exposure for a variety of experiences that allow one to build a basis for meeting the challenges of life as they are encountered.

#### **II. Transfer Education Function**

Provide a comprehensive program that meets the lower division requirements for acceptance at designated institutions.

### **Transfer Education Definition**

Transfer education may be defined as a required study pattern of bodies of knowledge needed to gain entry into a given field of endeavor at a specified four-year institution upon leaving Columbia Junior College.

#### **III. Occupational Education Function**

Provide specialized training programs needed to develop skills, knowledge, attitudes, and other occupational competencies.

##### **Occupational Education Definition**

Occupational education may be defined as the acquisition of specified skills and knowledge needed to develop vocational competencies.

#### **IV. Ancillary and Consultive Education Function**

Provide educational services of an ancillary and consultive nature to individual students and the community.

##### **Ancillary and Consultive Education Definition**

Ancillary and consultive educational services may be defined as that range of activities which complement the students' educational program and provide the community with immediate access to the unique resources of the college.

#### **V. Remedial Education Function**

Assist the student to acquire those basic competencies needed for effective participation in programs leading to his goal.

##### **Remedial Education Definition**

Remedial education may be defined as an activity designed to develop in students the basic skills needed to participate in the educational process.

#### **VI. Occupational and Educational Planning Function**

Provide an opportunity for students to attain personal goals through a program of realistic planning and direction.

##### **Occupational and Educational Planning Definition**

Educational and occupational planning may be defined as a logical process of individual and goal analysis that guides the student to perceive directions that might best serve his/her needs.

## VII. Continuing Education Function

Provide continuing educational and vocational activities for adults.

### Continuing Education Definition

Continuing education may be defined as that broad spectrum of activities that promote learning as an ongoing process of a changing adult life.

### Accreditation

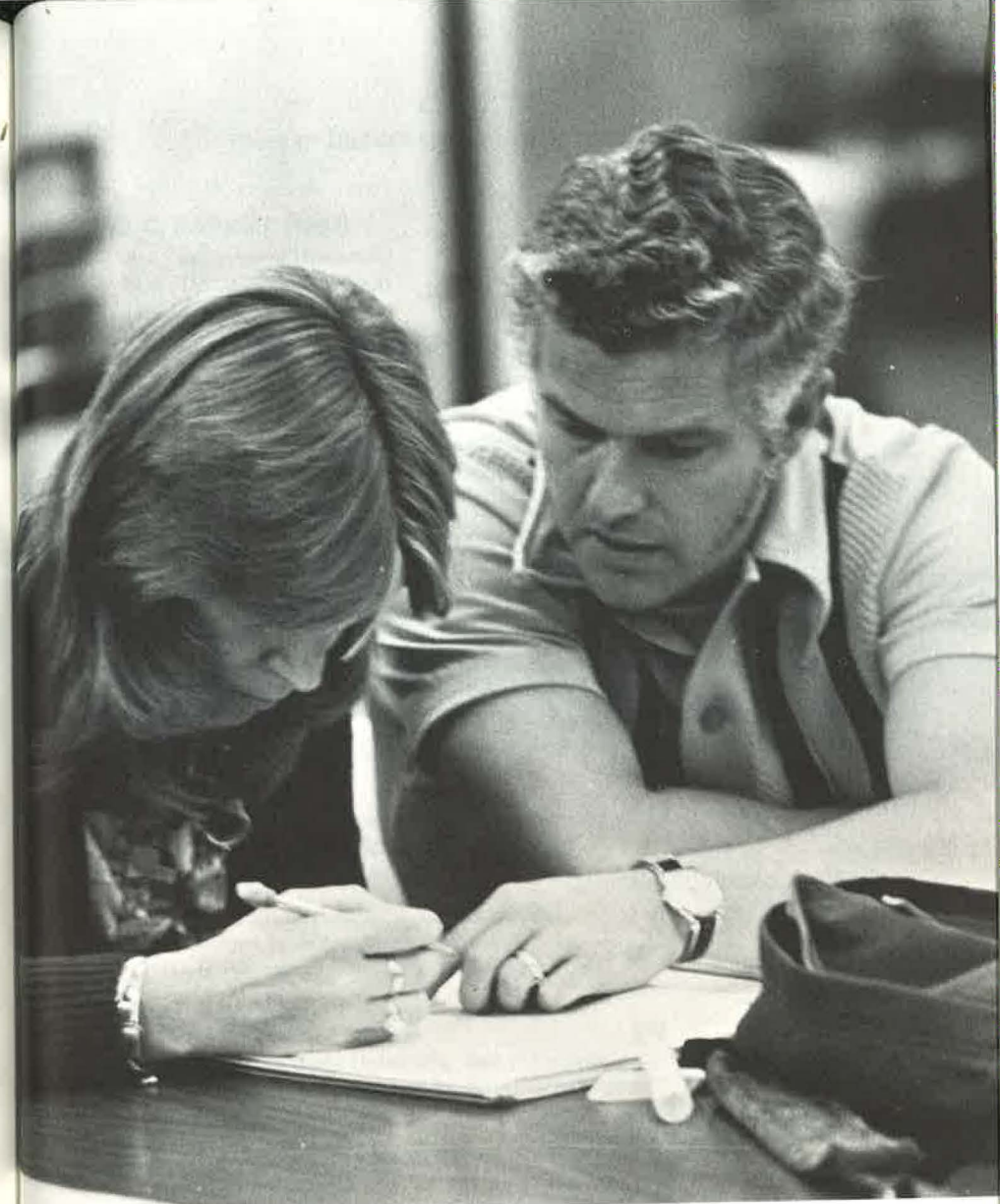
Columbia Junior College is accredited by the Accrediting Commission for Junior Colleges, Western Association of Schools and Colleges. All courses have been approved by the State Department of Education and Veterans Administration.

