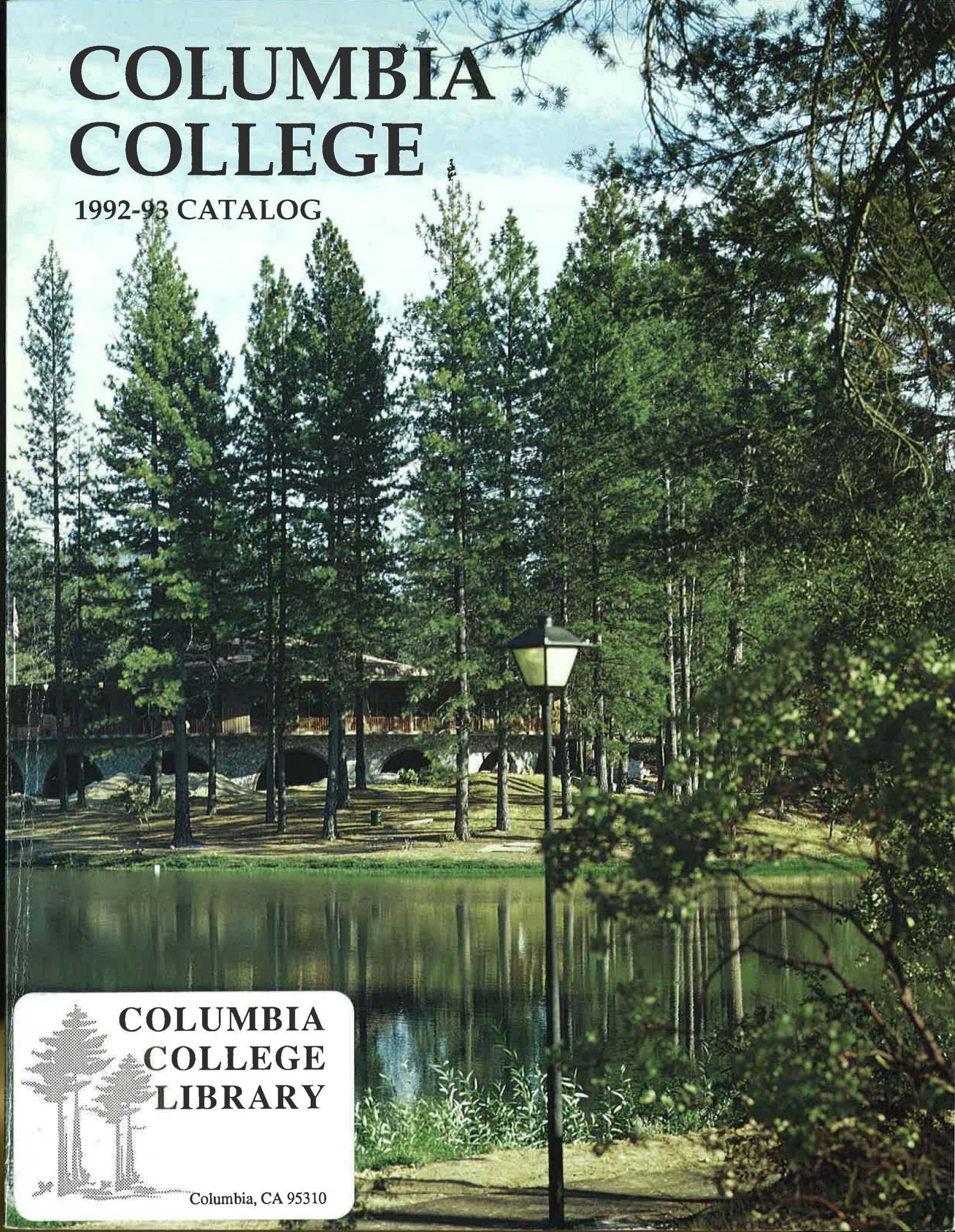


COLUMBIA COLLEGE

1992-93 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.

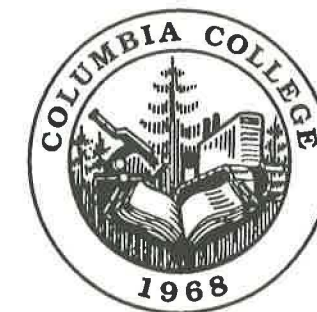
Finally, we believe that if the student recognizes the commitment that Columbia College has made and the student is willing to give to the college in return, the student's education will be positive, enjoyable and provide a lasting foundation for continued growth.

COLUMBIA COLLEGE

A Quality Education in a Quality Environment

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

1992-93



YOSEMITE COMMUNITY
COLLEGE DISTRICT

YOSEMITE COMMUNITY COLLEGE DISTRICT

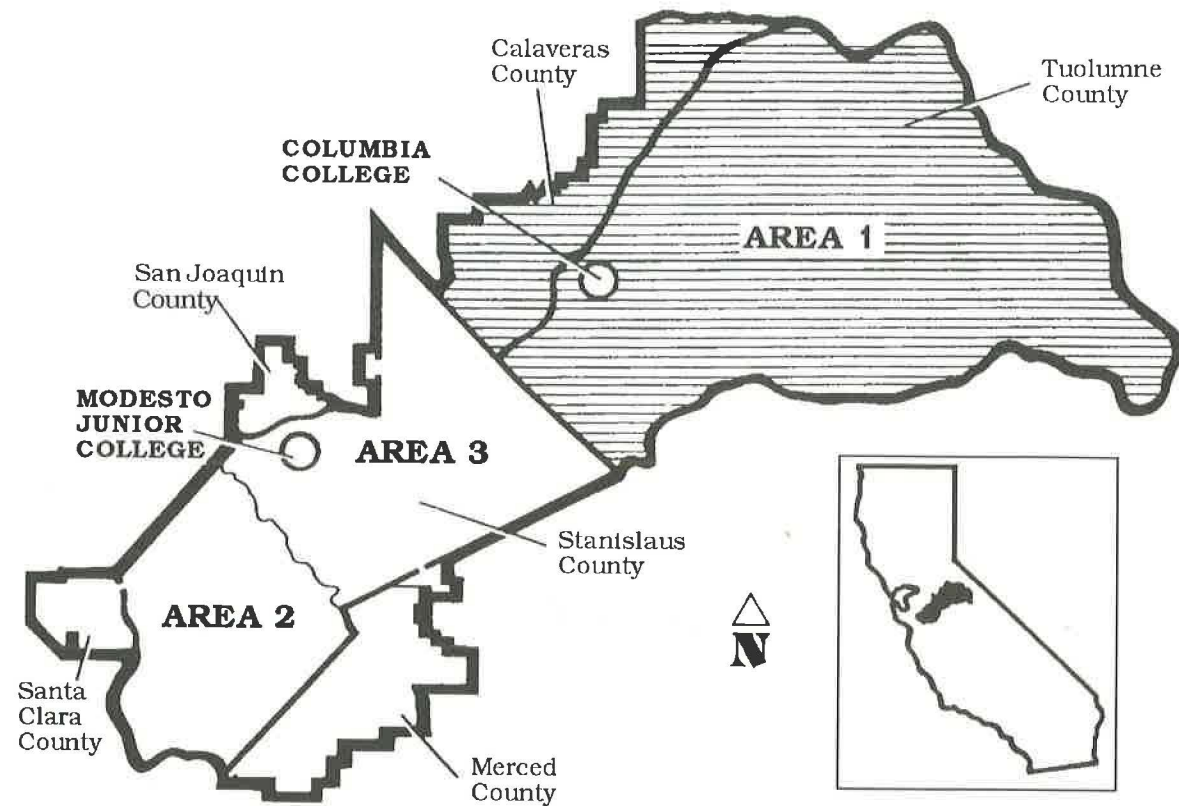


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COLUMBIA COLLEGE 1992-93 ACADEMIC CALENDAR

Fall Semester 1992
 Fall Registration:
 May 12-14 Continuing Students, Appointment Only
 August 7 Continuing Students
 August 8, 10-12 ... Continuing, New, Returning Students
 August 17-21 Late Registration (all students)
 August 17 Instruction Begins
 *August 21 Last Day to Enter a Class Without Instructor's Written Approval
 *August 28 Last Day to Enter a Class With Instructor's Written Approval
 *August 28 Last Day to Apply for Refund
 September 7 Labor Day Holiday
 *September 11 Last Day to Withdraw Without a "W" Showing on Permanent Record
 *September 22 Last Day to Elect for CR/NC or Letter Grade
 October 2 Deadline for Filing for Graduation and Certificates for Fall Semester
 October 9 Staff In-Service Day (no classes)
 November 9 Veteran's Day Holiday
 *November 17 Last Day to Withdraw From Any Course Without Penalty (will show on permanent record)
 November 25 No Evening Classes
 November 26-27 .. Thanksgiving Holiday
 December 14-18 .. Final Examinations
 December 18 Fall Semester Ends
 December 21 - January 8 -- Winter Recess

Spring Semester 1993
 Spring Registration:
 December 1-3 Telephone Registration, Continuing Students, Appointment Only
 January 4-6 Continuing, New, Returning Students
 January 11-15 Late Registration (all students)
 January 11 Instruction Begins
 January 18 Martin Luther King Holiday
 *January 15 Last Day to Enter a Class Without Instructor's Written Approval
 *January 22 Last Day to Enter a Class With Instructor's Written Approval
 *January 22 Last Day to Apply for Refund
 *February 5 Last Day to Withdraw Without a "W" Showing on Permanent Record
 February 12 Lincoln Day Holiday
 February 15 Washington Day Holiday
 *February 18 Last Day to Elect for CR/NC or Letter Grade
 February 26 Deadline for Filing for Graduation and Certificates for Spring Semester
 March 1 Staff Flex Day (no classes)
 March 18, 19 Staff In-Service Day (no classes)
 April 5-9 Spring Recess
 *April 26 Last Day to Withdraw From Any Course Without Penalty (will show on permanent record)

May 19-25 Final Examinations
 May 25 Spring Semester Ends
 May 26 Graduation

Summer Session 1993
 Summer Registration:
 June 5, 7-9 Registration (Telephone and Continuing Students Only)
 June 14-16 Late Registration (all students)
 June 14 Instruction Begins
 June 24 Last Day to Withdraw Without a "W" Showing on Permanent Record
 June 24 Last Day to Elect for CR/NC or Letter Grade
 June 24 Last Day to Apply for Refund
 July 5 Independence Day Holiday
 July 13 Last Day to Withdraw From Any Course Without Penalty (will show on permanent record)
 *July 23 Six Week Summer Session Ends

1992

JULY

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1993

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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| 27 | 28 | 29 | 30 | | | |

* These dates apply to semester length classes only. Contact Admissions and Records for specific short course deadlines.

COLLEGE STAFF



FACULTY

(Date of District appointment follows name.)

- DENNIS L. ALBERS (1985)** Mathematics, Physics
B.S., M.S., Ph.D., University of Nebraska
- DAVID E. ALFORD (1989)** Humanities,
A.B., M.A., Stanford University Philosophy, Political Science
- JACKIE D. APPLETON (1990)** Coordinator,
A.A., University of California, Davis Child Development
B.A., University of California, Berkeley Center
M.A., California State University, Sacramento
- DENNIS P. AYE (1985)** Physical Education,
B.A., St. Ambrose College Basketball Coach
M.A., University of Connecticut
- JOEL C. BARBER (1967)** Art
B.A., Willamette University
M.A., University of Oregon
- JOAN BARRETT (1991)** Assistant Dean of Instruction
B.A., Concordia College
M.Ed., University of Minnesota
- JOSHUA E. BIGELOW (1981)** Physical Education
A.A., Columbia College
A.B., M.A., University of California, Berkeley
- ELSIE M. BRUNO (1980)** Counselor,
B.S., University of California, Los Angeles Articulation Officer
M.S., California State University, Los Angeles
- DALE L. BUNSE (1975)** Art
B.A., Willamette University
M.F.A., Arizona State University
- ROSS A. CARKEET, JR. (1968)** Biology, Forestry,
A.A., Modesto Junior College Natural Resources
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
- JANET M. CARTY (1984)** Business,
B.A., San Jose State University Office Occupations
M.A., California State University, Stanislaus
- ANNE D'ORAZIO-WHITE (1991)** Political Science,
A.B., Indiana University, Bloomington History
J.D., Humphreys Law School, Stockton
Ph.D., Indiana University
- EDWARD C. DOELL JR. (1973)** English,
A.A., Foothill Junior College Photography
B.A., M.A., California State University, San Francisco
- MARGO ELLIOTT (1991)** Psychology
B.A., University of Louisville
M.A., Spalding University
- RONALD L. ERICKSON (1981)** Hospitality Management
- ROBERT H. GIBSON (1970)** Physical Education,
A.A., Graceland College Area Coordinator,
B.A., Central College Physical Education
M.A., Calif. State University, San Jose
Ed.D., University of Central Arizona
- ARLENE S. GIORDANO (1976)** Psychology
A.B., Hunter College
M.A., Ph.D., University of California, Berkeley
- PHYLLIS T. GREENLEAF (1990)** Child Development
B.S., Tufts University, Massachusetts
M.Ed., Harvard Graduate School of Education, Massachusetts

- LAUREL M. GRINDY (1990)** Mathematics
B.A., M.A., California State University, Stanislaus
- JON M. HAGSTROM (1962)** English,
A.A., Shasta College Area Coordinator,
B.A., California State University, Chico Humanities and
M.A., University of the Pacific Social Sciences
- DELORES A. HALL (1987)** College Nurse
B.S.N., M.S.N., University of South Carolina
- PATRICIA HARRELSON (1982)** Area Coordinator,
B.S., M.A., California State College, Stanislaus Guidance and
Skills Development
- ROD D. HARRIS (1979)** Music
A.A., Fort Steilacoom Community College
B.A.E., M.M., Pacific Lutheran University
Ph.D., University of North Texas
- MICHAEL N. HILL (1988)** Business Administration
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 Area Coordinator
M.A., Mills College Fine Arts
- TOM G. HOLST (1974)** Earth Science,
A.B., Augustana College Computer Science,
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
B.S., M.B.A., Northern Illinois University
- MARYL LANDESS (1992)** Mathematics
B.S., M.A., University of California, Davis
- RAYMOND D. LIEDLICH (1981)** Vice President for
B.S., Bowling Green State University Instruction
M.A., California State University, Los Angeles
- PAUL W. LOCKMAN (1981)** Director, EOPS and
A.A., Fresno City College Disabled Student
B.A., M.A., California State University, Fresno Programs
- FRANCIS T. LYNCH (1989)** Program Coordinator,
B.B.A., University of San Francisco Hospitality Management
- JEAN MALLORY (1990)** Counselor
A.A., Shasta Junior College
B.A., California State University, Chico
M.A., Chapman College
- MORGAN McBRIDE (1991)** Physical Education,
B.A., California State University, Stanislaus Volleyball Coach
M.Ed., Azusa Pacific University
- GEORGE MELENDREZ (1991)** Fire Technology,
A.S., Chaffey College Fire Chief
- JAMES R. MENDONSA (1981)** Search and Rescue,
B.A., M.A., California State University, Stanislaus Speech
- JOHN C. MINOR (1970)** English
B.A., Linfield College
M.A., University of Washington
- SUSANNE PATTERSON (1991)** Learning Disabilities
B.A., University of California, Berkeley Specialist

| | |
|--|---|
| FRED J. PETERSEN (1981) B.A., California State University, San Jose M.A., University of Washington | Computer Science |
| DAVID G. PURDY (1971) B.A., California State University, San Jose M.A., California State University, Fresno | Drama |
| ALLAN RAMSARAN (1988) B.A., M.Ed., Pan American University | Counselor |
| BLAINE D. ROGERS (1972) A.A., Bakersfield College B.A., M.A., California State University, Humboldt | Biological Science, Area Coordinator, Science and Mathematics |
| RAYMOND L. STEUBEN (1976) B.A., University of California, Santa Barbara M.L.S., University of California, Los Angeles | Director, Library Services and I.M.C. |
| ELLEN STEWART (1976) B.A., California State University, San Francisco M.A., California State University, Fresno | Drama, Speech |
| JUDITH A. STRATTAN (1987) B.S., M.S., Indiana University Ed.D., University of San Diego | Vice President for Student Services |
| CANDACE L. WILLIAMSON (1979) B.A., M.A., California State University, Humboldt | Business, Office Occupations |
| DAVID I. WILLSON (1975) B.S., M.A., California Polytechnic State Univ., San Luis Obispo | Automotive Technology Area Coordinator Vocational Education |
| WILLIAM H. WILSON, JR. (1974) A.A., Solano College B.A., San Jose State College M.S., California State University, Hayward | Counselor |
| CLARENCE O. WOLGAMOTT, JR. (1971) B.S., M.A., Tennessee Technological University | Chemistry |

