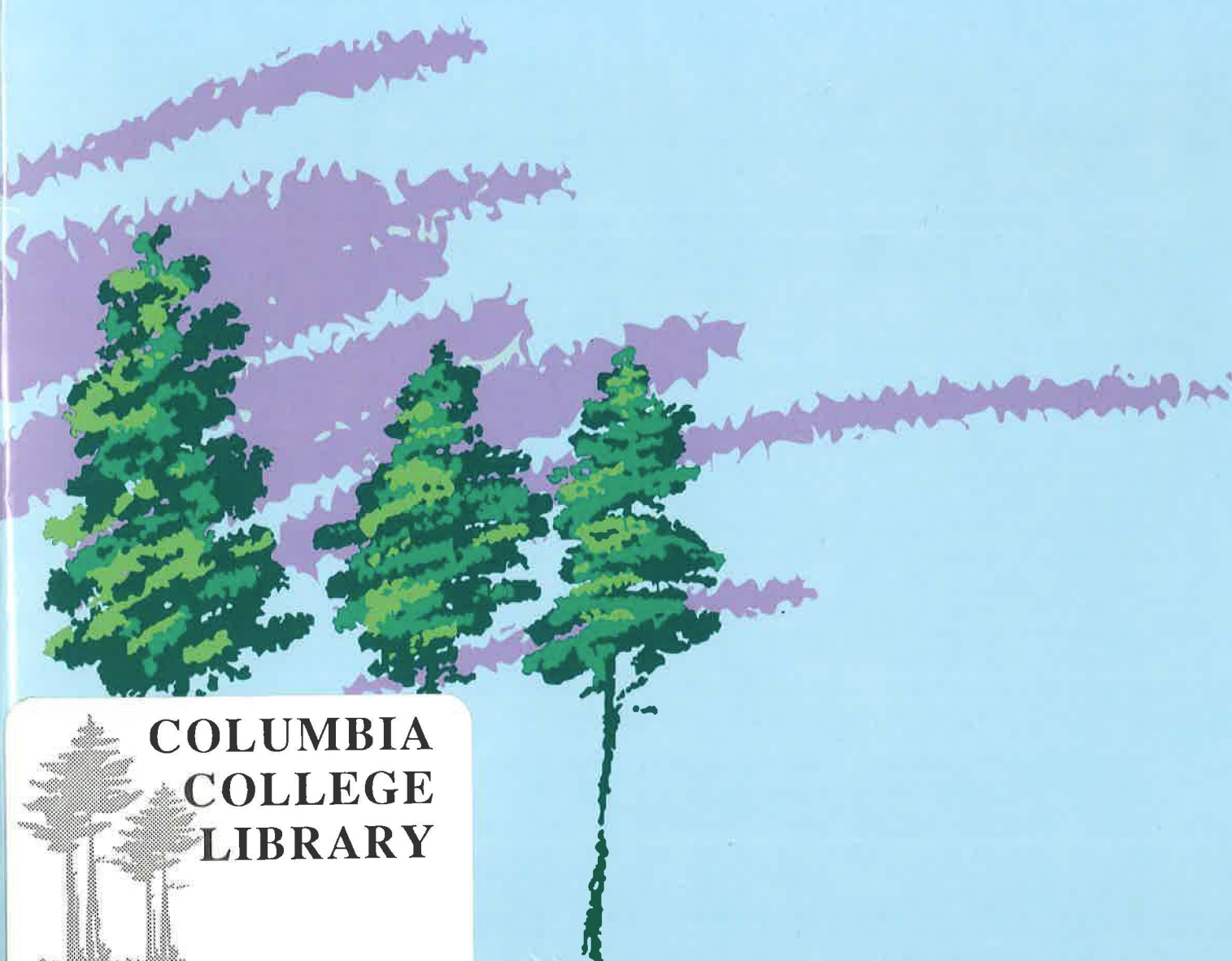



# *Columbia College*

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1995 - 96 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*

11600 Columbia College Drive

Sonora, California 95370

(209) 533-5100

**1995-96**

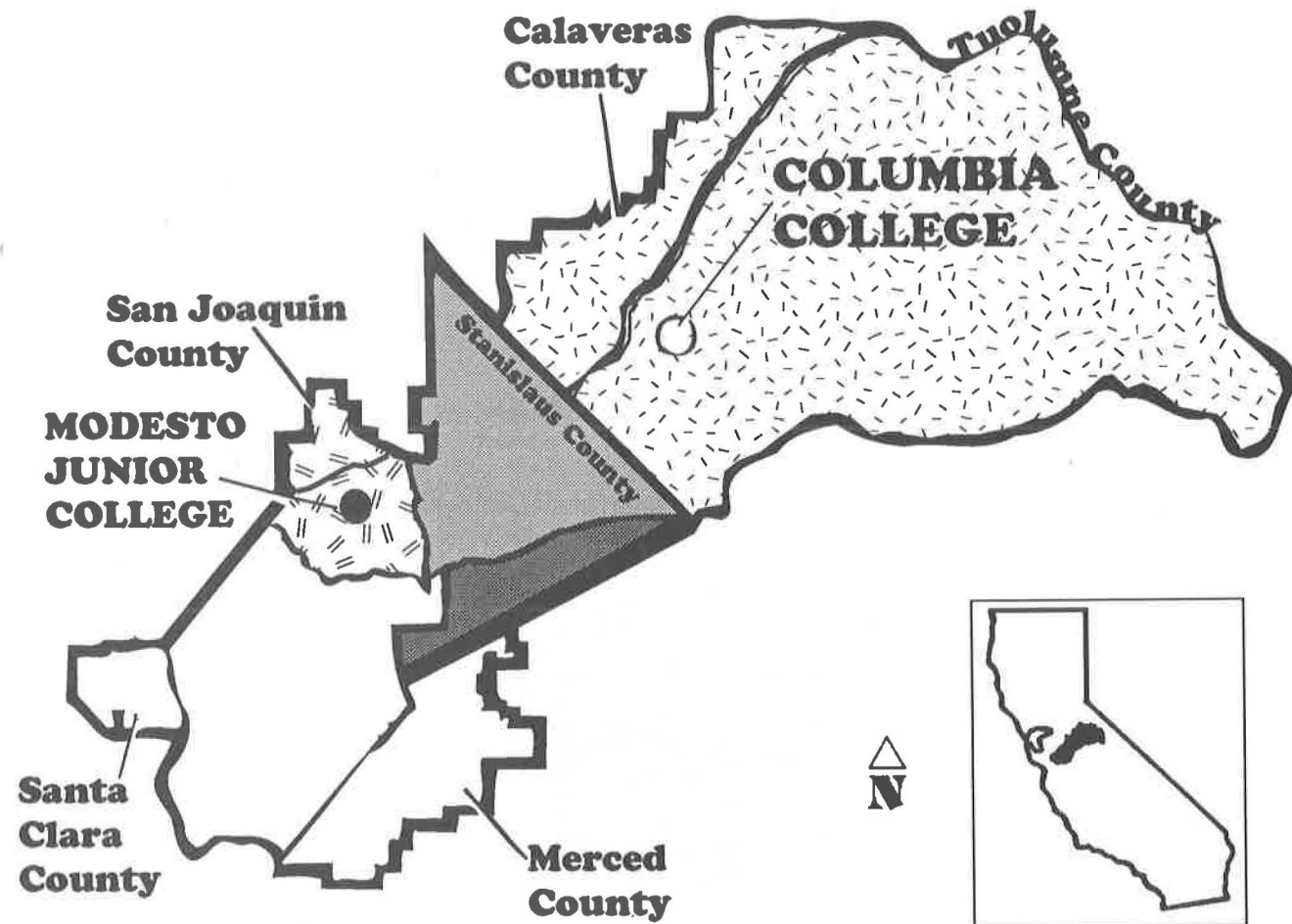


*YOSEMITE COMMUNITY COLLEGE DISTRICT*

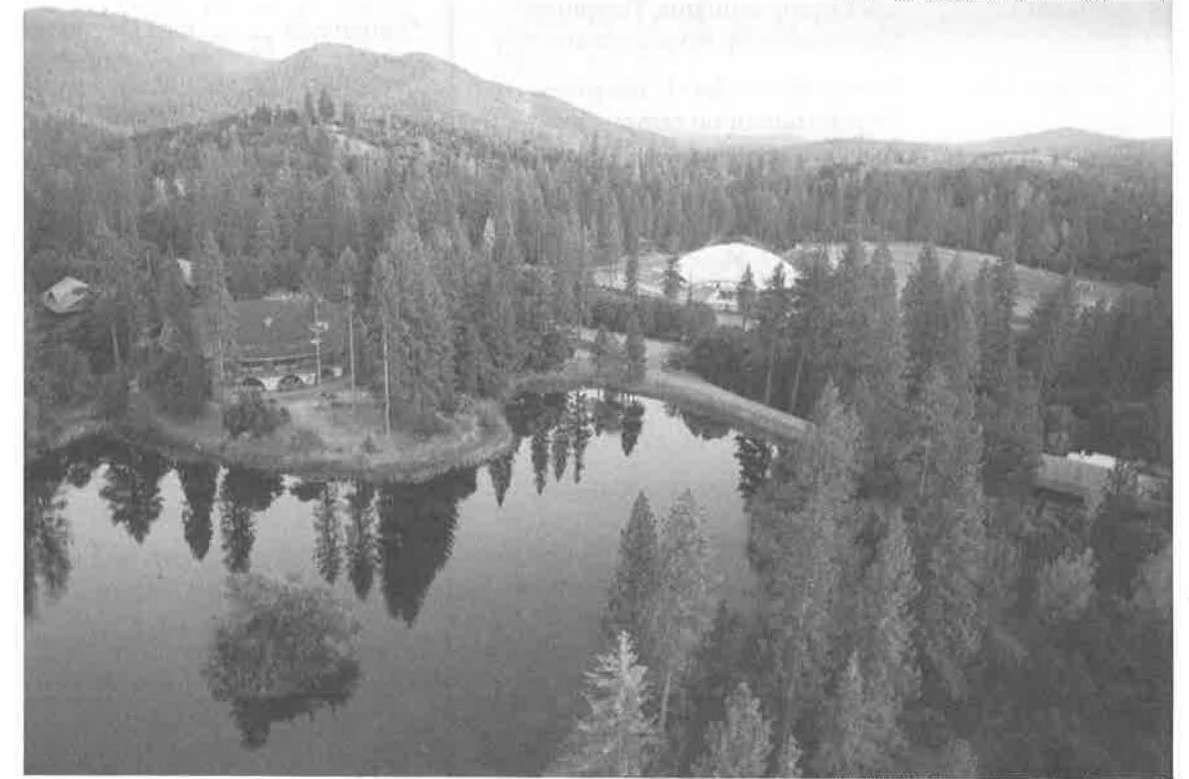
**Disclaimer**

*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.*

# YOSEMITE COMMUNITY COLLEGE DISTRICT



-  **Area 1 - Calaveras/Tuolumne**
-  **Area 2 - Oakdale/Riverbank/East Modesto**
-  **Area 3 - Turlock**
-  **Area 4 - Patterson/Gustine**
-  **Area 5 - Modesto/Ripon/Salida**



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**COLUMBIA COLLEGE  
1995-96 ACADEMIC CALENDAR**

**Fall Semester 1995**

July 24-27&31 ..... Continuing Students, Telephone Registration by Appointment Only  
 August 1 ..... Continuing Students, Telephone Registration by Appointment Only  
 August 2, 3 ..... Newly Matriculated, Telephone Registration or on campus by Appointment Only  
 August 7-10 ..... All students - Open registration by phone or on campus  
 August 14 ..... Instruction Begins  
 \*August 16 ..... Last Day to Submit Application for Admissions for Fall 1995  
 \*August 18 ..... Last Day to Enter a Full Semester Class  
 \*August 25 ..... Last Day to Apply for Refund  
 September 4 ..... Labor Day Holiday  
 \*September 8 ..... Last Day to Withdraw Without a "W" Showing on Permanent Record  
 \*September 21 ..... Last Day to Elect for CR/NC grading  
 September 29 ..... Deadline for Filing for Graduation and Certificates for Fall Semester  
 October 20 ..... Flex Day (no classes)  
 November 10 ..... Veteran's Day Holiday  
 \*November 14 ..... Last Day to Withdraw From Any Course

November 22 ..... No Evening Classes  
 November 23-25 . Thanksgiving Holiday  
 December 11-15 .. Final Examinations  
 December 15 ..... Fall Semester Ends  
 December 18 - January 15 — Winter Recess

**Spring Semester 1996**

December 1 ..... Continuing Students, Telephone Registration by Appointment Only  
 December 4-8 ..... Continuing Students, Telephone Registration by Appointment Only

December 19-20 .... Newly Matriculated, Telephone Registration by Appointment Only  
 January 3-5, 8-10 . All students - Open registration by phone or on campus  
 January 15 ..... Martin Luther King Holiday  
 January 16 ..... Instruction Begins  
 \*January 18 ..... Last Day to Submit Application for Admissions for Spring 1996  
 \*January 22 ..... Last Day to Enter a Full Semester Class  
 \*January 26 ..... Last Day to Apply for Refund  
 \*February 9 ..... Last Day to Withdraw Without a "W" Showing on Permanent Record  
 February 16 ..... Lincoln Day Holiday  
 February 19 ..... Washington Day Holiday  
 February 23 ..... Deadline for Filing for Graduation and Certificates for Spring Semester  
 \*February 27 ..... Last Day to Elect for CR/NC Grading  
 April 1-5 ..... Spring Recess  
 \*April 24 ..... Last Day to Withdraw From Any Course  
 May 17-23 ..... Final Examinations  
 May 23 ..... Spring Semester Ends  
 May 23 ..... Graduation

**Summer Session 1996**

May 30, June 3-4 . Registration - Telephone and on campus  
 June 10 ..... Instruction Begins  
 \*June 20 ..... Last Day to Withdraw without a "W" Showing on Permanent Record  
 \*June 20 ..... Last Day to Elect for CR/NC grading  
 \*June 20 ..... Last Day to Apply for Refund  
 July 4 ..... Independence Day Holiday  
 \*July 9 ..... Last Day to Withdraw From Any Course  
 July 18 ..... Six Week Summer Session Ends

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

**95-96 ACADEMIC CALENDAR**

- △ Flex Day
- In-Service
- Classes Begin
- ✕ Holiday
- Finals
- ▽ Last Day of Semester
- Recess
- 8/10 Flex
- 8/11 Flex/In-Service
- 8/14 Classes Begin
- 8/18 \*Last Day to Add a Class

**1995**

**AUGUST**

|    |     |    |    |     |     |
|----|-----|----|----|-----|-----|
|    | 1   | 2  | 3  | 4   | 5   |
| 6  | 7   | 8  | 9  | △10 | △11 |
| 13 | ○14 | 15 | 16 | 17  | 18  |
| 20 | 21  | 22 | 23 | 24  | 25  |
| 27 | 28  | 29 | 30 | 31  |     |

**SEPTEMBER**

|    |    |    |    |    |    |
|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  |
| 3  | ✕  | 5  | 6  | 7  | 8  |
| 10 | 11 | 12 | 13 | 14 | 15 |
| 17 | 18 | 19 | 20 | 21 | 22 |
| 24 | 25 | 26 | 27 | 28 | 29 |

**OCTOBER**

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

**NOVEMBER**

|    |    |    |    |    |    |    |   |
|----|----|----|----|----|----|----|---|
|    |    |    |    | 1  | 2  | 3  | 4 |
| 5  | 6  | 7  | 8  | 9  | ✕  | 11 |   |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |   |
| 19 | 20 | 21 | 22 | ✕  | ✕  | ✕  |   |
| 26 | 27 | 28 | 29 | 30 |    |    |   |

**DECEMBER**

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

**1996 SUMMER SESSION**

**JUNE**

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

**1996**

**JANUARY**

|    |    |     |    |    |     |    |                               |
|----|----|-----|----|----|-----|----|-------------------------------|
| ✕  | 2  | 3   | 4  | 5  | 6   |    |                               |
| 7  | 8  | 9   | 10 | 11 | △12 | 13 | 1/1 - 1/12 Winter Recess      |
| 14 | ✕  | ○16 | 17 | 18 | 19  | 20 | 1/12 Flex/In-Service          |
| 21 | 22 | 23  | 24 | 25 | 26  | 27 | 1/15 Martin Luther King Day   |
| 28 | 29 | 30  | 31 |    |     |    | 1/16 Classes Begin            |
|    |    |     |    |    |     |    | 1/19 *Last Day to Add a Class |

**FEBRUARY**

|    |    |    |    |    |    |    |                            |
|----|----|----|----|----|----|----|----------------------------|
|    |    |    | 1  | 2  | 3  |    |                            |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 | 2/9 *No-Penalty Drop       |
| 11 | 12 | 13 | 14 | 15 | ✕  | 17 | 2/16 Lincoln's Birthday    |
| 18 | ✕  | 20 | 21 | 22 | 23 | 24 | 2/19 Washington's Birthday |
| 25 | 26 | 27 | 28 | 29 |    |    |                            |

**MARCH**

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

**APRIL**

|    |    |    |    |    |    |    |                             |
|----|----|----|----|----|----|----|-----------------------------|
| 1  | 2  | 3  | 4  | ✕  | 6  |    |                             |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 | 4/1 - 4/5 Spring Break      |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 4/5 Spring Day              |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 4/24 ⇨ Last Day to Withdraw |
| 28 | 29 | 30 |    |    |    |    |                             |

**MAY**

|    |    |    |    |    |    |    |  |                           |
|----|----|----|----|----|----|----|--|---------------------------|
|    |    |    | 1  | 2  | 3  | 4  |  |                           |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |  | 5/17 - 5/23 Finals        |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |  | 5/23 Last Day of Semester |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |  | 5/23 Graduation           |
| 26 | ✕  | 28 | 29 | 30 | 31 |    |  | 5/27 Memorial Day         |

**JULY**

|    |    |    |    |    |    |    |   |   |   |  |                            |
|----|----|----|----|----|----|----|---|---|---|--|----------------------------|
|    |    |    |    | 1  | 2  | 3  | ✕ | 5 | 6 |  |                            |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |   |   |   |  | 7/4 Independence Day       |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |   |   |   |  | 7/9 ⇨ Last Day to Withdraw |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |   |   |   |  | 7/18 Summer Session Ends   |
| 28 | 29 | 30 | 31 |    |    |    |   |   |   |  |                            |

\* For Full Semester Classes  
 ⇨ Date Subject to State Formula

# 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

**JOAN BARRETT (1991)** Vice President for Instruction  
B.A., Concordia College  
M.Ed., University of Minnesota

**JOSHUA E. BIGELOW (1981)** Health & Human  
A.A., Columbia College Performance  
A.B., M.A., University of California, Berkeley

**VONNA BREEZE-MARTIN (1990)** English, ESL,  
B.A., M.A., University of Utah Spanish

**ELSIE M. BRUNO (1980)** Counselor,  
B.S., University of California, Los Angeles Transfer Center  
M.S., California State University, Los Angeles Director

**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., Humboldt State University

**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 Technology  
M.A., California State University, Stanislaus

**GERALD CASIMERE (1994)** Anthropology, Sociology  
B.S., University of California, Berkeley  
M.A., Stanford University

**ANNE D'ORAZIO (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., San Francisco State University

**MARGO ELLIOTT (1991)** Psychology,  
B.A., University of Louisville Sociology, Social Science  
M.A., Spalding University

**RONALD L. ERICKSON (1981)** Hospitality Management

**VIRGINIA GRAY (1994)** Mathematics  
B.S., University of California, San Diego  
M.A., Southern Oregon State College

**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  
B.A., California State University, Chico  
M.A., University of the Pacific

**DELORES A. HALL (1987)** College Nurse  
B.S.N., M.S.N., University of South Carolina

**PATRICIA HARRELSON (1982)** Skills Development  
B.S., M.A., California State University, Stanislaus

**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)** Health & Human Performance  
B.A., University of California, Berkeley  
M.A., Mills College

**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

**KATHRYN E. JEFFERY (1994)** Vice President for  
B.S., M.S., Oklahoma State University Student Services

**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)** English, Speech  
B.S., Bowling Green State University  
M.A., California State University, Los Angeles

**PAUL W. LOCKMAN (1981)** Director, Counselor, EOPS &  
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)** Health & Human  
B.A., California State University, Stanislaus Performance,  
M.Ed., Azusa Pacific University Volleyball Coach,  
Athletic Director

**GEORGE MELENDREZ (1991)** Fire Technology,  
A.S., Chaffey College Fire Chief

**JAMES R. MENDONSA (1981)** Fire Technology,  
B.A., M.A., California State University, Stanislaus Search and  
Rescue, Speech

**SUZANNE PATTERSON (1991)** Learning Disabilities  
B.A., University of California, Berkeley Specialist  
M.A., University of the Pacific

**FRED J. PETERSEN (1981)** Computer Science  
B.A., San Jose State University  
M.A., University of Washington

**DAVID G. PURDY (1971)** Drama  
B.A., San Jose State University  
M.A., California State University, Fresno

**ALLAN RAMSARAN (1988)** Counselor  
B.A., M.Ed., Pan American University

**BLAINE D. ROGERS (1972)** Biology  
A.A., Bakersfield College  
B.A., M.A., Humboldt State University

**MERYL SOTO (1994)** English  
A.A., Fresno City College  
B.A., M.A., California State University, Fresno

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

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

**KENNETH B. WHITE (1992)** President  
A.A., Merritt College  
B.A., California State University, Chico  
M.A., Florida State University  
Ph.D., University of Arizona

**CANDACE L. WILLIAMSON (1979)** Business, Office  
Technology  
Coordinator of Instructional  
Support Services  
B.A., M.A., Humboldt State University

**DAVID I. WILLSON (1975)** Asst. Dean of Instruction  
B.S., M.A., California Polytechnic State Univ., San Luis Obispo

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

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

#### FACULTY EMERITI

**JACKIE D. APPLETON** Coordinator,  
Child Development Center (1990-1993)

**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)

**ROBERT H. GIBSON** Physical Education  
(1970-1993)

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

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

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

**WALTER L. LEINEKE** Assistant Dean of Instruction  
(1968-1991)

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

**JOHN C. MINOR** English  
(1970-1993)

**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)



**JOEL BARBER**  
Art Instructor  
Columbia College  
1967 - 1994

*This edition of the catalog is dedicated to  
the memory of Joel Barber - teacher,  
colleague, artist, friend.*