The College is listed in directories of the United States Office of Education, the American Council on Education, and the Western Association of Schools and Colleges.

Appropriate lower division courses completed at Columbia Junior College will be accepted with full credit upon transfer to California Universities and four-year colleges.

### Institutional Memberships

Columbia Junior College is a member of Region 4, California Junior College Association, the Western Association of Schools and Colleges, and the American Association of Junior Colleges and is listed as a member institution by the State Department of Education and California Coordinating Council for Higher Education.



### A Guiding Principle . . .

*This College shall require that each member of the faculty assume the dual roles of academic advisor in general and specific academic counselor in his discipline. This responsibility shall be apparent in student - faculty relationships and will not be the sole responsibility of Student Services personnel.*

# COLLEGE STAFF



## FACULTY

(Date of District appointment follows name.)

- JOEL C. BARBER (1967)** **Art, Art History**  
 B.A., Willamette University  
 M.A., University of Oregon
- PAUL K. BECKER (1971)** **Dean of Student Services**  
 A.B., Western State College of Colorado  
 M.A., Stanford University
- DALE L. BRATTEN (1967)** **Dean of Instruction**  
 B.A., University of Northern Colorado  
 M.A., University of Northern Colorado
- DALE L. BUNSE (1975)** **Art**  
 B.A., Willamette University  
 M.F.A., Arizona State University
- ROSS A. CARKEET, JR. (1968)** **Natural Resources**  
 A.A., Modesto Junior College  
 B.S., University of California, Berkeley  
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Occupational Dean