FACULTY EMERITI

| | |
|---------------------------|--|
| PAUL K. BECKER | Dean of Student Services (1971-1987) |
| L. FRANCES CULLEN | Psychology, Counselor, Student Activities (1971-1983) |
| W. DEAN CUNNINGHAM | President (1979-1992) |
| RICHARD L. DYER | History, Political Science (1969-1991) |
| MARION C. EVANS | Health Occupations (1968-1983) |
| MCKINLEY FROST | Welding Technology (1970-1985) |
| ROBERT H. HAMILTON | History, Humanities, Philosophy, Political Science, (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) |
| WALTER L. LEINEKE | Assistant Dean of Instruction (1968-1991) |

| | |
|---------------------------|--|
| 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) |
| MELBORN N. SIMMONS | Mathematics (1969-1992) |
| V. PETER SULLIVAN | Physical Education, Athletic Director (1961-1992) |

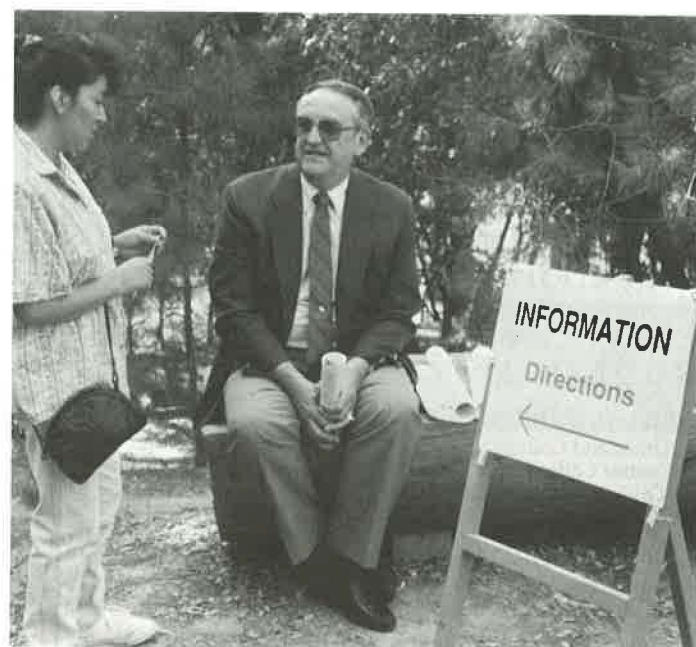
CLASSIFIED STAFF

(Date of District appointment follows name.)

| | |
|-----------------------------------|---|
| KATHLEEN L. ABBOTT (1976) | Fiscal Services Specialist, Business Services |
| ROSS L. ALDRICH (1975) | Production Technician, Performing Arts |
| SIGRID A. ANDERSEN (1985) | Instructional Assistant, Learning Skills |
| WENDY ARCHER (1989) | Instructional Assistant, Disabled Student Services |
| SHERRYL A. BAHTEN (1990) | Manager, Book Store |
| CANDY BAILEY (1990) | Technician, Financial Aid |
| MERLIN BART (1984) | Lab Technician, Vocational Ed. |
| JUDY BASSI (1989) | Program Assistant, Career/Transfer Technician |
| DORYENE M. BENTLEY (1975) | Coordinator, Instructional Materials Center |
| FRANCES BORICCHIO (1991) | Specialist, Admission and Records |
| CASEY BONA VIA (1989) | Instructional Assistant, Mathematics |
| DEBORAH K. BOSWELL (1978) | Typist Clerk, Disabled Student Services |
| WENDY BUCKMAN (1991) | Secretary, Counseling |
| KATHLEEN BURBY (1991) | Clerk, Mailroom |
| L. C. CRAIN (1976) | Custodian |
| DOROTHY A. DANZ (1965) | Executive Secretary, Vice President for Student Services |
| JEAN DADDOW (1991) | Specialist, Admissions and Records |
| DENISE F. DEATSCH (1978) | Secretary, Instruction Office |
| TERRILL O. DEATSCH (1975) | Specialist, Transportation/Grounds |
| ELIZABETH FOX (1990) | Coordinator, Special Projects |
| CYNTHIA K. FRAGUERO (1987) | Buyer, Bookstore |
| STEVEN FROST (1979) | Custodian |
| WILLIAM J. GAISER (1970) | Equipment Mechanic |
| HAZEL GARAVENTA (1984) | Instructional Assistant, Business |

| | |
|-------------------------------------|--|
| DORIS I. GOLDSON (1970) | Secretary, Library/Media Services |
| LINNETT C. GREELEY (1975) | Reference Specialist, Library/Media Services |
| MICHELE GRIFFITH (1988) | Technician, Tutorial Center |
| JOSEPH J. GRILLO, JR. (1988) | Manager, Business Office |
| FREDERICK GROLE (1989) | Electronics Engineer |
| NORINE D. HOLMES (1978) | Secretary, Assistant Dean of Instruction |
| DWAIN JACK (1974) | Skilled Maintenance Worker |
| RONALD D. JACKSON (1976) | Specialist, Skilled Maintenance |
| JANICE M. JORN (1974) | Public Information Writer |
| GARY LARGENT (1975) | Specialist, Skilled Maintenance |
| WENDY LINK (1984) | Technician, Media Services |
| KENNETH R. LUCAS (1967) | Supervisor, Transportation/Grounds |
| DOROTHY A. MAECHLER (1981) | Instructional Assistant, Music, Accompanist |
| TIMOTHY MANN (1983) | Athletic Equipment Attendant |
| ANDREW B. MAURER (1974) | Graphic Artist Coordinator, Instructional Materials Center |
| CONNIE MICAL (1992) | Support Technician, Title III |
| JOHN H. MILLER (1972) | Supervisor, Buildings and Maintenance |
| REBECCA MILLER-CRIPPS (1990) | Executive Secretary, Vice President for Instruction |
| NANCY M. MYERS (1982) | Technician, Library/Media Services |
| PATRICIA PANTALEONI (1985) | Executive Assistant, President |
| KAREN RODTS (1989) | Instructional Assistant, Learning Disabilities |
| SALLY SCHOETTGEN (1981) | Coordinator, Financial Aid, Scholarships and Awards, Veterans' Affairs |
| JACQUELINE J. SEYBOLT (1985) | Manager, Food Services |
| WILLIAM M. SHANKEY (1982) | Campus Security Officer |
| BARBARA SMITH (1986) | Specialist, Food Services |
| KATHLEEN SMITH (1984) | Coordinator, Admissions and Records |
| DIANA SUNDAY (1988) | Testing Coordinator |
| ADDIE TAYLOR (1989) | Typist Clerk, Physical Education |
| PATRICIA C. THOMAS (1972) | Fiscal Services Technician, Business Services |
| CAROL A. VAUGHN (1974) | Support Staff Specialist, Instructional Materials Center |
| RINNE WEST (1990) | Specialist, Admissions and Records |
| ADELE WIKNER (1985) | Specialist, Library/Media Services |
| JAMES B. WOOD, SR. (1977) | Custodian |

*For the past thirteen years,
Dr. W. Dean Cunningham served
as President of Columbia College.
This edition of the catalog is
respectfully dedicated to Dean
in appreciation for his contributions
to both the college and the
community.*



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

BOB DRABECK, *Service Writer*,
Mother Lode Motors

STEVE KOEHLER, *Automotive Technology Instructor*,
Bret Harte High School

GREG ONASCH, *Owner*,
Auto Tech

MARTY ROBILLARD, *Owner*,
Marty's Auto Service

FERD SCHROEDER, *Service Manager*,
Hammond Ford

STANLEY SMITH, *Automotive Technology 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 GORMELEY, *Manager of Materials*,
Contract Manufacturing

LINDA GRANT, *Office Services*,
Stanislaus National Forest

BEN GARCIA, *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 Representative*,
Employment Development Department

MARILYN RICHARDS, *Secretary*,
California Department of Forestry

PATRICIA SAKASITZ, *Office Manager*,
Foothill Medical Group

CARDIAC REHABILITATION

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

PIERKKO DYER, *Director*,
Summersville Parent Nursery School

NANCY FELDMAN, *Home Economist*,
University of California

MELINDA FRASER, *Teacher*,
Infant Child Enrichment Services

LOLITA GRIFFIN, *Coordinator*,
Senior/Youth Partnership

ALICE PAXTON, *Tri-County Consortium for Special Education*

DONNA REHDER, *Teacher*,
Discovery Preschool

MARGARET SMITH, *Director*,
A-TCAA Head Start

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 MC DONALD, *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

BARBARA BARENFELD, *Case Manager*,
Valley-Mountain Regional Learning Center

BEVERLY BRITTS, *Teacher, Hearing Impaired*,
Sonora Elementary School

JOE D'ANDREA, *Tri-County Consortium*,
Tuolumne County Schools

HAL DAVIS, *Vocational Rehabilitation Counselor*,
Department of Rehabilitation

PATRICIA HARRELSON, *Director, Learning Skills Center*,
Columbia College

SANDEE KLUDT, *Director of Special Education*,
Tuolumne County Schools

PAT LAUNCHBURY, *Social Security Representative*,
Social Security Administration

DR. CHARLES McBANE, *Optometrist*,
General Practice

FRANK McNALLY, *Retired Judge*

JEAN McNALLY, *Physical Therapist*

ROBERT J. PHILLIPS, *Executive Director*,
Area VI Developmental Disabilities Board

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

LIZ ATKINS, *Principal*,
Cassina High School

RUTH BURKE, *Instructor*,
Vallecito High School

LINDA DuTEMPLE, *Central Sierra Planning Council*,

NIKKI KARPINSKI, *GAIN*

VICKY LONG, *Extended Opportunity Programs and Services
Student*, Columbia College

ALLAN RAMSARAN, *Counselor*,
Columbia College

SALLY SCHOETTGEN, *Financial Aid Officer*,
Columbia College

DIANA SUNDAY, *Testing Coordinator*, Columbia College,
Chairman, Tuolumne Mi-Wuk Tribal Council

ANNABELLE TRAVIS, *Chairperson*,
Mother Lode Job Training

CANDACE WILLIAMSON, *Work Experience Coordinator*,
Columbia College

FIRE TECHNOLOGY/ SEARCH AND RESCUE

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, *Forester*,
Sequoia Forest Industries

CHRIS CONRAD, *Forester*,
Fibreboard Corporation

WAYNE HARRISON, *Associate State Park Resource Ecologist*,
Calaveras Big Trees State Park

JIM MADDOX, *Wildlife Biologist*,
California Department of Fish and Game

TIM NEELEY, *Chief Ranger*,
Columbia and Railtown State Historic Parks

JIM OWEN, *Unit Ranger*,
California Department of Forestry

BRIAN QUELVOG, *Fishery Biologist*,
California Department of Fish and Game

WILLIAM J. SUEHOWICZ, *Chief Park Ranger*,
New Melones Lake

DAN WARD, *Forester*,
California Department of Forestry

STEVE WATERMAN, *Public Information Officer*,
United States Forest Service, Stanislaus National Forest



FOSTER PARENT TRAINING

CELESTE BOYD,
Tuolumne County Schools

NANCY DAHLBERG,
Calaveras County Department of Social Services

CAROL DAVIS, *Foster Parent*,
Mariposa County

NANCY FELDMAN,
U.C. Cooperative Extension

NANCY GOODMAN,
Tuolumne County Department of Social Services

CANDACE KATOSIC,
Mother Lode Job Training

JOY McCLURE, *Licensed Clinical Social Worker*,
Foster Care Educational Program Instructor

JIM PHILLIPS,
Mariposa County Department of Social Services

JOHN ROBERTSON, *Foster Parent*,
Calaveras County

JANE SIEBENEICHER, *Foster Parent*,
Mariposa County

MARGARET SCHULZ, *Foster Parent*,
Tuolumne County

NAOMI STEINFELD, *Licensed Clinical Social Worker*

EVELYN THOMPSON,
Infant Child Enrichment Services

BONNIE TUEL,
Tuolumne County Department of Social Services

LARRY WADE,
Calaveras County Probation Department

LISA WALKER,
Calaveras County Department of Social Services

HOSPITALITY MANAGEMENT

LEO BALDONADO, *Owner*,
La Sierra Taqueria

ROB & ROSETTA BANNWARTH, *Owner*,
Banny's

DAN CUNEO, *Owner*,
Black Bart Inn

KIM DATERS,
Mountain Springs Golf Club

MARILYN HAMILTON, *Vice President/Manager*,
Security Pacific National Bank

TERRY & CAROLYN LaTORRE, *Owners*,
LaTorre Restaurant

CATHERINE & RENÉ MASVIDAL, *Owners*,
La Maison/Utica Mansion Inn

TIM NEELEY, *Chief Ranger*,
Columbia and Railtown Historic State Parks

DARRYL PECK, *General Manager*,
Best Western-Sonora Oaks

NORA TRAMONTANO, *Manager*,
Sonora Aladdin Motor Inn

BOB & DONNA WILHEIM, *Owners*,
Twain Harte's Inn

REAL ESTATE

BILL FREEZE, *Realtor*,
Henrietta Realty

BABE GIBSON, *Realtor*,
Mother Lode Real Estate

JOHN GLEASON, *Realtor*,
Wildwood Properties

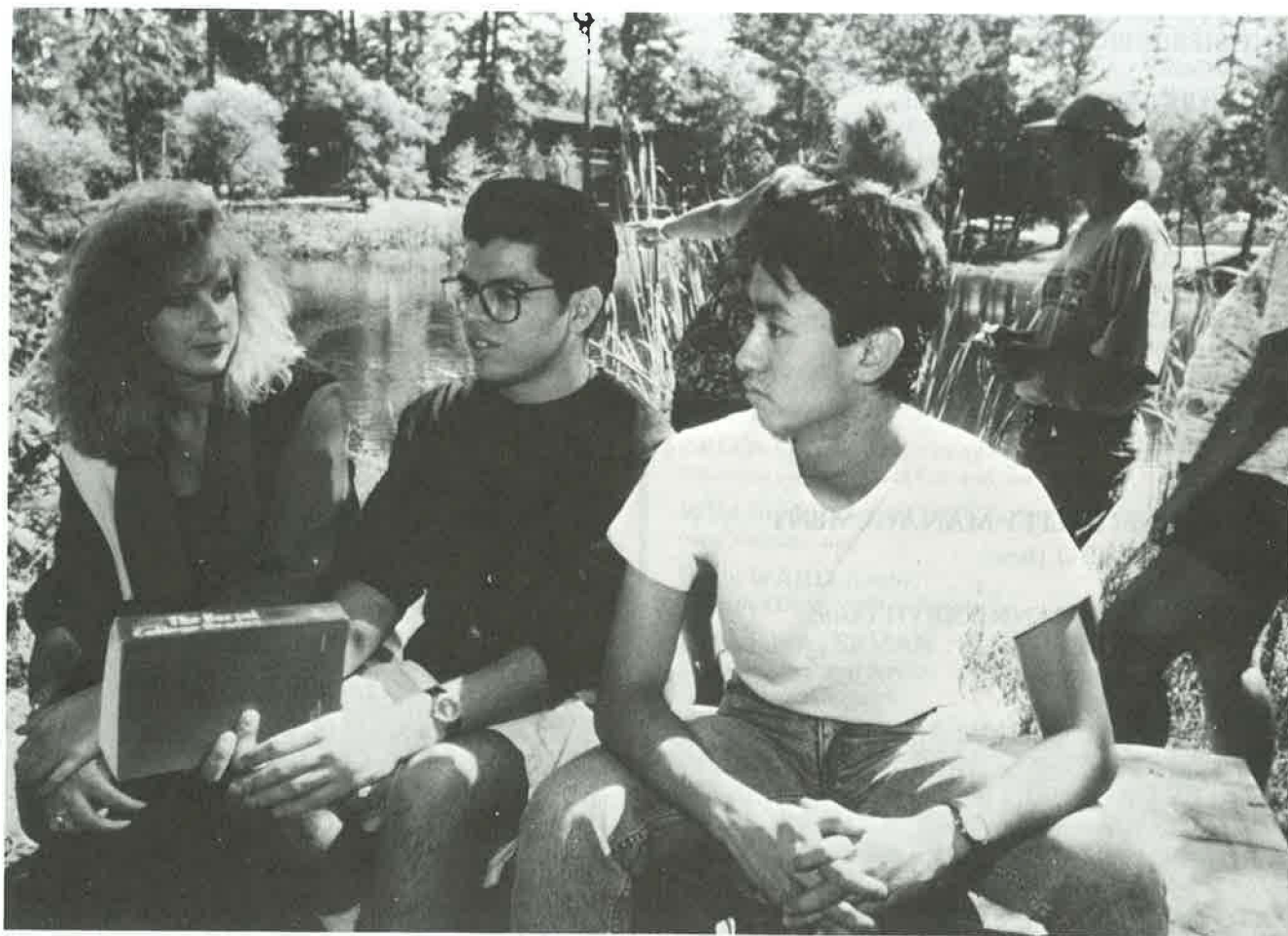
LARRY HAUN, *Attorney at Law*

PETER KAY, *Realtor*

MARK KRAFT, *Realtor*



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.