#### 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)** Program Specialist  
Career/Transfer Center

**SHERRYL A. BAHTEN (1990)** Manager, Book Store

**CANDY BAILEY (1990)** Technician, Financial Aid

**MERLIN BART (1984)** Lab Technician, Auto Technology

**DOREEN BASS (1991)** Lab Technician, Biology

**JERRY BAUGHMAN (1977)** Supervising Custodian

**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)** Mail Clerk,  
Instructional Materials Center

**OPAL BYE (1990)** Teacher, Child Development Center

**DAVID CHESNUT (1995)** Program Specialist,  
Gateway/Trio

**JEAN DADDOW (1991)** Specialist, Admissions and Records

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

**TERRILL DEATSCH (1975)** Specialist,  
Transportation/Grounds

**CYNTHIA K. FRAGUERO (1987)** Buyer, Bookstore

**STEVEN FROST (1979)** Custodian

**WILLIAM J. GAISER (1970)** Equipment Mechanic,  
Transportation/Grounds

**HAZEL GARAVENTA (1984)** Instructional Assistant,  
Office Technology

**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 GROLLE (1989)** Electronics Engineer

**NORINE D. HOLMES (1978)** Secretary, Instruction Office

**DWAIN JACK (1974)** Lead Skilled Craft Technician

**RONALD JACKSON (1976)** Maintenance Specialist

**SHARON JOHNSON (1991)** Teacher,  
Child Development Center

**JANICE M. JORN (1974)** Public Information/Secretary,  
Community Services

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

**CASS LARKIN (1992)** Job Placement Specialist

**WENDY LINK (1984)** Technician, Media Services

**KATHLEEN LOWE (1991)** Instructional Assistant, Drama

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

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

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

**CONNIE MICAL (1991)** Coordinator, TOPS Program

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

**REBECCA MILLER-CRIPPS (1990)** Executive Secretary,  
Vice President for Instruction

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

**WAYNE MORRIS (1994)** Custodian

**NANCY M. MYERS (1982)** Technician,  
Library/Media Services

**PATRICIA PANTALEONI (1985)** Executive Assistant,  
President

**JESSE PEARSON (1992)** Offset Press Coordinator,  
Instructional Materials Center

**KAREN RASMUSSEN (1989)** Lab Technician,  
Computer Science

**ANDREW REESE (1991)** Instructional Assistant,  
Learning Skills

**JUDY REINHART (1989)** Executive Secretary,  
Vice President for Student Services

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

**SALLY SCHOETTGEN (1981)** Coordinator, Financial Aid,  
Scholarships and Awards, Veterans' Affairs

**JOANNE SCHMIDT (1994)** Coordinator, Facilities/Events  
Accounts Auditor, Cafeteria

**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

**PATRICIA C. THOMAS (1972)** Fiscal Services Technician,  
Business Services

**CAROL A. VAUGHN (1974)** Support Staff Specialist,  
Instructional Materials Center

**RINNÉ WEST (1990)** Specialist, Admissions and Records

**ADELE WIKNER (1985)** Specialist, Library/Media Services

**BARBARA YOUNG (1986)** Custodian

# ADVISORY COMMITTEES

AUTOMOTIVE TECHNOLOGY

BUSINESS

CARDIAC REHABILITATION

CHILD DEVELOPMENT

CIVIL DRAFTING TECHNOLOGY

COMPUTER SCIENCE

DISABLED STUDENT SERVICES

EMERGENCY SERVICES

EXTENDED OPPORTUNITY  
PROGRAMS and SERVICES/  
COOPERATIVE AGENCIES  
RESOURCES for EDUCATION

FOREST TECHNOLOGY/  
NATURAL RESOURCES TECHNOLOGY

FOSTER PARENT EDUCATION /  
INDEPENDENT LIVING PROGRAM

HOSPITALITY MANAGEMENT

OFFICE TECHNOLOGY

REAL ESTATE

TRANSFER CENTER

## 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 BROGLIO**, Technician,  
Kelley Motors

**LOREN KAISER**, Technician,  
Marty's Auto Service

**GREG ONASCH**, Owner,  
Auto Tech

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

**JOHN SECORE**, Automotive Technology Instructor,  
Bret Harte High School

**STANLEY SMITH**, Automotive Technology Instructor,  
Sonora Union High School

**ED SUNDAY**, Owner,  
Sun Automotive

### BUSINESS

**STEVE ANDERSON**, Manager,  
Andy's True Value Hardware

**GEORGE PERRY**, Owner,  
Sonora Employment Agency

**RON ROBERSON**, CPA,  
Hohne, Hohne & Roberson

**MONA LISA VAN YUR**, Employment Program Representative,  
Employment Development Department

### CARDIAC REHABILITATION

**DANNY ANDERSON**, M.D.

**LYNN AUSTIN**, M.D.

**WARREN BORGQUIST**, M.D.

**JAMES COMAZZI**, M.D.

**CARLA DAVIS**, R.N.

**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

**SIMONE CLEMENTS**, ROP Instructor,  
Bret Harte High School

**PIERKKO DYER**, Director,  
Summerville Parent Nursery School

**NANCY FELDMAN**, Home Economist,  
University of California Cooperative Extension

**CANDI DELGARDO**,  
Infant Child Enrichment Services

**LOLITA GRIFFIN**, Coordinator,  
Senior/Youth Partnership

**NORA MAGANA**, Director,  
A-TCAA Head Start

**KATIE MILLER**, Student,  
Columbia College

**PEGGY MOORE**, Infant Center Director,  
Summerville High School

**JO MUNYER**, ROP Instructor,  
Sonora Union High School

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

**DONNA REHDER**, Teacher,  
Discovery Preschool

**KATHY SULLIVAN**, Director,  
Discovery Preschool

**EVELYN THOMPSON**, Executive Director,  
Infant Child Enrichment Services

**JUNE YAPP**, Director,  
Yapp's Learning Center

### CIVIL DRAFTING TECHNOLOGY

**PHIL SHAW**, Drafter,  
Golden State Surveying and Engineering

**DAVE SHEPARD**, Structural Engineer,  
D.A. Shepard, Consulting Structural Engineer Incorporated

**BRIAN SELBY**, Drafter and Owner,  
Sonora Blueprint

**FRANK TORRES**, Civil Engineer,  
Tuolumne County Public Transportation Department

**RICHARD YORK**, Civil Engineer,  
Frank Walters and Associates Engineering

### COMPUTER SCIENCE

**DWAIN MC DONALD**, Assistant Superintendent,  
Tuolumne County Schools

**SHARI PECK**

**JOHN SHIFLETT**, Vocational Instructor,  
Sierra Conservation Center

**ALLEN SPENCER**, Supervising Computer Specialist,  
United States Forest Service

**ELVIA TORRES**, ROP Instructor,  
Sonora Union High School

**JIM WAGONER**, Data Processing/Instructor,  
Sonora Union High School

**JERRY YOUNGSTROM**, President,  
Seasoft Corporation

### DISABLED STUDENT SERVICES

**TOM BRADBURY**, *Student*  
Columbia College

**CHRISTINE DALY**, *Director*,  
WATCH

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

**DR. CHARLES McBANE**, *Optometrist*,

**REBECCA PAULE**, *Coordinator*,  
Valley-Mountain Regional Learning Center

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

**BEATRICE READEL**,  
Tuolumne County Mental Health Department

**LANE WILLEY**, *Coordinator*,  
Tri-County Consortium, Calaveras County

### EMERGENCY SERVICES

**BILL BONDSHU**, *Fire Chief*,  
Mariposa Public Utilities District

**GARY BUEL**,  
United States Forest Service

**BILL CALDERA**, *Manager*,  
Tuolumne County Ambulance Service

**ROGER HENNESS**, *Training Director*,  
Tuolumne County Fire Department, Calif. Dept. of Forestry

**BOB KEMPVANEE**,  
Tuolumne County Fire Department, Calif. Dept. of Forestry

**MERRITT LOVEJOY**, *E.E.C. Chief*,  
United States Forest Service, Stanislaus National Forest

### EXTENDED OPPORTUNITY PROGRAMS AND SERVICES/ COOPERATIVE AGENCIES RESOURCES for EDUCATION

**LIZ ATKINS**, *Principal*,  
Cassina High School

**LINDA DuTEMPLE**, *Central Sierra Planning Council*,  
Sonora

**NIKKI KARPINSKI**, *GAIN*  
Department of Welfare, Tuolumne County

**ELIZABETH MARLER**,  
Mother Lode Job Training

**ALLAN RAMSARAN**, *Counselor*,  
Columbia College

**SALLY SCHOETTGEN**, *Financial Aid Coordinator*,  
Columbia College

**DIANA SUNDAY**, *Testing Coordinator*,  
Columbia College

**CANDACE WILLIAMSON**, *Work Experience Coordinator*,  
Columbia College

### FOREST TECHNOLOGY/ NATURAL RESOURCES TECHNOLOGY

**MARK BEVAN**, *Consulting Forester*

**CHRIS CONRAD**, *Forester*,  
Fibreboard Corporation

**TOM FRANCIS**, *Forester*,  
California Department of Forestry

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

**RANDY KELLY**, *Fishery Biologist*,  
California Department of Fish and Game

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

**ART SMITH**, *Recreation Lands Officer*,  
United States Forest Service, Stanislaus National Forest

**WILLIAM J. SUEHOWICZ**, *Chief Park Ranger*,  
Bureau of Land Management, New Melones Lake

**DAN WARD**, *Forester*,  
California Department of Forestry

### FOSTER PARENT EDUCATION/ INDEPENDENT LIVING PROGRAM

**JACKIE APPLETON**,  
Program Coordinator

**DIANE BONDSHU**,  
Mariposa County Department of Social Services

**CELESTE BOYD**, *Director of Instruction*  
Tuolumne County Schools

**JILL CRAIG**, *Foster Parent*  
Tuolumne County

**CANDI DELGARDO**  
Infant Child Enrichment Services

**PEGGY DuTEMPLE**

**NANCY FELDMAN**, *Home Economist*,  
U.C. Cooperative Extension

**BARBARA FLAHERTY**, *Foster Parent*,

**NANCY GOODMAN**  
Tuolumne County Department of Social Services

**MARY LOUIS**,  
Calaveras County Department of Social Services, San Andreas

**JOY McCLURE**, *Licensed Clinical Social Worker*

**JOANNE PECHOTA**  
Calaveras County Department of Social Services

**LUCY SANDS-BERGER**  
Chancellor's Office, Sacramento

**MARGARET SCHULZ**, *Foster Parent*,  
Tuolumne County

**JANE SIEBENEICHER**, *Foster Parent*,  
Mariposa County

**CHRIS STEELE**  
Community College Foundation, Sacramento

**BONNIE TUEL**  
Tuolumne County Department of Social Services

### HOSPITALITY MANAGEMENT

**LEO BALDONADO**, *Owner*,  
La Sierra Taqueria

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

**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*,  
Café Giovanni

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

**SAM TAYLOR**, *Director*,  
Senior/Youth Partnership

**NORA TRAMONTANO**, *Manager*,  
Sonora Aladdin Motor Inn

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

### OFFICE TECHNOLOGY

**KAREN ETHIER**, *Business Instructor*,  
Sonora Union High School

**STEPHANIE GRIMES**, *Legal Assistant*,  
Tuolumne County Counsel

**CANDACE KATOSIC**, *Program Coordinator*,  
Mother Lode Job Training

**PAT NORTH**, *Medical Records*,  
Sonora Community Hospital

**MIDGE PERRY**, *Owner*,  
Sonora Employment Agency

### REAL ESTATE

**SALLY DAVIS**, *Mortgage Banker*,  
Foothill Mortgage

**PETER KAY**, *Realtor*  
Buyer's Resource

**JEFF KERNS**, *Title/Escrow Officer*,  
Yosemite Title

**VAL OGLETREE**, *Realtor/Student*,  
Sugar Pine Realty

**DOUGLAS PETERS**, *Appraiser*  
Douglas Peters Appraisals

**JOHN REDDY**, *Realtor/Student*  
Apple Valley Realty

**GILL (Wally) WALDTRAUT**, *Realtor*  
Murphys Realty

### TRANSFER CENTER

**DENNIS ALBERS**, *Instructor*  
Columbia College

**DAVID ALFORD**, *Instructor*  
Columbia College

**WENDY ARCHER**, *Career/Transfer Center Program Specialist*  
Columbia College

**FRANCES BORICCHIO**, *Admissions and Records*  
Columbia College

**DAVID CHESNUT**, *Gateway/Trio Program Specialist*  
Columbia College

**LAUREL GRINDY**, *Instructor*  
Columbia College

**MICHAEL HILL**, *Instructor*  
Columbia College

**KATHRYN JEFFERY**, *Vice President Student Services*  
Columbia College

**PAUL LOCKMAN**, *Director/Counselor, EOPS/CARE*  
Columbia College

**VADON McILWAIN**, *Representative*  
California State University Stanislaus

**FRED PETERSEN**, *Instructor*  
Columbia College

**TONY RAMIREZ**, *President, Student Senate*  
Columbia College

**PETER SATTARI**, *Vice President, Student Senate*  
Columbia College

**SALLY SCHOETTGEN**, *Financial Aid Coordinator*,  
Columbia College

**DAVID WILLSON**, *Assistant Dean of Instruction*  
Columbia College





# GENERAL INFORMATION



## *Edited Statement from Tricia Gardella*

*"When I turned forty, I realized that now was the time to do those things I had always planned. But after so many years away from academics, where did I begin? And more importantly, did I have talent?"*

*Columbia College became my first stepping stone. Through my classes I discovered that perhaps there might be a bit of ability buried within. By networking with other students and guest speakers, I chose my path.*

*I have now sold two picture books for children, write weekly and monthly book reviews on children's literature, and have sold numerous stories and craft ideas to various magazines.*

*For the past two years I have returned to Columbia College as a teacher in the Community Education program. Now as I look at my students, I wonder which of them might find his or her next direction?"*

## 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 Central 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 complete 24 units and 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 35,000 books, current subscriptions to 300 magazines and six newspapers, pamphlets, maps and art prints. Available in the Audio-Visual Department are nearly 4,000 audio and video tapes of popular, folk, and classical music, local oral history, and a wide variety of other topics as well as calculators, slide-tape kits, and Polaroid cameras. A schedule of loan periods and overdue charges is posted in the library. A typing room with typewriters and personal computers is open for use during Library hours. Photocopying can be done on a coin-operated machine in 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 8:00 p.m., and on 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 G.E.D. Diploma. For information call (209) 533 - 5109.

**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, disability, 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, 11600 Columbia College Drive, Sonora, CA 95370.

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 disability. Lack of English language skills will not be a barrier to enrollment.)*

Title IX: Joan Barrett  
Vice President for Instruction  
(209) 533-5140  
Section 504: Paul Lockman, Director  
Disabled Students Program  
(209) 533-5130  
ADA: Larry Steuben  
ADA Coordinator  
(209) 533-5120

**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)*

- 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.

**Drug and Alcohol Policy**

Yosemite Community College District policy 4019 states that the District is committed to maintaining a drug and alcohol free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988.

# STUDENT SERVICES



*1995-1996 Scholarship recipients gather for a celebration held in their honor at Carkeet Park.*

## 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 \$114.00 for each unit plus the California resident unit fee, health fees and all other required 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 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.

High school transcripts are required **only** if a student has been out of high school five years or less.

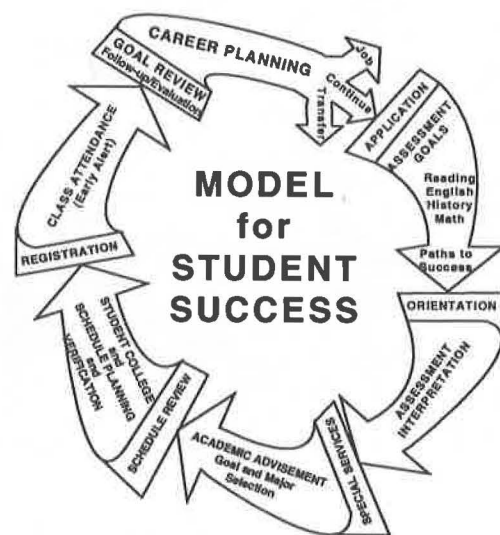
**It is the student's responsibility to furnish the College with official documentation for previous high school and college work or training to be evaluated for credit. THESE DOCUMENTS BECOME THE PROPERTY OF COLUMBIA COLLEGE AND CANNOT BE REPRODUCED OR RELEASED FOR ANY PURPOSE.**

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 non-matriculated returning Columbia College students are provided with a step-by-step approach to a successful educational experience. Matriculation, or 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 process including, but

not limited to, placement exams in reading, English, and math, plus an evaluation of educational goals, previous academic history and current skills.

- receive an orientation to Columbia College where services and programs are explained.
- receive an interpretation of test scores and course placements based on the results of the assessment process.
- receive academic advisement assistance in developing a program of studies based upon the student's assessed and chosen major and goals.
- receive a college catalog.
- receive general information 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.
- begin process of development of an educational plan to be completed in a scheduled educational plan workshop after completion of 15 total semester units of college work (see *Educational Plan*). Contact the counseling office for an appointment.
- receive individual assistance from a counselor for problem areas identified through student progress monitoring, instructor referral, or student self-referral.

### 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, non-credit courses or personal enrichment only
- students enrolled only in contract education, courses for in-service training or employer required training courses.

Although a student may qualify for exemption from matriculation, participation is welcomed and encouraged.

### 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. Forms are available from the Admissions and Records office and from the counseling office. The Vice President for Student

Services may request supporting documentation and/or a conversation with the student prior to making a decision.

### 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 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 Testing 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 an Educational Plan with a staff member of Disabled Student Services
- priority registration

To qualify for alternative matriculation the applicant must:

- inform the Admissions and Records Office or the Disabled Student Services Office of the student's disability and ask to be considered for the alternative matriculation program.
- submit written documentation by a professional (e.g. Physician, Psychologist, LD Specialist etc.) verifying the disability.

### Counseling Services

The Columbia College professional counseling staff provide essential academic advising, career counseling and life planning activities to continuing, new and returning students in order to enhance each student's educational experience at Columbia. Typical areas of assistance to students may include choosing a major or career(s) appropriate to their values, interests and abilities, coping with personal issues and completion of the educational planning process to include appropriate course selection to meet requirements and personal goals. Counselors also teach classes designed to facilitate personal and career exploration and development as well as academic survival skills. Refer to the *GUIDANCE* section of this catalog for specific course offerings. Counseling services are available during the day and selected evenings, by appointment or drop-in basis.

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

**Educational Plan**

The Matriculation Program requires that all California Community College students pursuing an educational goal must prepare an Educational Plan. At Columbia College, students must prepare this Educational Plan by the time they have completed fifteen (15) units of credit, whether those credits were earned at Columbia College or transferred from another college or both. The Educational Plan is prepared in a series of two sessions, the Information Session and the Filing Session. Students may register for both of these sessions with the counseling secretary. Upon completion of both sessions, the student's Educational Plan is approved by a counselor and the information entered into the computer data base. It is important to recognize that the student may be denied priority registration for classes, should the student fail to prepare an Educational Plan upon completion of fifteen (15) units of credit. Students may request a waiver from the Educational Plan requirement. (See *Matriculation: Exemption Categories.*)

**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**

Columbia College is authorized by the Immigration and Naturalization Service of the United States Department of Justice to accept international students who wish to pursue a program of study leading to the Certificate of Achievement, the Associate Degree or preparation for transfer to a four year university. The following chart shows the application deadlines.

| Semester | Begin End   | Deadline |
|----------|-------------|----------|
| Fall     | Aug. - Dec. | May 1st  |
| Spring   | Jan. - May  | Nov. 1st |
| Summer   | June - July | Mar. 1st |

If you are an international student interested in applying for admission to Columbia College you must complete the following steps:

- 1) Submit the International Student Admission Application. This application is available from:

Admissions and Records Office  
Columbia College  
11600 Columbia College Drive  
Sonora, CA 95370-8582  
Phone: (209) 533-5231  
Fax: (209) 533-5104

- 2) The following documents, written in English, are required with the application for admission:

- a) 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;
- b) Evidence of satisfactory financial support by submitting a notarized or official 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;
- c) 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;
- d) The *PHYSICIAN'S CERTIFICATE OF HEALTH (this form must be completed by a licensed physician and show immunization clearance examination)*;
- e) 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*);
- f) The name of a sponsor in the United States (*the Sponsor's Certification form must be completed by your sponsor*);
- g) An English evaluation of all post secondary coursework. An English evaluation of your transcript may be obtained from:

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

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.

Columbia College offers available on-campus housing to students. For information about cost and application please contact:

The Resident Manager  
Columbia College Housing  
11800 Columbia College Drive  
Sonora, CA 95370 USA  
Phone: (209) 533-3039

**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.

High school students do not receive priority registration until they are no longer in attendance at high school.

**Financial Aid**

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

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, 1995, through December 16, 1996. Eligibility is based on financial need and satisfactory academic progress. Additionally students must have a high school diploma, a GED or have passed an approved placement 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 Consumer Information pamphlet is available in the Financial Aid Office and the Admissions and Records 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 SCHOLARSHIP BULLETIN BOARD 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 16. 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 almost every major, certificate or transfer program offered and they are available for new, continuing, returning, transferring, and part-time students.

**Food Service**

Food Service is located on the lower level of the Manzanita Building.

The Cellar Restaurant is open Tuesday 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 (EOPS) primary function is to recruit, retain, and transition economically and educationally disadvantaged students.

**Eligibility Criteria:**

Economic - Students must be eligible for the Board of Governors Waiver A or Board of Governors Waiver B to qualify for EOPS.

Educationally disadvantaged in one of the following ways:

1. On the assessment 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.

Other requirements:  
 be enrolled in 12 units  
 be a resident of California

**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 Office.

**Cooperative Agencies Resources for Education CARE** is an extension of EOP&S to serve single parents on AFDC.

**Eligibility Criteria:**

1. Must be EOP&S eligible
2. Must have been an AFDC recipient for one year
3. Must have at least one child under the age of six
4. Must be at least 18 years old and single head of household
5. Be enrolled in 12 units

In addition to services all EOP&S students receive, the CARE student can receive services in the areas of:

- Child care cost — CARE will provide funds toward child care.
- Transportation cost — CARE will provide parking permits and may contribute funds toward other costs associated with transportation.
- Books and Supplies — CARE will provide funds for books and supplies in addition to what EOP&S provides.

EOP&S students may apply for CARE through the EOP&S Office.

**Student Records Regulations**

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

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

**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 or 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 five 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. *High School transcripts are only required if the student has been out of high school in the last five years.*
- 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 Academic Status Verification**

Verifications of enrollment and academic status will be provided upon signed consent from the student for the following purposes:

- 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.

The first two (2) verifications of enrollment and academic status will be provided free of charge, a three dollar (\$3.00) fee will be charged for additional request.

**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 two academic years 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 developmental learning programs to enhance the skills of any student wishing to improve math, reading, writing, spelling, vocabulary, or study skills. The Learning Skills Center also offers several academic support services for students including Supplemental Instruction, the Bricks and Mortar Program and the Literacy Program.

**Tutorial Program**

Individual or group tutoring services in any subject are provided free to Columbia College students (*to a maximum of 18 hours per semester*).

Students may receive tutoring assistance at any point during the semester. For best results, however, students are urged to arrange for tutoring early in the semester.

Tutors are students who successfully completed a course and have received special training.

Anyone who would like to receive tutorial assistance, or to be hired as a tutor, may apply at the Learning Skills Center, Manzanita 17.

**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 academic accommodations, special equipment, specially trained staff and the removal of architectural 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.

**New Horizons/Reentry Program**

The New Horizons program offers services to single parents, displaced homemakers, and students who are considered reentry (*returning to school after a break in education*) or non-traditional (*enrolled in a vocational program non-traditional for their gender*).

The program provides one-on-one advocacy, weekly support groups, registration assistance, life skills workshops and limited financial assistance.

**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 a **Request for Refund Form** from the Admissions and Records Office.

**Student Insurance**

Student accident insurance, a secondary insurance, is paid through student health fees. Students who desire additional accident or health insurance information may contact the College Business Office.

### Student Identification Cards

- No charge to students
- Required for use of student services
- Carry with you while on campus
- Local 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. There is an optional fee of \$5 per semester to support these activities.

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 addresses issues related to student affairs, coordinates the social activities of campus organizations, and serves as spokesperson for the student body.

### Student Organizations

- Students wishing to form a student organization must contact the student senate for procedures, direction 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.

### 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 automatically 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 will have the material removed.

### Career Center

The Career Center, located within the Manzanita Building adjacent to the Counseling area, 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.

### Transfer Center

The Transfer Center staff, counselors and resources help to facilitate the transition from Columbia College to completion of educational goals at other colleges and universities. Many faculty approved articulation and transfer credit agreements, especially those between Columbia and UC and CSU campuses are available to assist with completing student Educational Plans and expedite the transfer process. The Transfer Center coordinates regular visits of representatives from regional two- and four-year colleges and universities and hosts live and televised conferences related to transfer. These services help students develop more direct contact with personnel, procedures, policies and requirements to specific transfer campuses, thus clarifying questions regarding transferability of credits and opportunities of academic preparation. The Transfer Center provides service to all students. However, special assistance is provided for underrepresented students (*minorities, re-entry women, low income disabled*) to increase their chances of success in higher education through participation in a guaranteed Transfer Admission Agreements program with regional universities and early evaluation via the UC Field Evaluation Program.

### Job Placement Services

The Columbia College Job Placement Office offers free employment assistance to all students. The office serves as a source of information on jobs available in the local community and on-campus.

### 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 Columbia College Child Development Center is operated by HeadStart. The facility is licensed for 30

children at any one time.

Columbia's center also provides students a lab experience in the Child Development program. Parents participate in the program and 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 through Thursday and 8:00 A.M. to 2 P.M. Friday, during regular class times. Children aged 2 - 5 may attend. HeadStart provides child care at no cost to qualifying applicants. Applications may be obtained at the Child Development Center.

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

### Security/Parking — Lost & Found

Campus Security is available to assist students, staff and visitors as needed. Security personnel may be contacted through the Campus Fire Department, the Business Office, or by calling 533-5167. Contact Campus Security for Lost & Found information.

