

# COLUMBIA COLLEGE

1990-91  
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

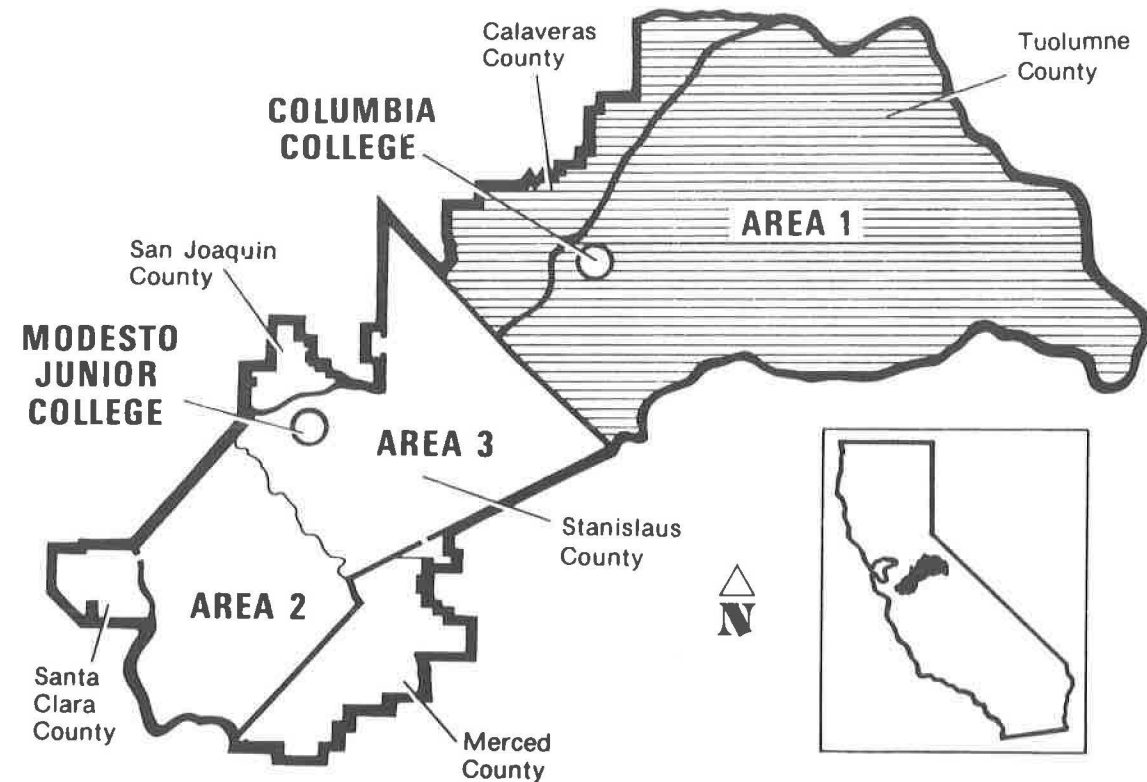
P.O. Box 1849  
Columbia, California  
95310  
(209) 533-5100

1990-91



YOSEMITE COMMUNITY  
COLLEGE DISTRICT

# YOSEMITE COMMUNITY COLLEGE DISTRICT



## TABLE OF CONTENTS

College Staff .....	5
Advisory Committees .....	9
General Information .....	12
Student Services .....	15
Academic Policies and Procedures .....	23
Certificates .....	33
Graduation and Transfer .....	38
Majors .....	42
Course Descriptions .....	53

### COLUMBIA COLLEGE 1990-91 ACADEMIC CALENDAR Fall Semester 1990

Fall Registration:  
 May 9-11 ..... Continuing  
 August 10, 11, 13-15 ... Continuing, New, Returning  
 August 20-24 ..... Late Registration (all)  
 August 20 ..... Instruction Begins  
 August 24 ..... Last Day to Enter a Class Without Instructor's Written Approval  
 August 31 ..... Last Day to Enter a Class With Instructor's Written Approval  
 August 31 ..... Last Day to Apply for Refund  
 September 3 ..... Labor Day Holiday  
 September 14 ..... 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 5 ..... Deadline for Filing for Graduation & Certificates for Fall Semester  
 October 19 ..... Staff Inservice Day (No Classes Will Meet)  
 November 12 ..... Veteran's Day  
 November 20 ..... Last Day to Withdraw From Any Course Without Penalty (will show on permanent record) (75%)  
 November 22-23 ..... Thanksgiving Holiday  
 December 17-21 ..... Final Examinations  
 December 21 ..... Fall Semester Ends  
 December 24-January 13 Winter Recess

### Spring Semester 1991

Spring Registration:  
 December 3 ..... Continuing  
 December 4-8 ..... Continuing, New, Returning  
 January 7-9, 14-25 ..... Late Registration (all)  
 January 14 ..... Instruction Begins  
 January 21 ..... Martin Luther King Holiday  
 January 18 ..... Last Day to Enter a Class Without Instructor's Written Approval  
 January 25 ..... Last Day to Enter a Class With Instructor's Written Approval  
 January 25 ..... Last Day to Apply for Refund  
 February 8 ..... Last Day to Withdraw Without a "W" Showing on Permanent Record  
 February 15 ..... Lincoln Day Holiday  
 February 18 ..... Washington Day Holiday  
 February 21 ..... Last Day to Elect for CR/NC or Letter Grade (30%)  
 March 1 ..... Deadline for Filing for Graduation & Certificates for Spring Semester

April 23 ..... Last Day to Withdraw From Any Course Without Penalty (will show on permanent record) (75%)  
 April 25-29 ..... Spring Recess  
 May 20-23 ..... Final Examinations  
 May 23 ..... Spring Semester Ends  
 May 24 ..... Graduation

### Summer Session 1991

Summer Registration:  
 June 3-5 ..... Registration (all)  
 June 10-12 ..... Late Registration (all)  
 June 10 ..... Instruction Begins  
 June 21 ..... Last Day to Withdraw Without a "W" Showing on Permanent Record  
 June 21 ..... Last Day to Elect for CR/NC or Letter Grade (30%)  
 June 21 ..... Last Day to Apply for Refund  
 July 4 ..... Independence Day Holiday  
 July 9 ..... Last Day to Withdraw From Any Course Without Penalty (will show on permanent record) (75%)  
 July 18 ..... Six Week Summer Session Ends

1990							1991									
JULY							JANUARY									
1	2	3	4	5	6	7	1	2	3	4	5					
8	9	10	11	12	13	14	6	7	8	9	10	11	12			
15	16	17	18	19	20	21	13	14	15	16	17	18	19			
22	23	24	25	26	27	28	20	21	22	23	24	25	26			
29	30	31					27	28	29	30	31					
AUGUST							FEBRUARY									
		1	2	3	4				1	2						
5	6	7	8	9	10	11	3	4	5	6	7	8	9			
12	13	14	15	16	17	18	10	11	12	13	14	15	16			
19	20	21	22	23	24	25	17	18	19	20	21	22	23			
26	27	28	29	30	31		24	25	26	27	28					
SEPTEMBER							MARCH									
						1					1	2				
2	3	4	5	6	7	8	3	4	5	6	7	8	9			
9	10	11	12	13	14	15	10	11	12	13	14	15	16			
16	17	18	19	20	21	22	17	18	19	20	21	22	23			
23	24	25	26	27	28	29	24	25	26	27	28	29	30			
30							31									
OCTOBER							APRIL									
		1	2	3	4	5	6			1	2	3	4	5	6	
7	8	9	10	11	12	13	7	8	9	10	11	12	13			
14	15	16	17	18	19	20	14	15	16	17	18	19	20			
21	22	23	24	25	26	27	21	22	23	24	25	26	27			
28	29	30	31				28	29	30							
NOVEMBER							MAY									
						1	2	3					1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11			
11	12	13	14	15	16	17	12	13	14	15	16	17	18			
18	19	20	21	22	23	24	19	20	21	22	23	24	25			
25	26	27	28	29	30		26	27	28	29	30	31				
DECEMBER							JUNE									
						1										1
2	3	4	5	6	7	8	2	3	4	5	6	7	8			
9	10	11	12	13	14	15	9	10	11	12	13	14	15			
16	17	18	19	20	21	22	16	17	18	19	20	21	22			
23	24	25	26	27	28	29	23	24	25	26	27	28	29			
30	31						30									

# 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

**DAVID E. ALFORD (1989)** Humanities, Philosophy, Political Science  
A.B., California State Univ., Stanford  
M.A., California State Univ. Stanford

**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

**VONNA BREEZE-MARTIN (1990)** ESL, EFL, Spanish  
B.A., University of Utah, Salt Lake City  
M.A., University of Utah, Salt Lake City

**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 (Sabbatical leave 1990-91)  
B.A., Willamette University  
M.F.A., Arizona State University

**ROSS A. CARKEET, JR. (1968)** Biology, Forestry, Natural Resources  
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 Area Coordinator, Humanities & Social Sciences  
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  
M.A., 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 Area Coordinator Science and Math  
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

**DOUGLAS E. KOTAREK (1974)** Business/ Economics Area Coordinator Vocational Education  
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

**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  
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  
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

**ELLEN STEWART (1976)** Drama, Speech  
B.A., California State Univ., San Francisco  
A.B.T., California State Univ., Fresno

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

**V. PETER SULLIVAN (1961)** Physical Education Area Coordinator Health, 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)

**JAMES R. KINDLE** Learning Skills (1974-1990)

**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

**WENDY ARCHER (1989)** Instructional Assistant, Disabled Student Services

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

**MERLIN BART (1984)** Instructional Aide, Auto Technology

**JUDY BASSI (1989)** Program Assistant-Career Transfer Technician

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

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

**CASEY BONA VIA (1989)** Instructional Aide, Mathematics

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

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

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

**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

**FREDERICK GROLLE (1989)** Electronic Technician

**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

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

**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

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

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

**KAREN RODTS (1989)** Instructional Assistant, Learning Disabilities

**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

**DARRELL STOVALL (1989)** Program Assistant

**DIANA SUNDAY (1988)** Testing Coordinator

**ADDIE TAYLOR (1989)** Typist Clerk, Physical Education

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

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

**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

*For the past twenty years, Bee Waddelow, Secretary to the Dean of Instruction, has had the major responsibility for preparation of each edition of the College catalog. In honor of her retirement in June 1990, this edition is dedicated to Bee with deep appreciation and affection.*



# 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

- DAVE ALVES**, *Service Manager*  
Kelley Motors
- BOB DRABECK**, *Service Manager*  
Mother Lode Motors
- STEVE KOEHLER**, *Auto. Tech. Instructor*  
Bret Harte High School
- GREG ONASCH**, *Owner*  
Auto. Tech.
- MARTY ROBILLARD**, *Owner*  
Marty's Auto Service
- FRED SCHROEDER**, *Service Manager*  
Hammond Ford
- STANLEY SMITH**, *Auto. Tech. Instructor*  
Sonora Union High School
- ED SUNDAY**, *Owner*  
Sun Automotive

### BUSINESS

- LYNN BRADSHAW**, *Medical Records Supervisor*  
Sonora Community Hospital
- KAREN ETHIER**, *Business Instructor*  
Sonora Union High School
- JUDY GROMELY**, *Manager of Materials*  
Contract Manufacturing
- LINDA GRANT**, *Office Services*  
Stanislaus National Forest
- JOHN H'ONESTO**, *Community Resource Manager*  
Sierra Conservation Center
- CLAY MADDOX**, *Accountant*
- GEORGE PERRY**, *R.O.P. Instructor*  
Sonora Union High School
- MELODY PERRY**, *Administrative Assistant*  
Sonora Medical Group
- SHIRLEY PHILSON**, *Employment Program Rep.*  
Employment Development Department
- MARILYN RICHARDS**, *Secretary*  
California Department of Forestry
- PATRICIA SAKASITZ**, *Office Manager*  
Foothill Medical Group
- 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.*
- DIXIE HUKARI**, *R.N.*
- GARY JOHNSON**, *M.D.*
- JAMES MOSSON**, *M.D.*
- JOANN RIOS**, *R.N.*
- TERRIL SPITZE**, *M.D.*
- TODD STOLP**, *M.D.*
- CHARLES WALDMAN**, *M.D.*

## CHILD DEVELOPMENT PROGRAM

- CELESTE BOYD**, *Director of Instruction*  
Tuolumne County Schools
- PIERKO DYER**, *Director*  
Summerville Parent/Nursery School
- NANCY FELDMAN**, *Home Economist*  
University of California
- MELINDA FRASER**, *Aide*  
Infant/Child Enrichment Services
- LOLITA GRIFFITHS**, *Coordinator*  
Senior/Youth Partnership
- CAROL GUZZETTA**, *Director/Instructor*  
Little Angels Preschool
- ALICE PAXTON**, *Tri-County Consortium for Special Education*
- DONNA REHDER**, *Instructor*  
Discovery Preschool
- MARGARET SMITH**, *Director*  
A-TCAA Head Start
- BILL SULLIVAN**, *Director*  
Discovery Preschool
- KATHY SULLIVAN**, *Director*  
Discovery Preschool
- EVELYN THOMPSON**, *Executive Director*  
Infant/Child Enrichment Services
- JUNE YAPP**, *Director*  
Yapp's Learning Center

## COMPUTER SCIENCE

- BOB BECK**, *Accountant*
- DWAYNE MCDONALD**, *Assistant Superintendent*  
Tuolumne County Schools
- ALLEN SPENCER**, *Supervising Computer Specialist*  
United States Forest Service
- JIM WAGONER**, *Data Processing/Instructor*  
Mother Lode Data Service
- JERRY YOUNGSTROM**, *President*  
Seasoft Corporation

### 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**, *Former 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*

### EMERGENCY MEDICAL SERVICES

**STEPHEN BAILEY**, *Emergency Medical Systems*  
*Coordinator, Calaveras County Public Health Agency*  
**DON BURNS**, *R.N.*  
Sonora Community Hospital  
**BILL CALDERA**, *Manager*  
Tuolumne County Ambulance Service  
**ROB LYONS**, *M.D.*  
Sonora Community Hospital  
**ROMEL MATHIAS**, *R.N.*  
Sonora Community Hospital  
**DON MILLER**, *R.N.*  
Tuolumne General Hospital  
**JEFF REAGOR**, *Manpower and Training*  
*Coordinator, San Joaquin EMS Agency*  
**WILLIAM STIERS**, *M.D. Head Emergency Room*  
*Physician, 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 Officer*  
Columbia College  
**JACKIE JACKMAN**, *Teacher*  
Vallecito High School  
**SHIRLEY PHILSON**, *Employment Services*  
Employment Development Department  
**VIOLA WESSELL**, *Community Representative*

### FIRE TECHNOLOGY

**LARRY COWGER**, *Deputy Fire Warden*  
Mariposa County Fire Department  
**JAMIE CRABTREE**, *Training Director*  
Tuolumne County Fire Department  
**ROGER HENNESS**, *Training Officer*  
Calaveras County Fire Department  
**MERRITT LOVEJOY**, *Dispatcher*  
United States Forest Service  
**GUY C. MILLS**, *Chief*  
Sonora Fire Department  
**DENNIS POWERS**, *Chief*  
Copperopolis Fire District

### 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  
**JIM MADDOX**, *Wildlife Biologist*  
California Dept. of Fish and Game  
**JOYCE MOUSSEAU**, *Forester*  
United States Forest Service  
**TIM NEELEY**, *Chief Ranger*  
Columbia and Railtown State Historic Parks  
**JIM OWEN**, *Unit Ranger*  
California Dept. of Forestry  
**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  
Stanislaus National Forest



### FOSTER PARENT TRAINING PROGRAM

**LINDA AUSTIN**  
Calaveras County Foster Parent  
**TERRY BEAUDREAU**  
Calaveras County Dept. of Social Services  
**CELESTE BOYD**  
Tuolumne County Schools  
**CAROL DAVIS**  
Mariposa County Foster Parent  
**NANCY FELDMAN**  
University of California Coop. Extension  
**NANCY GOODMAN**  
Tuolumne County Dept. of Social Services  
**CANDACE KATOSIC**  
Mother Lode Job Training  
**JOAN LOOMIS**  
Calaveras County Emergency Shelter  
**MARY LOUIS**  
Calaveras County Dept. of Social Services  
**RICK MANDERS**  
Calaveras County Probation Department  
**ARLENE MANUAL**  
Human Resources Council  
**MARGARET SCHULZ**  
Tuolumne County Foster Parent  
**NAOMI STEINFELD**,  
*Tuolumne County Social Worker*  
**EVELYN L. THOMPSON**  
Infant Child Enrichment Services  
**BONNIE TUEL**  
Tuolumne Co. Department of Social Services  
**LARRY WADE**  
Calaveras County Probation Department

### HOSPITALITY MANAGEMENT

**LEO BALDONADO**, *Owner*  
La Sierra Taqueria  
**DAN CUNEO**, *Owner*  
Black Bart Inn  
**MARILYN HAMILTON**, *Vice President/Manager*  
Security Pacific National Bank  
**CARL HAMMER**, *Sales Representative*  
Major Sysco  
**JOE MASTERSON**, *General Manager*  
Brawley's Restaurant  
**KAREN MILES**, *District Manager*  
Brawley's Restaurant  
**TIM NEELEY**, *Chief Ranger*  
Columbia and Railtown State Historic Parks  
**DARRYL PECK**, *General Manager*  
Best Western - Sonora Oaks  
**GARY WICKEL**, *General Manager*  
Best Western - The Gardens

### REAL ESTATE

**BILL FREEZE**, *Realtor*  
Henrietta Realty  
**BABE GIBSON**, *Realtor*  
Mother Lode Real Estate  
**JOHN GLEASON**, *Realtor*  
Wildwood Properties  
**LARRY HAUN**, *Attorney at Law*  
**PETER KAY**, *Realtor*  
**MARK KRAFT**, *Realtor*

### SEARCH AND RESCUE

**KIM AUFHAUSER**, *Park Ranger*  
Yosemite National Park  
**JAMIE CRABTREE**, *Training Officer*  
Tuolumne County Fire Department  
**JIM SCRUGGS**, *Deputy Sheriff/SAR Officer*  
Tuolumne County Sheriff's Office  
**DON STONE**, *Underground Leader*  
Tuolumne County Search and Rescue



# 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: Ray Liedlich  
(209) 533-5140

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:

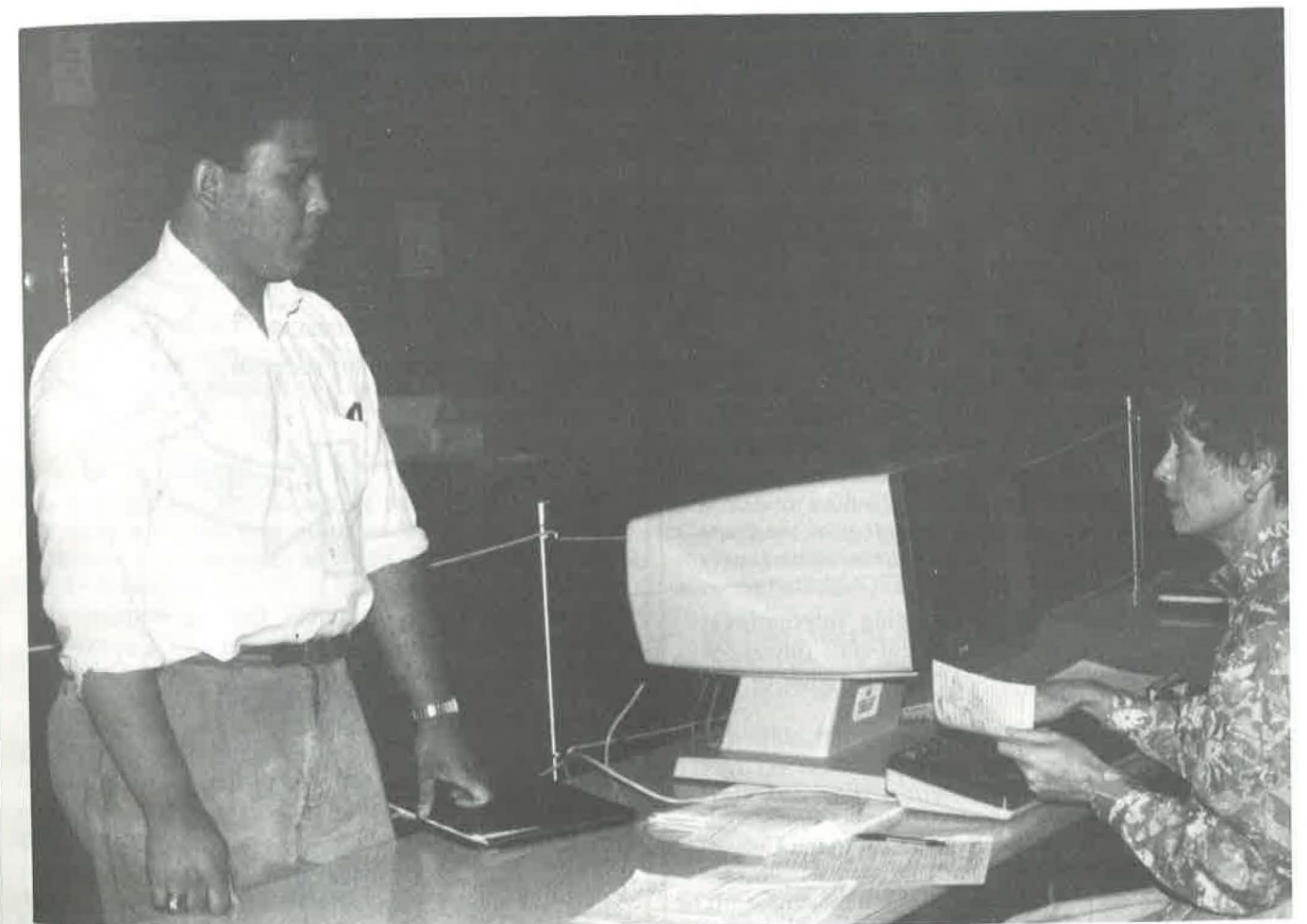
- (1) submission to conduct which is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress;
- (2) submission to, or rejection of, conduct by an individual which is used as the basis of an employment or academic decision affecting the individual 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. 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 a California high school district not affiliated with a community college district.
- (2) Is a student whose legal residence is in another state and pays the out-of-state fee.
- (3) 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 \$96.00 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.**

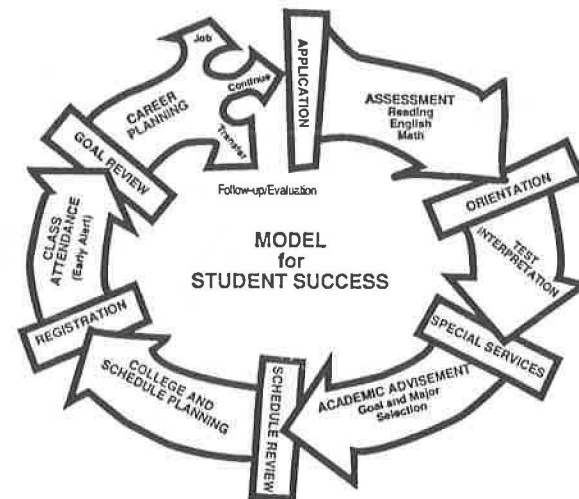
Applications should be submitted as early as possible in order to allow for processing. A local address must be submitted before completion of registration.