## INDEX

### A

Absence ..... 37  
Academic Probation ..... 38  
Academic Procedures ..... 30-40  
Accounting ..... 82  
Acceptance, Notice of ..... 21  
Accreditation ..... 166  
Activities, Student ..... 14, 28  
Adding Courses ..... 37  
Admission After  
  Disqualification ..... 21, 39  
Admission of High  
  School Students ..... 22  
Admission of  
  International Students ..... 22  
Admissions ..... 17, 20  
Advertising ..... 82  
Advisor, Student ..... 11  
Ancillary and Consultive  
  Education Definition ..... 165  
Anthropology ..... 67  
Apprentice Carpentry ..... 68  
Art ..... 70  
Associate in Arts Degree,  
  Requirements ..... 54  
Astronomy, General ..... 97  
Athletics, Inter-Collegiate ..... 148  
Attendance, Class ..... 37  
Attendance Permit ..... 19  
Auditing Courses ..... 32  
Aviation ..... 76

### B

Banking and Finance ..... 79  
Biology ..... 76  
Board of Trustees ..... 4  
Bookkeeping ..... 80  
Bookstore ..... 9  
Bus Transportation ..... 10, 27  
Business ..... 79  
  Business Administration ..... 46, 80  
  Office Occupations ..... 50, 83  
  Real Estate ..... 52, 87  
  Supervisory Training ..... 52, 88  
  Work Experience ..... 158

### C

Calendar ..... 2, 3  
California State Universities  
  and Colleges ..... 56  
California, University of ..... 60  
Career Guidance ..... 14  
Carpentry, Apprentice ..... 68  
Certificate Programs ..... 45-52  
Certificates ..... 42, 43  
Challenging Courses ..... 35  
Change of Major ..... 13  
Chemistry ..... 88  
Classes, Schedule of ..... 21  
Classification, Student ..... 37  
College Functions ..... 164  
College High School  
  Courses ..... 159  
College High School  
  Program ..... 43, 159  
College Staff ..... 168-172  
Community Services ..... 45  
Conduct ..... 40  
Conservation ..... 137  
Continuing Education  
  Definition ..... 43, 166  
Correspondence Credit ..... 36  
Counseling ..... 11, 25  
Course Number ..... 13, 66  
Credit by Examination ..... 35  
Credit Free Courses ..... 66  
Credit-No Credit ..... 35  
Credit, Previously Earned ..... 36  
Credit, Repeating Courses ..... 33  
Credit, Unit of ..... 31  
Credit Value ..... 67

### D

Deans' List ..... 38  
Degrees ..... 42  
Description of Courses ..... 65-160  
Dismissal, Honorable ..... 40  
Disqualification, Academic ..... 39  
Disqualification,  
  Admission After ..... 21, 39



Drafting .....	90
Drama .....	91
Dropping Courses .....	37

**E**

Earth Science .....	96
Economics .....	98
Eligibility .....	18
Employment, Student .....	26
English .....	99
Expenses .....	9, 10
Examinations, Final .....	38

**F**

Faculty .....	169
Faculty Advisement Program ..	25
Final Examinations .....	38
Fire Science .....	47, 102
First Aid .....	108
Foreign Language .....	104
Forestry .....	105
Forest Technology .....	47, 106
Forgiveness of "F" Grades ...	34

**G**

General College Requirements .....	18, 54, 55
General Education Breadth Requirements ...	56-60
Geology .....	96
Grade Point Average .....	33
Grade Reports .....	38
Grading Scale .....	32
Grading System .....	31
Graduation Requirements, College .....	40, 54
Grants, Student .....	27
Guidance, Career .....	107
Guiding Principles .....	163

**H**

Health Education .....	108
Health Occupations .....	109

Health Services .....	27
Heavy Equipment .....	48, 111
High School Program, College .....	43, 159
High School Students, Admission .....	22
History, College .....	162
History .....	115
Home Health Aide .....	109
Honorable Dismissal .....	40
Hospitality Management ..	48, 117
Housing, Student .....	9
Humanities .....	122

**I**

Identification Cards .....	26
Incoming Students .....	7
Incomplete Grades .....	33
Independent Study Courses .....	34
Independent Study Provisions .....	34
Institutional Memberships ...	166
Insurance, Student .....	26
Inter-Collegiate Athletics ..	15, 148
Interdistrict Attendance Permits .....	19
International Students, Admissions .....	8, 22

