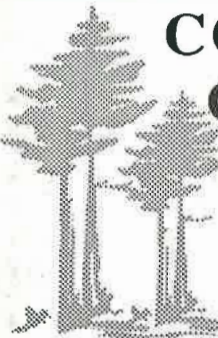


# COLUMBIA COLLEGE

1989-90  
CATALOG



COLUMBIA  
COLLEGE  
LIBRARY

Columbia, CA 95310

### THE COLLEGE COMMITMENT

The staff of Columbia College is committed to providing the highest quality educational programs and services. As part of that commitment, we make the following pledge to the students and community we serve:

We believe that the individual student is the cornerstone of the college and that each has unique talents, interests, needs and strengths. Because individual students learn in different ways and at different rates, we remain flexible in our teaching methods to encourage each student's greatest potential.

We emphasize how to think rather than what to think. Critical inquiry and creative problem-solving are incorporated in all appropriate courses and activities. Creativity, imagination and innovation are encouraged and supported.

We support the process of continuous learning and meaningful change. Our general education program will help students to redefine their goals and aspirations as they change.

We realize that classroom time is only one aspect of the students' education and only one of our responsibilities. We promote support activities, such as counseling, advising, and tutoring which contribute to one's growth.

Because we believe each student grows with participation in the teaching-learning process, we encourage students to be active participants and contributors throughout college life in areas of their own choosing.

We will maintain a balance between individual rights and social responsibilities in our relationships with our students and the community we serve. Respect for the individual will be maintained in all situations. We will not allow personal biases to affect our teaching, grading, or treatment of an individual or group.

We find student government to be best when it is involved in meaningful issues within the college community. Student government is informed of college concerns, activities, and issues. Its involvement is an important part of the decision-making process.

We will maintain the comprehensive nature of the community college. A broad general education and a variety of majors are offered. Academic, vocational, basic skills, and continuing education are offered in response to the needs of the community.

We will be specific in the course content, grading practices and attendance requirements for each course. These expectations are clearly communicated in the orientation to each course. Students are held responsible for meeting college standards and are graded according to their performance. We are available to assist each student's studies beyond the classroom. Posted office hours are maintained, and additional time will be made available by mutual agreement between the student and staff.

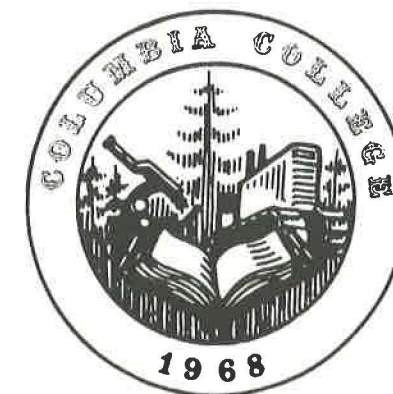
We will constantly evaluate the college curriculum for academic, vocational and community needs. Formal agreement with high schools and universities assure transfer students a smooth transition from high school to the state colleges and university system through our institution. Community advisory committees are consulted to make certain our vocational subjects are training for the job market, and our community services and continuing education classes are meeting local needs.

Finally, we believe that if the student recognizes the commitment that Columbia College has made and the student is willing to give to the college in return, the student's education will be positive, enjoyable and provide a lasting foundation for continued growth.

# COLUMBIA COLLEGE

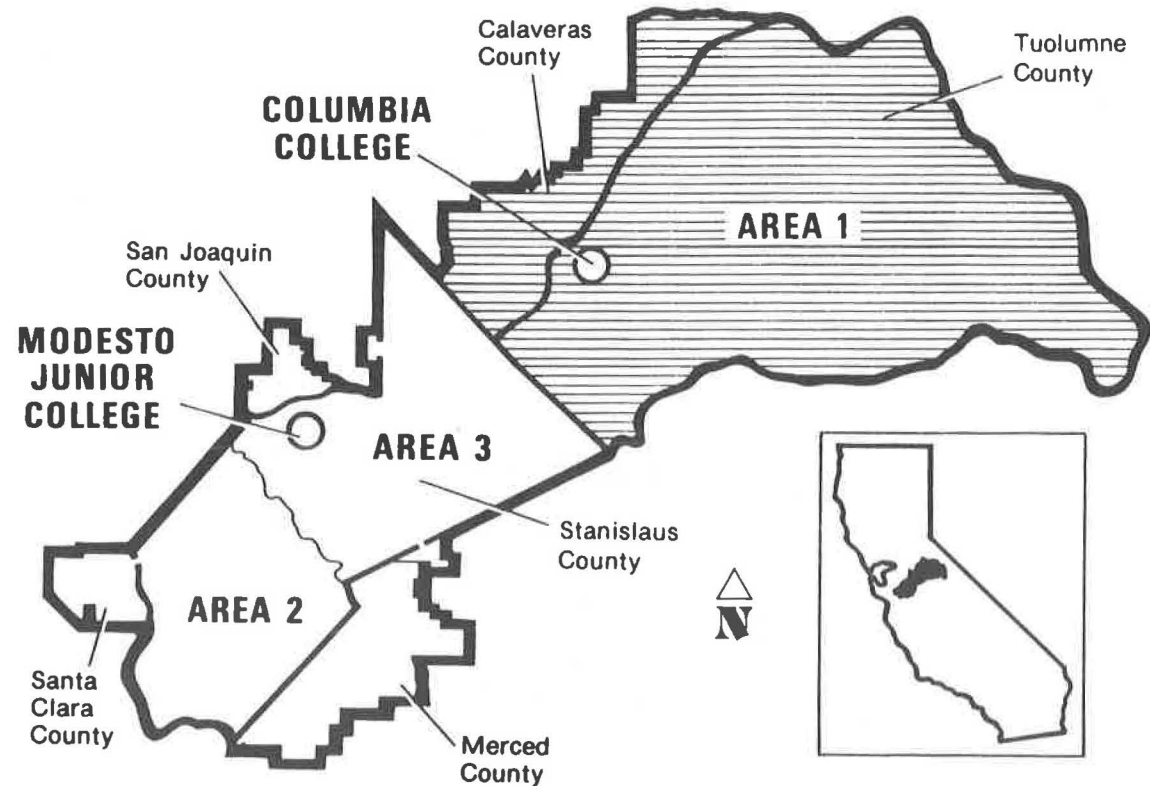
P.O. Box 1849  
Columbia, California  
95310  
(209) 533-5100

1989-90



YOSEMITE COMMUNITY  
COLLEGE DISTRICT

# YOSEMITE COMMUNITY COLLEGE DISTRICT



## TABLE OF CONTENTS

College Staff .....	4
Advisory Committees .....	8
General Information .....	13
Student Services .....	16
Academic Policies and Procedures .....	23
Certificates .....	30
Graduation and Transfer .....	36
Majors .....	40
Course Descriptions .....	49

### COLUMBIA COLLEGE 1989-90 ACADEMIC CALENDAR Fall Semester 1989

Fall Registration:	
August 14 .....	Continuing
August 15-16-17 .....	Continuing, New, Returning
August 21-25 .....	Late Registration (all)
August 21 .....	Instruction Begins
August 25 .....	Last Day to Enter a Class Without Instructor's Written Approval
September 1 .....	Last Day to Enter a Class With Instructor's Written Approval
September 1 .....	Last Day to Apply for Refund
September 4 .....	Labor Day Holiday
September 8 .....	Last Day to Withdraw Without a "W" Showing on Permanent Record
September 25 .....	Last Day to Elect for CR/NC or Letter Grade (30%)
October 9 .....	Deadline for Filing for Graduation & Certificate for Fall Semester
November 10 .....	Veteran's Day
November 16 .....	Last Day to Withdraw From Any Course Without Penalty (will show on permanent record) (75%)
November 23-24 .....	Thanksgiving Holiday
December 14-20 .....	Final Examinations
December 20 .....	Fall Semester Ends
December 21-January 9	Winter Recess

### Spring Semester 1990

Spring Registration:	
December 5 .....	Continuing
December 6-7 .....	Continuing, New, Returning
January 3-4-5 .....	Late Registration (all)
January 10 .....	Instruction Begins
January 15 .....	Martin Luther King Holiday
January 16 .....	Last Day to Enter a Class Without Instructor's Written Approval
January 23 .....	Last Day to Enter a Class With Instructor's Written Approval
January 23 .....	Last Day to Apply for Refund
February 2 .....	Last Day to Withdraw Without a "W" Showing on Permanent Record
February 9 .....	Lincoln Day Holiday
February 14 .....	Last Day to Elect for CR/NC or Letter Grade (30%)
February 19 .....	Washington Day Holiday
February 23 .....	Deadline for Filing for Graduation or Certificate for Spring Semester

April 6 .....	Last Day to Withdraw From Any Course Without Penalty (will show on permanent record) (75%)
April 9-13 .....	Spring Recess
May 16-22 .....	Final Examinations
May 22 .....	Spring Semester Ends
May 23 .....	Graduation

### Summer Session 1990

Summer Registration:	
June 13-15 .....	Registration (all)
June 18-22 .....	Late Registration (all)
June 18 .....	Instruction Begins
June 28 .....	Last Day to Withdraw Without a "W" Showing on Permanent Record
June 28 .....	Last Day to Elect for CR/NC or Letter Grade (30%)
June 28 .....	Last Day to Apply for Refund
July 4 .....	Independence Day Holiday
July 17 .....	Last Day to Withdraw From Any Course Without Penalty (will show on permanent record) (75%)
July 26 .....	Six Week Summer Session Ends

### 1989

JULY						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### 1990

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

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

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

APRIL						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# COLLEGE STAFF



## CERTIFICATED STAFF

(Date of District appointment follows name.)

- DENNIS LEE ALBERS (1985)** Mathematics/Physics  
B.S., University of Nebraska  
M.S., University of Nebraska  
Ph.D., University of Nebraska
- DENNIS P. AYE (1985)** Physical Education, Basketball Coach  
B.A., St. Ambrose College  
M.A., University of Connecticut
- JOEL C. BARBER (1967)** Art  
B.A., Willamette University  
M.A., University of Oregon
- RICHARD J. BARRIEAU (1989)** Fire Chief/  
Fire Technology  
A.A., Chabot College
- JOSHUA E. BIGELOW (1981)** Physical Education  
A.A., Columbia College  
A.B., University of California, Berkeley  
M.A., University of California, Berkeley
- ELSIE M. BRUNO (1980)** Counselor,  
Articulation Officer  
B.S., University of California, Los Angeles  
M.S., California State University, Los Angeles
- DALE L. BUNSE (1975)** Art  
B.A., Willamette University  
M.F.A., Arizona State University
- ROSS A. CARKEET, JR. (1968)** Natural Resources,  
Biology  
A.A., Modesto Junior College  
B.S., University of California, Berkeley  
M.S., California State University, Humboldt
- JOHN R. CARTER (1984)** Music  
B.M., Chapman College  
M.M., Westminster Choir College
- W. DEAN CUNNINGHAM (1979)** President  
B.A., Doane College  
M.A., Illinois Wesleyan University  
Ed.D., Arizona State University
- EDWARD C. DOELL JR. (1973)** English,  
Photography  
A.A., Foothill Junior College  
B.A., California State University, San Francisco  
M.A., California State University, San Francisco
- RICHARD L. DYER (1969)** History, Political Science  
A.A., Mount San Antonio College  
B.A., LaVerne College  
M.A., California State University, Los Angeles
- RONALD L. ERICKSON (1981)** Hospitality Management
- ROBERT H. GIBSON (1970)** Physical Education,  
Coordinator of  
Adult Fitness Program  
A.A., Graceland College  
B.A., Central College  
M.A., California State University, San Jose  
Ed.D., University of Central Arizona
- ARLENE S. GIORDANO (1976)** Psychology  
A.B., Hunter College  
M.A., University of California, Berkeley  
Ph.D., University of California, Berkeley
- JON M. HAGSTROM (1962)** English  
A.A., Shasta College  
B.A., California State University, Chico  
M.A., University of the Pacific
- DELORES A. HALL (1987)** College Nurse  
B.S.N., University of South Carolina  
M.S.N., University of South Carolina
- PATRICIA HARRELSON (1982)** Learning Disabilities  
Specialist  
B.S., California State College, Stanislaus
- ROD D. HARRIS (1979)** Music  
A.A., Fort Steilacoom Community College  
B.A.E., Pacific Lutheran University  
M.M., Pacific Lutheran University
- JAMES R. HASTINGS (1973)** Anthropology, Psychology  
A.A., American River College  
B.A., California State University, Sacramento  
M.A., California State University, Sacramento
- MICHAEL N. HILL (1988)** Business  
A.A., Sacramento City College  
B.S., California State University, Sacramento  
M.A., California State University Consortium  
Ph.D., Colorado State University
- GERALD L. HODGE (1988)** Biology  
B.S., Pepperdine University, Los Angeles  
M.A., University of California, Los Angeles
- TERRY J. HOFF (1974)** Physical Education  
B.A., University of California, Berkeley  
M.A., Mills College
- TOM G. HOLST (1974)** Earth Science,  
Computer Science  
A.B., Augustana College  
M.N.S., University of South Dakota  
Ed.D., University of Northern Colorado
- NANCY T. HORNBERGER (1974)** Sociology  
B.A., University of Rochester  
M.A., University of the Pacific
- JAMES R. KINDLE (1974)** Coordinator of Learning Skills  
B.S., Wisconsin State College  
M.A., Rockford College  
M.A., Colorado Springs College
- DOUGLAS E. KOTAREK (1974)** Business, Economics  
B.S., Northern Illinois University  
M.B.A., Northern Illinois University
- WALTER L. LEINEKE (1968)** Assistant Dean  
of Instruction  
B.A., California State University, Sacramento  
M.A., California State University, San Francisco
- RAYMOND D. LIEDLICH (1981)** Dean of Instruction  
B.S., Bowling Green State University  
M.A., California State University, Los Angeles
- PAUL W. LOCKMAN (1981)** Director of EOPS and  
Disabled Student Programs  
A.A., Fresno City College  
B.A., California State University, Fresno  
M.A., California State University, Fresno
- FRANCIS T. LYNCH (1989)** Coordinator,  
Hospitality Management  
B.B.A., University of San Francisco
- ELIZABETH MASON (1988)** Counselor  
A.A., Santa Barbara City College  
B.A., University of California, Santa Barbara  
M.A., California State University, Fresno
- JAMES ROBERT MENDONSA (1981)** Search and Rescue  
B.A., California State College, Stanislaus  
M.A., California State College, Stanislaus
- JOHN C. MINOR (1970)** English  
B.A., Linfield College  
M.A., University of Washington
- FRED J. PETERSEN (1981)** Computer Science  
(Sabbatical Leave  
1989-90)  
B.A., California State University, San Jose  
M.A., University of Washington
- DAVID G. PURDY (1971)** Drama  
B.A., California State University, San Jose  
M.A., California State University, Fresno
- ALLAN RAMSARAN (1988)** Counselor  
B.A., Pan American University  
M.Ed., Pan American University
- BLAINE D. ROGERS (1972)** Biological Science  
(Sabbatical Leave  
1989-90)  
A.A., Bakersfield College  
B.A., California State University, Humboldt  
M.A., California State University, Humboldt

**MELBORN N. SIMMONS (1969)** Mathematics  
B.S.E., Henderson State College  
M.S., University of Arkansas

**RAYMOND L. STEUBEN (1976)** Director of Library Services/  
B.A., University of California, Santa Barbara I.M.C.  
M.L.S., University of California, Los Angeles

**JUDITH A. STRATTAN (1987)** Dean of Student Services  
B.S., Indiana University  
M.S., Indiana University

**V. PETER SULLIVAN (1961)** Physical Education  
A.A., Modesto Junior College  
B.A., Pepperdine University  
M.A., California State University, Sacramento

**JANET M. SWEENEY (1984)** Business  
B.A., San Jose State University  
M.A., California State College Stanislaus

**CANDACE L. WILLIAMSON (1979)** Business  
B.A., California State University, Humboldt  
M.A., California State University, Humboldt

**DAVID I. WILLSON (1975)** Automotive Technology  
B.S., California Polytechnic State University, San Luis Obispo  
M.A., California Polytechnic State University, San Luis Obispo

**WILLIAM H. WILSON, JR. (1974)** Counselor  
A.A., Solano College  
B.A., San Jose State College  
M.S., California State University, Hayward

**CLARENCE O. WOLGAMOTT, JR. (1971)** Chemistry  
B.S., Tennessee Technological University  
M.A., Tennessee Technological University

#### FACULTY EMERITI

**PAUL K. BECKER** Dean of Student Services (1971-1987)

**L. FRANCES CULLEN** Psychology, Counselor, Student Activities (1971-1983)

**MARION C. EVANS** Health Occupations (1968-1983)

**McKINLEY FROST** Welding Technology (1970-1985)

**ROBERT H. HAMILTON** History, Political Science, Humanities, Philosophy (1968-1985)

**FRANCES V. HEGWEIN** Health Occupations (1974-1985)

**FLOYD L. HOPPER** Counselor (1976-1988)

**THELMA A. JENSEN** Health Occupations (1968-1984)

**DONALD A. JONES** Biological Science (1968-1985)

**MATILD M. KAMBER** Philosophy (1976-1982)

**JERRY D. LYON** Business (1971-1984)

**BARBARA C. PAINTER** Counselor (1969-1980)

**CHESTER H. PALMER** English/Speech (1976-1989)

**HARVEY B. RHODES** President (1967-1979)

**RICHARD H. ROGERS** Business (1968-1982)

**JOHN R. ROSS** Health Education, Health Occupations, Search and Rescue (1970-1987)

#### CLASSIFIED STAFF

(Date of District appointment follows name.)

**KATHLEEN L. ABBOTT (1976)** Clerk, Business Services

**ROSS L. ALDRICH (1975)** Performing Arts Production Technician

**SIGRID A. ANDERSEN (1985)** Instructional Aide, Learning Skills

**SHERRYL A. BAHTEN (1986)** Clerk, Admissions and Records

**MERLIN BART (1974)** Instructional Aide, Auto Technology

**DORYENE M. BENTLEY (1975)** Secretary, Instructional Materials Center

**PATRICIA BERHANE (1986)** Clerk, Admissions and Records

**DEBORAH K. BOSWELL (1987)** Typist Clerk, Disabled Student Services

**JOHN CURTIS (1989)** Campus Patrol Officer

**L. C. CRAIN (1976)** Custodian

**DOROTHY A. DANZ (1965)** Secretary, Dean of Student Services

**DENISE F. DEATSCH (1978)** Secretary, Instruction Office

**TERRILL O. DEATSCH (1975)** Bus Driver/ Groundskeeper

**CYNTHIA K. FRAGUERO (1987)** Account Clerk, Bookstore

**STEVEN FROST (1979)** Custodian

**WILLIAM J. GAISER (1970)** Equipment Mechanic

**HAZEL GARAVENTA (1984)** Instructional Aide, Business

**DORIS I. GOLDSON (1970)** Secretary/ Media Assistant, Library

**LINNETT C. GREELEY (1975)** Media Assistant, Library

**MICHELE GRIFFITH (1988)** Tutorial Center Coordinator

**JOSEPH J. GRILLO, JR. (1988)** Business Office Manager

**DOLORES C. HALL (1971)** Manager, Bookstore

**NORINE D. HOLMES (1978)** Secretary, Assistant Dean of Instruction

**DWAIN JACK (1974)** Skilled Maintenance Worker

**RONALD D. JACKSON (1976)** Custodian

**JANICE M. JORN (1974)** Public Information Writer

**LENISE KIMES (1989)** Clerk, Admissions and Records

**GARY LARGENT (1975)** Skilled Maintenance Worker

**FRANCES K. LEONE (1983)** Instructional Aide, Computer Science, Earth Science, Psychology

**WENDY LINK (1984)** Media Assistant, Library A.V.

**KENNETH R. LUCAS (1967)** Supervisor, Transportation/ Grounds

**DOROTHY A. MAECHLER (1981)** Accompanist/ Instructional Aide, Music

**TIMOTHY MANN (1983)** Athletic Equipment Attendant

**ARDIS MARTINEZ (1984)** Typist Clerk, Student Services

**ANDREW B. MAURER (1974)** Graphic Artist, Instructional Materials Center

**JOHN H. MILLER (1972)** Supervisor, Buildings and Maintenance

**NANCY M. MYERS (1982)** Media Assistant, Library

**PATRICIA PANTALEONI (1985)** Secretary, President Disabled Student Center

**LUIS C. RAMIREZ (1970)** Supervising Custodian

**RONALD R. ROACH (1970)** Printing Technician, Instructional Material Center

**SALLY SCHOETTGEN (1981)** Officer, Financial Aids, Veterans' Affairs, Scholarships and Awards

**JACQUELINE J. SEYBOLT (1985)** Manager, Food Services

**WILLIAM M. SHANKEY (1982)** Safety Patrolperson

**BARBARA SMITH (1986)** Food Services Worker

**KATHLEEN SMITH (1984)** Evaluation Technician, Admissions and Records

**DIANA SUNDAY (1988)** Testing Coordinator

**PATRICIA C. THOMAS (1972)** Account Clerk, Business Services

**WILLIAM R. THORPE (1985)** Custodian

**CAROL A. VAUGHN (1974)** Typist Clerk, Instructional Materials Center

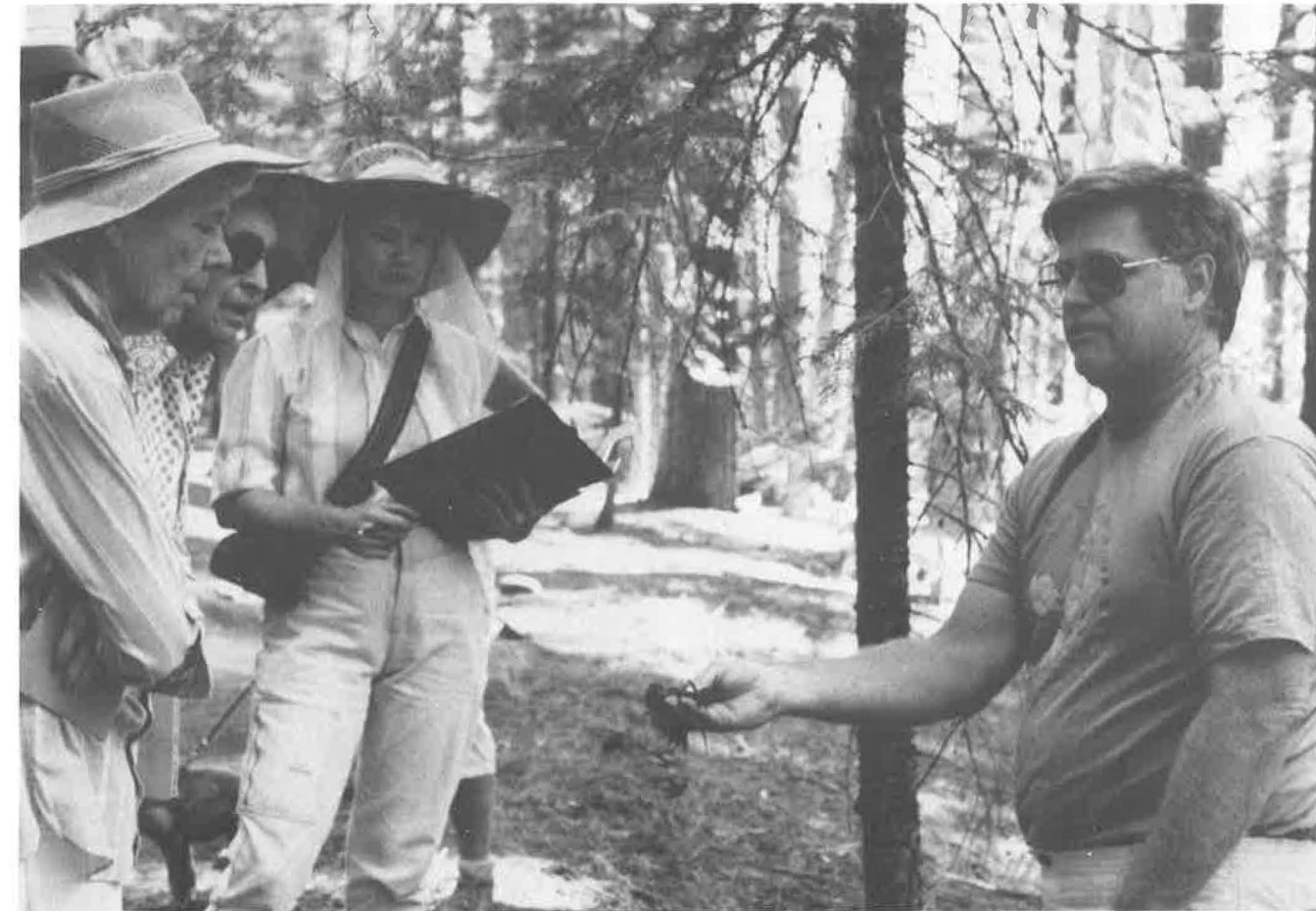
**BERNICE A. WADDELOW (1970)** Secretary, Dean of Instruction

**CHRISTINE M. WALKER (1978)** Instructional Aide, Learning Skills

**ADELE WIKNER (1985)** Media Assistant, Library

**JAMES B. WOOD SR. (1977)** Custodian

**ROBIN WOOD (1989)** Laboratory Assistant, Life Sciences



# ADVISORY COMMITTEES



## ADVISORY COMMITTEES

On a voluntary basis, regional representatives of business, the professions, industry, government, labor and the community-at-large assist Columbia College in determining the needs and evaluating the performance of many of its programs. These processes are critical to the future overall direction of the College, the appropriateness of services to special student populations, and the relevance of vocational training to the world of work. These individuals provide an invaluable service to the administration, faculty, and present and future students and, for that, the College is deeply grateful.

### AUTOMOTIVE TECHNOLOGY

- CHARLIE CRIST**, *Service Manager*  
Kelley Motors
- STEVE KOEHLER**, *Auto. Tech. Instructor*  
Bret Harte High School
- STANLEY SMITH**, *Auto. Tech. Instructor*  
Sonora Union High School
- ED SUNDAY**, *Owner*  
Sun Automotive
- LOGAN MILLER**, *Service Manager*  
Mother Lode Motors
- FRED SCHROEDER**, *Service Manager*  
Hammond Ford
- MARTY ROBILLARD**, *Owner*  
Marty's Auto Service

### BUSINESS

- LYNN BRADSHAW**, *Medical Records Supervisor*  
Sonora Community Hospital
- KAREN ETHIER**, *Business Instructor*  
Sonora Union High School
- TOM FIRTH**, *Manager*  
Lucky Stores
- CLAY MADDOX**, *Accountant*
- GEORGE PERRY**, *R.O.P. Instructor*  
Sonora Union High School
- MARILYN RICHARDS**, *Secretary*  
California Dept. of Forestry
- KEN ROY**, *Manager*  
Longs Drugs, Inc.
- PATRICIA SAKASITZ**, *Office Manager*  
Foothill Medical Group
- LINDA GRANT**, *Office Services*  
Stanislaus National Forest
- MARSHA THORLAKSON-DORMAN**,  
*Employment Program Representative*  
Employment Development Department
- JERRY YOUNGSTROM**, *Data Processing*

## CARDIAC REHABILITATION PROGRAM

- PENNY ABLIN**, *M.D.*
- DANNY ANDERSON**, *M.D.*
- LYNN AUSTIN**, *M.D.*
- WARREN BORGQUIST**, *M.D.*
- JAMES COMAZZI**, *M.D.*
- CARLA DAVIS**, *R.N.*
- TED R. FERNISH**, *M.D.*
- RUSSELL HOENES**, *M.D.*
- JAMES R. HONGOLA**, *M.D.*
- DIXIE HUKARI**, *R.N.*
- GARY JOHNSON**, *M.D.*
- LAWRENCE LONG**, *Administrator*  
Tuolumne General Hospital
- DEE MINNEY**, *R.N.*
- JAMES MOSSON**, *M.D.*
- JOANN RIOS**, *R.N.*
- TERRIL SPITZE**, *M.D.*
- TODD STOLP**, *M.D.*
- CHARLES WALDMAN**, *M.D.*

## CHILD DEVELOPMENT PROGRAM

- EVELYN CONDON**, *Executive Director*  
Infant/Child Enrichment Services
- PIERKO DYER**, *Director*  
Summerville Parent/Nursery School
- NANCY FELDMAN**, *Home Economist*  
University of California
- BARBARA FOULKS**, *Director*  
Head Start
- MELINDA FRASER**, *Aide*  
Infant/Child Enrichment Services
- SANDRA GALLOP**, *Instructor*  
Head Start
- LOLITA GRIFFITHS**, *Coordinator*  
Senior/Youth Partnership
- GILL GRIMSLEY-MCKEE**, *Coordinator*  
Tri-County Consortium for Special Education
- CAROL GUZZETTA**, *Director/Instructor*  
Little Angels Preschool
- DONNA REHDER**, *Instructor*  
Discovery Preschool
- BILL SULLIVAN**, *Director*  
Discovery Preschool
- KATHY SULLIVAN**, *Director*  
Discovery Preschool
- JOAN WANAMAKER**, *Counselor*  
Sonora Union High School
- JUNE YAPP**, *Director*  
Yapp's Learning Center

## COMMUNITY EDUCATION

- |                          |                        |
|--------------------------|------------------------|
| <b>ALMARENE COOK</b>     | <b>RACHEL SCOTT</b>    |
| <b>MARJORIE DOE</b>      | <b>MARJORIE WARD</b>   |
| <b>LORRAINE KILLOUGH</b> | <b>WRIGHT WILLIAMS</b> |
| <b>MARY LAVERONI</b>     |                        |

### COMPUTER SCIENCE

**BOB BECK**, *Accountant*  
**BINKY DOHMS**, *Office Manager*  
Computer Software Designer  
**PETER DOHMS**, *Vice President*  
Condor Mining Mt. Inc.  
**DWAYNE MCDONALD**, *Assistant Superintendent*  
Tuolumne County Schools  
**JIM WAGONER**, *Data Processing/Instructor*  
Mother Lode Data Service  
**JERRY YOUNGSTROM**, *President*  
Seasoft Corporation  
**ALLEN SPENCER**, *Supervising Computer Specialist*  
United States Forest Service

### DISABLED STUDENT SERVICES

**DOUG BOWSER**, *Tri-County Consortium*  
Tuolumne County Schools  
**BEVERLY BRITTS**, *Teacher, Hearing Impaired*  
Sonora Elementary School  
**HAL DAVIS**, *Voc. Rehab. Counselor*  
Department of Rehabilitation  
**WAYNE FRANCIS**, *Student*  
Columbia College  
**JIM KINDLE**, *Director, Learning Skills Center*  
Columbia College  
**SANDEE KLUDT**, *Director of Special Education*  
Tuolumne County Schools  
**DONNA LARSON**, *Representative*  
Social Security Administration  
**JANICE LUBECK**, *Case Manager*  
Valley-Mt. Regional Learning Center  
**DR. CHARLES McBANE**, *Optometrist*  
General Practice  
**FRANK McNALLY**, *Retired Judge*  
**JEAN McNALLY**, *Physical Therapist*

### DRAFTING

**NEIL BURCKART**, *President*  
Burckart Construction Company  
**DONALD GROVER**, *Architect*  
Donald Grover and Associates  
**GEORGE JACKSON**, *Engineer*  
Calaveras Asbestos, Ltd.  
**MICHAEL PEREZ**, *Engineering Technician*  
United States Forest Service  
**JERRY SLINKARD**, *Vice President*  
Raymond Vail and Associates

### EMERGENCY MEDICAL SERVICES

**CAROL WILEY**, *R.N.*  
Tuolumne General Hospital  
**JEFF REAGOR**, *Coordinator*  
*Manpower and Training*  
San Joaquin EMS Agency  
**WILLIAM STIERS**, *M.D.*  
Sonora Community Hospital  
**VALERIE WHEELER**, *R.N.*  
Sonora Community Hospital  
**CHARLOTTE STEER**, *Coordinator*  
Emergency Medical Systems for Calaveras County  
**BILL CALDERA**, *Manager*  
Tuolumne County Ambulance Service  
**ROMEL MATHIAS**, *R.N.*  
Sonora Community Hospital

### EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

**PATRICIA BERHANE**, *Admissions and Records Clerk*  
Columbia College  
**ELSIE BRUNO**, *Counselor*  
Columbia College  
**WALLACE DAY**, *Tuolumne/MiWuk Tribal Council Chairman*  
**SALLY SCHOETTGEN**, *Financial Aid*  
Columbia College  
**JACKIE JACKMAN**, *Teacher*  
Vallecito High School  
**SHIRLEY PHILSON**, *Employment Services*  
Employment Development Department  
**VIOLA WESSELL**, *Community Representative*

### FIRE TECHNOLOGY

**JAMIE CRABTREE**, *Training Director*  
Tuolumne County Fire Department  
**D. SCOTT NEWMAN**, *Battalion Chief*  
California Dept. of Forestry  
**GUY C. MILLS**, *Chief*  
Sonora Fire Department  
**DWAYNE (DAVE) BROWN**, *Chief*  
Angels Camp Fire Department  
**MERRITT LOVEJOY**, *Dispatcher*  
United States Forest Service  
**LEONARD SHEPHERD**, *Training Director*  
California Dept. of Forestry  
**ROBERT SIGNOR**, *Training Director*  
California Dept. of Forestry  
**LARRY COTTON**, *Chief*  
Sierra Conservation Center

### FOREST TECHNOLOGY/ NATURAL RESOURCES TECHNOLOGY

**MARK BEVAN**, *Forestry Consultant*  
**CHRIS CONRAD**, *Forester*  
Fibreboard Corporation  
**WAYNE HARRISON**,  
*Associate State Park Resource Ecologist*  
Calaveras Big Trees State Park  
**JOYCE MOUSSEAU**, *Cultural Technician*  
United States Forest Service  
**JIM MADDOX**, *Wildlife Biologist*  
California Dept. of Fish and Game  
**TIM NEELEY**, *Chief Ranger*  
Columbia and Railtown State Historic Parks  
**JIM OWEN**, *Unit Ranger*  
California Dept. of Forestry  
**RICHARD PLAND**, *Forester/Logging Supt.*  
Fibreboard Corporation  
**BRIAN QUELVOG**, *Fishery Biologist*  
California Dept. of Fish and Game  
**WILLIAM J. SUEHOWICZ**, *Chief Park Ranger*  
New Melones Lake  
**DON WARD**, *Forester*  
California Dept. of Forestry  
**STEVE WATERMAN**, *Public Information Officer*  
United States Forest Service

### FOSTER PARENT TRAINING PROGRAM

**JANET AMBROSE**, *Coordinator*  
*Foster Parent Training Program*  
Amador and Tuolumne Counties  
**ARLENE MARTIN**, *Foster Parent*  
**STEVE CLARD**  
Tuolumne County Sheriff's Department  
**JOY MCCLURE**  
Department of Social Welfare  
**EVELYN CONDON**  
Infant and Child Enrichment Services  
**PEGGY DUTEMPLE**  
Tuolumne County Dept. of Social Services  
**TERRY BEAUDREAU**  
Calaveras County Dept. of Social Services  
**NANCY FELDMAN**  
University of California Coop. Extension  
**NANCY GOODMAN**  
Tuolumne County Dept. of Social Services  
**PAUL JOHNSON**  
Tuolumne County Schools  
**MARY LOUIS**  
Calaveras County Dept. of Social Services  
**GEORGE LOOMIS**  
Calaveras County Emergency Shelter  
**BILL MITCHELL**  
Tuolumne County Probation Department  
**MARGARET SCHULZ**  
Tuolumne County Foster Parent  
**WILLIAM SCHULZ**  
Tuolumne County Foster Parent  
**ANNE HUNTER**, *Social Worker*  
Drug/Alcohol Counseling  
**LARRY WADE**  
Calaveras County Probation Department  
**NAOMI STEINFELD**, *Social Worker*  
**CINDY STEVENS**  
Human Resource Council  
**MARGARET HINCHLIFF**  
Tuolumne County Foster Parent  
**SUSAN WASIK**  
Tuolumne County Foster Parent  
**GEORGIA MCKEE**  
Mariposa County Foster Parent  
**MAGGIE HENDERSON**  
Tuolumne County Probation Department  
**CANDACE KATOSIC**  
Mother Lode Job Training  
**RICK MANDERS**  
Calaveras County Probation Department  
**BILL WILSON**, *Counselor*  
Columbia College

### HOSPITALITY MANAGEMENT

**LEO BALDONADO**, *Owner*  
La Sierra Taqueria  
**DAN CUNEO**, *Owner*  
Black Bart Inn  
**ROBERT DeVINCK**, *Owner*  
Hemingway's Cafe - Restaurant  
**MARILYN HAMILTON**, *Vice President/Manager*  
Security Pacific National Bank  
**CARL HAMMER**, *Sales Representative*  
Major Sysco (Modesto Store)  
**ROBIN HOLMES**, *Executive Chef*  
Copper Cove Marina  
**JOE MASTERSON**, *Office Manager*  
Brawley's Restaurant  
**KAREN MILES**, *Office Manager*  
Brawley's Restaurant  
**TIM NEELEY**, *Chief Ranger*  
Columbia State Historic Park  
**DARRYL PECK**, *General Manager*  
Best Western - Sonora Oaks  
**GARY WICKEL**, *General Manager*  
Best Western - The Gardens

### MEDICAL PROFESSIONS

**CLARK BURTON**, *D.D.S.*  
**MIKE GHIORSO**, *Chief Pharmacist*  
Sonora Community Hospital  
**GAIL GEE**, *Secretary*  
Tuolumne County Medical Society  
**GARY HINMANN**, *Pharmacist*  
Altaville Drugs  
**DIXIE HUKARI**, *Inservice Director*  
Sonora Community Hospital  
**LAWRENCE LONG**, *Chief Administrator*  
Tuolumne General Hospital  
**PHYLLIS MANFORD**, *Inservice Director*  
Tuolumne General Hospital  
**MARILYN NISHI**, *Physical Therapist*  
Self-Help Therapy Programs  
**MAURICE ROLLINS**, *D.D.S.*  
**LARRY WARNICK**, *Physical Therapist*  
Tuolumne General Hospital

## PRESIDENT'S

**JACK AMUNDSEN**, *Retired*  
California State Forest Ranger

**DR. ROBERT BACH**, *Superintendent*  
Bret Harte Union High School District

**DICK BARGER**, *Retired*

**MARJORIE COFFILL**, *Community Leader*

**BLAINE CORNELL**, *Supervisor*  
U.S. Forest Service

**CARLO DE FERRARI**, *Retired*  
Tuolumne County Clerk and Auditor, Historian

**MARJORIE GEISZLER**, *Superintendent*  
Calaveras County Schools

**MARILYN HAMILTON**, *Vice President*  
Security Pacific Bank

**JIM HILDRETH**, *Realtor and*  
Sonora City Councilman

**SUZANNE ANDERSON**, *Area Superintendent*  
Columbia/Railtown State Historic Parks

**DAVID BAKER**, *Administrative Officer*  
County of Tuolumne

**MIKE Q. JONES**, *General Contractor*

**REV. JAMES C. MC CLUSKEY**, *Pastor*  
Church of the 49'ers

**HARVEY C. MC GEE**, *Editor-Publisher*  
The Daily Union Democrat

**DR. ORVILLE MILLHOLLIN**, *Superintendent*  
Tuolumne County Schools

**RICHARD ROGERS**, *Retired*  
Columbia College Business Instructor

**MILTON SCHROEDER**, *Retired*  
Manager, Pacific Gas and Electric Co.

**IRVING J. SYMONS**, *Owner*  
Hales and Symons

**DR. ROGER WAHLMAN**, *Dentist*

**CARY WINGO**, *Attorney*

## REAL ESTATE

**BILL FREEZE**, *Realtor*  
Henrietta Realty

**BABE GIBSON**, *Realtor*  
Mother Lode Real Estate

**JOHN GLEASON**, *Realtor*  
Wildwood Properties

**LARRY HAUN**, *Attorney at Law*

**MARK KRAFT**, *Realtor*

## SEARCH AND RESCUE

**MARK BENNET**, *Coordinator*  
Northern California Law Enforcement  
Office of Emergency Services

**JAMIE CRABTREE**, *Training Officer*  
Tuolumne County Fire Department

**HENRY GILLIAM**, *Assistant Chief/Training Div.*  
U.C. Davis Fire Department

**SCOTT NEWMAN**, *District Ranger*  
California Division of Forestry

**JIM SCRUGGS**, *Deputy Sheriff/SAR Officer*  
Tuolumne County Sheriff's Office

**DON STONE**, *Underground Leader*  
Tuolumne County Search and Rescue

**KIM AUFHAUSER**, *Park Ranger*  
Yosemite National Park

## TEACHER AIDE

**SHARON BENINCASA**, *Teacher Aide*  
Sonora Elementary School

**PATRICE HENSON**, *Special Ed. Substitute Aide*  
Tuolumne County Schools

**MARY JOHNSON**, *Kindergarten Teacher*  
Sonora Elementary School

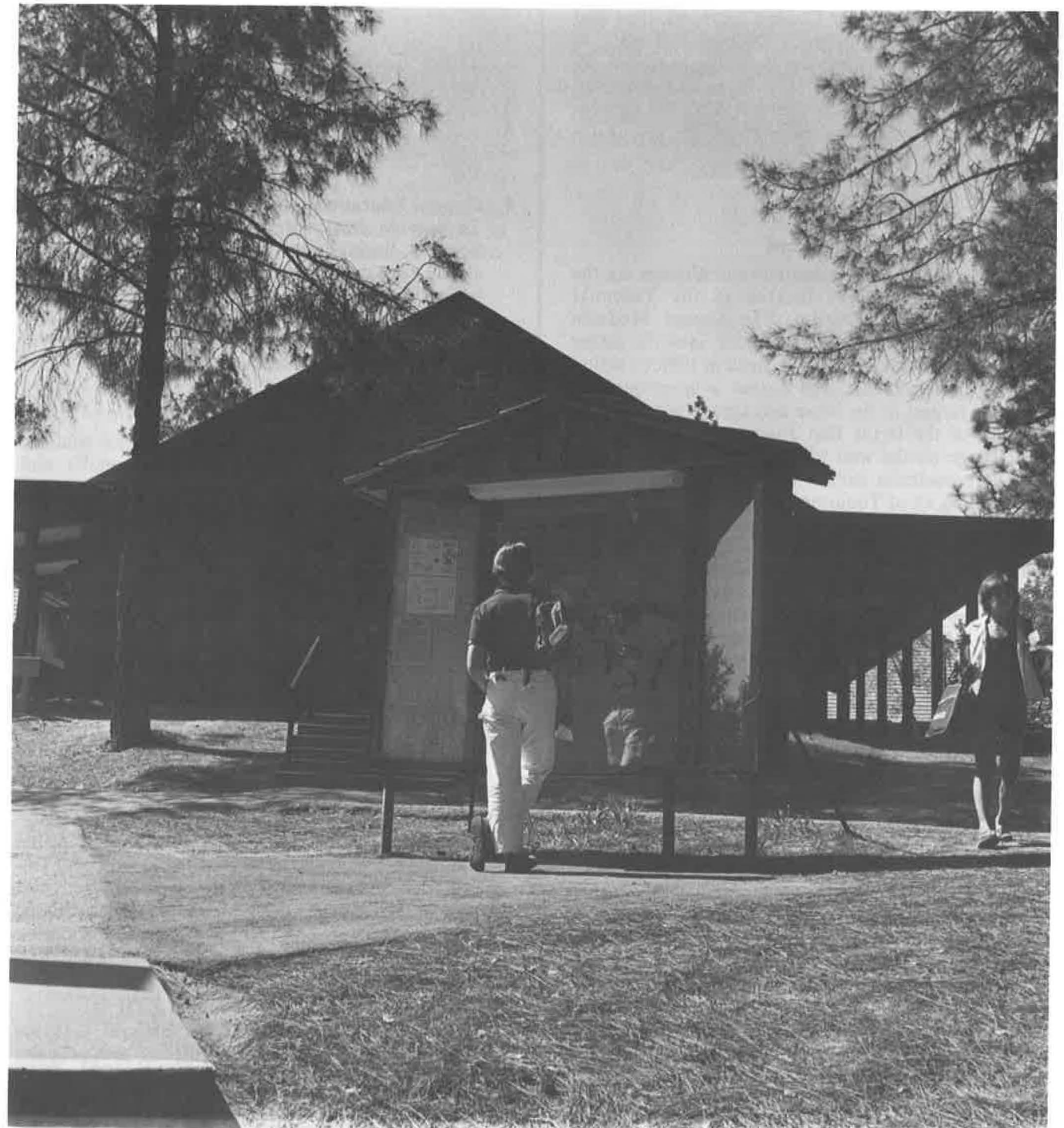
**SANDY KLUDT**, *Director of Special Ed.*  
Tri-County Schools

**JACKIE LATTUADA**, *Kindergarten Teacher*  
Sonora Elementary School

**JACKIE MIEROP**, *Resource Teacher*  
Tuolumne County Schools

**MADELINE SHARP**, *Principal*  
Twain Harte Elementary School

# GENERAL INFORMATION





## COLUMBIA COLLEGE

Columbia College is a public community College located in the foothills of the Sierra Nevada and the heart of California's Gold Country. Over 200 acres of forest land adjacent to Columbia State Historic Park provide an idyllic setting for this unique campus, which has often been described as one of the most beautiful in the nation. With a variety of natural wonders nearby, the College is ideally situated for outdoor recreational activities through all four seasons of the year. Total enrollments and class sizes are such that faculty know every student on an individual basis. This size, along with the informal, friendly atmosphere of the College promotes close and continuing interaction between students and staff. A wide variety of support services is readily available. By virtue of its natural setting, small size, and dedicated staff, the College is not only committed to, but capable of, providing a quality education in a quality environment.