### 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 and returning 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 a group 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
  - receive individual attention and assistance if class progress monitoring identifies a problem area.
- \* an orientation via video will be available for off-campus sites

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 who have successfully completed college level English and math
- Students enrolled only in \*activity courses for which there are no basic skill prerequisites
- Students enrolled only in contract education or courses for in-service training.

\*Available in the Schedule of Classes.

### 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 career and 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 for admission to Columbia College:

**(1) Submit the following information by April 1st for Fall admission to:**

International Education Research Foundation  
Credentials Evaluation Service, Inc.  
P.O. Box 66940  
Los Angeles, CA 90066

(a) The Foundation application and an original or certified copy plus one photo copy of all transcripts of previous schools attended that are equivalent to high school or college level (a fee will be charged for this service by the Foundation);

**(2) Submit the following information by May 1st for Fall admission to Columbia College:**

(a) The COLUMBIA COLLEGE INTERNATIONAL STUDENT SUPPLEMENTAL APPLICATION FOR ADMISSION;

(b) 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). A minimum score of 480 is required:

(c) Evidence of satisfactory financial support by submitting a notarized letter from your funding source(s) indicating total income and capability to support you under any and all circumstances while enrolled at Columbia College and provide a written guarantee from the bank of your funding source(s) stating the current account balance(s) in U.S. dollars;

(d) 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;

(e) The PHYSICIANS'S CERTIFICATE OF HEALTH (this form must be completed by a licensed physician and show immunization clearance examination);

(f) Evidence of a sickness and accident insurance policy (if proof is not provided, applicant, if accepted, must purchase the Columbia College International Student Sickness and Accident Insurance prior to registration);

(g) The name of a California sponsor who resides within a 150 mile radius of Columbia College (the Sponsor's Certification form must be completed by your sponsor). If assistance is needed in locating a sponsor, upon your request the college will refer you to the local sponsoring organization.

(3) 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.

#### 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, 1990, through February 1, 1991. 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, Post Vietnam Era veterans who participated in the payroll deduction 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 a 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.

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.

#### Extended Opportunity Programs and Services

Extended Opportunity Programs and Services (EOP&S) primary function is to recruit, retain, and transition economically and educationally disadvantaged students.

Eligibility Criteria:

Economically disadvantaged students must be eligible for the Board of Governors Grant B to qualify for EOPS.

Educationally disadvantaged students must qualify in one of the following ways:

1. Does not meet eligibility for degree level Math or English on the ASSETT Test.

2. Did not graduate from High School or obtain a GED.
3. Was below a 2.5 GPA in high school.
4. Was previously enrolled in a remedial class in high school or college.

Services available include:

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

Priority Registration — special registration assistance

Book Service Program — \$150 for books without applying for financial aid

Tutoring — EOPS students are eligible for free unlimited tutoring

Counseling — academic, vocational, and personal.

Transferring — assistance in applying to four-year institutions

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

#### 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.

#### Diploma and Certificate Replacement

Requests for replacements of diplomas and certificates will be assessed the following fee.

CERTIFICATES — \$ 5.00

DIPLOMAS — \$10.00

#### 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 \$3.00 each.

- Transcripts will NOT be forwarded for students who have an official hold placed on their records 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.

#### Enrollment and Grade Verification

A \$3.00 fee will be assessed for the following:

- Educational verification for employment
- Child care provider, enrollment verification
- Enrollment and academic status verification for insurance purposes
- All other verification of enrollment or academic status.

#### 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 the right 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.

#### Change of Official Records

Students requesting a change of name or social security number on official records must present legal documentation verifying the requested change.

#### 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

- Carry on person while on campus.
- Required for use of student services
- New student cost \$5.00 per semester

- Continuing student cost \$3.00 renewal.
- Refunds of card fee granted only on submission of card and completed College Withdrawal Form. Refund maximum fee of \$2.00.
- Community and College business discounts available upon presentation of card.

### 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.

### 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. Students may review the list during Career Center operational hours.

### 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. Student representatives serve on a campus Bookstore Advisory Committee and provide 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 \$300 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. Thirty-minute parking spaces are provided for nonstudent visitors conducting short-term business on campus. Various fines will be levied against the public and students for campus traffic or parking violations. Daily or semester fees are charged for parking on campus.

### Student Housing

A student housing complex is located on campus. The facility is designed as cluster apartments and is partially furnished including a kitchenette. 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.

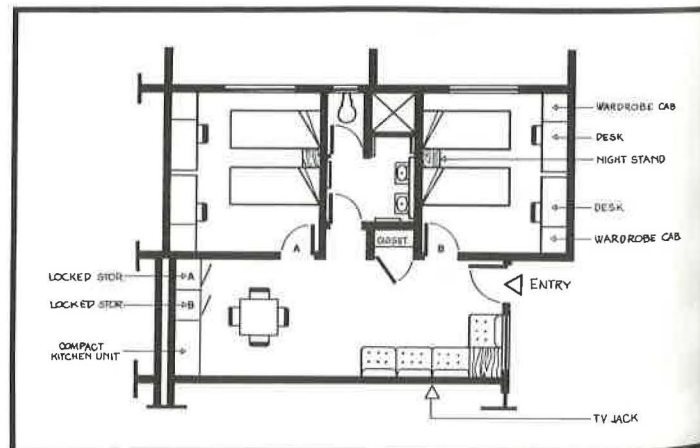


## Housing ... Designed For The Student



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 the 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 accepted.
- 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 success. **Knowledge of a 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 I CR NC IP	} Not included in computing grade point average but may be used in determining progress probation and dismissal.
--------------------------	--

### 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	
<hr/>	
16 units	40 grade points
<hr/>	
GPA =	40 grade points
	16 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-term credit courses shall be the last day of 75 percent of the semester as noted in the College Calendar of the 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:

- A. 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.
- 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 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 Admissions and Records. Forms are available in Admissions and Records.

#### 99./199. Independent Study Courses

Independent study courses are offered 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 must:

- (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 are 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 nor toward completion of a certificate program unless the course is offered for CR/NC only.
- 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.
- (3) 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. The grade earned will be entered on the student's 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 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.

Only three units of Learning Skills courses a semester may be counted to qualify for the Deans' List. Pre-collegiate level courses also can count toward unit total.

### Grade Reports

Students will not receive a Final Grade Report if they have outstanding obligations to the College. Students must go 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.

### 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 progress 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 may result in the student being dismissed.

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 of disqualification a student 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 that there are extenuating circumstances worthy of consideration, a request in writing may be made to the Dean of Student Services that the one semester period of disqualification be waived.

### Withdrawal From College

A student wishing to withdraw from the College, is responsible for completing and signing 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 Office, must 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.

### 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. **REFUNDS ARE NOT AUTOMATIC.**

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

Due to 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.

### Parking Fee Refund Policy

Upon presentation of receipt of payment and decal, a student may receive a refund through the first two weeks of classes.

Exception: Summer Session and short-term classes.

### Student Nondiscrimination Policy

It is the policy of Columbia College to provide an environment free of unlawful discrimination. Discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability in the College programs, activities, and work environment is unlawful and will not be tolerated by the College. (District Policy — 5027)

The College strongly forbids any form of discrimination and has enacted the following procedures to recognize and eliminate unlawful discrimination. These regulations provide for the investigation of alleged unlawful discrimination in its programs or activities. The College will seek to resolve the complaints in an expeditious manner.

### Definitions

- A. "Color or Ethnic Group Identification" means possession of the racial, cultural, or linguistic characteristics common to a racial, cultural, or ethnic group or the country or ethnic group from which a person or his or her forebears originated. (22 California Administrative Code Section 98210(b).)

B. The term "religion" includes all aspects of religious observance, practice and belief, including duties of the clergy or elders. A belief is religious if sincerely held and, in the scheme of the believer, holds a place analogous to that filled by the deity of those people whose religion may be more orthodox or more widely accepted. (22 California Administrative Code Section 98220.)

C. "Age" means how old a person is, or the number of elapsed years from the date of a person's birth. (22 California Administrative Code Section 98230(b).)

D. "Sex" discrimination includes:

1. any rule, policy, or practice concerning actual or potential parental, family, or marital status which differentiates on the basis of sex;
  2. any rule, policy, or practice concerning disability due to pregnancy, childbirth, recovery from childbirth or termination of pregnancy, or other psychological conditions related to the capacity to bear children not applied under the same terms and conditions and in the same manner as any other rule, policy, or practice relating to any other temporary disability except as otherwise provided by the Fair Employment Practice Act;
  3. any rule, policy, or practice which treats men and women differently for purposes of any program or activity on the basis of aggregate statistical characteristics of men or women, whether founded in fact, belief or statistical probability is a discriminatory practice;
  4. any rule, policy, or practice or incident which conditions the receipt of any benefit upon entering into, or maintaining, a sexual relationship or participation in sexual activity or subjects a person to sexual harassment or intimidation such as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. (22 California Administrative Code Section 98240, 98242, 98244.)
- E. "Physical or Mental Disability" means any physical or mental impairment which substantially limits one or more major life activities.
1. "Disabled person" means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

### Sexual Harassment Policy

Sexual harassment is a form of unlawful sexual discrimination and will not be tolerated by the College. (District Policy — 5028)

Sexual harassment includes:

- A. submission to conduct which is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress;



- B. 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 education environment; and
- C. submission to or rejection of, conduct by the individual which is used as the basis for any decision affecting the individual regarding benefit and service, honors, programs, or activities available at or through the educational institution. (Education Code Section 212.5)

The College 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.

**Student Grievance Procedure**

In the pursuit of academic studies and other college sponsored activities that will promote intellectual growth and personal development, the student should be free of unlawful discrimination by any employed member of the academic community. (Students disturbed by the acts of another student have recourse through the procedure of the Student Code of conduct.)

Grievance action may be initiated by a student against an instructor, an administrator, or a member of the classified staff. A student complaining of unlawful discrimination, shall, within 120 days of occurrence, meet with the Dean of Student Services.

**STUDENTS ARE ADVISED TO OBTAIN WRITTEN INSTRUCTIONS FOR THE FILING OF A GRIEVANCE FROM THE DEAN OF STUDENT SERVICES OFFICE.**

**Student Code of Conduct**

A student enrolling at Columbia College assumes an obligation to conduct oneself in a manner compatible with the published college regulations and with the college's function as an educational institution. Students may take part in any orderly authorized activity which takes place in the name of Columbia College as long as the activity does not in any way interfere with the primary function of the college which is education.

The following misconduct for which students are subject to college discipline applies at all times on campus and applies to any off-campus functions sponsored or supervised by the college.

- 1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college.
- 2. Forgery, alteration, or misuse of college documents, records or identification.
- 3. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities, including its public service functions, or of other authorized activities.

- 4. Physical abuse of any person or conduct which threatens or endangers the health or safety of any such person.
- 5. Theft of or willful damage to property of the college, its officers, employees, students, or visitors.
- 6. Unauthorized entry to or use of college facilities.
- 7. Violation of District policies or College regulations including regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression.
- 8. Intoxication from the use of alcohol or being under the influence of unlawful drugs, or unlawfully distributing, selling or possessing same on college property or at events sponsored by the college.
- 9. Failure to comply with the directions of college officials acting in performance of their duties.
- 10. Gambling on college property.
- 11. Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any fellow student or person attending the college.
- 12. Violation of campus parking or traffic regulations.
- 13. Willfully defacing or injuring in any way, real or personal property of the district.
- 14. Smoking in non-designated areas.
- 15. Disorderly conduct or lewd, indecent, or obscene conduct on college-owned or controlled property or at college-sponsored or college-supervised functions.

**Disciplinary Action**

The following forms of disciplinary action may be taken against a student who may be in violation of any of the foregoing regulations.

- 1. **Reprimand** — A person receiving a reprimand either oral or written is thereby notified that continued conduct of the type described may result in formal disciplinary action against the student.
- 2. **Disciplinary Probation:** Formal disciplinary action resulting in any one or all of the following:
  - a. Ineligibility for all college organization offices.
  - b. Removal from any college organization office held.
  - c. Revocation of the privilege of participating in college and/or student-sponsored activities.
- 3. **Instructor Removal** — The instructor may remove a student from his or her class for the day of the removal and the next class meeting.
- 4. **Suspension** — Formal disciplinary action denying all campus privileges for a specified period of time. A suspended student is not to occupy any portion of the campus and is denied all college privileges including class attendance, and privileges noted under "disciplinary probation" for a specified, limited period of time. There shall be two classes of suspensions. The first, "summary suspension," is to protect the school from the immediate possibility of disorder or threat to the safety of students. The second, "disciplinary suspension," serves as a penalty against the student as a result of failure to meet the standards of conduct expected at the college.

- 5. **Expulsion** — Formal action taken by the Board of Trustees terminating a student's privilege to attend the colleges of the District for disciplinary reasons. All disciplined parties have the right to appeal. Copies of the appeal procedure may be obtained from the Dean of Student Services.

**Substance Abuse Policy**

College policy prohibits illegal use, possession, manufacture or distribution of controlled substances on the Columbia College campus. Violation of this policy is cause for disciplinary action and could result in the suspension or dismissal of the student.

Substance abuse referral assistance is available through Columbia College's health services or counseling department. Students are encouraged to seek assistance.



# 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, 1990, the following certificate requirements are valid through the 1993-94 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

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 Petition for Certificate of Achievement 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	Carburetor 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</b>		<b>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	Carburetor 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 (G.M.) . . . . .	1
Auto. Tech. 70	Practical Laboratory . . . . .	2
<b>TOTAL REQUIRED UNITS</b>		<b>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. Tech. 150 Natural History and Ecology . . . . .	2
Nat. Res. Tech. 152 Applied Wildlands Management . . . . .	3
Nat. Res. Tech. 155 Interpretive Guide 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
Biology 179 Fishing and Fisheries . . . . .	1
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 35-35.5

**NATURAL RESOURCES TECHNOLOGY**

REQUIRED COURSES:	UNITS
Nat. Resources 1 Environmental Conservation . . . . .	3
Nat. Resources 9 Parks and 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
Biology 179 Fishing and Fisheries . . . . .	1
Earth Science 25 Geology of National Parks . . . . .	3
Fire Technology 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 33

**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 Records Management . . . . .	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 . . . . .	2
Office Oc. 1 Records Management . . . . .	2
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 25-29

**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 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 . . . . .	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. 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 35

**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 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 Medical 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

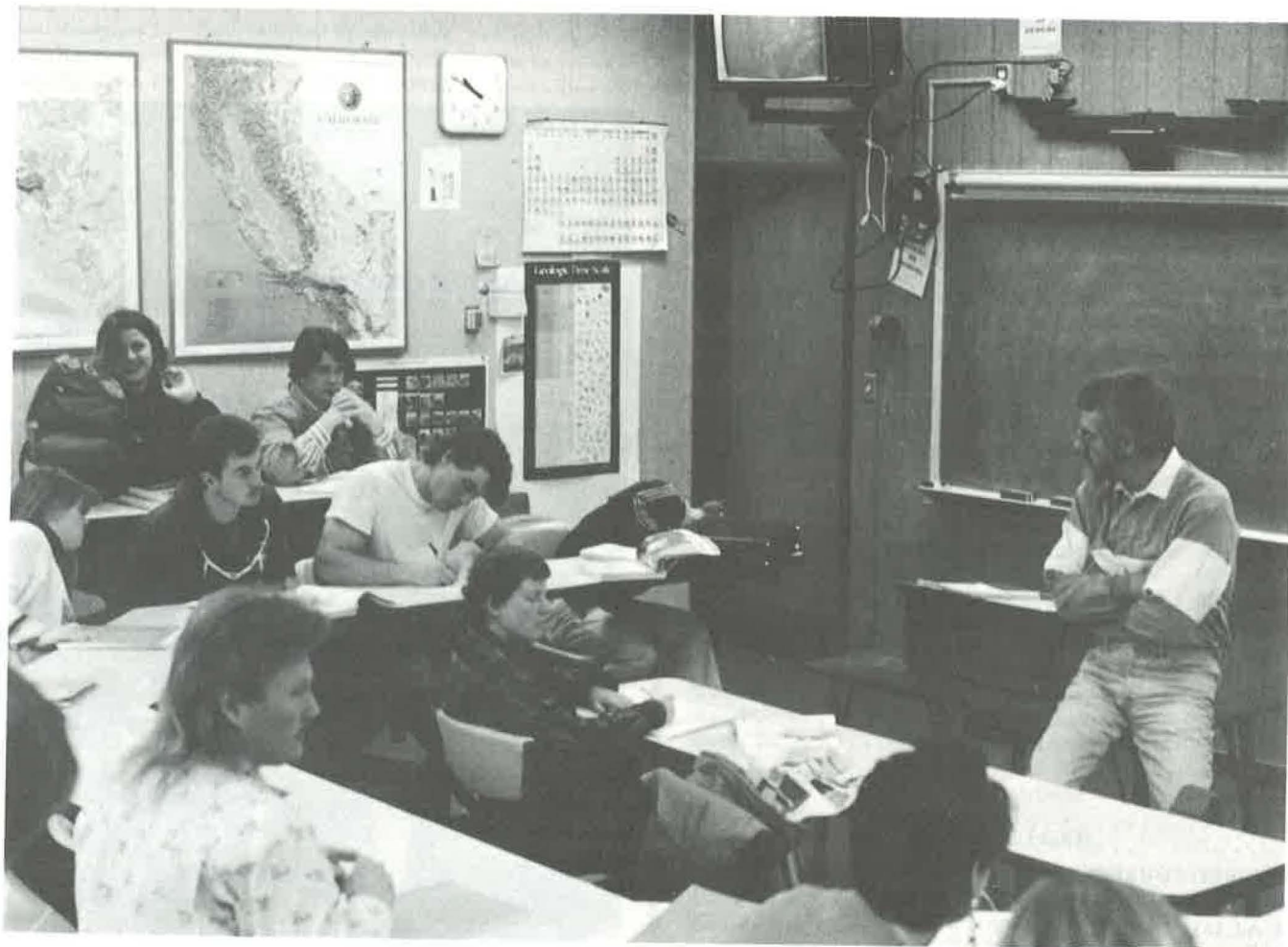
PLUS 2 UNITS FROM ANY OTHER COURSE(S) IN THE SEARCH AND RESCUE CURRICULUM . . . . . 2

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.



# 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.)

- TOTAL UNITS:** Satisfactory completion of 60 or more semester units, from courses numbered 1-199, of which the last 12 required units must be taken in residence at Columbia College.
- SCHOLARSHIP:** A cumulative Grade Point Average of not less than 2.0 ("C" average).
- 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.

## 4. 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. CSU transfer students should refer to page 48 for further information.