**J**

Job Placement .....	10, 26
Journalism .....	123

**L**

Laboratory Fees .....	40
Late Registration .....	21
Law, Commercial .....	81
Law Enforcement .....	123
Library .....	126
Literature, English .....	99
Load, Course .....	37
Loans, Student .....	10, 27

**M**

Major .....	11
Major Requirements, Associate in Arts Degree ..	54
Map, Campus .....	62
Mathematics .....	126
Mathematical Skills .....	153
Military Credit .....	36
Music .....	129

**N**

Natural Resources .....	137
Natural Resources Technology .....	49, 139
Nonresident Fees .....	8, 9
Notice of Acceptance .....	21
Notice of Intent to Graduate .....	55
Numbering of Courses .....	66
Nursing, Vocational .....	52, 110

**O**

Occupational Education Definition .....	165
Occupational and Education Planning Definition .....	165
Office Occupations .....	50, 83
Orientation, Incoming Student .....	25

**P**

Permits, Interdistrict .....	19
Philosophy .....	140
Philosophy of the College .....	162
Photography .....	74
Physical Education .....	142
Physics .....	149
Political Science .....	149
Prerequisites .....	13, 31, 67
Probation, Academic .....	38
Psychology .....	150

**R**

Reading, Development .....	154
Reading Skills .....	153
Readmission .....	21
Real Estate .....	52, 87
Recreation .....	121, 153
Registration, Late .....	21
Remedial Education Definition .....	165
Repetition of Courses .....	33
Requirements, Associate in Arts Degree .....	54
Requirements, State University and College Transfers .....	56
Requirements, Univ. of California Transfer .....	60
Residence Halls .....	9
Residence Requirements, Admission .....	18
Residence Requirements, Graduation .....	40, 54

**S**

Schedule of Classes .....	21
Scholarships, Loans and Grants .....	10, 27
Scholarship Requirement, Associate in Arts Degree ..	54
Scholarship Reports .....	38
Scholarship, Satisfactory .....	38
Scholastic Honors .....	38
Skills Development .....	153
Sociology .....	155
Spanish .....	104
Speech .....	157
State University and College Campuses .....	56
Statistics .....	128
Stenography .....	51, 85
Student Activities .....	14, 28
Student Advisor .....	11
Student Association .....	14
Student Load .....	37
Student Services .....	24-28
Study Skills .....	155
Summer School .....	15
Supervisory Training .....	52, 88

**T**

Teacher Aide Training . . . . 52, 157  
 Testing Services . . . . . 25  
 Textbooks . . . . . 9  
 Transcripts . . . . . 26  
 Transfer Credit . . . . . 13, 56  
 Transfer Education,  
 Definition . . . . . 165  
 Transfer, State Universities  
 and Colleges . . . . . 56  
 Transfer, Univ. of California . . 60  
 Transportation . . . . . 10, 27  
 Trustees, Board of . . . . . 4  
 Tuition, Out-of-State . . . . . 8  
 Tutoring . . . . . 13  
 Typing . . . . . 83

**U**

Unit of Credit . . . . . 31  
 Unit Requirement, Associate  
 in Arts Degree . . . . . 54

Units, Conversion of . . . . . 31  
 Univ. of Calif. Campuses . . . . 60  
 USAFI Credit . . . . . 36

**V**

Veterans . . . . . 36, 166  
 Veterans Affairs . . . . . 28  
 Vocational Nursing . . . . . 52, 110

**W**

Withdrawal from College . . . . 40  
 Work Experience . . . . . 14, 158  
 Work Study Funds . . . . . 27  
 Writing Skills . . . . . 154