Athletics

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.

Child Development Center

The Columbia College Child Development Center opened its doors on campus for Spring 1991. In addition to providing child care for preschool and kindergarten children of students and staff, the center serves as a laboratory for students in the college's Child Development 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, and 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 the 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.

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 post-secondary 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, attitudes and values that characterize 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 post-secondary 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 met the eligibility requirements for admission 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 Vice President for 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, Americans with Disabilities Act of 1990 (ADA), 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:

Es la regla del Yosemite Community College District no negar al estudiante acceso a ningun servicio, curso o actividad en base de raza, credo, nacionalidad, edad, sexo o impedimento. La falta del idioma ingles tampoco sera un obstaculo para la matriculacion.

(It is the policy of the Yosemite Community College District that no student shall be denied access to any course, service or activity on the basis of race, creed, national origin, age, sex, or handicap. Lack of English language skills will not be a barrier to enrollment.)

Title IX: Ray Liedlich
Vice President for Instruction
(209) 533-5140

Section 504: Paul Lockman, Director
Disabled Students Program ADA:
(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. (District Policy 5028)

Sexual harassment includes:

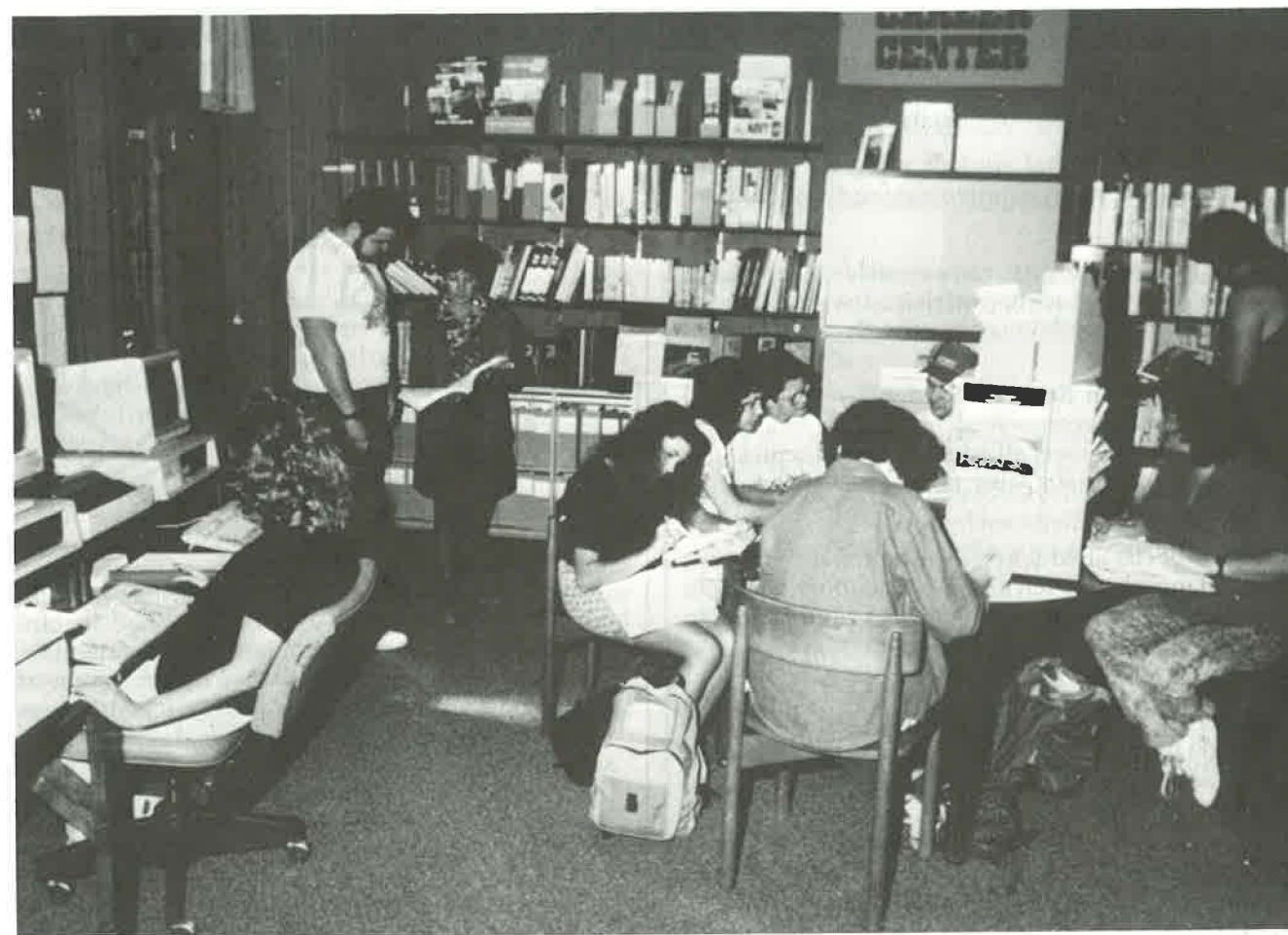
- (1) submission to conduct which is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress;
- (2) submission to, or rejection of, conduct by an individual which is used as the basis of an employment or academic decision affecting the individual 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 non-employees. 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 any previous colleges of attendance to mail transcripts directly to Columbia College.

Residence Requirements

Persons 18 years of age and older have the legal right to establish their own residence for purposes of admission. A statement verifying legal residence is required to be filed with the college prior to initial registration. A student is qualified to attend Columbia College if he/she meets one of the following residence requirements:

- (1) Is a legal resident of the Yosemite Community College District/California.
- (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.
- (4) Appeal: Any student may appeal his/her resident classification. Such appeal should be written to the Coordinator of Admissions and Records.

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 and one day prior to the first day of instruction.

Non-residents of California, including international students, are required to pay an out-of-state tuition fee of \$105.00 for each unit plus the \$6.00 per unit regular tuition and required health fees (Fees are subject to change).

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.

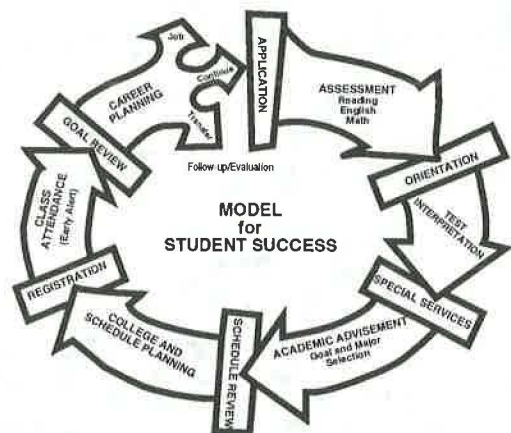
Applications should be submitted as early as possible in order to allow for processing. A local address must be submitted before completion of registration.

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 test
- 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.

Exemption Categories

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

- students holding an associate degree or higher
- students enrolled only in activity courses for which there is no basic skill prerequisite
- students enrolled in community services and non-credit courses only
- students enrolled only in contract education or courses for in-service training

Courses Exempt

The college offers a variety of courses which may be taken without participating in the matriculation process. These courses do not require specific academic knowledge or learning prior to enrollment. A current, complete list of such courses is available in the Office of Admissions and Records and in the Class Schedule.

Challenge Procedures

A student may challenge the required participation in matriculation if they do not meet the exemption categories. The challenge must be submitted, along with any supporting data, to the Vice President for Student Services. The Vice President for Student Services may request a conversation with the students prior to making a decision.

Students who qualify for exemption from matriculation are welcomed and encourage to participate.

Notice of Acceptance

New and former students will be notified officially of their acceptance and opportunities for assessment, orientation and advisement appointments after all application forms have been received. Complete instructions, along with current course exemption criteria and challenge procedures are included in the "Welcome" packet.

Alternative Matriculation for Disabled Students

Applicants to the college who have a disability and feel they cannot participate in the GOLD Program due to the limitations imposed by their disability are eligible for alternative matriculation services.

These services may include:

- special assessment by the Assessment Coordinator

- special assessment by the Learning Disability Specialist
- one on one orientation and advisement with Disabled Student Services Program Staff
- one on one development of a Educational Plan with a staff member of Disabled Student Services
- priority registration

To qualify for alternative matriculation the applicant must:

- inform the Admission and Records Office or the Disabled Student Services Office that they have a disability and want to be considered for the alternative matriculation program.
- submit written documentation by a professional (e.g., Physician, Psychologist, LD Specialist etc..) verifying the disability.

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. Application information is available from the Admission and Records Office. Applicants 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; request from:

Admissions and Records Office
Columbia College
P. O. Box 1849
Columbia, Ca. 95310 USA

(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 providing 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 PHYSICIAN'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 admitted, 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 F1 (Student) Visa and enter the United States. See Admission of Non-Resident Students for fee information.

A college counselor serves as advisor to international students. This college is authorized under federal law to enroll non-immigrant alien students (F1 Visa).

Admission of High School Students

Columbia College may admit high school students for a maximum of two courses each semester IF the student:

- a) is concurrently enrolled in a public educational institution, or legally established private school, or is receiving private tutoring (pursuant to Education Code Sections 48200 and 48224)
- b) has attained junior or senior standing
- c) has provided the college Admissions and Records Office with an official high school transcript
- d) has written authorization from a high school official.

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, and California Board of Governors Grant.

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, 1992, through February 1, 1993. Eligibility is based on financial need and satisfactory academic progress. Additionally students must have a high school diploma, a GED or have passed the computerized entrance examination administered by the testing center at Columbia College. Awards are made 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 programs, 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 Financial Aid Office and in the Real People Win Scholarships brochure available in the Scholarship Office.

A standard application which may be obtained from the Scholarship Office is used to determine a student's eligibility for most of the awards. It is available starting September 1; the deadline for applying is December 20. 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:

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

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

1. On the ASSET Test does not meet eligibility for degree level Math or English.
2. Did not graduate from High School or obtain a GED.
3. High School GPA was below a 2.5.
4. 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 — \$100 for books without applying for financial aid

Tutoring — EOPS students are eligible for free unlimited tutoring

Counseling — academic, vocational, and personal

Transfer Assistance — 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 record by the College.
- Transcripts CANNOT be sent in response to a TELEPHONE request (Family Education Rights & Privacy Act of 1974).
- Transcripts will not be released to anyone other than the student unless the person has written authorization from the student.
- Transcript request forms are available in the Admissions and Records Office.
- A minimum of three working days is required. EXCEPTION: Same day service is provided at a cost of \$10.00 in addition to the regular fee.

Other College or High School Transcripts

- New students are required to submit official transcripts from course work taken at other colleges and/or high schools.
- The student should request from the sending college or high school that transcripts be mailed directly to Columbia College. Columbia will only accept a transcript that is official and received in a sealed envelope.

- Transcripts sent to Columbia from other colleges or a high school may NOT be released to: a) students, b) other colleges, or c) agencies. They must be obtained from the sending institution.

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. **This challenge must occur within one academic year from the time the grade is received.** The Vice President for 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.

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 students access to the College campus. Accessibility is assured to students through the use of support services, special equipment, specially trained staff and the removal of architecture barriers.

Programs and services offered:

Physical Disabilities

Disabled parking (limited to those students possessing DMV placard or plates), tram service, mobility assistance, tutoring, assistance in locating notetakers, readers, and test taking assistance.

Learning Disabilities Program

Provides academic support services to students with a professionally verified learning disability. Services include: Individual assessment, individualized instruction to remediate or compensate for basic skill deficits; group interaction in written language development, test facilitation, other in-class accommodations as necessary, tutoring is provided by specially trained staff and students for general education and vocational college course work.

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, pulmonary therapy, 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.

Students having chronic health problems are requested to inform the College nurse so that the appropriate 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.

Health service fees are refundable prior to the first day of instruction. Students eligible for refunds must obtain **Request for Refund Form** from the Admissions and Records Office.

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 \$2.00 renewal
- Student I.D. Card fees are nonrefundable.
- Community and college business discounts available upon presentation of the 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 Senate 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 spokesperson for the student body. The government is developed to fit the needs of the students at that particular time.

Student Organizations

- Students wishing to form a student organization must contact the student senate for procedures and a handbook.
- Only currently enrolled Columbia College students may participate as members of an officially recognized student organization.
- Student organizations must have an advisor present at all meetings and activities.
- Every student organization must request renewal of their official recognition status each semester. Recognition or renewal is requested of the student senate.
- Student organizations wishing to travel for club purposes should contact the student senate advisor for travel procedures to be followed.

Posting of Materials on Campus Bulletin Boards

- Bulletin board posting may be done only by students, faculty or staff.
- All materials posted on campus must be approved and stamped in advanced by the Vice President for Student Services.
- No posters will be permitted that promote services --including classes--for profit other than those by other accredited institutions of higher education.
- Persons posting materials are responsible for removal of the materials. Removal should occur immediately following the activity.
- All materials approved for posting will be removed within two weeks of the posting date.
- Materials are not to be adhered to glass, wood or metal surfaces. They may be posted only on bulletin boards or easels.
- Individuals/organizations not following correct posting procedures

Career Center/Transfer Center

The Career Center, located within the Counseling area adjacent to the Manzanita Building, 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, various other transfer-related resources and advising services.

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 Manzanita Building, 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.

Child Care Facility

The facility is licensed for 30 children at any one time; however, due to college schedules, about 40 to 50 children will be in and out of the program daily.

Columbia's center also provides students a lab experience with parents, as well as children, as parents with children in the center are required to assist one hour each week. While parents are participating in the program, they will have a chance to observe both students and staff interacting with children in positive ways. This serves as a model for their own parenting skills.

The Child Development Center is open from 8:00 a.m. to 4:00 p.m., Monday thru Friday during regular class times. Children aged 2 - 5 may attend. A copy of the current fee schedule is available from the Child Development Center office; financial assistance is available for full time students who qualify for aid.