## 5. COMPETENCY REQUIREMENTS

State Law mandates that students earning the Associate degree must meet competency requirements in reading, composition, and mathematics. 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

- These requirements for graduation and General Education apply to Associate Degree and CSU transfer students entering Columbia College for the first time in Fall Semester 1990, and are valid through the 1993-94 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.
- California law includes a requirement in U.S. History and Government for the CSU transfer student pursuing the BA/BS Degree. Completion of the two specified courses from D.3 will meet the requirement, but only three units will be credited toward the 39 CSU 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 one U.S. History and one Government course while others accept two courses in U.S. History. Consult the catalog of the California State University campus to which you will transfer, or see your counselor for clarification.
- Double-counting units:** Courses used to satisfy General Education Breadth Requirements may also be used to satisfy major requirements for the Associate Degree.
- Request for Waiver:** Request for waiver of any graduation requirement must be approved by the Dean of Instruction.

## 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 C.S.U.

<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> Speech 2, Argumentation (3)</p>	<p><b>FOR CSU 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: Business Administration 163, Business Mathematics (3), Mathematics 103, Geometry (3), and Mathematics 104, Intermediate Algebra (4).</p>	<p><b>AREA B. THE PHYSICAL UNIVERSE, ITS LIFE FORMS AND MATHEMATICAL CONCEPTS:</b></p> <p><b>B.1 Physical Sciences:</b> Chemistry 1A, General Chemistry (5), (lab course). Chemistry 10, Fundamentals of Chemistry (4), (lab course). Chemistry 20, Chemistry for Liberal Arts Students (3). 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 5A, 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 6, Math for Liberal Arts Students (3). Math 8, Trigonometry (4). Math 10, College Algebra (4). Math 12, Finite Mathematics (4). Math 18A, Calculus with Analytic Geometry (4).</p>	<p><b>FOR CSU 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 no fewer 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>SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION</b></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 and Literature: Ancient to 1750 (3). Music 11, Survey of Music History and Literature: 1750 to present (3). Physical Education 27, Choreography and Composition (3).</p> <p><b>C.2 Literature, Philosophy:</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).</p> <p><b>C.3. Foreign Language</b> 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 General 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, Cultural Anthropology (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., including History 16 or 17 and Political Science 10. (Refer to Supplementary note 2 page 39 for more information about D.3.).</p>
<p><b>FOR AA/AS GRADUATION:</b></p> <p>Required: One course in E. Also acceptable in E; Physical Education 6A, Lifetime Fitness Program I (1-3) and/or Physical Education 6B, Lifetime Fitness Program II (1-2).</p>	<p><b>SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:</b></p> <p><b>AREA E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT</b></p> <p>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 6A, Lifetime Fitness Program I (1-3) and/or Physical Education 6B, Lifetime Fitness II (1-2). <b>Three units minimum.</b></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 Carburetion Systems . . . . .	2
Auto. Tech. 19A Gasoline Engine Tune-up: Basic . . . . .	2
Auto. Tech. 34 Axles and Drive Lines . . . . .	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
<b>TOTAL REQUIRED UNITS 24</b>	

**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. 18 Commercial Law (3)
  - Bus. Ad. 19 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 Principles of Accounting . . . . .	4
Bus. Ad. 1B Principles of Accounting . . . . .	4
Bus. Ad. 18 Commercial Law . . . . .	3
Bus. Ad. 19 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
<b>TOTAL REQUIRED UNITS 26</b>	

**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
<b>TOTAL REQUIRED UNITS 24</b>	

**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
<b>TOTAL REQUIRED UNITS 19</b>	

**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 21A 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)	
<b>TOTAL REQUIRED UNITS 18</b>	

**FINE ARTS - EMPHASIS IN DANCE**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section . . . . .9	
P.E. 21A Ballet I (1)	
P.E. 23A Dance, Contemporary I (1)	
P.E. 23B Dance, Contemporary II(1)	
P.E. 25A Dance, Jazz I (1)	
P.E. 25B 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 21A 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)	
<b>TOTAL REQUIRED UNITS 18</b>	

**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. 21A Ballet I (.5-1.5)	
P.E. 23A Dance, Contemporary I (.5-1.5)	
P.E. 25A 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 21A Painting: Beginning (1.5-3)	
Art 31 Ceramics: Introductory (1.5-3)	
Media Tech. 52a Video Production Beginning (3)	
<b>TOTAL REQUIRED UNITS 18</b>	

**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 21A 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)	
<b>TOTAL REQUIRED UNITS 18</b>	

**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)	
<b>TOTAL REQUIRED UNITS 18</b>	

**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)	
Forestry Tech. 162 Applied Forest Inventory and Management (2)	
Nat. Resources 1 Environmental Conservation (3)	
Nat. Resources 9 Parks and Forests Law Enforcement (2)	
Nat. Resource 22 Ecology and use of Fire in Forest Ecosystems (2)	
Nat. Res. Tech. 150 Natural History and Ecology (2)	
Nat. Res. Tech. 152 Applied Wildland Management (3)	
Nat. Res. Tech. 181 California Wildlife (4)	
<b>TOTAL REQUIRED UNITS 20</b>	

HEALTH AND PHYSICAL EDUCATION

REQUIRED  
UNITS

- ACCEPTABLE COURSES WITHIN MAJOR:
- A. Nine (9) units required from this section . . . . . 9
    - Health Ed. 1 Health and Fitness Education (3)
    - Health Ed. 10 Safety and First Aid Education (2)
    - Biology 50 Nutrition (3)
    - P.E. 6 Lifetime Fitness (3)
  - B. Eight (8) units required from this section . . . . . 8
    - Biology 10 Introductory Human Anatomy (4)
    - Biology 60 Introduction to Human Physiology (4)
  - C. Three (3) units required from this section . . . . . 3
    - Biology 65 Microbiology (4)
    - Psychology I General Psychology (3)
    - Psychology 25 Biofeedback and Self-Control (3)
- TOTAL REQUIRED UNITS 20

HOSPITALITY MANAGEMENT  
EMPHASIS IN CULINARY ARTS

REQUIRED  
UNITS

- ACCEPTABLE COURSES WITHIN MAJOR:
- Hosp. Mgmt. 103 Marketing of Hospitality Services . . . . . 3
  - Hosp. Mgmt. 130 Food Service Management . . . . . 2
  - Hosp. Mgmt. 131A Dining Room Service and Management . . . . . 2
  - Hosp. Mgmt. 135 Commercial Baking: Advanced . . . . . 2
  - Hosp. Mgmt. 140A Contemporary Cuisine: Introduction . . . . . 3.5
  - Hosp. Mgmt. 140B Contemporary Cuisine: Advanced . . . . . 3.5
  - Hosp. Mgmt. 142 Garde Manger . . . . . 2
  - Hosp. Mgmt. 144 Meat Analysis . . . . . 2
  - Hosp. Mgmt. 147 Beverage Management . . . . . 3
- TOTAL REQUIRED UNITS 23

HOSPITALITY MANAGEMENT  
EMPHASIS IN FOOD SERVICE TECHNOLOGY

REQUIRED  
UNITS

- ACCEPTABLE COURSES WITHIN MAJOR:
- Hosp. Mgmt. 101 Introduction to Hospitality Industry . . . . . 3
  - Hosp. Mgmt. 103 Marketing of Hospitality Services . . . . . 3
  - Hosp. Mgmt. 116 Laws of Innkeeping . . . . . 1
  - Hosp. Mgmt. 130 Food Service Management . . . . . 2
  - Hosp. Mgmt. 131A Dining Room Service and Management . . . . . 2
  - Hosp. Mgmt. 133A Dining Room Service and Management . . . . . 3
  - Hosp. Mgmt. 133B Introduction to Commercial Food Prep. . . . . 3.5
  - Hosp. Mgmt. 139 Food Science and Nutrition . . . . . 3
  - Hosp. Mgmt. 140A Contemporary Cuisine: Introduction . . . . . 3.5
  - Hosp. Mgmt. 140B Contemporary Cuisine: Advanced . . . . . 3.5
- TOTAL REQUIRED UNITS 31

HOSPITALITY MANAGEMENT  
EMPHASIS IN HOTEL MANAGEMENT

REQUIRED  
UNITS

- ACCEPTABLE COURSES WITHIN MAJOR:
- Hosp. Mgmt. 101 Introduction to Hospitality Industry . . . . . 3
  - Hosp. Mgmt. 103 Marketing of Hospitality Services . . . . . 3
  - Hosp. Mgmt. 112 Front Office/Hotel Catering . . . . . 3
  - Hosp. Mgmt. 114 Intro. to Maintenance and Housekeeping 1.5
  - Hosp. Mgmt. 116 Laws of Innkeeping . . . . . 1
  - Hosp. Mgmt. 130 Food Service Management . . . . . 2
  - Hosp. Mgmt. 160 Intro. to Travel-Tourism Industry/Tours . . . . 2
  - Hosp. Mgmt. 197 Work Experience . . . . . 4
- TOTAL REQUIRED UNITS 19.5

RECOMMENDED OPTIONAL COURSES:

- Bus. Ad. 1A Accounting . . . . . 4
- Bus. Ad. 1B Accounting . . . . . 4
- Bus. Ad. 160A Bookkeeping . . . . . 3
- Bus. Ad. 160B Bookkeeping . . . . . 3
- Bus. Ad. 163 Business Mathematics . . . . . 3
- Office Oc. 5 Electronic Printing Calculators . . . . . 1
- Office Oc. 30 Office Procedures . . . . . 3
- Office Oc. 200 Computer Keyboarding/Typewriting . . . . . 1

LANGUAGE ARTS - EMPHASIS IN ENGLISH

REQUIRED  
UNITS

- ACCEPTABLE COURSES WITHIN MAJOR:
- A. English 1b, Reading and Composition . . . . . 3
    - plus
    - Six (6) units required from this section . . . . . 6
      - English 10 Creative Writing (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)
      - English 49 California Literature (3)
      - English 50 Introduction to Shakespeare (3)
  - B. Three (3) units required from this section . . . . . 3
    - Drama 20 Oral Expression and Interpretation (3)
    - Speech 1 Fundamentals of Speech (3)
    - Speech 2 Argumentation (3)
  - C. Three (3) units required from this section . . . . . 3
    - Anthropology 2 Cultural Anthropology (3)
    - Humanities 1 Old World Culture (3)
    - Humanities 2 Modern Culture (3)
    - Psychology 1 General Psychology (3)
    - Spanish 1A Spanish: Beginning (4)
  - D. Three (3) units required from this section . . . . . 3
    - Philosophy 1 Introduction to Philosophy (3)
    - Philosophy 25 Twentieth Century Philosophy (3)
- TOTAL REQUIRED UNITS 18

LANGUAGE ARTS - EMPHASIS IN SPEECH

REQUIRED  
UNITS

- ACCEPTABLE COURSES WITHIN MAJOR:
- A. Nine (9) units required from this section . . . . . 9
    - Drama 20 Oral Expression and Interpretation (3)
    - Speech 1 Fundamentals of Speech (3)
    - Speech 2 Argumentation (3)
  - B. English 1B, Reading and Composition . . . . . 3
    - plus
    - Three (3) units required from this section . . . . . 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)
  - C. Three (3) units required from this section . . . . . 3
    - Philosophy 1 Introduction to Philosophy (3)
    - Philosophy 25 Twentieth Century Philosophy (3)
- 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. (Courses used to fulfill the Liberal Studies Major Requirements may be used to fulfill the General Education requirements for the AA or AS Degree.)

HUMANITIES (Minimum of 6 Units):

- Art 11 History of Art: Ancient and Medieval . . . . . 3
- Art 12 History of Art: Ren., Baroque, Modern . . . . . 3
- Drama 20 Oral Expressions and Interpretation . . . . . 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
- Music 10 Survey of Music History and Literature . . . . . 3
- Music 11 Survey of Music History and Literature . . . . . 3
- Philosophy 1 Introduction to Philosophy . . . . . 3

NATURAL SCIENCES AND MATHEMATICS  
(Minimum of 6 Units):

- Biology 2 Principles of Biology . . . . . 4
- Biology 18 Fundamentals of Biology . . . . . 3
- Chemistry 1A General Chemistry . . . . . 5
- Chemistry 10 Fundamentals of Chemistry . . . . . 4
- Comp. Sci. 1 Introduction to Computer Concepts . . . . . 2
  - and
  - Comp. Sci. 3 Computer Operating Systems . . . . . 1
- Comp. Sci. 6 BASIC Programming . . . . . 3
- Earth Sci. 5 Physical Geology . . . . . 4
- Earth Sci. 40 Descriptive Astronomy . . . . . 3
- Earth Sci. 60 Fundamentals of Meteorology . . . . . 3
- Earth Sci. 70 Fundamentals of Oceanography . . . . . 3
- Math 104 Intermediate Algebra (or higher) . . . . . 4
- Natural Res. 1 Environmental Conservation . . . . . 3
- Physics 1 Conceptual Physics . . . . . 3
- Physics 5A General Physics . . . . . 5

SOCIAL SCIENCES (Minimum of 6 Units):

- Anthro. 1 Physical Anthropology . . . . . 3
- Anthro. 2 Cultural Anthropology . . . . . 3
- Anthro. 15 Indians of North America . . . . . 3
- Bus. Ad. 20 Principles of Business . . . . . 3
- Economics 10 Principles of Economics . . . . . 4
- Economics 11 Principles of Economics . . . . . 4
- Geography 12 Intro. to Cultural Geography . . . . . 3
- History 13 World Civilization: to 1650 . . . . . 3
- History 14 World Civilization: 1650 to Present . . . . . 3
- History 16 United States History . . . . . 3
- History 17 United States History . . . . . 3
- Pol. Sci. 10 Constitutional Government . . . . . 3
- Psychology 1 General Psychology . . . . . 3
- Sociology 1 Introduction to Sociology . . . . . 3
- Sociology 2 American Society . . . . . 3
- Sociology 12 Family, Marriage, Individual . . . . . 3

MATHEMATICS

REQUIRED  
UNITS

- ACCEPTABLE COURSES WITHIN MAJOR:
- A. Twelve (12) units required from this section . . . . . 12
    - Mathematics 10 College Algebra (4)
    - Mathematics 18A Calculus with Analytic Geometry (4)
    - Mathematics 18B Calculus with Analytic Geometry (4)
  - B. Eight (8) units required from this section . . . . . 8
    - Mathematics 2 Elements of Statistics (4)
    - Mathematics 12 Finite Mathematics (4)
    - Physics 1 Conceptual Physics (3)
    - Physics 5a General Physics (5)
    - Computer Science - Any Computer Programming Course (3)
- TOTAL REQUIRED UNITS 20

NATURAL RESOURCES

REQUIRED  
UNITS

- ACCEPTABLE COURSES WITHIN MAJOR:
- A. Twelve (12) units required from this section . . . . . 12
    - Nat. Res. 1 Environmental Conservation (3)
    - Nat. Res. Tech. 150 Natural History and Ecology (2)
    - Nat. Res. Tech. 152 Applied Wildland Management (3)
    - Nat. Res. Tech. 155 Interpretive Guided Tours (2)
    - Nat. Res. Tech. 160 Aerial Photo. and Map Interp. (2)
  - B. Eight (8) units required from this section . . . . . 8
    - Biology 179 Fishing and Fisheries (1)
    - Fire Technology 7 Wildland Fire Control (3)
    - Forestry 1 Intro. to Professional Forestry (3)
    - Forestry 10 Dendrology (3)
    - Forestry Tech. 153 Forest Surveying Techniques (3)
    - Forestry Tech. 162 Applied Forest Inv./Management (2)
    - Nat. Resources 9 Parks and Forests Law Enforcement (2)
    - Nat. Resources 22 Ecology and use of Fire in Forest Ecosystems (2)
    - Nat. Res. Tech. 181 California Wildlife (4)
- TOTAL REQUIRED UNITS 20

OFFICE OCCUPATIONS  
EMPHASIS IN CLERICAL STUDIES

REQUIRED  
UNITS

- ACCEPTABLE COURSES WITHIN MAJOR:
- A. Twenty-One (21) units required from this section . . . . . 21
    - Office Oc. 1 Filing Systems/Records Management (2)
    - Office Oc. 5 Electronic Printing Calculators (1)
    - Office Oc. 20 Machine Transcription (2)
    - 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)
    - Bus. Ad. 163 Business Mathematics (3)
    - Comp. Sci. 1 Introduction to Computer Concepts (2)
  - B. Three (3) units required from this section . . . . . 3
    - Bus. Ad. 1A Accounting (4)
    - Bus. Ad. 160A Bookkeeping (3)
    - Bus. Ad. 161A Small Business Accounting (4)
- TOTAL REQUIRED UNITS 24

OFFICE OCCUPATIONS  
EMPHASIS IN SECRETARIAL STUDIES

REQUIRED  
UNITS

- ACCEPTABLE COURSES WITHIN MAJOR:
- A. Eighteen (18) units required from this section . . . . . 18
    - Office Oc. 1 Records Management (2)
    - Office Oc. 15 Intermediate Shorthand (4)
    - Office Oc. 20 Machine Transcription (2)
    - Office Oc. 30 Office Procedures (3)
    - Office Oc. 40 Beginning Word Processing (2)
    - Office Oc. 120 Intermediate Typing (3)
    - Comp. Sci. 1 Introduction to Computer Concepts (2)
  - B. Three (3) units required from this section . . . . . 3
    - Office Oc. 25 Business Communications (3)
    - Office Oc. 130 Business English (3)
  - C. Three (3) units required from this section . . . . . 3
    - Bus. Ad. 1A Accounting (4)
    - Bus. Ad. 160A Bookkeeping (3)
    - Bus. Ad. 161A Small Business Accounting (4)
- TOTAL REQUIRED UNITS 24



**SCIENCE - EMPHASIS IN BIOLOGY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Biology 18 Fundamentals of Biology	3
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 (4)	
Earth Science 35 Field Geology (2)	
Nat. Resources 1 Environmental Conservation (3)	
Physics 1 Conceptual Physics (3)	
Physics 5A General Physics (5)	

TOTAL REQUIRED UNITS 17

Students planning to become Biology majors upon transfer to a four-year school should take Chemistry 1A and 1B, 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 1 Conceptual Physics (3)	
Physics 5A 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 20A and 20B 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 1 Conceptual Physics (3)	
Physics 5A General Physics (5)	

TOTAL REQUIRED UNITS 21

Students planning to become Earth Science majors upon transfer to a four-year school should take Chemistry 1A and 1B, Mathematics 18, and Physics 5A and 5B 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 1 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 1 Conceptual Physics (3)	
Physics 5A General Physics (5)	
Physics 5B 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 1A and 1B and Physics 5A and Physics 5B 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 Physical Anthropology (3)	
Anthropology 2 Cultural Anthropology (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 Cultural Anthropology (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 Physical Anthropology (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 1 Conceptual Physics (3)	
D. Three (3) units required from this section	3
Anthropology 1 Physical Anthropology (3)	
Anthropology 2 Cultural Anthropology (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 Physical Anthropology (3)	
Anthropology 2 Cultural Anthropology (3)	
Psychology 1 General Psychology (3)	
Psychology 2 Current Issues in Psychology (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 for transfer and the associate degree.

\* Students planning to transfer into a Liberal Studies major should consult a counselor for additional information.

### 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 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 State University, San Marcos*  
*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, no upper division credit is allowed for courses taken in a community college.
- Students transferring with full 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.

See the catalog of the CSU school to which you plan to transfer or the CSU application for information on making up missing college preparatory subject requirements.

Although the distribution may be slightly different from the course pattern required of other students, students qualifying for substitutions will still be held accountable 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 form, 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 points; C, 3 points; D, 1 point; and none for F grades.

**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. For information on impacted programs at CSU, consult the catalog of the school to which you intend to transfer, the CSU application or your counselor.

**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 TO THE 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 Student

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. (See also

"COURSES FROM COLUMBIA COLLEGE ACCEPTABLE AT THE UNIVERSITY OF CALIFORNIA-ALL CAMPUSES" available in the career/transfer center). 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/ COLUMBIA COLLEGE TRANSFER CORE CURRICULUM (General Education Breadth Requirements)

Beginning with applicants to the fall term 1989, Columbia College transfer students to U.C. may fulfill the lower division breadth and general education requirements by completing the following Transfer Core Curriculum. The Transfer Core curriculum consists of a series of subject areas and types of courses which, if completed prior to transfer, will satisfy the breadth and general education requirements at any campus of the University of California. You have the option, however, to fulfill the breadth and general education requirements by either completing the Transfer Core Curriculum in its entirety or the specific lower division breadth and general education requirements listed in the catalog of the school or college of the campus to which you plan to transfer.

If all of the breadth and general education requirements of the Transfer Core Curriculum are not completed with a grade of "C" or better before transferring to the University, you will be subject to the regulations regarding breadth and general education requirements of the school or of the campus to which you have been admitted. (Courses where a CR is earned are acceptable).

Staff in the admission or relations with schools office at the campus to which you wish to transfer will assist you with questions related to the Transfer Core Curriculum.