The College maintains parking areas for students, staff, disabled persons and visitors. Various fines will be levied against the public, staff and students for campus traffic or parking violations. Daily or semester fees are charged for parking on campus. Free visitor parking is available.

The campus shuttle provides service from the campus parking lots to classrooms buildings Monday through Thursday evenings from 5:15 to 9:30 p.m. See schedule of classes for more information.

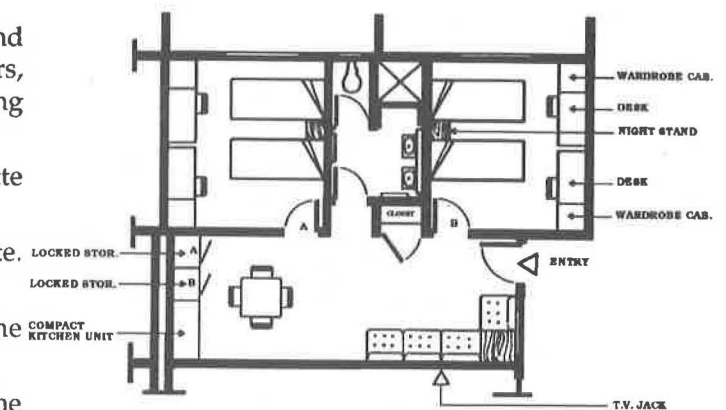
## HOUSING... Designed For The Student

### 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:

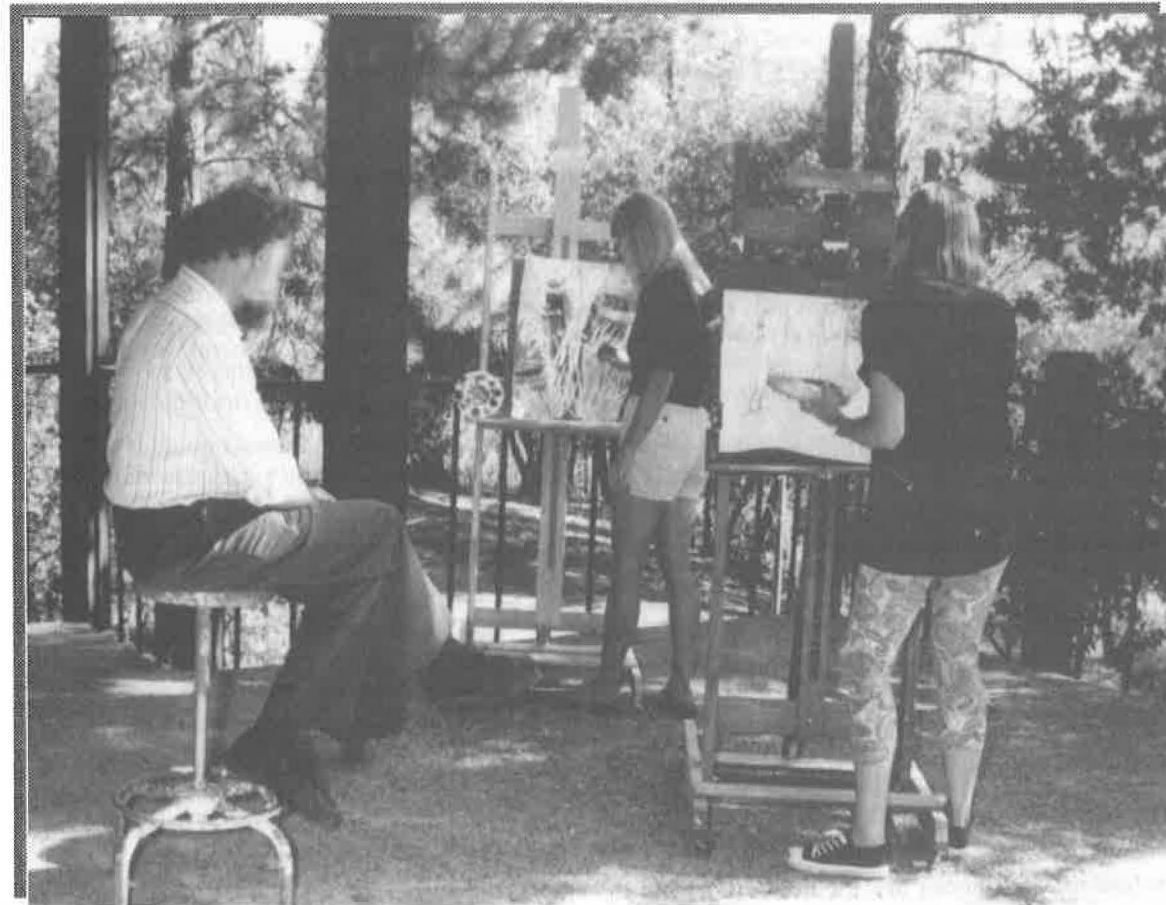
- ★ Ample parking lots adjoining the buildings. Parking fees are minimal.
- ★ Furnished rooms which include a built-in sofa and chair with storage and coffee table, desk, chairs, wardrobe and bed. The resident need only bring linens, towels, dishes, and personal articles.
- ★ Kitchenette with stove and refrigerator and dinette set.
- ★ T.V. and telephone outlets pre-wired to each suite. Student must provide sets.
- ★ Coin operated washer/dryer facilities on the premises.
- ★ Utilities (except telephone) are included with the rent.
- ★ Street level rooms are wheelchair accessible.
- ★ Outdoor volleyball, basketball, lighted tennis courts and a jogging course (PAR) are available to residents.
- ★ Student lounge in housing office has a TV with VCR, pool table and a ping pong table.



Typical Floor Plan

Call (209) 533-3039 for information.

# 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 and are applicable so long as the student remains in continuous attendance. Continuous attendance is defined as completion of at least one credit course per academic year (July 1-June 30) 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.*)
- 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 and is responsible for any changes in requirements.

### 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. Columbia College operates on a semester system.

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

### Conversion of Units

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

- 1) Quarter units of credit are converted to semester units of credit by multiplying the number of quarter units by two-thirds. (# of quarter units x .667 = semester unit credits)
- 2) Semester units of credit are converted to quarter units of credit by multiplying the number of semester units by one and one-half. (# of semester unit credits x 1.5 = quarter unit credits)

### Prerequisites

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational

program. A corequisite is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

YCCD has an approved prerequisite policy.

### Course Prerequisite and Corequisite Appeal

A student may challenge a prerequisite or corequisite on one or more of the grounds listed below:

The prerequisite or corequisite

- a. has not been established in accordance with district processes;
- b. is in violation of Title 5 regulations;
- c. is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner or
  1. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
  2. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite has not been made reasonably available.

Petitions for challenge will be reviewed by the Academic Requirements Review Committee. Contact the Coordinator of Admissions and Records for procedures.

### 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)<br><i>This grade CANNOT be changed to a letter grade.</i>     |
| NC | - No Credit (Less Than Satisfactory)<br><i>This grade CANNOT be changed to a letter grade.</i> |
| RD | - Report Delayed   |
| IP | - In Progress (see explanation below)  |

### IP - In Progress

IP - In progress is a grade symbol for:

1. 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 a bridge class will be issued during the semester in which a class ends.

#### Adding a Course

To add a class, students must complete an Add Form which may be obtained from Admissions and Records. Classes may be added during the first five (5) days of instruction. **These deadlines apply to full semester classes only.** Contact the Admissions and Records Office for specific course deadlines. All adds processed at the Admissions Office require the student to present a student I.D. card or picture identification e.g.: driver's license.

#### Dropping a Course

To drop a course the student may use the touch tone telephone system (see current class schedule for instructions) or submit a Drop Form to the Admissions and Records Office. All drops processed at the Admissions Office require the student to present a student I.D. card or picture identification e.g.: 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 indicating *withdrawn*.
- No student drops after 75% of the term - possible grade of "F" on official transcript.
- Appropriate dates appear in the College Academic Calendar (*see page 4*).
- For less than full semester classes, contact the Admissions and Records Office for deadline dates.

**WHEN DROPPING COURSES, IT IS THE STUDENT'S RESPONSIBILITY TO COMPLETE AND SUBMIT ALL NECESSARY FORMS TO THE ADMISSIONS & RECORDS OFFICE.**

#### Repetition of Courses

- Only 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.
- 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:

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

1. The student's previous grade is, at least in part, due to extenuating circumstances beyond the control of the student.
2. A student who has earned a grade of "NC", "D" or "F" in a course may repeat the course ONE time for improvement of grade. The units and grade earned upon repetition will be computed in the overall GPA and units earned.
3. A considerable lapse of time has occurred since the student completed a class.
  - A student must obtain and submit to the Admissions and Records Office the Repetition of Course for Improvement of Grade form.
  - When repeating a course in which a "D" was earned, the grade earned in the repeated course 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 grade, grade points and units earned in the repeated course will be recorded.
  - If the course is repeated at another institution, the student must provide the Admissions and Records Coordinator with an official transcript from the transfer institution. If the course is determined equivalent to the Columbia course, the repetition notation will be noted on the Columbia transcript.

*Courses may be repeated ONE time for improvement of grade.*

#### 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.
- An incomplete can be issued only when the student is lacking a small amount of work.
- 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 grades (D's and F's) from no more than two semesters or 36 units from three quarters, taken at any accredited college or university, may be alleviated from computation of the grade point average at Columbia College:

1. Since completion of the work to be alleviated, the student must have completed 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. Renewal will not be granted if there are any grades of "D" or "F" since the completion of the work to be alleviated.
2. A minimum of 4 semesters or 6 quarters must have elapsed since completion of the work to be alleviated.
3. Any student not meeting all the requirements of items number one and number two may petition the Academic Requirements Review Committee.
4. The student's permanent record will be annotated in such a way that all work remains legible ensuring a true and complete academic history.
5. Columbia College will honor similar policies of accredited colleges and universities, but other transfer institutions may reject academic renewal action.
6. The student must submit a request for Academic Renewal Evaluation to Admissions and Records. Forms are available in the Admissions and Records office.

#### 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 the Admissions and Records Office for specific procedures.

#### Conditions

To be admitted to Independent Study, a student must:

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

#### Limitations

The following limitations apply to Independent Study courses:

1. Registration is restricted to one Independent Study course per semester.
2. An overall maximum of 7 units of credit completed will be allowed for Independent Study.

Students who intend to transfer are advised that Independent Study credit may not fulfill either Major or General Education Breadth Requirements. Students pursuing a degree at Columbia College may use Independent Study credits for partial fulfillment of major requirements.

#### Credit/No Credit Grading (CR/NC)

- 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. (*California Administrative Code, Title 5, Section 55752*)
- 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 (Credit) 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 GRADING ONLY*.

- CR (Credit) units are accepted toward completion of the general education requirements for the Associate Degree.
- CR/NC units are NOT computed in determining a student's grade point average at Columbia.
- Units attempted for which NC is recorded are counted in determining progress probation and progress dismissal.
- The maximum number of credit (CR) semester units, earned under the *CR/NC GRADING* option, that may be counted toward the Associate Degree is fourteen (14).
- Courses offered for *CR/NC GRADING ONLY* are EXCLUDED from the maximum of fourteen units counted toward the Associate Degree.
- For courses allowing a letter grade or *CR/NC GRADING* option, the student is limited to enrollment in one course per semester. For courses designated as *CR/NC GRADING ONLY* 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 Academic Requirements Review Committee.

#### 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:

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

#### Conditions and Limitations

Only Columbia College courses may be challenged by examination. A maximum of 12 units may be earned by Credit by Examination. In accordance with Title V, Regulation #55753, units earned through Credit by Examination may not be counted in the 12 units in residence required for a degree. Credit granted by examination at accredited colleges will be accepted;

such credit will be included in the maximum allowed by examination. The following are the conditions and limitations:

1. The following courses shall be excluded from credit by examination:
  - a. Precollegiate level courses
  - b. Basic Skills courses
  - c. Laboratory courses
  - d. Activity courses
2. Credit by Examination courses must be awarded a letter grade (A, B, C, D, F) except for courses that have only Credit/ No Credit grades (CR/NC).
3. A student may not repeat a course taken by examination.
4. A student may not take a course for examination that has already been taken for a grade.
5. A student may not take a course by examination if that student has already completed a more advanced course in the subject matter unless approved by the Academic Requirements Review Committee.
6. Courses taken through Credit by Examination may not be counted as meeting the residence requirement for a degree.
7. Courses taken through Credit by Examination may not be considered as part of the student's program for enrollment verification purposes.
8. A student taking a course by examination will be charged the regularly established enrollment fee per unit.
9. A student may not take more than one course by examination per semester.
10. A student may not earn more than 12 units of academic credit through Credit by Examination.

#### Eligibility

1. A student must be registered in at least one other Columbia College credit course for a minimum of three units during the semester when another course is being taken by examination.
2. A student must have completed at least 12 units of previous course work at Columbia College with a cumulative grade point average of 2.0.

#### Procedure

Please contact the Admissions and Records Office for the form and procedural information.

#### Advanced Placement Credit

Columbia College accepts Advanced Placement Credit. If potential students pass the appropriate Advanced Placement test with a score of three (3) or better, they will receive credit for the following courses at Columbia College:

Biology 2  
Chemistry 1A  
English 1A, 1B  
History 16 & 17  
Mathematics 18A (Score of 3 or better on Calculus AB test)  
Mathematics 18A & 18B (Score of 3 or better on Calculus - BC test)

Music 20A & 20B  
Physics 5A (Score of 4 or better on "Mechanics" section of Physics C test)  
Physics 5A & 5B (Score of 4 or better on "Mechanics" and "Electricity and Magnetism" sections of Physics C test)

Political Science 10  
Psychology 1

To receive Advanced Placement (AP) credit at Columbia College, students should submit to our Admissions and Records Office proof of AP test results. Credit will be granted after the student has registered.

Please note that four year college AP policies vary from campus to campus. Students should check with the campus of their choice for more specific information.

#### 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 PE 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.

#### Academic Requirements Review Committee

A petition process is available to a student through the Academic Requirements Review Committee. Should there be a question regarding course waivers, challenge of course prerequisites, course corequisites, substitution, transfer equivalencies or exceptions to academic standards, students may petition for review to this committee. Contact the Coordinator of Admissions and Records for procedures.

#### 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.

## 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  
I  
CR  
NC  
IP } Not included in computing grade point average but may be used in determining progress probation and dismissal.

## Grade Point Average

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

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

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

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

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

The result in this example is a GPA of 2.50.

Units for which a grade of "W," "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.

## 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 cumulative 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 students. An I.D. is required to pick up grades. Upon receipt of a signed 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 above.

## 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 under contractual agreements:

- 1) Meet with a counselor once a month.
- 2) Turn in a progress report to their counselor once a month with signatures of all instructors.
- 3) Enroll and complete either the College Success class, Guidance 7, or College Survival class, Guidance 100, or other appropriate course as recommended by the counselor.
- 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 by contractual agreement:

1. Meet with a counselor once a month.
2. Turn in a progress report to his/her counselor once a month with signatures of all instructors.
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, or other appropriate course as recommended by the counselor.

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 may be re-admitted by special petition. They will be notified to make an appointment with a counselor for program review and possible adjustment.

## Progress Probation and Dismissal

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

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

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

## 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. Failure to do so may result in "F" grades recorded on the student's transcript.

## Educational Expenses

The enrollment fee for California residents attending Columbia College is \$13 per unit. 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 for fee waivers are available in the Financial Aid office and should be completed 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      | \$ 364           | \$ 364    | \$ 364     |
| Books/Supplies/Fees | 650              | 650       | 650        |
| Meals/Housing       | 1,700            | 3,700     | 3,800      |
| Personal            | 900              | 1,200     | 1,200      |
| Transportation      | 500              | 400       | 650        |
| Totals              | \$4,114          | \$6,314   | \$6,664    |

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

Due to administrative cost of processing refunds, no refunds will be made if the amount is \$10.00 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:** For short-term classes contact the Admissions and Records Office for deadline dates.

## 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

## STUDENT FEE INFORMATION - EFFECTIVE FALL SEMESTER, 1995

(Fees subject to change)

| FEES   | AMOUNT   | APPLIES TO:  | EXEMPTIONS/WAIVERS  |
|--|--|--|---|
| **Enrollment Fee                                   | \$13 per Unit<br>No Maximum  | Credit Students  | Apprentice Enrollees BOGW Qualified<br>Baccalaureate Degree or Higher   |
| Health Service Fee                                 | \$10 per Semester<br>\$7.50 Summer<br><br>15¢ per Class Hour<br>(included in class fee)<br>\$10 per Semester | Credit Students<br><br>Fee-funded classes<br><br>Comm. participants<br>Community Education<br>Non-Credit classes | BOGW Qualified, Out-of-District<br>Depend on Prayer for Healing      Apprentice<br>Class length less than 16 hrs.<br>Closed enrollment classes<br><br>Out-of-District<br>Short-term Classes (one day)<br>Depend on Prayer for Healing   |
| Parking Fee  | \$1.00 a day<br>\$1.00 a day or<br>\$20 a Semester   | Non-student Drivers<br>Student Drivers   | Disabled Persons with Placard from DMV<br>Non-Divers      Off Campus Classes  |
| Non-Resident Tuition                               | \$114 per Unit<br>plus enrollment fee of<br>\$13 per Unit**  | Non-residents/foreign<br>students  | Residents   |
| *Student Center Fee                                | \$1.00 per Unit to<br>Maximum \$10 per year  | Credit Students  | BOGW A Recipients      Closed Enrollment classes<br>Class length less than 16 hrs.      Apprentice<br>Community Education &<br>Professional Development<br>Non-Credit Students  |
| Community Participant Fee                          | \$15.00 per Unit   | Specific activity classes<br>for persons who have<br>exhausted registration<br>in unit section                   |   |
| Community Education<br>(fully fee-funded<br>class) | Class stated fee   | Anyone who registers   |   |
| Differential Fee                                   | \$50 per Unit  | Those holding BA/BS<br>degree or higher  | AFDC      SSI      SSP      Dislocated Worker<br>Low income as defined by BOGW standards<br>Displaced Homemaker      Non-Residents<br>General Assistance<br>Financial need in excess of the fee<br>Public safety employees and volunteers<br>enrolled in courses required to fulfill a state<br>mandated training requirement<br>Dependents of certain deceased or disabled<br>veterans |
| Student I.D.                                       | No charge per<br>semester of continuous<br>enrollment<br>\$2.50 Duplicate I.D.                               | All Credit Classes<br>Non-Credit on campus<br>classes  |   |
| Student Activities                                 | \$5.00 per semester<br>\$2.00 for Summer   | Optional<br>Optional   |   |
| Student Representation                             | \$1.00 per Semester  | Optional   |   |

*Note: Materials fees may be assessed for certain classes in order to enhance the learning process and provide convenient access to learning aids.*

\*Non-refundable (exception - classes cancelled by the college)

\*\*Subject to change based on state mandates

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.

### 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.

### Student Code of Conduct

Columbia College under the Yosemite Community College District Board Policy (C5007) has specified those standards of student behavior which it considers essential to its educational mission and its community life. These regulations are designed to represent reasonable standards of conduct. The Student Code of Conduct governs the behavior of students and guests on campus and at College sponsored activities. Violations of the codes may subject individuals to disciplinary action, which complies with the requirements of due process.

The following violations, for which students are subject to College discipline, include, but are not limited to:

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 other authorized activities.
4. Physical or verbal 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.
  - a. The Drug-Free Schools & Communities Act Amendments of 1980 require learning institutions to implement drug prevention programs.
  - b. There are physical and psychological health risks associated with drug and alcohol use, including, but not limited to, exhaustion, decreased immunity, depression and decreased coordination. Columbia College Health Services offer education and information on drug abuse and can refer students to community agencies for counseling and rehabilitation.
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. Smoking in non-designated areas.
14. Disorderly conduct or lewd, indecent, or obscene conduct on College owned or controlled property or at College sponsored or College supervised functions.

### Disciplinary Action

Violators of the Student Code of Conduct are subject to the following types of disciplinary action, which will be administered by appropriate College personnel.

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. **Instructor Removal** — The instructor may remove a student from his or her class for the day of the misconduct and the next class meeting.
3. **Disciplinary Probation** — Formal disciplinary action resulting in any one or all of the following:
  - a. Removal from any Associated Student's organization office held.
  - b. Revocation of the privilege of participating in College and/or student sponsored activities.
4. **Disciplinary 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 period of time. There shall be two classes of suspensions:

- a. "summary suspension" is to protect the school from the immediate possibility of disorder or threat to the safety of all students.
  - b. "disciplinary suspension" serves as a penalty against the student as a result of the failure of his or her conduct to meet the standards expected by the College.
5. **Expulsion** — Formal action taken by Yosemite Community College District terminating a student's privilege to attend the colleges of the District for disciplinary reasons.

### Appeals

1. The student must notify, by phone or in writing, the Vice President of Student Services, within 24 hours of the notification of Findings and Disposition, if he/she plans to appeal the decision.
2. The student shall have five (5) days from the date he/she receives notice of the decision to file an appeal with the Vice President of Student Services. Appeal forms are available in the office of the Vice President of Student Services.
3. The student must submit a concise statement based on new evidence or procedural error in interpretation of the evidence to the President of the College.
4. The student shall receive notice of the determination of the President of the College within ten (10) days. The decision of the President shall be final.

The following are not subject to appeal:

- a. Short-term suspension of five school days or less, and lesser sanctions.
- b. Short-term removal by a College instructor.
- c. Disciplinary probation for a period of one year or less.

### Smoking on Campus

Columbia College has designated specific smoking areas on campus. Designated smoking areas are available in the vicinity of all campus buildings.

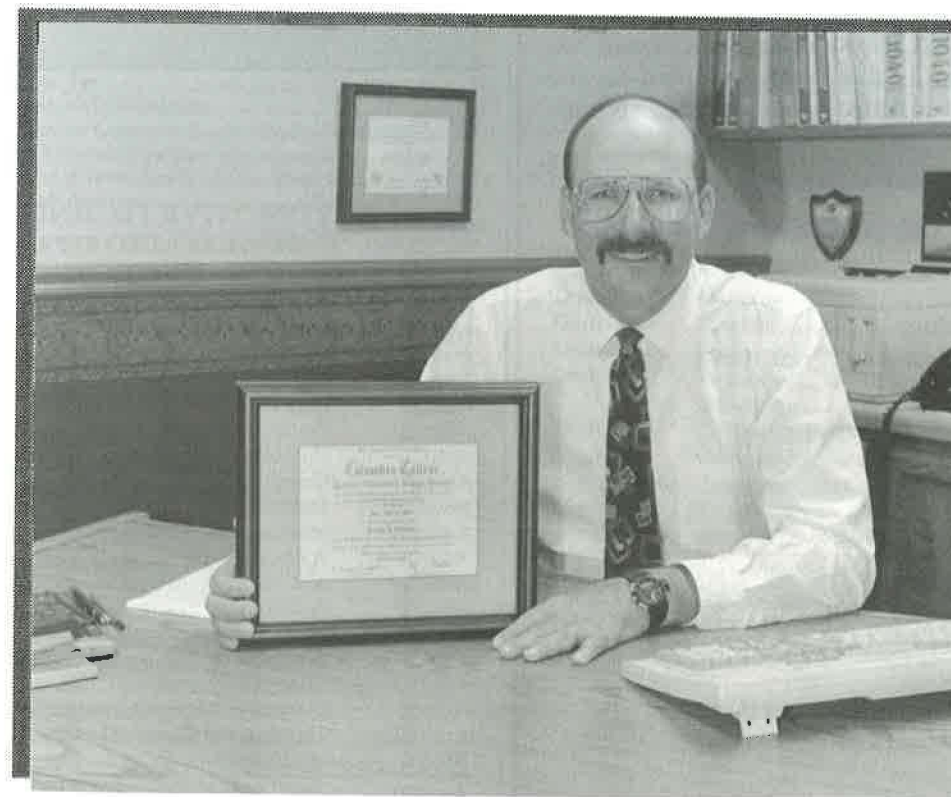
Due to the high fire danger during much of the year, College policy restricts smoking activity to limited areas on campus. Smoking is prohibited: in all buildings, on all pathways, within 10 feet of the entrance and exit of any building, and in all eating areas.

### Substance Abuse Policy

College policy prohibits illegal use, possession, manufacture or distribution of controlled substances on the Columbia College campus.