For further information or to enroll your child in the Child Development Center, call (209) 533-5277.

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 Vice President for 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.

Housing ...

Designed For The Student

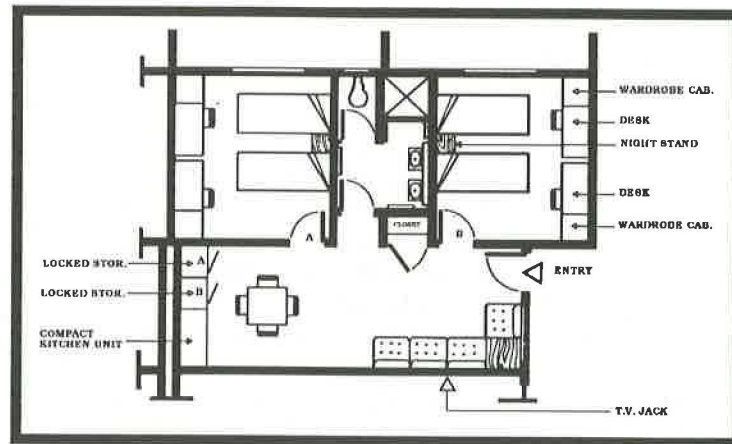


Student Housing

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.

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 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.



Typical Floor Plan.

- ★ Coin operated washer/dryer facilities on the premises.
- ★ Utilities (except telephone) are included with the rent.

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 or skill level recommendations are intended to ensure that the student will have sufficient preparation before entering a course. Prerequisite policy is currently under review. See your counselor for details.

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

Course Prerequisite Appeal

Any student may appeal to the Vice President for Student Services or the Vice President for Instruction for waiver of a prerequisite requirement for a course that is not available in the class schedule.

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> |
| RD | - | Report Delayed |

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.

Grading Scale

| | | |
|----|---|--|
| A | - | 4 grade points per unit |
| B | - | 3 grade points per unit |
| C | - | 2 grade points per unit |
| D | - | 1 grade point per unit |
| F | - | 0 grade points per unit |
| W | } | Not included in computing grade point average but may be used in determining progress probation and dismissal. |
| I | | |
| CR | | |
| NC | | |
| IP | | |

Grade Point Average

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

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

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

$$\begin{aligned} 5 \text{ units A} \times 4 &= 20 \text{ grade points} \\ 4 \text{ units B} \times 3 &= 12 \text{ grade points} \\ 3 \text{ units C} \times 2 &= 6 \text{ grade points} \\ 2 \text{ units D} \times 1 &= 2 \text{ grade points} \\ 2 \text{ units F} \times 0 &= 0 \text{ grade points} \end{aligned}$$

$$16 \text{ units} \quad 40 \text{ grade points}$$

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

The result in this example is a GPA of 2.50.

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

Adding A Course

To add a class, students must complete an Add Form which may be obtained from Admissions and Records. While classes may be added during the first ten (10) days of instruction, during days 6 through 10, students must have the instructor's written approval. **These deadlines apply to full semester classes only.** Contact the Admissions and Records Office for specific course deadlines.

Dropping A Course

To drop a course the student must obtain a drop slip from the Admissions and Records Office. The form must be completed and returned to the Admissions and Records Office for processing. No drops will be allowed without a student ID Card or official identification (eg: driver's license)

Full semester courses:

- Within the first four weeks - no grade or course title will appear on official transcript (no record of registration.)
- From the first day of the fifth week to 75% of the semester, a symbol of "W" will appear.
- No student drops after 75% of the term - possible grade of "F" on official transcript.
- Appropriate dates appear in the College Calendar.
- Contact the Admissions and Records Office for date deadlines for less than full semester classes.

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 limitation 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 the next semester 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.

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 improve cumulative grade point average.
 2. The student's previous grade is, at least in part the result of extenuating circumstances beyond the control of the student.
- 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 default 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 default 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 (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:

- Since completion of the work to be alleviated, the student must have completed a minimum of fifteen (15) semester units with at least a 3.0 cumulative G.P.A., thirty (30) semester units with at least a 2.5 cumulative G.P.A., or forty-five (45) semester units with at least a 2.0 cumulative G.P.A. at any accredited college or university.
- A minimum of two years must have elapsed since completion of the work to be alleviated.
- Any student not meeting all the requirements of items number one and number two may petition the Vice President for Student Services for special consideration.
- The student's permanent record will be annotated in such a way that all work remains legible ensuring a true and complete academic history.
- Columbia College will honor similar policies of accredited colleges and universities, but other transfer institutions may reject academic renewal action.
- 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 since these courses are designed to meet specific student interests. Independent study courses may be made available in any subject matter area. Consult your Admissions and Records Office for specific procedures.

Conditions

To be admitted to Independent Study, a student must:

- have completed one semester (12 units) in residence and have a Grade Point Average of 2.5 whether cumulative or for the previous semester as a full-time student.
- 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:

- Registration is restricted to one Independent Study course per semester.
- 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 has 30% of the length of the course to submit the credit/no credit grading option form.
- A student has 30% of the length of the course to rescind the written form.
- 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 Vice President for Student Services.

Credit by Examination (Course Challenge)

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

- enable students to pursue courses of study at an accelerated rate and to encourage independent study, and
- 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:

- be registered in Columbia College and enrolled in the course which is being challenged.
- have completed at least 12 units of course work.
- have a cumulative Grade Point Average of 2.0 ("C" average).

Procedure

The procedure for Credit by Examination is currently under review. Please see the Admissions and Records Office or your counselor for detailed information.

Courses Not Subject to Credit by Examination

All courses offered at Columbia College may be challenged except for the following:

ANTHROPOLOGY

No Anthropology courses may be challenged.

ART

| | | |
|---------|---------|---------|
| Art 1 | Art 23B | Art 50A |
| Art 2 | Art 25 | Art 50B |
| Art 9A | Art 31 | Art 53A |
| Art 9B | Art 32 | Art 53B |
| Art 21A | Art 33 | Art 71 |
| Art 21B | Art 35 | Art 72 |
| Art 23A | Art 37 | Art 73 |

AUTOMOTIVE TECHNOLOGY

| | |
|---------------|---------------|
| Auto Tech 15 | Auto Tech 44 |
| Auto Tech 16 | Auto Tech 50A |
| Auto Tech 17A | Auto Tech 50B |
| Auto Tech 17B | Auto Tech 50C |
| Auto Tech 18 | Auto Tech 50D |
| Auto Tech 19 | Auto Tech 62 |
| Auto Tech 20 | Auto Tech 70 |
| Auto Tech 25 | Auto Tech 97 |
| Auto Tech 40 | |

BIOLOGY

| | |
|------------|-------------|
| Biology 2 | Biology 19 |
| Biology 4 | Biology 60 |
| Biology 6 | Biology 65 |
| Biology 10 | Biology 150 |
| Biology 18 | Biology 168 |

CHEMISTRY

| |
|--------------|
| Chemistry 1A |
| Chemistry 1B |
| Chemistry 10 |

CHILD DEVELOPMENT

| |
|----------------------|
| Child Development 10 |
| Child Development 11 |
| Child Development 15 |
| Child Development 30 |

COMPUTER SCIENCE

No Computer Science courses may be challenged.

DRAMA

| | |
|----------|----------|
| Drama 20 | Drama 45 |
| Drama 22 | Drama 47 |
| Drama 42 | Drama 56 |
| Drama 43 | Drama 58 |
| Drama 44 | Drama 60 |

EARTH SCIENCE

| |
|------------------|
| Earth Science 5 |
| Earth Science 35 |
| Earth Science 60 |

EMERGENCY MEDICAL SERVICES

| |
|------------------------------|
| Emergency Medical Services 3 |
| Emergency Medical Services 7 |

ENGLISH

| |
|-------------|
| English 10 |
| English 11 |
| English 151 |
| English 275 |

FIRE TECHNOLOGY

Fire Technology 155
Fire Technology 157
Fire Technology 170

FORESTRY

Forestry 10

FORESTRY TECHNOLOGY

Forestry Technology 153
Forestry Technology 162

GUIDANCE

Guidance 1
Guidance 5
Guidance 10
Guidance 20

HEALTH EDUCATION

Health Education 10
Health Education 150

HEAVY EQUIPMENT

Heavy Equipment 150

HISTORY

No History courses may be challenged.

HOSPITALITY MANAGEMENT

Hosp. Mgmt. 131A
Hosp. Mgmt. 131B
Hosp. Mgmt. 133A
Hosp. Mgmt. 133B
Hosp. Mgmt. 135A
Hosp. Mgmt. 135B
Hosp. Mgmt. 140A
Hosp. Mgmt. 140B
Hosp. Mgmt. 144
Hosp. Mgmt. 147
Hosp. Mgmt. 151

LAW ENFORCEMENT

Law Enforcement 140A
Law Enforcement 140B

MATHEMATICS

Mathematics 8
Mathematics 10
Mathematics 12
Mathematics 16
Mathematics 18A
Mathematics 18B
Mathematics 18C
Mathematics 105

MEDIA TECHNOLOGY

Media Technology 52A
Media Technology 52B

MUSIC

| | | |
|-----------|-----------|-----------------------------------|
| Music 20A | Music 31B | Music 46A |
| Music 20B | Music 36A | Music 46B |
| Music 21A | Music 36B | Music 50 series (applied lessons) |
| Music 21B | Music 41A | Music 60/70 series |
| Music 31A | Music 41B | (performance ensembles) |

NATURAL RESOURCES

No Natural Resources courses may be challenged.

NATURAL RESOURCES TECHNOLOGY

Natural Resources Technology 152
Natural Resources Technology 163
Natural Resources Technology 160

PHYSICAL EDUCATION

No Physical Education courses may be challenged.

PHYSICS

Physics 5A
Physics 5B

PSYCHOLOGY

Psychology 25

SEARCH AND RESCUE

No Search and Rescue courses may be challenged.

SKILLS DEVELOPMENT

No Skills Development courses may be challenged.

TEACHER AIDE

Teacher Aide 155

WELDING TECHNOLOGY

Welding Technology 1
Welding Technology 3
Welding Technology 60

WORK EXPERIENCE

No Work Experience courses may be challenged.

Advanced Placement Credit

Columbia College accepts Advanced Placement Credit. Please contact the Admissions and Records Office for the current policy.

College Level Examination Program (CLEP)

A policy for the acceptance of College Level Examination Program (CLEP) credit is currently under review. Please contact the Admissions and Records Office for the current policy.

College Credit From Other Institutions

Previously earned lower division college or university units will be accepted if the institution was accredited by a recognized accreditation 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 catalog year.

Student Load

A student who decides to carry more than 18 units must secure written approval from a counselor or the Vice President for Student Services. Students on progress or academic probation will be limited to a unit load required by the Vice President for Student Services.

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

For Graduation: 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**.

By Term: Each semester a list of student names is published to recognize scholarship achieved in at least 12 completed units of work. 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.

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

Probation: 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 are required to do the following:

- (1) Meet with a counselor once a month.
- (2) Turn in a progress report to their counselor once a month.
- (3) Enroll and complete either the College Success class, Guidance 7 or College Survival class, Guidance 100.
- (4) Enroll in a maximum of 12 units, including Guidance 7 or Guidance 100.

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.

Dismissal: The second consecutive semester that a student does not maintain a 2.0 cumulative grade point average, the student is required to do the following:

- (1) Meet with a counselor once a month.
- (2) Turn in a progress report to their counselor once a month.
- (3) Enroll and complete either the College Success class, Guidance 7 or College Survival class, Guidance 100, if not previously completed successfully.
- (4) Enroll in a maximum of 8 units, including Guidance 7 or Guidance 100.

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 will have the same restrictions as Academic Probation and Dismissal status.

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.

Reinstatement After Dismissal

A dismissed 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 dismissal falls below 2.0 for the following semester, the student may be permanently dismissed.

In the event of dismissal a student may petition for readmission on the basis of the following circumstances that might warrant an exception:

- (1) Evidence of consistent improvement in the student's record.
- (2) A change from one major to a field of study more appropriate to the student.
- (3) Circumstance in the personal life of the student which the counselor of the student believes may have been of sufficient gravity to adversely affect the performance of the student.
- (4) 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 dismissed and feels that there are extenuating circumstances worthy of consideration, a request in writing may be made to the Vice President for Student Services that the one semester period of dismissal 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 California residents attending Columbia College is \$6 per unit through nine units; for ten units or more the fee is \$60. These fees are subject to change. Students may qualify to have the fee waived if their income falls below specified level or if they are receiving AFDC, SSI, or GA. Applications, which are available in the 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 | \$ 120 | \$ 120 | \$ 120 |
| Books/Supplies/Fees | 550 | 550 | 550 |
| Meals/Housing | 1,500 | 3,700 | 3,800 |
| Personal | 800 | 1,150 | 1,150 |
| Transportation | 500 | 400 | 650 |
| Totals | \$3,470 | \$5,920 | \$6,270 |

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 form from the Admissions and Records Office. **REFUNDS ARE NOT AUTOMATIC.**

Exception: Refund 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 \$6.00 or less. If fees or tuition were paid by check, a refund will not be made until the check has cleared the bank. Refunds normally take four to six weeks.

Parking Fee Refund Policy

Parking fees are refundable prior to the first day of instruction. Return decal with receipt of payment and complete a **Request for Refund Form** obtained from the Admissions and Records Office. If the college cancels a class and a semester parking permit has been purchased, to receive a refund students must return decal and complete a **Request for Refund Form** obtained from the Admissions and Records Office.

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 possessing 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 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 educational 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 benefits and services, 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 non-employees. 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 Vice President for Student Services.

STUDENTS ARE ADVISED TO OBTAIN WRITTEN INSTRUCTIONS FOR THE FILING OF A GRIEVANCE FROM THE VICE PRESIDENT FOR 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.
16. Possession or use of firearms, knives, air rifles, pellet guns, fireworks and explosives of any kind.
17. Riding of bicycles or skateboards on college pathways.

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 Vice President for 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



FORESTRY TECHNOLOGY

Table with 3 columns: COURSE, UNITS, and UNIT VALUE. Includes required courses like Forestry 1, 10, 153, 162, Computer Sc. 1, Fire Tech. 7, Nat. Resources 1, 9, 150, 152, 160, 181 and units.

TOTAL REQUIRED UNITS 31

PROVEN COMPETENCY REQUIREMENT:

Table with 3 columns: REQUIREMENT, UNIT VALUE, and UNIT VALUE. Lists math, reading, typing, and English examinations with their respective unit values.

ADDITIONAL REQUIREMENT:

Appropriate Summer Employment Approved by Forestry Staff.

HOSPITALITY MANAGEMENT CULINARY ARTS

Table with 3 columns: COURSE, UNITS, and UNIT VALUE. Lists culinary arts courses like Hosp. Mgmt. 101, 103, 130, 131B, 135B, 140A, 140B, 142, 144, 147, 148.

TOTAL REQUIRED UNITS 29

COURSE PREREQUISITES INCLUDE:

Hosp. Mgmt. 131A, 133A, 133B, and 135A.

TOTAL REQUIRED UNITS WITH PREREQUISITES 41

HOSPITALITY MANAGEMENT FOOD SERVICE TECHNOLOGY

Table with 3 columns: COURSE, UNITS, and UNIT VALUE. Lists food service technology courses like Hosp. Mgmt. 101, 130, 131A, 133A, 133B, 135A, 142, 144, 147.

TOTAL REQUIRED UNITS 24

HOSPITALITY MANAGEMENT HOTEL MANAGEMENT

Table with 3 columns: COURSE, UNITS, and UNIT VALUE. Lists hotel management courses like Hosp. Mgmt. 101, 103, 112, 114, 116, 130, 160, 97.

TOTAL REQUIRED UNITS 16.5

RECOMMENDED OPTIONAL COURSES:

Table with 3 columns: COURSE, UNIT VALUE, and UNIT VALUE. Lists optional courses like Bus. Ad. 1A, 1B, 160A, 160B, and Off. Oc. 5.