### Background

Columbia 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 counties, 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. The word "Junior" was dropped from the College name in 1978. Starting on the quarter system, Columbia College changed to the semester system on July 1, 1984.

### Campus and Facilities

Campus buildings are planned around San Diego Reservoir from which wooded foothills join the rugged majesty of the 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.

### Accreditation

Columbia College is accredited by the Accrediting Commission for Junior Colleges, Western Association of Schools and Colleges.

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 College will be accepted with full credit upon transfer to California State Universities and other four-year colleges.

### College Functions

Columbia College is committed to meeting the postsecondary educational needs of the community through the following functions. Students may earn an Associate Degree or vocational certificate or both upon completion of specific requirements outlined in this catalog.

- **General Education**

To provide programs in the Humanities, Natural Sciences, Social Sciences and Physical Education to satisfy requirements for transfer to upper division institutions; to develop the knowledge and skills, and attitudes and values that characterize informal, responsible, citizenship; to offer intellectual and cultural enrichment; and to promote mental and physical well-being.

- **Vocational Education**

To provide courses and programs to prepare students directly for employment, to update skills and knowledge, to meet the specialized training needs of the local community, and to facilitate transfer to other postsecondary institutions.

- **Remedial Education**

To assist the student in acquiring those basic competencies needed for effective participation in other College programs.

- **Student Services**

To provide a comprehensive program of support services designed to facilitate student access to the College; to assist students in educational and career planning; and to help ensure successful completion of their personal goals.

- **Community Services**

To serve the educational and cultural needs of the community at large by offering noncredit and fee-funded courses and self-supporting cultural activities and events; by making College facilities available to community groups; and by providing information regarding College programs, personnel and activities to the media and the general public.

- **High School Equivalency Diploma (G.E.D)**

Columbia College serves as an official General Educational Development Testing Center and provides the opportunity to obtain the High School Equivalency (G.E.D.) Diploma.

### OPEN CLASS POLICY

Unless specifically exempted from statute, every course, course section, or class, the average daily attendance of which is to be reported for state aid, is open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established. Exception to this policy will be made where health, safety, legal requirements or the facility is a limiting factor in the conduct of the course. Students denied enrollment by this policy may appeal to the Dean of Student Services.

### NON-DISCRIMINATION

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, Columbia College does not discriminate on the basis of race, color, national origin, sex, handicap or age in its educational programs or employment. Inquiries concerning the application of the above Federal laws to programs or activities of the College may be directed to the following persons at Columbia College, P.O. Box 1849, Columbia, CA 95310:

Title IX: Judy Strattan, Coordinator  
Gender Equity  
(209) 533-5107

Section 504: Paul Lockman, Director  
Handicapped Students Program  
(209) 533-5132

### SEXUAL HARASSMENT POLICY

It is the policy of the Yosemite Community College District to provide an environment free of unlawful discrimination in its programs, activities and work environment. Sexual harassment is a form of unlawful sexual discrimination and will not be tolerated by the District.

Sexual harassment includes:

- (1) submission to conduct which is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress;
- (2) submission to, or rejection of, conduct by an individual which is used as the basis of an employment or academic decision affecting the individual or has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and
- (3) submission to, or rejection of, conduct by the individual which is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. (Education Code Section 212.5.)

The District strongly forbids any form of sexual harassment, including acts of nonemployees. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, engaging in sexual harassment.

### DISCLAIMER

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

# STUDENT SERVICES



## ADMISSIONS

### Eligibility

Graduates of accredited high schools, persons holding a high school Certificate of Proficiency, or those persons 18 years of age or older who are able to profit from instruction and who meet the residence requirement are eligible for admission to Columbia 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 students must request the previous colleges of attendance to mail transcripts directly to Columbia 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 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 student whose legal residence is in another state and pays the out-of-state fee.
- (4) Is an international student who complies with special admission requirements and pays the non-resident fee.

### Admission of Non-resident Students

Columbia College accepts students who are residents of other states if they meet all admission requirements. A minor's residence is the same as that of his/her parents or legal guardian.

In order to be classified as a resident for tuition purposes, a student must have been a legal resident of the State of California for more than one year immediately preceding their enrollment.

Nonresidents of California, including international students, are required to pay an out-of-state tuition fee of \$94.00 per unit plus the \$5.00 per unit regular tuition and required health fees.

### Admission Procedures

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

Official transcripts for all previous college and high school work must be received by the College during the first semester of attendance. 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 high school and college work or training to be evaluated for credit. These documents become the property of Columbia College and cannot be reproduced or released for any purpose.

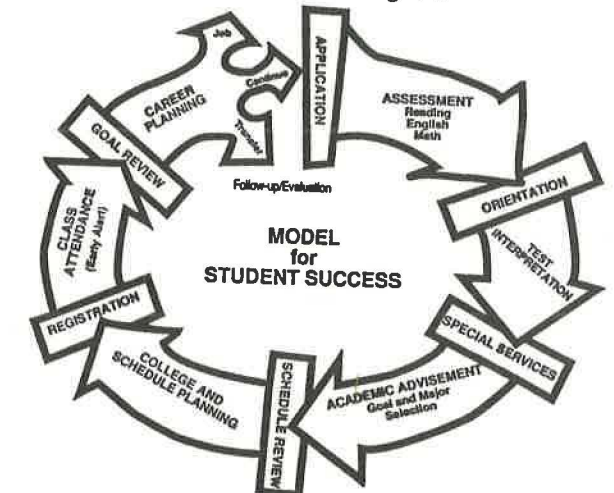
Applications should be submitted as early as possible in order to allow for processing. A local address must be submitted before completion of registration.

### Readmission

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

### Matriculation

**GOLD (Goal Oriented Learning Development)**  
**GOLD Matriculation Program**



New Columbia College students are provided with a step-by-step approach to a successful educational experience. The GOLD (Goal Oriented Learning Development) program is designed to give students information and assistance at the time it is most needed: at the threshold of their college careers. All new students with no prior college credit are **REQUIRED** to participate in the matriculation program, GOLD. **Exception:** Persons who qualify for one of the matriculation exempt categories.

A person participating in GOLD will:

- complete the assessment battery: placement exams in reading, English, and math
- attend an orientation session where College services and programs are explained
- receive academic advisement assistance in developing a program of studies based upon the chosen major and goals
- begin process of development of an educational plan and complete in a scheduled educational plan workshop during the semester

- learn strategies for planning a class schedule
- receive interpretation of the reading, English and math placement tests
- find out about majors, general education requirements, transfer requirements, and certificates of achievement
- plan a class schedule in accordance with the chosen academic goal, interests, current skills, and time available for study and work
- participate in a smooth, problem free registration process
- receive individual attention and assistance if class progress monitoring identifies a problem area.

Students meeting one or more of the following criteria are exempt from all or parts of the GOLD matriculation program:

- Students enrolled in community services and noncredit courses only
- Students holding an associate or higher degree
- Students enrolled only in \*activity courses for which there is no basic skill prerequisite
- Students enrolled only in contract education or courses for in-service training.

\*Available in the Admissions Office.

#### Notice of Acceptance

New and former students will be notified officially of their acceptance and opportunities for orientation and advisement appointments after all application forms have been received.

#### Schedule of Classes

A Schedule of Classes is the official listing of courses. It is published each semester 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.

#### Admission of International Students

In the belief that students from foreign countries make significant contributions to the college community while preparing for leadership roles in their home countries, Columbia 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 are required to submit the following information in English by May 1 for admission to the following Fall Semester:

(1) Complete the COLUMBIA COLLEGE INTERNATIONAL STUDENT SUPPLEMENTAL APPLICATION FOR ADMISSION.

(2) Submit the original or certified copy of all transcripts of previous schools attended that are equivalent to high school or college level.

(3) Submit official results of the Test of English as a Foreign Language (TOEFL) if your native language is other than English. (Citizens of Canada, Great Britain, Ireland, Australia and New Zealand whose native language is English are exempt from taking the TOEFL.)

(4) Furnish evidence of satisfactory financial support by completing the Columbia College Financial Information Form and providing a written guarantee from the bank of a parent, relative or sponsor in the United States.

(5) Furnish two letters of recommendation, one of which must be from a teacher with whom you have studied recently attesting to your ability to do college work.

(6) Have a physician complete the PHYSICIAN'S CERTIFICATE OF HEALTH. The certificate must be completed and show immunization clearance examination.

(7) Furnish evidence of a sickness and accident insurance policy (If proof is not provided, applicant if accepted must purchase Columbia College International Student Sickness and Accident Insurance prior to registration.)

(8) Applicants selected for admission are responsible for making arrangements for their own housing and notifying the College of their local address. However, the College may be of assistance in providing information for housing upon arrival in the area. Columbia College has on-campus housing available on a first-come, first-served basis.

Upon completion of all application requirements listed above by the deadline date, each applicant for admission will be given equal consideration along with all other qualified applicants. If selected, the I-20 form and information requesting travel plans will be mailed. The I-20 form must be presented to the appropriate officials in order to obtain an F-1 (Student) Visa and enter the United States.

A college counselor serves as advisor to international students. This college is authorized under federal law to enroll non-immigrant alien 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 enroll in Columbia College classes. Parental authorization must be provided for students in less than junior standing.

#### Student Orientation

An introduction to the College is provided for new incoming students at the time of their initial advisement appointment. Since this is a group 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. (See GOLD, page 17.)

#### Counseling Services

Counselors are available by appointment during the day and evening. They also have some available drop-in hours scheduled during the day. Professional counselors assist students with academic planning, determining vocational goals and resolving personal and social problems. When appropriate, testing services to evaluate occupational interest or aptitude are provided by counselors. Counselors may refer students to other services provided by the College or other agencies.

**FINAL SELECTION OF CLASSES AND COMPLETION OF PROGRAM REQUIREMENTS ARE THE RESPONSIBILITY OF THE STUDENT.**

#### Financial Aid

The College Financial Aid Office administers the following Federal and State assistance programs: Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Perkins Loan, Cal Grant, Extended Opportunity Programs and Services, California Board of Governors Grant and California Guaranteed Student Loan.

Students who need help to meet the expenses of going to college; i.e., tuition and fees, housing, food, books, supplies, transportation and personal incidentals may obtain applications in the Financial Aid office from January 15, 1989, through February 1, 1990. Eligibility is based on financial need and satisfactory academic progress and is distributed on a first-come, first served basis, contingent upon availability of funds.

In compliance with Federal regulations, a detailed Financial Aid Handbook is available in the Financial Aid Office.

#### Veterans Affairs

Disabled veterans, Vietnam Era veterans, Post Vietnam Era veterans who contributed to the program, members of Reserve units and dependents of disabled, deceased or retired veterans may be eligible to receive educational benefits while attending college at least half-time. The applications which are available in the Veterans Affairs Office should be completed 30-120 days prior to the beginning of the term if advance pay is being requested, or at the time of registration for normal processing. Information regarding other documents that may be required is also available in the Veterans Affairs Office.

#### Scholarships and Awards

Columbia College has an extensive number of scholarships and awards provided by organizations and individuals both within and outside our community which are publicly announced on the MONEYBOARD outside the Admissions Office and in the MONEYBOOK, a brochure available in the Scholarship Office.

The standard application which may be obtained from the Scholarship Office is used to determine student's eligibility for most of the awards. If a special application is required for a specific scholarship, it will be noted.

Selection is generally based on one or more of the following criteria: grade point average, financial need, major, units completed, participation in extracurricular activities including employment and/or homemaking. Awards are given to students pursuing goals in most every major, certificate or transfer program offered and they are available for new, continuing, returning, and transferring students.

#### Food Service

Food Service is located on the lower level of the Learning Resource Center and is operated by students in the College's Culinary Arts Program.

The Cellar Restaurant is open Monday through Thursday serving a daily hot lunch special.

Breakfast, lunch and dinner are available Monday through Thursday and until 2:00 p.m. on Friday in the school cafeteria.

An evening meal plan is provided for housing residents.

#### Extended Opportunity Programs and Services (EOP&S)

Extended Opportunity Programs and Services are provided at community colleges in order to encourage the enrollment and retention of students who are disadvantaged as a result of economic, social, and educational background.

Services available include:

Direct Financial Aid - grants, book grants, and work study.

Admission Assistance

Tutoring - academic and vocational subjects.

Counseling - academic, vocational, and personal.

Transferring - assistance in applying to four-year universities and colleges.

Apply for EOP&S through the EOP&S Center or the Financial Aid Office.

#### Student Records Regulations

A student's records are open to the student, employees of the College acting in the course of their duties and State and Federal officials as defined in Section 54618 of the California Administrative Code.

The College may grant access to individual student records for educational or emergency purposes and for court orders as permitted in Sections 54620 and 54622 of the California Administrative Code.

### Students' Rights and Procedures for Grievance

Information pertaining to students' rights, conduct and grievance procedure is available in the Student Services Office.

### Columbia College Transcripts

- Upon WRITTEN request from the student to the Admissions and Records Office, two Columbia College transcripts will be issued without charge. This includes official and unofficial copies.
- Additional transcripts are \$2.00 each.
- Transcripts will NOT be forwarded for any student who has an official hold placed on their record by the College.
- Transcripts CANNOT be sent in response to a TELEPHONE request (Family Education Rights & Privacy Act of 1974).
- Transcripts will not be released to anyone other than the student unless the person has written authorization from the student.
- Transcript request forms are available in the Admissions and Records Office.
- A minimum of three working days is required. EXCEPTION: Same day service is provided at a cost of \$10.00 in addition to the regular fee.

### Other College or High School Transcripts

- New students are required to submit official transcripts from course work taken at other colleges and/or high schools.
- The student should request from the sending college or high school that transcripts be mailed directly to Columbia College. Columbia will only accept a transcript that is official and received in a sealed envelope.
- Transcripts sent to Columbia from other colleges or a high school may NOT be released to: a) students, b) other colleges, or c) agencies. They must be obtained from the sending institution.

### Privacy Rights of Students

All student records of Columbia College are kept in accordance with the provisions of 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 to 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.

### Learning Skills Center

The Learning Skills Center offers individual learning programs to enhance the background of any student wishing to improve vocabulary, reading, writing, spelling, or math skills.

### Tutoring

Peer tutoring assistance is available to students in the following areas: EOP&S Office and Learning Skills Center. Students desiring tutoring should contact either of these areas.

### Disabled Student Services

The Disabled Student Services Program is designed to provide access to educational programs and activities for students with disabilities. The College has made changes in campus design to allow the disabled student access to the College campus.

Services offered:

#### Physical Disabilities

Disabled parking, on-campus transportation, mobility assistance, academic tutoring, assistance in locating notetakers, readers, and test taking assistance.

#### Communication Disabilities

Sign language interpreters, speech therapy, notetakers, and academic tutoring.

#### Learning Disabilities

Individualized educational assessment; followed by the development of an Individual Education Plan designed to teach learning strategies and skills development appropriate to the student's needs.

#### Additional Services

Personal and vocational counseling, academic advising, special equipment loan, and liaison with campus and community resources.

#### Special Instruction

Adaptive physical education, cardiac therapy, written language development, and diagnostic learning.

### Health Services

A registered nurse is on campus several hours each class day to provide a variety of health services for students registered at the College. Health services are also available for evening and housing students. Services of a physician are available on an appointment basis.

Students having chronic health problems are requested to inform the College nurse so that the best possible aid may be rendered in case of an emergency. Student health records are confidential.

Illness or accidents occurring on campus should be reported immediately to the College nurse or any administrator. The nurse's office is located in the Health Occupations (500) building.

### Student Insurance

Student accident insurance is provided by the College. Students who desire additional accident or health insurance information may contact the College Business Office.

### Student Identification Cards

Student Identification Cards are required for checking out library books and audio visual equipment and materials, and for participation in various student activities.

### Student Activities

Social events, club activities, community projects, and cultural events are developed through the College student activity program.

All students are members of the Associated Students of Columbia 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.

### Intercollegiate Activities

The College is a member of the Coast Valley Conference. To be eligible to participate in intercollegiate athletics, a student must be enrolled in at least 12 units of credit each semester. To be eligible the second year, the athlete must attain a cumulative 2.0 GPA the first year.

### Career Center/Transfer Center

The Career Center, located adjacent to the Library, offers materials and services to assist students with career information. The Center maintains a variety of resources including occupational publications, newsletters, college catalogs, and Eureka, a computerized vocational/educational information system.

The Transfer Center contains college catalogs and articulation agreements with selected colleges and universities.

Limited off-campus housing information is available in the Career Center.

### Student Employment

Employers are encouraged to list job openings, full or part-time, with the Career Center which maintains a list of off-campus employment.

### College Bookstore

The Manzanita Bookstore, located in the Learning Resources Center, carries textbooks, materials and supplies required for classes. The bookstore also sells paperbacks, greeting cards, sundries, snacks, and many other items. A campus Bookstore Advisory Committee provides suggestions and ideas to enhance the services provided to the campus community by the Manzanita Bookstore.

Costs of textbooks and educational supplies vary with the type of program the student is pursuing. Costs normally range from \$100 to \$200 each semester depending on the program.

### Library

The Columbia College Library is a center for study, class research, and leisure reading, and welcomes use by students, staff and community members. The Library's collections include nearly 30,000 books, current subscriptions to 300 magazines and six newspapers, pamphlets, maps and art prints. Available in the Audio-Visual Department are more than 5,000 cassette tapes of popular, folk, and classical music, local oral history, shorthand, and a wide variety of other topics as well as cassette players, slide-tape kits, and Polaroid cameras. A typing room with electric and manual typewriters is open for use during Library hours. Photocopying can be done on a coin-operated machine near the Library.

The Library can locate and borrow on Interlibrary Loan materials not in the College Library. As a member of the Central Association of Libraries, the Library has quick access to the collections of more than 50 libraries. This service is available to students, community residents, and college staff.

The Library is open when college is in session Monday through Thursday, 7:45 a.m. to 9:00 p.m., and Friday, 7:45 a.m. to 4:30 p.m. It is closed weekends and school holidays.

### Security/Parking

Campus Security is available to assist students, staff and visitors as needed. Security personnel may be contacted through the Campus Fire Department or the Dean of Student Services Office.

The College maintains parking areas for students, staff, disabled persons and visitors. Parking regulations are strictly enforced by Campus Security. A fee is charged for parking.

### Student Housing

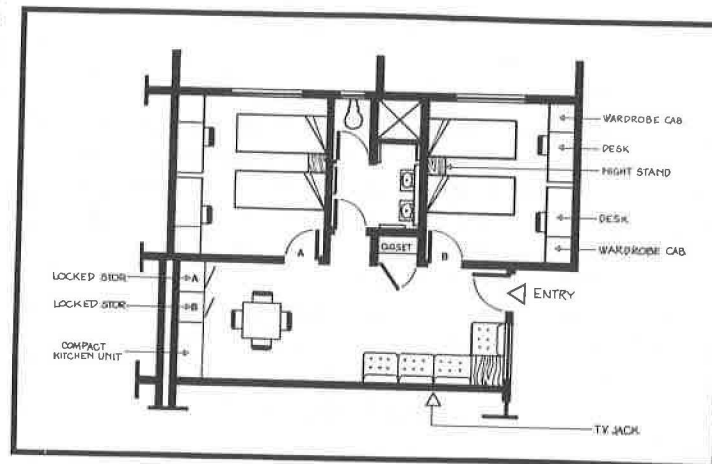
A student housing complex is located on campus. The facility is designed as cluster apartments and is partially furnished including a kitchenette. An evening meal plan is provided to residents by the College Cafeteria Monday through Thursday. Four students may be housed in each apartment. Additional information is available by contacting the Residence Manager or the Admissions and Records Office. First priority for housing is given to full-time Columbia College students.

**Housing ...  
Designed For The Student**



Columbia College Student Housing provides modern affordable housing for students. These residences are on the campus within easy walking distance of all the college buildings. Situated among the natural wooded beauty of the campus, the housing offers each student:

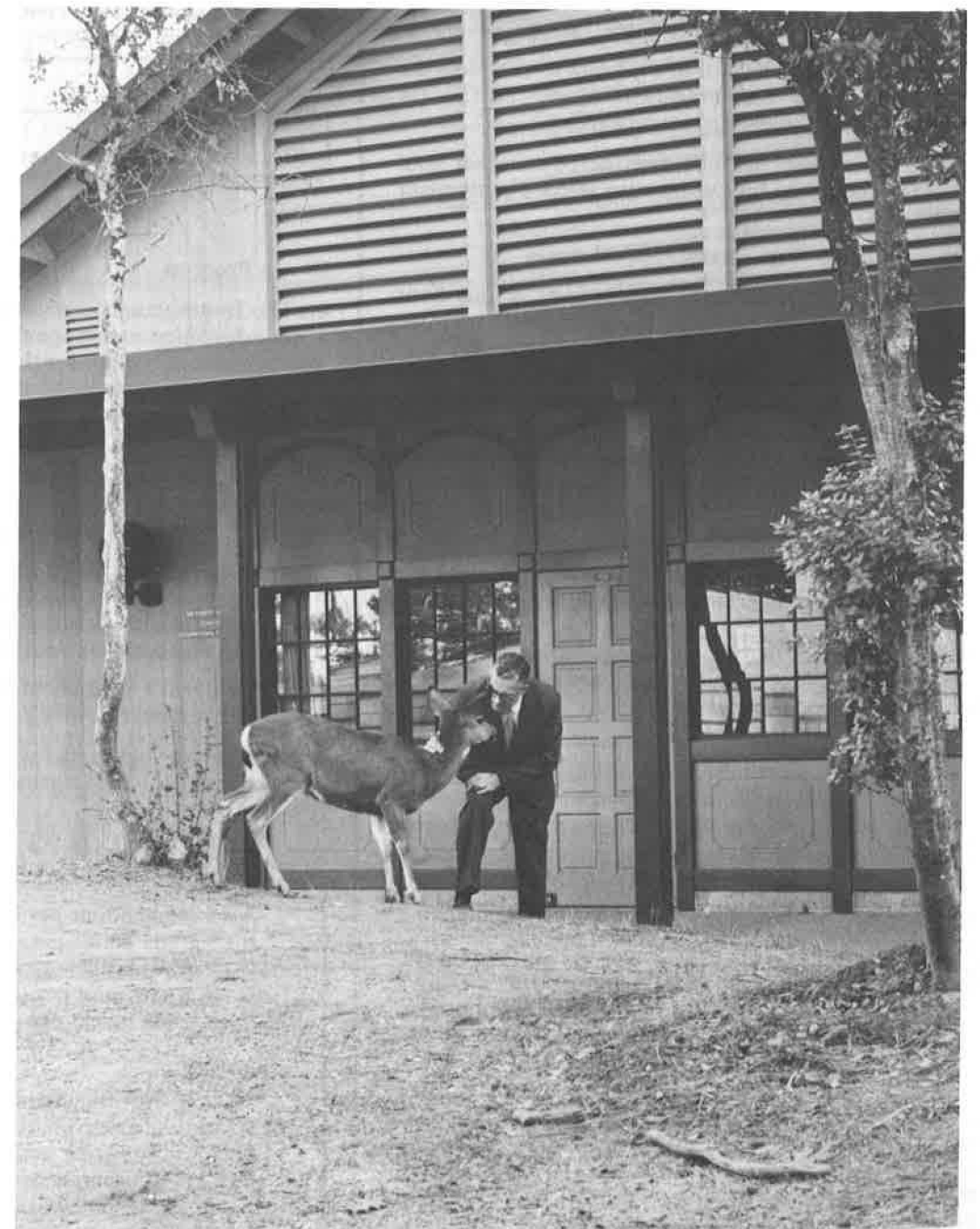
- ★ Ample parking lots adjoining the buildings. Parking fees are minimal.
- ★ Furnished rooms which include a built-in sofa and chair with storage and coffee table, desk, chairs, wardrobe, bookcase, bed and dresser. The resident need only to bring linens, towels, dishes, and personal articles.
- ★ Kitchenette with stove and refrigerator and dinette set.
- ★ T.V. and telephone outlets pre-wired to each suite. Student must provide sets.
- ★ Coin operated washer/dryer facilities on the premises.
- ★ Utilities (except telephone) are included with the rent.



Typical floor plan.

Suites for the disabled are provided in the manager's building allowing wheelchair access to rooms. Outdoor volleyball, basketball, lighted tennis courts and a jogging course (PAR) are available to residents.

# ACADEMIC POLICIES AND PROCEDURES



## Academic Policies And Procedures

### Catalog Rights

- A student will be held responsible **only** for the policies and requirements designated in the catalog for the academic year in which the student completes the first credit course.
- Student's catalog rights begin with the semester a student completes their first course or courses at Columbia College. Attendance at other colleges is not included in determining catalog rights at Columbia College.  
\*Exception: Attendance at another Yosemite Community College District college may be excepted.
- Continuous attendance is defined as completion of at least one credit course per academic year (July 1-June 30) at Columbia College.
- A student has **ONLY** four (4) years to complete the requirements for graduation and certificate requirements as defined in the catalog.
- A student who has not met the educational goal at the end of the four years must select a subsequent catalog.

### Unit of Credit

A "unit of credit" is earned on the basis of one hour of lecture-recitation per week or a minimum of three hours of laboratory per week during a semester. 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 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: semester unit, semester hour, class hour, credit and credit hour.

Columbia College operates on a semester system.

### 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.**

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. Prerequisites may be waived when in the instructor's judgment the student has adequate preparation to satisfy the course objectives.

### 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 by one of the following symbols:

A - Excellent
B - Good
C - Satisfactory
D - Passing, Less Than Satisfactory
F - Failure
W - Withdrawal From Course
I - Incomplete
CR - Credit (At Least Satisfactory) <i>This grade CANNOT be changed to a letter grade.</i>
NC - No Credit (Less Than Satisfactory) <i>This grade CANNOT be changed to a letter grade.</i>

IP - In Progress
------------------

### IP - In Progress

- IP - In progress is a grade symbol for:
  1. An open entry/open exit course. The student **must** re-register for the course in the subsequent semester in order to receive the units and a letter grade.
  2. A class that is scheduled to extend beyond the end of the semester (a "bridge" class)  
e.g.: Course begins November 6  
Course ends February 1  
Semester ends December 18
- In the case where a student does not re-register, the IP grade will be changed to the grade earned at the end of the semester the IP was given.
- The student's permanent record will reflect an IP for the semester in which the class began.
- Final grade and units for an open entry and bridge class will be issued during the semester in which a class ends.

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 but may be used in determining progress probation and dismissal.
I	
CR	
NC	
IP	

### Grade Point Average

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

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

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:

5 units A x 4 = 20 grade points
4 units B x 3 = 12 grade points
3 units C x 2 = 6 grade points
2 units D x 1 = 2 grade points
2 units F x 0 = 0 grade points

16 units	40 grade points
----------	-----------------

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

The result in this example is a GPA of 2.50.

Units for which a grade of "W," "I," "CR," "NC," or "IP" has been assigned are not counted in computing the Grade Point Average but may be used in determining progress probation and dismissal.

### Adding A Course

To add a class, students must complete an Add Form which may be obtained from Admissions and Records. While classes may be added during the first ten (10) days of instruction, during days 6 through 10, students must have the instructor's written approval.

### Dropping A Course

A student may drop a course or reduce the number of units in a course during the first 4 weeks of instruction. The course or units will be removed from the student's program of attendance without a grade being recorded. From the fifth week to the last day to drop without penalty, a student may drop a course and a grade of "W" will be recorded on the student's transcript of record providing the student has officially withdrawn from the course.

The last day to withdraw without penalty for all full-time credit courses shall be the last day of 75 percent of the semester as noted in the College Calendar of Schedule of Classes. For courses less than full term, an equivalent withdrawal period will be in effect. **WHEN DROPPING COURSES, IT IS THE STUDENT'S RESPONSIBILITY TO FILE ALL WITHDRAWALS FROM THE COURSES.**

### Repetition of Courses

- Designated courses may be repeated for credit. See course descriptions for limitations on course repeatability. Registration will be disallowed when a student reaches the limitation.
- Any course in which a student has earned a NC or W may be repeated for college credit.
- For a course in which an IP grade is issued, no units are awarded. A student must re-enroll and complete the course to be awarded college credit.

- Special classes for disabled students and adaptive physical education classes for the disabled are subject to additional repetitions in accordance with Title 5 Section 56044.
- Students who have met the limit of repetition for certain specified credit courses may continue to enroll in such courses as a "community participant".

### Repetition of Courses for Improvement of Grades

In conformance with Title 5, Division 9, Chapter 2, Article 5, Section 58161 of the California Administrative Code:

An individual may repeat a course under any of the following conditions:

1. To alleviate recorded substandard grade of "D", "F", or "NC".
2. The student's previous grade is, at least in part, the result of extenuating circumstances beyond the control of the student.
3. There has been significant lapse of time since the student previously took the course.

- A student who has earned a grade of D or F in a course may repeat the course ONE time for grade improvement and have only the HIGHER grade computed in the grade point average at Columbia.

- A student must obtain and complete the form in Admissions and Records in order to have the transcript reflect the adjustment.

- When repeating a course in which a D was earned, the higher grade and grade points will be recorded, but no additional units for the course will be allowed.

- When repeating a course in which an F grade was earned, the higher grade, grade points and units earned for the course will be recorded.

Students repeating a course as authorized by these procedures may do so only once.

### Incomplete Grades

- An incomplete grade (I) may be given for an unforeseeable emergency and justifiable reason if a student does not complete all requirements of a course.
- Responsibility for removal of an incomplete grade within the time granted by the instructor rests with the student.
- An incomplete grade must be made up by the date designated by the instructor on the agreement for Incomplete Grade Removal, but in no case later than ONE YEAR from the term in which the (I) was issued.
- At the end of the time designated by the instructor or no longer than one year, if the student has not completed the conditions for removal, the (I) will be changed to the grade indicated on the Incomplete Grade Removal form.

- Instructors will submit to the Admissions and Records Office a written record of the conditions for removal of the (I) and the grade to be assigned in lieu of its removal. A copy of this record and related instructions will be provided to the student upon request.
- When the student has completed the course work, the instructor will assign the appropriate grade and notify the Admissions and Records Office. The incomplete grade (I) will be replaced with the appropriate grade.

#### Academic Renewal

Subject to the following conditions, up to 24 units of substandard work (D's and F's) from two semesters or 36 units from three quarters, taken at any accredited college or university, may be alleviated from computation of the grade point average at Columbia College:

- (1) Since completion of the work to be alleviated, the student must have completed fifteen (15) semester units with at least a 3.0 G.P.A., thirty (30) semester units with at least a 2.5 G.P.A., or forty-five (45) semester units with at least a 2.0 G.P.A. at any accredited college or university.
- (2) A minimum of two years must have elapsed since completion of the work to be alleviated.
- (3) Any student not meeting all the requirements of items number one and number two may petition the Student Petition Committee/Dean of Students for special consideration.
- (4) The student's permanent record will be annotated in such a way that all work remains legible, ensuring a true and complete academic history.
- (5) Columbia College will honor similar policies of accredited colleges and universities, but other transfer institutions may reject academic renewal action.
- (6) The student must submit a request for Academic Renewal Evaluation to the Admissions and Records. Forms are available in Admissions and Records.

#### 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 counselor for specific procedures.

#### CONDITIONS

To be admitted to independent study, a student shall:

- (1) have completed one semester (12 units) in residence and have a Grade Point Average of 2.5 either cumulative or for the previous semester 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 semester 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 semester.
- (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. Students pursuing a degree at Columbia College may use Independent Study credits for partial fulfillment of major requirements. (See course substitutions.)

#### Credit/No Credit Grading

- Some transfer institutions will not accept CR/NC grading symbols.
- A student may choose a credit/no credit (CR/NC) option in courses for which letter grades may be issued.
- A student must exercise the option no later than the first thirty percent (30%) of the term.
- Student performance equivalent to A, B, or C work will equate to a credit (CR) grade.
- Student performance equivalent to D or F work will equate to a non credit (NC) grade.
- A CR or NC grade will be recorded on a student's transcript.
- A CR/NC grade may NOT later be converted to a letter grade.
- CR/NC units may NOT be applied toward a student's major for the Associate Degree.
- CR/NC units are NOT computed in determining a student's grade point average at Columbia.
- Units attempted for which NC is recorded are counted in determining progress probation and progress dismissal.
- The maximum number of credit (CR) semester units, earned under the CR/NC option, that may be counted toward the Associate Degree is fourteen (14).
- Courses offered ONLY for CR/NC are EXCLUDED from the maximum of fourteen units counted toward the Associate Degree.

- For courses allowing a letter grade of CR/NC option, the student is limited to enrollment in one course per semester. For courses designated as ONLY CR/NC grading and no letter grade, there is no limit to the number of courses in which enrollment is allowed each semester.
- A student must obtain and submit the completed Credit/No Credit Grading Request Form from the Admissions and Records Office.
- Exception to the CR/NC standards must be petitioned to the Dean of Student Services.

#### Credit by Examination (Course Challenge)

A student may challenge certain specifically designated courses by examination and obtain credit. (A list of those courses which may be challenged by examination is available in the Admissions Office.) 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 College courses may be challenged by examination. A maximum of 20 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 College and enrolled in the course which is being challenged.
- (2) have completed at least 12 units of course work.
- (1) have a cumulative Grade Point Average of 2.0 ("C" average).

#### PROCEDURE

The student must complete a form in Admissions and Records prior to making arrangements for credit by examination with the individual instructor, who, on approval, will schedule the examination. Whatever grade the student earns will be entered on his/her record at the end of the term.

#### College Credit From Other Institutions

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 semester 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 satisfactory service may receive:

- (1) Two semester units of elective credit and waive institutional P.E. requirements for graduation.
- (2) Credit for military service schools in accordance with credit recommendations published by the American Council on Education.
- (3) 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 12 semester units of work must be completed at Columbia 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.

A maximum of 20 units of military course work will be evaluated for acceptance as transfer credit.

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

#### Classification of Students

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

- Full-time — registered for 12 or more units.
- Freshman — fewer than 30 units completed.
- Sophomore — 30 or more units completed.

Total units required for completion of an Associate in Arts Degree or Associate in Science Degree is 60 units.

#### Attendance

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

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

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

#### Continuous Attendance

Students must complete at least one credit course per academic year at Columbia College (July 1-June 30) or lose the right to their original catalog year.

#### Student Load

A student who decides to carry more than 18 units must secure written approval from a counselor or the Dean of Students. Students on academic probation will be limited to a unit load recommended by their counselor.

#### Final Examinations

Students are responsible for taking final examinations at the time scheduled unless prior arrangements are made with the instructor.

Final grades are considered permanent. The determination of instructor issued grades are final in the absence of mistake, fraud, bad faith, or incompetency.

### Scholastic Honors

Graduating students who have earned a cumulative Grade Point Average of 3.75 or better in all college courses applicable to the degree work are awarded the Associate Degree With Distinction.

Students whose cumulative Grade Point Average is between 3.50 and 3.74 are awarded the Associate Degree With Honors.

Each semester a list of student names is published to recognize scholarship in at least 12 completed units of work. **Classes taken for CR/NC are not included in attempted units.** Students whose Grade Point Average is between 3.5 and 4.0 with no grade lower than C are acknowledged on the Dean's list.

Not more than three units of Learning Skills courses a semester may be counted to qualify for the Deans' List. Pre-collegiate level courses also can count towards unit total.

### Grade Reports

Students will not receive a Final Grade Report if they have outstanding obligations to the College. Students must come to the Admissions and Records Office to receive their Final Grade Report. The report is released only to the student. Upon request and submission of a stamped, self-addressed envelope, the report will be mailed.

### Satisfactory Progress

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 25.

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 and Dismissal

The purpose of academic probation at Columbia College is to ensure that students who are deficient in scholastic achievement will receive special advisement. Students who are on probation will be assigned to a counselor.

Students who are on probation will be required to complete the College Success class, Guidance 7, in which they will receive information and assistance to guide their educational pursuits.