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

# CERTIFICATES



### Edited Statement from Ron Roberson

*"While I attended high school, I never considered college. After graduation I joined my family's plumbing business, but after five years, I decided that construction work was not for me.*

*After much thought, I took my first class at Columbia College. My history teacher's encouragement and enthusiasm helped me to successfully complete that class and to focus my goals.*

*I made my decision to pursue my two year college degree, and with help from my counselor and my teachers I had an Associate in Science Degree with a Business emphasis.*

*My two years at Columbia College gave me confidence to further pursue my education. Small classes with teachers who cared helped make a really big difference for me. I transferred to Cal State Sacramento, where I received a B.S. Degree in business and accounting.*

*After graduation I was hired by a "Big Eight" accounting firm, Deloitte, Haskins, and Sells. Such positions are highly regarded by accounting graduates and competition is fierce. The confidence that was built while I attended Columbia was a great help all along the way.*

*After three years with Deloitte, I returned to Tuolumne County where I joined Hohne, Hohne and Roberson as a partner. Since I have returned home, I occasionally teach classes at Columbia, where I still enjoy spending my time and working with students."*

**CERTIFICATES OF ACHIEVEMENT**

Certificate programs are designed to prepare vocational students for employment. Requirements of each certificate have been determined by the faculty offering the program with the help of their advisory committees.

For students entering Columbia College for the first time in Fall, 1995, the following certificate requirements are valid through the 1998-99 academic year. A student taking more than four (4) years of continuous attendance to complete may only use certificate requirements in effect up to four (4) years prior to the date of completion.

In order to qualify for a certificate, a student must complete all courses listed in the certificate, with a grade of "C" or better. Credit (CR) grades are not accepted. No more than 30 percent of the courses required for the certificate may be fulfilled with parallel courses completed at other accredited institutions.

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

Certificates of Achievement are offered in the following disciplines:

- Automotive Technology
  - Engine Repair and Engine Performance
  - General Auto Repair
- Business Administration
  - Accounting
  - Management
  - Retailing
- Child Development
- Civil Drafting Technology
- Computer Science
  - Applied Computer Studies
  - Computer Science
  - Geographic Information Systems (GIS)
- Emergency Medical Services
- Fire Technology
- Forestry Technology
- Hospitality Management
  - Culinary Arts
  - Food Service Technology
  - Hotel Management
- Human Services
- Natural Resources
  - Watershed Management Technology
- Natural Resources Technology
- Office Technology
  - Administrative Assistant
  - General Office Clerk
  - Information Processing
  - Legal Office
  - Medical Office
  - Medical Transcription
- Real Estate
- Teacher Aide

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

**COMPLETION OF CERTIFICATE**

In order to receive a Certificate of Achievement, students must complete a Petition for Certificate in the Admissions and Records Office during the semester in which they are fulfilling the certificate requirements. Consult the Academic Calendar for filing deadline dates.

**AUTOMOTIVE TECHNOLOGY  
GENERAL AUTO REPAIR**

| REQUIRED COURSE:                        | UNITS |
|---|-------|
| Auto 1 Introduction to Auto Technology  | 3     |
| Auto 3 Preventive Maintenance           | 1     |
| Auto 15 Engine Performance Electrics    | 2     |
| Auto 16 Engine Rebuilding               | 6     |
| Auto 17 Carburetion Systems             | 1     |
| Auto 18 Emission Control                | 2     |
| Auto 19 Gasoline Engine Tune-up         | 3     |
| Auto 20 Computerized Engine Control     | 3     |
| Auto 25 Electronic Fuel Injection       | 1     |
| Auto 30 Manual Transmission Rebuilding  | 1     |
| Auto 34 Axles and Drive Lines           | 1     |
| Auto 36 Automatic Transmission - (GM)   | 2     |
| Auto 40 Automotive Braking Systems      | 3     |
| Auto 44 Front End Alignment             | 2     |
| Auto 50A Electrical Theory              | 3     |
| Auto 50B Charging Systems               | 2     |
| Auto 50C Starting and Ignition Systems  | 2     |
| Auto 50D Lighting and Chassis Electrics | 1     |
| Auto 62 Air Conditioning                | 2     |
| Auto 70 Practical Laboratory            | 1-2   |
| or                                      |       |
| Auto 97 Work Experience                 | 2     |

TOTAL REQUIRED UNITS 42-43

**AUTOMOTIVE TECHNOLOGY  
ENGINE REPAIR & ENGINE PERFORMANCE**

| REQUIRED COURSES:                      | UNITS |
|--|-------|
| Auto 1 Introduction to Auto Technology | 3     |
| Auto 15 Engine Performance Electrics   | 2     |
| Auto 16 Engine Rebuilding              | 6     |
| Auto 17 Carburetion Systems            | 1     |
| Auto 18 Emission Control               | 2     |
| Auto 19 Gasoline Engine Tune-up        | 3     |
| Auto 20 Computerized Engine Control    | 3     |
| Auto 25 Electronic Fuel Injection      | 1     |

TOTAL REQUIRED UNITS 21

**BUSINESS ADMINISTRATION  
ACCOUNTING**

| REQUIRED COURSES:                                    | UNITS |
|--|-------|
| Busad 1A Principles of Accounting and                | 4     |
| Busad 1B Principles of Accounting                    | 4     |
| or   |       |
| Busad 161A Small Business Accounting* and            | 4     |
| Busad 161B Small Business Accounting                 | 4     |
| Six (6) Units Required from Computerized Accounting: |       |
| Cmpsc 31 Computerized Acct. (Peachtree)              | 2     |
| Cmpsc 32 Computerized Acct. (One Write Plus)         | 2     |
| Cmpsc 33 Computerized Acct. (Quicken)                | 2     |
| Cmpsc 34 Computerized Acct. (Dac Easy)               | 2     |
| Cmpsc 35 Computerized Acct. (Quick Books)            | 2     |
| Cmpsc 36 Computerized Acct. (Pacioli)                | 2     |
| Busad 18A Commercial Law                             | 3     |
| Busad 18B Commercial Law                             | 3     |
| Busad 20 Principles of Business                      | 3     |
| Busad 97 Work Experience                             | 2-4   |
| Busad 151 Finance and Investments                    | 3     |
| Busad 159 Income Tax                                 | 2     |
| Busad 163 Business Mathematics                       | 3     |
| Cmpsc 1 Computer Concepts & Information Systems      | 3     |
| Cmpsc 3 MS DOS and Windows Management                | 3     |
| Cmpsc 30 Financial Worksheets on Computers           | 3     |
| Cmpsc 137 Payroll Accounting                         | 3     |

TOTAL REQUIRED UNITS 45-47

**BUSINESS ADMINISTRATION  
MANAGEMENT**

| REQUIRED COURSES:                               | UNITS |
|---|-------|
| Busad 1A Principles of Accounting and           | 4     |
| Busad 1B Principles of Accounting               | 4     |
| or  |       |
| Busad 161A Small Business Accounting* and       | 4     |
| Busad 161B Small Business Accounting            | 4     |
| Busad 18A Commercial Law                        | 3     |
| Busad 18B Commercial Law                        | 3     |
| Busad 20 Principles of Business                 | 3     |
| Busad 24 Human Relations in Organizations       | 3     |
| Busad 30 Principles of Marketing                | 3     |
| Busad 40 Principles of Management               | 3     |
| Busad 150 Small Business Management             | 3     |
| Busad 163 Business Mathematics                  | 3     |
| Cmpsc 1 Computer Concepts & Information Systems | 3     |
| Econ 10 Principles of Economics                 | 4     |
| Econ 11 Principles of Economics                 | 4     |

TOTAL REQUIRED UNITS 43

RECOMMENDED OPTIONAL COURSE:

|                          |           |
|--------------------------|-----------|
| Busad 97 Work Experience | Minimum 4 |
|--------------------------|-----------|

**BUSINESS ADMINISTRATION  
RETAILING**

| REQUIRED COURSES:                               | UNITS |
|---|-------|
| Busad 18A Commercial Law                        | 3     |
| Busad 20 Principles of Business                 | 3     |
| Busad 24 Human Relations in Organizations       | 3     |
| Busad 30 Principles of Marketing                | 3     |
| Busad 124 Retail Sales and Advertising          | 3     |
| Busad 160 Basic Accounting                      | 4     |
| or  |       |
| Busad 161A Small Business Accounting            | 4     |
| Busad 161B Small Business Accounting            | 4     |
| Busad 163 Business Mathematics                  | 3     |
| Cmpsc 1 Computer Concepts & Information Systems | 3     |
| Econ 10 Principles of Economics                 | 4     |
| Oftec 25 Business Communications                | 3     |

TOTAL REQUIRED UNITS 36

RECOMMENDED OPTIONAL COURSES:

|                                   |           |
|-----------------------------------|-----------|
| Busad 40 Principles of Management | 3         |
| Busad 97 Work Experience          | Minimum 4 |

**CHILD DEVELOPMENT**

| REQUIRED COURSES:                                 | UNITS |
|---|-------|
| Child 1 Principles of Child Development           | 3     |
| Child 3 Practices in Child Development            | 3     |
| Child 5 Child Nutrition                           | 2     |
| Child 7 Child Health and Safety                   | 2     |
| Child 10 Creative Activities in the Arts          | 1.5   |
| Child 11 Creative Activities in Science and Math  | 1.5   |
| Child 15 Observation and Participation            | 3     |
| Child 22 Child, Family, Community                 | 3     |
| Child 30 Child Care/Nursery School Administration | 3     |
| Child 18 Special Needs Children                   | 3     |
| or  |       |
| Child 25 Infant/Toddler Care                      | 3     |
| or  |       |
| Child 27 School Age Children                      | 3     |

TOTAL REQUIRED UNITS 25

**CIVIL DRAFTING TECHNOLOGY**

| REQUIRED COURSES:  | UNITS |
|--|-------|
| Draft 20A Mapping  | 3     |
| Draft 20B Planning   | 3     |
| Draft 30A Structural Concretes and Piping                      | 3     |
| Draft 30B Weldments, Structural and Light Gage Steel Detailing | 3     |
| Draft 50A Computer Assisted Drafting I                         | 3     |
| Draft 50B Computer Assisted Drafting II                        | 3     |
| Eng 151 Preparation for College Composition                    | 3     |
| Math 8 Trigonometry  | 3     |
| and two (2) of the following courses:                          |       |
| Fortc 153 Surveying Techniques                                 | 3     |
| Natre 1 Environmental Conservation                             | 3     |
| Nartc 160 Aerial Photo and Map Interpretation                  | 2     |

TOTAL REQUIRED UNITS 29-30

**COMPUTER SCIENCE**

| REQUIRED COURSES:                               | UNITS |
|---|-------|
| Cmpsc 1 Computer Concepts & Information Systems | 3     |
| Cmpsc 3 MS DOS and Windows Management           | 3     |
| Cmpsc 8 Novell Network Management               | 2     |
| Cmpsc 9 UNIX Operating System                   | 2     |
| Cmpsc 20 C Language Programming                 | 3     |
| Cmpsc 26 Advanced Computer Programming          | 3     |
| Cmpsc 40 Assembly Language Programming          | 3     |
| Cmpsc 55 Data Base Management                   | 3     |
| Cmpsc 6 BASIC Programming                       | 3     |
| or  |       |
| Cmpsc 12 Pascal Programming                     | 3     |
| or  |       |
| Cmpsc 14 FORTRAN Programming                    | 3     |
| Math 8 Trigonometry                             | 3     |
| Math 10 College Algebra                         | 3     |
| Math 12 Finite Mathematics                      | 3     |

TOTAL REQUIRED UNITS 34

\* Busad 160 may be substituted for Busad 161A

COMPUTER SCIENCE  
APPLIED COMPUTER STUDIES

Table with 3 columns: Course Name, Description, Units. Includes courses like Cmpsc 1 Computer Concepts & Information Systems, Cmpsc 3 MS DOS and Windows Management, etc.

TOTAL REQUIRED UNITS 32

RECOMMENDED OPTIONAL COURSES:

Table with 3 columns: Course Name, Description, Units. Includes Busad 163 Business Mathematics, Cmpsc 6 BASIC Programming, etc.

COMPUTER SCIENCE

GEOGRAPHIC INFORMATION SYSTEMS

Table with 3 columns: Course Name, Description, Units. Includes Cmpsc 1 Computer Concepts & Information Systems, Cmpsc 3 MS DOS and Windows Management, etc.

TOTAL REQUIRED UNITS 38-41

RECOMMENDED OPTIONAL COURSES:

Table with 3 columns: Course Name, Description, Units. Includes Busad 97 Work Experience (AutoCAD or GIS), Cmpsc 6 BASIC Programming, etc.

EMERGENCY MEDICAL SERVICES

Table with 3 columns: Course Name, Description, Units. Includes Biol 10 Intro to Human Anatomy, EMS 3 Emergency Medical Technician Training, etc.

TOTAL REQUIRED UNITS 12

FIRE TECHNOLOGY

Table with 3 columns: Course Name, Description, Units. Includes EMS 3 Emergency Medical Technician Training, Fire 101A Firefighter I Academy, etc.

TOTAL REQUIRED UNITS 18

FORESTRY TECHNOLOGY

Table with 3 columns: Course Name, Description, Units. Includes Fores 1 Introduction to Professional Forestry, Fores 10 Dendrology, Fortc 153 Forest Surveying Techniques, etc.

TOTAL REQUIRED UNITS 40

RECOMMENDED OPTIONAL COURSES:

Table with 3 columns: Course Name, Description, Units. Includes Oftec 100 Keyboarding, Oftec 110 Basic Typing Applications.

HOSPITALITY MANAGEMENT  
CULINARY ARTS

Table with 3 columns: Course Name, Description, Units. Includes Hpmgt 101 Introduction to Hospitality Industry, Hpmgt 103 Marketing of Hospitality Services, etc.

TOTAL REQUIRED UNITS 29

COURSE PREREQUISITES INCLUDE:

Hpmgt 131A, 133A, 133B, and 135A

TOTAL REQUIRED UNITS WITH PREREQUISITES 41

HOSPITALITY MANAGEMENT  
FOOD SERVICE TECHNOLOGY

Table with 3 columns: Course Name, Description, Units. Includes Hpmgt 101 Introduction to Hospitality Industry, Hpmgt 130 Food Service Management, etc.

TOTAL REQUIRED UNITS 24

HOSPITALITY MANAGEMENT  
HOTEL MANAGEMENT

Table with 3 columns: Course Name, Description, Units. Includes Hpmgt 101 Introduction to Hospitality Industry, Hpmgt 103 Marketing of Hospitality Services, etc.

TOTAL REQUIRED UNITS 16.5

RECOMMENDED OPTIONAL COURSES:

Table with 3 columns: Course Name, Description, Units. Includes Busad 1A Principles of Accounting and, Busad 1B Principles of Accounting, etc.

HUMAN SERVICES

Table with 3 columns: Course Name, Description, Units. Includes Child 1 Principles of Child Development, Child 22 Child, Family, Community, etc.

TOTAL REQUIRED UNITS 29-31

NATURAL RESOURCES  
WATERSHED MANAGEMENT TECHNOLOGY

Table with 3 columns: Course Name, Description, Units. Includes Cmpsc 1 Computer Concepts & Information Systems, Esc 5 Physical Geology, Geogr 15 Physical Geography, etc.

Plus Option A or Option B

OPTION A

Table with 3 columns: Course Name, Description, Units. Includes Draft 50A Computer Assisted Drafting I, Cmpsc 60 GIS-ArcCAD.

OPTION B

Table with 3 columns: Course Name, Description, Units. Includes Cmpsc 70 Intro to Raster-Based GIS, Cmpsc 75 GIS Analysis in Resource Management.

TOTAL REQUIRED UNITS 31-32

NATURAL RESOURCES TECHNOLOGY

Table with 3 columns: Course Name, Description, Units. Includes Natre 1 Environmental Conservation, Natre 9 Parks and Forests Law Enforcement, etc.

Table with 3 columns: Course Name, Description, Units. Includes Eng 151 Preparation for College Composition, Higher level English.

Higher level English

Table with 3 columns: Course Name, Description, Units. Includes Fire 7 Wildland Fire Control, Fores 1 Introduction to Professional Forestry, etc.

TOTAL REQUIRED UNITS 40

RECOMMENDED OPTIONAL COURSES:

Table with 3 columns: Course Name, Description, Units. Includes Oftec 100 Keyboarding, Oftec 110 Basic Typing Applications.

OFFICE TECHNOLOGY  
CORE COURSES REQUIRED

Table with 3 columns: Course Name, Description, Units. Includes Oftec 1 Records Management, Oftec 5 Electronic Printing Calculators, etc.

TOTAL REQUIRED UNITS 29

**OFFICE TECHNOLOGY  
ADMINISTRATIVE ASSISTANT**

| REQUIRED COURSES:           |                                     | UNITS     |
|-----------------------------|-------------------------------------|-----------|
| Oftec                       | Core Courses (pg. 41)               | 29        |
| Oftec 41                    | Intermediate Word Processing        | 3         |
| Oftec 42                    | Desktop Publishing with WordPerfect | 3         |
| Oftec 97                    | Work Experience                     | 1         |
| Cmpsc 30                    | Financial Worksheets on Computers   | 3         |
| <b>TOTAL REQUIRED UNITS</b> |                                     | <b>39</b> |

**OFFICE TECHNOLOGY  
GENERAL OFFICE CLERK**

| REQUIRED COURSES:           |                                   | UNITS     |
|-----------------------------|-----------------------------------|-----------|
| Oftec                       | Core Courses (pg. 41)             | 29        |
| Oftec 41                    | Intermediate Word Processing      | 3         |
| Busad 1A                    | Principles of Accounting          | 4         |
|                             | or                                |           |
| Busad 160                   | Basic Accounting                  | 4         |
|                             | or                                |           |
| Busad 161A                  | Small Business Accounting I       | 4         |
| Cmpsc 30                    | Financial Worksheets on Computers | 3         |
| Cmpsc 137                   | Payroll Accounting                | 3         |
| <b>TOTAL REQUIRED UNITS</b> |                                   | <b>42</b> |

**OFFICE TECHNOLOGY  
INFORMATION PROCESSING**

| REQUIRED COURSES:           |   | UNITS     |
|-----------------------------|---|-----------|
| Oftec 20                    | Machine Transcription                   | 2         |
| Oftec 25                    | Business Communications                 | 3         |
| Oftec 40                    | Beginning Word Processing               | 2         |
| Oftec 41                    | Intermediate Word Processing            | 3         |
| Oftec 42                    | Desktop Publishing with WordPerfect     | 3         |
| Oftec 120                   | Intermediate Typing                     | 3         |
| Oftec 130                   | Business English                        | 3         |
| Busad 20                    | Principles of Business                  | 3         |
| Busad 160                   | Basic Accounting                        | 4         |
|                             | or                                      |           |
| Busad 161A                  | Small Business Accounting I             | 4         |
| Cmpsc 1                     | Computer Concepts & Information Systems | 3         |
| Cmpsc 3                     | MS DOS and Windows Management           | 3         |
| Cmpsc 30                    | Financial Worksheets on Computers       | 3         |
| Cmpsc 55                    | Data Base Management                    | 3         |
| <b>TOTAL REQUIRED UNITS</b> |   | <b>38</b> |

**OFFICE TECHNOLOGY  
LEGAL OFFICE**

| REQUIRED COURSES:           |                                 | UNITS     |
|-----------------------------|---------------------------------|-----------|
| Oftec                       | Core Courses (pg. 41)           | 29        |
| Oftec 41                    | Intermediate Word Processing    | 3         |
| Oftec 60*                   | Legal Transcription/Terminology | 2         |
| Oftec 62                    | Legal Office Procedures         | 3         |
| Oftec 97                    | Work Experience                 | 1         |
| Busad 18A                   | Commercial Law                  | 3         |
| Busad 18B                   | Commercial Law                  | 3         |
| <b>TOTAL REQUIRED UNITS</b> |                                 | <b>44</b> |

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

**OFFICE TECHNOLOGY  
MEDICAL OFFICE**

| REQUIRED COURSES:           |                                 | UNITS     |
|-----------------------------|---------------------------------|-----------|
| Oftec                       | Core Courses (pg. 41)           | 29        |
| Oftec 50                    | Medical Terminology             | 3         |
| Oftec 52                    | Medical Insurance               | 3         |
| Oftec 53A*                  | Beginning Medical Transcription | 2         |
| <b>TOTAL REQUIRED UNITS</b> |                                 | <b>37</b> |

*\*Must earn at least a letter grade of "C" in Oftec 20 before enrolling in Oftec 53A.*

**OFFICE TECHNOLOGY  
MEDICAL TRANSCRIPTION**

| REQUIRED COURSES:           |   | UNITS     |
|-----------------------------|---|-----------|
| Oftec 40                    | Beginning Word Processing               | 2         |
| Oftec 41                    | Intermediate Word Processing            | 3         |
| Oftec 50                    | Medical Terminology                     | 3         |
| Oftec 53A                   | Beginning Medical Transcription         | 2         |
| Oftec 53B                   | Beginning Medical Transcription         | 2         |
| Oftec 54                    | Radiology Transcription                 | 1         |
| Oftec 55                    | Cardiology Transcription                | 1         |
| Oftec 56                    | Orthopedic Transcription                | 1         |
| Oftec 57                    | Gastroenterology Transcription          | 1         |
| Oftec 58                    | Pathology Transcription                 | 1         |
| Oftec 120                   | Intermediate Typing                     | 3         |
| Oftec 130                   | Business English                        | 3         |
| Cmpsc 1                     | Computer Concepts & Information Systems | 3         |
| <b>TOTAL REQUIRED UNITS</b> |   | <b>26</b> |

**REAL ESTATE**

| REQUIRED COURSES:           |                              | UNITS     |
|-----------------------------|------------------------------|-----------|
| Rlest 1                     | Principles of Real Estate    | 3         |
| Rlest 5                     | Real Estate Practice         | 3         |
| Rlest 10                    | Legal Aspects of Real Estate | 3         |
| Rlest 15                    | Real Estate Finance          | 3         |
| Rlest 20                    | Real Estate Appraisal        | 3         |
| Rlest 25                    | Real Estate Economics        | 3         |
| Busad 20                    | Principles of Business       | 3         |
| Busad 163                   | Business Mathematics         | 3         |
| <b>TOTAL REQUIRED UNITS</b> |                              | <b>24</b> |

**TEACHER AIDE**

| REQUIRED COURSES:           |   | UNITS     |
|-----------------------------|---|-----------|
| Child 1                     | Principles of Child Development         | 3         |
| Child 10                    | Creative Activities in the Arts         | 1.5       |
| Child 11                    | Creative Activities in Science and Math | 1.5       |
| Child 22                    | Child, Family, and Community            | 3         |
| Child 27                    | School Age Children                     | 3         |
| T-Aid 97                    | Work Experience as a Teacher Aide       | 1         |
| T-Aid 155                   | Teacher Aide Training                   | 3         |
| <b>TOTAL REQUIRED UNITS</b> |   | <b>16</b> |

# 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 degree applicable semester units from courses numbered 1-199, of which 12 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 48-54. All courses in the major must be completed with a "C" or better. Credit (CR) grades are not accepted. More than one Associate Degree may be awarded to a student who completes all applicable requirements as listed above plus 12 extra units (72 or more total semester units). A course may only be used to meet the requirements for 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 46 and 47. 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 transfer to a CSU campus. CSU/UC transfer students should refer to pages 54-59 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:

Eng 1A, Reading and Composition: Beginning  
Busad 163, Business Mathematics,  
Math 100B, Beginning Algebra: 2nd half, or

Math 101, Beginning Algebra or any mathematics course of a higher level than Beginning Algebra. They may also be met through completion of a challenge examination with a grade of "C" or better.

6. **INSTITUTIONAL REQUIREMENT:** Two Health & Human Performance 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 1995, and are valid through the 1998-99 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. (*See pages 46 and 47 for specific Associate Degree General Education Requirements.*)
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 CSU 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. It is strongly recommended that students see a counselor the semester prior to the term they graduate to review their progress toward fulfilling all requirements.

### 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 46-47, 54-58, 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 the catalog of the college to which student plans to transfer. Transfer requirements vary from campus to campus within both CSU and UC systems. You may be required to complete 60 transferable units in order to attain full junior status upon transfer. Contact a counselor for specific requirements relative to your transfer choice.
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 46 and 47. 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 transfer to a CSU campus. CSU/UC transfer students should refer to pages 54-59 for further information.