**COLUMBIA COLLEGE**  
**TRANSFER TO THE UNIVERSITY OF CALIFORNIA**  
**UNIVERSITY OF CALIFORNIA TRANSFER CORE CURRICULUM**  
**REQUIREMENTS — ALL CAMPUSES**

<u>SUBJECT AREAS:</u>	<u>TERMS REQUIRED:</u>	<u>UNITS REQUIRED:</u>
AREA 1. Foreign Language (See Notes: Area 1) Spanish 1A and 1B	Proficiency	Proficiency
AREA 2. English Composition (See Notes: Area 2) English 1A and 1B	2 Semesters	6 units min.
AREA 3. Mathematics/Quantitative Reasoning (See Notes: Area 3) Mathematics 2, 6, 10, 12, 18A, 18B, 18C	1 Course	3 units min.
AREA 4. Arts and Humanities (See Notes: Area 4) 4.1 Arts Art 11,12 Drama 20 Music 2, 10, 11, 20A, 20B 4.2 Humanities (See Notes: Area 4) English 10, 11, 17, 18, 46, 47, 49,50 History 11, 13, 14, 16*, 17* Humanities 1, 2 Philosophy 1, 25 Spanish 1A, 1B	3 Semesters	9 units min.  At least one course from 4.1 and one from 4.2 must be included.
AREA 5. Social and Behavioral Sciences Anthropology 1, 2, 3, 15 Economics, 10, 11 Geography 12, 15 Political Science 10*, 12, 14 Psychology 1, 2 Social Science 40 Sociology 1, 2, 12	3 Semesters	9 units min.
AREA 6. Physical and/or Biological Sciences (See Notes: Area 6) 6.1 Physical Science Chemistry, 1A+, 1B+, 10+**, 20**, Earth Science 5A+, 30, 40**, 45+, 60, 70 Physics 1**, 5A+, 5B+, 6.2 Biological Sciences Biology 2+**, 4+, 6+, 10+, 18**, 19+, 20+**, 60+, 65+	2 Semesters	7 units min. At least one Laboratory (+) must be included.
<b>TOTAL</b>	<b>11 Semesters</b>	<b>34 Semester units</b>

+ Includes a laboratory

\* Also applicable to the American History and Institutions requirement.

\*\* Indicates that transferable course credit to U.C. **MAY BE LIMITED**. Please consult the Counseling Office or the Career/Transfer Center for additional information related to limitations and see COURSES FROM COLUMBIA COLLEGE ACCEPTABLE AT THE UNIVERSITY OF CALIFORNIA — ALL CAMPUSES.

Area 1. **Foreign Language:** This requirement may be fulfilled by completion of two years of a foreign language in high school with a grade of "C" or better, or equivalent proficiency demonstrated by college courses or performance on tests, such as earning a minimum score of 550 on an appropriate College Board Achievement Test in a foreign language, or the two-semester sequence at Columbia College.

Area 2. **English Composition:** This requirement must be fulfilled by completion of a one-year lower division English composition sequence.

Area 3. **Mathematics/Quantitative Reasoning:** This requirement may be fulfilled by earning a minimum score of 600 on the Mathematics section of the Scholastic Aptitude Test (SAT), or 550 on the College Board Achievement in Mathematics (Level I or Level II), or the completion of one course at Columbia College.

Area 4. **Arts and Humanities:** This requirement must be fulfilled by completion of at least one course from 4.1 Arts and one course from 4.2 Humanities.

Area 6. **Physical and/or Biological Sciences:** This requirement must be fulfilled by completion of at least one laboratory.

**AMERICAN HISTORY AND INSTITUTIONS REQUIREMENT:** This requirement may be met by completion of either History 16 or 17 and Political Science 10 with a grade of "C" or higher. These courses may be double counted as applicable in Area 4 — Humanities and Area 5 — Social and Behavioral Sciences. In some cases, campuses of the University of California accept high school courses in fulfillment of this requirement. Check the catalog of the campus to which you plan to transfer for more specific information.

**ELIGIBILITY TO TRANSFER TO U.C.:** A student is eligible to transfer to U.C. after completion of 56 transferable units, but is encouraged to complete 60 units for full junior status. This may affect priority for registration at the transfer campus as well as the amount of financial aid loans for which you may apply.

**MAXIMUM ALLOWABLE TRANSFER UNITS:** U.C. will not grant credit toward graduation for course work completed in excess of 70 lower division transferable semester units. See handout: COURSES FROM COLUMBIA COLLEGE ACCEPTABLE AT THE UNIVERSITY OF CALIFORNIA — ALL CAMPUSES for Columbia College courses that are U.C. transferable.

**EXCEPTIONS TO THE USE OF THE TRANSFER CORE CURRICULUM:** Following the Transfer Core Curriculum is not advisable for 1) any student pursuing an impacted major or a major requiring high unit lower

division prerequisites such as engineering, chemistry, etc.; 2) students transferring to U.C. Berkeley: School of Business, College of Engineering or Environmental Design; U.C. San Diego: Revelle or Fifth Colleges; U.C.L.A.: College of Fine Arts or U.C. Santa Barbara. Students considering any of the options listed above should consult with personnel at the transfer institution, the appropriate campus catalog, and/or a Columbia College counselor.

**California Residents**

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 met 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.

**NOTES**

# COURSE DESCRIPTIONS



## COURSE INFORMATION

## Numbering of Courses

1 to 99 are designated baccalaureate level courses.

100 to 199 are not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities.

200 to 299 are non-degree applicable courses.

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.

## Transferability of Courses

Courses that transfer to the California State University System and/or the University of California System are so designated in parentheses following the course description:

CSU — Transfer to California State University System

UC — Transfer to University of California System

CSU/UC — Transfer to both systems.

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 at the discretion of the transfer school.

## 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. Non-Credit Courses

In an effort to meet some of the special interest needs of the populations served by the College, non-credit courses are usually offered each semester. These courses are traditionally offered either through Continuing Education or Community Services sponsorship. Non-credit 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 units 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 unless authorized by the transfer school.

## 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.) These courses may transfer as electives or other credit as authorized by the transfer school.

## 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

## ANTHR 1 — PHYSICAL ANTHROPOLOGY 3 Units

*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 civilization and contemporary gatherer-hunters. (UC/CSU)

## ANTHR 2 — CULTURAL ANTHROPOLOGY 3 Units

*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. (UC/CSU)

## ANTHR 3 — CURRENT ISSUES IN ANTHROPOLOGY 3 Units

*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. (UC/CSU)

## ANTHR 15 — INDIANS OF NORTH AMERICA 3 Units

*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. (UC/CSU)

## ART

## ART 1 — BASIC FREEHAND DRAWING 1-2 Units

*Laboratory: 3-6 hours*

Introduction to basic drawing techniques, rendering techniques, linear perspective, composition and various drawing media. (UC/CSU)

*May be repeated three times.*

## ART 2 — BASIC COLOR AND DESIGN 1-2 Units

*Laboratory: 3-6 hours*

Introduction to elements and principles of visual design and color theory as applied in a studio setting. (UC/CSU)

*May be repeated three times.*

## ART 9A — LIFE DRAWING: Beginning 1-2 Units

*Laboratory: 3-6 hours*

Problems in figure drawing working from the undraped model. (UC/CSU)

*May be repeated one time.*

## ART 9B — LIFE DRAWING: Intermediate 1-2 Units

*Prerequisite: Art 9A with a grade of "C" or better*

*Laboratory: 3-6 hours*

An extension of Art 9A emphasizing various media and compositional problems. (UC/CSU)

*May be repeated one time.*

## ART 11 — HISTORY OF ART: Ancient and Medieval 3 Units

*Lecture: 3 hours*

Survey of art history from the Paleolithic Age through the Late Gothic Era. (UC/CSU)

Field trips may be required.

## ART 12 — HISTORY OF ART: Renaissance, Baroque, and Modern 3 Units

*Lecture: 3 hours*

Survey of art history from the 14th through the 20th century. (UC/CSU)

Field trips may be required.

## ART 18 — HISTORY OF MODERN ART 3 Units

*Lecture: 3 hours*

Survey of art history from the Impressionist era through contemporary art. (UC/CSU)

Field trips may be required.

## ART 21A — PAINTING: Beginning 1-2 Units

(formerly 21)

*Laboratory: 3-6 hours*

Basic principles, techniques, and materials of easel painting in a variety of media. (UC/CSU)

## ART 21B — PAINTING: Intermediate 1-2 Units

(formerly 22)

*Prerequisite: Art 21A with a grade of "C" or better*

*Laboratory: 3-6 hours*

Continuation of Art 21 with emphasis on personal expression. (UC/CSU)

*May be repeated two times.*

## ART 23A — WATERCOLOR: Beginning 1-2 Units

*Laboratory: 3-6 hours*

Introduction to the basic techniques and problems of transparent watercolors. (UC/CSU)

## ART 23B — WATERCOLOR: Intermediate 1-2 Units

*Prerequisite: Art 23A with a grade of "C" or better*

*Laboratory: 3-6 hours*

Continuation of Art 23A introducing opaque watercolors and various experimental techniques. (UC/CSU)

*May be repeated two times.*

## ART 25 — MIXED MEDIA PAINTING 1 Unit

*Laboratory: 3-6 hours*

Introduction to special techniques involving creative mixtures of traditional media: pen and ink over watercolor wash, oil, and acrylic in combination. (UC/CSU)

*May be repeated three times.*

## ART 31 — CERAMICS: Introductory 1-2 Units

*Laboratory: 3-6 hours*

Introduction to basic ceramic methods including hand-building and wheel-thrown forms, and introduction to glazes and decoration. (UC/CSU)

## ART 32 — CERAMICS: Advanced 1-2 Units

*Laboratory: 3-6 hours*

Continuation of Art 31 with emphasis on glazes, formulation and applications with increased opportunity for personal expression and experimentation. (UC/CSU)

## ART 33 — CERAMICS: Special Problems 1-2 Units

*Laboratory 3-6 hours*

Continuation of Introductory and Advanced Ceramics with emphasis on personal growth and independence. (UC/CSU)

*May be repeated one time.*

**ART 35 — INTRODUCTION TO RAKU 1-2 Units***Recommended: Art 31**Laboratory: 3-6 hours*

Introduction to raku process, historic origins and contemporary uses. Practical experience in clay bodies, glazes, and raku firing. (UC/CSU)

*May be repeated three times.***ART 37 — INTRODUCTION TO PRINTMAKING 1-2 Units***Laboratory: 3-6 hours*

Introduction to basic intaglio and relief print-making procedures, including etching, engraving, collograph, linocut, and woodcut. (UC/CSU)

*May be repeated three times.***ART 50A — COMMERCIAL FREEHAND LETTERING: Beginning 1-2 Units***Laboratory: 3-6 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. (CSU)

**ART 50B — COMMERCIAL FREEHAND LETTERING: Intermediate 1-2 Units***Prerequisite: Art 50A with a grade of "C" or better or consent of instructor**Laboratory: 3-6 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. (CSU)

*May be repeated two times.***ART 53A — SILKSCREEN PRINTMAKING: Beginning 1-2 Units***Laboratory: 3-6 hours*

Introduction to basic silkscreen printmaking using various stencil techniques. (UC/CSU)

**ART 53B — SILKSCREEN PRINTMAKING: Advanced 1-2 Units***Prerequisite: Art 53A with a grade of "C" or better or consent of instructor.**Laboratory: 3-6 hours*

An extension of Art 53A with emphasis on experimentation and self-expression. Advanced techniques with stencils, color, inks, photographic materials and special problems. (UC/CSU)

*May be repeated two times.***ART 71 — CERAMIC SCULPTURE: Introductory 1-2 Units***Laboratory: 3-6 hours*

Basic principles, techniques, and problems of sculpture. (UC/CSU)

**ART 72 — CERAMIC SCULPTURE: Advanced 1-2 Units***Laboratory: 3-6 hours*

Continuation of Art 71 emphasizing advanced problems and techniques in sculpture. (UC/CSU)

**ART 73 — CERAMIC SCULPTURE: Special Problems 1-2 Units***Laboratory: 3-6 hours*

Continuation of Art 72 with emphasis on experimentation and development of personal expression. (UC/CSU)

*May be repeated one time.***Photography****ART 40A — PHOTOGRAPHY: Beginning 4 Units***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, and black and white darkroom procedures. Adjustable 35mm camera (or equivalent) will be utilized. (UC/CSU)

*Field trips may be required.***ART 40B — PHOTOGRAPHY: Intermediate 3 Units**

(formerly 41)

*Prerequisite: Art 40A with a grade of "C" or better or consent of instructor**Lecture: 2 hours**Laboratory: 3 hours*

Emphasis will be on refining camera work, composition, visual concepts; exposure and development of the negative, and printing skills in black and white. Adjustable 35mm camera (or equivalent) will be utilized. (UC/CSU)

*Field trips may be required.***ART 42 — COLOR PHOTOGRAPHY: Slide Making and Positive Printing 3 Units***Prerequisite: Art 40A with a grade of "C" or better or consent of instructor**Co-requisite Recommended: Art 2**Skill Level Recommended: Eligibility for English 151 and Mathematics 100**Lecture: 2 hours**Laboratory: 3 hours*

Development and printing of color slides. Includes the history and theory of color photography, a survey and analysis of slide films, color balance and temperature, exposure, film speed and push processing and related effects, positive printing. (CSU)

*Field trips may be required.**May be repeated one time.***ART 44 — ADVANCED PHOTOGRAPHY LABORATORY 1 Unit***Prerequisite: Art 40B 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. (CSU)

*May be repeated three times.***ART 45 — FIELD PHOTOGRAPHY 1-2 Units***Co-requisite Recommended: Art 44**Skill Level Recommended: Eligibility for English 151 and Mathematics 100**Lecture: .5-1 hour**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. (CSU)

*Field trips are required.**May be repeated three times.***ART 48 — SPECIAL TOPICS IN PHOTOGRAPHY 1-4 Units***Prerequisite: Art 40A or consent of instructor**Co-requisite Recommended: Art 44**Skills Level Recommended: Eligibility for English 151 and Mathematics 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. (CSU)

*Field trips may be required.**May be repeated with different topics only.***AUTOMOTIVE TECHNOLOGY***See Page 33 for Certificate Requirements***AUTO 1 — INTRODUCTION TO AUTOMOTIVE TECHNOLOGY 1 Unit***Lecture: 1 hour*

Theory of operation of automobile systems. Fundamentals of math, micrometer, fasteners, shop safety and tools will be covered. (CSU)

*Offered for Credit/No Credit only.***AUTO 3 — PREVENTIVE MAINTENANCE 1 Unit***Lecture: .5 hour**Laboratory: 1.5 hours*

Preventive maintenance procedures with emphasis on lubrication and safety inspection as well as record keeping. (CSU)

**AUTO 12 — PULLING AND INSTALLING ENGINES 1 Unit***Lecture: .5 hour**Laboratory: 1.5 hours*

Practical experience in pulling and installing engines. (CSU)

**AUTO 14 — MACHINE SHOP PROCEDURES 2 Units***Lecture: 1 hour**Laboratory: 3 hours*

Practical experience in head, block service, and common machine shop procedures used in repair shops. (CSU)

**AUTO 16 — ENGINE REBUILDING 4 Units***Prerequisite: Automotive Technology 1 with grade of "CR" and Automotive Technology 14 with a grade of "C" or better or consent of instructor**Lecture: 2 hours**Laboratory: 6 hours*

Techniques involved in engine rebuilding. (CSU)

**AUTO 17A — CARBURETION SYSTEMS 2 Units***Lecture: 1 hour**Laboratory: 3 hours*

Techniques and procedures for overhaul and service of carburetor and accessories. Fuel injection service is also covered. (CSU)

**AUTO 17B — ELECTRIC MECHANICAL CARBURETORS 1 Unit**

(formerly 117B)

*Prerequisite: Automotive 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. (CSU)

**AUTO 18 — EMISSION CONTROL 1 Unit***Lecture: .5 hour**Laboratory: 1.5 hours*

Installation, operation and repair of automotive pollution control devices. State and federal regulations are covered. (CSU)

**AUTO 19A — BASIC GASOLINE ENGINE TUNE-UP 1-2 Units***Lecture: .5-1 hour**Laboratory: 1.5-3 hours*

Operation and service of standard and electronic ignition systems. Emphasis on hand-held equipment. (CSU)

**AUTO 19B — ADVANCED GASOLINE ENGINE TUNE-UP** 2 Units

*Prerequisite: Automotive Technology 19A with a grade of "C" or better or consent of instructor*

*Lecture: 1 hour*

*Laboratory: 3 hours*

Diagnosis and trouble-shooting of ignition systems using the oscilloscope, infared and other specialized tune-up equipment. (CSU)

**AUTO 20 — COMPUTERIZED ENGINE CONTROLS (GENERAL MOTORS)** 1 Unit

*Lecture: .5 hour*

*Laboratory: 1.5 hours*

Operation and diagnosis of domestic computerized engine control systems. (CSU)

**AUTO 21 — ELECTRONIC FUEL INJECTION (FORD)** 1 Unit

*Lecture: .5 hour*

*Laboratory: 1.5 hours*

Operation and diagnosis of electronic fuel injected engines. Emphasis on Ford systems. (CSU)

**AUTO 23 — COMPUTERIZED ENGINE CONTROL (FORD)** 1 Unit

*Lecture: .5 hour*

*Laboratory: 1.5 hours*

Operation and diagnosis of Ford computerized engine control systems. (CSU)

**AUTO 25 — ELECTRONIC FUEL INJECTION (GENERAL MOTORS)** 1 Unit

*Lecture: .5 hour*

*Laboratory: 1.5 hours*

Operation and diagnosis of General Motors fuel injected engines. (CSU)

**AUTO 30 — MANUAL TRANSMISSION REBUILDING** 1 Unit

*Lecture: .5 hour*

*Laboratory: 1.5 hours*

Principles and operation of automotive power trains including diagnosis and overhaul of clutches, manual transmission, overdrives, and transfer cases. (CSU)

**AUTO 34 — AXLES AND DRIVE LINES** 1 Unit

*Prerequisite: Automotive Technology 30 with a grade of "C" or better or consent of instructor*

*Lecture: .5 hour*

*Laboratory: 1.5 hours*

Service, diagnosis, and repair of drivelines, rear axles and third members, front wheel drive hubs, and 4 x 4 front axles and hubs. (CSU)

**AUTO 36 — AUTOMATIC TRANSMISSION (GENERAL MOTORS)** 2 Units

*Lecture: 1 hour*

*Laboratory: 3 hours*

Practical experience in disassembly and assembly, failure and analysis, trouble-shooting, pressure testing, and automatic transmission rebuilding. (CSU)

**AUTO 38 — AUTOMATIC TRANSMISSION (FORD)** 1 Unit

*Lecture: .5 hour*

*Laboratory: 1.5 hours*

Practical experience in disassembly and assembly, failure and analysis, trouble-shooting, pressure testing, and automatic transmission rebuilding. (CSU)

**AUTO 40A — BRAKES: Drum** 2 Units

*Lecture: 1 hour*

*Laboratory: 3 hours*

Principles of operation of automotive drum brakes, including diagnosis and overhaul techniques. (CSU)

**AUTO 40B — BRAKES: Disc** 1 Unit

*Prerequisite: Automotive Technology 40A with a grade of "C" or better or consent of instructor*

*Lecture: .5 hour*

*Laboratory: 1.5 hours*

Service procedures, including overhaul techniques of disc brakes. (CSU)

**AUTO 44A — FRONT-END AND SUSPENSION** 2 Units

*Lecture: 1 hour*

*Laboratory: 3 hours*

Fundamentals and theory of automotive suspensions and steering systems; adjustments, diagnosis, inspection, and repair of alignment problems, including wheel balancing and tire problems. (CSU)

**AUTO 44B — FRONT-END AND SUSPENSION** 2 Units

*Prerequisite: Automotive Technology 44A with a grade of "C" or better or consent of instructor*

*Lecture: 1 hour*

*Laboratory: 3 hours*

Front-end and suspension rebuilding and maintenance. Rear axle alignment is included. (CSU)

**AUTO 50A — VEHICLE ELECTRICITY: Electrical Theory** 2 Units

*Lecture: 1 hour*

*Laboratory: 3 hours*

Fundamentals of electricity that apply to all electrical systems. (CSU)

**AUTO 50B — VEHICLE ELECTRICITY Charging Systems** 2 Units

*Prerequisite: Automotive Technology 50A with a grade of "C" or better or consent of instructor*

*Lecture: 1 hour*

*Laboratory: 3 hours*

Diagnosis and repair of the battery and charging systems. (CSU)

**AUTO 50C — VEHICLE ELECTRICITY: Starting and Ignition Systems** 2 Units

*Prerequisite: Automotive Technology 50A with a grade of "C" or better or consent of instructor*

*Lecture: 1 hour*

*Laboratory: 3 hours*

Diagnosis and repair of starting systems, magnetos and battery ignition systems. (CSU)

**AUTO 50D — VEHICLE ELECTRICITY: Lighting and Chassis Electrics** 2 Units

*Prerequisite: Automotive Technology 50A with a grade of "C" or better or consent of instructor*

*Lecture: 1 hour*

*Laboratory: 3 hours*

Diagnosis and repair of headlamp, stoplight, turn signals, as well as fuse box, trailer wiring, gauges. (CSU)

**AUTO 62 — AIR CONDITIONING** 1 Unit

*Lecture: .5 hour*

*Laboratory: 1.5 hours*

Understanding the principles and operation of air conditioning, as well as the techniques or recharging, diagnosis and service. (CSU)

**AUTO 70 — PRACTICAL LABORATORY 1-2 Units**

*Prerequisite: 8 units of Automotive Technology courses with not more than 2 of the 8 units taken concurrently with Automotive Technology 70 or consent of instructor*

*Laboratory: 3-6 hours*

Special repair projects are assigned to advanced students with emphasis on speed, accuracy, and work habits. (CSU)

**AUTO 72 — SPECIAL TOPICS IN AUTOMOTIVE TECHNOLOGY** .5-3 Units

*Lecture: .5-3 hours*

*and/or*

*Laboratory: 1.5-3 hours*

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. (CSU)

*May be repeated with different topics only.*

**AUTO 97 — WORK EXPERIENCE IN AUTO TECHNOLOGY** 1-4 Units

*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 one unit of credit*

Provides students an opportunity to experience supervised employment in Auto Technology. The student's employment must be related to educational or occupational goals. (CSU)

*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.*

**AUTO 255 — AUTOMOTIVE SERVICE EXCELLENCE TEST PREPARATION** 1 Unit

*Lecture: 1 hour*

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 student's readiness for taking the examination.