HUMAN SERVICES

Table with 3 columns: COURSE, UNITS, and UNIT VALUE. Lists human services courses like Child Dev. 1, 22, Health Ed. 1, Physical Ed. 6A, Psychology 1, 30, Sociology 1, 12, 28, 97.

TOTAL REQUIRED UNITS 29-31

NATURAL RESOURCES INTERPRETATION

Table with 3 columns: COURSE, UNITS, and UNIT VALUE. Lists natural resources courses like Nat. Res. 1, 9, 150, 152, 155, 181, Art 45, Biology 158, 159, 179, Earth Sci. 25, 150, Forestry 10, E.M.S. 13, History 49, 55.

TOTAL REQUIRED UNITS 35-35.5

NATURAL RESOURCES TECHNOLOGY

Table with 3 columns: COURSE, UNITS, and UNIT VALUE. Lists natural resources technology courses like Nat. Resources 1, 9, 150, 152, 155, 160, 181, Biology 179, Earth Science 25, Fire Technology 7, Forestry 1, 10, 153.

TOTAL REQUIRED UNITS 33

PROVEN COMPETENCY REQUIREMENTS:

Table with 3 columns: REQUIREMENT, UNIT VALUE, and UNIT VALUE. Lists math, reading, typing, keyboarding, and English examinations.

OFFICE OCCUPATIONS Core Courses Required

Table with 3 columns: COURSE, UNITS, and UNIT VALUE. Lists core office courses like Office Oc. 1, 5, 20, 25, 30, 40, 110, 130, Bus. Ad. 163, Comp. Sci. 1.

TOTAL REQUIRED UNITS 26

OFFICE OCCUPATIONS ADMINISTRATIVE ASSISTANT

Table with 3 columns: COURSE, UNITS, and UNIT VALUE. Lists administrative assistant courses like Office Oc. 15, 41, 42, 97.

TOTAL REQUIRED UNITS 36

OFFICE OCCUPATIONS CLERICAL CERTIFICATE

Table with 3 columns: COURSE, UNITS, and UNIT VALUE. Lists clerical certificate courses like Office Oc. 157, Bus. Ad. 1A, 1B, 160A, 160B, 161A, 161B.

TOTAL REQUIRED UNITS 35-37

OFFICE OCCUPATIONS LEGAL OFFICE CERTIFICATE

Table with 3 columns: COURSE, UNITS, and UNIT VALUE. Lists legal office certificate courses like Office Oc. 60*, 62, 97, Bus. Ad. 18, 19.

TOTAL REQUIRED UNITS 38

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

OFFICE OCCUPATIONS MEDICAL OFFICE CERTIFICATE

Table with 3 columns: COURSE, UNITS, and UNIT VALUE. Lists medical office certificate courses like Office Oc. 50, 51A*, 51B*, 52.

TOTAL REQUIRED UNITS 36

*Must earn at least a letter grade of "C" in Office Occupation 20 before enrolling in Office Occupation 51A or 51B.

OFFICE OCCUPATIONS WORD/INFORMATION PROCESSING CERTIFICATE

Table with 3 columns: COURSE, UNITS, and UNIT VALUE. Lists word processing certificate courses like Office Oc. 20, 25, 40, 41, 42, 420, 130, Comp. Sci. 1, 2, 3.

TOTAL REQUIRED UNITS 28

REAL ESTATE

Table with 3 columns: COURSE, UNITS, and UNIT VALUE. Lists real estate courses like Bus. Ad. 20, 163, Real Estate 1, 5, 10, 15, 20, 25.

TOTAL REQUIRED UNITS 24

**SEARCH AND RESCUE
FIRE SERVICE**

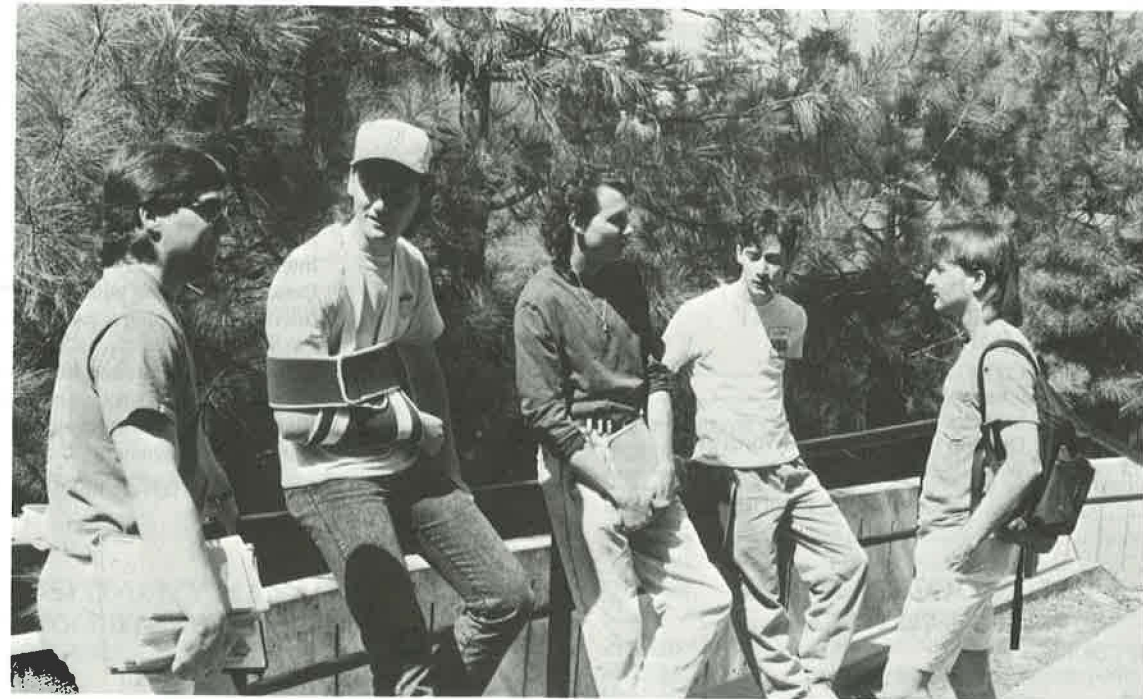
| REQUIRED COURSES: | | UNITS |
|----------------------|----------------------------------|-------|
| E.M.S. 3 | Emergency Medical Tech. Training | 6 |
| S.A.R. 50 | Rope Rescue | 1.5 |
| S.A.R. 51 | Rapelling Safety/Tower Rescue | 1 |
| S.A.R. 52 | Swift Water Rescue | 5 |
| S.A.R. 53 | Vehicle Extrication | 1 |
| S.A.R. 56 | Emergency Trench Shoring | 1 |
| S.A.R. 58 | Rescue Systems I | 1.5 |
| TOTAL REQUIRED UNITS | | 12.5 |

PLUS 2 UNITS FROM ANY OTHER COURSE(S) IN
THE SEARCH AND RESCUE CURRICULUM 2
TOTAL REQUIRED UNITS 14.5

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

TEACHER AIDE

| REQUIRED COURSES: | | UNITS |
|----------------------|-----------------------------------|-------|
| Child Dev. 1 | Principles of Child Development | 3 |
| Child Dev. 10 | Creative Activities I | 1.5 |
| Child Dev. 11 | Creative Activities II | 1.5 |
| Child Dev. 22 | Child, Family, and Community | 3 |
| Child Dev. 27 | School Age Children | 3 |
| Teacher Aide 97 | Work Experience as a Teacher Aide | 1 |
| Teacher Aide 155 | Teacher Aide Skills | 3 |
| TOTAL REQUIRED UNITS | | 16 |



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 sciences or in occupational programs; the Associate in Arts Degree is awarded for all other majors.)

1. **TOTAL UNITS:** Satisfactory completion of 60 or more semester units from courses numbered 1-199, of which the last 12 required units must be taken in residence at Columbia College.

2. **SCHOLARSHIP:** A cumulative Grade Point Average of not less than 2.0 ("C" average).

3. **MAJOR:** Satisfactory completion of any AA/AS Major listed on pages 44-50. 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). A course may only be used in two different majors when no other course selections are available.

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 on pages 42 and 43. All courses must be completed with a grade of "C" or better. Students wishing to transfer to a California State University may 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 well as transfer to a C.S.U. campus. CSU/UC transfer students should refer to pages 50-57 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
Business Administration 163, Business Mathematics, Intermediate Algebra or any mathematics course of a higher level than Intermediate Algebra.

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

6. **INSTITUTIONAL REQUIREMENT:** Two Physical Education activity courses are required.

SUPPLEMENTARY NOTES

1. 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 1992, and are valid through the 1995-96 academic year. Students continuously enrolled may continue to follow their older catalog, but those taking more than four years of continuous attendance to graduate must use graduation requirements not older than four years.

2. **Request for Waiver or Substitution:** Request for waiver or substitution of any graduation requirement must be approved by the Vice President for Instruction.

3. **Double-counting units:** Courses used to satisfy General Education Breadth Requirements may also be used to satisfy major requirements for the Associate Degree.

4. 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 course 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.

5. Students should consult the appropriate catalog of the college to which they intend to transfer and seek assistance from a counselor 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.

6. Columbia College will automatically send a Lower Division General Education Certification when a student requests his/her transcript to be sent to a C.S.U. campus.

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 diplomas are conferred only at graduation exercises at the close of the Spring Semester.

TRANSFER REQUIREMENTS TO A CALIFORNIA STATE UNIVERSITY

Columbia College will send certification of General Education Breadth Requirements to the California State University campus to which the student transfers. Full certification consists of not less than 39 semester units from Areas "A" through "E". In addition, the following transfer requirements and information apply (See pages 42-43, 50-54, 57 in the current catalog).

1. **TOTAL UNITS:** Satisfactory completion of 56 to 70 transferable semester units. If you wish to transfer with less than 56 transferable units, you must submit satisfactory test scores from either the Scholastic Aptitude Test (SAT) or American College Testing Program (ACT). For possible exemption from ACT and SAT tests, see catalog of college to which student plans to transfer.

2. **SCHOLARSHIP:** A cumulative Grade Point Average of not less than 2.0 ("C" average).

3. **MAJOR:** Satisfactory completion of lower division prerequisites for the BA/BS Major listed in an articulation agreement or the catalog of the California State University transfer campus.

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 on pages 42 and 43. All courses must be completed with a grade of "C" or better. Students wishing to transfer to a California State University may 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 well as transfer to a C.S.U. campus. CSU/UC transfer students should refer to pages 50-57 for further information.

NOTE: Transfer students also have the option of completing the INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (I.G.E.T.C.) instead of the General Education requirements listed here. Completion of I.G.E.T.C. will permit a student to transfer to either a C.S.U. or U.C. campus without the need, after transfer, to take additional lower-division general education university requirements. See the current catalog (page 57) and a counselor for assistance.



GRADUATION & C.S.U. GENERAL EDUCATION/

| | | |
|--|--|---|
| <p>FOR AA/AS GRADUATION:</p> <p>Three courses required: one each from A.1, A.2, A.3.</p> | <p>SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:</p> <p>AREA A. COMMUNICATION AND CRITICAL THINKING:</p> <p>A.1. Oral Communication Speech 1, Fundamentals of Speech (3).</p> <p>A.2. Written Communication English 1A, Reading and Composition: Beginning (3).</p> <p>A.3. Critical Thinking *English 1B, Reading and Composition: Advanced (3). English 1C, Critical Reasoning and Writing (3). Speech 2, Argumentation (3).</p> | <p>FOR CSU TRANSFER:</p> <p>Three courses required: one each from A.1, A.2, A.3.</p> <p>A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for C.S.U. General Breadth requirements see page 57.</p> |
| <p>FOR AA/AS GRADUATION:</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), and Mathematics 104, Intermediate Algebra (4).</p> | <p>AREA B. THE PHYSICAL UNIVERSE, ITS LIFE FORMS AND MATHEMATICAL CONCEPTS:</p> <p>B.1 Physical Sciences: 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.2 Biological Sciences: Biology 2, Principles of Biology (4), (lab course). Biology 4, Principles of Animal Biology (4), (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).</p> <p>B.3 Mathematical Concepts, Quantitative Reasoning, and Applications: 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 16, Precalculus (4). Math 18A, Calculus with Analytic Geometry (4).</p> | <p>FOR CSU TRANSFER:</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> |

* English 1B may be used to satisfy either Area A.3 or C.2 but not both.

BREADTH TRANSFER REQUIREMENTS

| | | |
|--|---|--|
| <p>FOR AA/AS GRADUATION:</p> <p>Two Courses required: one each from C.1, and one from C.2 or C.3.</p> | <p>SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:</p> <p>AREA C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE:</p> <p>C.1 Arts (Art, Dance, Drama, Music): Art 11, History of Art: Ancient and Medieval (3). Art 12, History of Art: Renaissance, Baroque, Modern (3). Drama 20, Oral Expression and Interpretation (3). Music 1, Music Fundamentals (3). 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 20, Dance Survey (2). Physical Education 27, Choreography (3).</p> <p>C.2 Literature, Philosophy: *English 1B, Reading and Composition: Advanced (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>C.3 Foreign Language: Spanish 1A, Spanish: Beginning (4). Spanish 1B, Spanish: Beginning (4).</p> | <p>FOR CSU TRANSFER:</p> <p>Three courses required: one from C.1, one from C.2 or C.3, and one from C.1, C.2, or C.3.</p> <p>A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for C.S.U. General Breadth requirements see page 57.</p> |
| <p>FOR AA/AS GRADUATION:</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>AREA D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR:</p> <p>D.1 General Social Sciences: 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, Social Problems and Deviance (3).</p> <p>D.2 Civilization and Culture: 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>D.3 United States History and Government: History 16, United States: to 1865 (3). History 17, United States: 1865 to Present (3). Political Science 10, Constitutional Government (3).</p> | <p>FOR CSU TRANSFER:</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 4 page 40 for more information about D.3.).</p> |
| <p>FOR AA/AS GRADUATION:</p> <p>Required: One course in E. Also acceptable in E: Physical Education 6A, Lifetime Fitness Program I (1-3).</p> | <p>AREA E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT:</p> <p>Guidance 1, Career-Life Planning (3). Health Education 1, Health and Fitness Education (3). Physical Education 3, Personal Fitness Concepts and Evaluation (3). Psychology 30, Personal and Social Adjustment (3). Social Science 40, Human Sexual Behavior (3).</p> | <p>FOR CSU TRANSFER:</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). Three units minimum.</p> |

* English 1B may be used to satisfy either Area A.3 or C.2 but not both.