A student will be placed on probation for the following semester when the cumulative grade point average falls below 2.0 on a minimum of 12 units attempted. Computation of the GPA (grade point average) is based on all units attempted at Columbia excluding those taken on a Credit/No Credit basis.

A student will be dismissed for one year if while on academic probation:

- (1) The term grade point average is less than 1.5, or
- (2) The cumulative grade point average is below 1.75.

Dismissed students admitted by special petition will be notified to make an appointment with a counselor for program review and possible adjustment.

### Progress Probation and Dismissal

A student who has enrolled in a total of at least 12 semester units shall be placed on Progress Probation for the following semester when the percentage of all units in which the student has enrolled and for which, "W", "I", and "NC" are recorded reaches or exceeds fifty percent (50%).

Two consecutive semesters on progress probation will subject a student to dismissal.

### Disqualification

A student disqualified for academic reasons will be required to complete the College Success class, Guidance 7, during the semester they are readmitted to Columbia.

Failure to complete Guidance 7 will subject a student to dismissal.

A disqualified student may not be reinstated under the admissions provision until one semester from the date of disqualification. If the Grade Point Average of a student readmitted after disqualification falls below 2.0 for the following semester, 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.
- (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 counselor 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 in writing to the Dean of Student Services that the one semester period of disqualification be waived.

### Conduct

A Code of Student Conduct has been adopted by the Yosemite Community College District Board of Trustees. Copies are available in the Student Services Office.

### Withdrawal From College

If a student wishes to withdraw from the College, it is his/her responsibility to complete and sign an Institutional Withdrawal Form in the Admissions and Records Office.

### Educational Expenses

The enrollment fee for attending Columbia College is \$5 per unit through nine units; for ten units or more the fee is \$50. Students may qualify to have the fee waived if their income falls below a specified level or if they are receiving AFDC, SSI or GA. Applications, which are available in the Admissions and Financial Aid Offices, need to be submitted to the Financial Aid Office for processing prior to the student's registering for classes.

The following "Cost of Education Budget for 9 Months" is a guide for single students:

	In Parents' Home	On- Campus	Off- Campus
Enrollment Fee	\$ 100	\$ 100	\$ 100
Books/Supplies/ Fees	400	400	400
Meals/Housing	1,500	3,350	3,600
Personal	700	1,000	1,000
Transportation	500	400	650
Totals	\$3,200	\$5,250	\$5,750

The above costs are only approximate and are subject to change.

### Refunds

Due to the administrative cost of processing refunds, no refunds will be made if the amount is \$5.00 or less. If fees or tuition were paid by check, a refund will not be made until the check has cleared the bank.

Refunds are not automatic. The student must submit a completed request for refund form.

Refunds of fees will automatically be made to students enrolling in classes which are cancelled by the College.

### Enrollment Fee Refund Policy

A refund will be made, upon request, for any enrollment fee paid by a student in excess of that computed for program changes completed during the first two weeks of the class. After the second week of class no refunds will be allowed. Students eligible for refunds must obtain a Request for Refund from the Admissions and Records Office.

### Parking Fee Refund Policy

Refunds will be made prior to first day of the semester.





# CERTIFICATES



## CERTIFICATES

The College offers many programs of study leading to certificates. Certificate programs are designed to 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.

For students entering Columbia College for the first time in Fall, 1989, the following certificate requirements are valid through the 1992-93 academic year. A student taking more than four (4) years of continuous attendance to complete may only use certificate requirements in effect up to four (4) years prior to the date of completion.

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"). No more than 30 percent of the courses required for the certificate may be fulfilled with parallel courses completed at other accredited institutions.

Units earned in obtaining a certificate may be applied toward the 60 units required for an Associate degree.

For certificates listing competency requirements, contact the Office of Instruction for further information.

Certificates of achievement are offered in the following disciplines:

- Automotive Technology
  - Engine Repair
  - Front-end and Brake
  - General Auto Repair
  - Power Train
- Business Administration
  - Management
  - Retailing
- Child Development
- Computer Science
  - Applied Computer Studies
- Emergency Medical Services
- Fire Technology
- Forestry Technology
- Hospitality Management
  - Culinary Arts
  - Food Service Technology
  - Hotel Management
- Human Services
- Natural Resources
  - Interpretation
- Natural Resources Technology
- Office Occupations
  - Clerk Typist
  - General Clerk
  - Legal Secretarial
  - Medical Receptionist
  - Medical Transcription
  - Secretarial
- Real Estate
- Search and Rescue
- Teacher Aide

Following are the specific requirements for the certificate programs listed. **Completion of certain certificate programs may necessitate attending classes during evening only or a combination of both day and evening classes.**

### COMPLETION OF CERTIFICATE

Students must complete a certificate application in the Admissions and Records Office during the semester in which they are fulfilling the certificate requirements.

### AUTOMOTIVE TECHNOLOGY GENERAL AUTO REPAIR

REQUIRED COURSES:	UNITS
Auto. Tech. 1	Intro. to Auto Technology . . . . . 1
Auto. Tech. 3	Preventive Maintenance . . . . . 1
Auto. Tech. 12	Pulling and Installing Engines . . . . . 1
Auto. Tech. 14	Machine Shop Procedures . . . . . 2
Auto. Tech. 16	Engine Rebuilding . . . . . 4
Auto. Tech. 17a	Fuel Systems . . . . . 2
Auto. Tech. 17b	Electro Mechanical Carburetors . . . . . 1
Auto. Tech. 18	Emission Control . . . . . 1
Auto. Tech. 19a	Gasoline Engine Tune-up: Basic . . . . . 2
Auto. Tech. 19b	Gasoline Engine Tune-up: Advanced . . . . . 2
Auto. Tech. 30	Manual Transmission Rebuilding . . . . . 1
Auto. Tech. 34	Axles and Drive Lines . . . . . 1
Auto. Tech. 36	Automatic Transmission - GM . . . . . 2
Auto. Tech. 38	Automatic Transmission - Ford . . . . . 1
Auto. Tech. 40a	Brakes - Drum . . . . . 2
Auto. Tech. 40b	Brakes - Disc . . . . . 1
Auto. Tech. 44a	Front End and Suspension . . . . . 2
Auto. Tech. 44b	Front End and Suspension . . . . . 2
Auto. Tech. 50a	Electrical Theory . . . . . 2
Auto. Tech. 50b	Charging Systems . . . . . 2
Auto. Tech. 50c	Starting and Ignition Systems . . . . . 2
Auto. Tech. 50d	Lighting and Chassis Electrics . . . . . 2
Auto. Tech. 70	Practical Laboratory . . . . . 2
<b>TOTAL REQUIRED UNITS 39</b>	

### AUTOMOTIVE TECHNOLOGY ENGINE REPAIR & ENGINE PERFORMANCE

REQUIRED COURSES:	UNITS
Auto. Tech. 1	Intro. to Auto Technology . . . . . 1
Auto. Tech. 12	Pulling and Installing Engines . . . . . 1
Auto. Tech. 14	Machine Shop Procedures . . . . . 2
Auto. Tech. 16	Engine Rebuilding . . . . . 4
Auto. Tech. 17a	Fuel Systems . . . . . 2
Auto. Tech. 17b	Electro Mechanical Carburetors . . . . . 1
Auto. Tech. 18	Emission Control . . . . . 1
Auto. Tech. 19a	Gasoline Engine Tune-up: Basic . . . . . 2
Auto. Tech. 19b	Gasoline Engine Tune-up: Advanced . . . . . 2
Auto. Tech. 20	Computerized Engine Control (G.M.) . . . . . 1
Auto. Tech. 21	Electronic Fuel Injection . . . . . 1
Auto. Tech. 23	Computerized Engine Control (Ford) . . . . . 1
Auto. Tech. 25	Electronic Fuel Injection . . . . . 1
Auto. Tech. 70	Practical Laboratory . . . . . 2
<b>TOTAL REQUIRED UNITS 22</b>	



**NATURAL RESOURCES  
INTERPRETATION**

REQUIRED COURSES:	UNITS
Nat. Res. 1	Environmental Conservation . . . . .3
Nat. Res. 9	Parks and Forests Law Enforcement . . . . .2
Nat. Res. 30	Wild Edible and Useful Plants . . . . .3
Nat. Res. Tech. 150	Natural History and Ecology . . . . .2
Nat. Res. Tech. 152	Applied Wildlands Management . . . . .3
Nat. Res. Tech. 155	Interpretive Guided Tours . . . . .2
Nat. Res. Tech. 181	California Wildlife . . . . .4
Art 45	Field Photography . . . . .2
Biology 158	Birds of the Mother Lode . . . . .1
Biology 159	Wildflowers of the Mother Lode . . . . .1-1.5
Earth Sci. 25	Geology of the National Parks . . . . .3
Earth Sci. 150	Geology of the Mother Lode . . . . .2
Forestry 10	Dendrology . . . . .3
Health Ed. 13	Adv. First Aid and Emergency Care . . . . .3
History 49	The Mother Lode . . . . .3
	or
History 55	The American Frontier . . . . .3

TOTAL REQUIRED UNITS 37-37.5

**NATURAL RESOURCES TECHNOLOGY**

REQUIRED COURSES:	UNITS
Nat. Resources 1	Environmental Conservation . . . . .3
Nat. Resources 9	Parks & Forests Law Enforcement . . . . .2
Nat. Res. Tech. 150	Natural History and Ecology . . . . .2
Nat. Res. Tech. 152	Applied Wildlands Management . . . . .3
Nat. Res. Tech. 155	Interpretive Guided Tours . . . . .2
Nat. Res. Tech. 160	Aerial Photog. & Map Interpretation . . . . .2
Nat. Res. Tech. 181	California Wildlife . . . . .4
Earth Science 25	Geology of National Parks . . . . .3
Fire Science 7	Wildland Fire Control . . . . .2
Forestry 1	Introduction to Professional Forestry . . . . .3
Forestry 10	Dendrology . . . . .3
Forestry Tech. 153	Forest Surveying Techniques . . . . .3

TOTAL REQUIRED UNITS 32

**PROVEN COMPETENCY REQUIREMENTS**

Mathematics Examination or	
Math. 100, Basic Mathematics (or higher) . . . . .2	
Reading Examination or	
English 151 or English 1a . . . . .3	
Typing Examination or	
Off. Oc. 100, Keyboarding or	
Off. Oc. 110, Basic Typing Applications . . . . .1-2	
Writing Examination or	
English 151 or English 1a . . . . .3	

**OFFICE OCCUPATIONS  
CLERK TYPIST**

REQUIRED COURSES:	UNITS
Bus. Ad. 1a	Accounting and . . . . .4
Bus. Ad. 1b	Accounting . . . . .4
	or
Bus. Ad. 160a	Bookkeeping and . . . . .3
Bus. Ad. 160b	Bookkeeping . . . . .3
	or
Bus. Ad. 161a	Small Business Accounting, and . . . . .4
Bus. Ad. 161b	Small Business Accounting . . . . .4
	or
Bus. Ad. 163	Business Mathematics . . . . .3
Comp. Sci. 1	Intro. to Computer Concepts . . . . .2
Office Oc. 1	Filing Systems/Records Mgmt. . . . .2
Office Oc. 5	Electronic Printing Calculators . . . . .1
Office Oc. 20	Machine Transcription . . . . .2
Office Oc. 25	Business Communications . . . . .3
Office Oc. 30	Office Procedures . . . . .3
Office Oc. 40	Beg. Word Processing . . . . .2
Office Oc. 120	Intermediate Typing . . . . .3
Office Oc. 130	Business English . . . . .3

TOTAL REQUIRED UNITS 30-32

**OFFICE OCCUPATIONS  
GENERAL CLERK**

REQUIRED COURSES:	UNITS
Bus. Ad. 1a	Accounting and . . . . .4
Bus. Ad. 1b	Accounting . . . . .4
	or
Bus. Ad. 160a	Bookkeeping and . . . . .3
Bus. Ad. 160b	Bookkeeping . . . . .3
	or
Bus. Ad. 161a	Small Business Accounting . . . . .4
Bus. Ad. 161b	Small Business Accounting . . . . .4
	or
Bus. Ad. 163	Business Mathematics . . . . .3
Comp. Sci. 1	Intro. to Computer Concepts . . . . .3
Office Oc. 1	Filing Systems/Records Mgmt. . . . .3
Office Oc. 5	Electronic Printing Calculators . . . . .1
Office Oc. 25	Business Communications . . . . .3
Office Oc. 40	Beginning Word Processing . . . . .2
Office Oc. 120	Intermediate Typing . . . . .3
Office Oc. 130	Business English . . . . .3

TOTAL REQUIRED UNITS 27-29

**OFFICE OCCUPATIONS  
LEGAL SECRETARIAL**

REQUIRED COURSES:	UNITS
Bus. Ad. 18a	Commercial Law . . . . .3
Bus. Ad. 18b	Commercial Law . . . . .3
Bus. Ad. 158	Pegboard Payroll . . . . .1
Comp. Sci. 1	Intro. to Computer Concepts . . . . .2
Office Oc. 1	Filing Systems/Records Management . . . . .2
Office Oc. 15	Intermediate Shorthand . . . . .4
*Office Oc. 20	Machine Transcription . . . . .2
Office Oc. 25	Business Communications . . . . .3
Office Oc. 40	Beginning Word Processing . . . . .2
Office Oc. 41	Intermediate Word Processing . . . . .2
*Office Oc. 60	Legal Transcription/Terminology . . . . .2
Office Oc. 62	Legal Office Procedures . . . . .3
Office Oc. 120	Intermediate Typing . . . . .3
Office Oc. 130	Business English . . . . .3

TOTAL REQUIRED UNITS 35

\* Must earn at least a letter grade of "C" in Office Oc. 20 before enrolling in Office. Oc. 60.

**OFFICE OCCUPATIONS  
MEDICAL RECEPTIONIST**

REQUIRED COURSES:	UNITS
Bus. Ad. 158	Pegboard Payroll . . . . .1
Bus. Ad. 163	Business Math. . . . .3
Comp. Sci. 1	Intro. To Computer Concepts . . . . .2
Office Oc. 5	Electronic Printing Calculators . . . . .1
Office Oc. 20	Machine Transcription . . . . .2
Office Oc. 25	Business Communications . . . . .3
Office Oc. 30	Office Procedures . . . . .3
Office Oc. 40	Beginning Word Processing . . . . .2
Office Oc. 41	Intermediate Word Processing . . . . .2
Office Oc. 50	Medical Terminology . . . . .3
Office Oc. 51a	Medical Transcription . . . . .2
Office Oc. 52	Medical Insurance . . . . .2
Office Oc. 120	Intermediate Typing . . . . .3
Office Oc. 130	Business English . . . . .3

TOTAL REQUIRED UNITS 32

**OFFICE OCCUPATIONS  
MEDICAL TRANSCRIPTION**

REQUIRED COURSES:	UNITS
Comp. Sci. 1	Intro. to Computer Concepts . . . . .2
*Office Oc. 20	Machine Transcription . . . . .2
Office Oc. 25	Business Communications . . . . .3
Office Oc. 40	Beginning Word Processing . . . . .2
Office Oc. 41	Intermediate Word Processing . . . . .2
Office Oc. 50	Medical Terminology . . . . .3
*Office Oc. 51a	Medical Transcription . . . . .2
*Office Oc. 51b	Medical Transcription . . . . .2
Office Oc. 120	Intermediate Typing . . . . .3
Office Oc. 130	Business English . . . . .3

TOTAL REQUIRED UNITS 24

\* Must earn at least a letter grade of "C" in Office Oc. 20 before enrolling in Office Oc. 51ab.

**OFFICE OCCUPATIONS  
SECRETARIAL**

REQUIRED COURSES:	UNITS
Bus. Ad. 160a	Bookkeeping . . . . .3
Bus. Ad. 163	Business Mathematics . . . . .3
Comp. Sci. 1	Intro. to Computer Concepts . . . . .2
Office Oc. 1	Filing Systems/Records Management . . . . .2
Office Oc. 5	Electronic Printing Calculators . . . . .1
Office Oc. 10	ABC Beginning Shorthand . . . . .4
Office Oc. 20	Machine Transcription . . . . .2
Office Oc. 25	Business Communications . . . . .3
Office Oc. 30	Office Procedures . . . . .3
Office Oc. 40	Beginning Word Processing . . . . .2
Office Oc. 41	Intermediate Word Processing . . . . .2
Office Oc. 120	Intermediate Typing . . . . .3
Office Oc. 130	Business English . . . . .3

TOTAL REQUIRED UNITS 33

**REAL ESTATE**

REQUIRED COURSES:	UNITS
Bus. Ad. 20	Principles of Business . . . . .3
Bus. Ad. 163	Business Math . . . . .3
Real Estate 1	Principles of Real Estate . . . . .3
Real Estate 5	Real Estate Practice . . . . .3
Real Estate 10	Legal Aspects of Real Estate . . . . .3
Real Estate 15	Real Estate Finance . . . . .3
Real Estate 20	Real Estate Appraisal . . . . .3
Real Estate 25	Real Estate Economics . . . . .3

TOTAL REQUIRED UNITS 24

**SEARCH AND RESCUE  
FIRE SERVICE**

REQUIRED COURSES:	UNITS
E.M.S. 3	Emergency Med. Tech. Training . . . . .6
S.A.R. 50	Rope Rescue . . . . .1.5
S.A.R. 51	Rapelling Safety/Tower Rescue . . . . .1
S.A.R. 52	Swift Water Rescue . . . . .5
S.A.R. 53	Vehicle Extrication . . . . .1
S.A.R. 56	Emergency Trench Shoring . . . . .1
S.A.R. 58	Rescue Systems I . . . . .1.5

TOTAL 12.5

PLUS 2 UNITS FROM ANY OTHER COURSE(S) IN THE SEARCH AND RESCUE CURRICULUM . . . . .2

TOTAL REQUIRED UNITS 14.5

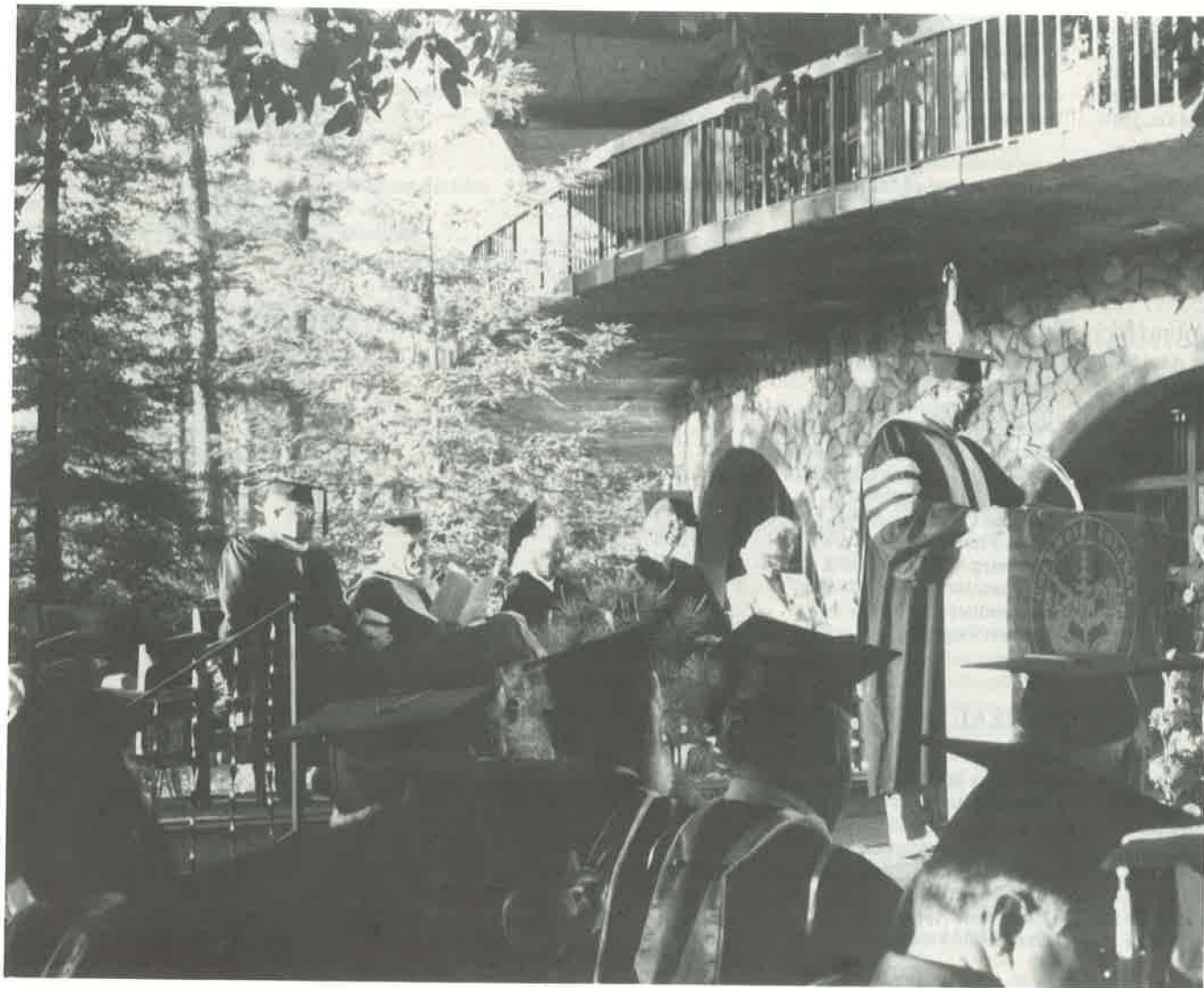
Students are advised that a number of Search and Rescue courses that make up the Certificate of Achievement are offered by the College only at off-campus locations in other parts of the state. A student wishing to complete the Certificate Program should plan to travel considerable distances in order to take these courses.

**TEACHER AIDE**

REQUIRED COURSES:	UNITS
Teacher Aide 155a	Teacher Aid Training: Beg. . . . .3
Teacher Aide 155b	Teacher Aide Training: Adv. . . . .3
Teacher Aide 165	Reading Fund. for Teacher Aides . . . . .2

TOTAL REQUIRED UNITS 8

# GRADUATION AND TRANSFER REQUIREMENTS



## GRADUATION REQUIREMENTS

Columbia College will confer the Associate in Arts or the Associate in Science Degree upon completion of the following requirements. (The Associate in Science Degree is awarded for majors in physical or biological science or in occupational programs; the Associate in Arts Degree is awarded for all other majors.)

1. **TOTAL UNITS:** Satisfactory completion of 60 or more semester units, of courses numbered 199 or below of which the last 12 required units must be taken in residence at Columbia College. Not more than six units of Learning Skills courses each semester may be used to meet graduation requirements.
2. **SCHOLARSHIP:** A cumulative Grade Point Average of not less than 2.0 ("C" average).
3. **MAJOR:** Satisfactory completion of any AA/AS Major listed in the Columbia College Catalog. All courses in the major must be completed with a "C" or better. More than one Associate Degree may be awarded to a student who completes all applicable requirements as listed above plus 12 extra units in residence (72 or more total semester units). No courses of the first major may be counted in the major for the second degree.

## GENERAL EDUCATION BREADTH REQUIREMENTS

Satisfactory completion of each Area of General Education "A" through "E," by choosing suitable courses from those listed under each Area. All courses must be completed with a grade of "C" or better. Students wishing to transfer to a California State University should follow the requirements listed in the right-hand column. Students who do not expect to transfer, but wish to graduate from Columbia College with the AA or AS Degree, should follow the requirements listed in the left-hand column. The courses suitable to satisfy BOTH patterns are listed in the center column. Transfer students are encouraged to satisfy both patterns at the same time by careful selection of courses, in order to graduate with the AA/AS Degree as well as transferring to a C.S.U. campus.

## COMPETENCY REQUIREMENTS

State Law mandates that students earning the Associate degree must meet competency requirements in reading, composition, and math. These requirements may be met by completing the following courses with a grade of "C" or better:

English 1a, Reading and Composition  
Bus. Ad. 163, Business Math or Mathematics 104,  
Intermediate Algebra or any higher level mathematics  
course

They may also be met through completion of a challenge examination with a grade of "C" or better.

**INSTITUTIONAL REQUIREMENT: Two Physical Education activity courses. (Student must petition for this requirement to be waived.)**

## SUPPLEMENTARY NOTES

1. These requirements for graduation and General Education apply to Associate Degree and transfer students entering Columbia College for the first time in Fall Semester 1989, and are valid through the 1992-93 academic year. Students continuously enrolled may continue to follow their older catalog, but those taking more than four years of continuous attendance to graduate must use graduation requirements not older than four years.
2. California law includes a requirement in U.S. History and Government for the BA/BS Degree. Completion of two courses from D.3 will meet the requirement, but only three units will be credited toward the 39 certified General Education units. (Units above 39 will count instead for elective credit.) Some California State University campuses place the U.S. History and Government requirement outside the General Education requirement, while others include it within. Some CSU campuses require U.S. History and Government while others accept two courses in U.S. History only. Consult the catalog of the California State University campus to which you will transfer, or see your counselor for clarification.
3. **Double-counting units:** Courses used to satisfy General Education Breadth Requirements may also be used to satisfy major requirements for the Associate Degree.

## NOTICE OF INTENT TO GRADUATE

The student must file a Notice of Intent to Graduate from Columbia College in the Admissions and Records Office no later than the seventh week of the semester in which completion of the graduation requirements is expected. Graduation requirements may be completed during any college term, but degrees are conferred only at graduation exercises at the close of the Spring Semester.

## GRADUATION AND

<p><b>FOR AA/AS GRADUATION:</b></p> <p>Three courses required: one each from A.1, A.2, A.3.</p>	<p><b>SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:</b></p> <p><b>AREA A. COMMUNICATION AND CRITICAL THINKING:</b></p> <p><b>A.1. Oral Communication</b> Speech 1, Fundamentals of Speech (3).</p> <p><b>A.2. Written Communication</b> English 1a, Reading and Composition, Beginning (3).</p> <p><b>A.3 Critical Thinking</b> Computer Science 6, BASIC Programming (3). Computer Science 12, PASCAL Programming (3). Computer Science 14, FORTRAN Programming (3). Computer Science 16, RPG II Programming (3). Computer Science 18, COBOL Programming (3). Speech 2, Argumentation (3)</p>	<p><b>FOR TRANSFER:</b></p> <p>Three Courses Required: one each from A.1, A.2, A.3.</p>
<p><b>FOR AA/AS GRADUATION:</b></p> <p>Three courses required: one each from B.1, B.2, and B.3, including one laboratory course from either B.1 or B.2 Also acceptable in B.3: <b>Business Administration 163</b>, <b>Business Mathematics (3)</b>, <b>Mathematics 103</b>, <b>Geometry (3)</b>, and <b>Mathematics 104</b>, <b>Intermediate Algebra (4)</b>.</p>	<p><b>AREA B. THE PHYSICAL UNIVERSE, ITS LIFE FORMS AND MATHEMATICAL CONCEPTS:</b></p> <p><b>B.1 Physical Sciences:</b> Chemistry 10, Fundamentals of Chemistry (4), (lab course). Chemistry 1a, General Chemistry (5), (lab course). Earth Science 5, Physical Geology (4), (lab course). Earth Science 30, Global Tectonic Geology (3). Earth Science 40, Descriptive Astronomy (3). Earth Science 45, Astronomy Laboratory (1), (lab course). Earth Science 60, Fundamentals of Meteorology (3), (lab course). Earth Science 70, Fundamentals of Oceanography (3), (lab course). Physics 1, Conceptual Physics (3). Physics 5, General Physics (5), (lab course).</p> <p><b>B.2 Biological Sciences:</b> Biology 2, Principles of Biology (4), (lab course). Biology 4, Principles of Animal Biology (5), (lab course). Biology 6, Principles of Plant Biology (4), (lab course). Biology 18, Fundamentals of Biology (3). Biology 19, Fundamentals of Biology Laboratory (1), (lab course). Biology 20, Fundamentals of Plant Biology (2), (lab course).</p> <p><b>B.4 Mathematical Concepts, Quantitative Reasoning, and Applications:</b> Math 2, Elements of Statistics (4). Math 8, Trigonometry (4). Math 10, College Algebra (4). Math 12, Finite Mathematics (4). Math 18, Calculus with Analytic Geometry (4).</p>	<p><b>FOR TRANSFER:</b></p> <p>Three courses required: one each from B.1, B.2, and B.3, including one laboratory course from either B.1 or B.2, and not less than nine units total from AREA B.</p>

## TRANSFER REQUIREMENTS

<p><b>FOR AA/AS GRADUATION:</b></p> <p>Two courses required: one each from C.1 and C.2</p>	<p><b>AREA. C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE:</b></p> <p><b>C.1 Arts (Art, Dance, Drama, Music):</b> Art 11, History of Art: Ancient and Medieval (3). Art 12, History of Art: Renaissance, Baroque, Modern (3). Drama 20, Oral Expressions and Interpretation (3). Music 1, Music Fundamentals (2). Music 2, Introduction to Music (3). Music 10, Survey of Music History (3). Music 11, Survey of Music History (3). Physical Education 27, Choreography and Composition (3).</p> <p><b>C.2 Literature, Philosophy, Foreign Language:</b> English 1b, Reading and Composition (3). English 11, Film Appreciation (3). English 17, Literature of the United States (3). English 18, Literature of the United States (3). English 46, Survey of English Literature (3). English 47, Survey of English Literature (3). Humanities 1, Old World Culture (3). Humanities 2, Modern Culture (3). Philosophy 1, Introduction to Philosophy (3). Philosophy 25, Twentieth Century Philosophy (3). Spanish 1a, Spanish: Beginning (4). Spanish 1b, Spanish: Beginning (4).</p>	<p><b>FOR TRANSFER:</b></p> <p>Three courses required, including one each from C.1 and C.2.</p>
<p><b>FOR AA/AS GRADUATION:</b></p> <p>Two courses required: one from either D.1 or D.2, and one from D.3, Also acceptable in D.2: History 55, The American Frontier (3).</p>	<p><b>AREA D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR:</b></p> <p><b>D.1 Social Sciences:</b> Anthropology 1, Introduction to Anthropology: Physical (3). Economics 10, Principles of Economics: Macro-Economics (4). Economics 11, Principles of Economics: Micro-Economics (4). Political Science 12, American Political Thought (3). Political Science 14, International Relations (3). Psychology 1, General Psychology (3). Sociology 1, Introduction to Sociology (3). Sociology 2, American Society (3).</p> <p><b>D.2 Civilization and Culture:</b> Anthropology 2, Introduction to Anthropology: Cultural (3). Anthropology 15, Indians of North America (3). Geography 12, Introduction to Cultural Geography (3). Geography 15, Physical Geography (3). History 13, World Civilizations: to 1650 (3). History 14, World Civilizations: 1650 to Present (3).</p> <p><b>D.3 United States History and Government:</b> History 16, United States: to 1865 (3). History 17, United States: 1865 to Present (3). Political Science 10, Constitutional Government (3).</p>	<p><b>FOR TRANSFER:</b></p> <p>Four courses required: one each from D.1 and D.2, and two from D.3. (Refer to Supplementary Note 2 for more information about D.3).</p>
<p><b>FOR AA/AS GRADUATION:</b></p> <p>Required: One course in E.</p>	<p><b>SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:</b></p> <p><b>AREA E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT</b> Health Education 1, Health and Fitness Education (3). Physical Education 3, Personal Fitness Concepts &amp; Evaluation (3). Psychology 30, Personal &amp; Social Adjustment (3). Social Science 40, Human Sexual Behavior (3).</p>	<p><b>FOR TRANSFER:</b></p> <p>Required: One course in E. Also acceptable in E; Physical Education 6, Lifetime Fitness Program I (1-3) and/or Physical Education 7, Lifetime Fitness II (1-2). Three units minimum.</p>

**COLUMBIA COLLEGE MAJORS**

Students are required to complete an academic major to fulfill the Associate Degree requirements of Columbia College. All courses in the major must be completed with a grade of "C" or better. (Students transferring to a four-year college or university should consult the catalog of the transfer school for lower division requirements for the transfer major.) Following are the course requirements for each major currently offered at Columbia College.

**AUTOMOTIVE TECHNOLOGY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
Auto. Tech. 1 Intro. to Automotive Technology	1
Auto. Tech. 14 Machine Shop Procedures	2
Auto. Tech. 16 Engine Rebuilding	4
Auto. Tech. 17a Fuel Systems	2
Auto. Tech. 19a Gasoline Engine Tune-up: Basic	2
Auto. Tech. 34 Axles and Drive Trains	1
Auto. Tech. 36 Auto. Transmission (GM)	2
Auto. Tech. 40a Brakes (Drum)	2
Auto. Tech. 44a Front-end and Suspension	2
Auto. Tech. 50a Electrical Theory	2
Auto. Tech. 50b Charging Systems	2
Auto. Tech. 50c Starting and Ignition Systems	2

TOTAL REQUIRED UNITS 24

**BUSINESS**

**EMPHASIS IN BUSINESS ADMINISTRATION (OCCUPATIONAL)**

REQUIRED COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Eleven (11) units required from this section	11
Bus. Ad. 20 Principles of Business (3)	
Bus. Ad. 163 Business Mathematics (3)	
Comp. Sci. 3 Computer Operating Systems (2)	
Office Oc. 25 Business Communications (3)	
B. Six (6) units required from this section	6
Bus. Ad. 1a Accounting (4)	
and	
Bus. Ad. 1b Accounting (4)	
or	
Bus. Ad. 160a Bookkeeping (3)	
or	
Bus. Ad. 160b Bookkeeping (3)	
or	
Bus. Ad. 161a Small Business Accounting (4)	
and	
Bus. Ad. 161b Small Business Accounting (4)	
C. Six (6) units are required from this section	6
Bus. Ad. 18a Commercial Law (3)	
Bus. Ad. 18b Commercial Law (3)	
Bus. Ad. 30 Principles of Marketing (3)	
Bus. Ad. 40 Principles of Management (3)	
Bus. Ad. 150 Small Business Management (3)	

TOTAL REQUIRED UNITS 23

**BUSINESS**

**EMPHASIS IN BUSINESS ADMINISTRATION (PROFESSIONAL)**

REQUIRED COURSES WITHIN MAJOR:	REQUIRED UNITS
Bus. Ad. 1a Accounting	4
Bus. Ad. 1b Accounting	4
Bus. Ad. 18a Commercial Law	3
Bus. Ad. 18b Commercial Law	3
Comp. Sci. 2 Financial Worksheets on Computers	2
Comp. Sci. 3 Computer Operating Systems	2
Economics 10 Principles of Economics	4
Economics 11 Principles of Economics	4

TOTAL REQUIRED UNITS 26

**CHILD DEVELOPMENT**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
Child Dev. 1 Principles of Child Development	3
Child Dev. 3 Practices in Child Development	3
Child Dev. 5 Child Nutrition	2
Child Dev. 7 Child Health and Safety	1
Child Dev. 10 Creative Activities I	1.5
Child Dev. 11 Creative Activities II	1.5
Child Dev. 15 Observation and Participation	3
Child Dev. 22 Child, Family, Community	3
Child Dev. 25 Infant/Toddler Care	3
or	
Child Dev. 27 School Age Children	3
Child Dev. 30 Child Care/Nursery School Administration	3

TOTAL REQUIRED UNITS 24

**COMPUTER SCIENCE**

REQUIRED COURSES WITHIN MAJOR:	REQUIRED UNITS
Comp. Sci. 1 Introduction to Computer Concepts	2
or	
Comp. Sci. 2 Financial Worksheets	2
Comp. Sci. 3 Computer Operating Systems	2
Comp. Sci. 12 Pascal Programming I	3
Comp. Sci. 26 Advanced Computer Programming	3
Comp. Sci. 40 Assembly Language Programming	3
Comp. Sci. 55 Data Base Management	3
Comp. Sci. 6 Basic Programming	3
or	
Comp. Sci. 14 Fortran Programming	3

TOTAL REQUIRED UNITS 19

**FINE ARTS — EMPHASIS IN ART**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twelve (12) units required from this section	12
Art 1 Basic Freehand Drawing (1.5-3)	
Art 2 Basic Color and Design (1.5-3)	
Art 9a Life Drawing: Beginning (1.5-3)	
Art 11 History of Art: Ancient and Medieval (3)	
Art 12 History of Art: Ren., Baroque and Modern (3)	
Art 21 Painting: Beginning (1.5-3)	
Art 23a Watercolor: Beginning (1.5-3)	
Art 31 Ceramics: Introductory (1.5-3)	
B. Three (3) units required from this section	3
Art 40 Photography: Beginning (30)	
Art 48 Special Topics in Photography (1-4)	
Media 52a Video Production: Beginning (3)	
P.E. 21 Ballet I (.5-1.5)	
P.E. 23 Dance, Contemporary I (.5-1.5)	
P.E. 25 Dance, Jazz I (.5-1.5)	
P.E. 29 Theatre Production: Dance Emphasis (1-2)	
C. Three (3) units required from this section	3
English 10 Creative Writing (3)	
English 11 Film Appreciation (3)	
Music 1 Music Fundamentals (2)	
Music 2 Introduction to Music (3)	
Music 10 Survey of Music History and Literature (3)	
Music 20a Music Theory (5)	
Any Music 30-78 Course (1-1.5)	

TOTAL REQUIRED UNITS 18

**FINE ARTS - EMPHASIS IN DANCE**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section	9
P.E. 21 Ballet I (1)	
P.E. 23 Dance, Contemporary I (1)	
P.E. 24 Dance, Contemporary II(1)	
P.E. 25 Dance, Jazz I (1)	
P.E. 26 Dance, Jazz II (1)	
P.E. 27 Choreography and Composition (3)	
P.E. 28 Dance Production (2)	
B. Six (6) units required from this section	6
English 10 Creative Writing (3)	
Music 1 Music Fundamentals (2)	
Music 2 Introduction to Music (3)	
Music 10 Survey of Music History and Literature (3)	
Music 11 Survey of Music History and Literature (3)	
Music 20a Music Theory (5)	
Any Music 30-78 Course (1-1.5)	
P.E. 29 Theatre Production: Dance Emphasis (1-2)	
C. Three (3) units required from this section	3
Art 1 Basic Freehand Drawing (1.5-3)	
Art 2 Basic Color and Design (1.5-3)	
Art 9a Life Drawing: Beginning (1.5-3)	
Art 11 History of Art: Ancient and Medieval (3)	
Art 12 History of Art: Ren., Baroque and Modern (3)	
Art 21 Painting: Beginning (1.5-3)	
Art 23a Watercolor: Beginning (1.5-3)	
Art 31 Ceramics: Introductory (1.5-3)	
Media 52a Video Production: Beginning (3)	

TOTAL REQUIRED UNITS 18

**FINE ARTS — EMPHASIS IN MUSIC**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twelve (12) units required from this section	12
Music History/ Appreciation - at least one course:	
Music 2 Introduction to Music (3)	
Music 10 Survey of Music History (3)	
Music 11 Survey of Music History (3)	
Music Theory - at least one course:	
Music 1 Music Fundamentals (2)	
Music 20a Music Theory (5)	
Music 20b Music Theory (5)	
Performance - at least one course:	
All Music 30-78 courses	variable unit
B. Three (3) units required from this section	3
Drama 20 Oral Expression and Interpretation (3)	
English 10 Creative Writing (3)	
English 11 Film Appreciation (3)	
P.E. 21 Ballet I (.5-1.5)	
P.E. 23 Dance, Contemporary I (.5-1.5)	
P.E. 25 Dance, Jazz I (.5-1.5)	
P.E. 29 Theatre Production: Dance Emphasis (1-2)	
C. Three (3) units required from this section	3
Art 1 Basic Freehand Drawing (1.5-3)	
Art 2 Basic Color and Design (1.5-3)	
Art 11 History of Art (3)	
Art 12 History of Art (3)	
Art 21 Painting: Beginning (1.5-3)	
Art 31 Ceramics: Introductory (1.5-3)	
Media Tech. 52a Video Production (3)	

TOTAL REQUIRED UNITS 18

**FINE ARTS - EMPHASIS IN PHOTOGRAPHY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Art 40, Beginning Photography	3
plus	
Six (6) units from this section	6
Art 2 Basic Color and Design (1.5-3)	
Art 41 Intermediate Photography (3)	
Art 42 Color Photography (3)	
B. Six (6) units required from this section	6
Art 1 Basic Freehand Drawing (1.5-3)	
Art 9a Life Drawing: Beginning (1.5-3)	
Art 21 Painting: Beginning (1.5-3)	
Art 23a Watercolor: Beginning (1.5-3)	
C. Three (3) units required from this section	3
Art 11 History of Art (3)	
Art 12 History of Art (3)	
Art 45 Field Photography (1-2)	
Art 48 Special Topics in Photography (1-4)	
English 11 Film Appreciation (3)	
Media Tech. 52a Video Production (3)	

TOTAL REQUIRED UNITS 18

**FIRE TECHNOLOGY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. The following courses are required	15
Fire Technology 1 Introduction to Fire Tech. (3)	
Fire Technology 2 Fund. of Fire Behavior/Control (3)	
Fire Technology 3 Fire Protection Equip./Systems (3)	
Fire Technology 4 Fund. of Fire Prevention (3)	
Fire Technology 5 Fund. of Fire Dept. Operations (3)	
B. Three (3) units required from this section	3
Fire Technology 7 Wildland Fire Control (3)	
Fire Technology 9 Fire Hydraulics (2)	
Fire Technology 28a Fire Command IA (2)	
Fire Technology 28b Fire Command IB (2)	
Fire Technology 97 Work Experience (1-4)	

TOTAL REQUIRED UNITS 18

**FORESTRY TECHNOLOGY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Eleven (11) units required from this section	11
Forestry 1 Intro. to Professional Forestry (3)	
Forestry 10 Dendrology (3)	
Forest Tech. 153 Forest Surveying Techniques (3)	
Nat. Res. Tech. 160 Aerial Photo./Map Interp. (2)	
B. Nine (9) units required from this section	9
Fire Tech. 7 Wildland Fire Control (3)	
Forest Tech. 162 Appl. Forest Inv. and Management (4)	
Nat. Res. Tech. 150 Natural History and Ecology (2)	
Nat. Res. Tech. 152 Applied Wildland Management (3)	
Nat. Res. Tech. 181 California Wildlife (4)	
Nat. Resources 1 Environmental Conservation (3)	
Nat. Resources 9 Parks and Forests Law Enforce. (2)	

TOTAL REQUIRED UNITS 20

HEALTH AND PHYSICAL EDUCATION

Table with 2 columns: ACCEPTABLE COURSES WITHIN MAJOR and REQUIRED UNITS. Lists courses like Health Ed. 1, Health Ed. 10, Health Ed. 20, P.E. 6, Biology 10, Biology 60, Biology 65, Psychology 1, Psychology 25.