*May be repeated three times.*

**BIOLOGY**

**BIOL 2 — PRINCIPLES OF BIOLOGY** 4 Units

*Prerequisite: 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 and Mathematics 104*

*Lecture: 3 hours*

*Laboratory: 3 hours*

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, evolution and ecology. Designed for Life Science and related majors. (UC/CSU)

*Field trips may be required.*

**BIOL 4 — PRINCIPLES OF ANIMAL BIOLOGY** 4 Units

*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 Mathematics 104*

*Lecture: 3 hours*

*Laboratory: 3 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 each of the animal groups. Dissection of animals is required. (UC/CSU)

*Field trips are required.*

**BIOL 6 — PRINCIPLES OF PLANT BIOLOGY** 4 Units

*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 Mathematics 104

*Lecture:* 3 hours

*Laboratory:* 3 hours

A general botany course with emphasis on plant anatomy, morphology, physiology, and systematics of fungi, and vascular plants. (UC/CSU)

*Field trips may be required.*

**BIOL 10 — INTRODUCTORY HUMAN ANATOMY** 4 Units

*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. (UC/CSU)

**BIOL 18 — FUNDAMENTALS OF BIOLOGY** 3 Units

*Skill Level Recommended:* Eligibility for English 151 and Mathematics 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.) (UC/CSU)

**BIOL 19 — FUNDAMENTALS OF BIOLOGY LABORATORY** 1 Unit

*Prerequisite:* Previous or concurrent enrollment in Biology 18

*Skill Level Recommended:* Eligibility for English 151 and Mathematics 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. (UC/CSU)

*Field trips are required.*

**BIOL 20 — FUNDAMENTALS OF PLANT BIOLOGY** 2 Units

*Skill Level Recommended:* Eligibility for English 151 and Mathematics 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. (UC/CSU)

**BIOL 25 — PLANT TAXONOMY OF THE SIERRA NEVADA** 2 Units

*Skill Level Recommended:* Eligibility for English 151 and Mathematics 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. (CSU)

*Field trips are required.*

**BIOL 39 — FIELD BIOLOGY** 1-2 Units

*Skill Level Recommended:* Eligibility for English 151 and Mathematics 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. (CSU)

*May be repeated three times.*

**BIOL 50 — NUTRITION** 3 Units

*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. (UC/CSU)

**BIOL 60 — INTRODUCTION TO HUMAN PHYSIOLOGY** 4 Units

*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. (UC/CSU)

**BIOL 65 — MICROBIOLOGY** 4 Units

*Prerequisite:* Biology 2 or Biology 18 and 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 Mathematics 104 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. (UC/CSU)

*Field trips may be required.*

**BIOL 158 — BIRDS OF THE MOTHER LODE** 1.5 Units

*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.*

**BIOL 159 — WILDFLOWERS OF THE MOTHER LODE** 1-1.5 Units

*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.*

**BIOL 160 — MUSHROOMS OF THE MOTHER LODE** 1.5 Units

*Lecture:* 1 hour

*Laboratory:* 1.5 hours

Survey of mushrooms of the Mother Lode with emphasis on mushroom taxonomy, identification, and differentiation of common edibles from poisonous fungi, the ecology of fungi, including their habitat and role in various ecosystems, as well as their impact on civilizations.

*Field trips will be required.*

*May be repeated two times.*

**BIOL 168 — BIRDS OF THE SIERRA NEVADA** .5-1 Units

*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.*

**BIOL 170 — WINTERING BIRDS OF CALIFORNIA** 1 Unit

*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.*

**BIOL 179 — FISHING AND FISHERY BIOLOGY OF THE SIERRA NEVADA** 1 Unit

*Lecture:* .5 hours

*Laboratory:* 1.5 hours

An overview of the identification, ecology, and management of fish species inhabiting the foothill, forest and alpine communities of the Sierra Nevada.

*Offered for Credit/No Credit only.*

*Field trips are required.*

**BUSINESS**

**Business Administration**

*See Page 34 for Certificate Requirements*

**BUSAD 1A — ACCOUNTING** 4 Units

*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. (UC/CSU)

**BUSAD 1B — ACCOUNTING** 4 Units

*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, and manufacturing operations. (UC/CSU)

**BUSAD 4 — HUMAN RELATIONS IN BUSINESS** 3 Units

*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. (CSU)

**BUSAD 18 — COMMERCIAL LAW** 3 Units

(formerly 18A)

*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. (UC/CSU)

**BUSAD 19 — COMMERCIAL LAW** 3 Units

(formerly 18B)

*Recommended:* Completion of Business Administration 18A

*Lecture:* 3 hours

Commercial types of paper, secured transactions, creditors rights, insurance, agency and employment, types of business organizations, real property and estates. (UC/CSU)



**BUSAD 20 — PRINCIPLES OF BUSINESS 3 Units***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. (CSU)

**BUSAD 30 — PRINCIPLES OF MARKETING 3 Units***Lecture: 3 hours*

Marketing principles, policies, and functions, price policies and controls, trade channels, merchandising, market research, advertising, and competitive practices. (CSU)

**BUSAD 40 — PRINCIPLES OF MANAGEMENT 3 Units***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. (CSU)

**BUSAD 97 — WORK EXPERIENCE IN BUSINESS AND COMMERCE 1-4 Units**

*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. (CSU)

*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.***BUSAD 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.

**BUSAD 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.

**BUSAD 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.

**BUSAD 158 — PEGBOARD PAYROLL SYSTEM 1 Unit***Lecture: 1 hour*

A business simulation designed to give realistic experience in keeping payroll records using a pegboard system.

**BUSAD 160A — BOOKKEEPING 3 Units***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.

**BUSAD 160B — BOOKKEEPING 3 Units**

*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.

**BUSAD 161A — SMALL BUSINESS ACCOUNTING I 4 Units***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.

**BUSAD 161B — SMALL BUSINESS ACCOUNTING II 4 Units**

*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.

**BUSAD 162A — COMPUTERIZED ACCOUNTING SIMULATION 1 Unit**

*Prerequisite: Business Administration 160B, Business Administration 161A or Business Administration 1A with a grade of "C" or better or consent of instructor*

*Lecture: 1 hour*

Introduction to 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.

**BUSAD 162B — COMPUTERIZED ACCOUNTING SIMULATION 1 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: 1 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.

**BUSAD 163 — BUSINESS MATHEMATICS 3 Units***Lecture: 3 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.

**BUSAD 165 — THE METRIC SYSTEM 1 Unit***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 36-37 for Certificate Requirements***OFFOC 1 — RECORDS MANAGEMENT 2 Units***Lecture: 2 hours*

The study of alphabetic, numeric, geographic, and subject filing systems as well as the management and control of business records. (CSU)

**OFFOC 5 — ELECTRONIC PRINTING CALCULATORS 1 Unit***Skill Level Recommended: Eligibility for Mathematics 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. (CSU)

**OFFOC 10 — ABC BEGINNING SHORTHAND 4 Units***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. (CSU)

**OFFOC 15 — INTERMEDIATE SHORTHAND 4 Units**

*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. (CSU)

**OFFOC 20 — MACHINE TRANSCRIPTION 2 Units**

*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. (CSU)

**OFFOC 25 — BUSINESS COMMUNICATIONS 3 Units***Lecture: 3 hours*

Study of 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. (CSU)

**OFFOC 30 — OFFICE PROCEDURES 3 Units**

*Prerequisite: Office Occupations 40 or Office Occupations 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. (CSU)

**OFFOC 40 — BEGINNING WORD PROCESSING 2 Units**

*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. (CSU)

*May be repeated one time.***OFFOC 41 — INTERMEDIATE WORD PROCESSING 2 Units**

*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. (CSU)

**OFFOC 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. (CSU)

**OFFOC 50 — MEDICAL TERMINOLOGY 3 Units**

*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. (CSU)

**OFFOC 51A — MEDICAL TRANSCRIPTION 2 Units**

*Prerequisite:* Office Occupations 20 or equivalent, and Office Occupations 50 and Office Occupations 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. (CSU)

**OFFOC 51B — MEDICAL TRANSCRIPTION 2 Units**

*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 specialities. (CSU)

**OFFOC 52 — MEDICAL INSURANCE 2 Units**

*Lecture:* 2 hours

A fundamental course in medical insurance and insurance billing including instruction in coding, Blue Cross and Blue Shield forms, Medicaid and Medical, Medicare, Champus and Workers' Compensation. (CSU)

**OFFOC 60 — LEGAL TRANSCRIPTION/ TERMINOLOGY 2 Units**

*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. (CSU)

**OFFOC 62 — LEGAL OFFICE PROCEDURES 2 Units**

*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. (CSU)

**OFFOC 97 — WORK EXPERIENCE IN OFFICE OCCUPATIONS 1-4 Units**

*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. (CSU)

*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.*

**OFFOC 100 — KEYBOARDING 1 Unit**

*Laboratory:* 3 hours (Self-paced)

Designed for students wishing to master the touch method of keyboarding using the electric typewriter.

**OFFOC 110 — BASIC TYPING APPLICATIONS 2 Units**

*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.

**OFFOC 120 — INTERMEDIATE TYPING 3 Units**

*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.

**OFFOC 130 — BUSINESS ENGLISH 3 Units**

*Lecture:* 3 hours

The mechanics of English including grammar, punctuation, sentence structure, spelling, and use of the dictionary.

**OFFOC 200 — COMPUTER / KEYBOARDING TYPEWRITING 1 Unit**

*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.*

**OFFOC 210 — TYPING SPEED AND ACCURACY BUILDING 1 Unit**

*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.*

**OFFOC 215 — WORD PROCESSING FOR PERSONAL USE 1 Unit**

*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.

*Offered for Credit/No Credit only.*

**OFFOC 220 — REVIEW SHORTHAND 4 Units**

*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 speed building activities.

Real Estate

*See Page 37 for Certificate Requirements*

**RLEST 1 — PRINCIPLES OF REAL ESTATE 3 Units**

*Lecture:* 3 hours

Real and personal acquisition, ownership, estates, joint tenancies, partnerships, sales, contract, deeds, taxes, and financing real estate. (CSU)

**RLEST 5 — REAL ESTATE PRACTICE 3 Units**

*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. (CSU)

**RLEST 10 — LEGAL ASPECTS OF REAL ESTATE 3 Units**

*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. (CSU)

**RLEST 15 — REAL ESTATE FINANCE 3 Units**

*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. (CSU)

**RLEST 20 — REAL ESTATE APPRAISAL 3 Units**

*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 to appraising commercial properties. Instruction in the methods and techniques for estimating market value; the appraisal report. (CSU)

**RLEST 25 — REAL ESTATE ECONOMICS 3 Units**

*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. (CSU)

**RLEST 60 — SPECIAL TOPICS IN REAL ESTATE .5-3 Units**

*Prerequisite:* Real Estate 1 with a grade of "C" or better or consent of instructor

*Lecture:* .5-3 hours

Includes one or more of the 24 short course topics approved for continuing education. General topic areas are Agency Relationships, Duties in Brokerage Practice, Ethics, Professional Conduct, Legal Aspects, Consumer Protection, Consumer Service, and Professional Competence. (CSU)

*Offered for Credit/No Credit only.*

*May be repeated with different topics only.*

**RLEST 260 — REAL ESTATE EXAM PREPARATION 1 Unit**

*Lecture:* 1 hour

An intense course designed as preparation for taking the state examination for a Real Estate Salesperson License.

CHEMISTRY

**CHEM 1A — GENERAL CHEMISTRY 5 Units**

*Prerequisite:* One year of high school chemistry with a "B" average and Mathematics 10 or equivalent with a grade of "C" or better; or Chemistry 10 and Mathematics 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. (UC/CSU)

**CHEM 1Bb — GENERAL CHEMISTRY** 5 Units  
*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. (UC/CSU)

**CHEM 10 — FUNDAMENTALS OF CHEMISTRY** 4 Units  
*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 Mathematics 104*  
 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. (UC/CSU)

**CHEM 20 — CHEMISTRY FOR LIBERAL ARTS STUDENTS** 3 Units  
*Skill level Recommended: Eligibility for English 1A*  
 Lecture: 3 hours  
 A survey of chemical principles and how they apply to you, the environment and industry. Topics covered include matter, energy, compounds, stoichiometry, acid-base chemistry, electrochemistry, organic chemistry, and biochemistry. (UC/CSU)

#### CHILD DEVELOPMENT

*See Page 34 for Certificate Requirements*

**CHILD 1 — PRINCIPLES OF CHILD DEVELOPMENT** 3 Units  
*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. (UC/CSU)

**CHILD 3 — PRACTICES IN CHILD DEVELOPMENT** 3 Units  
*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. (CSU)

**CHILD 5 — CHILD NUTRITION** 2 Units  
*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. (CSU)

**CHILD 7 — CHILD HEALTH AND SAFETY** 1 Unit  
*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. (CSU)

**CHILD 10 — CREATIVE ACTIVITIES I** 1.5 Units  
 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. (CSU)

**CHILD 11 — CREATIVE ACTIVITIES II** 1.5 Units  
 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. (CSU)

**CHILD 15 — OBSERVATION AND PARTICIPATION** 2-3 Units  
*Prerequisite: Completion of concurrent enrollment in Child Development 3 or consent of instructor*  
*Skill Level Recommended: Eligibility for English 1A*  
 Lecture: 1 hour  
 Laboratory: 3-6 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. (CSU)  
 May be repeated one time.

**CHILD 18 — SPECIAL NEEDS CHILDREN, PART I** 1 Unit  
*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. (CSU)

**CHILD 19 — SPECIAL NEEDS CHILDREN, PART II** 2 Units  
*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. (CSU)

**CHILD 22 — CHILD, FAMILY, COMMUNITY** 3 Units  
*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. (CSU)

**CHILD 25 — INFANT/TODDLER CARE** 3 Units  
*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. (CSU)

**CHILD 27 — SCHOOL AGE CHILDREN** 3 Units  
*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. (CSU)

**CHILD 30 — CHILD CARE/NURSERY SCHOOL ADMINISTRATION** 3 Units  
*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. (CSU)

**CHILD 97 — WORK EXPERIENCE IN CHILD DEVELOPMENT** 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 Child Development. The student's employment must be related to educational or occupational goals. (CSU)  
 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 34 for Certificate Requirements*

**CMPS 1 — INTRODUCTION TO COMPUTER CONCEPTS** 2 Units  
*Skill Level Recommended: Eligibility for Mathematics 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 a personal computer. Applications include spreadsheets, word processing, database management, graphics, BASIC programming, and communications. (CSU)

**CMPS 2 — FINANCIAL WORKSHEETS ON MICROCOMPUTERS** 2 Units  
*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. (CSU)

**CMPS 3 — COMPUTER OPERATING SYSTEMS** 2 Units  
*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. (CSU)

**CMPS C 4 — COMPUTERIZED ACCOUNTING/ INVENTORY/PAYROLL** 4 Units  
*Prerequisite: Computer Science 1 with a grade of "C" or better, or consent of instructor*  
*Lecture: 3 hours*  
*Laboratory: 3 hours*  
 Commercial computerized accounting/inventory/payroll software: general ledger, accounts payable, accounts receivable, invoicing, inventory, and payroll. Currently using Peachtree Complete II software on IBM computers. (CSU)

**CMPS C 6 — BASIC PROGRAMMING** 3 Units  
*Prerequisite: One year high school algebra or Mathematics 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, inter-active input, analytic approaches to processing data and creating reports, valid and invalid logic structures, logical operators, comparisons, arithmetic operations, loop structures, arrays, search logic, sorting techniques sub-routines, modular and top-down program design, and string processing. (UC/CSU)

**CMPS C 12 — PASCAL PROGRAMMING** 3 Units  
*Prerequisite: One year high school algebra or Mathematics 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. (UC/CSU)

**CMPS C 14 — FORTRAN PROGRAMMING** 3 Units  
*Prerequisite: Two years of high school algebra or Mathematics 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. (UC/CSU)

**CMPS C 16 — RPG II PROGRAMMING** 3 Units  
*Prerequisite: One year of high school algebra or Mathematics 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. (CSU)

**CMPS C 18 — COBOL PROGRAMMING** 3 Units  
*Prerequisite: One year of high school algebra or Mathematics 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. (UC/CSU)

**CMPS C 21 — DATA FILE PROGRAMMING WITH BASIC** 3 Units  
*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. (UC/CSU)

**CMPS C 26 — ADVANCED COMPUTER PROGRAMMING** 3 Units  
*Prerequisite: Computer Science 6 or 12 or 14 or 18 with a grade of "C" or better or consent of instructor*  
*Lecture: 2 hours*  
*Laboratory: 3 hours*  
 Continuation of 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. (UC/CSU)

**CMPS C 40 — ASSEMBLY LANGUAGE PROGRAMMING** 3 Units  
*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. (UC/CSU)

**CMPS C 55 — DATA BASE MANAGEMENT** 3 Units  
*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, entering data and generating periodic business reports (including mailing labels), customizing customer accounts, accounts payable, order processing, general ledger, payroll, inventory, or any data resulting from business transactions. Topics include planning, data structures, query, indexing, sorting, merging, and writing programs in the applications environment. (CSU)

**CMPS C 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.

**CMPS C 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.*

**CMPS C 166 — EDUCATIONAL APPLICATIONS OF MICROCOMPUTERS** 1 Unit  
*Lecture: .5 hours*  
*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

**CONST 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.

**CONST 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.

**CONST 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**

**DRAFT 10A — BASIC DRAFTING** 3 Units  
*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 projects, and dimensioning. (CSU)

**DRAFT 10B — BASIC DRAFTING** 3 Units  
*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. (CSU)

**DRAFT 15A — ADVANCED DRAFTING** 3 Units  
*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. (CSU)

**DRAFT 15B — ADVANCED DRAFTING 1 Unit**  
*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. (CSU)

**DRAFT 30 — ARCHITECTURAL DRAFTING 3 Units**  
*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. (CSU)

**DRAMA**

**DRAMA 20 — ORAL EXPRESSION AND INTERPRETATION 3 Units**  
*Skill Level Recommended: Eligibility for English 1A*  
*Lecture: 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. (UC/CSU)

**DRAMA 22 — INTRODUCTION TO READERS' THEATRE 3 Units**  
*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. (UC/CSU)

**DRAMA 36 — PLAYWRITING 3 Units**  
*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. (UC/CSU)  
 May be repeated one time.

**DRAMA 42 — ACTING FUNDAMENTALS 3 Units**  
*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. (UC/CSU)  
 May be repeated three times.

**DRAMA 43 — ACTING-DIRECTING 3 Units**  
*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. (UC/CSU)  
 May be repeated three times.

**DRAMA 44 — ADVANCED ACTING PROJECTS 1-3 Units**  
*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. (UC/CSU)  
 May be repeated three times.

**DRAMA 45 — IMPROVISATION 3 Units**  
*Lecture: 3 hours*  
*Laboratory: 1 hour*  
 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. (UC/CSU)  
 May be repeated three times.

**DRAMA 47 — AUDITIONS 3 Units**  
*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. (CSU)  
 May be repeated three times.

**DRAMA 50 — MUSICAL THEATRE WORKSHOP 2 Units**  
*Lecture: 1 hours*  
*Laboratory: 3 hours*  
 An exploration of musical theatre to develop, singing, dancing, and acting skills, culminating in a public performance of scenes from selected musicals. (CSU)  
 May be repeated three times.

**DRAMA 56 — TECHNICAL THEATRE LABORATORY 1-3 Units**  
*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. (UC/CSU)  
 May be repeated three times.