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 and Literature (3)
Music 11 Survey of Music History and Literature (3)
Music Theory - at least one course:
Music 1 Music Fundamentals (3)
Music 20A Music Theory (3)
Music 20B Music Theory (3)
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. 20 Dance Survey (2)
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 (1-2)
Art 2 Basic Color and Design (1-2)
Art 11 History of Art (3)
Art 12 History of Art (3)
Art 21A Painting: Beginning (1-2)
Art 31 Ceramics: Introductory (1-2)
Media 52A Video Production: Beginning (3)
TOTAL REQUIRED UNITS 18

FINE ARTS
EMPHASIS IN PHOTOGRAPHY

ACCEPTABLE COURSES WITHIN MAJOR: REQUIRED UNITS
A. Art 40A Photography: Beginning 4
plus
Six (6) units from section 6
Art 2 Basic Color and Design (1-2)
Art 40B Intermediate Photography (3)
Art 42 Color Photography (3)
B. Six (6) units required from this section 6
Art 1 Basic Freehand Drawing (1-2)
Art 9A Life Drawing: Beg. (1-2)
Art 21A Painting: Beginning (1-2)
Art 23A Watercolor: Beginning (1-2)
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 52A Video Production: Beginning (3)
TOTAL REQUIRED UNITS 18

FIRE TECHNOLOGY

ACCEPTABLE COURSES WITHIN MAJOR: REQUIRED UNITS
A. The following courses are required 15
Fire Tech. 1 Introduction to Fire Technology (3)
Fire Tech. 2 Fundamentals of Fire Behavior/Control (3)
Fire Tech. 3 Fire Protection Equipment/Systems (3)
Fire Tech. 4 Fundamentals of Fire Prevention (3)
Fire Tech. 5 Fundamentals of Fire Department Operations (3)
B. Four (4) units required from this section 4
Fire Tech. 7 Wildland Fire Control (3)
Fire Tech. 9 Fire Hydraulics (2)
Fire Tech. 26A Fire Prevention 1A (2)
Fire Tech. 26B Fire Prevention 1B (2)
Fire Tech. 27 Fire Investigation (2)
Fire Tech. 28A Fire Command IA (2)
Fire Tech. 28B Fire Command IB (2)
Fire Tech. 29A Driver/Operator IA (1)
Fire Tech. 29B Driver/Operator IB (1)
Fire Tech. 70 Special Topics (.5-3)
Fire Tech. 97 Work Experience (1-4)
TOTAL REQUIRED UNITS 19

FORESTRY TECHNOLOGY

ACCEPTABLE COURSES WITHIN MAJOR: REQUIRED UNITS
A. Eleven (11) units required from this section 11
Forestry 1 Introduction to Professional Forestry (3)
Forestry 10 Dendrology (3)
Forestry Tech. 153 Forest Surveying Techniques (3)
Nat. Res. Tech. 160 Aerial Photo./Map Interpretation (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. Resources 22 Ecology and use of
Fire in Forest Ecosystems (2)
Nat. Res. Tech. 150 Natural History and Ecology (2)
Nat. Res. Tech. 152 Applied Wildlands Management (3)
Nat. Res. Tech. 181 California Wildlife (4)
TOTAL REQUIRED UNITS 20

HEALTH AND PHYSICAL EDUCATION

ACCEPTABLE COURSES WITHIN MAJOR: REQUIRED UNITS
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 1 General Psychology (3)
Psychology 25 Biofeedback and Self-Control (3)
TOTAL REQUIRED UNITS 20

HOSPITALITY MANAGEMENT
EMPHASIS IN CULINARY ARTS

ACCEPTABLE COURSES WITHIN MAJOR: REQUIRED UNITS
Hosp. Mgmt. 101 Introduction to Hospitality Industry 3
Hosp. Mgmt. 103 Marketing of Hospitality Services 3
Hosp. Mgmt. 130 Food Service Management 2
Hosp. Mgmt. 131B Dining Room Service and Management 3
Hosp. Mgmt. 135B 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
Hosp. Mgmt. 148 California Wines 2
TOTAL REQUIRED UNITS 29
COURSE PREREQUISITES INCLUDE:
Hosp. Mgmt. 131A, 133A, 133B, and 135A.
TOTAL REQUIRED UNITS WITH PREREQUISITES 41

HOSPITALITY MANAGEMENT
EMPHASIS IN FOOD SERVICE TECHNOLOGY

ACCEPTABLE COURSES WITHIN MAJOR: REQUIRED UNITS
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. 131B Dining Room Service and Management 3
Hosp. Mgmt. 133A Intro. to Commercial Food Preparation 3
Hosp. Mgmt. 133B Intro. to Commercial Food Preparation 4
Hosp. Mgmt. 135A Commercial Baking: Beginning 3
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 38

HOSPITALITY MANAGEMENT
EMPHASIS IN HOTEL MANAGEMENT

ACCEPTABLE COURSES WITHIN MAJOR: REQUIRED UNITS
Hosp. Mgmt. 101 Introduction to Hospitality Industry 3
Hosp. Mgmt. 103 Marketing of Hospitality Services 3
Hosp. Mgmt. 112 Front Office/Hotel Catering 2
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. 97 Work Experience 2
TOTAL REQUIRED UNITS 16.5

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
Off. Oc. 5 Electronic Printing Calculators 1
Off. Oc. 30 Office Procedures 3
Off. Oc. 200 Computer Keyboarding/Typewriting 1

LANGUAGE ARTS
EMPHASIS IN ENGLISH

ACCEPTABLE COURSES WITHIN MAJOR: REQUIRED UNITS
A. English 1B Reading and Composition Advanced 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 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

ACCEPTABLE COURSES WITHIN MAJOR: REQUIRED UNITS
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: Advanced 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.

Table listing Liberal Studies requirements including Humanities, Natural Sciences and Mathematics, and Social Sciences with corresponding course numbers and required units.

MATHEMATICS

Table listing acceptable mathematics courses within the major, such as Algebra, Calculus, Statistics, and Computer Science, with required units.

NATURAL RESOURCES

Table listing acceptable natural resources courses within the major, including Environmental Conservation, Natural History, Applied Wildlands Management, and Aerial Photo, with required units.

OFFICE OCCUPATIONS EMPHASIS IN CLERICAL STUDIES

Table listing acceptable office occupation courses within the major, such as Records Management, Machine Transcription, and Business Communications, with required units.

OFFICE OCCUPATIONS EMPHASIS IN SECRETARIAL STUDIES

Table listing acceptable office occupation courses within the major, such as Records Management, Shorthand, and Business English, with required units.

SCIENCE EMPHASIS IN BIOLOGY

Table listing acceptable science courses within the major for a biology emphasis, including Fundamentals of Biology, Applied Wildlands Management, and Field Geology, with required units.

SCIENCE EMPHASIS IN CHEMISTRY

Table listing acceptable science courses within the major for a chemistry emphasis, including General Chemistry, Fundamentals of Biology, and Descriptive Astronomy, with required units.

SCIENCE EMPHASIS IN EARTH SCIENCE

Table listing acceptable science courses within the major for an earth science emphasis, including Physical Geology, Descriptive Astronomy, and Fundamentals of Meteorology, with required units.

SCIENCE EMPHASIS IN ENVIRONMENTAL SCIENCE

Table listing acceptable science courses within the major for an environmental science emphasis, including Physical Geology, Environmental Conservation, and Conceptual Physics, with required units.

SCIENCE EMPHASIS IN PHYSICS

Table listing acceptable science courses within the major for a physics emphasis, including Conceptual Physics, General Physics, and Astronomy, with required units.

SOCIAL SCIENCE EMPHASIS IN ANTHROPOLOGY

Table listing acceptable social science courses within the major for an anthropology emphasis, including Physical Anthropology, Cultural Anthropology, and Current Issues in Anthropology, with required units.

**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 Cultural 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 18

**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 to six (3-6) units required from this section | 3-6 |
| 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 to six (3-6) units required from this section | 3-6 |
| 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 18-24

**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, and the 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 Cultural (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 latest catalog of the college to which they intend to transfer to ensure that all possible required lower division general education courses and prerequisites for their 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 students the latest articulation information between Columbia College and the C.S.U. and U.C. campuses with which agreements have been completed. Agreements are available for some community colleges and independent four-year colleges.

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 at the time of high school graduation and have been in continuous attendance in an accredited college since high school graduation.
3. You were eligible as a freshman at the time of high school graduation except for the subject requirements, have made up the missing subjects, and have been in continuous attendance in a accredited college since high school graduation.
4. You have completed at least 56 transferable semester (84 quarter) units and have made up any missing subject requirements (See "Making Up Missing College Preparatory Subjects" section). Nonresidents must have a 2.4 grade point average or better.

For this section, transferable courses are those so designated by the college or university offering the courses.

Making Up Missing College Preparatory Subject Requirements — If you did not complete the subject requirements in high school, you may make up missing subjects by any of the following ways. One college course of at least three semester or four quarter units will be considered equivalent to one year of high school study.

1. Complete appropriate courses with a "C" or better in adult school or high school summer sessions.
2. Complete appropriate college courses with a "C" or better.
3. Earn acceptable scores on specified examinations.
4. If you have 56 or more semester (84 quarter) units you may complete one of the following alternatives
 - 1987 or earlier high school graduates: complete the CSU general education requirements in communication in the English language (at least 9 semester units) and mathematics (Usually 3 semester units), with a "C" or better in each course;
 - 1988 and later high school graduates: complete a minimum of 30 semester (45 quarter) units, with a "C" or better in each course, to be chosen from courses in English, arts, and humanities, social science, science, and mathematics of at least equivalent level to courses that meet general education or transfer curriculum requirements. You must complete all CSU general education requirements in communication in the English language (at least 9 semester units) and mathematics (usually 3 semester units) as part of the 30 unit requirement.
 - A maximum of 70 semester (105 quarter) units earned in a community college may generally be transferred to the California State University.
 - Students transferring with full certification of general education requirements are assured that they have met 39 of the 48 unit minimum requirements for the Bachelors Degree. Students transferring without certification of general education must complete the pattern of courses required of "native" students as outlined in the catalog of the particular state university. The two patterns of courses, CSU General Education/Breadth Requirements and the Intersegmental General Education Transfer Curriculum (IGETC), 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.

Transfer Students — Submit official transcripts from all colleges or universities previously attended even if no course work was completed. If transferring with fewer than 56 transferable semester (84 quarter) units of study, you must also submit your high school transcript. Applicants with 56 or more transferable semester units may be asked to submit high school transcripts. You should keep personal copies of all transcripts and test scores for academic advising sessions and to complete part A of the application.

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).

If you are applying to an impacted program and are required to submit test scores, you should take the test no later than early December if applying for fall admission or no later than November if applying to San Luis Obispo. Test scores are also used for advising and placement purposes. Registration forms and date for the SAT or ACT are available from school or college counselors or from a CSU campus testing office. Or you may write to or call:

The College Board (SAT),
Registration Unit, Box 592
Princeton, New Jersey 08541
(609) 771-7588

American College Testing Program (ACT),
Registration Unit, Box 168
Iowa City, Iowa 52240
(319) 337-1270

Selection of Major — the majors offered at each campus are listed in the back of the application booklet. 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 other campuses. If you are uncertain about your major, you should be aware that some campuses may admit students who are undecided as to major. Check the application for a list of these schools.

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.

The CSU accepts most applications at the first choice campus in the first choice major. Most campuses consider applications for an alternative major before forwarding the application to the Alternative campus. When designating an alternative campus, you should be certain that the major or alternative major is offered and not impacted at that campus (see "impacted Programs" below) and the alternative campus is still accepting applications. It may not be possible for your application to be redirected to Long Beach or San Luis Obispo because these campuses are approaching capacity in a number of enrollment categories. If time allows and enrollment capacities have not been reached, 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 see the following section on impacted programs. The CSU assigns high admission priority to California Community College transfer students who have completed the first two years of their baccalaureate program, including those applying for impacted programs. In addition, CSU campuses will make every effort to see that California Community College transfer students originally eligible for admission as first-time freshmen are admitted to their first choice CSU campus.

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 system has established the following campuses:

University of California, Berkeley
University of California, Davis
University of California, Irvine
University of California, Los Angeles
University of California, Riverside
University of California, San Diego
University of California, San Francisco
University of California, Santa Barbara
University of California, 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 not 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 general education admission and prerequisite, courses 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" and the Intersegmental General Education Transfer Curriculum--IGETC--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.

When there are more eligible applicants than spaces available, each campus uses academic criteria alone--academic course work, grade point average, SAT or ACT results, achievement test scores--to select between 40 and 60 percent of those accepted. Each campus uses a combination of academic and supplemental criteria to select the remaining admittees. If the number of applicants exceeds the spaces available for a particular campus or major, the campus uses criteria that exceed the minimum requirements to select students. Meeting the minimum requirements, therefore, is not enough to gain admission to many UC campuses and programs. The selection criteria for each academic year are described in *Introducing the University* and some campus catalogs. The criteria vary from year to year and from campus to campus.

All University campuses are on the quarter calendar except Berkeley, which is on the semester system. The quarter calendar often prohibits mid-year transfer because the end of the fall semester (typically late January) and the beginning of the winter quarter (early January) overlap. Therefore, you often cannot transfer to the University for the winter quarter if you enroll in a community college or other institution with a fall semester that does not end prior to January 1.

For 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 all transferable course work.

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 course work.
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 course work. If you completed less than 12 quarter or semester units of transferable college course work, 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 course work 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, advanced algebra, and geometry). The course may be trigonometry or a more advanced course in mathematics or statistics for which advanced algebra is prerequisite.

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 transferrable 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.

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 course work.

Financial Aid

Some UC campuses you apply to will send you information about financial aid programs during December or January if you check "YES" or an item on the application form.

You should submit your Undergraduate Application Form during the initial filing period if you plan to apply for financial aid or scholarships.

If you live in California and want to apply for financial aid, you must file a *Student Aid Application for California (SAAC)* between January 1, 1992 and March 2, 1992. If you live out-of-state, file a *Financial Aid Form (FAF)* with the campuses you select except Berkeley, which requires the SAAC for all students regardless of where they live.

You may obtain a financial aid application from a high school, community college, University of California campus or California State University campus, and most independent colleges.

You can find more information about financial aid in *Introducing the University of California, Answers for Transfers*, and the campus *General Catalogs*. You may also contact the campus Financial Aid Officers.

CALIFORNIA ARTICULATION NUMBER (CAN) SYSTEM
 The California Articulation Number (CAN) system identifies many transferable, lower-division, preparation courses commonly taught on California College and University campuses. Courses in the CAN System are primarily lower-division preparation for the major, but may also be used to meet other requirements. The System assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN courses on another participating campus. For Example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on every other participating campus. Each campus retains its own numbering system, but adds the CAN designation parenthetically in its publications. Check with the counseling office, departmental office, Transfer Center, or articulation officers for current listings of CAN courses and campuses participating in the CAN System. A CAN Catalog listing campuses and courses is published biannually. The following Columbia College courses have been approved as CAN qualified as of the printing of this catalog:

| California Articulation Number | Columbia College Courses | Effective Date |
|--------------------------------|--------------------------------------|----------------|
| CAN ANTH 2 | ANTHR 1, Physical Anthropology | S90 |
| CAN ANTH 4 | ANTHR 2, Cultural Anthropology | S90 |
| CAN BIOL 2 | BIOL 2, Principles of Biology | S90 |
| CAN BIOL 4 | BIOL 4, Principles of Animal Biology | S90 |
| CAN BIOL 6 | BIOL 6, Principles of Plant Biology | S90 |
| CAN CHEM 2 | CHEM 1A, General Chemistry | S90 |
| CAN CHEM 4 | CHEM 1B, General Chemistry | S90 |
| CAN ECON 2 | ECON 10, Principles of Economics | S90 |
| CAN ECON 4 | ECON 11, Principles of Economics | S90 |
| CAN GOVT 2 | POLSC 10, Constitutional Government | S90 |
| CAN SOC 2 | SOCIO 1, Introduction to Sociology | S90 |
| CAN SPCH 4 | SPCH 1, Fundamentals of Speech | S90 |
| CAN STAT 2 | MATH 2, Elements of Statistics | S90 |

Additional courses might have qualified for the CAN System after the printing of this catalog. Check with the counseling department or the Transfer Center for the most current information. Columbia College articulates many other courses with many colleges and universities (public and private), **in addition** to those on the above list. See course descriptions for (UC/CSU) transfer designations and check in the Transfer Center or with a counselor for articulation agreements.

TRANSFER ADMISSION AGREEMENT (TAA)

Columbia College has available guaranteed admission agreements with the University of California, Davis, California State University, Stanislaus and California State University, Sacramento. The purpose of the TAA is to guarantee to students admission to the university or college with which the TAA has been contracted. The TAA assures students that the courses to which they have committed will meet requirements for admission, general education and lower division major courses. The TAA should be written at least one year prior to enrollment in the four year university or college to which the student is transferring and cannot be used for any term other than the one indicated in the signed agreement. If you plan to transfer to any one of these three campuses, you must see a counselor as soon as possible in order to initiate the Transfer Admission Agreement process. There are strict deadlines for UC, Davis and CSU, Sacramento at this time and TAA's may not be available for all quarters/semesters of the academic year.