TOTAL REQUIRED UNITS 20

HOSPITALITY MANAGEMENT EMPHASIS IN CULINARY ARTS

Table with 2 columns: ACCEPTABLE COURSES WITHIN MAJOR and REQUIRED UNITS. Lists courses like Hosp. Mgmt. 103, 130, 131, 136, 140a, 140b, 142, 144.

Table with 2 columns: ACCEPTABLE COURSES WITHIN MAJOR and REQUIRED UNITS. Lists courses like Hosp. Mgmt. 146, Hosp. Mgmt. 147.

TOTAL REQUIRED UNITS 22-23

HOSPITALITY MANAGEMENT EMPHASIS IN FOOD SERVICE TECHNOLOGY

Table with 2 columns: ACCEPTABLE COURSES WITHIN MAJOR and REQUIRED UNITS. Lists courses like Hosp. Mgmt. 101, 103, 116, 130, 131, 132, 133a, 133b, 139, 140a, 140b.

TOTAL REQUIRED UNITS 29.5

HOSPITALITY MANAGEMENT EMPHASIS IN HOTEL MANAGEMENT

Table with 2 columns: ACCEPTABLE COURSES WITHIN MAJOR and REQUIRED UNITS. Lists courses like Hosp. Mgmt. 101, 103, 112, 114, 116, 130, 160, Bus. Ad. 197.

TOTAL REQUIRED UNITS 19.5

RECOMMENDED OPTIONAL COURSES:

Table with 2 columns: COURSE and UNITS. Lists courses like Bus. Ad. 1a, 1b, 160a, 160b, 163, Office Oc. 5, 30, 300.

LANGUAGE ARTS - EMPHASIS IN ENGLISH

Table with 2 columns: ACCEPTABLE COURSES WITHIN MAJOR and REQUIRED UNITS. Lists courses like English 1b, 10, 17, 18, 46, 47, 49, 50, Drama 20, Speech 1, 2, Anthropology 2, Humanities 1, 2, Psychology 1, Spanish 1a, Philosophy 1, 25.

TOTAL REQUIRED UNITS 18

LANGUAGE ARTS - EMPHASIS IN SPEECH

Table with 2 columns: ACCEPTABLE COURSES WITHIN MAJOR and REQUIRED UNITS. Lists courses like Drama 20, Speech 1, 2, English 1b, 17, 18, 46, 47, Philosophy 1, 25.

TOTAL REQUIRED UNITS 18

LIBERAL STUDIES

A minimum of six (6) semester units must be completed in each of the three areas. A minimum of eighteen (18) semester units total must be completed from the three areas combined.

HUMANITIES (Minimum of 6 Units):

Table with 2 columns: COURSE and UNITS. Lists courses like Art 11, 12, Drama 20, English 17, 18, 46, 47, Humanities 1, 2, Music 10, 11, Philosophy 1.

NATURAL SCIENCES AND MATHEMATICS

Table with 2 columns: COURSE and UNITS. Lists courses like Biology 2, 18, Chemistry 10, 1a, Comp. Sci. 1, 3, 6, Earth Sci. 5, 40, 60, 70, Math 104, Natural Res. 100, Physics 1, 5.

SOCIAL SCIENCES (Minimum of 6 Units):

Table with 2 columns: COURSE and UNITS. Lists courses like Anthro. 1, 2, 15, Bus. Ad. 20, Economics 10, 11, Geography 12, History 13, 14, 16, 17, Pol. Sci. 10, Psychology 1, Sociology 1, 2, 12.

MATHEMATICS

Table with 2 columns: ACCEPTABLE COURSES WITHIN MAJOR and REQUIRED UNITS. Lists courses like Mathematics 10, 18, 20, Mathematics 2, 12, Physics 10, Computer Science.

TOTAL REQUIRED UNITS 20

NATURAL RESOURCES

Table with 2 columns: ACCEPTABLE COURSES WITHIN MAJOR and REQUIRED UNITS. Lists courses like Nat. Res. Tech. 1, 150, 152, 155, 160, Fire Technology 7, Forestry 1, 10, 153, 162, Nat. Resources 9, 30.

TOTAL REQUIRED UNITS 20

OFFICE OCCUPATIONS EMPHASIS IN CLERICAL STUDIES

Table with 2 columns: ACCEPTABLE COURSES WITHIN MAJOR and REQUIRED UNITS. Lists courses like Office Oc. 1, 5, 20, 25, 40, 120, 130, Bus. Ad. 163, Comp. Sci. 1.

Table with 2 columns: ACCEPTABLE COURSES WITHIN MAJOR and REQUIRED UNITS. Lists courses like Bus. Ad. 1a, 160a, 161a.

TOTAL REQUIRED UNITS 24

OFFICE OCCUPATIONS EMPHASIS IN SECRETARIAL STUDIES

Table with 2 columns: ACCEPTABLE COURSES WITHIN MAJOR and REQUIRED UNITS. Lists courses like Office Oc. 1, 15, 20, 30, 40, 120, Comp. Sci. 1, Bus. Ad. 1a, 160a, 161a.

TOTAL REQUIRED UNITS 24

**SCIENCE - EMPHASIS IN BIOLOGY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Biology 18 Fundamentals of Biology . . . . .	1
Biology 19 Fundamentals of Biology Laboratory . . . . .	1
plus	
Seven (7) units from any other Biology courses listed in this catalog . . . . .	7
B. Four (4) units required from this section . . . . .	4
Chemistry 1a General Chemistry (5)	
Chemistry 10 Fundamentals of Chemistry (4)	
C. Two (2) units required from this section . . . . .	2
Earth Science 5 Physical Geology (3)	
Earth Science 35 Field Geology (2)	
Nat. Resources 1 Environmental Conservation (3)	
Physics 10 Conceptual Physics (3)	
Physics 20a General Physics (5)	

TOTAL REQUIRED UNITS 17

Students planning to become Biology majors upon transfer to a four-year school should take Chemistry 1 ab, Mathematics 2, and all of the prerequisites for Mathematics 18 while at Columbia College.

**SCIENCE - EMPHASIS IN CHEMISTRY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section . . . . .	9
Chemistry 1a General Chemistry (5)	
Chemistry 1b General Chemistry (5)	
Chemistry 10 Fundamentals of Chemistry (4)	
B. Three (3) units required from this section . . . . .	3
Biology 2 Principles of Biology (4)	
Biology 18 Fundamentals of Biology (3)	
Biology 19 Fundamentals of Biology Laboratory (1)	
C. Three (3) units required from this section . . . . .	3
Earth Sci. 5 Physical Geology (4)	
Earth Sci. 40 Descriptive Astronomy (3)	
Earth Sci. 45 Astronomy Laboratory (1)	
D. Three (3) units required from this section . . . . .	3
Physics 10 Conceptual Physics (3)	
Physics 20a General Physics (5)	

TOTAL REQUIRED UNITS 18

Students planning to become Chemistry majors upon transfer to a four-year school should take Mathematics 18 and Physics 20ab while at Columbia College.

**SCIENCE - EMPHASIS IN EARTH SCIENCE**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Ten (10) units required from this section . . . . .	10
Earth Science 5 Physical Geology (4)	
Earth Science 35 Field Geology (1-3)	
Earth Science 40 Descriptive Astronomy (3)	
or	
Earth Science 45 Astronomy Laboratory (1)	
Earth Science 60 Fundamentals of Meteorology (3)	
B. Four (4) units required from this section . . . . .	4
Biology 2 Principles of Biology (4)	
Biology 18 Fundamentals of Biology (3)	
Biology 19 Fundamentals of Biology Laboratory (1)	
C. Four (4) units required from this section . . . . .	4
Chemistry 1a General Chemistry (5)	
Chemistry 10 Fundamentals of Chemistry (4)	
D. Three (3) units required from this section . . . . .	3
Physics 10 Conceptual Physics (3)	
Physics 20a General Physics (5)	

TOTAL REQUIRED UNITS 21

Students planning to become Earth Science majors upon transfer to a four-year school should take Chemistry 1 ab, Mathematics 18, and Physics 20ab while at Columbia College.

**SCIENCE - EMPHASIS IN ENVIRONMENTAL SCIENCE**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Ten (10) units required from this section . . . . .	10
Earth Science 5 Physical Geology (4)	
Nat. Resources 1 Environmental Conservation (3)	
Physics 10 Conceptual Physics (3)	
B. Four (4) units required from this section . . . . .	4
Biology 2 Principles of Biology (4)	
Biology 4 Principles of Animal Biology (5)	
Biology 6 Principles of Plant Biology (4)	
Biology 18 Fundamentals of Biology (3)	
Biology 19 Fundamentals of Biology Laboratory (1)	
C. Four (4) units required from this section . . . . .	4
Chemistry 1a General Chemistry (5)	
Chemistry 10 Fundamentals of Chemistry (4)	
D. Two (2) units required from this section . . . . .	2
Earth Science 35 Field Geology (2)	
Earth Science 60 Fundamentals of Meteorology (3)	
Forestry 10 Dendrology (3)	

TOTAL REQUIRED UNITS 20

**SCIENCE - EMPHASIS IN PHYSICS**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Eight to ten (8-10) units required from this section . . . . .	8-10
Physics 10 Conceptual Physics (3)	
Physics 20a General Physics (5)	
Physics 20b General Physics (5)	
B. Three to four (3-4) units required from this section . . . . .	3-4
Biology 2 Principles of Biology (4)	
Biology 18 Fundamentals of Biology (3)	
C. Four to five (4-5) units required from this section . . . . .	4-5
Chemistry 1a General Chemistry (5)	
Chemistry 10 Fundamentals of Chemistry (4)	
D. Four (4) units required from this section . . . . .	4
Earth Science 5 Physical Geology (4)	
Earth Science 40 Descriptive Astronomy (3)	
and	
Earth Science 45 Astronomy Laboratory (1)	

TOTAL REQUIRED UNITS 19

Students planning to become Physics majors upon transfer to a four-year school should take Chemistry 1 ab and Physics 20 ab while at Columbia College.

**SOCIAL SCIENCE EMPHASIS IN ANTHROPOLOGY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section . . . . .	9
Anthropology 1 Intro. to Anthropology: Physical (3)	
Anthropology 2 Intro. to Anthropology: Cultural (3)	
Anthropology 3 Current Issues in Anthropology (3)	
or	
Anthropology 15 Indians of North America (3)	
B. Three (3) units required from this section . . . . .	3
Geography 12 Cultural Geography (3)	
History 13 World Civilization: to 1650 (3)	
History 14 World Civilization: 1650 to Present (3)	
History 16 United States: to 1865 (3)	
History 17 United States: 1865 to Present (3)	
C. Three (3) units required from this section . . . . .	3
Biology 18 Fundamentals of Biology (3)	
Earth Science 5 Physical Geology (4)	
Geography 15 Physical Geography (3)	
D. Three (3) units required from this section . . . . .	3
Psychology 1 General Psychology (3)	
Psychology 30 Personal/Social Adjustment (3)	
Sociology 1 Introduction to Sociology (3)	
Sociology 2 American Society (3)	

TOTAL REQUIRED UNITS 18

**SOCIAL SCIENCE EMPHASIS IN HISTORY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section . . . . .	9
History 11 History of California (3)	
History 13 World Civilization: to 1650 (3)	
or	
History 14 World Civilization: 1650 to Present (3)	
History 16 United States: to 1865 (3)	
or	
History 17 United States: 1865 to Present (3)	
History 49 The Mother Lode (3)	
History 55 The American Frontier (3)	
B. Three (3) units required from this section . . . . .	3
Anthropology 2 Intro. to Anthropology: Cultural (3)	
Geography 12 Cultural Geography (3)	
Pol. Science 10 Constitutional Government (3)	
Psychology 1 General Psychology (3)	
Psychology 30 Personal/Social Adjustment (3)	
C. Three (3) units required from this section . . . . .	3
Anthropology 1 Intro. to Anthropology: Physical (3)	
Geography 15 Physical Geography (3)	
D. Three (3) units required from this section . . . . .	3
Economics 10 Principles of Economics (4)	
Economics 11 Principles of Economics (4)	
Sociology 1 Introduction to Sociology (3)	
Sociology 2 American Society (3)	

TOTAL REQUIRED UNITS 19

**SOCIAL SCIENCE EMPHASIS IN PSYCHOLOGY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section . . . . .	9
Psychology 1 General Psychology (3)	
Psychology 2 Current Issues in Psychology (3)	
Psychology 25 Biofeedback (3)	
or	
Psychology 30 Personal/Social Adjustment (3)	
B. Three (3) units required from this section . . . . .	3
Geography 12 Cultural Geography (3)	
History 13 World Civilization: to 1650 (3)	
History 14 World Civilization: 1650 to Present (3)	
History 16 United States: to 1865 (3)	
History 17 United States: 1865 to Present (3)	
C. Three (3) units required from this section . . . . .	3
Biology 18 Fundamentals of Biology (3)	
Biology 19 Fundamentals of Biology Laboratory (1)	
Biology 60 Introduction to Human Physiology (4)	
Chemistry 10 Fundamentals of Chemistry (4)	
Physics 10 Conceptual Physics (3)	
D. Three (3) units required from this section . . . . .	3
Anthropology 1 Intro. to Anthropology: Physical (3)	
Anthropology 2 Intro. to Anthropology: Cultural (3)	
Child Dev. 1 Principles of Child Development (3)	
Sociology 1 Introduction to Sociology (3)	
Sociology 2 American Society (3)	

TOTAL REQUIRED UNITS 18

**SOCIAL SCIENCE EMPHASIS IN SOCIOLOGY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section . . . . .	9
Sociology 1 Introduction to Sociology (3)	
Sociology 2 American Society (3)	
Sociology 12 Family, Marriage, Individual (3)	
Sociology 28 Death and Dying (3)	
B. Six (6) units required from this section . . . . .	6
Anthropology 1 Intro. to Anthropology: Physical (3)	
Anthropology 2 Intro. to Anthropology: Cultural (3)	
Psychology 1 General Psychology (3)	
Psychology 2 Current Issues (3)	
Psychology 30 Personal/Social Adjustment (3)	
C. Three (3) units required from this section . . . . .	3
Economics 10 Principles of Economics (4)	
Economics 11 Principles of Economics (4)	
Pol. Science 10 Constitutional Government (3)	
D. Three (3) units required from this section . . . . .	3
Geography 12 Cultural Geography (3)	
Geography 15 Physical Geography (3)	
History 13 World Civilization: to 1650 (3)	
History 14 World Civilization: 1650 to Present (3)	
History 16 United States: to 1865 (3)	
History 17 United States: 1865 to Present (3)	

TOTAL REQUIRED UNITS 21

**TRANSFER MAJOR**

This major may be fulfilled by the satisfactory completion of a minimum of 18 units (from the courses available at Columbia College) that meet the lower division requirements for the major at the institution to which the student plans to transfer. Each student must also complete the General Education Transfer Requirements and Graduation Requirements as described in the Columbia College Catalog. All courses must be completed with a grade of "C" or better. Courses taken to satisfy the Transfer Major may also count toward the General Education Requirements.



**LOWER DIVISION TRANSFER REQUIREMENTS  
CALIFORNIA FOUR-YEAR COLLEGES  
AND UNIVERSITIES**

Students should consult the appropriate catalog of the college to which they intend to transfer to ensure that all possible required lower division general education courses and prerequisites for the major are included in their Columbia College program of study.

Columbia College counselors will assist students in the selection of courses that fulfill both major and general Education Breadth Requirements.

The Career/Transfer Center staff will provide you with the latest articulation information between Columbia College and the CSU and U.C. campuses with which agreements have been completed.

**The responsibility for fulfilling requirements rests with the student.**

**CALIFORNIA STATE UNIVERSITY SYSTEM  
(C.S.U.) TRANSFER INFORMATION**

The California State University system (C.S.U.) has established the following campuses:

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

**C.S.U. ADMISSION AS AN UNDERGRADUATE TRANSFER**

**Transfer Requirements —** You will qualify for admission as a transfer student if you have a grade point average of 2.0 (C) or better in all transferable units attempted, are in good standing at the last college or university attended and meet any of the following standards:

1. you will meet the freshman admission requirements in effect for the term to which you are applying
2. you were eligible as a freshman or were eligible except for the college preparatory subject requirements and have completed appropriate college courses in the missing subject, and have been in continuous attendance at an accredited college since high school graduation, or
3. you have completed at least 56 transferable semester (84 quarter) units and have completed appropriate college courses to make up any missing college preparatory subjects (see your counselor for "Subject Requirements"). (Nonresidents must have a 2.4 grade point average or better.)
4. you have completed as many as possible if not all of the lower division prerequisites for the BA/BS major listed in the catalog of the CSU transfer campus.

For this section, transferable courses are those designated for that purpose by the college or university offering the courses:

- A maximum of 70 semester (105 quarter) units earned in a community college may be transferred to the California State University generally. Upper division credit is not allowed for courses taken in a community college.

- Students transferring with certification of general education requirements are assured that they have met 39 of the 48 unit minimum requirements for the Bachelor's Degree. Students transferring without certification of general education must complete the patterns of courses required of "native" students as outlined in the catalog of the particular state university. The pattern of courses which Columbia College uses to certify that the student has met the required minimum of 39 semester units of general education is printed in this section of the catalog.

**Making up Missing College Preparatory Subject Requirements —** Undergraduate transfer applicants who did not complete the subject requirements while in secondary school may make up missing subjects in any of the following ways:

1. complete appropriate courses with a C or better in adult school or high school summer sessions; or
2. complete appropriate courses in college with a C or better. Consult your Columbia College counselor for requirements related to make-up of deficiencies with Columbia College course work; or
3. earn acceptable scores on specified examinations.
4. Transfer applicants with 56 or more transferable semester units can satisfy the preparatory subject requirements by completing, with a C or better, one of the following alternatives:
  - (a) 1987 or earlier high school graduates: the CSU general education requirements in communication in the English language and mathematics;
  - (b) 1988 and later high school graduates: 30 semester (45 quarter) units applicable to CSU general education requirements. Appropriate flexibility will be provided for applicants to certain "high-unit" majors identified in the CSU Review. That flexibility will be reported in the Review as soon as it is determined.

**Subject Requirements —** Beginning Fall, 1988, the California State University required that **first-time freshman applicants** complete, with grades of C or better, 15 units in a comprehensive pattern of college preparatory courses. A "unit" is one year of study in high school. One year of study in high school is equal to one semester of study in college.

**English, 4 years (also required previous to 1988).**

**Mathematics, 3 years (2 years required previous to 1988):** algebra, geometry, and intermediate algebra.

**U.S. History or U.S. History and government, 1 year.**

**Science, 1 year with laboratory:** biology, chemistry, physics, or other acceptable laboratory science.

**Foreign language, 2 years in the same language (subject to waiver for applicants demonstrating equivalent competence).**

**Visual and performing arts, 1 year:** art, dance, drama/theater, or music.

**Electives, 3 years:** selected from English, advanced mathematics, social science, history, laboratory science, foreign language, visual and performing arts, and agriculture.

For this section, one course of at least three semester or four quarter units will be considered equivalent to one year of high school study. Please consult with any CSU campus admissions or relations with schools office for further information about alternative ways to satisfy the subject requirements.

**Subject Requirements Substitution for Students with Disabilities —** Disabled student applicants are strongly encouraged to complete college preparatory course requirements if at all possible. If an applicant is judged unable to fulfill a specific course requirement because of his or her disability, alternative college preparatory courses may be substituted for specific subject requirements. Students who are deaf and hearing impaired, have learning disabilities, or are blind and visually impaired, may in certain circumstances qualify for substitutions for the foreign language, mathematics, and laboratory science subject requirements. **Substitutions may be authorized on an individual basis after review and recommendation by the applicant's academic advisor or guidance counselor in consultation with the director of CSU disabled student services program.**

Although the distribution may be slightly different from the course pattern required of other students, students qualifying for substitutions will still be held for 15 units of college preparatory study. Students should be aware that course substitutions may limit later enrollment in certain majors, particularly those involving mathematics. For further information and substitution forms, please call the director of disabled student services at your nearest CSU campus.

**Test Scores —** Freshman and transfer applicants who have fewer than 56 semester or 84 quarter units of transferable college credit must submit scores, unless exempt from either the Scholastic Aptitude Test (SAT) of the College Board or the American College Testing Program (ACT). San Luis Obispo no longer requires test scores from all applicants. If you are applying to an impacted program and are required to submit test scores, you should take the test no later than December if applying for fall admission. Registration forms and dates for the SAT or ACT are available from school or college counselors or from a campus testing office. Or you may write to:

The College Board (SAT),  
Registration Unit, Box 592 — Princeton, New Jersey 08541

or  
American College Testing Program (ACT),  
Registration Unit, Box 168 — Iowa City, Iowa 52240

**Transcripts —** Transfer Students: Submit official transcripts from all colleges or universities previously attended. If transferring with fewer than 56 transferable semester (84 quarter) units of study, you must also submit your high school transcript. (CSU may request applicants with 56 or more transferable semester units to submit high school transcripts.) You will also find it useful to keep personal copies of your records for academic advising sessions.

**TOEFL Requirement —** All undergraduate applicants, regardless of citizenship, who have not attended schools at the secondary level or above for at least three years full time where English is the principal language of instruction must present a score of 500 or above on the Test of English as a Foreign Language. Campuses may require a score higher than 500.

**Honors Courses —** CSU awards additional points in grade point calculations for designated honors courses in approved subjects. Up to eight semester courses taken in the last two years of high school can be accepted. Each unit of A will receive a total of 5 points; B, 4 point; C, 3 point; D, 1 point; and none for F grades.

**Placement Test Required of Most New Students —** The CSU requires new students to be tested in English and mathematics as soon as possible after they are admitted. These are not admission tests, but a way to determine if you are prepared for college work and, if not, to counsel you how to strengthen your preparation prior to beginning university studies. You might be exempted from one or both of the tests if you have scored well on other specified tests or completed appropriate courses.

**English Placement Test (EPT) —** Required of all new undergraduate students.

**Entry Level Mathematics (ELM) Test —** Required of all new undergraduate students.

**Health Screening —** All new and readmitted students, born after January 1, 1957, will be notified of the requirements to present proof of measles and rubella immunizations. This is not an admissions requirement, but shall be required of students by the beginning of their second term of enrollment in CSU. Proof of measles and rubella immunizations shall

also be required for certain groups of enrolled students who have increased exposure to these diseases.

**Selection of Major —** The majors offered at each campus are listed in the back of the applications. You should review program descriptions in campus catalogs before you file your application; options within programs at one campus may be similar to differently named programs at the campuses. If you are uncertain about your major, you should be aware that all campuses do not accept students who are undeclared.

**Choice of Campus —** Submit your application to the CSU campus of your choice. You may list an alternative campus to which your application will be forwarded in the event your first choice campus cannot accommodate you. When designating an alternative campus, be sure that your major or alternative major is offered at that campus.

CSU accepts most applications at the first choice major. And will, at most campuses, consider you in your alternative major before sending your application to another campus. If your first choice campus cannot accommodate you, you will be considered at your alternative choice campus, provided you have not applied to a system-wide impacted program. If time allows, you may change your campus choice after filing your application by writing the campus you wish to attend. It is generally unnecessary to file more than one application to CSU, but check with your counselor for updated information.

**Impacted Programs —** CSU designates programs as impacted when more applications are received in the first month of the filing period than can be accommodated. Some majors are impacted at every campus where they are offered; others may be impacted only at some campuses. Applicants to impacted majors must file the application for admission during the first month of the filing period and meet supplementary admissions criteria. If you are required to submit scores on either the SAT or ACT, you should take the test no later than December if applying for fall admission.

If you wish to be considered in impacted majors at two or more campuses, you must file an application to each. If you apply by mail, the postmark is used to determine if you filed in the first month. Nonresident applicants are rarely admitted to impacted programs.

The CSU announces each fall the majors that are impacted and the supplementary criteria required by the campuses. That announcement is published in the CSU School and College Review distributed to high school and college counselors. Information about the supplementary criteria will also be given to program applicants.

The 1989-90 CSU application for admission lists programs that were impacted at every CSU campus offering the programs last year. If you apply to these programs and are not accommodated, you can be redirected only in an alternative major that is not impacted.

**Educational Opportunity Program (EOP) Admission Requirements —** Each CSU campus has an Educational Opportunity Program for undergraduate students who are disadvantaged because of their economic or educational background. EOP serves California residents who do not meet regular admission criteria, as well as those who qualify for regular admission, if they have a history of low income and need academic and financial assistance.

If you wish to be considered for admission through EOP, enter a "Y" in the appropriate item on part A of the application. In addition, you must complete and submit the forms included in the EOP Information and Supplementary Application booklet. The EOP booklet is available at each CSU campus EOP office and the Columbia College EOPS Office.

Because the number of EOP places is limited, you should file your application forms early in the filing period. Before doing so, however, please consult with the EOP Office at the campus of your choice and the EOPS Director at Columbia College.

## TRANSFER REQUIREMENTS

### UNIVERSITY OF CALIFORNIA

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

#### Admission as a Transfer

The University considers you a transfer applicant if you graduated from high school and enrolled in a regular session at another college or university. You can't disregard your college record and apply as a freshman.

If you plan to attend Columbia College before applying to the University, you should take courses that are transferable, that satisfy University and college requirements, and that fulfill lower division prerequisites in your major. Advisors in the Admissions Office at the campus you wish to attend and Columbia College counselors can help you with your planning.

The University publishes a booklet especially for transfer applicants called **Answers for Transfers**. It is available in the Career/Transfer Center on campus.

#### University of California Transfer Core Curriculum

##### (General Education Breadth Requirements)

A list of lower division Transfer Core Curriculum courses that meet the general education breadth requirements for transfer to and at the U.C. campuses is available in the Career/Transfer Center or from a Columbia College Counselor. A student may choose to follow the Transfer Core Curriculum or the graduation requirements as listed in the catalog of the transfer campus. It is recommended that you work closely with a counselor in planning your transfer program.

The University will not grant credit toward graduation for work completed in excess of 70 lower division transferable semester units.

#### California Residents

In addition to the Transfer Core Curriculum there are basically three ways in which you can meet the University's minimum admission requirements for transfer students. These requirements are described below. In all cases, you must have at least a "C" (2.0) average in your transferable college coursework.

1. If you were eligible for admission to the University when you graduated from high school — meaning you satisfied the Subject, Scholarship, and Examination requirements — you are eligible to transfer if you have a "C" (2.0) average in your transferable college coursework.
2. If you meet the Scholarship Requirement, but did not satisfy the Subject Requirement, you must take college courses in the subjects you are missing to be eligible to transfer. You will need to earn a grade of "C" or better in each of these required courses, and an overall "C" (2.0) average in all transferable college coursework. If you completed less than 12 quarter or semester units of transferable college coursework, you must also satisfy the Examination Requirement.

3. If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, or you did not meet the Scholarship Requirement and did not complete all the required "a-f" subjects, you must:

- a. Complete 84 quarter units or 56 semester units of transferable college credit with a grade point average of at least 2.4, and satisfy either (b) or (c) as follows.
- b. Take college courses in the subjects you are lacking and earn a grade of C or better in each one. (The University will waive up to two units of the required high school coursework except in mathematics and English.)
- c. Complete one college course in mathematics, one in English, and one selected from either U.S. history, laboratory science, or foreign language. You must earn a grade of C or better in each course. All courses, with the exception of the required mathematics course, must be transferable. The course in mathematics must assume a proficiency level equivalent to three years of high school mathematics (i.e., elementary algebra, intermediate algebra, and geometry). The course may be trigonometry or a more advanced course in mathematics or statistics for which intermediate algebra is a prerequisite.

#### Nonresidents

The minimum admission requirements for nonresident transfer applicants are the same as those for residents except that nonresidents must have a grade point average of 2.8 or higher in all transferable college coursework.

#### Special Admission

If you don't meet the regular admission requirements due to special circumstances, but can demonstrate the ability and potential to succeed at the University, you may be eligible for Special Admission. Call or write the Admissions Office at the campus where you plan to apply for more information.

# COURSE DESCRIPTIONS



## COURSE INFORMATION

**Numbering of Courses**

Courses numbered 1 to 99 are designated baccalaureate level courses; courses numbered from 100 to 199 are not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities.

Courses numbered from 200 to 299 are non-degree applicable courses.

Courses numbered 300 and above are credit-free courses. These courses are not listed in the College Catalog but are listed in the Schedule of Classes for each academic term.

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 credit 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 semester. These courses are traditionally offered either through Continuing 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. *98/198 Courses: Special Topics*

Lecture and/or laboratory hours and unit of credit may vary. Classes in which a particular topic in a discipline (such as history) is treated with in-depth study. The topic, the number of units and hours, and prerequisites (if any), will be determined in advance and published in the Schedule of Classes. 98/198 Courses may be repeated for credit with different topics only. These courses may transfer for elective credit but will not fill requirements.

3. *99/199 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 26 for conditions, limitations.)

**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 when, in the instructor's judgment, the student has adequate preparation to satisfy the course objectives.

**Credit Value**

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

**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.

**Course Repetition**

Courses may be repeated for credit only if (1) the student has received a substandard grade (D, F, or NC) or (2) the course is approved as repeatable by the College Curriculum Committee and is so identified in this catalog.

## ANTHROPOLOGY

- 1 INTRODUCTION TO ANTHROPOLOGY: Physical** 3 Units  
(formerly 101)  
*Skill Level Recommended: Eligibility for English 1a.*  
*Lecture: 3 hours*  
Humankind and our evolutionary history with emphasis on recent developments; primatology; the fossil sequence beginning with pre-human through the paleolithic era to the domestication of plants and animals and the dawn of civilizations; and contemporary gatherer-hunters.
- 2 INTRODUCTION TO ANTHROPOLOGY: Cultural** 3 Units  
(formerly 102)  
*Skill Level Recommended: Eligibility for English 1a.*  
*Lecture: 3 hours*  
The study of preliterate societies and the concept of culture basic to anthropology. Emphasis is on methods of field work, cultural ecology, language, social structure, the psychological perspective, religion, medicine and the anthropology of the United States.
- 3 CURRENT ISSUES IN ANTHROPOLOGY** 3 Units  
(formerly 103)  
*Prerequisite: Anthropology 1 or Anthropology 2 with a grade of "C" or better or consent of instructor.*  
*Skill Level Recommended: Eligibility for English 1a.*  
*Lecture: 3 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.

- 15 INDIANS OF NORTH AMERICA** 3 Units  
(formerly 115)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 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.

## ART

- 1 BASIC FREEHAND DRAWING** 1.5-3 Units  
(formerly 101)  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
Introduction to basic drawing techniques, linear perspective, composition and various drawing media.  
*May be repeated three times.*
- 2 BASIC COLOR AND DESIGN** 1.5-3 Units  
(formerly 102)  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
Introduction to elements and principles of visual design and color theory as applied in a studio setting.  
*May be repeated three times.*
- 9a LIFE DRAWING: Beginning** 1.5-3 Units  
(formerly 109a)  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
Problems in figure drawing working from the undraped model.  
*May be repeated one time.*
- 9b LIFE DRAWING: Intermediate** 1.5-3 Units  
(formerly 109b)  
*Prerequisite: Art 9a with a grade of "C" or better*  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
An extension of Art 9a emphasizing various media and compositional problems.  
*May be repeated one time.*
- 11 HISTORY OF ART: Ancient and Medieval** 3 Units  
(formerly 111a)  
*Lecture: 3 hours*  
Survey of art history from the Paleolithic Age through the Late Gothic Era.  
Field trips may be required.
- 12 HISTORY OF ART: Renaissance, Baroque, and Modern** 3 Units  
(formerly 111b)  
*Lecture: 3 hours*  
Survey of art history from the 14th through the 20th century.  
*Field trips may be required.*

- 18 HISTORY OF MODERN ART** 3 Units  
(formerly 118)  
*Lecture: 3 hours*  
Survey of art history from the Impressionist era through contemporary art.  
*Field trips may be required.*
- 21 PAINTING: Beginning** 1.5-3 Units  
(formerly 121a)  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
Basic principles, techniques, and materials of easel painting in a variety of media.
- 22 PAINTING: Intermediate** 1.5-3 Units  
(formerly 121b)  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
Continuation of Art 21 with emphasis on personal expression.  
*May be repeated two times.*
- 23a WATERCOLOR: Beginning** 1.5-3 Units  
(formerly 123a)  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
Introduction to the basic techniques and problems of transparent watercolors.
- 23b WATERCOLOR: Intermediate** 1.5-3 Units  
(formerly 123b)  
*Prerequisite: Art 23a with a grade of "C" or better*  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
Continuation of Art 23a introducing opaque watercolors and various experimental techniques.  
*May be repeated two times.*
- 25 MIXED MEDIA PAINTING** 1 Unit  
(formerly 125)  
*Studio: 3 hours*  
Introduction to special techniques involving creative mixtures of traditional media: pen and ink over watercolor wash, oil, and acrylic in combination.  
*May be repeated three times.*
- 31 CERAMICS: Introductory** 1.5-3 Units  
(formerly 131a)  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
Introduction to basic ceramic methods including hand-building and wheel-thrown forms, and introduction to glazes and decoration.
- 32 CERAMICS: Advanced** 1.5-3 Units  
(formerly 131b)  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
Continuation of Art 31 with emphasis on glazed, formulation and applications with increased opportunity for personal expression and experimentation.

- 33 CERAMICS: Special Problems** 1.5-3 Units  
(formerly 131c)  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
An extension of Art 31 and Art 32.  
*May be repeated one time.*
- 35 INTRODUCTION TO RAKU** 1.5-3 Units  
(formerly 135)  
*Prerequisite: Art 31 recommended.*  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
Introduction to raku process, historic origins and contemporary uses. Practical experience in clay bodies, glazes, and raku firing.  
*May be repeated three times.*
- 37 INTRODUCTION TO PRINTMAKING** 1.5-3 Units  
(formerly 137)  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
Introduction to basic intaglio and relief printmaking procedures, including etching, engraving, collograph, linocut, and woodcut.  
*May be repeated three times.*
- 50a COMMERCIAL FREEHAND LETTERING: Beginning** 1.5-3 Units  
(formerly 150a)  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
Introduction to freehand lettering and calligraphy; practice in the three major calligraphic styles of sign writing and commercial lettering; Roman, Gothic, and script technique emphasis.
- 50b COMMERCIAL FREEHAND LETTERING: Intermediate** 1.5-3 Units  
(formerly 150b)  
*Prerequisite: Art 50 a with a grade of "C" or better or consent of instructor*  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
Continuation of Art 50a with emphasis on various sign writing media such as banner writing, real estate signs, truck lettering, show cards, billboards, illustrations, wood routing signs, and concrete signs.  
*May be repeated two times.*
- 53a SILKSCREEN PRINTMAKING: Beginning** 1.5-3 Units  
(formerly 153a)  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
Introduction to basic silkscreen printmaking to using various stencil techniques.

- 53b SILKSCREEN PRINTMAKING: Advanced** 1.5-3 Units  
(formerly 153b)  
*Prerequisite: Art 53a with a grade of "C" or better or consent of instructor.*  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
An extension of Art 53a with emphasis on experimentation and self-expression. Advanced techniques with stencils, color, inks, photographic materials and special problems.  
*May be repeated two times.*
- 71 CERAMIC SCULPTURE: Introductory** 1.5-3 Units  
(formerly 171a)  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
Basic principles, techniques, and problems of sculpture.
- 72 CERAMIC SCULPTURE: Advanced** 1.5-3 Units  
(formerly 171b)  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
Continuation of Art 71 emphasizing advanced problems and techniques in sculpture.
- 73 CERAMIC SCULPTURE: Special Problems** 1.5-3 Units  
(formerly 171c)  
*Lecture: 1-2 hours*  
*Laboratory: 2-4 hours*  
Continuation of Art 72 with emphasis on experimentation and development of personal expression.  
*May be repeated one time.*
- Photography**
- 40 PHOTOGRAPHY: Beginning** 4 Units  
(formerly 141a)  
*Prerequisite: Eligibility for English 151 and Mathematics 100*  
*Lecture: 3 hours*  
*Laboratory: 3 hours*  
Introduction to the history, art, craft, and scope of color and black and white photography. Emphasis will be on the choice, types, and use of various cameras and lenses (special emphasis on the 35mm camera), camera work and handling, composition, basic image design, and black and white darkroom procedures.  
*Field trips may be required.*
- 41 PHOTOGRAPHY: Intermediate** 4 Units  
(formerly 141b)  
*Prerequisite: Art 40 or equivalent with a grade of "C" or better or consent of instructor*  
*Lecture: 3 hours*  
*Laboratory: 3 hours*  
This is the second in a sequence of two basic photography courses which expands the knowledge and skills introduced in Art 40. Emphasis will be on refining camera work, design and composition, visual concepts, critique negative, and printing skills in black and white.  
*Field trips may be required.*

- 42 COLOR PHOTOGRAPHY: Slide Making and Positive Printing** 3 Units  
(formerly 142)  
*Prerequisite: Art 40 with a grade of "C" or better or consent of instructor*  
*Co-requisite Recommended: Art 2*  
*Skill Level Recommended: Eligibility for English 151 and Math 100*  
*Lecture: 2 hours*  
*Laboratory: 3 hours*  
Development and printing of color slides. Includes the history and theory of color photography, survey and analysis of slide films, color balance and temperature, exposure, film speed and push processing and related aspects, positive printing.  
*Field trips may be required.*  
*May be repeated one time.*
- 44 ADVANCED PHOTOGRAPHY LABORATORY** 1 Unit  
(formerly 144)  
*Prerequisite: Art 41 with a grade of "C" or better or Art 42 or equivalent, with a grade of "C" or better or consent of instructor*  
*Laboratory: 3 hours*  
Supervised black and white darkroom work in the production of negatives and prints to improve photographic skills.  
*May be repeated three times.*
- 45 FIELD PHOTOGRAPHY** 1-2 Units  
(formerly 145)  
*Co-requisite Recommended: Art 44*  
*Skill Level Recommended: Eligibility for English 151 and Math 100*  
*Lecture: .5-1 hours*  
*Laboratory: 1.5-3 hours*  
An introduction to producing professional quality nature photographs. Field instruction in locations of natural beauty followed by lectures, demonstrations, and critiques. Adjustable 35mm camera or larger utilized.  
*Field trips are required.*  
*May be repeated three times.*
- 48 SPECIAL TOPICS IN PHOTOGRAPHY** 1-4 Units  
(formerly 148)  
*Prerequisite: Art 40 or consent of instructor*  
*Co-requisite Recommended: Art 44*  
*Skills Level Recommended: Eligibility for English 151 and Math 100*  
*Lecture: .5-2 hours and/or*  
*Laboratory: 1.5-6 hours*  
Various field and studio-oriented courses limited to particular photographic topics such as slidetape presentations, landscape, architecture, portraiture, nude, small product and still-life, photojournalism, alternative processes and guest lecture forum.  
*Field trips may be required.*  
*May be repeated with different topics only.*

**AUTOMOTIVE TECHNOLOGY**

*See Page 31 for Certificate Requirements*

- 1 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY** 1 Unit  
(formerly 101)  
*Lecture: 1 hour*  
Theory of operation of automobile systems. Fundamentals of math, micrometer, fasteners, shop safety and tools will be covered.  
*Offered for Credit/No Credit only.*
- 3 PREVENTIVE MAINTENANCE** 1 Unit  
(formerly 103)  
*Lecture: .5 hour*  
*Laboratory: 1.5 hours*  
Preventive maintenance procedures, emphasis on lubrication and safety inspection as well as record keeping.
- 12 PULLING AND INSTALLING ENGINES** 1 Unit  
(formerly 112)  
*Lecture: .5 hour*  
*Laboratory: 1.5 hours*  
Practical experience in pulling and installing engines.
- 14 MACHINE SHOP PROCEDURES** 2 Units  
(formerly 114)  
*Lecture: 1 hour*  
*Laboratory: 3 hours*  
Practical experience in head, block service, and common machine shop procedures used in repair shops.
- 16 ENGINE REBUILDING** 4 Units  
(formerly 116)  
*Prerequisite: Auto. Tech. 1 with grade of "CR" and Auto. Tech. 14 with a grade of "C" or better or consent of instructor*  
*Lecture: 2 hours*  
*Laboratory: 6 hours*  
Techniques involved in engine rebuilding.
- 17a CARBURETION SYSTEMS** 2 Units  
(formerly 117a)  
*Lecture: 1 hour*  
*Laboratory: 3 hours*  
Techniques and procedures for overhaul and service of carburetor and accessories. Fuel injection service is also covered.
- 17b ELECTRIC MECHANICAL CARBURETORS** 1 Unit  
(formerly 117b)  
*Prerequisite: Auto. Technology 17a with a grade of "C" or better or consent of instructor*  
*Lecture: .5 hour*  
*Laboratory: 1.5 hours*  
Principles and operations of carburetors used with General Motors and Ford computerized fuel systems including diagnosis, rebuilding and on and off car adjustments.