**DRAMA 58 — THEATRE PRODUCTION 4 Units**  
*Lecture: 1 hour*  
*Laboratory: 9 hours*  
 Directed activities in acting and technical theatre with participation in public performances and related production activities. (UC/CSU)  
 May be repeated three times.

**DRAMA 60 — FALLON REPERTORY THEATRE 8 Units**  
*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 and performance of six plays in rotating repertory during a nine-month professional season at Columbia's historic Fallon Theatre; acting in at least two productions with related participation in all production activities as assigned. (UC/CSU)  
 May be repeated three times.

**EARTH SCIENCE**

**ESC 5 — PHYSICAL GEOLOGY 4 Units**  
*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. (UC/CSU)  
 Field trips may be required.

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

*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. (CSU)  
 Field trips may be required.

**ESC 30 — GLOBAL TECTONIC GEOLOGY 3 Units**

*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. (UC/CSU)

**ESC 35 — FIELD GEOLOGY 1-3 Units**  
*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. (CSU)  
 May be repeated three times.

**ESC 40 — DESCRIPTIVE ASTRONOMY 3 Units**  
*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.) (UC/CSU)  
 Field trips may be required.

**ESC 45 — ASTRONOMY LABORATORY 1 Unit**  
*Prerequisite: Mathematics 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. (UC/CSU)

**ESC 60 — FUNDAMENTALS OF METEOROLOGY 3 Units**

*Skill Level Recommended: 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. (UC/CSU)  
 Field trips may be required.

**ESC 70 — FUNDAMENTALS OF OCEANOGRAPHY 3 Units**

*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. (UC/CSU)

**ESC 150 — GEOLOGY OF THE MOTHER LODE .5-2 Units***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****ECON 10 — PRINCIPLES OF ECONOMICS 4 Units***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. (UC/CSU)

**ECON 11 — PRINCIPLES OF ECONOMICS 4 Units***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. (UC/CSU)

**EMERGENCY MEDICAL SERVICES***See Page 35 for Certificate Requirements***EMS 3 — EMERGENCY MEDICAL TECHNICIAN TRAINING 6 Units***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 injuries and proper procedures in administering emergency care. (CSU)

**EMS 7 — EMERGENCY MEDICAL TECHNICIAN REFRESHER 1.5 Units***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 injuries and the latest proper procedures in emergency care. The student will reacquire himself/herself with the equipment, systems and skills used in emergency medical situations. (CSU)

*May be repeated three times.***EMS 13 — ADVANCED FIRST AID AND EMERGENCY CARE 3 Units***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 prior to care by qualified medical personnel. (CSU)

*May be repeated three times.***EMS 15 — ADVANCED FIRST AID AND EMERGENCY CARE REFRESHER 1 Unit***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. (CSU)

*May be repeated three times.***EMS 97 — WORK EXPERIENCE IN EMERGENCY MEDICAL SERVICE 1-4 Units***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 E.M.S. The student's employment must be related to educational or occupational goals. (CSU)

*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****ENG 1A — READING AND COMPOSITION: Beginning 3 Units***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. (UC/CSU)

**ENG 1B — READING AND COMPOSITION: Advanced 3 Units***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. (UC/CSU)

**ENG 10 — CREATIVE WRITING 3 Units***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. (UC/CSU)

*May be repeated one time.***ENG 11 — FILM APPRECIATION 3 Units***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 and cinema into video. (UC/CSU)

*May be repeated one time.***ENG 17 — LITERATURE OF THE UNITED STATES 3 Units***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. (UC/CSU)

**ENG 18 — LITERATURE OF THE UNITED STATES 3 Units***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. (UC/CSU)

**ENG 46 — SURVEY OF ENGLISH LITERATURE 3 Units***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. (UC/CSU)

**ENG 47 — SURVEY OF ENGLISH LITERATURE 3 Units***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. (UC/CSU)

**ENG 49 — CALIFORNIA LITERATURE 3 Units***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. (UC/CSU)

**ENG 50 — INTRODUCTION TO SHAKESPEARE 3 Units***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. (UC/CSU)

**ENG 151 — COLLEGE COMPOSITION 3 Units***Lecture: 3 hours*

Training in basic composition skills, reading, interpretation, and discussion of college-level materials; basic mechanics, sentence structure, paragraph development and essay organization.

*May be repeated one time.***ENG 275 — WRITING FUNDAMENTALS 1 Unit***Lecture: 1 hour*

Individual instruction in the fundamentals of writing.

*May be repeated one time.***FIRE TECHNOLOGY***See Page 35 for Certificate Requirements***FIRE 1 — INTRODUCTION TO FIRE TECHNOLOGY 3 Units***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 provide an overview of fire technology, the fire service, and the fire protection field as career potential. (CSU)

**FIRE 2 — FUNDAMENTALS OF FIRE BEHAVIOR AND CONTROL 3 Units***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. (CSU)

**FIRE 3 — FIRE PROTECTION EQUIPMENT AND SYSTEMS 3 Units***Lecture: 3 hours*

Introduction to portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, fire alarm and detection systems. (CSU)

**FIRE 4 — FUNDAMENTALS OF FIRE PREVENTION** 3 Units

*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. (CSU)

**FIRE 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. (CSU)

**FIRE 7 — WILDLAND FIRE CONTROL** 3 Units

*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. (CSU)

**FIRE 9 — FIRE HYDRAULICS** 2 Units

*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. (CSU)  
*This class meets part of the requirements for Driver Operator, a state certified class.*

**FIRE 26A — FIRE PREVENTION 1A** 2 Units

*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. (CSU)  
*This class meets the requirement for Fire Prevention 1A; a state certified class.*

**FIRE 26B — FIRE PREVENTION 1B** 2 Units

*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. (CSU)  
*This class meets the requirement for Fire Prevention 1A; a state certified class.*

**FIRE 27 — FIRE INVESTIGATION** 2 Units

*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. (CSU)  
*Meets requirements for Fire Investigation; a state certified course.*

**FIRE 28A — FIRE COMMAND 1A** 2 Units

*Lecture: 2 hours*  
 Fire chemistry; equipment and manpower, fire fighting tactics and strategy, methods of attack, preplanning fire problems. (CSU)  
*This course meets the requirement of Fire Command 1A, a state certified officer class.*

**FIRE 28B — FIRE COMMAND 1B** 2 Units

*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. (CSU)

*This class meets the requirements of Fire Command 1B, a state certified class.*

**FIRE 29 — DRIVER OPERATOR TRAINING 1A** 2 Units

*Lecture: 1.5 hours*  
*Laboratory: 1.5 hours*  
 Driving laws and techniques, construction and operation of pumping engines, tank trucks and trailers. (CSU)  
*This class meets part of the requirements for Driver Operator, a state certified class.*

**FIRE 70 — SPECIAL TOPICS IN FIRE TECHNOLOGY** .5-3 Units

*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. (CSU)  
*May be repeated with different topics only.*

**FIRE 97 — WORK EXPERIENCE IN FIRE TECHNOLOGY** 1-4 Units

*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. (CSU)  
*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.*

**FIRE 150 — FIRE SERVICE ORGANIZATION AND RESPONSIBILITY** 1 Unit

*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.*

**FIRE 151 — COMBUSTION AND EXTINGUISHMENT THEORY** 1 Unit

*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.*

**FIRE 152 — PROTECTIVE EQUIPMENT AND SAFETY** 1 Unit

*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.*

**FIRE 153 — SELF-CONTAINED BREATHING APPARATUS** 1.5 Units

*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 considerations and how to avoid injury.  
*Meets Firefighter I certification requirements for Unit D.*

**FIRE 154 — ROPES, KNOTS, AND HITCHES** 1 Unit

*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.*

**FIRE 155 — VOLUNTEER FIREFIGHTING TRAINING** 2.5 Units

*Lecture: 2 hours*  
*Laboratory: 1.5 hours*  
 Current concepts, techniques, skills and theories for volunteer firefighters.  
*Offered for Credit/No Credit only.*

**FIRE 156 — FORCIBLE ENTRY** 1 Unit

*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.*

**FIRE 157 — FIRST RESPONDER AND CPR** 1.5 Units

*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.*

**FIRE 158 — HOSE, NOZZLES AND FITTINGS** 1.5 Units

*Lecture: 1.5 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.*

**FIRE 159 — FIRE COMMAND/ICS FOR THE VOLUNTEER FIREFIGHTER** 1 Unit

*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.*

**FIRE 160 — HOSE LOADS AND USES** 1.5 Units

*Lecture: 1.5 hours*  
 Technical and manipulative training in engine hose loads, attaching to hydrants, stand pipes, and sprinkler connections, fire hydrant terminology, advancing hose above and below ground level.  
*Meets Firefighter I certification requirements for Unit H.*

**FIRE 161 — GROUND LADDERS** 1.5 Units

*Lecture: 1.5 hours*  
 Technical and manipulative training in fire service ladder evolutions, ladder types, maintenance and operations. Methods of raising, lowering, carrying and removing ladders from apparatus.  
*Meets Firefighter I certification requirements for Unit I.*

**FIRE 168 — RESCUE** 1 Unit

*Lecture: 1 hour*  
 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.*

**FIRE 169 — VENTILATION .5 Unit**

*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.

**FIRE 170 — CERTIFIED FIREFIGHTER I: 2 Units SUPPLEMENTAL REQUIREMENTS**

*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.

**FIRE 171 — FIRE CONTROL .5 Unit**

*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.

**FIRE 172 — FIRE STREAMS .5 Unit**

*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.

**FIRE 173 — FIRE EXTINGUISHERS .5 Unit**

*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.

**FIRE 174 — OVERHAUL .5 Unit**

*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.

**FIRE 176 — PROPERTY CONSERVATION .5 Unit**

*Lecture: .5 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.

**FIRE 177 — FIRE PROTECTION SYSTEMS .5 Unit**

*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.

**FIRE 178 — SIZE UP .5 Unit**

*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.

**FIRE 179 — WILDLAND FIRE FIGHTING .5 Unit**

*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.

**FIRE 181 — HAZARDOUS MATERIALS .5 Unit**

*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.

**FIRE 182 — FIRE INVESTIGATION .5 Unit**

*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.

**FIRE 183 — COMMUNICATIONS .5 Unit**

*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.

**FIRE 184 — VEHICLE EXTRICATION .5 Unit**

*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**

See Spanish

**FORESTRY**

**FORES 1 — INTRODUCTION TO PROFESSIONAL FORESTRY 3 Units**

*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. (CSU)  
 Field trips are required.

**FORES 10 — DENDROLOGY 3 Units**

*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. (CSU)  
 Field trips will be required.

**FORESTRY TECHNOLOGY**

See Page 35 for Certificate Requirements

**FORTC 153 — FOREST SURVEYING TECHNIQUES 3 Units**

*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.

**FORTC 162 — APPLIED FOREST INVENTORY AND MANAGEMENT 2 Units**

*Prerequisite: Forestry Technology 153, Forestry 10 and Natural Resources Technology 160 recommended or consent of instructor*  
*Lecture: 1 hour*  
*Laboratory: 3 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 including property corners and boundaries; inventory of timber and other natural resource uses of property.  
 Field trips are required.

**GEOGRAPHY**

**GEOGR 12 — INTRODUCTION TO CULTURAL GEOGRAPHY 3 Units**

*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. (UC/CSU)

**GEOGR 15 — PHYSICAL GEOGRAPHY 3 Units**

*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. (UC/CSU)

**GEOGR 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. (UC/CSU)

**GUIDANCE**

**GUIDE 1 — CAREER/LIFE PLANNING 2 Units**

*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. Preparation in employment readiness including resumes, letters of application and interviewing. May include administration of standardized interest, personality and aptitude inventories. (CSU)  
 Offered for Credit/No Credit only.

**GUIDE 5 — JOB HUNTING STRATEGIES .5 unit**

*Lecture: .5 hour*  
 Development of job hunting strategies. Effective use of tools and techniques 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. (CSU)  
 Offered for Credit/No Credit only.

**GUIDE 7 — COLLEGE SUCCESS 2-3 Units**

*Lecture: 2-3 hours*  
 Introduction to the skills, behaviors and attitudes helpful in succeeding in educational settings. Topics include goal-setting, learning styles, time and money management, memory, reading, note taking, test taking, creativity, relationships, communication, health and the use of the library and other resources. The depth of the topics covered will be based on whether the 2 or the 3 unit course is selected. (CSU)



**GUIDE 10 — INTRODUCTION TO HELPING SKILLS** 1.5 Units

*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. (CSU)

*Offered for Credit/No Credit only.*

**GUIDE 15A — PRINCIPLES OF LEADERSHIP** 1 Unit

*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. (CSU)

*Offered for Credit/No Credit only.*

**GUIDE 15B — PRINCIPLES OF LEADERSHIP** 1 Unit

*Prerequisite: Guidance 15A*

*Lecture: 1 hour*

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

*Offered for Credit/No Credit only.*

**GUIDE 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. (CSU)

**HEALTH EDUCATION**

**HE-ED 1 — HEALTH AND FITNESS EDUCATION** 3 Units

*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. (UC/CSU)

**HE-ED 10 — SAFETY AND FIRST AID EDUCATION** 2 Units

*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. (UC/CSU)

*May be repeated three times.*

**HE-ED 150 — CARDIOPULMONARY RESUSCITATION** .5 Unit

*Lecture: .5 hour*

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.*

**HEALTH OCCUPATIONS**

**HE-OC 97 — WORK EXPERIENCE IN HEALTH OCCUPATIONS** 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 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**

**HRYEQ 150 — BUS DRIVER TRAINING** 1.5 Units

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

*Lecture: 1.5 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**

**HIST 11 — HISTORY OF CALIFORNIA** 3 Units

*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. (UC/CSU)

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

*Lecture: 3 hours*

Survey of civilizations to 1650: origins in near East and Asia, development in Greece, Rome, Medieval Europe, Africa, and the Americas to colonial empires. (UC/CSU)

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

*Lecture: 3 hours*

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

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

*Lecture: 3 hours*

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

*(Meets the California State Requirement in American History.)*

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

*Lecture: 3 hours*

Survey of United States history from Reconstruction to the present. Analysis of Industrialism, Progressivism, New Deal, Internationalism and Contemporary America. (UC/CSU)

*(Meets the California State requirement in American History.)*

**HIST 49 — THE MOTHER LODE** 3 Units

*Lecture: 3 hours*

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

**HIST 55 — THE AMERICAN FRONTIER** 3 Units

*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. (UC/CSU)

**HOSPITALITY MANAGEMENT**

*See Page 35 for Certificate Requirements*

**HPMGT 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.*

**HPMGT 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.*

**HPMGT 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.

**HPMGT 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.

**HPMGT 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**

**HPMGT 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.*

**HPMGT 131A — DINING ROOM SERVICE AND MANAGEMENT** 2 Units

*(formerly 132)*

*Lecture: 1 hour*

*Laboratory: 3 hours*

Operation of the Cellar Restaurant dining room and related service support stations. How to hire, train, motivate, schedule and assign jobs to a wait staff. Cost controls: labor and supplies. Quality assurance and productivity standards.

**HPMGT 131B — DINING ROOM SERVICE AND MANAGEMENT** 3 Units

*(Formerly 131A)*

*Prerequisite: Hospitality Management 131A with a grade of "C" or better or consent of instructor*

*Lecture: 1.5 hours*

*Laboratory: 4.5 hours*

Advanced service techniques, table settings and dining room etiquette using the City Hotel as a laboratory. Emphasis is on elegance and showmanship, developing the fine points of service, understanding wine sales, managing the dining room with reservation systems, proper staffing and hosting.

*Field trips may be required.*

**HPMGT 133A — INTRODUCTION TO COMMERCIAL FOOD PREPARATION 4 Units**

Lecture: 1.5 hours  
Laboratory: 7.5 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; inventory, 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.

**HPMGT 133B — COMMERCIAL FOOD PREPARATION 4 Units**

Prerequisite: Hospitality Management 133a with a grade of "C" or better or consent of instructor  
Lecture: 1.5 hours  
Laboratory: 7.5 hours

Focus is on restaurant line cookery. Involves preparation of soups, salads, entrees, vegetables and starches. Menu cycle extends from family-style to classical cuisine, including buffets. Quality assurance, production efficiency and kitchen management are emphasized.

**HPMGT 135A — COMMERCIAL BAKING: 3 Units Beginning**

(formerly 135)  
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.

**HPMGT 135B — COMMERCIAL BAKING: 2 Units ADVANCED**

(formerly 136)  
Prerequisite: Hospitality Management 135A 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.

**HPMGT 139 — FOOD SCIENCE AND NUTRITION 3 Units**

Lecture: 3 hours  
Introductory study of nutrition: names and functions of nutrients, food sources of same, determination of nutrient needs in various life stages, preparation of adequate diets, methods to assess "new" nutrition information, food labeling and governmental regulations as they affect nutrient content of foods, and food shopping and meal preparation.

**HPMGT 140A — CONTEMPORARY CUISINE: Introduction 3.5 Units**

Prerequisite: Hospitality Management 133B with a grade of "C" or better or consent of instructor  
Lecture: 1.5 hours  
Laboratory: 6 hours

Contemporary cuisine with focus on the preparation of seasonal ingredients used to develop the menus at the City Hotel. Cooking techniques and theory pertaining to contemporary cuisine will be emphasized and the student will begin to prepare for working on-line cooking stations in pastry, pantry, saute, and grill.

**HPMGT 140B — CONTEMPORARY CUISINE: Advanced 3.5 Units**

Prerequisite: Hospitality Management 140A with a grade of "C" or better or consent of instructor  
Lecture: 1.5 hours  
Laboratory: 6 hours

Explores the subject of seasonal menu development in the contemporary American kitchen. The course objective is to develop the students' level of understanding and technical proficiency and prepare them for lead positions in pastry, pantry, saute, and grill.

**HPMGT 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 cold food preparation which includes tools, vegetable and fruit carvings, appetizers, hors d'oeuvre, canapes, sauces, salads, force meats, pates, tray presentations, table set-ups, room set-ups, and food show competitions.  
Field trips may be required.

**HPMGT 44 — 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.

**HPMGT 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.

**HPMGT 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**

**HPMGT 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.

**HPMGT 160 — INTRODUCTION TO TRAVEL - TOURISM INDUSTRY/TOURS 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.

**HPMGT 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**

**HUMAN 1 — OLD WORLD CULTURE 3 Units**

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. (UC/CSU)

**HUMAN 2 — MODERN CULTURE 3 Units**

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. (UC/CSU)

**LAW ENFORCEMENT**

**LAWEN 140A — ARSON INVESTIGATION: 2 Units Beginning**

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.)

**LAWEN 140B — ARSON INVESTIGATION: 2 Units Advanced**

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**

**LIBRY 1 — INTRODUCTION TO LIBRARY RESOURCES 1 Unit**

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. (UC/CSU)

**MATHEMATICS**

**MATH 2 — ELEMENTS OF STATISTICS 4 Units**

Prerequisite: Mathematics 104 or second year high school algebra within the last two years with a grade of "B" or better or consent of instructor  
Skill Level Recommended: Eligibility for English 1A  
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 tests. (UC/CSU)

**MATH 6 — MATHEMATICS FOR LIBERAL ARTS STUDENTS 3 Units**

Prerequisite: Mathematics 104 with a grade of "C" or better, or consent of instructor  
Lecture: 3 hours  
A survey of important mathematical ideas with insight into their historical development. Topics may include sets and logic, number theory, functions and graphs, geometric ideas, probability and statistics. (UC/CSU)

**MATH 8 — TRIGONOMETRY 4 Units**

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. (CSU)

**MATH 10 — COLLEGE ALGEBRA 4 Units**

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. (UC/CSU)

**MATH 12 — FINITE MATHEMATICS 4 Units**

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. (UC/CSU)

**MATH 18A — CALCULUS WITH ANALYTIC GEOMETRY 4 Units**

(formerly 18)

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 required or consent of instructor

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. (UC/CSU)

**MATH 18B — CALCULUS WITH ANALYTIC GEOMETRY 4 Units**

(formerly 20)

Prerequisite: Mathematics 18A 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. (UC/CSU)

**MATH 18C — VECTOR AND MULTIVARITE CALCULUS 4 Units**

(formerly 22)

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. (UC/CSU)

**MATH 100 — BASIC MATHEMATICS 2 Units**

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.

**MATH 101 — BEGINNING ALGEBRA 4 Units**

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.

**MATH 102 — ENTRY LEVEL GEOMETRY 1 Unit**

Prerequisite: One Year of High School Algebra or Mathematics 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.

**MATH 103 — GEOMETRY 3 Units**

Prerequisite: One Year of High School Algebra or Mathematics 101 recommended

Lecture: 3 hours  
or

Lecture: 2 hours  
Laboratory: 3 hours

Rectilinear figures, circles, parallels, perpendiculars, areas, similarity, constructions, logic, and proofs.

**MATH 104 — INTERMEDIATE ALGEBRA 4 Units**

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; applications of algebra in a variety of contexts.