### SUPPLEMENTARY NOTES

1. Transfer students also have the option of completing the INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) instead of the General Education requirements listed here. Completion of IGETC will permit a student to transfer to either a CSU or UC campus without the need, after transfer, to take additional lower-division general education university requirements. See the current catalog (*pages 60 and 61*) and a counselor for assistance.
2. Nine (9) upper division General Education units or more must be taken at CSU to graduate. Additional upper division English courses may be required for graduation.





## GENERAL EDUCATION BREADTH REQUIREMENTS for

|   |   |   |
|---|---|---|
| <b>FOR AA/AS GRADUATION:</b><br>Three courses required: one each from A.1, A.2, A.3.  | <b>SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:</b><br><b>AREA A. COMMUNICATION AND CRITICAL THINKING:</b><br><b>A.1. Oral Communication</b><br>SPCH 1, Fundamentals of Speech (3)<br><b>A.2. Written Communication</b><br>ENG 1A, Reading and Composition: Beginning (3)<br><b>A.3. Critical Thinking</b><br>* ENG 1B, Reading and Composition: Advanced (3)<br>ENG 1C, Critical Reasoning and Writing (3)<br>SPCH 2, Argumentation (3)<br>* <i>English 1B may be used to satisfy either Area A.3 or C.2 but not both.</i>   | <b>FOR CSU TRANSFER:</b><br>Three courses required: one each from A.1, A.2, A.3.<br>A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements.                        |
| <b>FOR AA/AS GRADUATION:</b><br>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: BUSAD 163, Business Mathematics (3), MATH 100B, Beginning Algebra: Second Half (2), MATH 101, Beginning Algebra (4), or any higher mathematics course. | <b>AREA B. THE PHYSICAL UNIVERSE, ITS LIFE FORMS AND MATHEMATICAL CONCEPTS:</b><br><b>B.1 Physical Sciences:</b><br>CHEM 1A, General Chemistry (5), (lab course)<br>CHEM 1B, General Chemistry (5), (lab course)<br>CHEM 10, Fundamentals of Chemistry (4), (lab course)<br>CHEM 20, Conceptual Chemistry (3)<br>ESC 5, Physical Geology (4), (lab course)<br>ESC 30, Global Tectonic Geology (3)<br>ESC 40, Descriptive Astronomy (3)<br>ESC 45, Astronomy Laboratory (1), (lab course)<br>GEOGR 15, Physical Geography (3)<br>PHYCS 1, Conceptual Physics (3)<br>PHYCS 5A, General Physics I (5), (lab course)<br>PHYCS 5B, General Physics II (5), (lab course)<br><b>B.2 Biological Sciences:</b><br>BIOL 2, Principles of Biology (4), (lab course)<br>BIOL 4, Principles of Animal Biology (4), (lab course)<br>BIOL 6, Principles of Plant Biology (4), (lab course)<br>BIOL 10, Introductory to Human Anatomy (4), (lab course)<br>BIOL 17, Fundamentals of Biology (4), (lab course)<br>BIOL 60, Introduction to Human Physiology (4), (lab course)<br>BIOL 65, Microbiology (4), (lab course)<br><b>B.3 Mathematical Concepts, Quantitative Reasoning, and Applications:</b><br>MATH 2, Elements of Statistics (3)<br>MATH 6, Math for Liberal Arts Students (3)<br>MATH 8, Trigonometry (3)<br>MATH 10, College Algebra (3)<br>MATH 12, Finite Mathematics (3)<br>MATH 16, Precalculus (4)<br>MATH 18A, Calculus with Analytic Geometry (4)<br>MATH 18B, Calculus with Analytic Geometry (4)<br>MATH 18C, Vector and Multivariate Calculus (4) | <b>FOR CSU TRANSFER:</b><br>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.  |
| <b>FOR AA/AS GRADUATION:</b><br>Two courses required: one from C.1, and one from C.2.   | <b>AREA C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE:</b><br><b>C.1 Arts (Art, Dance, Drama, Music):</b><br>ART 11, History of Art: Ancient and Medieval (3)<br>ART 12, History of Art: Renaissance, Baroque, Modern (3)<br>DRAMA 10, Introduction to the Theatre (3)<br>DRAMA 20, Oral Expression and Interpretation (3)<br>DRAMA 42, Acting Fundamentals (3)<br>MUSIC 2, Introduction to Music (3)<br>MUSIC 10, Survey of Music History & Literature: Ancient to 1750 (3)<br>MUSIC 11, Survey of Music History & Literature: 1750 to present (3)<br>MUSIC 12, Survey of Jazz and Popular Music (3)<br>H-HP 20, Dance Survey (2)<br>H-HP 27, Choreography (3)   | <b>FOR CSU TRANSFER:</b><br>Three courses required: one from C.1, one from C.2 and one from C.1 or C.2.<br>A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements. |

46 See pages 44-45 for additional information on Graduation Requirements and page 45 for additional CSU graduation requirements.

## COLUMBIA COLLEGE AA/AS GRADUATION & TRANSFER to C.S.U.

|   |  |   |
|---|--|---|
| <b>FOR AA/AS GRADUATION:</b><br>Two courses required: one from C.1, and one from C.2.   | <b>SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:</b><br><b>AREA C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE (cont.):</b><br><b>C.2 Literature, Philosophy and Foreign Language:</b><br>* ENG 1B, Reading and Composition: Advanced (3)<br>ENG 11, Film Appreciation (3)<br>ENG 17, Literature of the United States (3)<br>ENG 18, Literature of the United States (3)<br>ENG 46, Survey of English Literature (3)<br>ENG 47, Survey of English Literature (3)<br>ENG 49, California Literature (3)<br>ENG 50, Introduction to Shakespeare (3)<br>HUMAN 1, Old World Culture (3)<br>HUMAN 2, Modern Culture (3)<br>HUMAN 3, World Culture (3)<br>PHILO 1, Introduction to Philosophy (3)<br>PHILO 25, Twentieth Century Philosophy (3)<br>SPAN 1A, Spanish: Beginning (4)<br>SPAN 1B, Spanish: Beginning (4)<br>SPAN 2A, Spanish: Intermediate (4)<br>SPAN 2B, Spanish: Intermediate (4)<br>* <i>English 1B may be used to satisfy either Area A.3 or C.2 but not both.</i>  | <b>FOR CSU TRANSFER:</b><br>Three courses required: one from C.1, one from C.2 and one from C.1 or C.2.<br>A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements. |
| <b>FOR AA/AS GRADUATION:</b><br>Two courses required: one from either D.1 or D.2, and one from D.3. Also acceptable in D.2: HIST 55, The American Frontier (3). | <b>AREA D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR:</b><br><b>D.1 General Social Sciences:</b><br>ANTHR 1, Physical Anthropology (3)<br>ECON 10, Principles of Economics: Macro-Economics (4)<br>ECON 11, Principles of Economics: Micro-Economics (4)<br>POLSC 12, American Political Thought (3)<br>POLSC 14, International Relations (3)<br>PSYCH 1, General Psychology (3)<br>SOCIO 1, Introduction to Sociology (3)<br>SOCIO 2, American Society: Social Problems & Deviance (3)<br><b>D.2 Civilization and Culture:</b><br>ANTHR 2, Cultural Anthropology (3)<br>ANTHR 15, Indians of North America (3)<br>GEOGR 12, Cultural Geography (3)<br>GEOGR 18, World Regional Geography (3)<br>HIST 13, World Civilizations: to 1650 (3)<br>HIST 14, World Civilizations: 1650 to Present (3)<br>HIST 20, African-American History (3)<br><b>D.3 United States History and Government:</b><br>HIST 16, United States: to 1877 (3)<br>HIST 17, United States: 1877 to Present (3)<br>POLSC 10, Constitutional Government (3) | <b>FOR CSU TRANSFER:</b><br>Four courses required: one each from D.1 and D.2, and two from D.3., including HIST 16 or 17 and POLSC 10. (Refer to Supplementary note 4 on page 44 for more information about D.3.).                            |
| <b>FOR AA/AS GRADUATION:</b><br>**Required: One course in E. Also acceptable in E: H-HP 6A, Lifetime Fitness Program I (1-3).                                   | <b>AREA E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT:</b><br>GUIDE 1, Career/Life Planning (3)<br>H-HP 60, Health and Fitness Education (3)<br>PSYCH 30, Personal and Social Adjustment (3)<br>SOCSC 40, Human Sexual Behavior (3)   | <b>FOR CSU TRANSFER:</b><br>Required: one course in E. Also acceptable in E: H-HP 6A, Lifetime Fitness Program I (1-3) and/or H-HP 6B, Lifetime Fitness Program II (1-2). Three units minimum.  |

\*\*Two Health and Human Performance activity courses are required for graduation. (See Institutional Requirement under Graduation Requirements.)







**SOCIAL SCIENCE  
EMPHASIS IN PSYCHOLOGY**

| ACCEPTABLE COURSES WITHIN MAJOR:   | REQUIRED<br>UNITS          |
|--|----------------------------|
| A. Nine (9) units required from this section   | 9                          |
| A1. Six (6) units required from this section<br>Psych 1 General Psychology (3)<br>Psych 2 Current Issues in Psychology (3)   |                            |
| A2. Three (3) units required from this section<br>Psych 30 Personal/Social Adjustment (3)  |                            |
| B. Three (3) units required from this section  | 3                          |
| Geogr 12 Cultural Geography (3)<br>Hist 13 World Civilization: to 1650 (3)<br>Hist 14 World Civilization: 1650 to Present (3)<br>Hist 16 United States: to 1877 (3)<br>Hist 17 United States: 1877 to Present (3)        |                            |
| C. Three to six (3-6) units required from this section   | 3-6                        |
| Biol 17 Fundamentals of Biology (4)<br>Biol 60 Introduction to Human Physiology (4)<br>Chem 10 Fundamentals of Chemistry (4)<br>Phys 1 Conceptual Physics (3)  |                            |
| D. Three to six (3-6) units required from this section   | 3-6                        |
| Anthr 1 Physical Anthropology (3)<br>Anthr 2 Cultural Anthropology (3)<br>Child 1 Principles of Child Development (3)<br>Socio 1 Introduction to Sociology (3)<br>Socio 2 American Society: Social Problems/Deviance (3) |                            |
|  | TOTAL REQUIRED UNITS 18-24 |

**SOCIAL SCIENCE  
EMPHASIS IN SOCIOLOGY**

| ACCEPTABLE COURSES WITHIN MAJOR:   | REQUIRED<br>UNITS       |
|--|-------------------------|
| A. Nine (9) units required from this section   | 9                       |
| Socio 1 Introduction to Sociology (3)<br>Socio 2 American Society: Social Problems/Deviance (3)<br>Socio 12 Sociology of the Family (3)<br>Socio 28 Death and Dying (3)  |                         |
| B. Six (6) units required from this section  | 6                       |
| Anthr 1 Physical Anthropology (3)<br>Anthr 2 Cultural Anthropology (3)<br>Psych 1 General Psychology (3)<br>Psych 2 Current Issues in Psychology (3)<br>Psych 30 Personal/Social Adjustment (3)  |                         |
| C. Three (3) units required from this section  | 3                       |
| Econ 10 Principles of Economics (4)<br>Econ 11 Principles of Economics (4)<br>Polsc 10 Constitutional Government (3)   |                         |
| D. Three (3) units required from this section  | 3                       |
| Geogr 12 Cultural Geography (3)<br>Geogr 15 Physical Geography (3)<br>Hist 13 World Civilization: to 1650 (3)<br>Hist 14 World Civilization: 1650 to Present (3)<br>Hist 16 United States: to 1877 (3)<br>Hist 17 United States: 1877 to Present (3) |                         |
|  | TOTAL REQUIRED UNITS 21 |

**TRANSFER MAJOR**

| ACCEPTABLE COURSES WITHIN MAJOR:  | REQUIRED<br>UNITS       |
|---|-------------------------|
| A. Eighteen (18) units required   | 18                      |
| This major may be fulfilled by satisfactory completion of a minimum of 18 units taken at Columbia College that meet the lower division prerequisites for any major at the institution to which the student plans to transfer. |                         |
| B. Each student must also complete the Columbia College AA or AS graduation requirements and other requirements as listed on pages 46 and 47 of this catalog.   |                         |
| C. Transfer students are encouraged to complete the appropriate transfer general education pattern for the transfer institution.*   |                         |
|   | TOTAL REQUIRED UNITS 18 |

Note: 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 four year Liberal Studies major should consult a counselor for additional information.

**LOWER DIVISION TRANSFER REQUIREMENTS**

**FOR CALIFORNIA FOUR-YEAR COLLEGES & UNIVERSITIES**  
Students should consult the catalog of the college for which they have catalog rights and 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 CSU and UC 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  
(CSU) TRANSFER INFORMATION**

The California State University system (CSU) 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 Maritime Academy*  
*California State University, Monterey Bay*  
*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*

**CSU 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:

- You will meet the freshman admission requirements (*courses and tests scores*) in effect for the term to which you are applying. (*See Admissions Application: "Freshmen Requirements" section*)
- 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.
- You were eligible as a freshman at the time of high school graduation except for the subject requirements, have made up the missing subjects at a high school or college, and have been in continuous attendance in an accredited college since high school graduation.
- You have completed at least 56 transferable semester (*84 quarter*) units and meet the requirements listed below based on your high school graduation date. Nonresidents must have a 2.4 grade point average or better. *Full junior status requires 60 transferable semester units.*

Applicants who graduated from high school 1988 or later:

- You have completed all subject requirements in effect when you graduated high school (*you can use both high school and college course work*) OR

You have completed at least 30 semester units of college course work with a grade of C or better in each course to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 units must include all of the general education requirements in communication in the English language and critical thinking (*at least 9 semester units*) and the requirement in mathematics/quantitative reasoning (*usually 3 semester units*) OR the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

Applicants who graduated from high school prior to 1988:

- You have completed 4 years high school English and 2 years high school math, with grades C or better OR

You have completed a baccalaureate course with a grade of C or better that meets the general education requirement in written communication and a course with a grade of C or better that meets the general education requirement in mathematics/quantitative reasoning OR the Intersegmental General Education Transfer Curriculum (IGETC)

requirements in English composition and mathematical concepts and quantitative reasoning. The course meeting either general education math requirement must be above the level of intermediate algebra.

- A maximum of 70 semester (*105 quarter*) units earned in a community college may generally be transferred to the California State University and applied toward the baccalaureate degree.
- Students transferring with full certification of lower division 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 CSU General Education Breadth Requirements (see pgs. 46-47) and the Intersegmental General Education Transfer Curriculum (IGETC, pgs. 60-61) are the two patterns of courses which Columbia College uses to certify that the student has met the required minimum semester units of general education.

**Transcripts** — Request official transcripts be sent directly from all colleges or universities previously attended even if there is no applicable or completed course work. Transcripts must be received in sealed envelopes from each institution attended. You should keep personal copies of all transcripts and test scores for academic advising sessions and to complete the admission application.

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 if admissibility cannot be determined by the college or university transcripts.

**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 Assessment Test (SAT I) 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 dates for the SAT I or ACT are available from high school or college counselors or from a CSU campus testing office. Or you may write to or call:

**The College Board (SAT I),**  
Registration Unit, P.O. Box 592, Princeton, N.J. 08541  
(609) 771-7588

**American College Testing Program (ACT),**  
Registration Unit, P.O. Box 168, Iowa City, IA 52240  
(319) 337-1270

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

**Required Placement Tests** — The CSU requires new students to be tested in English *Placement Test—EPT* and mathematics (*Entry Level Mathematics Test—ELM*) as soon as possible after they are admitted. These are not admission tests but determine eligibility to enroll in specific courses. Completion of specified English and mathematics courses taken at the community college level may exempt you from these tests.

**Immunization** — All new and readmitted students born after January 1, 1957, will be notified of the requirement to present proof of measles and rubella immunizations. This is not an admission requirement, but is required of students by the beginning of their second term of enrollment in CSU. Proof of measles and rubella immunizations is also required for certain groups of enrolled students who have increased exposure to these diseases.

**Health Screening** — Students admitted to California Maritime Academy will be required to have a complete physical examination prior to entry to determine qualifications for a merchant marine license. Cal Maritime will provide the necessary physical examination form.

**Educational Opportunity Program (EOP) Admission Requirements** — Each CSU campus has an Educational Opportunity Program for low-income 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, you must so indicate on 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. Submission of an EOP application which results in ineligibility will delay processing of your application for regular admission.

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 an EOPS counselor at Columbia College.

**International (Foreign) Student Admission Requirements** — The CSU must assess the academic preparation of foreign applicants. For this purpose, "foreign students" include those who hold U.S. visas as students, exchange visitors, or other non-immigrant classifications.

The CSU issues separate requirements and application filing dates in the admission of foreign students. Veri-



fication of English proficiency (see the TOEFL section on this page), financial resources, and academic performance are all important considerations. Official academic records from foreign institutions must be on file at least eight weeks before registration for the first term and, if not written in English, must be accompanied by certified English translations. Priority for admission is given to California residents.

**Selection of Major** — The majors offered at each campus are listed in the back of the CSU 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, some campuses accept students who are uncertain about their major (undeclared). We encourage you to use this category if you are unsure about what field to pursue. There are advising and information resources available on each campus to help you select an appropriate major.

**Choice of Campus** — The CSU application allows you to designate the CSU campus of your choice and an alternate campus to which your application will be forwarded in the event your first choice campus cannot accommodate you. When designating an alternate campus, be sure that your major or alternate major is offered at that campus.

The CSU accepts most applications at the first choice campus in the first choice major during the initial filing period (the first month). Most campuses consider applications for an alternate major before forwarding the application to the alternate campus. When designating an alternate campus, you should be certain that the major or alternate major is offered and not impacted at the alternate campus (see *Impacted Programs*) and the alternate campus is still accepting applications. It is not possible for your application to be redirected to impacted campuses and programs.

It is generally unnecessary to file more than one application to CSU during the initial filing period; however see the following section on **Impacted Programs**. During periods of high demand and limited resources, some campuses may not accept applications for winter, spring or summer terms.

If you choose to apply to more than one CSU campus photocopies of your original application may be used provided each copy has an original signature. Be sure, however, to make appropriate changes to campus and major items (1, 3, and 10a, b).

The CSU assigns highest 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.

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.

**Impacted Programs** - The CSU designates programs as impacted when more applications are received in the first month of the filing period than can be accommodated. Some majors are impacted at every campus where they are offered; others may be impacted only at some campuses. *Applicants to impacted majors must file an application for admission during the first month of the filing period and will be subject to supplementary admission criteria.* If you apply by mail, the postmark will be used to determine if you filed in the first month. Priority for admission to impacted programs is given to California residents.

If you wish to be considered in impacted majors at two or more campuses, you must file an application to each. The CSU announces each fall the majors that are impacted and the supplementary criteria required by the campuses. That announcement is published in the *CSU Review* distributed to high school and college counselors. Information about the supplementary criteria is also sent to program applicants.

In 1994-95, several programs were impacted at every CSU campus offering the programs. If you apply to one of these programs and are not accommodated, you can be redirected only in an alternate major that is not impacted.

*The CSU expects that most of the programs currently impacted will continue to be impacted. Please see your counselor for the latest information.*

If you are applying to California Polytechnic State University, San Luis Obispo, you should do so during the first month of the filing period (November for the fall term) since the campus continues to receive more applications in most fields than it can accommodate. Students filing a paper application will receive an Admissions Supplemental Questionnaire (ASQ) from the campus prior to the campus ASQ deadline. Cal Poly recommends applicants to the campus utilize Cal Poly's electronic application for admission (XAP), which can be obtained from the campus or any California high school or community college counseling center. If you are required to submit either SAT or ACT scores, you should take the test no later than November if applying for fall admission. Please consult with the campus for further information. See the CSU undergraduate admissions application for a list of impacted programs.

Applicants considering the California Maritime Academy should apply during the November initial filing period because of limited openings. Cal Maritime admits students only in the fall of each year.

**Supplementary Admission Criteria** - Supplementary

admission criteria may include overall grade point average and a combination of campus-developed criteria. If you are required to submit scores on either the SAT I or the ACT, you should take the test no later than early December if applying for fall admission or November if applying to San Luis Obispo.

Please consult with any CSU campus Admission or Relations with Schools Office for further information.

## UNIVERSITY OF CALIFORNIA TRANSFER REQUIREMENTS

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 (medical majors only)  
University of California, Santa Barbara  
University of California, Santa Cruz

### Selecting Campuses and Programs of Study

The University encourages you to approach your selection of University campuses and programs carefully. You may be familiar with only one or two of the University's eight general campuses, probably those nearest your home or those mentioned more frequently in the news. However, you should consider the many different educational alternatives and programs offered by all the campuses before you make your selections and complete your application. Each of the eight general campuses offers a full range of undergraduate programs.

For each campus you apply to, you must choose a major and indicate your choice on your application. You may choose the same major at all campuses or a different major at each one. You may also select an alternate major at some campuses, *although there is no guarantee that you will be admitted to the alternate major if you are denied admission to your first choice.*

You may apply to some schools or colleges at all of the campuses using the Undeclared, Undecided or Exploratory (at Davis) major option if you have not yet decided on an area of study. The University encourages you to apply as Undeclared (or Exploratory) rather than indicate a major that does not interest you. If you wish to apply as Undeclared, check with the campus(es) first because the options available to Undeclared majors vary from campus to campus. If you apply for one major and later request a change to another, campuses will make every effort to honor your request but there is no guarantee. When making your selections, keep in

mind that some campuses and programs are highly competitive and can accept only a limited number of students each year. The University encourages you to apply to additional campuses that interest you to increase your chance of being admitted to one of your choices.

### Undergraduate Programs

The undergraduate programs offered by each campus, and the concentrations available within these programs, are listed in the admissions application.

All campuses offer the general courses required for admission to professional schools in the health sciences, business, and law. The University does not offer formal professional majors, however some campuses offer special undergraduate programs that include all the professional school prerequisites.

If you have any questions about academic programs, contact the Admissions or Relations with Schools Office at the campus you wish to attend.

### 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. Do 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 UC transferable, that satisfy University and college requirements, and that fulfill admission, lower division general education 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. UC will not grant unit credit toward graduation for course work completed in excess of 70 lower division transferrable semester units. (See also UC Transferable Course Agreement on page 59 and the Intersegmental General Education Transfer Curriculum (IGETC) on pages 60 and 61). The University publishes a booklet especially for transfer applicants called *Answers for Transfers*. It is available in the Career/Transfer Center on campus.

**Minimum Eligibility Requirements for Transfer to UC:** 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 described in the UC publication *Introducing the University* and some campus catalogs may be found in the Career/Transfer Center. 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 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 a minimum of 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. (A student is encouraged to complete 60 units for full junior status and the best chance for admission.)
- 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 language other than English. 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 and intermediate algebra, and geometry). The course may be a non-transferable two-semester or three-quarter unit course in trigonometry; or a transferable mathematics course that employs the topics of intermediate algebra, or a transferable statistics course that has intermediate algebra as a prerequisite.

### Nonresidents

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

## 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, Career/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-F92        |
| CAN BIOL 4                     | BIOL 4, Principles of Animal Biology | S90-S94        |
| CAN BIOL 6                     | BIOL 6, Principles of Plant Biology  | S90-S94        |
| CAN CHEM 2                     | CHEM 1A, General Chemistry           | S90            |
| CAN CHEM 4                     | CHEM 1B, General Chemistry           | S90            |
| CAN CSCI 4                     | CMPSC 14, FORTRAN Programming        | F94            |
| CAN CSCI 6                     | CMPSC 6, BASIC Programming           | F94            |
| CAN CSCI 12                    | CMPSC 12, Pascal Programming         | F94            |
| CAN ECON 2                     | ECON 10, Principles of Economics     | S90            |
| CAN ECON 4                     | ECON 11, Principles of Economics     | S90            |
| CAN GEOG 4                     | GEOGR 12, Cultural Geography         | F94            |
| CAN GOVT 2                     | POLSC 10, Constitutional Government  | S90            |
| CAN PHIL 2                     | PHILO 1, Introduction to Philosophy  | F94            |
| 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 preparation. The TAA should be written at least one year prior (completion of about 30 transferable units) 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 (TCA)

The Transferable Course Agreement is currently under review. Please contact a counselor or the Transfer Center staff for the revised list once it becomes available.

### INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 1995-96

Full completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to satisfy campus lower-division general education requirements.

*It should be noted that completion of the IGETC is not a requirement for transfer to CSU or UC, nor is it the*



only way to fulfill the lower-division, general education requirements of these systems prior to transfer. The IGETC is an alternative General Education Pattern for transfer to the UC or CSU system. Depending upon the major and/or the campus of choice, some students may be better served by taking courses which

fulfill the CSU General Education/Breadth requirements listed on pages 46 and 47 of this catalog or those listed in the CSU or UC campus catalog to which they plan to transfer. Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option to be advantageous. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus.

The course requirements for *all areas must be fully completed with a grade of "C" or better before the IGETC can be certified.* A student must request an IGETC Certification from the Admissions and Records Office. Certification will be sent after the last semester is completed at Columbia College.

#### AREA 1 — ENGLISH COMMUNICATION

CSU — 3 courses required, one from each group below  
UC — 2 courses required, one each from group A and B below

##### Group A: English Composition

1 course, 3 semester / 4-5 quarter units  
English 1A

##### Group B: Critical Thinking/English Composition

1 course, 3 semester / 4-5 quarter units  
English 1C

##### Group C: Oral Communication (CSU only)

1 course, 3 semester / 4-5 quarter units  
Speech 1

#### AREA 2 — MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

1 course, 3 semester / 4-5 quarter units  
Mathematics 2, 6, 10, 12, 16, 18A, 18B, 18C

#### AREA 3 — ARTS AND HUMANITIES

At least three courses, with at least one from the Arts and one from the Humanities, 9 semester / 12-15 quarter units

##### Arts:

Art 11, 12  
Music 2, 10, 11, 12

##### Humanities:

English 11, 17, 18, 46, 47, 49, 50  
Humanities 1, 2  
Philosophy 1, 25  
Span 2A, 2B

#### AREA 4 — SOCIAL AND BEHAVIORAL SCIENCES

At least 3 courses from at least two disciplines or interdisciplinary sequence, 9 semester / 12-15 quarter units

Anthropology 1, 2, 15

Economics 10, 11  
Geography 12, 18  
History 13, 14, 16\*, 17\*  
Political Science 10\*, 12, 14  
Psychology 1  
Social Science 40  
Sociology 1, 2

#### AREA 5 — PHYSICAL AND BIOLOGICAL SCIENCES

At least two courses, one from Physical Sciences and one from Biological Sciences; at least one must include a laboratory (indicated by "L" in parentheses), 7-9 semester / 9-12 quarter units

##### Physical Sciences:

Chemistry 1A (L), 1B (L), 10 (L)\*\*, 20\*\*  
Earth Science 5 (L), 30, 40, 45 (L)  
Geography 15  
Physics 1\*\*, 5A (L), 5B (L)

##### Biological Sciences:

Biology 2(L)\*\*, 4(L), 6(L)\*\*, 10 (L), 17(L)\*\* (formerly Biol 18 & 19) 60 (L), 65 (L)

#### LANGUAGE OTHER THAN ENGLISH

(UC Requirement Only)

Complete two years of the same foreign language of high school level work with a grade of "C" or better OR earn a score of 3 or higher on the Foreign Language Advanced Placement Test, OR score 550 or higher on the College Board Achievement Test in Foreign Language OR complete 4 semester or 5 quarter units from the course below.

Spanish 1B

U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS (CSU Graduation Requirement Only - Not part of IGETC; may be completed prior to transfer)

At least two courses, one course from Group A and one course from Group B, 6 semester units.

##### Group A:

Political Science 10\*

##### Group B:

History 16\*, 17\*

**Note: Courses used to meet this requirement may not also be used to satisfy requirements for IGETC in AREA 4.**

- \* Courses designated with an asterisk may be counted in one area only.  
\*\* Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.  
(L) Designates course with a laboratory.



# COURSE DESCRIPTIONS



## COURSE INFORMATION

### Numbering of Courses

1 to 99 are designated baccalaureate level courses.

94 are designated Honors courses. (See below)

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 public and private two and four year colleges and universities. Please ask your counselor or the Career/Transfer Center Technician for information related to agreements which identify courses that will transfer and those that meet lower-division preparation for the major.

### 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

(UC/CSU)—Transfer to both systems

(UC under review)

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. Several new courses are under review and should not be considered for transfer until official approval has been received. Check with the Articulation Officer for status of these courses.

### California Articulation Number System (CAN)

Columbia College participates in the California Articulation Number (CAN) System. An explanation of CAN designated courses can be found on page 60.

### 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 fulfill 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 29 for conditions, limitations.) These courses may transfer as electives or other credit as authorized by the transfer school.

### 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.

### 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.

### Honors Program

The Honors Program provides opportunities for students to participate in special course work that will challenge their competencies and bring together the depth and breadth of their acquired knowledge in a focused area of study. All students with at least 24 or more units earned at Columbia College and a cumulative GPA of 3.5 or better must be invited to enroll by written notice.

**ANTHROPOLOGY**

**ANTHR 1 — PHYSICAL ANTHROPOLOGY 3 Units**  
(CAN ANTH 2)

*Skill Level Recommended: Eligibility for Eng 1A*  
*Lecture: 3 hours*

Humankind and our evolutionary history with emphasis on recent developments; primatology; the fossil sequence beginning with prehuman 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 Eng 1A*  
*Lecture: 3 hours*

The study of pre-literate 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: Anthr 1 or Anthr 2 with a grade of "C" or better or consent of instructor.*

*Skill Level Recommended: Eligibility for Eng 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 Eng 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. This course is designed to meet an ethnic studies requirement. (UC/CSU)

**ART**

**ART 1 — BASIC FREEHAND DRAWING 2-3 Units**

*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 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 2-3 Units**

*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 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 2-3 Units**

*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 hours*

Problems in figure drawing working from the undraped model. (UC/CSU)  
*May be repeated one time.*

**ART 9B — LIFE DRAWING: Intermediate 2-3 Units**

*Prerequisite: Art 9A with a grade of "C" or better*  
*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 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)

**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)

**ART 18 — HISTORY OF MODERN ART 3 Units**

*Lecture: 3 hours*

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

**ART 21A — PAINTING: Beginning 2-3 Units**

*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 hours*

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

**ART 21B — PAINTING: Intermediate 2-3 Units**

*Prerequisite: Art 21A with a grade of "C" or better*  
*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 hours*

Continuation of Art 21A with emphasis on personal expression. (UC/CSU)  
*May be repeated two times.*

**ART 23A — WATERCOLOR: Beginning 2-3 Units**

*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 hours*

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

**ART 23B — WATERCOLOR: Intermediate 2-3 Units**

*Prerequisite: Art 23A with a grade of "C" or better*  
*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 hours*

Continuation of Art 23A introducing opaque watercolors and various experimental techniques. (UC/CSU)  
*May be repeated two times.*

**ART 25 — MIXED MEDIA PAINTING 2-3 Units**

*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 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 2-3 Units**

*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 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 2-3 Units**

*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 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 2-3 Units**

*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 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 2-3 Units**

*Recommended: Art 31*  
*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 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 2-3 Units**

*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 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 2-3 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 2-3 Units**

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

*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 hours*

Continuation of Art 50A with emphasis on various sign writing media such as banner writing, real estate signs, truck lettering, show cards, billboards, illustrations, wood routing signs, and concrete signs. (CSU)  
*May be repeated two times.*

**ART 53A — SILKSCREEN PRINTMAKING: Beginning 2-3 Units**

*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 hours*

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

**ART 53B — SILKSCREEN PRINTMAKING: Advanced 2-3 Units**

*Prerequisite: Art 53A with a grade of "C" or better or consent of instructor*

*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 hours*

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

**ART 71 — CERAMIC SCULPTURE: Introductory 2-3 Units**

*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 hours*

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

**ART 72 — CERAMIC SCULPTURE: Advanced 2-3 Units**

*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 hours*

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

**ART 73 — CERAMIC SCULPTURE: Special Problems 2-3 Units**

*Lecture: 1.5-2 hours*  
*Laboratory: 1.5-4 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 Eng 151  
*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 Eng 151  
*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 Eng 151  
*Lecture:* .5-1 hour  
*Laboratory:* 1.5-3 hours  
 An introduction to producing professional quality nature photographs. Field instruction in locations of natural beauty followed by lectures, demonstrations, and critiques. Adjustable 35mm camera or larger utilized. (CSU)  
*Field trips are required.*  
*May be repeated three times.*

**ART 48 — SPECIAL TOPICS IN PHOTOGRAPHY** 1-4 Units

*Prerequisite:* Art 40A or consent of instructor  
*Co-requisite Recommended:* Art 44  
*Skill Level Recommended:* Eligibility for Eng 151  
*Lecture:* .5-2 hours  
*and/or*  
*Laboratory:* 1.5-6 hours  
 Various field and studio-oriented courses limited to particular photographic topics such as slide tape presentations, landscape, architecture, portraiture, nude, small product and still-life, photojournalism, alternative processes and guest lecture forum. (CSU)  
*Field trips may be required.*  
*May be repeated with different topics only.*

**AUTOMOTIVE TECHNOLOGY**

*See Page 38 for Certificate Requirements*

**AUTO 1 — INTRODUCTION TO AUTOMOTIVE TECHNOLOGY** 3 Units

*Lecture:* 3 hours  
 Theory of operation of automobile systems. Fundamentals of math, micrometer, fasteners, shop safety and tools will be covered. (CSU)  
*Offered for Credit/No Credit grading only.*

**AUTO 3 — PREVENTIVE MAINTENANCE** 1 Unit

*Lecture:* .5 hour  
*Laboratory:* 1.5 hours  
 Preventive maintenance procedures with emphasis on lubrication, adjustment and safety inspection as it pertains to the late model automobile. (CSU)

**AUTO 15 — ENGINE PERFORMANCE ELECTRICS** 2 Units

*Lecture:* 2 hours  
 Fundamentals of electricity and circuits and the use of meters, scopes, and other electrical test equipment. (CSU)  
*May be repeated two times.*

**AUTO 16 — ENGINE REBUILDING** 6 Units

*Prerequisite:* Auto 1 with grade of "CR"  
*Lecture:* 3 hours  
*Laboratory:* 9 hours  
 Techniques involved in gasoline engine rebuilding. (CSU)

**AUTO 17 — CARBURETION SYSTEMS** 1 Unit

*Lecture:* .5 hour  
*Laboratory:* 1.5 hours  
 Theory of carburetor circuits, techniques and procedures for overhaul and service of carburetors and related components. (CSU)

**AUTO 18 — EMISSION CONTROL** 2 Units

*Lecture:* 2 hours  
 Installation, operation and repair of automotive pollution control devices. State and federal regulations are also covered. Four gas analyzers will be covered. (CSU)

**AUTO 19 — GASOLINE ENGINE TUNE-UP** 3 Units

*Lecture:* 1.5 hours  
*Laboratory:* 4.5 hours  
 Operation of various solid state ignition systems as well as techniques of engine tune-up. Hand-held meters, oscilloscopes, late model computerized analyzers, and four gas infrared analyzers will be covered. (CSU)

**AUTO 20 — COMPUTERIZED ENGINE CONTROLS (GENERAL MOTORS)** 3 Units

*Lecture:* 1.5 hours  
*Laboratory:* 4.5 hours  
 Operation and diagnosis of domestic computerized engine control systems. (CSU)

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

*Lecture:* 1 hour  
 Operation and diagnosis of domestic throttle body and multi-port fuel injected systems. (CSU)

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

*Lecture:* .5 hour  
*Laboratory:* 1.5 hours  
 Principles and operation of automotive power trains including diagnosis and overhaul of clutches, manual transmission, overdrives, and transfer cases. (CSU)

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

*Prerequisite:* Auto 30 with a grade of "C" or better or consent of instructor  
*Lecture:* .5 hour  
*Laboratory:* 1.5 hours  
 Service, diagnosis, and repair of drivelines, rear axles and third-members, front wheel drive hubs, and 4 x 4 front axles and hubs. (CSU)

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

*Lecture:* 1 hour  
*Laboratory:* 3 hours  
 Practical experience in disassembly and assembly, failure and analysis, trouble-shooting, pressure testing, and automatic transmission rebuilding. (CSU)

**AUTO 40 — AUTOMOTIVE BRAKING SYSTEMS** 3 Units

*Lecture:* 1.5 hours  
*Laboratory:* 4.5 hours  
 Principles of operation and repair of automotive drum, disc, and ABS braking systems including diagnosis and overhaul techniques. (CSU)

**AUTO 44 — FRONT-END ALIGNMENT** 2 Units

*Lecture:* 1 hour  
*Laboratory:* 3 hours  
 Operations of automotive suspensions and steering systems, as well as inspection, diagnosis, part replacement, and alignment procedures. Four wheel alignment and computerized alignment equipment are also covered. (CSU)

**AUTO 50A — ELECTRICAL THEORY** 3 Units

*Lecture:* 3 hours  
 Fundamentals of electricity that apply to all electrical systems. (CSU)  
*May be repeated three times.*

**AUTO 50B — CHARGING SYSTEMS** 2 Units

*Prerequisite:* Auto 50A with a grade of "C" or better or consent of instructor  
*Lecture:* 1 hour  
*Laboratory:* 3 hours  
 Diagnosis and repair of the battery and charging systems. (CSU)

**AUTO 50C — STARTING AND IGNITION SYSTEMS** 2 Units

*Prerequisite:* Auto 50A with a grade of "C" or better or consent of instructor  
*Lecture:* 1 hour  
*Laboratory:* 3 hours  
 Diagnosis and repair of starting systems, magnetos and battery ignition systems. (CSU)

**AUTO 50D — LIGHTING AND CHASSIS ELECTRICS** 1 Unit

*Prerequisite:* Auto 50A with a grade of "C" or better or consent of instructor  
*Lecture:* .5 hour  
*Laboratory:* 1.5 hours  
 Diagnosis and repair of head lamp, stoplight, turn signals, hazard lights, warning lights and gauges, wiper systems, electric seats/windows/tailgates and trailer connections. (CSU)

**AUTO 62 — AIR CONDITIONING** 2 Units

*Lecture:* 1 hour  
*Laboratory:* 3 hours  
 Fundamentals and theory of air conditioning, as well as techniques of service and diagnosis. Recycling freon and handling of hazardous materials are also covered. (CSU)

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

*Prerequisite:* 8 units of Automotive Technology courses or consent of instructor  
*Laboratory:* 3-6 hours  
 Special engine repair projects are assigned to advanced students, with emphasis on speed, accuracy, and work habits. (CSU)  
*May be repeated three times.*

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

*Lecture:* .5-3 hours  
*and/or*  
*Laboratory:* 1.5-3 hours  
 Various topics in auto repair will be covered to meet specific mechanic's needs for in-service training. Emphasis will be placed on special skills pertaining to late model cars. (CSU)  
*May be repeated three times with different topics only.*

**AUTO 97 — WORK EXPERIENCE IN AUTOMOTIVE 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 Auto Technology. The student's employment must be related to educational or occupational goals. (CSU) Offered for Credit/No Credit grading 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 106.*

**BIOLOGY**

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

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

*Skill Level Recommended: Eligibility for Eng 1A and Math 2 Lecture: 3 hours Laboratory: 3 hours*

A principles course with special reference given to molecular and cellular biology. Topics include the chemical basis of life, cells, metabolism, molecular genetics, classical genetics, evolution and ecology. Designed for Life Science and related majors. (UC/CSU) Field trips may be required.

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

*Prerequisite: Biol 2 or Biol 17 with a grade of "C" or better or consent of instructor*

*Skill Level Recommended: Eligibility for Eng 1A and Math 2 Lecture: 3 hours Laboratory: 3 hours*

A general zoology course for students majoring in related biological sciences. A survey of the animal kingdom including embryological, morphological, anatomical and evolutionary relationships of each of the animal groups. Dissection of animals is required. (UC/CSU) Field trips are required.

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

*Prerequisite: Biol 2 or Biol 17 with a grade of "C" or better or consent of instructor*

*Skill Level Recommended: Eligibility for Eng 1A and Math 2 Lecture: 3 hours Laboratory: 3 hours*

A general botany course with emphasis on plant anatomy, morphology, physiology, and systematics of non-vascular, and vascular plants. (UC/CSU) Field trips may be required.

**BIOL 10 — INTRODUCTION TO HUMAN ANATOMY 4 Units**

*Prerequisite: One year of high school biology with a grade of "C" or better or Biol 17 or Biol 2 with a grade of "C" or better or consent of instructor*

*Skill Level Recommended: Eligibility for Eng 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 17 — FUNDAMENTALS OF BIOLOGY 4 Units**

*Skill Level Recommended: Eligibility for Eng 151 and Math 101*

*Lecture: 3 hours Laboratory: 3 hours*

An integrated lecture and laboratory course of study emphasizing the fundamental principles common to all forms of life. The course is a core biology class for transfer students; and AA and AS students at Columbia College. The laboratory makes extensive use of computer simulations as well as experimentation in traditional laboratory. (UC/CSU)

**BIOL 39 — FIELD BIOLOGY 1-2 Units**

*Skill Level Recommended: Eligibility for Eng 151 and Math 101*

*Lecture: 1-2 hours*

A lecture field course in biology to be held in natural surroundings. The study site will vary with the seasons. Natural history, ecology, and biology of the locale will be studied. (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 Chem 10 with a grade of "C" or better or consent of instructor.*

*Skill Level Recommended: Eligibility for Eng 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 Eng 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: Biol 2 or Biol 17 and one year of high school chemistry with a grade of "C" or better or Math 104 with a grade of "C" or better or consent of instructor*

*Skill Level Recommended: Eligibility for Eng 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 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 grading 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 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 grading only. Field trips are required.*

**BUSINESS**

**Business Administration**

*See Page 39 for Certificate Requirements*

**BUSAD 1A — PRINCIPLES OF 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 — PRINCIPLES OF ACCOUNTING 4 Units**

*Prerequisite: Busad 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. (UC/CSU)

**BUSAD 18A — 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 18B — COMMERCIAL LAW 3 Units**

*Prerequisite: Completion of Busad 18A with a grade of "C" or better or consent of instructor*

*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 24 — HUMAN RELATIONS IN ORGANIZATIONS 3 Units**

*(Formerly titled Human Relations in Business)*

*Lecture: 3 hours*

People and their roles in organizations. The nature of organizational relationships; working in groups, recognizing and solving human relations problems. Creating the win-win situation of satisfying individual and organizational objectives. (CSU)

**BUSAD 25 — 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 grading only.*

*\* Credit may be earned for either BUSAD 25 or GUIDE 25, but not both.*

**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 90 — BUSINESS ADMINISTRATION COMPUTER APPLICATIONS LABORATORY 1 Unit**

*Co-requisite: Concurrent enrollment in Busad courses in which lab requirements are assigned.*

*Recommended Skill Level: Cmpsc 1*

*Laboratory: 3 hours*

The Business Administration Computer Applications Labs are scheduled during a variety of hours during each week throughout each semester. The lab provides instruction and assistance with assigned exercises in all types of Business Administration courses. By either acquiring the necessary software or by using programs installed on the network, business students are able to complete projects, homework, practice sets, reports, and generic applications in order to experience a well-rounded business curriculum. (CSU)

*Offered for Credit/No Credit grading only.*

*Students who are business majors may repeat the lab each semester they are enrolled in business courses until they have completed the business program.*

**BUSAD 94A(H) — FINANCIAL ANALYSIS FOR DECISION-MAKING (HONORS) 2 Units**

*Prerequisite: Completion of Busad 1B. Students with at least 24 or more units earned at Columbia College and a cumulative GPA of 3.5 or better must be invited to enroll by written notice.*

*Lecture: 2 hours*

This course serves as a comprehensive exercise that will test a wide variety of competencies learned by completion of the business program. Students will have an opportunity to participate as a business firm in competition with other firms in a simulated industry. The course emphasizes data gathering and interpretation, operations analysis, and decision making. It will include formal presentations, written exercises, and spreadsheet calculations that involve resource allocation and planning. This is an *Honors* course and is so designated in student records. (UC under review) (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 grading 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 Wkexp 96, page 106.*

**BUSAD 124 — RETAIL SALES AND ADVERTISING 3 Units***Lecture: 3 hours*

Fundamental principles and practices of sales with a critical look at the selling process and effective techniques. A study of advertising techniques for overall market promotion including media, budgets, research, and ad layout.

**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 151 — FINANCE AND INVESTMENTS 3 Units**

*Skill Level Recommended: Fundamental understanding of financial accounting*

*Lecture: 3 hours*

A study of financial systems and functions including markets, which funds are traded, institutions which participate in fund flows, and principles and concepts of management for making sound financial and investment decisions.

**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 160 — BASIC ACCOUNTING 4 Units***Lecture: 4 hours*

Basic accounting theory, principles and procedures as related to service and merchandising firms, with emphasis on the sole proprietorship. Double entry accounting, general and special journals/ledgers, worksheets, financial statements, adjustments, accruals and prepaid items, payroll, depreciation, analysis and interpretation of financial statements; completion of the basic accounting cycle.

**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: \*Busad 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 160 with a grade of "C" or better may be used in place of Busad 161A.*

**BUSAD 163 — BUSINESS MATHEMATICS 3 Units**

*Skill Level Recommended: Completion of Skldv 262 or a score of CPT 55/ASSET 33 on assessment exam.*

*Lecture: 3 hours*

After review of mathematical processes, students will apply math skills in business situations that include banking, credit cards, discounts, retailing, payroll, interest, compounding, present value, annuities, sinking funds, revolving credit, home mortgages, financial analysis and ratio interpretation, depreciation, inventory, taxes, insurance, stocks, bonds, business statistics.

**Office Technology**

*See pages 41 and 42 for Certificate Requirements*

**OFTEC 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)

**OFTEC 5 — ELECTRONIC PRINTING CALCULATORS 1 Unit***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)

**OFTEC 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)

**OFTEC 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)

**OFTEC 20 — MACHINE TRANSCRIPTION 2 Units**

*Prerequisite: Oftec 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)

**OFTEC 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)

**OFTEC 30 — OFFICE PROCEDURES 3 Units**

*Prerequisite: Oftec 40 or Oftec 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)

**OFTEC 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.*

**OFTEC 41 — INTERMEDIATE WORD PROCESSING 3 Units**

*Prerequisite: Oftec 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 Technology 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)

**OFTEC 42 — DESKTOP PUBLISHING WITH WORDPERFECT** 3 Units

*Prerequisite:* Oftec 41 with a grade of "C" or better or consent of instructor

Lecture: 1 hour  
Laboratory: 6 hours

Introduction to general desktop publishing features with special emphasis on the advanced document capabilities of WordPerfect. Students will learn to use the graphics and font features of the program to produce attractive newsletters, brochures, flyers, and reports. (CSU)

*May be repeated once using upgraded version of software.*

**OFTEC 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)

**OFTEC 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, Campus and Workers' Compensation. (CSU)

**OFTEC 53A — BEGINNING MEDICAL TRANSCRIPTION** 2 Units

*Prerequisite:* Oftec 20 or equivalent, and Oftec 50 or consent of instructor

Laboratory: 6 hours (Self-paced)

Transcription of authentic physician-dictated reports organized by body systems or medical specialties. Development of accuracy, speed, and medical knowledge for transcription of letters, chart notes, history and physicals, consultations, ER reports, operative reports, discharge summaries, and lab reports. (CSU)

**OFTEC 53B — BEGINNING MEDICAL TRANSCRIPTION** 2 Units

*Prerequisite:* Oftec 53A with a grade of "C" or better or consent of instructor

Laboratory: 6 hours (Self-paced)

Continuation of Office Technology 53A. Transcription of medical reports in specialties of orthopedics, cardiology, pulmonary, OB/GYN, ENT, and neurology. (CSU)

**OFTEC 54 — RADIOLOGY TRANSCRIPTION** 1 Unit

*Prerequisite:* Completion of Oftec 53A and 53B with grades of "C" or better.

*Skill Level Recommended:* Ability to type at a rate of 45 words per minute.

Laboratory: 3 hours (Self-paced)

Familiarization with radiology terminology and transcription of medical reports, including dictation on bones, soft tissue, ultra sound, CT scans, and MRI studies. (CSU)

**OFTEC 55 — CARDIOLOGY TRANSCRIPTION** 1 Unit

*Prerequisite:* Completion of Oftec 53A and 53B with grades of "C" or better.