<b>18</b>	<b>EMISSION CONTROL</b> (formerly 118) <i>Lecture: .5 hour</i> <i>Laboratory: 1.5 hours</i> Installation, operation and repair of automotive pollution control devices. State and federal regulations are also covered.	<b>1 Unit</b>
<b>19a</b>	<b>BASIC GASOLINE ENGINE TUNE-UP</b> (formerly 119a) <i>Lecture: .5-1 hour</i> <i>Laboratory: 1.5-3 hours</i> Operation and service of standard and electronic ignition systems. Emphasis on hand-held equipment.	<b>1-2 Units</b>
<b>19b</b>	<b>ADVANCED GASOLINE ENGINE TUNE-UP</b> (formerly 119b) <i>Prerequisite: Auto Tech. 19a with a grade of "C" or better or consent of instructor</i> <i>Lecture: 1 hour</i> <i>Laboratory: 3 hours</i> Diagnosis and trouble-shooting of ignition systems using the oscilloscope, infared and other specialized tune-up equipment.	<b>2 Units</b>
<b>20</b>	<b>COMPUTERIZED ENGINE CONTROLS (GENERAL MOTORS)</b> (formerly 120) <i>Lecture: .5 hour</i> <i>Laboratory: 1.5 hours</i> Operation and diagnosis of domestic computerized engine control systems.	<b>1 Unit</b>
<b>21</b>	<b>ELECTRONIC FUEL INJECTION (FORD)</b> (formerly 121) <i>Lecture: .5 hour</i> <i>Laboratory: 1.5 hours</i> Operation and diagnosis of electronic fuel injected engines. Emphasis on Ford systems.	<b>1 Unit</b>
<b>23</b>	<b>COMPUTERIZED ENGINE CONTROL (FORD)</b> (formerly 123) <i>Lecture: .5 hour</i> <i>Laboratory: 1.5 hours</i> Operation and diagnosis of Ford computerized engine control systems.	<b>1 Unit</b>
<b>25</b>	<b>ELECTRONIC FUEL INJECTION (GENERAL MOTORS)</b> (formerly 125) <i>Lecture: .5 hour</i> <i>Laboratory: 1.5 hours</i> Operation and diagnosis of General Motors fuel injected engines.	<b>1 Unit</b>

<b>30</b>	<b>MANUAL TRANSMISSION REBUILDING</b> (formerly 130) <i>Lecture: .5 hour</i> <i>Laboratory: 1.5 hours</i> Principles and operation of automotive power trains including diagnosis and overhaul of clutches, manual transmission, overdrives, and transfer cases.	<b>1 Unit</b>
<b>34</b>	<b>AXLES AND DRIVE LINES</b> (formerly 134) <i>Prerequisite: Auto. Tech 30 with a grade of "C" or better or consent of instructor</i> <i>Lecture: .5 hour</i> <i>Laboratory: 1.5 hours</i> Service, diagnosis, and repair of drivelines, rear axles and third members, front wheel drive hubs, and 4 x 4 front axles and hubs.	<b>1 Unit</b>
<b>36</b>	<b>AUTOMATIC TRANSMISSION (GENERAL MOTORS)</b> (formerly 136) <i>Lecture: 1 hour</i> <i>Laboratory: 3 hours</i> Practical experience in disassembly and assembly, failure and analysis, trouble-shooting, pressure testing, and automatic transmission rebuilding.	<b>2 Units</b>
<b>38</b>	<b>AUTOMATIC TRANSMISSION (FORD)</b> (formerly 138) <i>Lecture: .5 hour</i> <i>Laboratory: 1.5 hours</i> Practical experience in disassembly and assembly, failure and analysis, trouble-shooting, pressure testing, and automatic transmission rebuilding.	<b>1 Unit</b>
<b>40a</b>	<b>BRAKES: Drum</b> (formerly 140a) <i>Lecture: 1 hour</i> <i>Laboratory: 3 hours</i> Principles of operation of automotive drum brakes, including diagnosis and overhaul techniques.	<b>2 Units</b>
<b>40b</b>	<b>BRAKES: Disc</b> (formerly 140b) <i>Prerequisite: Auto. Tech. 40a with a grade of "C" or better or consent of instructor</i> <i>Lecture: .5 hour</i> <i>Laboratory: 1.5 hours</i> Service procedures, including overhaul techniques of disc brakes.	<b>1 Unit</b>
<b>44a</b>	<b>FRONT-END AND SUSPENSION</b> (formerly 144a) <i>Lecture: 1 hour</i> <i>Laboratory: 3 hours</i> Fundamentals and theory of automotive suspensions and steering systems; adjustments, diagnosis, inspection, and repair of alignment problems, including wheel balancing and tire problems.	<b>2 Units</b>

<b>44b</b>	<b>FRONT-END AND SUSPENSION</b> (formerly 144b) <i>Prerequisite: Auto. Tech. 44a with a grade of "C" or better or consent of instructor</i> <i>Lecture: 1 hour</i> <i>Laboratory: 3 hours</i> Front-end and suspension rebuilding and maintenance. Rear axle alignment is included.	<b>2 Units</b>
<b>50a</b>	<b>VEHICLE ELECTRICITY: Electrical Theory</b> (formerly 150a) <i>Lecture: 1 hour</i> <i>Laboratory: 3 hours</i> Fundamentals of electricity that apply to all electrical systems.	<b>2 Units</b>
<b>50b</b>	<b>VEHICLE ELECTRICITY Charging Systems</b> (formerly 150b) <i>Prerequisite: Auto. Tech. 50a with a grade of "C" or better or consent of instructor</i> <i>Lecture: 1 hour</i> <i>Laboratory: 3 hours</i> Diagnosis and repair of the battery and charging systems.	<b>2 Units</b>
<b>50c</b>	<b>VEHICLE ELECTRICITY: Starting and Ignition Systems</b> (formerly 150c) <i>Prerequisite: Auto. Tech. 50a with a grade of "C" or better or consent of instructor</i> <i>Lecture: 1 hour</i> <i>Laboratory: 3 hours</i> Diagnosis and repair of starting systems, magnetos and battery ignition systems.	<b>2 Units</b>
<b>50d</b>	<b>VEHICLE ELECTRICITY: Lighting and Chassis Electrics</b> (formerly 150d) <i>Prerequisite: Auto. Tech. 50a with a grade of "C" or better or consent of instructor</i> <i>Lecture: 1 hour</i> <i>Laboratory: 3 hours</i> Diagnosis and repair of headlamp, stoplight, turn signals, as well as fuse box, trailer wiring, gauges.	<b>2 Units</b>
<b>62</b>	<b>AIR CONDITIONING</b> (formerly 162) <i>Lecture: .5 hour</i> <i>Laboratory: 1.5 hours</i> Understanding the principles and operation of air conditioning, as well as the techniques or recharging, diagnosis and service.	<b>1 Unit</b>
<b>70</b>	<b>PRACTICAL LABORATORY</b> (formerly 170a) <i>Prerequisite: 8 units of Auto. Tech. courses with not more than 2 of the 8 units taken concurrently with Auto. Tech. 70 or consent of instructor</i> <i>Laboratory: 3-6 hours</i> Special repair projects are assigned to advanced students with emphasis on speed, accuracy, and work habits.	<b>1-2 Units</b>

<b>72</b>	<b>SPECIAL TOPICS IN AUTOMOTIVE TECHNOLOGY</b> (formerly 172) <i>Lecture: .5-3 hours</i> <i>and/or</i> <i>Laboratory: 1.5-3 hours</i> Various topics in auto repair will be covered to meet specific mechanic's needs for inservice training. Emphasis will be placed on special skills pertaining to late model cars. <i>May be repeated with different topics only.</i>	<b>.5-3 Units</b>
<b>97</b>	<b>WORK EXPERIENCE IN AUTO TECHNOLOGY</b> (formerly 179) <i>Prerequisite: Employment must be approved by Work Experience instructor. Must be enrolled in at least seven units including Work Experience. During Summer Session must be enrolled in at least one other course.</i>  <i>75 hours paid employment equals 1 unit of credit</i> <i>60 hours unpaid employment equals one unit of credit</i> Provides students an opportunity to experience supervised employment in Auto Technology. The student's employment must be related to educational or occupational goals. <i>Offered for Credit/No Credit only.</i> <i>May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.</i>	<b>1-4 Units</b>
<b>255</b>	<b>AUTOMOTIVE SERVICE EXCELLENCE TEST PREPARATION</b> (formerly 55) <i>Lecture: 1 hour</i> Review for A.S.E. test series-Automobile. All eight subject areas (engine performance, engine repair, suspension and steering, brake, electrical systems, automatic transmission, manual transmission, drive train and axles, heating and air conditioning) may be covered depending upon the student's interests. Pretests will be given to determine the students' readiness for taking the examination. <i>May be repeated three times.</i>	<b>1 Unit</b>

**BIOLOGY**

<b>2</b>	<b>PRINCIPLES OF BIOLOGY</b> (formerly 111) <i>Prerequisite: One year of high school chemistry or Chemistry 10 with a grade of "C" or better or consent of instructor</i>  <i>Skill Level Recommended: Eligibility for English 1a and Mathematics 6</i>  <i>Lecture: 3 hours</i> <i>Laboratory: 3 hours</i> A principles course with special reference given to molecular and cellular biology. Topics include the chemical bases of life, cells, metabolism, molecular genetics, classical genetics, evaluation and ecology. Designed for Life Science and related majors. <i>Field trips may be required.</i>	<b>4 Units</b>
----------	--	----------------

- 4 PRINCIPLES OF ANIMAL BIOLOGY** 5 Units  
(formerly 131)  
*Prerequisite:* Biology 2 or Biology 18 with a grade of "C" or better or consent of instructor  
*Skill Level Recommended:* Eligibility for English 1a and Math 6  
*Lecture:* 3 hours  
*Laboratory:* 6 hours  
A general zoology course for students majoring in related biological sciences. A survey of the animal kingdom including embryological, morphological, anatomical and evolutionary relationships of the group studied. Animal dissection is required. Field trips are required.
- 6 PRINCIPLES OF PLANT BIOLOGY** 4 Units  
(formerly 121)  
*Prerequisite:* Biology 2 or Biology 18 with a grade of "C" or better or consent of instructor  
*Skill Level Recommended:* Eligibility for English 1a and Math 6  
*Lecture:* 3 hours  
*Laboratory:* 3 hours  
A general botany course with emphasis on plant anatomy, morphology, physiology, and systematics of fungi, and vascular plants. Field trips may be required.
- 10 INTRODUCTORY HUMAN ANATOMY** 4 Units  
(formerly 140)  
*Prerequisite:* One year of high school biology with a grade of "B" or better or Biology 18 and Biology 19 or Biology 2 with a grade of "C" or better or consent of instructor  
*Skill Level Recommended:* Eligibility for English 1a  
*Lecture:* 3 hours  
*Laboratory:* 3 hours  
A survey course in human anatomy with special emphasis on skeletal, muscular, circulatory, respiratory, and nervous systems.
- 18 FUNDAMENTALS OF BIOLOGY** 3 Units  
(formerly 108)  
*Skill Level Recommended:* Eligibility for English 151 and Math 101  
*Lecture:* 3 hours  
An introductory course for non-Science majors emphasizing the fundamental principles common to all forms of life. These include cell structure and function, reproduction, genetics, ecology, and evolution. (Biology 18 with Biology 19 fulfills the laboratory requirements for transfer and Associate Degree students.)
- 19 FUNDAMENTALS OF BIOLOGY LABORATORY** 1 Unit  
(formerly 109)  
*Prerequisite:* Previous or concurrent enrollment in Biology 18  
*Skill Level Recommended:* Eligibility for English 151 and Math 101  
*Laboratory:* 3 hours  
An optional laboratory to be taken concurrently with Biology 18; designed to complement and amplify Biology 18 which is the lecture portion of the course. Field trips are required.

- 20 FUNDAMENTALS OF PLANT BIOLOGY** 2 Units  
(formerly 120)  
*Skill Level Recommended:* Eligibility for English 151 and Math 101  
*Lecture:* 1 hour  
*Laboratory:* 3 hours  
A survey course in botany. Topics discussed include anatomy, physiology, ecology, horticulture, and relationships of plants to human history.
- 25 PLANT TAXONOMY OF THE SIERRA NEVADA** 2 Units  
(formerly 125)  
*Skill Level Recommended:* Eligibility for English 151 and Math 101  
*Lecture:* 1 hour  
*Laboratory:* 3 hours  
A study of the flora of the Sierra Nevada with emphasis on the classification of local species of fungi, mosses, ferns, conifers, and flowering plants. Standard taxonomic references are used with an emphasis on scientific nomenclature. Field trips are required.
- 39 FIELD BIOLOGY** 1-2 Units  
(formerly 139)  
*Skill Level Recommended:* Eligibility for English 151 and Math 101  
*Lecture:* 1-2 hours  
A lecture field course in biology to be held in natural surroundings. The study site will vary with the seasons. Natural history, ecology, and biology of the locale will be studied. May be repeated three times.
- 60 INTRODUCTION TO HUMAN PHYSIOLOGY** 4 Units  
(formerly 160)  
*Prerequisite:* Biology 10 with a grade of "C" or better and one year of high school chemistry or Chemistry 10 with a grade of "C" or better or consent of instructor  
*Skill Level Recommended:* Eligibility for English 1a  
*Lecture:* 3 hours  
*Laboratory:* 3 hours  
A survey course in human physiology with special emphasis upon digestive reproductive, muscular, nervous and endocrine systems.

- 65 MICROBIOLOGY** 4 Units  
(formerly 165)  
*Prerequisite:* Biology 2 and Biology 18 or Biology 19 and one year of high school chemistry with a grade of "B" or better or Chemistry 10 with a grade of "C" or better and Math 6 with a grade of "C" or better or consent of instructor  
*Skill Level Recommended:* Eligibility for English 1a  
*Lecture:* 3 hours  
*Laboratory:* 3 hours  
General characteristics of microbic life, conditions, influencing bacterial growth, bacteria in disease and aseptic procedures. Field trips may be required.
- 158 BIRDS OF THE MOTHER LODE** 1.5 Units  
(formerly 58)  
*Lecture:* 1 hour  
*Laboratory:* 1.5 hours  
A survey of the birds of the Mother Lode region of California through field observations. Stresses recognition by plumage, song, and behavior patterns. Discusses ecological relationships, nesting habits, and economic importance. Offered for Credit/No Credit only. Field trips are required. May be repeated three times.
- 159 WILDFLOWERS OF THE MOTHER LODE** 1-1.5 Units  
(formerly 59)  
*Lecture:* 1-1.5 hours  
An introduction to the Mother Lode flora. A nontechnical approach to botanical traits will be used to learn common and scientific names of local wildflowers. Offered for Credit/No Credit only. Field trips are required. May be repeated three times.
- 168 BIRDS OF THE SIERRA NEVADA** .5-1 Units  
(formerly 68)  
*Laboratory:* 1.5-3 hours  
A study of bird species inhabiting Alpine Meadows and forests of the Sierra Nevada through field observations and lectures. Offered for Credit/No Credit only. Field trips are required. May be repeated three times.
- 170 WINTERING BIRDS OF CALIFORNIA** 1 Unit  
(formerly 70)  
*Lecture:* 1 hour  
Emphasizes identification of residential and migratory species which winter in California's Great Central Valley and Sierra foothills. Discussion topics include winter ecology, foraging activities, and the mysteries of migration. Field trips are required. May be repeated three times.

**BUSINESS**

**Business Administration**

See Page 32 for Certificate Requirements

- 1a ACCOUNTING** 4 Units  
(formerly 130a)  
*Lecture:* 4 hours  
Accounting principles and procedures, owner's equity, closing books revenue and expense adjustments, merchandising operations, statement and ledger organization, forms of organization, cash and investments, receivables and inventories.
- 1b ACCOUNTING** 4 Units  
(formerly 130b)  
*Prerequisite:* Business Administration 1a with a grade of "C" or better or consent of instructor  
*Lecture:* 4 hours  
Cost data and management needs, analysis of data, supplementary statement, uses of capital cash-flow statements, department and branch operation, consolidation, profit planning, and income tax considerations, fixed assets, liabilities, manufacturing operations.
- 4 HUMAN RELATIONS IN BUSINESS** 3 Units  
(formerly 104)  
*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.
- 18a COMMERCIAL LAW** 3 Units  
(formerly 115a)  
*Lecture:* 3 hours  
Historical development of common law; legal and social environment of business, federal and state court decisions, legal aspects of business, law of contract, personal property, bailments and law of sales are covered in this portion of commercial law.
- 18b COMMERCIAL LAW** 3 Units  
(formerly 115b)  
*Skill Level Recommended:* Completion of Business Administration 18a  
*Lecture:* 3 hours  
Law of sales, negotiable instruments, personal property, real property, partnerships, corporations, insurance, suretyship.
- 20 PRINCIPLES OF BUSINESS** 3 Units  
(formerly 101)  
*Lecture:* 3 hours  
Survey of business principles, problems and procedures; ownership; recruitment and training of personnel; labor-management relations; production and distribution of goods; competition; profit; transportation; finance; managerial controls; government and business relations.

- 30 PRINCIPLES OF MARKETING** 3 Units  
(formerly 120)  
*Lecture: 3 hours*  
Marketing principles, polices, and functions, price policies and controls, trade channels, merchandising, market research, advertising, and competitive practices.
- 40 PRINCIPLES OF MANAGEMENT** 3 Units  
(formerly 140)  
*Lecture: 3 hours*  
The functions of management, techniques of decision-making and problem solving and methods used by the manager to achieve organizational goals, various theories of management, lines of authority, functions of departments, and the importance of policies, procedures and controls.
- 97 WORK EXPERIENCE IN BUSINESS AND COMMERCE** 1-4 Units  
(formerly 179)  
*Prerequisite: Employment must be approved by a Work Experience instructor. Must be enrolled in at least seven units including Work Experience. During Summer Session must be enrolled in at least one other course.*  
*75 hours paid employment equals 1 unit of credit.*  
*60 hours unpaid employment equals 1 unit of credit.*  
Provides students an opportunity to experience supervised employment in a variety of occupational settings within Business and Commerce (e.g., Business Administration, Hospitality, Management, Computer Science). The student's employment must be related to educational or occupational goal.  
*Offered for Credit/No Credit only*  
*May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.*
- 123 SALES** 3 Units  
*Lecture: 3 hours*  
Description of the fundamental principles and practices of sales. Critical look at the selling process and the practical aspects of effective sales techniques for both retail and direct applications.
- 125 ADVERTISING** 3 Units  
*Lecture: 3 hours*  
Analysis of the social and economic impact of advertising on a local, state and national scope. Study of media, budgets, research, copy, layout and institutions.
- 150 SMALL BUSINESS MANAGEMENT** 3 Units  
*Lecture: 3 hours*  
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.
- 158 PEGBOARD PAYROLL SYSTEM** 1 Unit  
(formerly 58)  
*Lecture: 1 hour*  
A business simulation designed to give realistic experience in keeping payroll records using a pegboard system.

- 160a BOOKKEEPING** 3 Units  
(formerly 60a)  
*Lecture: 2.5 hours*  
*Laboratory: 1.5 hours*  
Double entry bookkeeping, general and special journals, general and subsidiary ledgers, business forms, financial statements, and completion of the bookkeeping cycle.
- 160b BOOKKEEPING** 3 Units  
(formerly 60b)  
*Prerequisite: Business Administration 160a with a grade of "C" or better or consent of instructor*  
*Lecture: 2.5 hours*  
*Laboratory: 1.5 hours*  
Bookkeeping entries requiring analysis, interpretation and recording, promissory notes, adjustments or prepaid and accrued items; depreciation; payroll records; the development and use of specialized journals.
- 161a SMALL BUSINESS ACCOUNTING** 4 Units  
(formerly 61)  
*Lecture: 4 hours*  
Accounting procedures and analysis for most small businesses. Includes study of the accounting cycle, accounts receivable and bad debts, notes receivable and payable, merchandise inventory, depreciation, accruals and deferrals, vouchers, payroll, and financial statements.
- 161b SMALL BUSINESS ACCOUNTING** 4 Units  
(formerly 61)  
*Prerequisite: Business Administration 161a with a grade of "C" or better or consent of instructor*  
*Lecture: 4 hours*  
Extension of the techniques learned in Business Administration 161a with the introduction of partnership and corporate accounting, financial analysis using ratios, managerial decision making, departmentalized, cost and manufacturing accounting systems, budgeting and planning, income tax procedures, and discussion of automated systems.
- 162a COMPUTERIZED ACCOUNTING SIMULATION** .5 Units  
(formerly 62)  
*Prerequisite: Business Administration 160b, Business Administration 161a or Business Administration 1a with a grade of "C" or better or consent of instructor*  
*Lecture: .5 hours*  
Introduction into automated accounting using the microcomputer. Includes journalization of daily transactions and correcting, adjusting, and closing entries. Students work with standard internal and external documents such as journals, general and subsidiary ledgers, tickler files, trial balances, schedule of accounts receivable and payable, and financial statements.

- 162b COMPUTERIZED ACCOUNTING SIMULATION** .5 Unit  
*Prerequisite: Business Administration 160b, Business Administration 161a, or Business Administration 1a and Business Administration 162a with a grade of "C" or better or consent of instructor*  
*Lecture: .5 hour*  
Extension of the techniques learned in Business Administration 162a with the introduction of internal control procedures related to inventory control and quantity reorder, purchasing, costing, and ratio analysis.
- 163 BUSINESS MATHEMATICS** 3 Units  
(formerly 63)  
*Lecture: 1 hour*  
Mathematical problems of buying, selling, interest, discounts, insurance commissions, payrolls, depreciation, taxes, checking accounts, consumer applications, balance sheet and income statements, inventory and stocks and bonds.
- 165 THE METRIC SYSTEM** 1 Unit  
(formerly 65)  
*Lecture: 1 hour*  
A basic 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.

**Office Occupations**

*See page 34 for Certificate Requirements*

- 1 FILING SYSTEMS AND RECORDS MANAGEMENT** 2 Units  
(formerly 130)  
*Lecture: 2 hours*  
The study of alphabetic, numeric, geographic, and subject filing systems; as well as the management and control of business records and micrographics.
- 5 ELECTRONIC PRINTING CALCULATORS** 1 Unit  
(formerly 136)  
*Skill Level Recommended: Eligibility for Math 100*  
*Laboratory: 3 hours (Self-paced)*  
Developing speed by touch on the 10-key pad. Practical instruction in the operations of an electronic calculator emphasizing business applications.
- 10 ABC BEGINNING SHORTHAND** 4 Units  
(formerly 110)  
*Prerequisite: Typing rate of 30 words per minute*  
*Lecture: 4 hours*  
Presentation of ABC shorthand theory and development of dictation speeds ranging from 60-80 words a minute.

- 15 INTERMEDIATE SHORTHAND** 4 Units  
(formerly 112)  
*Prerequisite: Dictation rate of 60 words per minute for three minutes and typing rate of 45 words per minute*  
*Lecture: 4 hours*  
Continued development of either Gregg or ABC shorthand skills. Development of transcription skills using dictated speed building activities leading to employable shorthand skills.
- 20 MACHINE TRANSCRIPTION** 2 Units  
(formerly 132)  
*Prerequisite: Office Occupations 120 with a grade of "C" or better or consent of instructor*  
*Lecture: 1 hour*  
*Laboratory: 3 hours (Self-paced)*  
Study and use of various transcribing machines emphasizing the development of an employable skill in machine transcribing mailable business documents.
- 25 BUSINESS COMMUNICATIONS** 3 Units  
(formerly 68)  
*Lecture: 3 hours*  
Study of a communication skills in business with an emphasis on writing business documents. Techniques for writing request, refusal, collection and adjustment letters, as well as writing memorandums and business reports.
- 30 OFFICE PROCEDURES** 3 Units  
(formerly 138)  
*Prerequisite: Office Oc. 40 or Office Oc. 120 with a grade of "C" or better or consent of instructor*  
*Lecture: 3 hours*  
Designed to acquaint the student with the duties and responsibilities of an office worker including mail services, telephone techniques, travel arrangements, financial duties, office records, office organization and procedures.
- 40 BEGINNING WORD PROCESSING** 2 Units  
(formerly 106)  
*Prerequisite: Ability to use typewriter keyboard by touch*  
*Lecture: 2 hours*  
Using a microcomputer, students will receive hands-on instruction in the operation of a word processing program. The course will include keyboarding, storing, retrieving, editing and printing information.  
*May be repeated one time.*
- 41 INTERMEDIATE WORD PROCESSING** 2 Units  
(formerly 109)  
*Prerequisite: Office Occupations 40 with a grade of "C" or better or consent of instructor*  
*Lecture: 1 hour*  
*Laboratory: 3 hours*  
Continuation of Word Processing instruction begun in Office Occupations 40. Using microcomputers and word processing software, students will learn additional skills and techniques in document preparation. Areas of emphasis will include: text columns, math, merge, multiple page documents, repetitive documents. sort and select, and introduction to graphics.

- 42 ADVANCED WORD PROCESSING** 2 Units  
*Prerequisite: Office Occupations 41 with a grade of "C" or better or consent of instructor*  
*Lecture: 1 hour*  
*Laboratory: 3 hours*  
 Use of microcomputers and word processing and integrated software in document preparation using advanced program features. Topics to be covered include: desktop publishing, file management, reference aids, and printing techniques, and review of terminology and technology.
- 50 MEDICAL TERMINOLOGY** 3 Units  
 (formerly 140)  
*Lecture: 3 hours*  
 An introduction to basic word structure including word roots, prefixes and suffixes used in medical vocabulary; also specialized vocabulary for the various anatomical systems used by allied health fields.
- 51a MEDICAL TRANSCRIPTION** 2 Units  
 (formerly 142a)  
*Prerequisite: Office Oc. 20 or equivalent, and Office Oc. 50 and Office Oc. 120, both with a grade of "C" or better or consent of instructor*  
*Laboratory: 6 hours (Self-paced)*  
 Development of skills for medical transcription in physicians' offices, clinics, hospitals and related allied health fields. Students will transcribe history and physical reports, surgical reports, using medical terminology and transcription skills.
- 51b MEDICAL TRANSCRIPTION** 2 Units  
 (formerly 142b)  
*Prerequisite: Office Occupations 51a with a grade of "C" or better or consent of instructor*  
*Laboratory: 6 hours (Self-paced)*  
 Continuation of Office Occupations 51a. Students will type surgical reports and discharge summaries in a variety of medical specialties.
- 52 MEDICAL INSURANCE** 2 Units  
 (formerly 144)  
*Lecture: 2 hours*  
 A fundamental course in medical insurance and insurance billing including instruction in coding, Blue Cross and Blue Shield forms, Medicaid and Medi-cal, Medicare, Champus and Workers' Compensation.
- 60 LEGAL TRANSCRIPTION/TERMINOLOGY** 2 Units  
 (formerly 154)  
*Prerequisite: Office Occupations 20 with a grade of "C" or better or consent of instructor*  
*Skill Level Recommended: Eligibility for English 1a*  
*Laboratory: 6 hours (Self-paced)*  
 Study of legal terminology and its relationship to transcriptions of specialized legal documents and legal correspondence. Electronic typewriters and/or computers are used.

- 62 LEGAL OFFICE PROCEDURES** 2 Units  
 (formerly 157)  
*Prerequisite: Office Occupations 60 with a grade of "C" or better or consent of instructor*  
*Laboratory: 6 hours (Self-paced)*  
 A comprehensive course for students who desire to become legal secretaries. General procedures in the law office will be introduced as well as instruction in the preparation of legal documents and introduction to the law library and legal research.
- 97 WORK EXPERIENCE IN OFFICE OCCUPATIONS** 1-4 Units  
 (formerly 179)  
*Prerequisite: Employment must be approved by Work Experience instructor. Must be enrolled in at least seven units including Work Experience. During Summer Session must be enrolled in at least one other course*  
*75 hours paid employment equals 1 unit of credit*  
*60 hours unpaid employment equals 1 unit of credit*  
 Provides students an opportunity to experience supervised employment in Office Occupations. The student's employment must be related to educational or occupational goals.  
*Offered for Credit/No Credit only.*  
*May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.*
- 100 KEYBOARDING** 1 Unit  
 (formerly 101a)  
*Laboratory: 3 hours (Self-paced)*  
 Designed for students wishing to master the touch method of keyboarding using the electric typewriter.
- 110 BASIC TYPING APPLICATIONS** 2 Units  
 (formerly 101b)  
*Prerequisite: Office Occupations 100 with a grade of "C" or better or previous typing course or consent of instructor*  
*Lecture: 1.5 hours*  
*Laboratory: 1.5 hours (Self-paced)*  
 Emphasizes further development of typing speed and accuracy. Provides instruction for centering, typing business letters, tables and reports.
- 120 INTERMEDIATE TYPING** 3 Units  
 (formerly 103)  
*Prerequisite: Office Occupations 110 with a grade of "C" or better or typing rate of 45 words per minute or consent of instructor*  
*Lecture: 2 hours*  
*Laboratory: 3 hours (Self-paced)*  
 Development of speed and accuracy, preparation of advanced correspondence, tabulation, manuscripts, outlines, business forms, and general business correspondence.
- 130 BUSINESS ENGLISH** 3 Units  
 (formerly 65)  
*Lecture: 3 hours*  
 The mechanics of English including grammar, punctuation, sentence structure, spelling, and use of the dictionary.

- 200 COMPUTER KEYBOARDING/TYPEWRITING** 1 Unit  
 (formerly 52)  
*Lecture: 1 hour*  
 Through the use of a computer, students will master the alphabetic and numeric keys by touch. *Students may receive credit for either Office Occupations 100 or Office Occupations 200, but not both.*
- 210 TYPING SPEED AND ACCURACY BUILDING** 1 Unit  
 (formerly 56)  
*Prerequisite: Beginning typing skill*  
*Laboratory: 3 hours (Self-paced)*  
 Speed building and accuracy on straight copy, and statistical writing, intensive drills, timed writings and remedial work.  
*May be repeated three times.*
- 215 WORD PROCESSING FOR PERSONAL USE** 1 Unit  
 (formerly 53)  
*Prerequisite: Ability to type by touch*  
*Laboratory: 1 hour*  
 Instruction in typing, storing, revising, and printing documents of a personal nature including a resume, a personal business letter and a report. IBM personal computers will be utilized, but no previous computer experience is required.
- 220 REVIEW SHORTHAND** 4 Units  
 (formerly 60)  
*Prerequisite: One college semester or one year of high school shorthand with a grade of "C" or better. Ability to type at a rate of 30 words per minute.*  
*Lecture: 4 hours*  
 Review of either ABC or Gregg Shorthand theory. Development of transcription skills and speedbuilding activities.

**Real Estate**

*See Page 35 for Certificate Requirements*

- 1 PRINCIPLES OF REAL ESTATE** 3 Units  
 (formerly 101)  
*Lecture: 3 hours*  
 Real and personal acquisition, ownership, estates, joint tenancies, partnerships, sales, contract, deeds, taxes, and financing real estate.
- 5 REAL ESTATE PRACTICE** 3 Units  
 (formerly 105)  
*Prerequisite: Real Estate 1 with a grade of "C" or better or Real Estate License or consent of instructor*  
*Lecture: 3 hours*  
 Customer relationship; general real estate operations and the industry; includes types and valuation of listings, selling and current marketing techniques, financing, taxes, leasing, appraisals, insurance, public sales, exchanges, trade-in programs and investments.

- 10 LEGAL ASPECTS OF REAL ESTATE** 3 Units  
 (formerly 110)  
*Prerequisite: Real Estate 1 with a grade of "C" or better or consent of instructor*  
*Lecture: 3 hours*  
 California real estate law, titles, encumbrances, recordings, real property acquisition and transfer; Penal Code.
- 15 REAL ESTATE FINANCE** 3 Units  
 (formerly 115)  
*Prerequisite: Real Estate 1 with a grade of "C" or better or consent of instructor*  
*Lecture: 3 hours*  
 Residential and commercial financing; lending institutions, money markets and interest rates.
- 20 REAL ESTATE APPRAISAL** 3 Units  
 (formerly 120)  
*Prerequisite: Real Estate 1 with a grade of "C" or better or consent of instructor*  
*Lecture: 3 hours*  
 Emphasis on appraisal of residential properties, with an introduction into appraising commercial properties. Instruction in the methods and techniques for estimating market value; the appraisal report.
- 25 REAL ESTATE ECONOMICS** 3 Units  
 (formerly 125)  
*Prerequisite: Real Estate 1 with a grade of "C" or better or consent of instructor*  
*Lecture: 3 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.
- 60 SPECIAL TOPICS IN REAL ESTATE** .5-3 Units  
 (formerly 60)  
*Prerequisite: Real Estate 1 with a grade of "C" or better or consent of instructor*  
*Lecture: .5-3 hours*  
 A variety of topics oriented toward consumer protection, consumer service and professional competency.  
*May be repeated with different topics only.*
- 260 REAL ESTATE EXAM PREPARATION** 1 Unit  
 (formerly 60)  
*Lecture: 1 hour*  
 An intense course designed as preparation for taking the state examination for a Real Estate Salesperson License.

**CHEMISTRY**

- 1a GENERAL CHEMISTRY** 5 Units  
 (formerly 101a)  
*Prerequisite: One year of high school chemistry with a "B" average and Math 10 or equivalent with a grade of "C" or better; or Chemistry 10 and Math 10, both with a grade of "C" or better or consent of instructor*  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 4 hours*  
*Laboratory: 3 hours*  
 Survey of atoms, nuclear chemistry, molecules, ions, chemical bonding, gases, liquids, solids, solutions, kinetics, and equilibria.



**1b GENERAL CHEMISTRY** 5 Units  
(formerly 101b)  
*Prerequisite: Chemistry 1a with a grade of "C" or better or consent of instructor*  
*Lecture: 4 hours*  
*Laboratory: 3 hours*  
Survey of thermodynamics, electrochemistry, nonmetals, qualitative analysis and organic compounds.

**10 FUNDAMENTALS OF CHEMISTRY** 4 Units  
(formerly 100)  
*Prerequisite: Math 101 with a grade of "C" or better or one year of high school algebra or consent of instructor*  
*Skill Level Recommended: Eligibility for English 1a and Math 6*  
*Lecture: 3 hours*  
*Laboratory: 3 hours*  
Fundamental theories and principles of chemistry; atomic and molecular structure, chemical reactions, stoichiometry, gases, liquids, solids, solutions, nonmetals, metals, nuclear chemistry, and organic compounds.

### CHILD DEVELOPMENT

*See Page 32 for Certificate Requirements*

**1 PRINCIPLES OF CHILD DEVELOPMENT** 3 Units  
(formerly 101)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
Growth and development patterns of children from infancy through early school years. Basic concepts related to their physical, motor, intellectual, creative, social, and emotional development and the implications of these concepts for organizing and implementing Early Childhood Education programs.

**3 PRACTICES IN CHILD DEVELOPMENT** 3 Units  
(formerly 103)  
*Prerequisite: Concurrent enrollment in Child Development 15. Child Development 1 recommended*  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
The planning and carrying out of learning experiences and educational materials appropriate for young children, young children's behavior, and appropriate guidance techniques. Child Development 15 provides a supervised practicum for this course.

**5 CHILD NUTRITION** 2 Units  
(formerly 105)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 2 hours*  
Basic nutritional needs of children from the prenatal period through adolescence, study of the nutrients in foods, nutrition analysis, assessment of nutritional needs, program requirements/planning, and cooking activities for children in Early Childhood Education programs.

**7 CHILD HEALTH AND SAFETY** 1 Unit  
(formerly 107)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 1 hour*  
Overview of health and safety issues for children, birth to seven years of age. Study of basic health needs, medical care, outdoor and indoor safety procedures, and "child safe" programs to prevent molestation and abuse.

**10 CREATIVE ACTIVITIES I** 1.5 Units  
(formerly 110)  
*Lecture: 1.5 hours*  
Survey of a variety of educational activities suitable for young children in art, music, movement, language, and literature; for pre-school teachers, family day care providers, parents, teacher aides, and anyone who is interested in creative expression for children.

**11 CREATIVE ACTIVITIES II** 1.5 Units  
(formerly 111)  
*Lecture: 1.5 hours*  
Survey of educational activities suitable for young children in math and science, cooking and nutrition, woodworking, and the outdoor environment; for pre-school teachers, family day care providers, parents, teacher aides, and anyone who is interested in creative expression for children.

**15 OBSERVATION AND PARTICIPATION** 1-3 Units  
(formerly 115)  
*Prerequisite: Concurrent enrollment in Child Development 3*  
*Skill Level Recommended: Eligibility for English 1a*  
*Laboratory: 3-9 hours*  
Supervised observation and participation in nursery schools and development of guidance techniques with opportunity for staff-child-student interaction. Students may be placed in parent participation programs, child care centers, Head Start programs, or private/church sponsored centers for experience.  
*May be repeated for a maximum of 3 units.*

**18 SPECIAL NEEDS CHILDREN, PART I** 1 Unit  
(formerly 118)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 1 hour*  
Overview of children who have special needs, birth to seven years of age, with special emphasis on the learning handicapped, severely disabled and communicatively handicapped categories. Includes the study of the special education process, laws and parent involvement requirements.

**19 SPECIAL NEEDS CHILDREN, PART II** 2 Units  
(formerly 119)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 2 hours*  
Specific educational techniques to use with handicapped children, birth to seven years of age. Includes the study of the assessment process, I.E.P. development, mainstreaming, multidisciplinary teamwork, and active parent involvement. Observations within special education settings required.

**22 CHILD, FAMILY, COMMUNITY** 3 Units  
(formerly 122)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
Study of the impact of family interrelationships and community factors on a child's development. Techniques fostering healthy family interactions and use of community resources will be stressed. Visitations to local programs that serve young children and their families will be required.

**25 INFANT/TODDLER CARE** 3 Units  
(formerly 125)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
Principles and philosophy of infant care for children up to two years of age including growth and development, health and nutritional needs, social-emotional needs, cognitive development, language development, development of a positive self-image, parent education, community resources, and cultural and ethnic differences.

**27 SCHOOL AGE CHILDREN** 3 Units  
(formerly 127)  
*Prerequisite: Child Development 1 recommended*  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
Overview of cognitive and personality development of children seven to seventeen years of age. Stages and critical periods will be studied. Current issues emphasized include: peer influence, sexual development, value clarification, self-esteem, substance abuse, sexual abuse and eating disorders. Appropriate for parents as well as child development majors, and providers of Latch-key programs.

**30 CHILD CARE/NURSERY SCHOOL ADMINISTRATION** 3 Units  
(formerly 130)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
Administration of public and private child care and nursery school programs in California. Topics include budget development and management; staff selection and supervision; programs, facilities, and equipment; parent and community relationships; and licensing requirements.