MEDIA TECHNOLOGY

**MEDIA 52A — VIDEO PRODUCTION: Beginning 3 Units**

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. (CSU)

**MEDIA 52B — VIDEO PRODUCTION: Advanced 3 Units**

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. (CSU)

May be repeated two times.

MUSIC

**Repeat Limitations on Music Courses**

The following limitations apply to all Music activity classes. Each activity is limited to a maximum of four enrollments, regardless of the skill level of the individual courses. For example, a student may enroll a) in beginning piano four times or b) twice in beginning piano and twice in intermediate piano. In either of these cases, the student cannot enroll in any additional piano courses because the maximum of our piano courses has been met.

**MUSIC 1 — MUSIC FUNDAMENTALS 2 Units**

Lecture: 2 hours

Introduction to traditional musical notation, key signatures, scales, intervals and chords, sight singing and ear training. (UC/CSU)

**MUSIC 2 — INTRODUCTION TO MUSIC 3 Units**

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. (UC/CSU)

**MUSIC 10 — SURVEY OF MUSIC HISTORY AND LITERATURE: Ancient to 1750 3 Units**

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. (UC/CSU)

**MUSIC 11 — SURVEY OF MUSIC HISTORY AND LITERATURE: 1750 to present 3 Units**

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours

A survey of elements of style, 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. (UC/CSU)

**MUSIC 20A — MUSIC THEORY 5 Units**

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. (UC/CSU)

May be repeated one time.

**MUSIC 20B — MUSIC THEORY 5 Units**

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. (UC/CSU)

May be repeated one time.

**MUSIC 31A — ELEMENTARY PIANO 1.5 Units**

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. (UC/CSU)

**MUSIC 31B — ELEMENTARY PIANO 1.5 Units**

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. (UC/CSU)

**MUSIC 36A — ELEMENTARY VOICE 1.5 Units**

Lecture: 1 hour

Activity: 2 hours

Large group instruction in singing for those with little or no background in voice training. Includes basic singing techniques and songs for building range, endurance, tone, and breath capacity. (UC/CSU)

**MUSIC 36B — ELEMENTARY VOICE 1.5 Units**

*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*

Large group instruction in singing for those with little or no background in voice training. Includes basic singing techniques and songs for building range, endurance, tone, and breath capacity. (UC/CSU)

**MUSIC 41A — INTERMEDIATE PIANO 1.5 Units**

*Prerequisite: Music 31B 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 attained in Music 31A and 31B with more emphasis given to technique, phrasing, and dynamics, as progressively difficult music is presented. Theory will include additional major and minor scales and keys, chords, and inversions including seventh chords, improvisation, and transposition. Piano literature will include both classical and popular compositions, as well as exercises and technical studies. (UC/CSU)

**MUSIC 41B — INTERMEDIATE PIANO 1.5 Units**

*Prerequisite: Music 41a 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 attained in Music 31A and 31B, and 41A with more emphasis given to the adaptation of various techniques regarding style, touch, dynamics, and phrasing as they apply to different periods of piano literature. Opportunity to accompany instrumentalists and vocalists is offered, as well as the performance of two-piano works. Theory will include all key signatures, scales, embellishments, diminished and augmented chords, and study of the Baroque, Classical, Romantic, and Contemporary periods in Music. (UC/CSU)

**MUSIC 46A — INTERMEDIATE VOICE 1.5 Units**

*Prerequisite: Music 36B with a grade of "C" or better or consent of instructor*

*Lecture: 1 hour*

*Activity: 2 hours*

Individual and small group instruction in the refinement of vocal technique. Includes continued development of tone, endurance, and flexibility with an emphasis on public performance. (UC/CSU)

**MUSIC 46B — INTERMEDIATE VOICE 1.5 Units**

*Prerequisite: Music 46A with a grade of "C" or better or consent of instructor*

*Lecture: 1 hour*

*Activity: 2 hours*

Continuation of Music 46A. (UC/CSU)

**MUSIC 48 — BEGINNING MUSICAL INSTRUMENT 1.5 Units**

*Lecture: 1 hour*

*Activity: 2 hours*

Beginning techniques on woodwind, brass, percussion, or string necessary for individual and group performance. Designed for students with no previous experience in instrumental music, students who wish to review fundamentals of instrumental music, and experienced instrumentalists who wish to learn a secondary instrument. Students must supply their own instruments. (UC/CSU)

*May be repeated three times.*

**MUSIC 49 — BEGINNING GUITAR 1.5 Units**

*Lecture: 1 hour*

*Activity: 2 hours*

Basic guitar techniques, open string chords, right hand string and fingerpicking. Introduction to music reading, basic chords, simple song accompaniments and melodic playing in first position. Student must provide a tunable, nylon string acoustic guitar. (UC/CSU)

*May be repeated three times.*

**MUSIC 50 — SERIES — APPLIED MUSIC**

*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**

**MUSIC 60 — CHOIR 1 Unit**

*Activity: 3-6 hours*

Rehearsal and performance of music written for choirs. Repertoire includes selections of various styles. (UC/CSU)

*May be repeated three times.*

**MUSIC 64 — JAZZ CHOIR 1 Unit**

*Prerequisite: Audition*

*Activity: 3-6 hours*

Study and performance of vocal jazz and improvisation in an ensemble of limited size. (UC/CSU)

*May be repeated three times.*

**MUSIC 65 — THEATER PRODUCTION: Music Emphasis 1 Unit**

*Prerequisite: Audition*

*Activity: 3-6 hours*

Directed activities in theatre production for public performance with a concentration in vocal or instrumental music. (UC/CSU)

*May be repeated three times.*

**MUSIC 66 — COMMUNITY CHORUS 1 Unit**

*Activity: 3-6 hours*

Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship. (UC/CSU)

*May be repeated three times.*

**MUSIC 69 — MADRIGAL ENSEMBLE 1 Unit**

*Activity: 3-6 hours*

Study and performance of vocal chamber music with emphasis on the Renaissance and Contemporary periods. (UC/CSU)

*May be repeated three times.*

**MUSIC 70 — COLLEGE BAND 1 Unit**

*Activity: 3-6 hours*

Study and performance of band and instrumental ensemble literature of all styles. (UC/CSU)

*May be repeated three times.*

**MUSIC 72 — JAZZ ENSEMBLE 1 Unit**

*Prerequisite: Audition*

*Activity: 3-6 hours*

Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. (UC/CSU)

*May be repeated three times.*

**MUSIC 76 — COMMUNITY ORCHESTRA 1 Unit**

*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. (UC/CSU)

*May be repeated three times.*

**MUSIC 78 — ENSEMBLE: Instrumental Emphasis 1 Unit**

*Prerequisite: Audition*

*Activity: 3-6 hours*

Study and performance of music for small ensembles, duets, and chamber groups. (UC/CSU)

*May be repeated three times.*

**NATURAL RESOURCES**

*See Page 36 for Certificate Requirements*

**NATRE 1 — ENVIRONMENTAL CONSERVATION 3 Units**

*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. (UC/CSU)

*Field trips may be required.*

**NATRE 9 — PARKS AND FORESTS LAW ENFORCEMENT 2 Units**

*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. (CSU)

*Field trips may be required.*

**NATRE 22 — ECOLOGY AND USE OF FIRE IN FOREST ECOSYSTEMS 2 Units**

*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. (CSU)

*Field trips will be required.*

**NATRE 97 — 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.*

**NATURAL RESOURCES TECHNOLOGY**

*See Page 36 for Certificate Requirements*

**NARTC 150 — NATURAL HISTORY AND ECOLOGY 2 Units**

*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.*

**NARTC 152 — APPLIED WILDLANDS MANAGEMENT** 3 Units

*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.*

**NARTC 155 — INTERPRETIVE GUIDED TOURS** 2 Units

*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.*

**NARTC 160 — AERIAL PHOTOGRAPHY AND MAP INTERPRETATION** 2 Units

*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.*

**NARTC 163 — WATER FOR CONSUMPTION** 3 Units

*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.*

**NARTC 181 — CALIFORNIA WILDLIFE** 4 Units

*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.*

**OFFICE OCCUPATIONS**

(See Business)

**PHILOSOPHY**

**PHILO 1 — INTRODUCTION TO PHILOSOPHY** 3 Units

*Skill Level Recommended: Eligibility for English 1A*  
*Lecture: 3 hours*  
 Survey of the 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. (UC/CSU)

**PHILO 25 — TWENTIETH CENTURY PHILOSOPHY** 3 Units

*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. (UC/CSU)

**PHOTOGRAPHY**

(See ART — Page 56-67)

**PHYSICAL EDUCATION**

**PE 1 — INTRODUCTION TO PHYSICAL EDUCATION** 2 Units

*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. (UC/CSU)

**PE 3 — PERSONAL FITNESS CONCEPTS AND EVALUATIONS** 3 Units

*Lecture: 2 hours*  
*Activity: 3 hours*  
 A study of "how," "why," and "what" of physical activity and exercise. Designed to help students make important decisions about their own personal exercise program and their personal physical fitness directions for a lifetime. (UC/CSU)

**PE 6A — LIFETIME FITNESS PROGRAM I** 1-3 Units (formerly 6)

*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. (UC/CSU)

**PE 6B — LIFETIME FITNESS PROGRAM II** 1-2 Units

(formerly 7)  
*Prerequisite: Physical Education 6A 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. (UC/CSU)  
*May be repeated two times.*

**PE 8 — CARDIAC REHABILITATION PROGRAM: Phase III** 1 Unit

*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.) (CSU)  
*May be repeated three times.*

**PE 9 — CARDIAC FAMILY FITNESS** 1 Unit

*Prerequisite: Must be member of enrolled cardiac student's family*  
*Lecture: .5-1 hour*  
*Laboratory: .5-5 hours*  
 Designed to introduce the cardiac student's family to cardiovascular fitness principles and practices and to share in the modification of risk factors found necessary for the full rehabilitation of the cardiac student. (CSU)  
*May be repeated three times.*

**PE 10 — ADAPTIVE PHYSICAL EDUCATION** .5-1.5 Units

*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. (CSU)  
*May be repeated three times.*

**PE 11 — PULMONARY REHABILITATION** 1 Unit

*Prerequisite: Physician Referral*  
*Lecture: .5-1 hour*  
*Laboratory: 2-4 hours*  
 Involves the education, evaluation, care, treatment and management of breathing difficulties. Designed to help individuals with chronic lung disease such as asthma, emphysema, bronchitis, bronchiectasis or other respiratory problem. (CSU)  
*May be repeated three times.*

**PE 20 — DANCE SURVEY** 2 Units

*Lecture: 1 hour*  
*Laboratory: 3 hours*  
 Introduction to the fundamentals of dance movement, including ballet, jazz, contemporary and folk. (UC/CSU)

**PE 21A — BALLET I** .5-1.5 Units

(formerly 21)  
*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. (UC/CSU)  
*May be repeated one time.*

**PE 21B — BALLET II** .5-1.5 Units

(formerly 22)  
*Prerequisite: P.E. 21A 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 with emphasis on phrasing, combinations, and stylistic elements. (UC/CSU)  
*May be repeated one time.*

**PE 23A — CONTEMPORARY DANCE I** .5-1.5 Units

(formerly 23)  
*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. (UC/CSU)  
*May be repeated one time.*

**PE 23B — CONTEMPORARY DANCE II** .5-1.5 Units

(formerly 24)  
*Prerequisite: P.E. 23A 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. (UC/CSU)  
*May be repeated one time.*

**PE 25A — JAZZ DANCE I** .5-1.5 Units

(formerly 25)  
*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. (UC/CSU)  
*May be repeated one time.*

- PE 25B — JAZZ DANCE II** .5-1.5 Units  
(formerly 26)  
*Prerequisite:* P.E. 25A 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. (UC/CSU)  
*May be repeated one time.*
- PE 27 — CHOREOGRAPHY** 3 Units  
*Prerequisite:* Previous dance experience 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. (UC/CSU)  
*May be repeated three times.*
- PE 28 — DANCE PRODUCTION** 2 Units  
*Prerequisite:* Previous dance experience or consent of instructor  
*Activity:* 6 hours  
Dance production for public performance; theory and practice of techniques, choreography, performance styles, and dance rehearsal combined with theatrical structure, and technical staging designed for concert presentation. (UC/CSU)  
*May be repeated three times.*
- PE 29 — THEATRE PRODUCTION: DANCE EMPHASIS** 1-2 Units  
*Prerequisite:* Audition  
*Laboratory:* 3-6 hours  
Directed activities in theatre production for public performance with a concentration in dance. (UC/CSU)  
*May be repeated three times.*
- PE 30 — AEROBIC EXERCISE** .5-1.5 Units  
*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. (UC/CSU)  
*May be repeated three times.*
- PE 32 — BASKETBALL: MEN'S RULES** .5-1.5 Units  
*Activity:* 1.5-4.5 hours  
Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy. (UC/CSU)  
*May be repeated three times.*

- PE 33 — BASKETBALL: WOMEN'S RULES** .5-1.5 Units  
*Laboratory:* 1.5-4.5 hours  
Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy. (UC/CSU)  
*May be repeated three times.*
- PE 34 — BASKETBALL: ADVANCED THEORY AND PRACTICE** 2 Units  
*Lecture:* 1 hour  
*Activity:* 3 hours  
Advanced concepts, strategy, and practice necessary in the playing and understanding of collegiate basketball. (UC/CSU)  
*May be repeated three times.*
- PE 35 — DISTANCE RUNNING** .5-1.5 Units  
*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. (UC/CSU)  
*May be repeated three times.*
- PE 36 — FENCING** .5-1.5 Units  
*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. (UC/CSU)  
*May be repeated three times.*
- PE 38A — GOLF I** .5-1.5 Units  
(formerly 38)  
*Activity:* 1.5-4.5 hours  
Instruction and practice in fundamentals. (UC/CSU)
- PE 38B — GOLF II** .5-1.5 Units  
(formerly 39)  
*Prerequisite:* P.E. 38A 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. (UC/CSU)  
*May be repeated two times.*
- PE 40 — RACQUET SPORTS** .5-2 Units  
*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. (UC/CSU)  
*May be repeated three times.*

- PE 42 — SKIING CONDITIONING** .5-1.5 Units  
*Activity:* 1.5-4.5 hours  
Instruction in progressive exercises and conditioning for snow skiing. (UC/CSU)  
*May be repeated three times.*
- PE 43A — SKIING—ALPINE I** .5-1.5 Units  
(formerly 43)  
*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. (UC/CSU)  
*Offered for Credit/No Credit only.*
- PE 43B — SKIING—ALPINE II** .5-1.5 Units  
(formerly 44)  
*Prerequisite:* Physical Education 43A 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. (CSU)  
*Offered for Credit/No Credit only.*
- PE 45 — SKIING: CROSS COUNTRY** .5-1.5 Units  
*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. (UC/CSU)  
*Offered for Credit/No Credit only.*  
*May be repeated one time.*
- PE 47 — SOCCER** .5-1.5 Units  
*Activity:* 1.5-4.5 hours  
Instruction, practice, and participation in game play. Emphasis on rules, individual skills, and strategy in the field. (UC/CSU)  
*May be repeated three times.*
- PE 50A — TENNIS I** .5-1.5 Units  
(formerly 50)  
*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. (UC/CSU)  
*May be repeated one time.*
- PE 50B — TENNIS II** .5-1.5 Units  
(formerly 51)  
*Prerequisite:* Physical Education 50A 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. (UC/CSU)  
*May be repeated one time.*

- PE 53A — VOLLEYBALL I** .5-1.5 Units  
(formerly 53)  
*Activity:* 1.5-4.5 hours  
Basic techniques with emphasis on offensive and defensive tactics of team play. Rules and intra-class competition included. (UC/CSU)  
*May be repeated one time.*
- PE 53B — VOLLEYBALL II** .5-1.5 Units  
(formerly 54)  
*Prerequisite:* Physical Education 53A 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. (UC/CSU)  
*May be repeated one time.*
- PE 56A — WEIGHT TRAINING I** .5-1.5 Units  
(formerly 56)  
*Activity:* 1.5-4.5 hours  
Instruction in use of weights and body building equipment with emphasis upon individual program development. (UC/CSU)  
*May be repeated one time.*
- PE 56B — WEIGHT TRAINING II** .5-1.5 Units  
(formerly 57)  
*Prerequisite:* Physical Education 56A 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. (UC/CSU)  
*May be repeated one time.*

Intercollegiate Athletics

- PE 82 — VARSITY BASKETBALL** 2 Units  
*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. (UC/CSU)  
*Field trips will be required.*  
*May be repeated three times.*
- PE 84 — VARSITY TENNIS** 2 Units  
*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. (UC/CSU)  
*Field trips will be required.*  
*May be repeated three times.*

**PE 86 — VARSITY VOLLEYBALL 2 Units**

*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. (UC/CSU)  
*Field trips will be required.*  
*May be repeated three times.*

**PHYSICS**

**PHYCS 1 — CONCEPTUAL PHYSICS 3 Units**

*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 and relativistic time travel. (UC/CSU)

**PHYCS 5A — GENERAL PHYSICS I 5 Units**

*Prerequisite: Mathematics 18 with grade of "B" or better or Mathematics 8 with grade of "B" or better and concurrent enrollment in Mathematics 18 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. (UC/CSU)

**PHYCS 5B — GENERAL PHYSICS II 5 Units**

*Prerequisite: Mathematics 18 with a grade of "B" or better and Physics 5A 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. (UC/CSU)

**POLITICAL SCIENCE**

**POLSC 10 — CONSTITUTIONAL GOVERNMENT 3 Units**

*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. (Meets California State requirement for American Institutions.) (UC/CSU)

**POLSC 12 — AMERICAN POLITICAL THOUGHT 3 Units**

*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. (UC/CSU)

**POLSC 14 — INTERNATIONAL RELATIONS 3 Units**

*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. (UC/CSU)

**PSYCHOLOGY**

**PSYCH 1 — GENERAL PSYCHOLOGY 3 Units**

*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. (UC/CSU)

**PSYCH 2 — CURRENT ISSUES IN PSYCHOLOGY 3 Units**

*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. (UC/CSU)

**PYSCH 25 — BIOFEEDBACK AND STRESS MANAGEMENT 3 Units**

*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." (CSU)

**PYSCH 30 — PERSONAL AND SOCIAL ADJUSTMENT 3 Units**

*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. (CSU)  
*Field trips may be required.*

**REAL ESTATE**  
 (See Business)

**SEARCH AND RESCUE**

*See Page 37 for Certificate Requirements*

**SAR 3 — ENVIRONMENTAL INJURIES 1 Unit**

*Recommended: Completion of EMS 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. (CSU)

**SAR 5 — MOUNTAIN MEDICINE 1 Unit**

*Recommended: Completion of EMS 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. (CSU)

**SAR 7 — BASIC SURVIVAL 1 Unit**

*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. (CSU)

**SAR 9 — COLD WEATHER SURVIVAL 1 Unit**

*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. (CSU)

**SAR 10 — INTRODUCTION TO SEARCH THEORY 2 Units**

*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. (CSU)  
*May be repeated two times.*

**SAR 14 — TRACKING AND SIGN CUTTING 1 Unit**

*Lecture: 1 hour*  
 An overview of current tracking theories and techniques as developed by the U.S. Border Patrol. (CSU)  
*Offered for Credit/No Credit only.*  
*Field trips may be required.*  
*May be repeated three times.*

**SAR 16 — THE USE OF SEARCH AND RESCUE DOGS 1 Unit**

*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. (CSU)  
*Offered for Credit/No Credit only.*  
*Field trips may be required.*  
*May be repeated three times.*

**SAR 34 — HELICOPTER OPERATIONS 1 Unit**

*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. (CSU)  
*Offered for Credit/No Credit only.*

**SAR 50 — LOW ANGLE ROPE RESCUE 1.5 Units**

*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. (CSU)  
*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.*

**SAR 51 — RAPPELLING SAFETY/TOUR RESCUE FOR THE FIRE SERVICE 1 Unit**

*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. (CSU)  
*Offered for Credit/No Credit only.*  
*May be repeated three times.*

**SAR 52 — SWIFTWATER RESCUE** .5 Unit*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. (CSU)

*Offered for Credit/No Credit only.**May be repeated two times.***SAR 53 — VEHICLE EXTRICATION** 1 Unit*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. (CSU)

*Offered for Credit/No Credit only.**Field trips may be required.**May be repeated three times.***SAR 56 — EMERGENCY TRENCH SHORING** 1 Unit*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.) (CSU)

*Offered for Credit/No Credit only.**May be repeated two times.***SAR 58 — RESCUE SYSTEMS I, FUNDAMENTALS OF HEAVY RESCUE** 1.5 Units*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. (CSU)

*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.***SAR 59 — HEAVY RESCUE INSTRUCTOR TRAINING** 3 Units*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. (CSU)

*Offered for Credit/No Credit only.**May be repeated three times.***SAR 70 — SPECIAL TOPICS IN RESCUE FOR THE FIRE SERVICE** .5-3 Units*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. (CSU)

*Offered for Credit/No Credit only.**May be repeated with different topics only.***SKILLS DEVELOPMENT****SKLDV 188 — SPEED READING** 1-2 Units*Laboratory: 3-6 hours*

Designed to help competent readers improve their reading rate.