*Skill Level Recommended:* Ability to type at a rate of 45 words per minute.

Laboratory: 3 hours (Self-paced)

Transcription of cardiology procedures including operative and emergency room reports, discharge summaries, and history and physical examination. Also included are diagnostic procedures such as echocardiograms, treadmill tests, and cardiac catheterizations. (CSU)

**OFTEC 56 — ORTHOPEDIC TRANSCRIPTION** 1 Unit

*Prerequisite:* Completion of Oftec 53A and 53B with grades of "C" or better.

*Skill Level Recommended:* Ability to type at a rate of 45 words per minute.

Laboratory: 3 hours (Self-paced)

Transcription of orthopedic history and physicals, consultations, discharge summaries, and operative reports. (CSU)

**OFTEC 57 — GASTROENTEROLOGY TRANSCRIPTION** 1 Unit

*Prerequisite:* Completion of Oftec 53A and 53B with grades of "C" or better.

*Skill Level Recommended:* Ability to type at a rate of 45 words per minute.

Laboratory: 3 hours (Self-paced)

Transcription of gastroenterology reports including history and physicals, consultations, discharge summaries, emergency room records and operative reports. Includes medical treatments and GI procedures such as endoscopy and cholecystectomy. (CSU)

**OFTEC 58 — PATHOLOGY TRANSCRIPTION** 1 Unit

*Prerequisite:* Completion of Oftec 53A and 53B with grades of "C" or better.

*Skill Level Recommended:* Ability to type at a rate of 45 words per minute.

Laboratory: 3 hours (Self-paced)

Familiarization with pathology terminology. Transcription of gross and microscopic autopsies, microscopic descriptions of tissue specimens and diagnoses. (CSU)

**OFTEC 60 — LEGAL TRANSCRIPTION TERMINOLOGY** 2 Units

*Prerequisite:* Oftec 20 with a grade of "C" or better or consent of instructor

*Skill Level Recommended:* Eligibility for Eng 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)

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

*Prerequisite:* Oftec 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)

**OFTEC 97 — WORK EXPERIENCE IN OFFICE TECHNOLOGY** 1-4 Units

*Prerequisite:* Employment must be approved by Work employment must be related to educational or occupational goals.

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

*Offered for Credit/No Credit grading 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 Wkexp 96, page 106.*

**OFTEC 100 — KEYBOARDING** 1 Unit

Laboratory: 3 hours (Self-paced)

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

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

*Prerequisite:* Oftec 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.

**OFTEC 120 — INTERMEDIATE TYPING** 3 Units

*Prerequisite:* Oftec 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.

**OFTEC 130 — BUSINESS ENGLISH** 3 Units

Lecture: 3 hours

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

**OFTEC 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.*

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

*Prerequisite:* Ability to type by touch

Lecture: 1 hour

Instruction in typing, storing, revising, and printing and other beginning commands for a variety of applications using a word processing program. Designed for non-majors; no previous computer experience is required.

*Offered for Credit/No Credit grading only.*

**OFTEC 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 42 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:* Rlest 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:* Rlest 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:* Rlest 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:* Rlest 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: Rlest 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: Rlest 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 grading 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 Math 10 or equivalent with a grade of "C" or better; or Chem 10 and Math 10, both with a grade of "C" or better or consent of instructor*

*Skill Level Recommended: Eligibility for Eng 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: Chem 1A with a grade of "C" or better or consent of instructor*

*Lecture: 4 hours*

*Laboratory: 3 hours*

Survey of thermodynamics, electrochemistry, nonmetals, qualitative analysis and organic compounds. (UC/CSU)

**CHEM 10 — FUNDAMENTALS OF CHEMISTRY 4 Units**

*Prerequisite: Math 101 with a grade of "C" or better or one year of high school algebra or consent of instructor*

*Skill Level Recommended: Eligibility for Eng 1A and Math 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 — CONCEPTUAL CHEMISTRY 3 Units**

*Skill Level Recommended: Eligibility for Eng 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 39 for Certificate Requirements*

**CHILD 1 — PRINCIPLES OF CHILD DEVELOPMENT 3 Units**

*Skill Level Recommended: Eligibility for Eng 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 15, Child 1 recommended*

*Skill Level Recommended: Eligibility for Eng 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 Eng 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 2 Units**

*Skill Level Recommended: Eligibility for Eng 1A*

*Lecture: 2 hours*

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. Students will be expected to participate in training workshops in pediatric first aid and CPR techniques, which meet the standards of the American Red Cross and American Heart Association. (CSU)

**CHILD 10 — CREATIVE ACTIVITIES IN THE ARTS 1.5 Units**

*(Formerly titled Creative Activities I)*

*Lecture: 1.5 hours*

This course surveys creative activities in the arts for young children. Students actively participate in workshops, exploring a variety of art materials, dance and music, and children's books and storytelling. Working collaboratively, students experience first-hand the value of process not product in creative expression. For parents, teachers and anyone interested in promoting self-esteem through creativity. (CSU)

**CHILD 11 — CREATIVE ACTIVITIES IN SCIENCE AND MATH 1.5 Units**

*(Formerly titled Creative Activities II)*

*Lecture: 1.5 hours*

This course surveys Science and Math experiences for young children using a hands-on approach. Nature activities, block-building, cooking, animal care, carpentry and outdoor play are explored in cooperative projects. Readings and group discussion deepen understanding of fundamental math and science activities for children. For anyone--teachers, parents, recreation leaders--interested in fostering curiosity and exploration in children ages 3-10 years. (CSU)

**CHILD 15 — OBSERVATION AND PARTICIPATIONS 1-3 Units**

*Prerequisite: Completion of or concurrent enrollment in Child 1 or Child 3 or consent of instructor*

*Skill Level Recommended: Eligibility for Eng 1A*

*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*

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 Eng 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; multi-disciplinary teamwork, and active parent involvement. Field observations required. (CSU)

**CHILD 22 — CHILD, FAMILY, COMMUNITY 3 Units**

*Skill Level Recommended: Eligibility for Eng 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 Eng 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 1 recommended*

*Skill Level Recommended: Eligibility for Eng 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 Eng 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 31 — ADVANCED CHILD CARE ADMINISTRATION** 3 Units*Prerequisite: Child 30**Lecture: 3 hours*

An advanced course for directors and lead teachers in child care. Students will learn staff development and leadership techniques. Fiscal, advocacy and current issues will be explored. (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 grading 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 Wkexp 96, page 106.*

**COMPUTER SCIENCE**

*See Pages 39 and 40 for Certificate Requirements*

**CMPS1 — COMPUTER CONCEPTS AND INFORMATION SYSTEMS** 3 Units*Skill Level Recommended: Eligibility for Math 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 3.1, programming, and communications. (UC/CSU)

**CMPS3 — MS DOS AND WINDOWS MANAGEMENT** 3 Units

*Prerequisite: One year of high school algebra or Math 101 with a grade of "C" or better or consent of instructor*

*Lecture: 2 hours**Laboratory: 3 hours*

Introduction to file management using IBM/MS DOS and Windows 3.1. Topics include internal and external DOS commands to manipulate files and file contents on the computer disk. Students will learn concepts of a shell, text editors, batch files, and will practice Windows setup and file handling procedures. (CSU)

**CMPS6 — BASIC PROGRAMMING (CAN CSCI 6)** 3 Units

*Prerequisite: One year high school algebra or Math 101 with a grade of "C" or better or consent of instructor. A high school level computer course or Cmpsc 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, flow-charting, 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, subroutines, modular and top-down program design, and string processing. (UC/CSU)

**CMPS8 — NOVELL NETWORK MANAGEMENT** 2 Units*Prerequisite: Cmpsc 3**Lecture: 1.5 hours**Laboratory: 1.5 hours*

Introduction to routine network management skills on a Novell 3.11 network. Topics include user accounts, trustee rights, groups, mappings, log-in scripts, batch files, printer control and definitions, applications software setup (including Windows 3.1), virus protection, backup procedures, and PC workstation configuration. (CSU)

**CMPS9 — UNIX OPERATING SYSTEM** 2 Units

*Prerequisite: Cmpsc 1 and 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. (CSU)

**CMPS12 — PASCAL PROGRAMMING (CAN CSCI 12)** 3 Units

*Prerequisite: One year high school algebra or Math 101 with a grade of "C" or better; and a high school level computer course or Cmpsc 1 with a grade of "C" or better or consent of instructor*

*Lecture: 2 hours**Laboratory: 3 hours*

Structured programming using 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)

**CMPS14 — FORTRAN PROGRAMMING (CAN CSCI 4)** 3 Units

*Prerequisite: Two years of high school algebra or Math 104 with a grade of "C" or better; and a high school level computer course or Cmpsc 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)

**CMPS20 — C LANGUAGE PROGRAMMING** 3 Units

*Prerequisite: One year high school algebra or Math 100B or Math 101, or Cmpsc 1 or consent of instructor*

*Lecture: 2 hours**Laboratory: 3 hours*

Computer programming and structured program design using the C Language. Topics include language syntax, repeat loops, logical operators, simple arrays, string processing, structures, functions, pointers, and file input/output. (UC/CSU)

**CMPS26 — ADVANCED COMPUTER PROGRAMMING** 3 Units*Prerequisite: Cmpsc 20 or consent of instructor**Lecture: 2 hours**Laboratory: 3 hours*

Advanced study of structured and modular design using the C language. Topics include multidimensional arrays, string processing, data structures, pointers, linked lists, and advanced language syntax, including an introduction to object-oriented programming. (UC/CSU)

**CMPS30 — FINANCIAL WORKSHEETS ON COMPUTERS** 3 Units*(Formerly Busad 2)*

*Prerequisite: A high school level computer course or Cmpsc 1 with a grade of "C" or better or consent of instructor*

*Lecture: 2 hours**Laboratory: 3 hours*

Spreadsheet applications on computers using Lotus 123 v. 2.4 and 3.4 Quatro Pro. Introduction to Excel 4.0 for Windows. Develop spreadsheets for financial statements, what-if analysis, databases, and other ledger-type applications. Use formulas and macros to customize data entry. Combine data between worksheets and link files. (CSU)

**CMPS31 — COMPUTERIZED ACCOUNTING (Peachtree)** 2 Units*(Formerly Busad 3)*

*Prerequisite: Cmpsc 1 and Busad 1A or Busad 161A with a grade of "C" or better, or consent of instructor*

*Lecture: 2 hours*

This course provides the student opportunities to develop competencies using computer application software. This accounting system includes processing general ledgers, accounts payable, accounts receivable, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)

**CMPS32 — COMPUTERIZED ACCOUNTING (One Write Plus)** 2 Units*(Formerly Busad 4)*

*Prerequisite: Cmpsc 1 and Busad 1A or Busad 161A with a grade of "C" or better, or consent of instructor*

*Lecture: 2 hours*

This course provides the student opportunities to develop competencies using computer application software. This accounting system includes processing general ledgers, accounts payable, accounts receivable, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)

**CMPS33 — COMPUTERIZED ACCOUNTING (Quicken)** 2 Units*(Formerly Busad 5)*

*Prerequisite: Cmpsc 1 and Busad 1A or Busad 161A with a grade of "C" or better, or consent of instructor*

*Lecture: 2 hours*

This course provides the student opportunities to develop competencies using computer application software. This accounting system includes processing general ledgers, accounts payable, accounts receivable, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)

**CMPS34 — COMPUTERIZED ACCOUNTING (Dac Easy)** 2 Units*(Formerly Busad 6)*

*Prerequisite: Cmpsc 1 and Busad 1A or Busad 161A with a grade of "C" or better, or consent of instructor*

*Lecture: 2 hours*

This course provides the student opportunities to develop competencies using computer application software. This accounting system includes processing general ledgers, accounts payable, accounts receivable, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)



**CMPC 35 — COMPUTERIZED ACCOUNTING 2 Units**  
(Quick Books)

(Formerly Busad 7)

*Prerequisite: Cmpsc 1 and Busad 1A or Busad 161A with a grade of "C" or better, or consent of instructor**Lecture: 2 hours*

This course provides the student opportunities to develop competencies using computer application software. This accounting system includes processing general ledgers, accounts payable, accounts receivable, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)

**CMPC 36 — COMPUTERIZED ACCOUNTING 2 Units**  
(Pacioli)

(Formerly Busad 8)

*Prerequisite: Cmpsc 1 and Busad 1A or Busad 161A with a grade of "C" or better, or consent of instructor**Lecture: 2 hours*

This course provides the student opportunities to develop competencies using computer application software. This accounting system includes processing general ledgers, accounts payable, accounts receivable, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)

**CMPC 40 — ASSEMBLY LANGUAGE PROGRAMMING 3 Units***Prerequisite: Completion of at least one programming course: Cmpsc 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, execute and debug assembly language programs on IBM computers. (UC/CSU)

**CMPC 55 — DATA BASE MANAGEMENT 3 Units***Prerequisite: Cmpsc 1 with a grade of "C" or better or consent of instructor**Lecture: 2 hours**Laboratory: 3 hours*

Design database applications using Dbase IV, v. 1.5. Types of applications may include data entry and information retrieval techniques for topics related to business accounting, payroll, inventory, checkbook, mailing list, and similar business/home computerized activities. Design screens and write programming for data entry, query and report generation. (CSU)

**CMPC 60 — INTRODUCTION TO GIS - ArcCAD 3 Units***Skill Level Recommended: Completion of Draft 50A or working knowledge of AutoCAD, and Beginning Algebra. Lecture: 3 hours*

Introduction to basic GIS concepts which can support the various GIS software programs currently available. Students will be introduced to the ArcCAD software package as the main vehicle for learning GIS. GIS coverages and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS coverages which will permit specific types of queries. (CSU)

**CMPC 65 — GIS APPLICATIONS 3 Units***Prerequisite: Completion of Cmpsc 60 with a grade of C or better**Lecture: 3 hours*

Introduction to practical applications of GIS software, heads-up digitizing, conversion of data, building annotation coverages. Students will gain hands-on experience working on specific projects under supervision. Assignments will include compiling and submitting project reports. (CSU)  
*May be repeated two times.*

**CMPC 70 — INTRODUCTION TO RASTER-BASED GIS SYSTEMS 3 Units***Lecture: 3 hours*

The course will introduce students to the Geographic Resources Analysis Support System (GRASS), a powerful, UNIX-based public domain raster GIS system developed by the US Corps of Engineers. Fundamental GIS concepts will be discussed. Various functions of raster-based GIS systems will be demonstrated and contrasted to vector-based systems such as Arc-CAD. Students should have some familiarity with maps, UNIX, statistics and Algebra. (CSU)

**CMPC 75 — GIS APPLICATIONS IN RESOURCE MANAGEMENT 3 Units***Prerequisite: Completion of Cmpsc 70 with a grade of "C" or better**Lecture: 3 hours*

Application of GIS to resource management issues such as watershed analysis, ecosystem analysis, recreation planning, and fire planning. Emphasis on remote sensing data and image processing to derive GIS data. (CSU)

**CMPC 137 — PAYROLL ACCOUNTING 3 Units**

(Formerly Busad 157)

*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.

**DRAFTING***See page 39 for Certificate Requirements***DRAFT 10A — BASIC DRAFTING 3 Units***Lecture: 2 hours**Laboratory: 4 hours*

A beginning course in drafting covering tools and equipment, lettering, scales, geometric construction, orthographic projections, sections, dimensions, and auxiliary views. (CSU)

**DRAFT 10B — MACHINE DRAFTING 3 Units***Prerequisite: Draft 10A with a grade of "C" or better or consent of instructor**Lecture: 2 hours**Laboratory: 4 hours*

Continuation of Drafting 10A including pictorial drawing, threads and fasteners, dimensioning, tolerancing, and geometric tolerancing to ANSI Y 14.5 standards. Working machine drawings to include details, assemblies, and pictorials. (CSU)

**DRAFT 20A — MAPPING 3 Units***Prerequisite: Draft 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: Draft 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 30A — STRUCTURAL CONCRETES AND PIPING 3 Units***Prerequisite: Draft 10A or one year of high school drafting or consent of instructor**Lecture: 2 hours**Laboratory: 4 hours*

A course for the preparation and development of detail drawings for poured-in place and precast structural concretes. Included in the course are conventions for detailing of process piping plans. (CSU)

**DRAFT 30B — WELDMENTS, STRUCTURAL AND LIGHT GAGE STEEL DETAILING 3 Units***Prerequisite: Draft 30A or consent of instructor**Lecture: 2 hours**Laboratory: 4 hours*

A basic course in weldments, including processes, types of joints and graphic symbology for detailing welded connectors. Structural steel will include arrangement details and fabrication details. Light gage residential steel will include floor, wall, roof framing, sections and details. (CSU)

**DRAFT 50A — COMPUTER ASSISTED DRAFTING I 3 Units***Prerequisite: Draft 10A or equivalent**Lecture: 2 hours**Laboratory: 3 hours*

Introduction to the use of the computer as a tool for accomplishing basic drafting tasks. Includes topics in the use of layers, blocks, editing and hachures, inserts, attributes, dimensioning, basic three-dimensional applications and system management. (CSU)

**DRAFT 50B — COMPUTER ASSISTED DRAFTING II 3 Units***Lecture: 2 hours**Laboratory: 3 hours*

A detailed lecture/lab exploration of intermediate and advanced uses of AutoCAD Release 12 in the professional design workplace. Topics include customizing the AutoCAD environment, including the digitizer tablet using 3D design and modeling concepts and strategies, accessing external databases, managing documents, creating slide shows, and using file transfers. (CSU)

**DRAMA****DRAMA 10 — INTRODUCTION TO THE THEATRE 3 Units***Lecture: 3 hours*

This course provides an introduction to the art of theatre, surveying the roles of the playwright, the director, the actor, the designers, the producer, the critics and the audience. This course investigates the variety of theatrical styles observed in contemporary theatre, compares live theatre with the electronic forms, and assesses the value of theatre in modern society. This course is designed to promote the student's greater understanding and enjoyment of the theatrical form. (UC under review) (CSU)  
*Field trips will be required.*

**DRAMA 20 — ORAL EXPRESSION AND INTERPRETATION 3 Units***Skill Level Recommended: Eligibility for Eng 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 Eng 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 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 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 makeup 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 Eng 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 Eng 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 Eng 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: Esc 5 or Esc 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 Eng 1A and completion of Beginning Algebra*  
*Lecture: 3 hours*  
 A survey course in astronomy. Topics include history of astronomy, telescopes, solar system, stars, galaxies, origin of universe, and extraterrestrial life. Outside class assignments include one hour per week of computer-assisted learning activity. (See also companion course Esc 45 Astronomy Lab.) (UC/CSU)  
*Field trips may be required.*

**ESC 45 — ASTRONOMY LABORATORY** 1 Unit  
*Prerequisite: Math 101 and previous or concurrent enrollment in Esc 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 Eng 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 Eng 1A*  
*Lecture: 2 hours*  
*Laboratory: 3 hours*  
 The origins of the world's oceans, its structure, composition, and circulation; tides, currents, salinity, density, oceanographic instruments and their use, life in the sea, the interaction of the ocean and the atmosphere, the ocean and modern society. (UC/CSU)

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

**ECONOMICS**

**ECON 10 — PRINCIPLES OF ECONOMICS (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 40 for Certificate Requirements*

**EMS 3 — EMERGENCY MEDICAL TECHNICIAN TRAINING** 6 Units  
*Prerequisite: Completion of EMS 157 or an 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. Both EMT ambulance and non-ambulance training available. Students must have proof of a Hepatitis B vaccination and a current TB skin test to be able to participate in the EMT ambulance training. Upon completion of this course, students are eligible for county/state certification. (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 reacquaint 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 Eng 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 20 — BASIC CARDIOLOGY AND CARDIAC DYSRHYTHMIAS** 3 Units

*Prerequisite: Current EMT certification or LVN or higher certification*

Lecture: 3 hours

An intensive course that details basic cardiac anatomy and physiology, normal vs. abnormal cardiac function, electrocardiogram recognition of cardiac dysrhythmias, and the interventions, including pharmacologic therapy, pertaining to specific dysrhythmias. Designed for the health care professional and the pre-hospital care professional. Serves as an excellent ACLS review and/or prepares student for paramedic training program. Meets requirements for "Monitor Technician" at many health care facilities. (CSU)  
*May be repeated three times.*

**EMS 70 — SPECIAL TOPICS IN EMS** .5-3 Units

Lecture: .5-3 hours  
and/or

Laboratory: .5-3 hours

Various field and classroom courses limited to particular emergency medical services topics, such as Aero-Medical Landing Zone Operations, Multi-Casualty Disaster Management, Crime Scene EMS Operations, blood and airborne pathogen updates, Behavioral Crisis Management, Critical Incident Stress Management, Pediatric Advanced Life Support, Pre-hospital Trauma Life Support, and guest lecture forum. (CSU)

*May be repeated with different topics only.*  
*Field trips may be required.*

**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 EMS. The student's employment must be related to educational or occupational goals. (CSU)

*Offered for Credit/No Credit grading 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 Wkexp 96, page 106.*

**EMS 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 prioritizing of their injuries/illnesses where advanced life support response is delayed.

*Offered for Credit/No Credit grading only*

**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 Eng 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: Eng 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 Eng 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: Eng 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 Eng 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: Eng 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: Eng 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: Eng 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: Eng 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: Eng 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: Eng 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 95 — SERVICE LEARNING IN ENGLISH** 1 Unit

Lecture: .5 hour

Laboratory: 1.5 hours

Service Learning Experience, when paired with course curriculum, is designed to create an opportunity to understand the relationship between academic study and community service through both practical applications and critical reflection. Volunteerism and Service Learning will be examined from theory to practice. This course is designed to meet specific student interests. Consult the Service Learning coordinator for specific procedures. Students will be required to participate in a Service Learning experience for a minimum of 27 hours and attend 9 hours of lecture. (UC under review) (CSU)

**ENG 150 — ENGLISH FUNDAMENTALS** 3 Units

Lecture: 3 hours

Fundamentals of writing process. Students will engage in the various stages of writing process. Emphasis will be on improving writing fluency and grammatical skills; developing sentence structure and proofreading strategies. Instruction will include using word processing for writing.

**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.*

**FIRE TECHNOLOGY**

*See Page 40 for Certificate Requirements*

**FIRE 1 — FIRE PROTECTION ORGANIZATION** 3 Units

Lecture: 3 hours

Introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; fire department as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. (CSU)

**FIRE 2 — FIRE PREVENTION TECHNOLOGY** 3 Units

*Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator*

Lecture: 3 hours

Fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems. (CSU)

**FIRE 3 — FIRE PROTECTION EQUIPMENT AND SYSTEMS** 3 Units

*Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator*

*Lecture: 3 hours*

Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. (CSU)

**FIRE 4 — BUILDING CONSTRUCTION FOR FIRE PROTECTION** 3 Units

*Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator*

*Lecture: 3 hours*

This course is the study of the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relation to past fires in residential, commercial, and industrial occupancies. (CSU)

**FIRE 5 — FIRE BEHAVIOR AND COMBUSTION** 3 Units

*Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator*

*Lecture: 3 hours*

Theory and fundamentals of how and why 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. (CSU)

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

*Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator*

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

*Prerequisite: Fire 101A & Fire 101B with a grade of "C" or better or consent of program coordinator*

*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 29A with a grade of "C" or better or consent of program coordinator*

*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) *May be repeated two times.*

**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 grading 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 Wkexp 96, page 106.*

**FIRE 101A — FIREFIGHTER I ACADEMY** 6 Units

*Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator*

*Lecture: 6 hours*

Basic Firefighter Academy.

**FIRE 101B — FIREFIGHTER I ACADEMY** 6 Units

*Prerequisite: Fire 101A with a grade of "C" or better or consent of program coordinator*

*Lecture: 6 hours*

Continuation of Basic Firefighter Academy. (Meets requirements of the California State Board of Fire Service for Firefighter I certification.)