**UNIVERSITY OF CALIFORNIA
 TRANSFERABLE COURSE AGREEMENT
 1989-91 Review***

Courses from Columbia College acceptable at the University of California - All Campuses.

COURSE UNITS

ANTHROPOLOGY

- # 1 Introduction to Anthropology: Physical3
- # 2 Introduction to Anthropology: Cultural3
- # 3 Current Issues in Anthropology(See I.S.)
- # 15 Indians of North America3

ART/PHOTOGRAPHY

- # * 1 Basic Freehand Drawing 1-2
- # + 2 Basic Color and Design 1-2
- # * 9A Life Drawing: Beginning 1-2
- # * 9B Life Drawing: Intermediate 1-2
- # 11 History of Art: Ancient and Medieval 3
- # 12 History of Art: Renaissance, Baroque & Modern ...3
- # 18 History of Modern Art 3
- # * 21 Painting: Beginning (See 21A) 1-2
- # * 22 Painting: Intermediate (See 21B) 1-2
- # * 23A Water Color: Beginning 1-2
- # * 23B Water Color: Intermediate 1-2
- # * 25 Mixed Media Painting 1
- # + 31 Ceramics: Introductory 1-2
- # + 32 Ceramics: Advanced 1-2
- # + 33 Ceramics: Special Problems 1-2
- # + 35 Introduction to Raku 1-2
- # + 37 Introduction to Printmaking 1-2
- # + 40 Photography: Beginning (See 40A) 4
- # + 41 Photography: Intermediate (See 40B) 3
- # + 53A Silkscreen Printing: Beginning 1-2
- # + 53B Silkscreen Printing: Advanced 1-2
- # + 71 Ceramic Sculpture: Introductory 1-2
- # + 72 Ceramic Sculpture: Advanced 1-2
- # + 73 Ceramic Sculpture: Special Problems 1-2

* Any or all of these courses combined: maximum credit, 16 units
 + Any or all of these courses combined: maximum credit, 12 units

BIOLOGY

- # * 2 Principles of Biology (with lab)4
- # 4 Principles of Animal Biology (with lab)4
- # + 6 Principles of Plant Biology (with lab)4
- # 10 Introductory Human Anatomy (with lab)4
- # * 18 Fundamentals of Biology 3
- # 19 Fundamentals of Biology Lab 1
- # + 20 Fundamentals of Plant Biology (with lab) 2
- # 50 Nutrition 3
- # 60 Introduction to Human Physiology (with lab) 4
- # 65 Microbiology (with lab) 4

* 2 and 18 combined: maximum credit, one course
 + 6 and 20 combined: maximum credit, one course

BUSINESS ADMINISTRATION

- # * 1A Accounting 4
- # * 1B Accounting 4
- # * 18A Commercial Law (See 18) 3
- # * 18B Commercial Law (See 19) 3

* Maximum credit allowed, one course

CHEMISTRY

- # 1A General Chemistry (with lab)5
- # 1B General Chemistry (with lab)5
- # * 10 Fundamentals of Chemistry (with lab)4
- # * 20 Chemistry for Liberal Arts Students3

* 10 and 20 combined: maximum credit, one course
 No credit for 10 or 20 if taken after 1A

CHILD DEVELOPMENT

- # 1 Principles of Child Development3

COMPUTER SCIENCE

- # * 6 BASIC Programming3
- # * 12 PASCAL Programming3
- # * 14 FORTRAN Programming3
- # * 18 COBOL Programming3
- # * 21 Data File Programming with BASIC3
- # * 26 Advanced Computer Programming3
- # * 40 Assembly Language Programming3
- # * 145 Computer Programming: Applications3
 (No credit if taken after Spring 1991)

* Any or all of these courses combined: maximum credit, 6 courses total

DRAMA

- # 20 Oral Expression and Interpretation 3
- # + 22 Introduction to Reader's Theatre 3
- # + 36 Playwriting 3
- # * 42 Acting Fundamentals 3
- # * 43 Acting - Directing 3
- # * 44 Advanced Acting Projects 1-3
- # * 45 Improvisation 3
- # + 50 Musical Theatre Workshop 2
- # + 56 Technical Theatre Laboratory 1-3
- # + 58 Theatre Production 4
- # + 60 Fallon Repertory Theatre 8

* Any or all of these courses combined: maximum credit, 12 units
 + Any or all of these courses combined: maximum credit, 12 units

EARTH SCIENCE

- # 5 Physical Geology (with lab)4
- # 30 Global Tectonic Geology3
- # 40 Descriptive Astronomy3
- # 45 Astronomy Laboratory1
- # 60 Fundamentals of Meteorology (with lab)3
- # 70 Fundamentals of Oceanography (with lab)3

ECONOMICS

- # 10 Principles of Economics4
- # 11 Principles of Economics4

ENGLISH

- # 1A Reading and Composition: Beginning3
- # 1B Reading and Composition: Advanced3
- # 10 Creative Writing3
- # 11 Film Appreciation3
- # 17 Literature of the United States3
- # 18 Literature of the United States3
- # 46 Survey of English Literature3
- # 47 Survey of English Literature3
- # 49 California Literature3
- # 50 Introduction to Shakespeare3

GEOGRAPHY

- # 12 Introduction to Cultural Geography3
- # 15 Physical Geography3
- # 18 World Regional Geography3

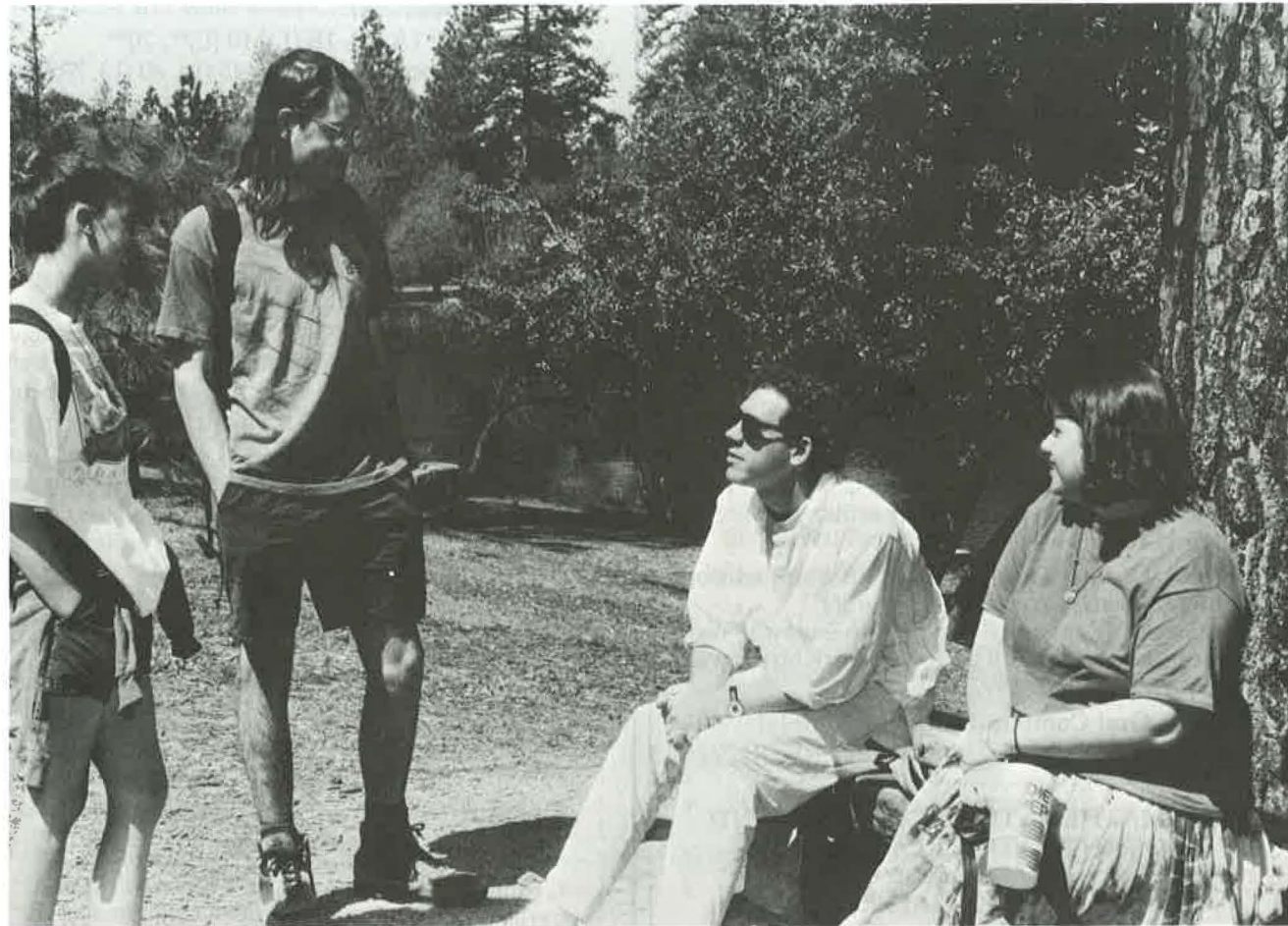
HEALTH EDUCATION

- # 1 Health and Fitness Education3
- # 10 Safety and First Aid Education2

HISTORY

- # 11 History of California3
- # 13 World Civilization: to 16503
- # 14 World Civilization: 1650 to Present3
- # 16 United States: to 18653
- # 17 United States: 1865 to Present3
- # 55 The American Frontier3

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.

Course Articulation With Other Colleges

Columbia College articulates many of its courses with other two and four year colleges and universities. Please ask your counselor or the Transfer Center Technician for information related to agreements which identify courses that will transfer and those that meet lower-division preparation for the major selected.

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 certain requirements at the transferring institution; however, they may be used for elective credit at the discretion of the transfer school.

California Articulation Number (CAN) System

Columbia College participates in the California Articulation Number (CAN) System. An explanation of CAN designated courses can be found on page 54.

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.

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 (CAN ANTH 2)

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 hunter-gatherers. (UC/CSU)

ANTHR 2 — CULTURAL ANTHROPOLOGY 3 Units (CAN ANTH 4)

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 and political structure, the psychological perspective, religion, cultural change and the cultural future of humanity. (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
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
Prerequisite: Art 21A with a grade of "C" or better
Laboratory: 3-6 hours
 Continuation of Art 21A 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 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 application 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 printmaking 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
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.

BIOL 10 — INTRODUCTORY HUMAN ANATOMY 4 Units
Prerequisite: One year of high school biology with a grade of "C" 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 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: One year of high school chemistry 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 "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 .5 Unit
 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 Unit
 Laboratory: 1.5 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 .5 Unit
 Laboratory: 1.5 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 34-35 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 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.
 * Credit may be earned for either BUSAD 5 or GUIDE 5, but not both

BUSAD 18 — COMMERCIAL LAW 3 Units
 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
Recommended: Completion of Business Administration 18
 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.
 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.
 For students interested in working full time one semester and attending classes one semester on an alternate basis, see Work Experience 96, Page 96.

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 157 — PAYROLL ACCOUNTING 3 Units
 Lecture: 3 hours
 Designed to allow the student to develop a thorough understanding of the purpose, procedures, and current techniques used in a payroll system.

BUSAD 159 — INCOME TAX 2 Units
 Lecture: 2 hours
 An introduction to income tax preparation and reporting based on the current requirements of the U.S. Internal Revenue Code that follows the Form 1040 format for individuals and expands briefly to partnerships and corporations.

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 for 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 hours

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 37-38 for Certificate Requirements

OFFOC 1 — RECORDS MANAGEMENT 3 Units

Lecture: 3 hours

Study of all aspects of the records management system from its establishment through filing, storing, and retrieving 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 3 Units

Prerequisite: Office Occupations 40 with a grade of "C" or better or consent of instructor

Lecture: 2 hours

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 — DESKTOP PUBLISHING WITH WORDPERFECT 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 specialties. (CSU)

OFFOC 52 — MEDICAL INSURANCE 3 Units

Lecture: 3 hours

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

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.

For students interested in working full time one semester and attending classes one semester on an alternate basis, see Work Experience 96, Page 96.

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
Lecture: 1 hour

Instruction in typing, storing, revising, and printing documents of a personal nature including a resume, a personal business letter and a report. 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 38 for Certificate Requirements

RLEST 1 — PRINCIPLES OF REAL ESTATE 3 Units

Lecture: 3 hours

Real and personal acquisition, ownership, estates, joint tenancies, partnerships, sales, contracts, 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 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 (CAN CHEM 2) 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 1B — GENERAL CHEMISTRY (CAN CHEM 4) 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: Mathematics 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, environmental chemistry, geochemistry, organic chemistry, and biochemistry. (UC/CSU)

CHILD DEVELOPMENT

See Page 35 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: Completion of or 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 or concurrent enrollment in Child Development 3 or Child Development 1 or consent of instructor

Skill Level Recommended: Eligibility for English 1A

Lecture: 1 hour

Laboratory: 3-6 hours

Supervised observation and participation in campus Child Development Center and development of guidance techniques with the opportunity for staff-child-student interaction. Students may be placed in parent participation programs, child care centers, headstart programs, or private/church-sponsored centers for additional (advanced) experience. (CSU)

May be repeated one time.

CHILD 18 — SPECIAL NEEDS CHILDREN 3 Units

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours

The study of children from birth to five years with special needs: i.e., physical, speech, hearing, visual, intellectual, emotional, and chemical impairments. Includes an overview of the assessment process; individual Education Plan development; mainstreaming; multidisciplinary teamwork, and active parent involvement. Field observations 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 Instructor. Must be enrolled in at least seven units including Work Experience.

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.

For students interested in working full time one semester and attending classes one semester on an alternate basis, see Work Experience 96, Page 96.

COMPUTER SCIENCE

See Page 35 for Certificate Requirements

CMPSA 1 — COMPUTER CONCEPTS AND INFORMATION SYSTEMS 3 Units

Skill Level Recommended: Eligibility for Mathematics 104
Lecture: 2 hours
Laboratory: 3 hours

Concepts of computer information systems in business and industry. Study of computers and applications. Actual practice is on IBM Personal Computers in a network. Applications include MS DOS, spreadsheets, word processing, database management, graphics, Windows 3.0, programming, and communications (CSU)

CMPSA 2 — FINANCIAL WORKSHEETS ON COMPUTERS 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)

CMPSA 3 — IBM/MS DOS OPERATING SYSTEM 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 file management using MS-DOS. Topics include internal and external DOS commands to manipulate files and file contents on the computer disk. Students will learn concepts of a shell and will use an editor to create batch files using DOS commands (CSU)

CMPSA 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 III software on IBM computers. (CSU)

CMPSA 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, interactive 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)

CMPSA 9 — UNIX OPERATING SYSTEM 2 Units

Prerequisite: Computer Science 1 and Computer Science 3 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 the UNIX computer operating system. Emphasis is on the use of editors, system administration, storage management, operating system design, internal communications, and general operating familiarity.

CMPSA 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)

CMPSA 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)

CMPSA 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)

CMPSA 20 — C LANGUAGE 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

Computer Programming and program design using the C Language. Topics include language syntax, array and string processing, functions, structures, bit operations, pointers, and file input/output.

CMPSA 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)

CMPSA 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 of program design and programming using a structured language such as PASCAL or the "C" language. Topics include array and string processing, data structures, records, search/sort techniques, file pointers, linked lists, and advanced language syntax. Emphasis will be on structured and modular program design. (UC/CSU)

CMPSA 40 — ASSEMBLY LANGUAGE PROGRAMMING 3 Units

Prerequisite: Completion of at least one programming course: Computer Science 6, 12, 14, 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 on IBM computers. (UC/CSU)

CMPSA 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

Includes 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)

CMPSA 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 computers will be utilized.

May be repeated one time.