**Y**

Yosemite Community  
 College District . . . . . 4

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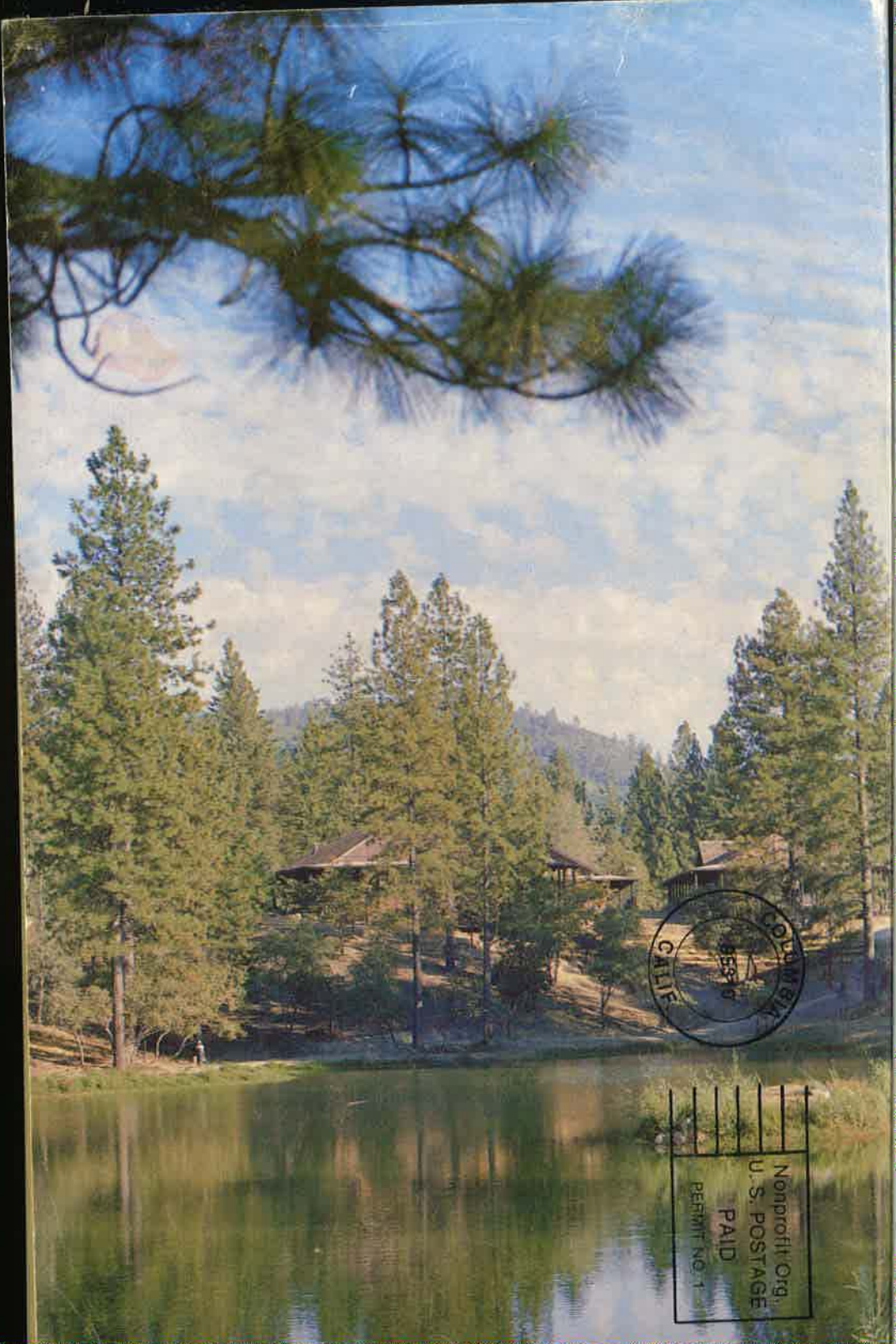
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It is the policy of the Yosemite Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the colleges and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Title 5 of the California Administrative Code, commencing with Section 51820.



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