*May be repeated one time.***SKLDV 196 — PEER TUTORING** .5 Unit*Lecture: .5*

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.***SKLDV 250 — WRITTEN LANGUAGE DEVELOPMENT** 3 Units*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.***SKLDV 251 — DIAGNOSTIC LEARNING** 1 Unit*Lecture: 1 hour*

Individualized assistance in analyzing study problems and selecting and applying suitable learning strategies necessary for academic success in college courses.

**SKLDV 261 — BASIC ARITHMETIC** 1-2 Units*Laboratory: 3-6 hours*

Individualized instruction in fundamental operations. A student may start anywhere from whole numbers to formulas.

*May be repeated three times.***SKLDV 262 — REVIEW ALGEBRA** 1 Unit*Prerequisite: High school algebra**Laboratory: 3 hours*

Individualized instruction in the review of high school algebra.

*May be repeated one time.***SKLDV 275 — COLLEGE SPELLING** 1-2 Units*Laboratory: 3-6 hours*

Designed to help students improve their spelling skills.

*May be repeated two times.***SKLDV 278 — READING DEVELOPMENT** 1-2 Units*Laboratory: 3-6 hours*

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

*May be repeated three times.***SKLDV 287 — VOCABULARY DEVELOPMENT** 1 Unit*Laboratory: 3 hours*

Designed to help readers improve their vocabulary skills.

*May be repeated two times.***SKLDV 290 — STUDY SKILLS** 1-2 Units*Laboratory: 3-6 hours*

Improvement of the basic study skills.

*May be repeated three times.***SKLDV 296 — APPLIED TEST-TAKING SKILLS** .5-1 Units*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****SOCSC 40 — HUMAN SEXUAL BEHAVIOR** 3 Units*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. (UC/CSU)

**SOCIOLOGY***See Page 35 for Human Services Certificate Requirements***SOCIO 1 — INTRODUCTION TO SOCIOLOGY** 3 Units*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. (UC/CSU)

**SOCIO 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. (UC/CSU)

**SOCIO 12 — FAMILY, MARRIAGE AND THE INDIVIDUAL** 3 Units*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. (CSU)

**SOCIO 28 — DEATH AND DYING** 3 Units*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. (CSU)

*Field trips may be required.*



**SOCIO 97 — WORK EXPERIENCE IN HUMAN SERVICES 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 Human Services. The student's employment must be related to educational or occupational goals. (CSU)  
*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.

**SPANISH**

**SPAN 1A — SPANISH: Beginning 4 Units**

*Skill Level Recommended: Eligibility for English 1A*  
*Lecture: 3 hours*  
*Laboratory: 3 hours*  
Practice in vocabulary, idioms and grammatic usage with emphasis on conversational use of the language in Hispanic America. (UC/CSU)

**SPAN 1B — SPANISH: Beginning 4 Units**

*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. (UC/CSU)

**SPAN 10A — CONVERSATIONAL SPANISH: Beginning 3-4 Units**

*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. (CSU)

**SPAN 10B — CONVERSATIONAL SPANISH: Intermediate 3-4 Units**

*Prerequisite: Spanish 10A with a grade of "C" or better or consent of 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. (CSU)  
May be repeated two times.

**SPEECH**

**SPCH 1 — FUNDAMENTALS OF SPEECH 3 Units**

*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. (UC/CSU)

**SPCH 2 — ARGUMENTATION 3 Units**

*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. (UC/CSU)

**SPCH 50A — SIGN LANGUAGE 2 Units**

*Lecture: 2 hours*  
Development of expressive and receptive skills in sign language, including skills in finger spelling. Receptive skills will be emphasized. Signing systems will include Pigeoned Sign English (PSE), American Sign Language (ASL) and Signing Exact English (SEE). American Sign Language will be emphasized. (CSU)

**SPCH 50B — SIGN LANGUAGE 2 Units**

*Prerequisite: Speech 50A with a grade of "C" or better or consent of instructor*  
*Lecture: 2 hours*  
Development of advanced level receptive and expressive skills in conversational sign language and finger spelling.  
May be repeated two times.

**TEACHER AIDE TRAINING**

**T-AID 155A — TEACHER AIDE TRAINING: Beginning 3 Units**

*Lecture: 3 hours*  
Preparation for teacher aide duties which assist teachers in the classroom learning process with emphasis on the school environment as the place for learning.

**T-AID 155B — TEACHER AIDE TRAINING: Advanced 3 Units**

*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.

**T-AID 165 — READING FUNDAMENTALS FOR TEACHER AIDES 2 Units**

*Recommended: 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.

**T-AID 197 — WORK EXPERIENCE AS A TEACHER AIDE 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 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**

**WLDTC 1 — INTRODUCTON TO WELDING 3 Units**

*Lecture: 1 hour*  
*Laboratory: 6 hours*  
Basic arc and oxygen-acetylene welding as it applies to shop and field techniques. (CSU)

**WLDTC 3 — ADVANCED ARC WELDING TECHNIQUES 3 Units**

*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. (CSU)

**WLDTC 60 — PRACTICAL LABORATORY 1 Unit**

*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. (CSU)  
May be repeated one time.

**WORK EXPERIENCE**

**WKEXP 96 — OCCUPATIONAL WORK EXPERIENCE (ALTERNATE TERM PLAN) 1-8 Units**

*Prerequisite: Employment approved by Work Experience Coordinator. Must have successfully completed 7 units of other coursework at Columbia College prior to enrollment. Between each reenrollment in the Alternate Term Plan and before transferring from a regular Work Experience Program to the Alternate Term Plan an additional 7 units of other coursework must be completed.*

75 hours of paid employment equals 1 unit of credit.  
60 hours of unpaid employment equals 1 unit of credit.

Provides students with vocational learning opportunities through quarters of full-time employment alternated with semesters of instruction. The student employment must be related to educational or occupational goals.  
May be repeated for a maximum of 16 units of credit less any units earned in any other Work Experience course.

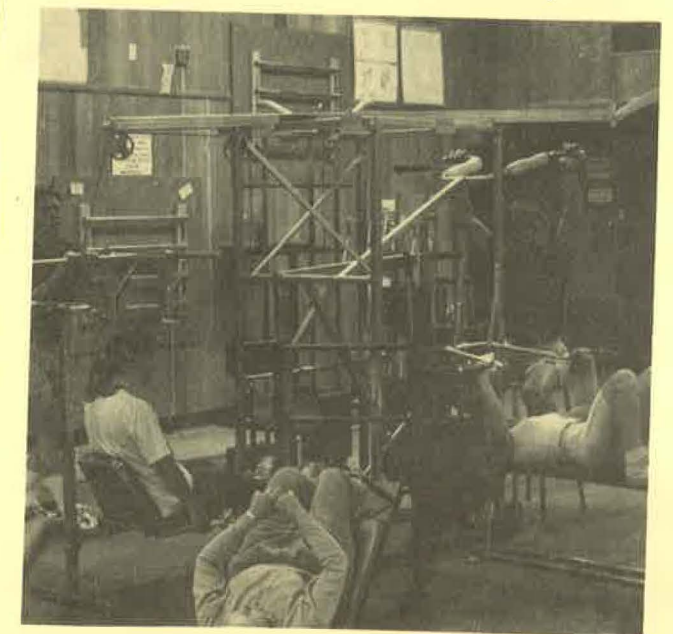
**WKEXP 97 — GENERAL WORK EXPERIENCE 1-3 Units**

*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

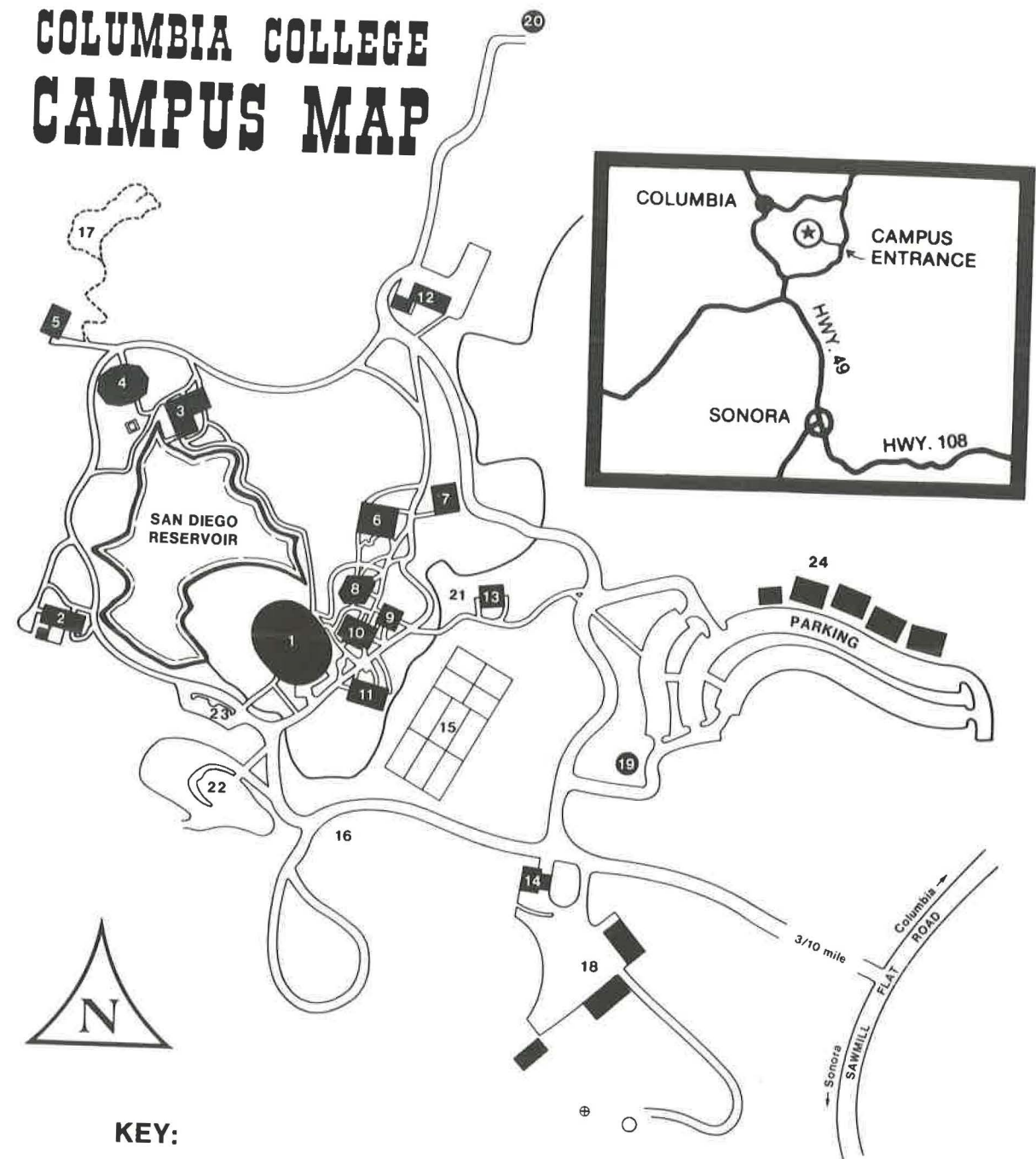
Provides students an opportunity to experience supervised employment in order to develop good work habits, responsibility, and positive job attitudes in real life work situations. The student's employment need not be related to the student's educational and/or occupational goal.  
A student may not enroll 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. (CSU)

*Offered for Credit/No Credit only.*  
May be repeated for no more than a total of 6 units of credit.



# NOTES

# COLUMBIA COLLEGE CAMPUS MAP



## KEY:

- |  |  |
|--|--|
| 1 Administrative Services & Learning Resources Center, Rms. 22-110** | 13 Physical Education Center, Rm. 900*                             |
| 2 Creative Arts Center, Rms. 200-201*                                | 14 Fire Science Center, Rms. 1000-1001*                            |
| 3 Physical Science Center, Rms. 300-302*                             | 15 Tennis Courts   |
| 4 Biological Science Center, Rms. 350-364**                          | 16 Judge Ross Carkeet Community Park                               |
| 5 Forestry and Natural Resources Center, Rms. 310-313                | 17 Nature Trail  |
| 6 Interdisciplinary Center, Rms. 400-405**                           | 18 Warehouse, Shipping, Receiving, Transportation, and Maintenance |
| 7 Health Occupations Center, Rms. 500-501* College Nurse             | 19 Mi-Wok Cultural Center  |
| 8 Forum, Rm. 600   | 20 Astronomy Dome  |
| 9 Seminar Building, Rms. 610-611                                     | 21 Fitness Jogging Trail   |
| 10 General Education, Rms. 620-622                                   | 22 Staff Parking   |
| 11 Business Education Center, Rms. 700-702*                          | 23 Handicapped Parking   |
| 12 Auto Technology/Welding, Rms. 800-802*                            | 24 Student Housing   |
- \* Restrooms in building  
\*\* Handicapped restrooms

**INDEX**

**A**

Absence .....27  
 Academic Probation .....28  
 Academic Policies/Procedures .....16, 23  
 Academic Renewal .....26  
 Advisory Committees .....8  
 Accounting .....62  
 Acceptance, Notice of .....17  
 Accreditation .....13  
 Activities, Student .....20  
 Adding Courses .....25  
 Admission After Disqualification .....28  
 Admission of High School Students .....18  
 Admission of International Students .....17  
 Admission Procedures .....16  
 Advertising .....62  
 Anthropology .....54  
 Art .....55  
 Associate Degree Requirements .....38, 40, 41  
 Astronomy, General .....71  
 Athletics, Inter-Collegiate .....20  
 Attendance, Class .....27  
 Automotive Technology .....57  
 Awards, Special .....18

**B**

Biology .....59  
 Bookkeeping .....62  
 Bookstore .....20  
 Business .....61-65  
     Business Administration .....62  
     Office Occupations .....63-65  
     Real Estate .....65

**C**

Calendar .....3  
 California State Universities and Colleges .....48  
 California, University of .....49  
 Career Center .....20  
 Catalog Rights .....24  
 Certificate Programs .....33  
 Certificates .....32  
 Challenging Courses .....27  
 Chemistry .....65, 66  
 Child Development .....66, 67  
 Classes, Schedule of .....17  
 Classification, Student .....27  
 College Commitment .....Inside Cover  
 College Functions .....13  
 College Staff .....4  
 Community Services .....13  
 Computer Science .....67-69  
 Conduct .....30  
 Conservation .....85  
 Construction .....69, 70  
 Continuing Education Function .....13  
 Conversion of Units .....24  
 Correspondence Credit .....27  
 Counseling .....18  
 Course Descriptions .....53  
 Course Number .....54  
 Credit by Examination .....27

Credit Free Courses .....54  
 Credit-No Credit .....26  
 Credit, Previously Earned .....27  
 Credit, Repeating Courses .....25  
 Credit, Unit of .....24  
 Credit, Value of .....24

**D**

Dean's List .....28  
 Degrees .....39  
 Description of Courses .....53  
 Disabled Student .....20  
 Disclaimer .....14  
 Disqualification, Academic .....28  
 Disqualification, Admission After .....28  
 Disciplinary Action .....30  
 Dormitories .....21, 22  
 Drafting .....69, 70  
 Drama .....70, 71  
 Dropping Courses .....25

**E**

Earth Science .....71, 72  
 Economics .....72  
 Eligibility .....16  
 Emergency Medical Services .....72  
 Employment, Student .....20  
 English .....72, 73  
 Enrollment Fee .....19  
 Expenses .....28  
 Expulsion .....31  
 Examinations, Final .....27

**F**

Faculty .....5, 6  
 Fees .....28  
 Field Trips .....54  
 Final Examinations .....27  
 Financial Aid .....18  
 Fire Technology .....73-76  
 First Aid .....72, 78  
 Food Services .....18  
 Foreign Language .....77  
 Forestry .....77  
 Forestry Technology .....77  
 Forgiveness of "F" Grades/Graduation .....26

**G**

G.E.D. ....13  
 General College Requirements .....39  
 General Education Breadth Requirements .....39  
 General Information .....12  
 Geography .....77  
 Geology .....71, 72  
 GOLD .....16  
 Grade Point Average .....25  
 Grade, In Progress .....24  
 Grade Reports .....28  
 Grade Verification .....19  
 Grading Scale .....24

Grading System .....24  
 Graduation Requirements, College .....38, 40, 41  
 Grants, Student .....18  
 Grievance Procedures, Student .....30  
 Guidance, Career .....77, 78

**H**

Handicapped .....20  
 Health Education .....78  
 Health Occupations .....78  
 Health Services .....20  
 Health Screening .....20  
 Heavy Equipment .....78  
 High School Equivalency (G.E.D.) Diploma .....13  
 High School Program, College .....13  
 High School Students, Admission .....18  
 History, College .....13  
 History .....78, 79  
 Hospitality Management .....79-81  
 Housing, Student .....21, 22  
 Humanities .....81

**I**

Identification Cards .....20  
 Incoming Students .....16, 17  
 Incomplete Grades .....25  
 Independent Study Courses .....26  
 Independent Study Provisions .....26  
 Insurance, Student .....20  
 Inter-Collegiate Athletics .....20  
 International Students, Admissions .....17

**J**

Job Placement .....20

**L**

Law, Commercial .....61  
 Law Enforcement .....81  
 Learning Skills Center .....19  
 Library .....21  
 Lifetime Fitness .....86, 87  
 Literature, English .....72, 73  
 Loans, Student .....18

**M**

Major .....42  
 Major, Selection of .....49  
 Major Requirements, Associate Degree .....42-47  
 Map, Campus .....96  
 Mathematics .....81-82  
 Mathematical Skills .....93  
 Matriculation .....16  
 Media Technology .....83

Military Credit .....27  
 Music .....83-85

**N**

Natural Resources .....85  
 Natural Resources Technology .....85-86  
 Non-discrimination .....14, 29  
 Nonresident Fees .....16  
 Nonresident Students .....16  
 Notice of Acceptance .....17  
 Notice of Intent to Graduate .....39  
 Numbering of Courses .....54  
 Nutrition .....60

**O**

Occupational Advisory Committees .....8  
 Occupational Education Function .....13  
 Occupational/Educational Planning Function .....13  
 Office Occupations .....63-65  
 Open Class Policy .....14

**P**

Parking .....21  
 Philosophy .....86  
 Photography .....56, 57  
 Physical Education .....86-90  
 Physics .....90  
 Political Science .....90  
 Prerequisites .....24  
 Privacy Right of Students .....19  
 Probation, Academic .....28  
 Psychology .....90

**R**

Reading Development .....93  
 Reading Skills .....93  
 Readmission .....16  
 Recreation Industry .....81  
 Real Estate .....65  
 Records Regulations, Student .....19  
 Refund Policy, Fees .....29  
 Refund Schedule .....29  
 Remedial Education Function .....13  
 Repetition of Courses .....25  
 Replacement, Diplomas/Certificates .....19  
 Requirements, Associate in Arts Degree .....39-47  
 Requirements, Associate in Science Degree .....39-47  
     and College Transfers .....48, 49  
 Requirements, Univ. of California Transfer .....49-52  
 Residence Halls .....21, 22  
 Residence Requirements, Admission .....16

S

Schedule of Classes .....17  
 Scholarship, Loans and Grants .....18  
 Scholarships Requirement, Associate Degree .....18  
 Scholarship, Satisfactory .....28  
 Scholastic Honors .....28  
 Search and Rescue .....91, 92  
 Security, Parking .....21  
 Sexual Harassment Policy .....14  
 Shorthand .....63, 64  
 Skills Development .....92, 93  
 Social Science .....93  
 Sociology .....93  
 Spanish .....94  
 Speech .....94  
 Staff .....4-7  
 State University and College Campuses .....48  
 Student Activities .....20  
 Student Association .....20  
 Student Insurance .....20  
 Student Load .....27  
 Student Services .....15  
 Study Skills .....93  
 Substance Abuse Policy .....31  
 Supplementary Notes .....39  
 Suspension .....30

T

Teacher Aide Training .....94, 95  
 Textbooks .....20  
 Transcripts .....13  
 Transfer Center .....20  
 Transfer Education Function .....13  
 Transfer, State Universities and Colleges .....40, 41  
 Transfer, University of California .....48, 49  
 Tuition, Out-of-State .....16  
 Tutoring .....19  
 Typing .....64, 65

U

Unit of Credit .....24  
 Unit Requirement, Associate Degree .....39  
 Units, Conversion of .....24  
 University of Calif. Campuses .....48  
 University of California Core Curriculum .....50  
 USAFI Credit .....27

V

Veterans .....18  
 Veterans Affairs .....18  
 Vocational Education Function .....13

W

Welding Technology .....95  
 Withdrawal from College .....28  
 Work Experience .....95  
 Work Study Funds .....18

Y

Yosemite Community College District .....2



	Nonprofit Org.
	U.S. POSTAGE
	<b>PAID</b>
	PERMIT NO. 1