CMPSA 166 — EDUCATIONAL APPLICATIONS OF MICROCOMPUTERS 1 Unit

Lecture: .5 hour
Laboratory: 1.5 hours

Provides hands-on experience using a microcomputer with an emphasis on educational applications. Will utilize a variety of software to explore the areas of computer assisted instruction, tutorials, drills, and simulation; will include software evaluation and learning theory as applied to computer-based instruction.

CONSTRUCTION
Construction Technology

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
A beginning course in drafting covering tools and equipment, lettering, scales, geometric construction, orthographic projections, sections, dimensions, and auxiliary views. (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 including pictorial drawing, threads and fasteners, dimensioning, tolerancing, and geometric tolerancing to A.N.S.I. Y 14.5 standards. Working machine drawings to include details, assemblies, and pictorials. (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 20A — MAPPING 3 Units

Prerequisite: Drafting 10A, one year of high school drafting or consent of instructor
Lecture: 2 hours
Laboratory: 4 hours
A course in basic mapping, covering plot plans, plat maps for public record, topographic maps and route surveys. (CSU)

DRAFT 20B — PLANNING 3 Units

Prerequisite: Drafting 20A or consent of instructor
Lecture: 2 hours
Laboratory: 4 hours
A beginning course in planning covering site analysis and selection; land use; circulation, landscape planning, grading and drainage; recreation, and service facilities; as related to park, recreation, and subdivision planning. (CSU)

DRAFT 20C— STRUCTURAL CONCRETES AND PIPING 3 Units

Prerequisite: Drafting 20A and Drafting 20B or one year of high school architecture or consent of instructor
Lecture: 2 hours
Laboratory: 4 hours
A course for the preparation and development of detail drawings of structural concretes and conventions for detailing of process piping plans. (CSU)

DRAFT 20D — WELDMENTS AND STRUCTURAL STEEL DETAILING 3 Units

Prerequisite: Drafting 20C or consent of instructor
Lecture: 2 hours
Laboratory: 4 hours
A basic course in weldments and structural steel detailing. Weldments will include processes, types of joints and graphic symbology for detailing welded connectors. Structural steel drafting will include arrangement, detail and complete working drawings. (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 hour
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. (UC/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: 1-3 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 movements, 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 LODGE .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 (CAN ECON 2)** 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 (CAN ECON 4) 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. Students will reacquire themselves 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.

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.

For students interested in working full time one semester and attending classes one semester on an alternate basis, see Work Experience 96, Page 96.

ENGLISH

(Note: Please see Schedule of Classes for English as a Second Language, English 305, a non-credit course)

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; critical thinking in writing longer documented essays and in reading and interpreting poetry, drama, and the novel. (UC/CSU)

ENG 1C — CRITICAL REASONING AND WRITING 3 Units

Prerequisite: Satisfactory completion of English 1A with a grade of "C" or better

Lecture: 3 hours

Designed to develop critical thinking, reading, and writing beyond the level taught in English 1A. Will focus on the development of logical reasoning, analysis, and argumentation in composition. (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 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 — PREPARATION FOR 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 provide 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 a fire hazard 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

Prerequisite: Fire Technology 26A with a grade of "C" or better or consent of instructor
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, pre-planning 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 requirement of Fire Command 1B, a state certified class.

FIRE 29A — DRIVER/OPERATOR TRAINING 1A 1 Unit

Lecture: .5 hours
Laboratory: 1.5 hours
 Designed to provide the student with information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions. (CSU)

FIRE 29B — DRIVER/OPERATOR TRAINING 1B 1 Unit

Prerequisite: Fire Technology 29A with a grade of "C" or better or consent of instructor
Lecture: .5 hours
Laboratory: 1.5 hours
 Designed to provide the student with information and skills on Pump Techniques and Operations including basic inspection and maintenance. (CSU)

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.
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.
For students interested in working full time one semester and attending classes one semester on an alternate basis, see Work Experience 96, Page 96.

FIRE 101A — FIREFIGHTER I ACADEMY 9 Units

Prerequisite: Fire Technology 1 with a grade of "C" or better or consent of Program Coordinator
Lecture: 9 hours
 Basic Firefighter Academy. Meets all requirements of the California State Board of Fire Service for Firefighter I certification.

FIRE 101B — FIREFIGHTER I ACADEMY 9 Units

Prerequisite: Fire Technology 101A with a grade of "C" or better or consent of instructor
Lecture: 9 hours
 Continuation of Basic Firefighter Academy.

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 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 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 170 — CERTIFIED FIREFIGHTER I: Supplemental Requirements 2 Units

Prerequisite: Certified Volunteer Firefighter or equivalent
Lecture: 2 hours
Laboratory: .5 hour
 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.

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 36 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, land forms, climate, religions, languages, political and economic systems, and natural resources of the world. (UC/CSU)

GUIDANCE

GUIDE 1 — CAREER/LIFE PLANNING 3 Units

Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours

Designed to assist students develop and experience an organized and realistic approach to Career-Life Planning. Development of awareness and objectivity in areas of interests, skills, values, etc. Introduction to decision-making, career information, career trends, and social influences on Career-Life Planning. Includes administration of interest and personality inventories. (CSU)

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.

* Credit may be earned for either BUSAD 5 or GUIDE 5, but not both

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 2 Units

Lecture: 2 hours

The course is designed to provide students the opportunity to investigate topics relevant to self-understanding, personal growth and development, and self-management. Topics will include self-esteem, relationships, personality types, stress management, assertiveness, goal setting, counseling therapy and self-help, and change.. (CSU)

GUIDE 100 — COLLEGE SURVIVAL 3 Units

Lecture: 3 hours

Designed to familiarize the student with college procedures and personnel, community resources, and study techniques that can assist the student in successfully achieving an educational goal. Recommended for re-entry students, probationary students, and students whose educational goals will be completed at Columbia College.

GUIDE 101 — OCCUPATIONAL EXPLORATION 1 Unit

Lecture: 1 hour

An introduction to occupational exploration with an emphasis on Career Center Resources, Personal Interests, Values, and Skills. Includes instruction in decision-making as it relates to the development of occupational educational plans.

Offered for Credit/No Credit only.

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

HL-OC 97— WORK EXPERIENCE IN HEALTH OCCUPATIONS 1-4 Units

Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience.

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. (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.

For students interested in working full time one semester and attending classes one semester on an alternate basis, see Work Experience 96, Page 96.

HEAVY EQUIPMENT

HVYEQ 150— SCHOOL BUS DRIVER TRAINING 2.5 Units

Prerequisite: Possession of a valid California driver's license

Lecture: 2.5 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.)

PE 23A — CONTEMPORARY DANCE I .5-1.5 Units
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
Prerequisite: Physical Education 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
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
Prerequisite: Physical Education 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 in 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 1-2 Units
Emphasis
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
 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 31 — CIRCUIT CROSS-TRAINING .5-1.5 Units
Laboratory: 2-4.5 hours
 Use of a multiple training system for the development of several fitness components and sports activities. Sound principles of conditioning are advanced to enable students to achieve aerobic, muscular and specificity goals in one course.
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. Inter-class contests (fencing bouts) will be played. (UC/CSU)
May be repeated three times.

PE 38A — GOLF I .5-1.5 Units
Activity: 1.5-4.5 hours
 Instruction and practice in fundamentals. (UC/CSU)

PE 38B — GOLF II .5-1.5 Units
Prerequisite: Physical Education 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 .5-1.5 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
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. (CSU)
Offered for Credit/No Credit only.

PE 43B — SKIING — ALPINE II .5-1.5 Units
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. (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
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
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
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

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

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

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.

Inter-Collegiate Athletics

PE 82 — VARSITY BASKETBALL (Men's Rules) 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 (CO-ED) 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 two times.

PE 88 — VARSITY GOLF (CO-ED) 2 Units

Prerequisite: Must be enrolled as a full-time student
Activity: 10 hours
Preparation and training for intercollegiate golf competition. (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, and an introduction to black holes and relativistic time travel. (UC/CSU)

PHYCS 5A — GENERAL PHYSICS I 5 Units

Prerequisite: Mathematics 18A with a grade of "B" or better or Mathematics 8 with grade of "B" or better and concurrent enrollment in Mathematics 18A 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 18A 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 (CAN GOVT 2)

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
Life-styles, 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 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 38 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.

| COURSE | 1992-1993 | | 1993-1994 | |
|--|-----------|------|-----------|------|
| | FALL | SPR. | FALL | SPR. |
| HUMANITIES | | | | |
| 1 Old World Culture | no | no | yes | no |
| 2 Modern Culture | no | yes | no | yes |
| MATHEMATICS | | | | |
| 2 Elements of Statistics | yes | yes | yes | yes |
| 6 Math for Liberal Arts Students | yes | no | yes | no |
| 8 Trigonometry | yes | yes | yes | yes |
| 10 College Algebra | yes | yes | yes | yes |
| 18A Calculus with Analytic Geometry | yes | no | yes | no |
| 18B Calculus with Analytic Geometry | no | yes | no | yes |
| 100 Basic Mathematics | yes | yes | yes | yes |
| 104 Intermediate Algebra | yes | yes | yes | yes |
| MEDIA TECHNOLOGY | | | | |
| 52A Video Production: Beginning | yes | yes | yes | yes |
| MUSIC | | | | |
| 1 Music Fundamentals | yes | yes | yes | yes |
| 2 Introduction to Music | yes | yes | yes | yes |
| 10 Survey of Music History and Literature: Ancient to 1750 | yes | no | yes | no |
| 11 Survey of Music History and Literature: 1750 to Present | no | yes | no | yes |
| 20A Music Theory | yes | no | yes | no |
| 20B Music Theory | no | yes | no | yes |
| 31A Elementary Piano | yes | yes | yes | yes |
| 31B Elementary Piano | yes | yes | yes | yes |
| 36A Elementary Voice | yes | yes | yes | yes |
| 36B Elementary Voice | yes | yes | yes | yes |
| 41A Intermediate Piano | yes | yes | yes | yes |
| 41B Intermediate Piano | yes | yes | yes | yes |
| 46A Intermediate Voice | yes | yes | yes | yes |
| 46B Intermediate Voice | yes | yes | yes | yes |
| 64 Jazz Choir | yes | yes | yes | yes |
| 65 Theater Production: Music Emphasis | no | yes | no | yes |
| 66 Community Chorus | yes | yes | yes | yes |
| 69 Madrigal Ensemble | yes | yes | no | yes |
| 70 College Band | yes | yes | yes | yes |
| 72 Jazz Ensemble | yes | yes | yes | yes |
| 76 Community Orchestra | yes | yes | yes | yes |
| 78 Ensemble: Instrumental Emphasis | yes | yes | yes | yes |
| NATURAL RESOURCES | | | | |
| 1 Environmental Conservation | yes | no | yes | no |
| 9 Parks and Forests Law Enforcement | no | yes | no | yes |
| 22 Ecology and Use of Fire in Forest Ecosystems | yes | no | yes | no |
| 97 Work Experience in Forestry and Natural Resources | yes | yes | yes | yes |
| NATURAL RESOURCES TECHNOLOGY | | | | |
| 150 Natural History & Ecology | no | yes | no | yes |
| 152 Applied Wildlands Management | no | yes | no | yes |
| 155 Interpretive Guided Tours | no | yes | no | yes |
| 160 Aerial Photography and Map Interpretation | yes | no | yes | no |
| 181 California Wildlife | no | yes | no | yes |

| COURSE | 1992-1993 | | 1993-1994 | |
|--|-----------|------|-----------|------|
| | FALL | SPR. | FALL | SPR. |
| OFFICE OCCUPATIONS | | | | |
| 1 Records Management | yes | no | yes | no |
| 5 Elec. Printing Calculators | yes | yes | yes | yes |
| 15 Intermediate Shorthand | yes | yes | yes | yes |
| 20 Machine Transcription | yes | yes | yes | yes |
| 25 Business Communications | no | yes | no | yes |
| 30 Office Procedures | no | yes | no | yes |
| 40 Beginning Word Processing | yes | yes | yes | yes |
| 41 Inter. Word Processing | yes | yes | yes | yes |
| 42 Desktop Processing with Wordperfect | yes | yes | yes | yes |
| 50 Medical Terminology | yes | no | yes | no |
| 52 Medical Insurance | no | yes | no | yes |
| 60 Legal Transcription/Term. | yes | yes | yes | yes |
| 62 Legal Office Procedures | yes | yes | yes | yes |
| 120 Intermediate Typing | yes | yes | yes | yes |
| 130 Business English | yes | no | yes | no |
| PHILOSOPHY | | | | |
| 1 Introduction to Philosophy | yes | no | yes | no |
| 25 Twentieth Century Philos. | no | no | no | yes |
| PHYSICAL EDUCATION | | | | |
| 6A Lifetime Fitness Program I | yes | yes | yes | yes |
| 6B Lifetime Fitness Program II | yes | yes | yes | yes |
| 20 Dance Survey | yes | no | yes | no |
| 27 Choreography | no | no | yes | no |
| 28 Dance Production | no | no | no | yes |
| 29 Theatre Production: Dance Emphasis | no | yes | no | yes |
| PHYSICS | | | | |
| 1 Conceptual Physics | yes | yes | yes | yes |
| 5a General Physics I | yes | no | yes | no |
| 5B General Physics II | no | yes | no | yes |
| POLITICAL SCIENCE | | | | |
| 10 Constitutional Government | yes | yes | yes | yes |
| 14 International Relations | no | yes | no | yes |
| PSYCHOLOGY | | | | |
| 1 General Psychology | yes | yes | yes | yes |
| 2 Current Issues in Psychology | yes | no | no | yes |
| 25 Biofeedback & Stress Mgmt. | yes | yes | yes | yes |
| 30 Personal & Social Adjustment | yes | yes | yes | yes |
| REAL ESTATE | | | | |
| 1 Principles of Real Estate | no | yes | no | yes |
| 5 Real Estate Practice | yes | no | yes | no |
| 10 Legal Aspects of Real Estate | no | no | no | yes |
| 15 Real Estate Finance | yes | no | no | no |
| 20 Real Estate Appraisal | no | yes | no | no |
| 25 Real Estate Economics | no | no | yes | no |
| SEARCH AND RESCUE | | | | |
| 58 Rescue Systems I | yes | yes | yes | yes |
| SOCIOLOGY | | | | |
| 1 Introduction to Sociology | yes | yes | yes | yes |
| 2 American Society: Soc. Prob. | yes | no | no | no |
| 12 Family, Marriage & Indiv. | no | yes | yes | no |
| 28 Death and Dying | no | no | no | yes |
| 97 Work Experience | yes | yes | yes | yes |
| SPEECH | | | | |
| 1 Fundamentals of Speech | yes | yes | yes | yes |
| 2 Argumentation | yes | yes | yes | yes |

Columbia College CAMPUS MAP

KEY:

| | |
|--|---|
| 1 Administrative Services and Manzanita Building, Rms. 2-104** | 15 Oak Pavilion, Rms. 1-27** |
| 2 Alder, Rms. 3-5* | 16 Fire Science Center, Rms. 1000-1001 |
| 3 Aspen, Rms. 1-5 | 17 Tennis Courts |
| 4 Buckeye, Rms. 1-5* | 18 Judge Ross Carkeet Community Park |
| 5 Cedar, Rms. 1-10 | 19 Nature Trail |
| 6 Dogwood (Forum Building), Room 1 | 20 Warehouse, Shipping, Receiving, Transportation and Maintenance |
| 7 Fir, Rms. 1-8** | 21 Mi-wok Cultural Center |
| 8 Juniper, RMs. 1-7* | 22 Astronomy Dome |
| 9 Madrone (Auto Technology), Rms. 1-2* | 23 Fitness Jogging Trail |
| 10 Ponderosa (Child Development Center) | 24 Staff Parking |
| 11 Redbud, Rms. 1-14* | 25 Handicapped Parking |
| 12 Sequoia, Rms. 1-11** | 26 Student Housing |
| 13 Toyon, Rms. 1-4 | |
| 14 Willow (Creative Arts), Room 1* | |

* Restrooms in building
** Handicapped restrooms

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