**97 WORK EXPERIENCE IN CHILD DEVELOPMENT** 1-4 Units  
(formerly 179)  
*Prerequisite: Employment must be approved by Work Experience Coordinator. Must be enrolled in at least seven units including Work Experience. During Summer Session must be enrolled in at least one other course*

*75 hours paid employment equals 1 unit of credit*

*60 hours unpaid employment equals 1 unit of credit*

Provides students an opportunity to experience supervised employment in Child Development. The student's employment must be related to educational or occupational goals.

*Offered for Credit/No Credit only*

*May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.*

### COMPUTER SCIENCE

*See Page 32 for Certificate Requirements*

**1 INTRODUCTION TO COMPUTER CONCEPTS** 2 Units  
(formerly 101)  
*Skill Level Recommended: Eligibility for Math 104*  
*Lecture: 1.5 hours*  
*Laboratory: 1.5 hours*  
Concepts of computers in business and industry and their implications for society. Computer equipment, applications, and software through actual practice on the IBM Personal Computer. Applications include spreadsheets, word processing, database management, graphics, BASIC programming, and communications.

**2 FINANCIAL WORKSHEETS ON MICROCOMPUTERS** 2 Units  
(formerly 110)  
*Prerequisite: A high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor*  
*Lecture: 1.5 hours*  
*Laboratory: 1.5 hours*

Instruction in using Lotus 1-2-3- on IBM PC computers to manage and project cash flow, maintain financial statements, and learn other ledger-type applications of a spreadsheet. Topics include data entry, formulas, customizing, data manipulation and special features which simplify business and mathematical accounting processes.

**3 COMPUTER OPERATING SYSTEMS** 2 Units  
(formerly 103)  
*Prerequisite: One year of high school algebra or Mathematics 101 with a grade of "C" or better or consent of instructor*  
*Lecture: 1.5 hours*  
*Laboratory: 1.5 hours*

An introduction to the use of computer operating systems, including hardware and software. Emphasis is on the use of menus, utility programs, storage management, operating system design, and general machine familiarity. Topics include concepts applicable to small business or home computers which use a popular type of operating system.

**6 BASIC PROGRAMMING** 3 Units  
(formerly 120)  
*Prerequisite: One year high school algebra or Math 101 with a grade of "C" or better or consent of instructor. A high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor.*  
*Lecture: 2 hours*  
*Laboratory: 3 hours*

BASIC language syntax is used to study programming logic. Includes concepts of hierarchy, flowcharting, interactive input, analytic approaches to processing data and creating reports, valid and invalid logic structures, logical operations, comparisons, arithmetic operations, loop structures, arrays, search logic, sorting techniques sub-routines, modular and top-down program design, and string processing.

- 12 PASCAL PROGRAMMING** 3 Units  
(formerly 125)  
*Prerequisite:* One year high school algebra or Math 101 with a grade of "C" or better; and a high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor  
*Lecture:* 2 hours  
*Laboratory:* 3 hours  
Structured programming using the Pascal language. Emphasis is on program design and writing programs that conform to industry standards. Topics include input/output, calculations, looping, logical operators, arrays, algorithms, file management, and modular structured design.
- 14 FORTRAN PROGRAMMING** 3 Units  
(formerly 127)  
*Prerequisite:* Two years of high school algebra or Math 104 with a grade of "C" or better; and a high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor  
*Lecture:* 2 hours  
*Laboratory:* 3 hours  
Recommended for mathematics and science majors and business students expecting to program using the FORTRAN language. Emphasis is on program design, debugging, and documentation. Topics include input/output, calculations, looping, logical operators, arrays, algorithms, and modular structured design.
- 16 RPG II PROGRAMMING** 3 Units  
(formerly 132)  
*Prerequisite:* One year of high school algebra or Math 101 with a grade of "C" or better; and a high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor  
*Lecture:* 2 hours  
*Laboratory:* 3 hours  
A language specifically designed for generating reports in a business-oriented environment. Topics include language structure, data representation, file manipulation, report generation, input/output, and arithmetic.
- 18 COBOL PROGRAMMING** 3 Units  
(formerly 129)  
*Prerequisite:* One year of high school algebra or Math 101 with a grade of "C" or better; and a high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor  
*Lecture:* 2 hours  
*Laboratory:* 3 hours  
Programming in the business-oriented computer language, COBOL. Programming assignments emphasize business applications. Topics include language structure, data representation, file manipulation, report generation, input/output, and arithmetic.

- 21 DATA FILE PROGRAMMING WITH BASIC** 3 Units  
(formerly 121)  
*Prerequisite:* Computer Science 6 with a grade of "C" or better plus one year of high school algebra  
*Lecture:* 2 hours  
*Laboratory:* 3 hours  
Advanced techniques of programming in BASIC language, including disc operation and file management, optimization of core usage, algorithm efficiency, and advanced I/O commands.
- 26 ADVANCED COMPUTER PROGRAMMING** 3 Units  
(formerly 126)  
*Prerequisite:* Computer Science 12 or Computer Science 14 or Computer Science 18 with a grade of "C" or better or consent of instructor  
*Lecture:* 2 hours  
*Laboratory:* 3 hours  
Continue to study program design and programming using a structured language such as Pascal or the "C" language. Topics include array and string processing, data structure, records, search/sort techniques, file pointers, linked lists, and advanced language syntax. Emphasis will be on structured and modular program design.
- 40 ASSEMBLY LANGUAGE PROGRAMMING** 3 Units  
(formerly 140)  
*Prerequisite:* Completion of at least one programming course: Computer Science 6, 12, 14, 16, or 18 with a grade of "C" or better or consent of instructor  
*Lecture:* 2 hours  
*Laboratory:* 3 hours  
Techniques of writing assembly language instructions. Study includes computer architecture and machine logic. Plan, edit, assemble, link, and execute and debug assembly language programs for the IBM computer.
- 55 DATA BASE MANAGEMENT** 3 Units  
(formerly 155)  
*Prerequisite:* Computer Science 1 with a grade of "C" or better or consent of instructor  
*Lecture:* 2 hours  
*Laboratory:* 3 hours  
Instruction in designing and using a data management system on computers. Enter data and generate periodic business reports (including mailing labels). Customize customer accounts, accounts payable, order processing, general ledger, payroll, inventory, or day data resulting from business transactions. Topics include planning, data structures, query, indexing, sorting, and merging.

- 107 DATA FILE APPLICATIONS WITH MICROCOMPUTERS** 1 Unit  
*Prerequisite:* A high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor  
*Lecture:* .5 hour  
*Laboratory:* 1.5 hours  
Instruction on the use of a data management program such as dBase III Visifile, or Data Base Manager II. Hands-on experience will include defining, creating, and accessing data files on microcomputers. File management activities will include entering data file data, changing data, and developing printed reports of file information.
- 145 COMPUTER PROGRAMMING: APPLICATIONS** 3 Units  
*Prerequisite:* One programming language course or consent of instructor  
*Lecture:* 2 hours  
*Laboratory:* 3 hours  
Individualized course emphasizing program development for a business or home. Computer lab projects will emphasize strings, functions, arrays, files, procedures, or graphics. IBM PC, C64, HP150 and HP3000 computers will be utilized.  
*May be repeated one time.*
- 166 EDUCATIONAL APPLICATIONS OF MICROCOMPUTERS** 1 Unit  
(formerly 66)  
*Lecture:* .5 hour  
*Laboratory:* 1.5 hours  
Provides hands-on experience using a microcomputer with an emphasis on educational applications. Will utilize a variety of software to explore the areas of computer assisted instruction, tutorials, drills, and simulation; will include software evaluation and learning theory as applied to computer-based instruction.

**CONSTRUCTION**  
Construction Technology

- 101 INTRODUCTION TO RESIDENTIAL CONSTRUCTION** 3 Units  
*Lecture:* 3 hours  
An introductory course designed to provide a basic understanding of residential construction. Topics include: the purchase of property, design, layout, foundations, framing, finish carpentry, relationships among subcontractors.
- 111 INTRODUCTION TO RESIDENTIAL WIRING** 3 Units  
*Lecture:* 3 hours  
Electrical theory, blueprint reading, service, circuits, conduits, and flexible wiring in residential construction. Remodeling and large appliance installation procedures; applicable local code ordinances.

- 121 INTRODUCTION TO RESIDENTIAL PLUMBING** 3 Units  
*Lecture:* 3 hours  
Types of pipes and common fittings, cold and hot water supply, soil pipe and drainage systems, fixture mounting, and natural gas plumbing; applicable local code ordinances.
- DRAFTING**
- 10a BASIC DRAFTING** 3 Units  
(formerly 110a)  
*Lecture:* 2 hours  
*Laboratory:* 3 hours  
An introductory course for beginners or a refresher course for those with a limited drafting background. Basic instruction on the use of tools; lettering form and balance is stressed; geometric figures, orthographic projection, and dimensioning.
- 10b BASIC DRAFTING** 3 Units  
(formerly 110b)  
*Prerequisite:* Drafting 10a with a grade of "C" or better or consent of instructor  
*Lecture:* 2 hours  
*Laboratory:* 3 hours  
Continuation of Drafting 10a; sectioning, auxiliary projections, pictorial, tolerances and inking experiences.
- 15a ADVANCED DRAFTING** 3 Units  
(formerly 115a)  
*Prerequisite:* Drafting 10b with a grade of "C" or better or consent of instructor  
*Lecture:* 2 hours  
*Laboratory:* 3 hours  
Specialized areas of mechanical drafting, technical illustrations, map making, sheet metal layouts, welding, cams and gears, template inking.
- 15b ADVANCED DRAFTING** 1 Unit  
(formerly 115b)  
*Prerequisite:* Drafting 15a with a grade of "C" or better or consent of instructor  
*Laboratory:* 3 hours  
Practical laboratory in area of interest such as map drafting, electrical and electronic, aerospace, and technical illustration. Projects must involve current industrial practices.
- 30 ARCHITECTURAL DRAFTING** 3 Units  
(formerly 130)  
*Prerequisite:* Drafting 15a with a grade of "C" or better or consent of instructor  
*Lecture:* 2 hours  
*Laboratory:* 3 hours  
Study and preparation of residential designs. Creative as well as technical aspects of design will be covered. Problems relating to finance and codes will be discussed.

**DRAMA**

**20 ORAL EXPRESSION AND INTERPRETATION 3 Units**

(formerly 102)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 2 hours*  
*Activity: 3 hours*

Techniques in reading literature aloud; vocal development, production, articulation, and variety; understanding and interpreting prose, poetry, and dramatic literature; processes in the oral performance of principal literary genre.

**22 INTRODUCTION TO READERS' THEATRE 3 Units**

(formerly 122)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 2 hours*  
*Activity: 3 hours*

Theory and practice of Readers' Theatre as an art form. Directed experiences in selecting, cutting, arranging and performing the Readers' Theatre script.

**36 PLAYWRITING 3 Units**

(formerly 136)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 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 one time.*

**42 ACTING FUNDAMENTALS 3 Units**

(formerly 143a)  
*Lecture: 2 hours*  
*Activity: 3 hours*

Investigation of techniques and theories prerequisite to theatrical performances; psychological, philosophical, and practical preparation for the actor's art.  
*May be repeated three times.*

**43 ACTING-DIRECTING 3 Units**

(formerly 143b)  
*Prerequisite: Drama 42 with a grade of "C" or better or consent of instructor*  
*Lecture: 2 hours*  
*Activity: 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 genres.  
*May be repeated three times.*

**44 ADVANCED ACTING PROJECTS 1-3 Units**

(formerly 143c)  
*Prerequisite: Either Drama 20 or Drama 42 with a grade of "C" or better or audition depending upon the focus of the course during the semester it is being offered*

*Laboratory: 3 hours equals 1 unit of credit*  
*Lecture: 1 hour, Laboratory: 3 hours equals 2 units of credit*  
*Lecture: 1 hour, Laboratory: 6 hours equals 3 units of credit*

Advanced workshop activity for production of one-act plays, segments of longer plays or full length plays; intensive workshop concentration designed for public performances.  
*May be repeated three times.*

**45 IMPROVISATION 3 Units**

(formerly 145)  
*Lecture: 2 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.  
*May be repeated three times.*

**47 AUDITIONS 3 Units**

(formerly 147)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 2 hours*  
*Laboratory: 3 hours*

Theory, techniques, and practice in auditioning for performance; development of audition materials, practical audition experience for theatre, film, and television.  
*May be repeated three times.*

**56 TECHNICAL THEATRE LABORATORY 1-3 Units**

(formerly 156)  
*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.  
*May be repeated three times.*

**58 THEATRE PRODUCTION 4 Units**

(formerly 158)  
*Lecture: 1 hour*  
*Laboratory: 9 hours*

Directed activities in acting and technical theatre with participation in public performances and related production activities.  
*May be repeated three times.*

**60 FALLON REPERTORY THEATRE 8 Units**

(formerly 160)  
*Prerequisite: Drama 42, Drama 43, or Drama 58 with a grade of "C" or better and/or audition and consent of instructor*

*Lecture: 3 hours*  
*Laboratory: 15 hours*

Rehearsal, performance and production experienced during a nine-month professional season at Columbia's historic Fallon Theatre; acting in at least one out of three productions per semester with related participation in all production activities as assigned.  
*May be repeated three times.*

**EARTH SCIENCE**

**5 PHYSICAL GEOLOGY 4 Units**

(formerly 114)  
*Skill Level Recommended: Completion of High School Chemistry or Physics. Eligibility for English 1a*

*Lecture: 3 hours*  
*Laboratory: 3 hours*

The study of the earth, its materials, structures, and processes. Erosion and deposition by streams, wind, waves and glaciers. Mountain building and volcanoes at subduction zones, and rifting of the earth's plates at mid-ocean ridges. Tracing the energy from the sun and from the earth's interior as it drives all of the processes of change on earth; the study of life on earth, past and present; the search for valuable minerals and building materials from the earth.  
*Field trips may be required.*

**25 GEOLOGY OF THE NATIONAL PARKS 3 Units**

(formerly 125)  
*Skill Level Recommended: Eligibility for English 1a*

*Lecture: 3 hours*  
 The study of the earth's surface in relation to the formation of our National Parks. What part glaciation, erosion, volcanism, and other mountain building processes play in the formation of the National Parks.  
*Field trips may be required.*

**30 GLOBAL TECTONIC GEOLOGY 3 Units**

(formerly 133)  
*Skill Level Recommended: Eligibility for English 1a*

*Lecture: 3 hours*  
 An introduction to the new global geology and how it has revolutionized man's understanding of the way the earth works. For all who wish to learn about the earth's wandering continents and spreading sea floors; what causes rising mountain ranges, volcanoes, and earthquakes; and the role that magnetism has played in the revelation of the new geology.

**35 FIELD GEOLOGY 1-3 units**

(formerly 139)  
*Prerequisite: Earth Science 5 or Earth Science 30 or consent of instructor*

*Lecture: .5-1.5 hours*  
*Laboratory: 1.5-4.5 hours*

A field study of selected geologic features and related Earth Science topics. A one to seven day field trip will be taken with pre and post classroom sessions.  
*May be repeated three times.*

**40 DESCRIPTIVE ASTRONOMY 3 Units**

(formerly 142)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*

A survey course in astronomy. Topics include history of astronomy, telescopes, solar system, stars, galaxies, origin of universe, and extra-terrestrial life. (See also companion course Earth Science 45 Astronomy Lab.)  
*Field trips may be required.*

**45 ASTRONOMY LABORATORY 1 Unit**

(formerly 143)  
*Prerequisite: Math 101 and previous or concurrent enrollment in Earth Science 40 or consent of instructor*  
*Laboratory: 3 hours*

A laboratory course in astronomy. Topics include familiarization with the night sky, observing its contents and its motions; learning constellations; introduction to the tools of astronomy, emphasizing the telescope; using parallax and other distance determinations through simulation; using astronomical charts and tables to find risings and settings of celestial objects; finding latitude, longitude, and sidereal time; and a brief introduction to sky photography.

**60 FUNDAMENTALS OF METEOROLOGY 3 Units**

(formerly 161)  
*Skill Level Recommended: Completion of High school chemistry or physics, and high school algebra. Eligibility for English 1a*

*Lecture: 2 hours*  
*Laboratory: 3 hours*  
 Origin of the world's atmosphere, its structure, composition, and circulation; the weather elements, weather instruments and their use, gas laws, air masses, frontal movement, cloud types; lab techniques; meteorological effects on modern society.  
*Field trips may be required.*

**70 FUNDAMENTALS OF OCEANOGRAPHY** 3 Units  
(formerly 171)  
*Skill Level Recommended: High school chemistry or physics, and high school algebra. Eligibility for English 1a*

*Lecture: 2 hours*  
*Laboratory: 3 hours*  
The origins of the world's oceans, its structure, composition, and circulation; tides, currents, salinity, density, oceanographic instruments and their use, life in the sea, the interaction of the ocean and the atmosphere, the ocean and modern society.

**150 GEOLOGY OF THE MOTHER LODE** .5-2 Units  
(formerly 59)  
*Lecture: .5-2 hours*  
Geology of the Mother Lode from its astronomical beginnings to the present; including rocks and minerals, rivers, glaciers, mountains, earthquakes, and volcanoes.  
*Field trips may be required.*

**ECONOMICS**

**10 PRINCIPLES OF ECONOMICS** 4 Units  
(formerly 101a)  
*Lecture: 4 hours*  
Macro-economics. Introduction to the U.S. economy and capitalism; national income and employment analysis, economic fluctuations, monetary fiscal policies, economic stability-instability, public finance, and special economic problems.

**11 PRINCIPLES OF ECONOMICS** 4 Units  
(formerly 101b)  
*Lecture: 4 hours*  
Micro-economics; the corporation, analysis of costs, theory of production, pricing factor inputs including wages, rent, and interest; the social implications of various market structures; special economic problems.

**EMERGENCY MEDICAL SERVICES**

*See Page 33 for Certificate Requirements*

**3 EMERGENCY MEDICAL TECHNICIAN TRAINING** 6 Units  
(formerly 103)  
*Prerequisite: Completion of advanced first aid course within the last two years or consent of instructor*

*Lecture: 6 hours*  
An intensive course to assist the student in developing skills in recognition of illness and injures and proper procedures in administering emergency care.

**7 EMERGENCY MEDICAL TECHNICIAN REFRESHER** 1.5 Units  
(formerly 107)  
*Prerequisite: Emergency Medical Technician Certificate*  
*Lecture: 1.5 hours*  
Designed to update existing EMT certificates which are expiring. An intensive course to assist and refresh the student on the latest techniques and proper application of equipment, recognition of illness and injures and the latest proper procedures in emergency care. The student will reacquaint himself/herself with the equipment, systems and skills used in emergency medical situations.  
*May be repeated three times.*

**8a EMERGENCY MEDICAL TECHNICIAN II** 9 Units  
(formerly 108a)  
*Prerequisite: E.M.T. Certification, one year E.M.T. practice, CPR Certification*

*Lecture: 8 hours*  
*Laboratory: 4 hours*  
Designed to provide students with the knowledge and skills necessary to be certified as an Emergency Medical Technician II in California. Laboratory assignments will be conducted in hospitals.

**8b EMERGENCY MEDICAL TECHNICIAN II** 9 Units  
(formerly 108b)  
*Prerequisite: E.M.S. 8a with a grade of "C" or better or consent of instructor*

*Lecture: 8 hours*  
*Laboratory: 4 hours*  
A continuation of E.M.S. 8a. Emphasis will be on the musculoskeletal system, obstetrics, pediatrics, multiple injury and casualty situations and psychiatric emergencies.

**97 WORK EXPERIENCE IN EMERGENCY MEDICAL SERVICE** 1-4 Units  
(formerly 179)  
*Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience. During Summer Session must be enrolled in at least one other course.*

*75 hours paid employment equals 1 units of credit*  
*60 hours unpaid employment equals 1 unit of credit*  
Provides students an opportunity to experience supervised employment in E.M.S. The student's employment must be related to educational or occupational goals.  
*Offered for Credit/No Credit only.*  
*May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.*

**ENGLISH**

**1a READING AND COMPOSITION: Beginning** 3 Units  
(formerly 101a)  
*Prerequisite: Satisfactory completion of English placement test or completion of English 151 with a grade of "C" or better*

*Lecture: 3 hours*  
Development of reading and composition skills with emphases on applying techniques of logic in interpreting and writing the expository essay and reading and interpreting the short story.

**1b READING AND COMPOSITION: Advanced** 3 Units  
(formerly 101b)  
*Prerequisite: English 1a with a grade of "C" or better or consent of instructor*

*Lecture: 3 hours*  
Further development of reading and composition skills; writing longer documented essays, reading and interpreting poetry, drama, and the novel.

**10 CREATIVE WRITING** 3 Units  
(formerly 110)  
*Prerequisite: English 1a with a grade of "C" or better or consent of instructor*

*Lecture: 3 hours*  
Instruction and practice in writing poetry, fiction and drama. Analysis of contemporary works with respect to literary techniques.  
*May be repeated one time.*

**11 FILM APPRECIATION** 3 Units  
(formerly 111)  
*Skill Level Recommended: Eligibility for English 1a*

*Lecture: 2.5 hours*  
*Laboratory: 1.5 hours*  
Development of technical awareness and critical thinking in individual response to cinema.  
*May be repeated one time.*

**17 LITERATURE OF THE UNITED STATES** 3 Units  
(formerly 117a)  
*Prerequisite: English 1a with a grade of "C" or better or consent of the instructor*

*Lecture: 3 hours*  
A study of the literature of the United States from the beginning of the English colonization to the transcendentalists. Reading, analysis, and discussion of the major literary trends and authors of the time.

**18 LITERATURE OF THE UNITED STATES** 3 Units  
(formerly 117b)  
*Prerequisite: English 1a with a grade of "C" or better or consent of instructor*

*Lecture: 3 hours*  
A study of the literature of the United States from realism to the present.

**46 SURVEY OF ENGLISH LITERATURE** 3 Units  
(formerly 146a)  
*Prerequisite: English 1a with a grade of "C" or better or consent of instructor*

*Lecture: 3 hours*  
English literature from the Anglo-Saxons through the 18th Century.

**47 SURVEY OF ENGLISH LITERATURE** 3 Units  
(formerly 146b)  
*Prerequisite: English 1a with a grade of "C" or better or consent of instructor*

*Lecture: 3 hours*  
English literature of the 19th and 20th Centuries.

**49 CALIFORNIA LITERATURE** 3 Units  
(formerly 149)  
*Prerequisite: English 1a with a grade of "C" or better or consent of instructor*

*Lecture: 3 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.

**50 INTRODUCTION TO SHAKESPEARE** 3 Units  
(formerly 150)  
*Prerequisite: English 1a with a grade of "C" or better or consent of instructor*

*Lecture: 3 hours*  
An introduction to the representative works by Shakespeare including the characteristics of the different genres-comedy, history, and tragedy, and a study of a number of the sonnets. In addition, students will study the literary, social, and historical backgrounds of Shakespeare's time as they affect the meaning of the works studied.

**151 COLLEGE COMPOSITION** 3 Units  
(formerly 51)  
*Lecture: 3 hours*

Training in basic composition skills, reading, interpretation, and discussion of college-level materials; basic mechanics, sentence structure, paragraph development, essay report organization.  
*May be repeated one time.*

**275 WRITING FUNDAMENTALS** 1 Unit  
(formerly 75)  
*Lecture: 1 hour*

Individual instruction in the fundamentals of writing.  
*May be repeated one time.*

**FIRE TECHNOLOGY**

*See Page 33 for Certificate Requirements*

**1 INTRODUCTION TO FIRE TECHNOLOGY** 3 Units  
(formerly 101)  
*Lecture: 3 hours*

Introduction to fire protection; career opportunities in fire protection and related fields, history of fire protection, fire loss analysis, public, quasi-public and private fire protection services, specified fire protection functions, basic fire chemistry and physics. Designed to give the learner an overview of fire technology, the fire service, and the fire protection field as career potential.

- 2 FUNDAMENTALS OF FIRE BEHAVIOR AND CONTROL** **3 Units**  
 (formerly 104)  
*Lecture: 3 hours*  
 Theory and fundamentals of how fires start, spread and are controlled. An in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques. Designed to give the learner a comprehensive exposure to basic fundamentals of fire behavior and control in preparation for more advanced study in the field of fire protection.
- 3 FIRE PROTECTON EQUIPMENT AND SYSTEMS** **3 Units**  
 (formerly 130)  
*Lecture: 3 hours*  
 Portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, fire alarm and detection systems.
- 4 FUNDAMENTALS OF FIRE PREVENTION** **3 Units**  
 (formerly 105)  
*Lecture: 3 hours*  
 Organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing the solution of a fire hazard; public education aspects of fire prevention.
- 5 FUNDAMENTALS OF FIRE SERVICE OPERATIONS** **3 Units**  
*Lecture: 3 hours*  
 Fundamental information on how fire departments are organized, managed, the resources available to a department, and how those resources are used to control various emergencies.
- 7 WILDLAND FIRE CONTROL** **3 Units**  
 (formerly 117)  
*Lecture: 3 hours*  
 Covers factors affecting wildland fire prevention, fire behavior, and fire control techniques; the statewide wildland fire problem and protection system; pre-suppression, suppression, post-suppression activities of a protection organization; and the utilization of resources to complete the suppression organization activities using strategy and tactics and safety procedures effectively.
- 9 FIRE HYDRAULICS** **2 Units**  
 (formerly 123)  
*Lecture: 2 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.  
*This class meets part of the requirements for Driver Operator, a state certified class.*

- 26a FIRE PREVENTION 1A** **2 Units**  
 (formerly 106a)  
*Lecture: 2 hours*  
 History and organization of fire prevention agencies, inspection procedures and practices, special hazards, and protection systems, portable fire extinguishers, and public fire prevention education.  
*This class meets the requirement for Fire Prevention 1a; a state certified class.*
- 26b FIRE PREVENTION 1B** **2 Units**  
 (formerly 106b)  
*Lecture: 2 hours*  
 Recognition of fire and life safety factors, sprinkler and stand pipe systems, water supply systems, electrical hazards, fire alarm and detection systems, public safety considerations and special problems in fire prevention.  
*This class meets the requirement for Fire Prevention 1a; a state certified class.*
- 27 FIRE INVESTIGATION** **2 Units**  
 (formerly 127)  
*Lecture: 2 hours*  
 Determining causes and types of fires; possible evidence at the scene; interviewing witnesses and suspects; arrest, detention, and court procedures; giving court testimony.  
*Meets requirements for Fire Investigation; a state certified course.*
- 28a FIRE COMMAND 1A** **2 Units**  
 (formerly 108)  
*Lecture: 2 hours*  
 Fire chemistry; equipment and manpower, fire fighting tactics and strategy, methods of attack, preplanning fire problems.  
*This course meets the requirement of Fire Command 1a, a state certified officer class.*
- 28b FIRE COMMAND 1B** **2 Units**  
 (formerly 129)  
*Prerequisite: Fire Technology 28a with a grade of "C" or better or consent of instructor*  
*Lecture: 2 hours*  
 Hazardous materials storage, handling laws, standards and emergency practices with emphasis on firefighting and incident control at the company officer level.  
*This class meets the requirements of Fire Command 1B, a state certified class.*
- 29a DRIVER OPERATOR TRAINING 1A** **2 Units**  
 (formerly 114)  
*Lecture: 1.5 hours*  
*Laboratory: 1.5 hours*  
 Driving laws and techniques, construction and operation of pumping engines, tank trucks and trailers.  
*This class meets part of the requirements for Driver Operator, a state certified class.*

- 70 SPECIAL TOPICS IN FIRE TECHNOLOGY** **.5-3 Units**  
 (formerly 170)  
*Prerequisite: Will vary with topic*  
*Lecture: .5-3 hours*  
*and/or*  
*Laboratory: 1.5-3 hours*  
 Various topics in Fire Technology will be covered to meet individual or agency needs. Emphasis on specialized development of skills and knowledge, district planning, development and implementation of training and fire ground evolutions.  
*May be repeated with different topics only.*
- 97 WORK EXPERIENCE IN FIRE TECHNOLOGY** **1-4 Units**  
 (formerly 179)  
*Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience. During Summer Session must be enrolled in at least one other course.*  
*75 hours paid employment equals 1 unit of credit*  
*60 hours unpaid employment equals 1 unit of credit*  
 Provides students an opportunity to experience supervised employment in Fire Technology. The student's employment must be related to educational or occupational goals.  
*Offered for Credit/No Credit only*  
*May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.*
- 150 FIRE SERVICE ORGANIZATION AND RESPONSIBILITY** **1 Unit**  
 (formerly 50)  
*Lecture: 1 hour*  
 Technical training in the makeup of fire departments, their responsibilities, rules, and interaction with other programs, organizations, and laws.  
*Meets Firefighter I certification requirements for Unit A.*
- 151 COMBUSTION AND EXTINGUISHMENT THEORY** **1 Unit**  
 (formerly 51)  
*Lecture: 1 hour*  
 Technical training in the study of the combustion process, extinguishing agents, and their interactions.  
*Meets Firefighter I certification requirements for Unit B.*
- 152 PROTECTIVE EQUIPMENT AND SAFETY** **1 Unit**  
 (formerly 52)  
*Lecture: 1 hour*  
 Technical and hands-on instruction in the use of protective clothing, devices and their limitations, hazards encountered at structure and vehicle fires, accident prevention and methods of traffic control at emergency scenes.  
*Meets Firefighter I certification requirements for Unit C.*

- 153 SELF-CONTAINED BREATHING APPARATUS** **1.5 Units**  
 (formerly 53)  
*Lecture: 1.5 hours*  
 Technical and manipulative training in the operation of self-contained breathing apparatus, including testing, maintenance and the effects of stress due to its use. Safety consideration and how to avoid injury.  
*Meets Firefighter I certification requirements for Unit D.*
- 154 ROPES, KNOTS, AND HITCHES** **1 Unit**  
 (formerly 54)  
*Lecture: 1 hour*  
 Technical and manipulative training in the construction, care and use of ropes. How to tie and use various fire department knots, and safety considerations.  
*Meets Firefighter I certification requirements for Unit E.*
- 155 VOLUNTEER FIREFIGHTING TRAINING** **2.5 Units**  
 (formerly 55)  
*Lecture: 2 hours*  
*Laboratory: 1.5 hours*  
 Current concepts, techniques, skills and theories for volunteer firefighters.  
*Offered for Credit/No Credit only.*
- 156 FORCIBLE ENTRY** **1 Unit**  
 (formerly 56)  
*Lecture: 1 hour*  
 Technical and manipulative training in the identification and operation of fire service tools and equipment used in forcible entry, basic consideration of building construction and safety considerations in gaining entry through roofs, doors, walls, and windows.  
*Meets Firefighter I certification requirements for Unit F.*
- 157 FIRST RESPONDER AND CPR** **1.5 Units**  
 (formerly 57)  
*Lecture: 1.5 hours*  
*or*  
*Lecture: 1 hour*  
*Laboratory: 1.5 hours*  
 A basic course for the volunteer firefighter who is on a first-responder unit assigned medical responses in the rural setting. Stresses continuity of care through the approach to the patients and prioritization of their injuries/illnesses where advanced life support response is delayed.  
*Offered for Credit/No Credit only.*
- 158 HOSE, NOZZLES AND FITTINGS** **3 Units**  
 (formerly 58)  
*Lecture: 3 hours*  
 Technical and manipulative training in basic hose evolutions, hose, tool and appliance handling; hose rolls and uses, and the care and maintenance of hose.  
*Meets Firefighter I certification requirements for Unit G.*

- 159 FIRE COMMAND/ICS FOR THE VOLUNTEER FIREFIGHTER** **1 Unit**  
 (formerly 59)  
*Lecture: 1 hour*  
 Command and control techniques used at the scene of an emergency by the volunteer fire company officer. Emphasizes decision making, the act of commanding, personnel and organization structures and pre-planning for effective command performance. Includes a review of the Incident Command System instituted by the State of California Fire Services.  
*Offered for Credit/No Credit only.*
- 160 HOSE LOADS AND USES** **2 Units**  
 (formerly 60)  
*Lecture: 2 hours*  
 Technical and Manipulative training in engine hose loads, hose layouts, hooking to hydrants, stand pipes, and sprinkler connections, fire hydrant terminology, advancing various sizes of hose above, below, at ground level and on ladders.  
*Meets Firefighter I certification requirements for Unit H.*
- 161 GROUND LADDERS** **2.5 Units**  
 (formerly 61)  
*Lecture: 2.5 hours*  
 Technical and manipulative training in fire service ladder evolutions, ladder types, construction tests, maintenance and operations; methods of raising, lowering, carrying and removing ladders from apparatus.  
*Meets Firefighter I certification requirements for Unit I.*
- 168 RESCUE** **1.5 Units**  
 (formerly 68)  
*Lecture: 1.5 hours*  
 Technical and manipulative training in rescue operations in burning and smoke filled buildings, methods of victim removal and care; tool use and care.  
*Meets Firefighter I certification requirements for Unit J.*
- 169 VENTILATION** **.5 Unit**  
 (formerly 69)  
*Lecture: .5 hour*  
 Technical and manipulative training in ventilation procedures, equipment, safety, and opening buildings for vertical or horizontal ventilation.  
*Meets Firefighter I certification requirements for Unit K.*
- 170 CERTIFIED FIREFIGHTER I: SUPPLEMENTAL REQUIREMENTS** **2 Units**  
 (formerly 70)  
*Prerequisite: Certified Volunteer Firefighter or equivalent*  
*Lecture: 2 hours*  
*Laboratory: .5 hours*  
 Designed to provide the certified volunteer firefighter with the advanced and supplemental training requirements necessary to upgrade their competence and certification of Certified Firefighter I.

- 171 FIRE CONTROL** **.5 Unit**  
 (formerly 71)  
*Lecture: .5 hour*  
 Technical instruction in methods of basic fire control including protective exposures, how fire spreads, methods of extinguishing and safety precautions on fire.  
*Meets Firefighter I certification requirements for Unit L.*
- 172 FIRE STREAMS** **.5 Unit**  
 (formerly 72)  
*Lecture: .5 hour*  
 Technical instruction in the basic selection of hose streams, how they react, different nozzles that are used; safety precautions in use and operations.  
*Meets Firefighter I certification requirements for Unit M.*
- 173 FIRE EXTINGUISHERS** **.5 Unit**  
 (formerly 73)  
*Lecture: .5 hour*  
 Technical and manipulative instruction in the characteristics, operation, and selection of the proper fire extinguisher, and safety precautions in their use.  
*Meets Firefighter I certification requirements for Unit N.*
- 174 OVERHAUL** **.5 Unit**  
 (formerly 74)  
*Lecture: .5*  
 Technical and manipulative training in purposes and value of overhaul procedures, how hidden fires are detected; uses of carryall to remove debris and methods to restore premises.  
*Meets Firefighter I certification requirements for Unit O.*
- 176 PROPERTY CONSERVATION** **2 Units**  
 (formerly 76)  
*Lecture: 2 hours*  
 Technical and manipulative training in basic salvage operations, including objectives, salvage cover operations and maintenance, protection of property, and removal of water.  
*Meets Firefighter I certification requirements for Unit P.*
- 177 FIRE PROTECTION SYSTEMS** **.5 Unit**  
 (formerly 77)  
*Lecture: .5 hour*  
 Technical instruction in the operating principles of common fire protection systems, various smoke and fire detectors, sprinkler components, stand pipe systems and support measures for them.  
*Meets Firefighter I certification requirements for Unit Q.*
- 178 SIZE UP** **.5 Unit**  
 (formerly 78)  
*Lecture: .5 hour*  
 Technical training in the basic considerations of size-up, priorities at emergencies and an introduction to the incident command system.  
*Meets Firefighter I certification requirements for Unit R.*

- 179 WILDLAND FIRE FIGHTING** **.5 Unit**  
 (formerly 79)  
*Lecture: .5 hour*  
 Technical and manipulative instruction in the basics of wildland fire fighting, including progressive hose lays, terminology apparatus spread factors, and major safety considerations.  
*Meets Firefighter I certification requirements for Unit S.*
- 181 HAZARDOUS MATERIALS** **.5 Unit**  
 (formerly 81)  
*Lecture: .5 hour*  
 Technical training in the basic study of hazardous materials, including definitions, label identification, placard identification, and the purpose of the D.O.T. Emergency Response Guidebook.  
*Meets Firefighter I certification requirements for the Unit T.*
- 182 FIRE INVESTIGATION** **.5 Unit**  
 (formerly 82)  
*Lecture: .5 hour*  
 Technical instruction in the basic factors in fire cause investigation including observations, enroute, on arrival, and during a fire. Operations for investigation, recognition of and preservation of evidence, indications of arson intent, materials used, and indicators of arson.  
*Meets Firefighter I certification requirements for Unit U.*
- 183 COMMUNICATIONS** **.5 Unit**  
 (formerly 83)  
*Lecture: .5 hour*  
 Technical training in the basics of communications including command center operations, how alarms are received and transmitted, clear text, and radio licensing and procedures.  
*Meets Firefighter I certification requirements for Unit V.*
- 184 VEHICLE EXTRICATION** **.5 Unit**  
 (formerly 84)  
*Lecture: .5 hour*  
 Technical training in the basics of vehicle extrication using light rescue tools.  
*Meets Firefighter I certification requirements for Unit W.*

**FOREIGN LANGUAGE**

**Spanish**

- 1a SPANISH: Beginning** **4 Units**  
 (formerly 101a)  
*Lecture: 3 hours*  
*Laboratory: 3 hours*  
 Practice in vocabulary, idioms and grammatic usage with emphasis on conversational use of the language in Hispanic America.

- 1b SPANISH: Beginning** **4 Units**  
 (formerly 101b)  
*Prerequisite: Spanish 1a with grade of "C" or better; two years of high school Spanish; or consent of the instructor*  
*Lecture: 3 hours*  
*Laboratory: 3 hours*  
 Continuation of Spanish 1a.
- 10a CONVERSATIONAL SPANISH: Beginning** **3-4 Units**  
 (formerly 100a)  
*Skill Level Recommended: Eligibility for English 1A*  
*Lecture: 3 hours*  
 or  
*Lecture: 3 hours*  
*Laboratory: 3 hours*  
 Practice in vocabulary, idioms and grammatic usage with emphasis on conversational use of the language as spoken in Hispanic America.
- 10b CONVERSATIONAL SPANISH: Intermediate** **3-4 Units**  
 (formerly 100b)  
*Prerequisite: Spanish 10a with a grade of "C" or better or consent of the instructor*  
*Skill Level Recommended: Eligibility for English 1A*  
*Lecture: 3 hours*  
 or  
*Lecture: 3 hours*  
*Laboratory: 3 hours*  
 A continuation of Spanish 10a with emphasis on ideas, culture and use of the total language.  
*May be repeated two times.*

**FORESTRY**

- 1 INTRODUCTION TO PROFESSIONAL FORESTRY** **3 Units**  
 (formerly 101)  
*Lecture: 3 hours*  
 Survey of the major U.S. forest regions and significant forest history events. Forestry practices wood utilization and applied techniques of private tree farm/woodlot management for long-term production of timber, fuelwood, Christmas trees and other resources. Forestry education, career opportunities, licensing and ethics.  
*Field trips are required.*
- 10 DENDROLOGY** **3 Units**  
 (formerly 110)  
*Lecture: 2 hours*  
*Laboratory: 3 hours*  
 Silvicultural and botanical characteristics, identification, classification, range, and uses of native forest species of the United States; emphasis on plants of economic importance to forest practices in California and the western United States.  
*Field trips will be required.*

**FORESTRY TECHNOLOGY**

See Page 33 for Certificate Requirements

**153 FOREST SURVEYING TECHNIQUES 3 Units**  
(formerly 53)

Lecture: 2 hours

Laboratory: 3 hours

Use of basic forest surveying instruments. Application of hand and staff compass, topographic and engineer's chain, clinometer, abney, dumpy and auto level, E-Z arc slope reducer, redy mapper, plane table and alidade, engineer's transit, theodolite, electronic theodolite, electronic distance meter and total station. Field recording techniques, laboratory computations and map drafting.

Field trips will be required.

**162 APPLIED FOREST INVENTORY AND MANAGEMENT 4 Units**  
(formerly 62)

Prerequisite: Forestry Technology 153, Forestry 10 and Natural Resources Technology 160 recommended or consent of instructor

Lecture: 2 hours

Laboratory: 6 hours

Techniques of forest inventory including cruising, scaling and evaluation; field tabulation and computation methods; location and inventory of a given forest property in the field; development property boundaries and inventory of timber and road system design for property.

Field trips are required.

**GEOGRAPHY**

**12 INTRODUCTION TO CULTURAL GEOGRAPHY 3 Units**  
(formerly 102)

Lecture: 3 hours

The study of humankind's relationship with the environment. The techniques and resources of cultural and physical geography, anthropology, environmental science, history, political science and sociology will be emphasized.

**15 PHYSICAL GEOGRAPHY 3 Units**  
(formerly 105)

Lecture: 3 hours

An introduction to selected aspects of the earth's physical environment (landforms, weather, climate, soils, and vegetation) and the processes and conditions giving rise to their worldwide distribution. The study of the earth as the home of man.

**18 WORLD REGIONAL GEOGRAPHY 3 Units**

Lecture: 3 hours

Introduction to the regional geography of the world. A regional study of the people, countries, landforms, climate, religions, languages, political and economic systems, and natural resources of the world.

**GUIDANCE**

**1 CAREER/LIFE PLANNING 2 Units**  
(formerly 101)

Lecture: 2 hours

Designed to help students formulate and experience an organized and realistic approach to career planning. Development of awareness and objectivity in the areas of interest, skills, values, aptitudes, etc. Introduction to sources of occupational information, and occupational trends. May include administration of standardized interest, personality and aptitude inventories.

Offered for Credit/No Credit only.

**5 JOB HUNTING STRATEGIES .5 Unit**  
(formerly 105)

Lecture: .5 hour

Development of job hunting strategies. Effective use of tools necessary in the job search including: the application, resume, letter of application and interview. Primarily for the student nearing graduation or currently looking for employment.

Offered for Credit/No Credit only.

**7 COLLEGE SUCCESS 2 Units**  
(formerly 107)

Lecture: 2 hours

Designed to increase success in college by assisting students in obtaining skills necessary to reach their educational objectives. Topics include time planning, communication skills, study techniques, question-asking skills, library use, and personal issues that face many college students.

Offered for Credit/No Credit only.

**10 INTRODUCTION TO HELPING SKILLS 1.5 Units**  
(formerly 110)

Lecture: 1.5 hours

An introduction to the skills basic to a helping relationship. Includes instruction in the concepts and principles, as well as experience in the use of specific skills. Designed for non-professional and para-professional helpers such as peer tutors, peer counselors, advisors, managers, supervisors, etc.

Offered for Credit/No Credit only.

**15a PRINCIPLES OF LEADERSHIP 1 Unit**  
(formerly 115a)

Lecture: 1 hour

Designed to assist students in gaining basic knowledge of leadership skills, to develop skills in principles and administration of parliamentary law; the co-curricular activity program; finances, including budgetary procedure; and group dynamics.

Offered for Credit/No Credit only.

**15b PRINCIPLES OF LEADERSHIP .1 Unit**  
(formerly 115b)

Prerequisite: Guidance 15a

Lecture: 1 hour

Further development of leadership skills with emphasis on problem solving, group dynamics and more effective time management techniques.

Offered for Credit/No Credit only.

**20 TOPICS FOR PERSONAL DEVELOPMENT 1.5 Units**

Lecture: 1.5 hours

Lecture and investigation into issues critical to increased awareness of self. Topics directly related to three major areas of self development including self-understanding, self-management, and personal growth/health.

Offered for Credit/No Credit only.

**HEALTH EDUCATION**

**1 HEALTH AND FITNESS EDUCATION 3 Units**  
(formerly 101)

Lecture: 3 hours

Personal and community health: an understanding of contemporary health issues and problems with an emphasis on personal fitness and adjustment. An informative material survey contributing to a person's mental, physical, and social well-being.

**5 CONSUMER HEALTH 2 Units**  
(formerly 105)

Lecture: 2 hours

A survey of health fads, frauds, and fallacies most frequently encountered by today's health consumer in the marketplace; emphasis on developing individual awareness of questionable advertising and outright quackery.

**10 SAFETY AND FIRST AID EDUCATION 2 Units**  
(formerly 110)

Lecture: 2 hours

Theory and skills involved in the immediate and temporary care given to the victims of accidents and sudden illnesses. Covers American Red Cross Standard First Aid with certificate available upon satisfactory completion of the course.

May be repeated three times.

**13 ADVANCED FIRST AID AND EMERGENCY CARE 3 units**  
(formerly 113)

Skill Level Recommended: Eligibility for English 1a

Lecture: 3 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.

May be repeated three times.

**15 ADVANCED FIRST AID AND EMERGENCY CARE REFRESHER 1 Unit**  
(formerly 115)

Prerequisite: A valid certificate in Advanced First Aid

Lecture: 1 hour

A review and update of emergency first aid care. Upon the successful completion of the course a certificate is issued for Advanced First Aid and Emergency Care.

May be repeated three times.

**20 NUTRITION 3 Units**  
(formerly 120)

Prerequisite: One year of high school chemistry with a grade of "B" or better or Chemistry 10 with a grade of "C" or better or consent of instructor

Skill Level Recommended: Eligibility for English 1a

Lecture: 3 hours

Introductory study of energy and nutrient requirements of the body in relation to growth, maintenance, and reproduction; factors influencing normal metabolism, construction of the adequate diet. Emphasis is placed upon the chemical aspects of nutrition.

**150 CARDIOPULMONARY RESUSCITATION .5 Unit**  
(formerly 50)

Lecture: 9 hours total

Information necessary to develop the student's first aid knowledge, skills, and judgment to provide basic life support until the victim recovers or until advanced life support is available.

Offered for Credit/No Credit only

May be repeated three times.

**155 BASIC FIRST AID .5 Unit**  
(formerly 55)

Lecture: .5 hour

Designed as a basic course for coaches and school personnel; stresses the continuity of care through prioritization of injuries and patient assessment.

May be repeated one time.

**160 COPING WITH STRESS 1 Unit**  
(formerly 60)

Lecture: 1 hour

The nature of stress and the coping strategies that can lead to effective stress management and self regulation; combined with relaxation exercises, visualizing techniques, and demonstrations.

**HEALTH OCCUPATIONS****97 WORK EXPERIENCE IN HEALTH OCCUPATIONS 1-4 Units**

(formerly 179)

*Prerequisite: Employment must be approved by Work Experience Coordinator. Must be enrolled in at least seven units including Work Experience. During Summer Session must be enrolled in at least one other course*

*75 hours paid employment equals 1 unit of credit*

*60 hours unpaid employment equals 1 unit of credit*

Provides students an opportunity to experience supervised employment in Health Occupations. The student's employment must be related to educational or occupational goals.

*Offered for Credit/No Credit only.*

*May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.*

**HEAVY EQUIPMENT****150 BUS DRIVER TRAINING 1.5 Units**

(formerly 50)

*Prerequisite: Possession of a valid California driver's license*

*Lecture: 3 hours*

Instruction in the driver's responsibility for pupils, care and operation of a school bus, and laws relating to pupil transportation.

*May be repeated three times.*

**HISTORY****11 HISTORY OF CALIFORNIA 3 Units**

(formerly 121)

*Lecture: 3 hours*

Survey of California history from pre-Columbian period to the present. Emphasis will include the Indians, Spaniards, Mexicans, and Anglo-Americans. Considerable attention will be devoted to California's influential role in national and world events.

**13 WORLD CIVILIZATIONS: to 1650 3 Units**

(formerly 104a)

*Lecture: 3 hours*

Survey of civilization to 1650: origins in Near East and Asia, development in Greece, Rome, Medieval Europe, Africa, and the Americas to colonial empires.

**14 WORLD CIVILIZATIONS: 1650 to Present 3 units**

(formerly 104b)

*Lecture: 3 hours*

Survey of civilizations since 1650: emergence of modern national states, their struggle for world status and their impact on international affairs.

**16 UNITED STATES: to 1865 3 Units**

(formerly 117a)

*Lecture: 3 hours*

Survey of United States history from Colonization to Reconstruction. Analysis of English Imperialism, Revolution, Nationalism, Democracy, Sectionalism and Civil War.

**17 UNITED STATES: 1865 to present 3 Units**

(formerly 117b)

*Lecture: 3 hours*

Survey of United States history from reconstruction to the present. Analysis of Industrialism, Progressivism, New Deal, Internationalism and Contemporary America.

**33 ORAL HISTORY 2 Units**

(formerly 133)

*Lecture: 1 hour*

*Laboratory: 3 hours*

Fundamentals of the tape-recorded interview. Demonstration and discussions of the interview as a method in historical research and writing.

**49 THE MOTHER LODGE 3 Units**

(formerly 149)

*Lecture: 3 hours*

History and lore of the Gold Rush country with emphasis on the Central Sierra communities.

**55 THE AMERICAN FRONTIER 3 Units**

(formerly 155)

*Lecture: 3 hours*

Study of successive frontier zones and hostile environments in reshaping imported customs and habits into uniquely American characteristics. Emphasis will be on the 19th century.

**HOSPITALITY MANAGEMENT**

*See Page 33 for Certificate Requirements*

**101 INTRODUCTION TO THE HOSPITALITY INDUSTRY 3 Units**

*Lecture: 3 hours*

Survey of the hotel-motel, food services, travel-tourism, club and recreation business. Analysis of the organizational structure of the hospitality industry, including historical development and examination of industry trends. Major emphasis will be placed on career planning and management in the hospitality industry.

*Field trips may be required.*

**103 MARKETING OF HOSPITALITY SERVICES 3 Units**

*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.*

**112 FRONT OFFICE MANAGEMENT/ HOTEL CATERING 2 Units**

*Lecture: 2 hours*

Essential equipment, routines, and duties of the front desk clerk and relationship to other hotel departments; planning and preparation for private parties, dinners, meetings, and other special events that a hotel or restaurant may cater.

**114 INTRODUCTION TO MAINTENANCE AND HOUSEKEEPING 1.5 Units**

*Lecture: 1.5 hours*

Provides essential technical information on equipment and its servicing to establish a preventive maintenance routine. Provides broad scope of the housekeeping position, stressing employee responsibilities, record-keeping and use of equipment and materials.

**116 LAWS OF INNKEEPING 1 Unit**

*Lecture: 1 hour*

Legal relationships between California innkeepers and others; rights, duties, and liabilities of innkeepers and their personnel.

*Field trips may be required.*

**Food Services****130 FOOD SERVICE MANAGEMENT 2 Units**

*Lecture: 2 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 Units**

*Lecture: 1.5 hours*

*Laboratory: 4.5 hours*

Developing the individual's abilities to cope with the public and in-house demands. Service techniques, table settings, and etiquette used in all aspects of dining room service. Emphasis on developing the finer points in skills and showmanship. Concentration on building moral and personal skills.

*Field trips may be required.*

**132 DINING ROOM MANAGEMENT 1.5 Units**

*Lecture: .5 hour*

*Laboratory: 3 hours*

Management of service in the dining room including the importance of service, how to organize and set up a dining room, what to look for in staff members, training new staff, and front of the house's responsibility for safety and sanitation.

**133a INTRODUCTION TO COMMERCIAL FOOD PREPARATION 3.5 Units**

*Lecture: 1.5 hours*

*Laboratory: 6 hours*

History and careers in food service; the care and safe use and selection of culinary tools and equipment; safety and sanitation; menu planning, food costs, recipe conversion; inventor, food ordering, purveyor relationships, basic cooking techniques, storage, cash register procedures, money handling, short order cooking, food preparation work; preparation of salads, dairy products, vegetables, sandwiches, breakfasts and beverages.

**133b INTRODUCTION TO COMMERCIAL FOOD PREPARATION 3.5 Units**

*Prerequisite: Hospitality Management 133a with a grade of "C" or better or consent of instructor*

*Lecture: 1.5 hours*

*Laboratory: 6 hours*

Continuation of Hospitality Management 133a with emphasis on preparation of sauces, soups, vegetables, rice, and farinaceous products; basic techniques of broiling, roasting, sauteing and deep fat frying of meat, poultry, fish and shell fish.

**135 COMMERCIAL BAKING 3 Units**

*Lecture: 1 hour*

*Laboratory: 6 hours*

Tools, terms and functions in preparation of baked goods, gourmet desserts and cake decorating.

*Field trips may be required.*

**136 COMMERCIAL BAKING: ADVANCED 2 Units**

*Prerequisite: Hospitality Management 135 with a grade of "C" or better or consent of instructor*

*Lecture: 2 hours*

Formulas used in commercial pastry shop, design, sugar decoration and chou paste cake decorating.

*Field trips may be required.*

**139 FOOD SCIENCE AND NUTRITION 3 Units**

*Lecture: 3 hours*

Scientific and sensory evaluation of foods, composition and functional properties of foods; study of food processing, additives, and legal control of food safety; how the body utilizes food.

**140a CLASSICAL CUISINE: Beginning 3 Units**

*Prerequisite: Hospitality Management 133b with a grade of "C" or better or consent of instructor*

*Lecture: 1 hour*

*Laboratory: 6 hours*

Classical cuisine for the advanced food services students. Instruction in preparation, stocks, soups, sauces, and boiler stations.

**140b CLASSICAL CUISINE: Advanced 3 Units**

*Prerequisite: Hospitality Management 140a with a grade of "C" or better or consent of instructor*

*Lecture: 1 hour*

*Laboratory: 6 hours*

A continuation of Hospitality Management 140a. Instruction in the saute station with emphasis on taste, organization, speed, rhythm, and heat as factors associated with the line chef position.

**142 GARDE MANGER 2 Units**

*Prerequisite: Hospitality Management Food Service Technology certificate or satisfactory completion of equivalent test*

*Lecture: 1.5 hours*

*Laboratory: 1.5 hours*

Study of the work of Garde Manger which includes tools, vegetable and fruit carvings, appetizers, hors d'oeuvres, canapes, sauces, salads, force meats, tray presentations and pieces, table set-ups, room set-ups, and tabletop presentations and food show competitors.

*Field trips may be required.*



**144 MEAT ANALYSIS 2 Units**

Lecture: 1.5 hours  
Laboratory: 1.5 hours  
Study of various grades and cuts of meat and their use in restaurant sales. Cost control and fabrication.  
Field trips may be required.

**146 BEVERAGE MANAGEMENT 2 Units**

Lecture: 3 hours  
Control, distribution, planning of bar inventories and purchases, labor planning, laws.

**147 BEVERAGE MANAGEMENT 3 Units**

Prerequisite: At least 21 years of age  
Lecture: 2 hours  
Laboratory: 3 hours  
Study of all aspects of beverage management including federal, state and local regulations, mixology background and future of the beverage industry.  
Field trips may be required.

**148 HISTORY AND PRODUCTION OF CALIFORNIA WINES 2 Units**

Lecture: 2 hours  
Introduction to the history, development, production and types of wines.  
Field trips are required.

**Recreation Industry**

**151 INTRODUCTION TO PARKS AND RECREATION 3 Units**

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 TRAVEL - TOURISM INDUSTRY/TOUR 2 Units**

Lecture: 2 hours  
Evolution of tourism as an industry. Survey of domestic and international travel, laws, services, communications systems, principles and procedures of group tour management and planning.  
Field trips may be required.

**197 WORK EXPERIENCE IN HOSPITALITY MANAGEMENT 1-4 Units**

Prerequisite: Employment must be approved by Work Experience Coordinator. Must be enrolled in at least seven units including Work experience. During Summer Session must be enrolled in at least one other course.

75 hours paid employment equals 1 unit of credit  
60 hours unpaid employment equals 1 unit of credit  
Provides students an opportunity to experience supervised employment in Hospitality Management. The student's employment must be related to educational or occupational goals.  
Offered for Credit/No Credit only.  
May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.

**HUMANITIES**

**1 OLD WORLD CULTURE 3 Units**

(formerly 101)  
Skill Level Recommended: Eligibility for English 1a  
Lecture: 3 hours  
An introductory survey of influences on Western culture, historically structured from classical Greece to the Renaissance, presenting enduring works of art, drama, literature, music and philosophy.

**2 MODERN CULTURE 3 Units**

(formerly 102)  
Skill Level Recommended: Eligibility for English 1a  
Lecture: 3 hours  
An introductory survey of humanistic culture, historically structured from the Enlightenment to the present scene, presenting enduring works of art, drama, literature, music, and philosophy.

**LAW ENFORCEMENT**

**140a ARSON INVESTIGATION: Beginning 2 Units**

Lecture: 2 hours  
Designed to prepare new fire investigators and detectives from law enforcement to carry out the responsibility of arson detection and establish the foundation for an indepth arson investigation  
(Students may receive credit for either Law Enforcement 140a and 140b or Fire Technology 27, but not both.)

**140b ARSON INVESTIGATION: Advanced 2 Units**

Prerequisite: Law Enforcement 140a with a grade of "C" or better or consent of instructor  
Lecture: 2 hours  
A continuation of the introductory course emphasizing preservation of evidence, explosive devices, testimony as an expert, insurance laws, and advanced fire problems.

**LIBRARY**

**1 INTRODUCTION TO LIBRARY RESOURCES 1 Unit**

(formerly 101)  
Lecture: .5 hour  
Laboratory: 1.5 hours  
Instruction in the effective use of a library, its resources and services. Provides training in use of the card catalog, periodical indexes, major reference tools, and in developing an effective search strategy.

**MATHEMATICS**

**2 ELEMENTS OF STATISTICS 4 Units**

(formerly 105)  
Prerequisite: Mathematics 104 with a grade of "C" or better or second year high school algebra or consent of instructor  
Lecture: 4 hours  
or  
Lecture: 3 hours  
Laboratory: 3 hours  
Statistical concepts of probability, analysis and significance of measurements, measures of central tendency, correlation, variation, distributions, and reliability and validity of test.

**8 TRIGONOMETRY 4 Units**

(formerly 102)  
Prerequisite: A grade of "C" or better in Mathematics 104 or Mathematics 103 or second year high school algebra and one year geometry or consent of instructor  
Lecture: 4 hours  
or  
Lecture: 3 hours  
Laboratory: 3 hours  
Mathematics of angles, triangles, trigonometric functions, circular functions, trigonometrics, identities, graphs, and logarithms.

**10 COLLEGE ALGEBRA 4 Units**

(formerly 103)  
Prerequisite: Mathematics 104 with a grade of "C" or better or equivalent high school course or consent of instructor  
Lecture: 4 hours  
or  
Lecture: 3 hours  
Laboratory: 3 hours  
Extension of algebraic concepts; includes quadratic equations, inequalities, systems of equations, complex numbers, matrices, determinants, and polynomial, exponential, and logarithmic functions.

**12 FINITE MATHEMATICS 4 Units**

(formerly 110)  
Prerequisite: Mathematics 104 with a grade of "C" or better or two years of high school algebra or consent of instructor  
Skill Level Recommended: Eligibility for English 1a  
Lecture: 4 hours  
or  
Lecture: 3 hours  
Laboratory: 3 hours  
Introduction to mathematical modeling, linear systems of equations and inequalities (linear programming) sets, combinatorics, probability, statistics, and the mathematics of finance.

**18 CALCULUS WITH ANALYTIC GEOMETRY 4 Units**

(formerly 120a)  
Prerequisite: Two years of high school algebra, one year of plane geometry and one-half year of trigonometry or Mathematics 8 with a grade of "C" or better. Mathematics 10 recommended  
Lecture: 4 hours  
or  
Lecture: 3 hours  
Laboratory: 3 hours  
An integrated course in calculus and analytic geometry including limits, continuity, differentiation and integration with applications, logarithmic functions, and exponential functions.

**20 CALCULUS WITH ANALYTIC GEOMETRY 4 Units**

(formerly 120b)  
Prerequisite: Mathematics 18 with a grade of "C" or better or consent of instructor  
Lecture: 4 hours  
or  
Lecture: 3 hours  
Laboratory: 3 hours  
An integrated course in calculus and analytic geometry including transcendental functions, indeterminate forms, improper integrals, Taylor's Formula, infinite series, conic sections, polar coordinates, and polar curves.

**22 VECTOR AND MULTIVARITE CALCULUS 4 Units**

(formerly 120C)  
Prerequisite: Mathematics 20 with grade of "B" or better or consent of instructor  
Lecture: 3 hours  
Laboratory: 3 hours  
Vectors and solid analytic geometry, vector-valued functions, partial differentiation, multiple integrals, vector fields, and topics in vector calculus.

**100 BASIC MATHEMATICS 2 Units**

(formerly 50)  
Lecture: 2 hours  
or  
Lecture: 1 hour  
Laboratory: 3 hours  
Basic mathematical theory and notation; arithmetic skills with introduction to algebraic expressions, equations, geometric formulas, and measurement; application of skills in a variety of contexts.  
Offered for Credit/No Credit only.

- 101 BEGINNING ALGEBRA** 4 Units  
(formerly 55)  
*Lecture: 4 hours*  
or  
*Lecture: 3 hours*  
*Laboratory: 3 hours*  
Introduction to algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; and applications of algebra in a variety of contexts.
- 102 ENTRY LEVEL GEOMETRY** 1 Units  
(formerly 58)  
*Prerequisite: One Year of High School Algebra or Math 101 recommended*  
*Laboratory: 3 hours*  
An introduction to the symbols and vocabulary, relations, measurement, and application involving geometric concepts.  
*Offered for Credit/No Credit only.*
- 103 GEOMETRY** 3 Units  
(formerly 60)  
*Prerequisite: One Year of High School Algebra or Math 101 recommended*  
*Lecture: 3 hours*  
or  
*Lecture: 2 hours*  
*Laboratory: 3 hours*  
Rectilinear figures, circles, parallels, perpendiculars, areas, similarity, constructions, logic, and proofs.
- 104 INTERMEDIATE ALGEBRA** 4 Units  
(formerly 101)  
*Prerequisite: Mathematics 101 with a grade of "C" or better or one year of high school algebra or consent of instructor*  
*Lecture: 4 hours*  
or  
*Lecture: 3 hours*  
*Laboratory: 3 hours*  
Study of algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; application of algebra in a variety of contexts.

**MEDIA TECHNOLOGY**

- 52a VIDEO PRODUCTION: Beginning** 3 Units  
(formerly 152a)  
*Lecture: 2 hours*  
*Laboratory: 3 hours*  
The art and technique of beginning video production stressing the skills of camera, lighting, editing, and sound. Emphasis on production techniques for the local public access channel.
- 52b VIDEO PRODUCTION: Advanced** 3 Units  
(formerly 152b)  
*Prerequisite: Media Technology 52a with a grade of "C" or better or consent of instructor*  
*Lecture: 2 hours*  
*Laboratory: 3 hours*  
To utilize the skills learned in Media Technology 52a and apply them to production of programs on the local public access channel.  
*May be repeated two times.*

**MUSIC**

- 1 MUSIC FUNDAMENTALS** 2 Units  
(formerly 100)  
*Lecture: 2 hours*  
Introduction to traditional musical notation, key signatures, scales, intervals and chords, sight singing and ear training.
- 2 INTRODUCTION TO MUSIC** 3 Units  
(formerly 102)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
Study and analysis of music, including instrumentation, form, basic elements, and general background of styles and composers.
- 10 SURVEY OF MUSIC HISTORY AND LITERATURE: Ancient to 1750** 3 Units  
(formerly 110a)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
A survey of elements of style, major composers, and masterpieces of music from the Greek era through Medieval, Renaissance, Baroque, and Early Classic periods; survey from 1000 B.C. through 1750 A.D.. Includes the music of Palestrina, Bach, and Handel.
- 11 SURVEY OF MUSIC HISTORY AND LITERATURE: 1750 to present** 3 Units  
(formerly 110b)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
A survey of elements of styles, major composers, and masterpieces of music during the Classic, Romantic, and 20th Century periods from 1750 to the present. Includes music of Mozart, Beethoven, Wagner, Debussy, Schoenberg, and Capland.
- 20a MUSIC THEORY** 5 Units  
(formerly 120a)  
*Lecture: 5 hours*  
Analysis of the essentials for understanding and writing music. Included are rhythm, scales, intervals, chords, notation, melody writing; study of diatonic 4-part harmony, figured bass, chord progressions, harmonic motion, ear training and keyboard applications.  
*May be repeated one time.*
- 20b MUSIC THEORY** 5 Units  
(formerly 120b)  
*Prerequisite: Music 20a with a grade of "C" or better or consent of instructor*  
*Lecture: 5 hours*  
Continuing study in harmony and analysis. Included are secondary dominants, modulation, altered chords, non-harmonic notes, extended chords, harmonic ear training, and keyboard harmony.

- 31a ELEMENTARY CLASS PIANO** 1.5 Units  
(formerly 131a)  
*Lecture: 1 hour*  
*Activity: 2 hours*  
An introduction to the skill of piano playing based on music reading; fundamentals of rhythm, notation, and technique. Basic theory will include knowledge and application of musical terms, scales, key signatures, and chords.
- 31b ELEMENTARY CLASS PIANO** 1.5 Units  
(formerly 131b)  
*Prerequisite: Music 31a with a grade of "C" or better or consent of the instructor*  
*Lecture: 1 hour*  
*Activity: 2 hours*  
Continuation of the fundamentals of piano performance with emphasis given to the essentials of music reading. Theory will include the presentation of scales and keys, both major and minor, review and application of chords and inversions, and an introduction to improvisation. Piano literature will include both classical and popular compositions as well as exercises and technical studies.
- 36a ELEMENTARY CLASS VOICE** 1.5 Units  
(formerly 136a)  
*Lecture: 1 hour*  
*Activity: 2 hours*  
Group and individual instruction in signing at a beginning level including improving and strengthening vocal tone, extending the vocal range, selecting songs and performing.
- 36b ELEMENTARY CLASS VOICE** 1.5 Units  
(formerly 136b)  
*Prerequisite: Music 36a with a grade of "C" or better or consent of instructor*  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 1 hour*  
*Activity: 2 hours*  
Group and individual instruction in singing including continued work in strengthening and expanding the vocal range and reinforcement of vocal skills taught in Music 36a.
- 41a INTERMEDIATE CLASS PIANO** 1.5 Units  
(formerly 141a)  
*Prerequisite: Music 31b with a grade of "C" or better or consent of the instructor*  
*Lecture: 1 hour*  
*Activity: 2 hours*  
Study of playing techniques requiring the full range of the piano and covering piano literature from 1700 to the present emphasizing style and interpretation.
- 41b INTERMEDIATE CLASS PIANO** 1.5 Units  
(formerly 141b)  
*Prerequisite: Music 41a with a grade of "C" or better or consent of the instructor*  
*Lecture: 1 hour*  
*Activity: 2 hours*  
Continuation of Music 41a.

- 46a INTERMEDIATE CLASS VOICE** 1.5 Units  
(formerly 146a)  
*Prerequisite: Music 36b with a grade of "C" or better or consent of instructor*  
*Lecture: 1 hour*  
*Activity: 2 hours*  
Group and individual instruction in the refinement of singing technique using classical and popular solo repertoire from 1600 to the present and emphasizing style, interpretation, vocal physiology and increased musicianship.
- 46b INTERMEDIATE CLASS VOICE** 1.5 Units  
(formerly 146b)  
*Prerequisite: Music 46a with a grade of "C" or better or consent of instructor*  
*Lecture: 1 hour*  
*Activity: 2 hours*  
Group and individual instruction in advanced/intermediate vocal techniques including advanced song literature, interpretation, physiology and increased musicianship.
- 50 SERIES — APPLIED MUSIC**  
(formerly 150)  
*Prerequisite: Audition*  
*Lecture: 1 hour*  
Study of performance techniques, interpretation, and repertoire related to private music instruction. Designated for music majors and minor.  
*May be repeated three times.*  
  
  - 50 APPLIED MUSIC: Guitar** 1 Unit
  - 51 APPLIED MUSIC: Keyboard** 1 Unit
  - 52 APPLIED MUSIC: Woodwinds** 1 Unit
  - 53 APPLIED MUSIC: Brass** 1 Unit
  - 54 APPLIED MUSIC: Strings** 1 Unit
  - 55 APPLIED MUSIC: Percussion** 1 Unit
  - 56 APPLIED MUSIC: Voice** 1 Unit
  - 57 APPLIED MUSIC: Synthesizer** 1 Unit
- 60 CHOIR** 1 Unit  
(formerly 160)  
*Activity: 3-6 hours*  
Rehearsal and performance of music written for choirs. Repertoire includes selections of various styles.  
*May be repeated three times.*
- 64 JAZZ CHOIR** 1 Unit  
(formerly 164)  
*Prerequisite: Audition*  
*Activity: 3-6 hours*  
Study and performance of vocal jazz and improvisation in an ensemble of limited size.  
*May be repeated three times.*
- 65 THEATER PRODUCTION: Music Emphasis** 1 Unit  
(formerly 165)  
*Prerequisite: Audition*  
*Activity: 3-6 hours*  
Directed activities in theatre production for public performance with a concentration in vocal or instrumental music.  
*May be repeated three times.*

- 66 COMMUNITY CHORUS** 1 Unit  
(formerly 166)  
*Activity: 3-6 hours*  
Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship.  
*May be repeated three times.*
- 69 MADRIGAL ENSEMBLE** 1 Unit  
(formerly 169)  
*Activity: 3-6 hours*  
Study and performance of vocal chamber music with emphasis on the Renaissance and Contemporary periods.  
*May be repeated three times.*
- 70 COLLEGE BAND** 1 Unit  
(formerly 170)  
*Activity: 3-6 hours*  
Study and performance of band repertoire of all styles.  
*May be repeated three times.*
- 72 JAZZ ENSEMBLE** 1 Unit  
(formerly 172)  
*Prerequisite: Audition*  
*Activity: 3-6 hours*  
Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored.  
*May be repeated three times.*
- 76 COMMUNITY ORCHESTRA** 1 Unit  
(formerly 176)  
*Prerequisite: Audition for wind, brass, and percussion players as needed.*  
*Activity: 3-6 hours*  
Study and performance of orchestral literature of various styles and media.  
*May be repeated three times.*
- 78 ENSEMBLE: Instrumental Emphasis** 1 Unit  
(formerly 178)  
*Prerequisite: Audition*  
*Activity: 3-6 hours*  
Study and performance of music for small ensembles, duets, and chamber groups.  
*May be repeated three times.*

**NATURAL RESOURCES**

*See Page 34 for Certificate Requirements*

- 1 ENVIRONMENTAL CONSERVATION** 3 Units  
(formerly 100)  
*Lecture: 3 hours*  
Conservation of the biological and physical environment. History of the conservation movement. A case-study approach to land use practices of environmental conservation with current topics on endangered species, environmental pollution, wilderness management, energy, population and the uniqueness of California and Alaska natural resources.  
*Field trips may be required.*

- 5 ALTERNATIVE ENERGY SOURCES** 3 Units  
(formerly 105)  
*Lecture: 2 hours*  
*Laboratory: 3 hours*  
Home energy conservation and energy efficient construction methods. Practical applications of solar, wind, and hydro-energy systems for heating, cooling, food drying, water pumping and electrical production.  
*Field trips will be required.*

- 9 PARKS AND FORESTS LAW ENFORCEMENT** 2 Units  
(formerly 109)  
*Lecture: 2 hours*  
Knowledge and skills required in areas of constitutional, criminal, and civil law as related to law enforcement activities conducted by resource agencies.  
*Field trips may be required.*

- 22 ECOLOGY AND USE OF FIRE IN FOREST ECOSYSTEMS**  
(formerly 122)  
*Lecture: 1.5 hours*  
*Laboratory: 1.5 hours*  
Introduction to the ecology of fire in the mixed coniferous forest and to the use of prescribed burning as a resource management tool. Selected topics include the effects of fire on vegetation, soils, hydrology, wildlife, air quality, and esthetics; forest fire behavior and the role of fire suppression; the history and current issues of prescribed burning; and the planning and implementation of a prescribed burning program in selected locations.  
*Field trips will be required.*

- 30 WILD EDIBLE AND USEFUL PLANTS** 3 Units  
(formerly 130)  
*Lecture: 2 hours*  
*Laboratory: 3 hours*  
Survey of wild edible and useful plants with particular emphasis on the Sierra Nevada. Methods of collection, preserving and preparing wild plants with an emphasis on acorn preparation. Use of plant identification keys. Exposure to the nutritional content of plants, poisonous plants, basketry, dyeing, wild herbs and maple sugaring.  
*Field trips will be required.*

**NATURAL RESOURCES TECHNOLOGY**

*See Page 34 for Certificate Requirements*

- 150 NATURAL HISTORY AND ECOLOGY** 2 Units  
(formerly 50)  
*Lecture: 2 hours*  
Natural history and ecology with emphasis on the interrelationships among plants, animals, soils, geology and climate of California. Selected topics on plant succession, terrestrial and aquatic ecosystems, organism adaptation and diversity, evolution, California's physical/biological environment, California biomes, and Sierra Nevada Life Zones.  
*Field trips may be required.*
- 152 APPLIED WILDLANDS MANAGEMENT** 3 Units  
(formerly 52)  
*Prerequisite: Natural Resources Technology 160 recommended*  
*Lecture: 2 hours*  
*Laboratory: 3 hours*  
Techniques of managing wildlands for maximum forage, soil, water, wildlife and recreation quality. Field observations and applications for restoration and protection of watershed, range, wildlife and recreation values.  
*Field trips will be required.*
- 155 INTERPRETIVE GUIDED TOURS** 2 Units  
(formerly 55)  
*Lecture: 2 hours*  
Methods of meeting and serving diverse public groups in their social, cultural, and recreational use of wildland recreation sites.  
*Field trips will be required.*
- 160 AERIAL PHOTOGRAPHY AND MAP INTERPRETATION** 2 Units  
(formerly 60)  
*Lecture: 1 hour*  
*Laboratory: 3 hours*  
Use of basic photogrammetric instruments and equipment. Techniques of delineating soil-vegetation and timber types and distinguishing physical features on aerial photographs. Techniques of interpretation of planimetric, topographic, orthophoto topographic, and geologic maps. Principles of remote sensing.  
*Field trips may be required.*
- 163 WATER FOR CONSUMPTION** 3 Units  
(formerly 63)  
*Lecture: 3 hours*  
Study of present and future sources of community water supply with special attention to state standards for potable water. Analysis, processing, treatment, quality control, storage and distribution of community water.  
*Offered for Credit/No Credit only.*  
*Meets Water Treatment Plant Operator state certification prerequisite for examination at Grade 2 level.*  
*Field trips may be required.*

- 181 CALIFORNIA WILDLIFE** 4 Units  
(formerly 81)  
*Lecture: 4 hours*  
Study of the field identification characteristics, habitat requirements, life history, management and population dynamics of selected California mammals, birds and fish. Methods and problems of appraising and manipulating game mammals, furbearers, upland game and fisheries to improve populations. Techniques of habitat appraisal and manipulation to improve wildlife populations.  
*Field trips are required.*

- 197 WORK EXPERIENCE IN FORESTRY AND NATURAL RESOURCES** 1-4 Units  
*Prerequisite: Employment must be approved by Work Experience Coordinator. Must be enrolled in at least seven units including Work Experience. During Summer Session must be enrolled in at least one other course.*  
  
*75 hours paid employment equals 1 unit of credit*  
*60 hours unpaid employment equals 1 unit of credit*  
Provides students an opportunity to experience supervised employment in Forestry and Natural Resources. The student's employment must be related to educational or occupational goals.  
*Offered for Credit/No Credit only.*  
*May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.*

**PHILOSOPHY**

- 1 INTRODUCTION TO PHILOSOPHY** 3 Units  
(formerly 101)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
Survey of this field of philosophy, including human nature, meaning in life, values in ethics, in social justice, and in art; knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion..
- 25 TWENTIETH CENTURY PHILOSOPHY** 3 Units  
(formerly 125)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
A brief survey of 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.

**PHOTOGRAPHY**

(See ART — Page 52)

**PHYSICAL EDUCATION**

- 1 INTRODUCTION TO PHYSICAL EDUCATION** **2 Units**  
 (formerly 101)  
*Lecture: 2 hours*  
 The 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.
- 3 PERSONAL FITNESS CONCEPTS AND EVALUATIONS** **3 Units**  
 (formerly 105)  
*Lecture: 2 hours*  
*Activity: 3 hours*  
 A study of "how," "why," and "what" of physical activity and exercise. This course is intended to help students make important decisions about their own personal exercise program and their personal physical fitness directions for a lifetime.
- 6 LIFETIME FITNESS PROGRAM** **1-3 Units**  
 (formerly 173a)  
*Lecture: .5-1.5 hours*  
*Laboratory: 1.5-4.5 hours*  
 Introduction to the fundamental principles and practices of scientific exercise conditioning, nutritional requirements, weight control techniques, coronary heart disease concepts, and considerations of preventive medicine. Basic exercise routine involves the circuit training system.
- 7 LIFETIME FITNESS PROGRAM II** **1-2 Units**  
 (formerly 173b)  
*Prerequisite: Physical Education 6 with a grade of "C" or better or consent of instructor*  
*Laboratory: 3-6 hours*  
 A continuation of the exercise principles and practices employing the circuit training system presented in Lifetime Fitness I with emphasis on improving fitness component levels, compliance, motivation, and increased awareness of sound nutritional practices.  
*May be repeated two times.*
- 8 CARDIAC REHABILITATION PROGRAM: Phase III** **1 Unit**  
 (formerly 170)  
*Prerequisite: Primary physician referral*  
*Lecture: .5-1 hour*  
*Laboratory: 1.5-5 hours*  
 A secondary prevention program designed for patients with angina pectoris, healed myocardial infarctions, or post-cardiac surgical referrals whose functional capacity is relatively uncompromised. (Primary physician referral is mandatory.)  
*May be repeated three times.*

- 10 ADAPTIVE PHYSICAL EDUCATION** **.5-1.5 Units**  
 (formerly 158)  
*Activity: 1.5-4.5 hours*  
 Designed to offer individually prescribed fitness direction to the physically limited with emphasis on the improvements of cardiovascular, flexibility and strength components.  
*May be repeated three times.*
- 21 BALLET I** **.5-1.5 Units**  
 (formerly 123)  
*Activity: 1.5-4.5 hours*  
 Introduction to fundamental classical technique, including basic concepts, positions, and combinations designed to acquaint the student with ballet as an expressive art form while development strength, flexibility, and coordination.  
*May be repeated one time.*
- 22 BALLET II** **.5-1.5 Units**  
 (formerly 124)  
*Prerequisite: P.E. 21 with a grade of "C" or better or consent of instructor*  
*Activity: 1.5-4.5 hours*  
 Continuing study of techniques and principles of classical ballet inphrasing, combinations, and stylistic elements.  
*May be repeated one time.*
- 23 CONTEMPORARY DANCE I** **.5-1.5 Units**  
 (formerly 129)  
*Activity: 1.5-4.5 hours*  
 Introduction to contemporary dance technique, designed to acquaint the student with the fundamentals of dance and creative movement exploration while developing strength, flexibility, and expressiveness.  
*May be repeated one time.*
- 24 CONTEMPORARY DANCE II** **.5-1.5 Units**  
 (formerly 130)  
*Prerequisite: P.E. 23 with a grade of "C" or better or consent of instructor*  
*Activity: 1.5-4.5 hours*  
 Contemporary dance technique at the intermediate level with emphasis on developing artistic competence, performance skills, and basic choreographic concepts.  
*May be repeated one time.*
- 25 JAZZ DANCE I** **.5-1.5 Units**  
 (formerly 127)  
*Activity: 1.5-4.5 hours*  
 Introduction to the fundamentals of jazz dance, designed to acquaint the student with basic technique in a cultural and historical context while developing strength, flexibility, and stylistic awareness.  
*May be repeated one time.*

- 26 JAZZ DANCE II** **.5-1.5 Units**  
 (formerly 128)  
*Prerequisite: P.E. 25 with a grade of "C" or better or consent of instructor*  
*Activity: 1.5-4.5 hours*  
 Continuing work in jazz dance with emphasis on developing stylistic elements and performance techniques. Specific attention given to learning extended movement combinations and compositional forms indigenous to American jazz.  
*May be repeated one time.*
- 27 CHOREOGRAPHY** **3 Units**  
 (formerly 117)  
*Prerequisite: Audition and concurrent enrollment in P.E. 28 or consent of instructor*  
*Lecture: 2 hours*  
*Activity: 3 hours*  
 A comprehensive exploration of choreography fundamentals through a sequential progression of movement experiences designed to develop the creative potential and provide a fuller understanding of the creative process.  
*May be repeated three times.*
- 28 DANCE PRODUCTION** **2 Units**  
 (formerly 116)  
*Prerequisite: Audition and concurrent enrollment in P.E. 27 or consent of instructor*  
*Activity: 6 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.  
*May be repeated three times.*
- 29 THEATRE PRODUCTION: DANCE EMPHASIS** **1-2 Units**  
 (formerly 112)  
*Prerequisite: Audition*  
*Laboratory: 3-6 hours*  
 Directed activities in theatre production for public performance with a concentration in dance.  
*May be repeated three times.*
- 30 AEROBIC EXERCISE** **.5-1.5 Units**  
 (formerly 120)  
*Laboratory: 1.5-4.5 hours*  
 A fitness class designed to promote cardiovascular conditioning, muscular strength and endurance, and flexibility with emphasis on the fundamental principles of exercise as a component of health.  
*May be repeated three times.*
- 32 BASKETBALL: MEN'S RULES** **.5-1.5 Units**  
 (formerly 151)  
*Activity: 1.5-4.5 hours*  
 Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy.  
*May be repeated three times.*

- 33 BASKETBALL: WOMEN'S RULES** **.5-1.5 Units**  
 (formerly 152)  
*Laboratory: 1.5-4.5 hours*  
 Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy.  
*May be repeated three times.*
- 34 BASKETBALL: ADVANCED THEORY AND PRACTICE** **2 Units**  
 (formerly 103)  
*Lecture: 1 hour*  
*Activity: 3 hours*  
 Advanced concepts, strategy, and practice necessary in the playing and understanding of collegiate basketball.  
*May be repeated three times.*
- 35 DISTANCE RUNNING** **.5-1.5 Units**  
 (formerly 137)  
*Activity: 1.5-4.5 hours*  
 Instruction and practice in the sport of distance running with emphasis on training techniques to enable students to safely negotiate distances of two or more miles.  
*May be repeated three times.*
- 36 FENCING** **.5-1.5 Units**  
 (formerly 132)  
*Activity: 1.5-4.5 hours*  
 Introduction to swordsmanship for men and women. Fencing with the French foil, with instruction in the basic skills, rules, and officiating of the sport. Intra-class contests (fencing bouts) will be played.  
*May be repeated three times.*
- 38 GOLF I** **.5-1.5 Units**  
 (formerly 134)  
*Activity: 1.5-4.5 hours*  
 Instruction and practice in fundamentals.
- 39 GOLF II** **.5-1.5 Units**  
 (formerly 135)  
*Prerequisite: P.E. 38 with a grade of "C" or better or consent of instructor*  
*Activity: 1.5-4.5 hours*  
 Instruction and practice in skills, rules and strategy.  
*May be repeated two times.*
- 40 RACQUET SPORTS** **.5-2 Units**  
 (formerly 142)  
*Activity: 1.5-4.5 hours*  
 An introductory level course with instruction and practice in badminton and paddle tennis. Each activity is taught for nine weeks and provides the student with an exposure to the fundamentals, rules, and strategy of each.  
*May be repeated three times.*

- 42 SKIING CONDITIONING .5-1.5 Units**  
(formerly 138)  
*Activity: 1.5-4.5 hours*  
Instruction in progressive exercises and conditioning for snow skiing.  
*May be repeated three times.*
- 43 SKIING—ALPINE I .5-1.5 Units**  
(formerly 139a)  
*Activity: 1.5-4.5 hours*  
Instruction and practice in basic fundamentals of snow skiing on the slopes. Care and selection of equipment, terminology, and safety included.  
*Offered for Credit/No Credit only.*
- 44 SKIING—ALPINE II .5-1.5 Units**  
(formerly 139b)  
*Prerequisite: Physical Education 43 or consent of instructor*  
*Activity: 1.5-4.5 hours*  
Instruction and practice in intermediate through advanced snow skiing techniques employed by the American teaching method. Classes are held on the ski slopes.  
*Offered for Credit/No Credit only.*
- 45 SKIING: CROSS COUNTRY .5-1.5 Units**  
(Formerly 140)  
*Activity: 1.5-4.5 hours*  
Instruction and practice for snow skiing in the open country. Care and selection of equipment, safety, and outdoor orientation emphasized.  
*Offered for Credit/No Credit only.*  
*May be repeated one time.*
- 47 SOCCER .5-1.5 Units**  
(formerly 155)  
*Activity: 1.5-4.5 hours*  
Instruction, practice, and participation in game play. Emphasis on rules, individual skills, and strategy in the field.  
*May be repeated three times.*
- 50 TENNIS I .5-1.5 Units**  
(formerly 143)  
*Activity: 1.5-4.5 hours*  
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 in both singles and doubles tennis.  
*May be repeated one time.*
- 51 TENNIS II .5-1.5 Units**  
(formerly 144)  
*Prerequisite: Physical Education 50 with a grade of "C" or better or consent of instructor*  
*Activity: 1.5-4.5 hours*  
Instruction and practice in the advanced aspects of Eastern grip tennis. Emphasis on game play and development with individualized coaching and analysis for the more experienced player. Includes tactics and court coverage to encourage a more powerful game in both singles and doubles tennis.  
*May be repeated one time.*

- 53 VOLLEYBALL I .5-1.5 Units**  
(formerly 146)  
*Activity: 1.5-4.5 hours*  
Basic techniques with emphasis on offensive and defensive tactics of team play. Rules and intra-class competition included.  
*May be repeated one time.*
- 54 VOLLEYBALL II .5-1.5 Units**  
(formerly 147)  
*Prerequisite: Physical Education 53 with a grade of "C" or better or consent of instructor*  
*Activity: 1.5-4.5 hours*  
An intermediate level of skills and strategies for the experienced player; an introduction to power volleyball play.  
*May be repeated one time.*
- 56 WEIGHT TRAINING I .5-1.5 Units**  
(formerly 149)  
*Activity: 1.5-4.5 hours*  
Instruction in use of weights and body building equipment with emphasis upon individual program development.  
*May be repeated one time.*
- 57 WEIGHT TRAINING II .5-1.5 Units**  
(formerly 150)  
*Prerequisite: Physical Education 56 with a grade of "C" or better or consent of instructor*  
*Activity: 1.5-4.5 hours*  
Designed to help individuals accomplish a fine state of physical fitness through the use of "overload" equipment and progressive resistance exercises. Each person shall, with the counseling of the instructor, analyze particular needs and establish a program that will help accomplish these goals.  
*May be repeated one time.*
- Intercollegiate Athletics
- 82 VARSITY BASKETBALL 2 Units**  
(formerly 162)  
*Prerequisite: Must be enrolled as a full-time student*  
*Activity: 10 hours*  
Preparation and training for intercollegiate varsity basketball competition. Participation in contests with other colleges will be scheduled.  
*Field trips will be required.*  
*May be repeated three times.*
- 84 VARSITY TENNIS 2 Units**  
(formerly 164)  
*Prerequisite: Must be enrolled as a full-time student*  
*Activity: 10 hours*  
Preparation and training for intercollegiate varsity tennis competition. Participation in contests with other colleges will be scheduled.  
*Field trips will be required.*  
*May be repeated three times.*

- 86 VARSITY VOLLEYBALL 2 Units**  
(formerly 166)  
*Prerequisite: Must be enrolled as a full-time student*  
*Activity: 10 hours*  
Preparation and training for intercollegiate varsity volleyball competition. Participation in contests with other colleges will be scheduled.  
*Field trips will be required.*  
*May be repeated three times.*

PHYSICS

- 1 CONCEPTUAL PHYSICS 3 Units**  
(formerly 100)  
*Prerequisite: Mathematics 101 with a grade of "C" or better or consent of instructor*  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
A conceptual investigation of the physics of motion, energy, light and color, gravitation, vibrations and waves and an introduction to black holes.
- 5a GENERAL PHYSICS 5 Units**  
(formerly 120a)  
*Prerequisite: Math 8 with grade of "C" or better or Math 18 with grade of "C" or better and concurrent enrollment in Math 8 or consent of instructor*  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 4 hours*  
*Laboratory: 3 hours*  
A general, calculus level investigation of Newtonian mechanics and fluid mechanics.
- 6b GENERAL PHYSICS 5 Units**  
(formerly 120b)  
*Prerequisite: Physics 20a with a grade of "C" or better or consent of instructor*  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 4 hours*  
*Laboratory: 3 hours*  
A general calculus level investigation of the physics of electricity and magnetism.

POLITICAL SCIENCE

- 10 CONSTITUTIONAL GOVERNMENT 3 Units**  
(formerly 101)  
*Lecture: 3 hours*  
Basic principles of United States and California constitutional governments with emphasis on dynamics of the American federal systems, governmental power and sources of power at the national, state and local levels and the rights and responsibilities of democratic citizenship.
- 12 AMERICAN POLITICAL THOUGHT 3 Units**  
(formerly 110)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
Historical survey of American political processes, traditions and aspirations. Emphasis will be on contemporary political issues.

- 14 INTERNATIONAL RELATIONS 3 Units**  
(formerly 115)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
Dynamics of interstate relations; diplomacy and international law; international, regional, and supranational organizations; war and peace; foreign policy.

PSYCHOLOGY

- 1 GENERAL PSYCHOLOGY 3 Units**  
(formerly 101)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
An introductory survey course of the general field of psychology. Topics to be covered include conditioning, personality development, aggression, emotions, stress, anxiety, therapy, sexuality, motivation, consciousness, biology and behavior, and abnormal psychology.
- 2 CURRENT ISSUES IN PSYCHOLOGY 3 Units**  
(formerly 102)  
*Prerequisite: Psychology 1 with a grade of "C" or better or consent of instructor*  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
A look at the more advanced areas of study in psychology, concentrating on current theoretical approaches and research findings regarding areas of controversy.
- 25 BIOFEEDBACK AND STRESS MANAGEMENT 3 Units**  
(formerly 125)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
Lifestyles, psychological coping strategies, communication techniques, and the philosophical contexts which underlie and promote self-control, optimal well-being, and potential of the student; use of biofeedback equipment to enhance self-awareness and to learn the "relaxation response."
- 30 PERSONAL AND SOCIAL ADJUSTMENT 3 Units**  
(formerly 130)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
The study of personal growth and adjustment to help prepare the individual for the lifelong understanding of self. Discussion of personality development, interpersonal relations, sexuality, stress management, family dynamics, dealing with losses and other concerns of the individual in our society.  
*Field trips may be required.*

## SEARCH AND RESCUE

See Page 35 for Certificate Requirements

- 3 ENVIRONMENTAL INJURIES** 1 Unit  
(formerly 103)  
*Skill Level Recommended: Health Education 13 or Advanced First Aid*  
*Lecture: 1 hour*  
A review of injuries caused by recreational and vocational activities in the outdoors, including heat, cold, water, altitude, and animal-caused injuries.
- 5 MOUNTAIN MEDICINE** 1 Unit  
(formerly 105)  
*Skill Level Recommended: Health Education 13 or Advanced First Aid*  
*Lecture: 1 hour*  
Review of common injuries and illnesses encountered in the outdoors. Emphasis on improvised treatment of trauma with a minimum of manpower, equipment and mobility, includes discussion of psychological aspects, proper nutrition, diseases arising from travel in rural areas and recommended first aid supplies.
- 7 BASIC SURVIVAL** 1 Unit  
(formerly 107)  
*Lecture: 1 hour*  
An intensive seminar in short-term wilderness survival with emphasis on preventing survival emergencies by psychological and skills preparedness. Human energy and water balance will be stressed as well as correct emergency responses to survival in arid and cold climates. Also included will be instruction regarding proper clothing and makeup of a simple, inexpensive survival kit.
- 9 COLD WEATHER SURVIVAL** 1 Unit  
(formerly 109)  
*Lecture: 1 hour*  
An intensive seminar in short-term survival in cold and wet wilderness environments. Psychological skills, equipment preparedness and emergency prevention will be emphasized. Adaptation of basic skills to the factors of snow, rain, and high winds will be stressed. Illnesses caused by cold/wet environment will be reviewed.
- 10 INTRODUCTION TO SEARCH THEORY** 2 Units  
(formerly 110)  
*Lecture: 2 hours*  
An overview of current search theories as developed by the National Park Service and the National Association for Search and Rescue. National Association for Search and Rescue Certification available to the student.  
*May be repeated two times.*

- 14 TRACKING AND SIGN CUTTING** 1 Unit  
(formerly 114)  
*Lecture: 1 hour*  
An overview of current tracking theories and techniques as developed by the U.S. Border Patrol.  
*Offered for Credit/No Credit only.*  
*Field trips may be required.*  
*May be repeated three times.*
- 16 THE USE OF SEARCH AND RESCUE DOGS** 1 Unit  
(formerly 116)  
*Lecture: 1 hour*  
Designed to familiarize search and rescue personnel with the latest uses and limitations of Search and Rescue dogs; updated availability of dog units, call-out procedures, OES transportation availability, weather, terrain factors, avalanche dogs and night searching.  
*Offered for Credit/No Credit only.*  
*Field trips may be required.*  
*May be repeated three times.*
- 34 HELICOPTER OPERATIONS** 1 Unit  
(formerly 134)  
*Lecture: 1 hour*  
The role of the helicopter in rescue situations with emphasis on the role of ground rescue personnel. Helicopter safety rules, interagency helicopter request information and procedures, selecting a landing zone, evaluations, inserts, crash procedures, and communications.  
*Offered for Credit/No Credit only.*
- 50 LOW ANGLE ROPE RESCUE** 1.5 Units  
(formerly 150)  
*Lecture: 1.5 hours*  
Instruction in techniques used to evacuate injured or trapped people in less than vertical terrain settings. Topics include knots, anchor systems, rescue of ambulatory and nonambulatory persons.  
*This course meets certificate requirements from the California State Fire Marshal's Office in Low Angle Rope Rescue.*  
*Offered for Credit/No Credit only.*  
*May be repeated three times.*
- 51 RAPPELLING SAFETY/TOUR RESCUE FOR THE FIRE SERVICE** 1 Unit  
(formerly 151)  
*Lecture: 1 hour*  
Designed to update rescue personnel in equipment and technical developments in rappelling. Emphasis on individual safety, rescue of the injured or trapped rappeller and safe management of the training tower and/or incident scene, review and discussion of documented rappelling accidents.  
*Offered for Credit/No Credit only.*  
*May be repeated three times.*

- 52 SWIFTWATER RESCUE** .5 Unit  
(formerly 136)  
*Laboratory: 1.5 hours*  
A general introduction to the problems and solutions of river and flood rescue for emergency personnel, whitewater guides and outfitters and interested recreationalists with an emphasis on applicable techniques for effecting rescues in up to Class VI Whitewater while working to assure the safety of the rescuers.  
*Offered for Credit/No Credit only.*  
*May be repeated two times.*
- 53 VEHICLE EXTRICATION** 1 Unit  
(formerly 153)  
*Lecture: 1 hour*  
Designed to update the rescuer with the use of the Hurst Tool and Black Hawk Extrication kits; hands-on instruction on the latest extrication techniques with special emphasis given to patient management and handling at the accident scene.  
*Offered for Credit/No Credit only.*  
*Field trips may be required.*  
*May be repeated three times.*
- 56 EMERGENCY TRENCH SHORING** 1 Unit  
(formerly 156)  
*Lecture: 1 hour*  
Pre-planning, size-up and management of the trench rescue. Hands-on experience in emergency shoring techniques. (The course meets or exceeds latest CAL-OSHA and California State Fire Training requirements in trench rescue procedures.)  
*Offered for Credit/No Credit only.*  
*May be repeated two times.*
- 58 RESCUE SYSTEMS I, FUNDAMENTALS OF HEAVY RESCUE** 1.5 Units  
(formerly 158)  
*Lecture: 1 hour*  
*Laboratory: 1.5 hours*  
Instruction in techniques used to evaluate injured or trapped people in, above and below ground settings. Topics include rope rescue; building collapse and shoring; lifting and moving heavy objects; and the use of fire service ladders as rescue tools.  
*This course meets or excels certificate requirements from the California State Fire Marshals Office and the Federal Emergency Management Agency in Rescue Systems I; Fundamentals of Heavy Rescue.*  
*Offered for Credit/No Credit only.*  
*May be repeated three times.*
- 59 HEAVY RESCUE INSTRUCTOR TRAINING** 3 Units  
(formerly 159)  
*Prerequisite: Search and Rescue 58 or consent of instructor*  
*Lecture: 3 hours*  
Review and update of heavy duty rescue skills and techniques designed to prepare qualified personnel to teach those skills and techniques to others.  
*Offered for Credit/No Credit only.*  
*May be repeated three times.*

- 70 SPECIAL TOPICS IN RESCUE FOR THE FIRE SERVICE** .5-3 Units  
(formerly 170)  
*Prerequisite: Will vary with topic*  
*Lecture: .5-3 hours*  
*and/or*  
*Laboratory: 1.5-3 hours*  
Various topics in rescue will be covered to meet the individual firefighter or fire department needs. Emphasis on specialized development of skills and knowledge, area planning for rescue, development and implementation of training and rescue evolutions.  
*Offered for Credit/No Credit only.*  
*May be repeated with different topics only.*

## SKILLS DEVELOPMENT

- 188 SPEED READING** 1-2 Units  
(formerly 88)  
*Laboratory: 3-6 hours*  
Designed to help competent readers improve their reading rate.  
*May be repeated one time.*
- 196 PEER TUTORING** .5 Unit  
(formerly 98)  
*Lecture: .5 equals .5 unit*  
Provides students with an opportunity to give academic assistance to other students. Required for any student interested in tutoring for the college.  
*Offered for Credit/No Credit only.*  
*May be repeated one time.*
- 250 WRITTEN LANGUAGE DEVELOPMENT** 3 Units  
(formerly 50a)  
*Prerequisite: Verified learning disability*  
*Lecture: 3 hours*  
Designed for students with learning disabilities who have difficulty succeeding in a traditional classroom. Presents a precise, systematic approach to learning basic communication skills including instruction in phonics, vocabulary building, English speech patterns, reading and writing. The emphasis will be on the development of compensatory strategies for particular skills deficits.  
*May be repeated three times.*
- 251 DIAGNOSTIC LEARNING LABORATORY** 1 Unit  
(formerly 51)  
*Prerequisite: Verified learning disability*  
*Laboratory: 3 hours*  
Individualized assistance in analyzing study problems and selecting and applying suitable learning strategies necessary for academic success in college courses.  
*Offered for Credit/No Credit only.*

- 255 G.E.D. PREPARATION** 1-2 Units  
(formerly 55)  
*Lecture: .5-1.5 hours*  
*Laboratory: 1.5 hours*  
Designed to teach the general skills needed to pass the General Educational Development test.  
*Offered for Credit/No Credit only.*  
*May be repeated three times.*
- 261 BASIC ARITHMETIC** 1-2 Units  
(formerly 61)  
*Laboratory: 3-6 hours*  
Individualized instruction in fundamental operations. A student may start anywhere from whole numbers to formulas.  
*May be repeated three times.*
- 262 REVIEW ALGEBRA** 1 Unit  
(formerly 62)  
*Prerequisite: High school algebra*  
*Laboratory: 3 hours*  
Individualized instruction in the review of high school algebra.  
*May be repeated one time.*
- 275 COLLEGE SPELLING** 1-2 Units  
(formerly 75)  
*Laboratory: 3-6 hours*  
Designed to help students improve their spelling skills.  
*May be repeated two times.*
- 278 READING DEVELOPMENT** 1-2 Units  
(formerly 78)  
*Laboratory: 3-6 hours*  
Individualized instruction and self-instructional materials in specific reading skills units.  
*May be repeated three times.*
- 287 VOCABULARY DEVELOPMENT** 1 Unit  
(formerly 87)  
*Laboratory: 3 hours*  
Designed to help readers improve their vocabulary skills.  
*May be repeated two times.*
- 290 STUDY SKILLS** 1-2 Units  
(formerly 90)  
*Laboratory: 3-6 hours*  
Improvement of the basic study skills.  
*May be repeated three times.*
- 296 APPLIED TEST-TAKING SKILLS** .5-1 Units  
(formerly 96)  
*Lecture: .5-1 hours*  
Basics of successful test-taking with emphasis on the skills necessary to improve performance on a specific exam such as the S.A.T., C.B.E.S.T., or Civil Service Exam.  
*Offered for Credit/No Credit only.*  
*May be repeated three times.*

SOCIAL SCIENCE

- 40 HUMAN SEXUAL BEHAVIOR** 3 Units  
(formerly 140)  
*Skill Level Recommended: Eligibility for English 151*  
*Lecture: 3 hours*  
Exploration of issues in human sexuality from the perspective of the behavioral and social sciences. Study and discussion of sexual behavior, feelings and attitudes as they affect one's self and others.

SOCIOLOGY

*See Page 33 for Human Services Certificate Requirements*

- 1 INTRODUCTION TO SOCIOLOGY** 3 Units  
(formerly 101)  
*Skill Level Recommended: Eligibility for English 1a*  
*Lecture: 3 hours*  
Introduction to the principal concepts and methods of sociology; survey of interactions, interrelationships and processes of society, such as culture, socialization, stratification, minorities, primary and secondary groups, social change.
- 2 AMERICAN SOCIETY: SOCIAL PROBLEMS AND DEVIANCE** 3 Units  
*Lecture: 3 hours*  
Social concerns, such as family disorganization, religious conflicts, educational irregularities, poverty, physical and mental health care, political issues, crime and justice, violence and aggression, drug issues, and environmental problems will be studied from the social institutions and social deviance perspectives.
- 12 FAMILY, MARRIAGE AND THE INDIVIDUAL** 3 Units  
(formerly 112)  
*Skill Level Recommended: Eligibility for English 151*  
*Lecture: 3 hours*  
Comparative and historical treatment of the family institution. Analysis of kinship and family structure, roles and relationships within the family. Assessment of the contemporary society on the American family.
- 28 DEATH AND DYING** 3 Units  
(formerly 128)  
*Skill Level Recommended: Eligibility for English 151*  
*Lecture: 3 hours*  
Examination of the predominant attitudes and practices in regard to death, dying, and grief in the U.S.; included will be material relevant to suicide, the terminally ill, bereavement, and various viewpoints about the phenomenon of death.  
*Field trips may be required.*

**97 WORK EXPERIENCE IN HUMAN SERVICES** 1-4 Units  
(formerly 179)

*Prerequisite: Employment must be approved by Work Experience Coordinator. Must be enrolled in at least seven units including Work Experience. During Summer Session must be enrolled in at least one other course.*

*75 hours paid employment equals 1 unit of credit*

*60 hours unpaid employment equals 1 unit of credit*

Provides students an opportunity to experience supervised employment in Human Services. The student's employment must be related to educational or occupational goals.

*Offered for Credit/No Credit only.*

*May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.*

SPEECH

- 1 FUNDAMENTALS OF SPEECH** 3 Units  
(formerly 101)  
*Prerequisite: Eligibility for English 1a recommended*  
*Lecture: 3 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.
- 2 ARGUMENTATION** 3 Units  
(formerly 110)  
*Prerequisite: Speech 1 with a grade of "C" or better*  
*Lecture: 3 hours*  
A study of the art of argumentation; analysis of issues and evidence; the elements of logic; analysis of others' arguments; oral presentation of arguments.

- 50a SIGN LANGUAGE** 2 Units  
(formerly 150a)  
*Lecture: 2 hours*  
Developing receptive and expressive skills in sign language, including skills in finger spelling. Receptive skills emphasized. The sign language system emphasized is American Sign Language (ASL). Pigeon Signed English (PSE) and Signing Exact English (SEE) will be discussed.

- 50b SIGN LANGUAGE** 2 Units  
(formerly 150b)  
*Prerequisite: Speech 50a with a grade of "C" or better or consent of instructor*  
*Lecture: 2 hours*  
Developing advanced level receptive and expressive skills in conversational sign language and finger spelling.  
*May be repeated two times.*

TEACHER AIDE TRAINING

*See Page 35 for Certificate Requirements.*

- 155a TEACHER AIDE TRAINING: Beginning** 3 Units  
(formerly 55a)  
*Lecture: 3 hours*  
Preparation for teacher aide duties that assist teachers in the classroom learning process with emphasis on the school environment as the place for learning.

- 155b TEACHER AIDE TRAINING: Advanced** 3 Units  
(formerly 55b)  
*Prerequisite: Teacher Aide Training 155a with a grade of "C" or better or consent of instructor*

*Lecture: 2.5 hours*

*Laboratory: 1.5 hours*

The classroom environment focused on the personalities in the classroom: teachers, students, teacher aides, and interpersonal relationships. Students will be required to spend a minimum of 27 hours observing and assisting a certificated teacher in a local elementary school.

- 165 READING FUNDAMENTALS FOR TEACHER AIDES** 2 Units  
(formerly 65)  
*Recommended: Recommend concurrent enrollment in Teacher Aide 155a*

*Lecture: 2 hours*

Principles of teaching reading and the role of a teacher's aide. Includes approaches to reading; development of reading lessons; word analysis, including phonics; use of manipulative aids; and individualized skill development. Some field trips to local elementary schools in lieu of regular class meetings will be required.

- 97 WORK EXPERIENCE AS A TEACHER AIDE** 1-4 Units  
(formerly 179)

*Prerequisite: Employment must be approved by Work Experience Coordinator. Must be enrolled in at least seven units including Work Experience. During Summer Session must be enrolled in at least one other course*

*75 hours paid employment equals 1 unit of credit*

*60 hours unpaid employment equals 1 unit of credit*

Provides students an opportunity to experience supervised employment in Teacher Aide Training. The student's employment must be related to educational or occupational goals.

*Offered for Credit/No Credit only.*

*May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.*

WELDING TECHNOLOGY

- 1 INTRODUCTION TO WELDING** 3 Units  
(formerly 101)  
*Lecture: 1 hour*  
*Laboratory: 6 hours*  
Basic arc and oxygen-acetylene welding as it applies to shop and field techniques.

**3 ADVANCED ARC WELDING TECHNIQUES** **3 Units**

(formerly 103)

*Prerequisite: Welding Technology 1 with a grade of "C" or better or consent of instructor*

*Lecture: 1 hour*

*Laboratory: 6 hours*

Arc welding in all positions (flat, horizontal and overhead). Special emphasis on control of heat and distortion.

**60 PRACTICAL LABORATORY** **1 Unit**

(formerly 160)

*Prerequisite: Welding Technology 3 with a grade of "C" or better or consent of instructor*

*Laboratory: 3 hours*

The student shall gain practical experience by working on an individual project (including certification projects). Emphasis on quality, appearance and function.

*May be repeated one time.*

**WORK EXPERIENCE**

**97 GENERAL WORK EXPERIENCE 1-3 Units**

*Prerequisite: Employment must be approved by Work Experience Coordinator. Must be enrolled in at least seven units including Work Experience. During Summer Session must be enrolled in at least one other course*

*75 hours paid employment equals 1 unit of credit*

*60 hours unpaid employment equals 1 unit of credit*

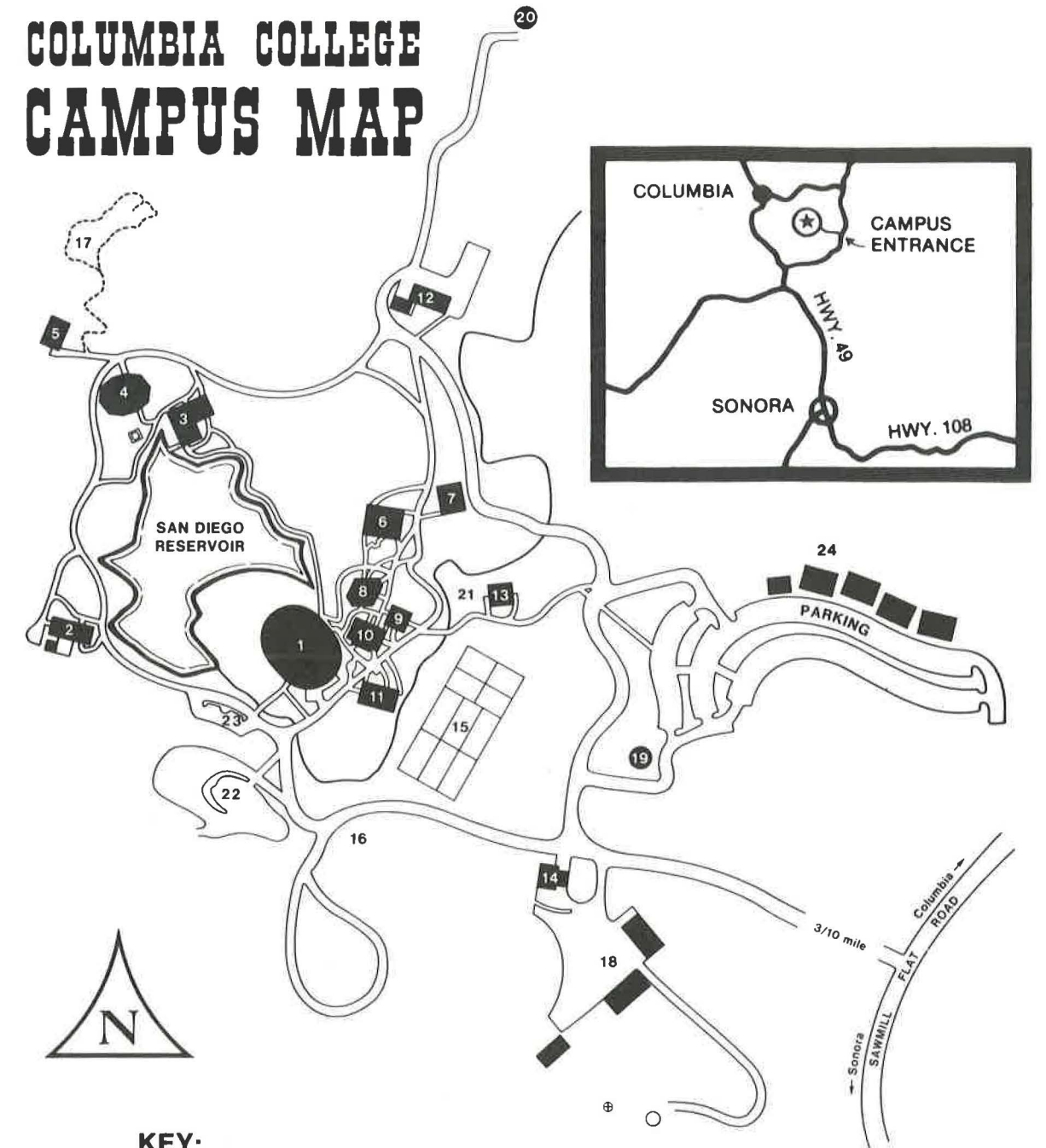
Provides students an opportunity to experience supervised employment in order to develop good work habits, responsibility, and positive job attitudes in real life work situations. The student's employment need not be related to the student's educational and/or occupational goal.

*A student may not enroll in both General and Occupational Work Experience concurrently. A maximum of 16 semester credit hours may be granted during the student's enrollment in any community college.*

*Offered for Credit/No Credit only.*

*May be repeated for no more than a total of 6 units of credit.*

**COLUMBIA COLLEGE CAMPUS MAP**



**KEY:**

- 1 Administrative Services & Learning Resources Center, Rms. 22-110\*\*
- 2 Creative Arts Center, Rms. 200-201\*
- 3 Physical Science Center, Rms. 300-302\*
- 4 Biological Science Center, Rms. 350-364\*\*
- 5 Forestry and Natural Resources Center, Rms. 310-313
- 6 Interdisciplinary Center, Rms. 400-405\*\*
- 7 Health Occupations Center, Rms. 500-501\* College Nurse
- 8 Forum, Rm. 600
- 9 Seminar Building, Rms. 610-611
- 10 General Education, Rms. 620-622
- 11 Business Education Center, Rms. 700-702\*
- 12 Auto Technology/Welding, Rms. 800-802\*
- 13 Physical Education Center, Rm. 900\*
- 14 Fire Science Center, Rms. 1000-1001\*
- 15 Tennis Courts
- 16 Judge Ross Carkeet Community Park
- 17 Nature Trail
- 18 Warehouse, Shipping, Receiving, Transportation, and Maintenance
- 19 Mi-Wok Cultural Center
- 20 Astronomy Dome
- 21 Fitness Jogging Trail
- 22 Staff Parking
- 23 Handicapped Parking
- 24 Student Housing

\* Restrooms in building  
\*\* Handicapped restrooms





**INDEX**

**A**

Absence . . . . .27  
 Academic Probation . . . . .27  
 Academic Policies/Procedures . . . . .17,23  
 Advisory Committees . . . . .8  
 Accounting . . . . .58  
 Acceptance, Notice of . . . . .18  
 Accreditation . . . . .14  
 Activities, Student . . . . .21  
 Adding Courses . . . . .25  
 Admission After Disqualification . . . . .28  
 Admission of High School Students . . . . .18  
 Admission of International Students . . . . .18  
 Adult Fitness . . . . .84  
 Advertising . . . . .58  
 Anthropology . . . . .50-51  
 Art . . . . .51-53  
 Associate Degree Requirements . . . . .36  
 Astronomy, General . . . . .67  
 Athletics, Inter-Collegiate . . . . .86-87  
 Attendance, Class . . . . .27  
 Automotive Technology . . . . .53-55  
 Awards, Special . . . . .19

**B**

Biology . . . . .55-57  
 Bookkeeping . . . . .58  
 Bookstore . . . . .21  
 Business . . . . .57-61  
 Business Administration . . . . .57-59  
 Office Occupations . . . . .59-61  
 Real Estate . . . . .61

**C**

Calendar . . . . .3  
 California State Universities and Colleges . . . . .46  
 California, University of . . . . .46  
 Career Center . . . . .21  
 Certificate Programs . . . . .31  
 Certificates . . . . .30  
 Challenging Courses . . . . .27  
 Chemistry . . . . .61-62  
 Child Development . . . . .62-63  
 Classes, Schedule of . . . . .18  
 Classification, Student . . . . .27  
 College Commitment . . . . .Inside Cover  
 College Functions . . . . .14  
 College Staff . . . . .4-6  
 Community Services . . . . .14  
 Computer Science . . . . .63-65  
 Conduct . . . . .28  
 Conservation . . . . .82  
 Construction . . . . .65  
 Continuing Education Function . . . . .14  
 Conversion of Units . . . . .24  
 Correspondence Credit . . . . .27  
 Counseling . . . . .19  
 Course Descriptions . . . . .49  
 Course Number . . . . .50  
 Credit by Examination . . . . .27

Credit Free Courses . . . . .50  
 Credit-No Credit . . . . .26  
 Credit, Previously Earned . . . . .27  
 Credit, Repeating Courses . . . . .25  
 Credit, Unit of . . . . .24  
 Credit, Value of . . . . .50

**D**

Dean's List . . . . .28  
 Degrees . . . . .37  
 Description of Courses . . . . .50-92  
 Disabled Student . . . . .20  
 Disclaimer . . . . .15  
 Disqualification, Academic . . . . .28  
 Disqualification, Admission After . . . . .28  
 Dormitories . . . . .22  
 Drafting . . . . .65  
 Drama . . . . .66-67  
 Dropping Courses . . . . .25

**E**

Earth Science . . . . .67-68  
 Economics . . . . .68  
 Eligibility . . . . .17  
 Emergency Medical Services . . . . .68  
 Employment, Student . . . . .21  
 English . . . . .69  
 Enrollment Fee . . . . .29  
 Examinations, Final . . . . .27  
 Expenses . . . . .29  
 Extended Opportunity Programs . . . . .19

**F**

Faculty . . . . .5-6  
 Fees . . . . .29  
 Field Trips . . . . .50  
 Final Examinations . . . . .27  
 Financial Aid . . . . .19  
 Fire Technology . . . . .69-73  
 First Aid . . . . .75  
 Food Services . . . . .19  
 Foreign Language . . . . .73  
 Forestry . . . . .73-74  
 Forestry Technology . . . . .74  
 Forgiveness of "F" Grades/Graduation . . . . .25

**G**

G.E.D. . . . .14  
 General College Requirements . . . . .37  
 General Education Breadth Requirements . . . . .37  
 General Information . . . . .13  
 Geography . . . . .74  
 Geology . . . . .67  
 GOLD . . . . .17-18  
 Grade Point Average . . . . .25  
 Grade Reports . . . . .28  
 Grading Scale . . . . .24

Grading System . . . . .24  
 Graduation Requirements, College . . . . .38-39  
 Grants, Student . . . . .19  
 Grievance Procedures, Student . . . . .20  
 Guidance, Career . . . . .74-54

**H**

Handicapped . . . . .20  
 Health Education . . . . .75  
 Health Occupations . . . . .76  
 Health Services . . . . .20  
 Health Screening . . . . .18  
 Heavy Equipment . . . . .76  
 High School Equivalency (G.E.D.) Diploma . . . . .14  
 High School Students, Admission . . . . .18  
 History, College . . . . .14  
 History . . . . .76  
 Hospitality Management . . . . .76-78  
 Housing, Student . . . . .21  
 Humanities . . . . .78

**I**

Identification Cards . . . . .21  
 Incoming Students . . . . .17-18  
 Incomplete Grades . . . . .25  
 Independent Study Courses . . . . .26  
 Independent Study Provisions . . . . .26  
 Insurance, Student . . . . .21  
 Inter-Collegiate Athletics . . . . .21  
 International Students, Admissions . . . . .18

**J**

Job Placement . . . . .21

**L**

Law, Commercial . . . . .57  
 Law Enforcement . . . . .78  
 Learning Skills Center . . . . .20  
 Library . . . . .21,78  
 Literature, English . . . . .69  
 Loans, Student . . . . .19

**M**

Major . . . . .40  
 Major, Selection of . . . . .47  
 Major Requirements, Associate Degree . . . . .37, 40-45  
 Map, Campus . . . . .93  
 Mathematics . . . . .79-80  
 Mathematical Skills . . . . .90  
 Matriculation . . . . .17  
 Media Technology . . . . .80  
 Military Credit . . . . .27  
 Music . . . . .80-82

**N**

Natural Resources . . . . .82  
 Natural Resources Technology . . . . .83  
 Non-discrimination . . . . .15  
 Nonresident Fees . . . . .17  
 Nonresident Students . . . . .48  
 Notice of Acceptance . . . . .18  
 Notice of Intent to Graduate . . . . .37  
 Numbering of Courses . . . . .50  
 Nutrition . . . . .75-77

**O**

Occupational Advisory Committees . . . . .8  
 Occupational Education Function . . . . .14  
 Occupational/Educational Planning Function . . . . .14  
 Office Occupations . . . . .59-61  
 Open Class Policy . . . . .15  
 Orientation, Incoming Student . . . . .19

**P**

Parking . . . . .21  
 Philosophy . . . . .83  
 Philosophy of the College . . . . .Inside Cover  
 Photography . . . . .52-53  
 Physical Education . . . . .84-87  
 Physics . . . . .87  
 Placement Testing . . . . .47  
 Political Science . . . . .87  
 Prerequisites . . . . .24  
 Privacy Right of Students . . . . .20  
 Probation, Academic . . . . .28  
 Psychology . . . . .87

**R**

Reading Development . . . . .90  
 Reading Skills . . . . .90  
 Readmission . . . . .17  
 Recreation Industry . . . . .78  
 Real Estate . . . . .61  
 Records Regulations, Student . . . . .19  
 Refund Policy, Fees . . . . .29  
 Refund Schedule . . . . .29  
 Remedial Education Function . . . . .14  
 Repetition of Courses . . . . .25-50  
 Requirements, Associate in Arts Degree . . . . .37-45  
 Requirements, Associate in Science Degree . . . . .37-45  
 Requirements, State University  
 and College Transfers . . . . .46  
 Requirements, Univ. of California Transfer . . . . .48  
 Residence Halls . . . . .21-22  
 Residence Requirements, Admission  
 Graduation . . . . .17

S

Schedule of Classes .....18  
 Scholarship, Loans and Grants .....19  
 Scholarships Requirement, Associate Degree.....19  
 Scholarship Reports .....19  
 Scholarship, Satisfactory .....28  
 Scholarship Honors .....28  
 Scores, Test .....46  
 Search and Rescue .....88-89  
 Security, Parking .....21  
 Sexual Harassment Policy .....15  
 Shorthand .....59  
 Skills Development.....89-90  
 Social Science .....90  
 Sociology .....90  
 Spanish .....73  
 Speech .....91  
 Staff .....4-7  
 State University and College Campuses.....46  
 Statistics .....79  
 Student Activities .....21  
 Student Advisor .....19  
 Student Association .....21  
 Student Insurance.....21  
 Student Services .....16  
 Study Skills .....90  
 Supplementary Notes .....37

T

Teacher Aide Training.....91  
 Testing, Placement .....17  
 Test Scores .....46  
 Textbooks .....21  
 Transcripts .....20  
 Transfer Education Function .....14  
 Transfer, State Universities and Colleges .....46-47  
 Transfer, University of California .....48  
 Tuition, Out-of-State .....17  
 Tutoring .....20  
 Typing .....61

U

Unit of Credit .....24  
 Unit Requirement, Associate Degree .....37  
 Units, Conversion of .....24  
 University of Calif. Campuses .....46  
 USAFI Credit .....27

V

Veterans .....19  
 Veterans Affairs .....19  
 Vocational Education Function .....14

W

Welding Technology .....91  
 Withdrawal from College.....29  
 Work Experience .....92  
 Work Study Funds .....19

Y

Yosemite Community College District .....2



_____	Nonprofit Org. U.S. POSTAGE PAID PERMIT NO. 1
_____	
_____	
_____	
_____	