**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 grading only.*

**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/wood lot management for long-term production of timber, fuel wood, 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. (UC/CSU)

*Field trips will be required.*

**FORESTRY TECHNOLOGY**

*See Page 40 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: Fortc 153, Fores 10 and Nartc 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 — CULTURAL GEOGRAPHY (CAN GEOG 4)** 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 Eng 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 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 grading 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 grading only.***GUIDE 15B — PRINCIPLES OF LEADERSHIP 1 Unit***Prerequisite: Guide 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 grading 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 25 — 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 grading only.**\* Credit may be earned for either BUSAD 25 or GUIDE 25, but not both***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 reentry 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 grading only.***GUIDE 102 — NOTE TAKING .5 Unit***Lecture: .5 hour*

The course is designed to familiarize students with the Cornell, mind mapping and outlining methods of taking notes. Topics will include note taking from lectures and reading materials, hints for handling lectures that move at a fast pace and word abbreviating techniques. This course will also examine how an individual views challenging educational experiences and develops personal strategies for success.

*Offered for Credit/No Credit grading only.***GUIDE 103 — TIME MANAGEMENT .5 Unit***Lecture: .5 hour*

The course is designed to familiarize the student with techniques of effective time management including an examination of the effects of personal attitudes and choices. Topics include goal setting ways to get the most out of now, studying with children under foot, ABC Daily To Do List, using long term planners, and dealing with procrastination.

*Offered for Credit/No Credit grading only.***HEALTH and HUMAN PERFORMANCE****H-HP 6A — LIFETIME FITNESS PROGRAM I 1-3 Units***Lecture: 5-1.5 hours**Laboratory: 1.5-4.5 hours*

Introduction to the fundamental principles and practices of scientific exercise conditioning, nutritional requirements, weight control techniques, coronary heart disease concepts, and considerations of preventive medicine. Basic exercise routine involves the circuit training system. (UC/CSU)

**H-HP 6B — LIFETIME FITNESS PROGRAM II 1-2 Units***Prerequisite: H-HP 6A with a grade of "C" or better or consent of instructor**Laboratory: 3-6 hours*

A continuation of the exercise principles and practices employing the circuit training system presented in Lifetime Fitness I with emphasis on improving fitness component levels, compliance, motivation, and increased awareness of sound nutritional practices. (UC/CSU)

*May be repeated two times.***H-HP 8 — AEROBIC EXERCISE .5-1.5 Units***(Formerly PE 30)**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.***H-HP 9 — CIRCUIT CROSS-TRAINING .5-1.5 Units***(Formerly PE 31)**Activity: 2-4.5 hours*

A comprehensive workout to achieve personal fitness goals through the use of cardiovascular and strength training systems. (UC/CSU)

*May be repeated three times.***H-HP 10 — ADAPTIVE PHYSICAL EDUCATION .5-1.5 Units***Activity: 1.5-4.5 hours*

Designed to offer individually prescribed fitness direction to the physically limited with emphasis on the improvements of cardiovascular, flexibility, and strength components. (UC/CSU)

*May be repeated three times.***H-HP 11 — PULMONARY REHABILITATION 1 Unit***Prerequisite: Physician referral**Lecture: .5-1 hour**Laboratory: 2-4 hours*

Involves the education, evaluation, care, treatment, and management of breathing difficulties. Designed to help individuals with chronic lung disease such as asthma, emphysema, bronchitis, bronchiectasis, or other respiratory problems. (CSU)

*May be repeated three times.***H-HP 13A — INTRODUCTION TO CARDIAC REHABILITATION PROGRAM 1 Unit***(Formerly PE 8A)**Prerequisite: Primary physician referral**Lecture: .5-1 hour**Laboratory: 1.5-5 hours*

A secondary prevention program designed for patients with angina pectoris, healed myocardial infarctions, or post-cardiac surgical referrals whose functional capacity is relatively uncompromised. (Primary physician referral is mandatory.) (CSU)

*May be repeated three times.***H-HP 13B — CARDIAC REHABILITATION PROGRAM: Phase III 1 Unit***(Formerly PE 8B)**Prerequisite: Primary physician referral**Laboratory: 3-5 hours*

Continuation of Cardiac Rehabilitation Program without lecture series. (CSU)

*May be repeated three times.***H-HP 15A — INTRODUCTION TO CARDIAC FAMILY FITNESS 1 Unit***(Formerly PE 9A)**Prerequisite: Must be member of enrolled cardiac student's family**Lecture: .5-1 hour**Laboratory: .5-5 hours*

Designed to introduce the cardiac student's family to cardiovascular fitness principles and practices and to share in the modification of risk factors found necessary for the full rehabilitation of the cardiac student. (CSU)

*May be repeated three times.***H-HP 15B — CARDIAC FAMILY FITNESS 1 Unit***(Formerly PE 9B)**Prerequisite: Must be member of enrolled cardiac student's family**Lecture: .5-1 hour**Laboratory: .5-5 hours*

A continuation of H-HP 15A with emphasis on developing a higher level of cardiovascular functional capacity and reducing the risk factors associated with coronary artery disease. (CSU)

*May be repeated three times.***H-HP 20 — DANCE SURVEY 2 Units***Lecture: 1 hour**Laboratory: 3 hours*

Introduction to the fundamentals of dance movement, including ballet, jazz, contemporary, and folk. Participatory work will be supplemented with lectures on the history and development of each style along with videotapes of dance performances. (UC/CSU)

**H-HP 21 — BALLET .5-1.5 Units***Activity: 1.5-4.5 hours*

Introduction to fundamental classical technique, including basic concepts, positions, and combinations designed to acquaint the student with ballet as an expressive art form while developing strength, flexibility, and coordination. (UC/CSU)

*May be repeated one time.***H-HP 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.***H-HP 23B — CONTEMPORARY DANCE II .5-1.5 Units***Prerequisite: H-HP 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.***H-HP 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.*

**H-HP 25B — JAZZ DANCE II** .5-1.5 Units

*Prerequisite: H-HP 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.*

**H-HP 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.*

**H-HP 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.*

**H-HP 29 — THEATRE PRODUCTION: Dance Emphasis** 1-2 Units

*Prerequisite: Audition*

*Laboratory: 3-6 hours*

Directed activities in theatre production for public performance with a concentration in dance. (UC/CSU)  
*May be repeated three times.*

**H-HP 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.*

**H-HP 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.*

**H-HP 38A — GOLF I** .5-1.5 Units

*Activity: 1.5-4.5 hours*

Instruction and practice in fundamentals. (UC/CSU)

**H-HP 38B — GOLF II** .5-1.5 Units

*Prerequisite: H-HP 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.*

**H-HP 39 — INTRAMURAL ATHLETICS** .5-1.5 Units

*Activity: 1.5-4.5 hours*

Organized competition for school championships in a variety of sports. Fall - Volleyball, Basketball, Table Tennis. Spring - Basketball, Table Tennis Paddle Ball, Tennis, Golf, and a variety of other activities. (UC/CSU)  
*May be repeated three times.*

**H-HP 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.*

**H-HP 47A — SOCCER I** .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.*

**H-HP 47B - SOCCER II** .5-1.5 Units

*Skill Level Recommended: H-HP 47A with a grade of "C" or better or consent of instructor*

Instruction and practice in the advanced aspects of soccer. Emphasis on individual positioning and strategy of the game. Includes set plays and advanced skill builders. (UC under review)(CSU)  
*May be repeated three times.*

**H-HP 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.*

**H-HP 50B — TENNIS II** .5-1.5 Units

*Prerequisite: H-HP 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.*

**H-HP 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.*

**H-HP 53B — VOLLEYBALL II** .5-1.5 Units

*Prerequisite: H-HP 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.*

**H-HP 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.*

**H-HP 56B — WEIGHT TRAINING II** .5-1.5 Units

*Prerequisite: H-HP 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.*

**H-HP 60 — HEALTH AND FITNESS EDUCATION** 3 Units

(Formerly HE-ED 1)

*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)

**H-HP 62 — SAFETY AND FIRST AID EDUCATION** 2 Units

(Formerly HE-ED 10)

*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.*

**H-HP 65 — STRESS MANAGEMENT** 3 Units

*Lecture: 3 hours*

Overview of the psychological, physiological, sociological and behavioral dynamics underlying the management of the human stress response. Also included are history of stress management, lifestyle choices, relaxation training (including biofeedback), and interpersonal communication techniques. (UC under review) (CSU)

**H-HP 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.*

**H-HP 84 — VARSITY TENNIS (COED)** 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.*

**H-HP 86 — VARSITY VOLLEYBALL (Women)** 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.*

**H-HP 88 — VARSITY GOLF (COED)** 2 Units

*Prerequisite: Must be enrolled as a full-time student*

*Activity: 10 hours*

Preparation and training for intercollegiate golf competition. (UC/CSU)  
*Field trips will be required.*  
*May be repeated three times.*

**H-HP 160 — 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 grading 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 grading 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*

*Wkexp 96, page 106.*

**HISTORY**

- HIST 11 — HISTORY OF CALIFORNIA** 3 Units  
*Lecture: 3 hours*  
 Survey of California history from pre-Colombian 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 the history of the world from the Neolithic period to the middle of the seventeenth century. The course will use a cross-cultural comparative approach as it analyzes the origins, achievements and decline of civilizations in Asia, Africa and the Americas, as well as the Middle East and Western Europe. Emphasis on the application of major theories of history to various stages of world development. The position of women in society will be highlighted. (UC/CSU)
- HIST 14 — WORLD CIVILIZATIONS: 1650 to Present** 3 Units  
*Lecture: 3 hours*  
 Survey of world history from the middle of the seventeenth century to the present time. The theme of revolution will be illustrated by the Industrial Revolution, the democratic revolutions of the eighteenth century, and the Communist revolutions of the twentieth century. Contemporary problems in Asia, Africa, Central and South America will be placed in historical context. The contributions of women in history will be a special topic of study. (UC/CSU)
- HIST 16 — UNITED STATES: to 1877** 3 Units  
*Lecture: 3 hours*  
 Survey of history of the United States from the arrival of European settlers at the beginning of the 17th century to the end of Reconstruction. Important topics include Colonial life, the Revolutionary War, Constitutional Development, Westward Expansion, and the Civil War. Particular emphasis will be given the fate of American Indians, the nature and abolition of slavery, the early political organization of workers and the struggles of women for equal rights. (UC/CSU)  
*(Meets the California State requirement in American History.)*
- HIST 17 — UNITED STATES: 1877 to Present** 3 Units  
*Lecture: 3 hours*  
 Survey of the history of the United States from the end of Reconstruction to the present era. Course includes discussion of major foreign wars, Depression, Industrialization and Presidential power. Special attention will be given to the efforts of American Indians, Blacks, Women, Workers and the disabled to gain full recognition in law and practice. Problems facing post-industrial society will be highlighted. (UC/CSU)  
*(Meets the California State requirement in American History.)*

- HIST 20 - AFRICAN-AMERICAN HISTORY** 3 Units  
*Lecture: 3 hours*  
 The history and development of African Americans and their contributions to American culture. Major topics include the African slave trade, slavery and the American Revolution, slave expansion, Civil War and Post-Emancipation America through the twentieth century. This course is designed to meet an ethnic studies requirement. (UC under review)(CSU)
- HIST 49 — THE MOTHER LODE** 3 Units  
*Lecture: 3 hours*  
 History and lore of the Gold Rush country with emphasis on the Central Sierra communities. (CSU)
- HIST 55 — THE AMERICAN FRONTIER** 3 Units  
*Lecture: 3 hours*  
 Study of successive frontier zones and hostile environments in reshaping imported customs and habits into uniquely American characteristics. Emphasis will be on the 19th century. (UC/CSU)

**HOSPITALITY MANAGEMENT**

*See Pages 40 and 41 for Certificate Requirements*

- HPMGT 97— WORK EXPERIENCE IN HOSPITALITY MANAGEMENT** 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 Hospitality Management. The student's employment must be related to educational or occupational goals. (CSU)  
*Offered for Credit/No Credit grading 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. Two units of hotel work is required of hotel students. For students interested in working full time one semester and attending classes one semester on an alternate basis, see Wkexp 96, page 106.*
- HPMGT 101 — INTRODUCTION TO THE HOSPITALITY INDUSTRY** 3 Units  
*Lecture: 3 hours*  
 Survey of the hotel-motel, food services, travel-tourism, club and recreation business. Analysis of the organizational structure of the hospitality industry, including historical development and examination of industry trends. Major emphasis will be placed on career planning and management in the hospitality industry.  
*Field trips may be required.*
- HPMGT 103 — MARKETING OF HOSPITALITY SERVICES** 3 Units  
*Lecture: 3 hours*  
 A study of people, product, package, price, and promotion, and how they interrelate and constitute the ingredients in a marketing program.  
*Field trips may be required.*

- HPMGT 112 — FRONT OFFICE MANAGEMENT/ HOTEL CATERING** 2 Units  
*Lecture: 2 hours*  
 Essential equipment, routines, and duties of the front desk clerk and relationship to other hotel departments; planning and preparation for private parties, dinners, meetings, and other special events that a hotel or restaurant may cater.
- HPMGT 114 — INTRO TO MAINTENANCE AND HOUSEKEEPING** 1.5 Units  
*Lecture: 1.5 hours*  
 Provides essential technical information on equipment and its servicing to establish a preventive maintenance routine. Provides broad scope of the housekeeping position, stressing employee responsibilities, record-keeping and use of equipment and materials.
- HPMGT 116 — LAWS OF INNKEEPING** 1 Unit  
*Lecture: 1 hour*  
 Legal relationships between California innkeepers and others; rights, duties, and liabilities of innkeepers and their personnel.  
*Field trips may be required.*

**Food Services**

- HPMGT 130 — FOOD SERVICE MANAGEMENT** 2 Units  
*Lecture: 2 hours*  
 Introduction to culinary nomenclature, cost controls, kitchen equipment, restaurant design, management reports, menu planning, food purchasing, nutrition and sanitation.  
*Field trips may be required.*
- HPMGT 131A — DINING ROOM SERVICE AND MANAGEMENT** 2 Units  
*Lecture: 1 hour*  
*Laboratory: 3 hours*  
 Operation of the Cellar Restaurant dining room and related service support stations. How to hire, train, motivate, schedule and assign jobs to a wait staff. Cost controls: labor and supplies. Quality assurance and productivity standards.
- HPMGT 131B — DINING ROOM SERVICE AND MANAGEMENT** 3 Units  
*Prerequisite: Hpmgt 131A with a grade of "C" or better or consent of instructor*  
*Lecture: 1.5 hours*  
*Laboratory: 4.5 hours*  
 Advanced service techniques, table settings and dining room etiquette using the City Hotel as a laboratory. Emphasis is on elegance and showmanship, developing the fine points of service, understanding wine and food compatibilities, building sales, managing the dining room with reservation systems, proper staffing and hosting.  
*Field trips may be required.*

- HPMGT 133A — INTRO TO COMMERCIAL FOOD PREPARATION** 3 Units  
*Lecture: 1.5 hours*  
*Laboratory: 4.5 hours*  
 Initial culinary training for chefs. Introduction to safe, sanitary and efficient food production procedures. Orientation and training on equipment, hand tools and foods. Application of nutritional concepts. Food inventory management. Traditional and computer-aided recipe writing/costing. Adopting professional standards regarding uniforms, dependability, teamwork and quality performance.
- HPMGT 133B — COMMERCIAL FOOD PREPARATION** 4 Units  
*Prerequisite: Hpmgt 133A with a grade of "C" or better or consent of instructor*  
*Lecture: 1.5 hours*  
*Laboratory: 7.5 hours*  
 Focus is on restaurant line cookery. Involves preparation of soups, salads, entrees, vegetables and starches. Menu cycle extends from family-style to classical cuisine, including buffets. Quality assurance, production efficiency and kitchen management are emphasized.
- HPMGT 135A — COMMERCIAL BAKING: Beginning** 3 Units  
*Lecture: 1 hour*  
*Laboratory: 6 hours*  
 Tools, terms and functions in preparation of baked goods: yeast breads and pastries, cookies, cakes, and speciality items.  
*Field trips may be required.*
- HPMGT 135B — COMMERCIAL BAKING: Advanced** 2 Units  
*Prerequisite: Hpmgt 135A with a grade of "C" or better or consent of instructor*  
*Lecture: 2 hours*  
 Formulas used in commercial pastry shop, cake decoration, marzipan and chocolate work, paté à chou and speciality items. Student participation.  
*Field trips may be required.*
- HPMGT 140A — CONTEMPORARY CUISINE: Introduction** 3.5 Units  
*Prerequisite: Hpmgt 133B with a grade of "C" or better or consent of instructor*  
*Lecture: 1.5 hours*  
*Laboratory: 6 hours*  
 Contemporary cuisine with focus on the preparation of seasonal ingredients used to develop the menus at the City Hotel. Cooking techniques and theory pertaining to contemporary cuisine will be emphasized and the student will begin to prepare for working on-line cooking stations in pastry, pantry, sauté, and grill.

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

*Prerequisite: Hpmgt 140A with a grade of "C" or better or consent of instructor*

*Lecture: 1.5 hours*

*Laboratory: 6 hours*

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

**HPMGT 142 — GARDE MANGER 2 Units**

*Lecture: 1.5 hours*

*Laboratory: 1.5 hours*

Study of cold food preparation which includes vegetable and fruit carvings, appetizers, hors d'oeuvre, canapes, sauces, salads, force meats, patés, tray presentations, table setups, room setups, and food show competitions.  
*Field trips may be required.*

**HPMGT 144 — MEAT ANALYSIS 2 Units**

*Lecture: 1.5 hours*

*Laboratory: 1.5 hours*

Study of various grades and cuts of meat and their use in restaurant sales; cost control and fabrication, sausage making; curing and smoking of foods.  
*Field trips may be required.*

**HPMGT 147 — BEVERAGE MANAGEMENT 3 Units**

*Lecture: 2 hours*

*Laboratory: 3 hours*

Study of all aspects of beverage management including federal, state and local regulations, mixology, background and future of the beverage industry. Students under 21 will do special assignments rather than labs.  
*Field trips may be required.*

**HPMGT 148 — INTRODUCTION TO WINES 2 Units**

*Lecture: 2 hours*

Study of wines from around the world with an emphasis on California. History and development of the wine industry, viticulture, wine making techniques, restaurant sales, and restaurant service. Wine evaluation, marketing, and wine's relationship to food and menus will be covered.  
*Field trips may be required.*

**Recreation Industry**

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

*Lecture: 2 hours*

*Laboratory: 3 hours*

An introductory course for individuals interested in parks and recreation, with exposure to park management, design, maintenance and construction; recreational aspects, job opportunities and duties.

**HPMGT 160 — INTRODUCTION TO TRAVEL-TOURISM INDUSTRY/TOURS 2 Units**

*Lecture: 2 hours*

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

**HUMANITIES**

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

*Skill Level Recommended: Eligibility for Eng 1A*

*Lecture: 3 hours*

An introductory survey of influences on Western culture, historically structured from classical Greece to the Renaissance, presenting enduring works of art, drama, literature, music, and philosophy. (UC/CSU)

**HUMAN 2 — MODERN CULTURE 3 Units**

*Skill Level Recommended: Eligibility for Eng 1A*

*Lecture: 3 hours*

An introductory survey of humanistic culture, historically structured from the enlightenment to the present scene, presenting enduring works of art, drama, literature, music, and philosophy. (UC/CSU)

**HUMAN 3 — WORLD CULTURE 3 Units**

*Lecture: 3 hours*

A study of selected works of literature, art, music, film, religion, philosophy, theatre and other forms of expression, particularly emphasizing the non-Western world. The works will be studied in their historical and cultural contexts. Specific works will vary from time to time, depending upon the interests and needs of students and the instructor. (UC under review) (CSU)

**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 29 for conditions, limitations.) These courses may transfer as electives or other credit as authorized by the transfer school.

**JOURNALISM**

**JRNAL 1 — INTRODUCTION TO JOURNALISM 3 Units**

*Skill Level Recommended: Eligibility for Eng 1A*

*Lecture: 2 hours*

*Laboratory: 3 hours*

This course will cover the basic techniques of newspaper writing and reporting, including the theory and practice of hard news, features, profiles, columns, interviewing. (UC under review) (CSU)

**JRNAL 10 — NEWSPAPER PRODUCTION 1-2 Units**

*Laboratory: 3-6 hours*

Production of the campus newspaper, including writing, editing, advertising sales and layout, page design and paste-up preparation for printing. (CSU)

**MATHEMATICS**

**MATH 2 — ELEMENTS OF STATISTICS (CAN STAT 2) 3 Units**

*Prerequisite: Math 103A B or Math 104 with a grade of "C" or better or two years of high school algebra*

*Skill Level Recommended: Eligibility for Eng 1A*

*Lecture: 4 hours*

or

*Lecture: 3 hours*

*Laboratory: 2 hours*

Statistical concepts of probability, analysis and significance of measurements, measures of central tendency, correlation, variation, distributions, and reliability and validity of tests. Satisfies high school math deficiency for UC admission. (UC/CSU)

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

*Prerequisite: Math 103A B or Math 104 with a grade of "C" or better or two years of high school algebra*

*Lecture: 3 hours*

A survey of important mathematical ideas with insight into their historical development. Topics may include sets and logic, number theory, functions and graphs, geometric ideas, probability and statistics. (UC/CSU)

**MATH 8 — TRIGONOMETRY 3 Units**

*Prerequisite: Math 103A B or Math 104 with a grade of "C" or better or two years of high school algebra*

*Lecture: 4 hours*

or

*Lecture: 3 hours*

*Laboratory: 2 hours*

Mathematics of angles, triangles, trigonometric functions, circular functions, trigonometric identities, graphs, and logarithms. Satisfies high school math deficiency for UC admission. (CSU)

**MATH 10 — COLLEGE ALGEBRA 3 Units**

*Prerequisite: Math 103A B or Math 104 with a grade of "C" or better or two years of high school algebra*

*Lecture: 4 hours*

or

*Lecture: 3 hours*

*Laboratory: 2 hours*

Extension of algebraic concepts; includes quadratic equations, inequalities, systems of equations, complex numbers, matrices, determinants, and polynomial, exponential, and logarithmic functions. Satisfies high school math deficiency for UC admission. (UC/CSU)

**MATH 12 — FINITE MATHEMATICS 3 Units**

*Prerequisite: Math 103A B or Math 104 with a grade of "C" or better or two years of high school algebra*

*Skill Level Recommended: Eligibility for Eng 1A*

*Lecture: 4 hours*

or

*Lecture: 3 hours*

*Laboratory: 2 hours*

Introduction to mathematical modeling, linear systems of equations and inequalities (linear programming) sets, combinatorics, probability, statistics, and the mathematics of finance. Satisfies high school math deficiency for UC admission. (UC/CSU)

**MATH 16 — PRECALCULUS 4 Units**

*Prerequisite: One year of high school geometry and Math 103A B or Math 104 or two years of high school algebra*

*Lecture: 4 hours*

*Laboratory: 2 hours*

Topics from Algebra, Trigonometry, and Analytic Geometry are studied in preparation for Calculus. Functions and their graphs will be particularly emphasized. Satisfies high school math deficiency for UC admission. (UC/CSU)

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

*Prerequisite: Math 16 with a grade of "C" or better, or Math 8 and Math 10 with grades of "C" or better, or equivalent high school course work. Math 8 followed by Math 16 is the recommended pathway for calculus.*

*Lecture: 4 hours*

*Laboratory: 2 hours*

An integrated course in calculus and analytic geometry including limits, continuity, differentiation and integration with applications, logarithmic functions, and exponential functions. Satisfies high school math deficiency for UC admission. (UC/CSU)

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

*Prerequisite: Math 18A with a grade of "C" or better or consent of instructor*

*Lecture: 4 hours*

*Laboratory: 2 hours*

An integrated course in calculus and analytic geometry including transcendental functions, indeterminate forms, improper integrals, Taylor's Formula, infinite series, conic sections, polar coordinates, and polar curves. Satisfies high school math deficiency for UC admission. (UC/CSU)



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

*Prerequisite:* Math 18B with grade of "B" or better or consent of instructor

Lecture: 4 hours

Laboratory: 2 hours

Vectors and solid analytic geometry, vector-valued functions, partial differentiation, multiple integrals, vector fields, and topics in vector calculus. *Satisfies high school math deficiency for UC admission.* (UC/CSU)

**MATH 100A — BEGINNING ALGEBRA: First Half** 2 Units

Lecture: 2 hours

Laboratory: 1 hour

This course is equivalent to the first half of Math 101, allowing the student more study time for the course topics. Completion of both Math 100A and Math 100B is equivalent to completion of Math 101.

**MATH 100B — BEGINNING ALGEBRA: Second Half** 2 Units

*Prerequisite:* Math 100A or one year of high school algebra

Lecture: 2 hours

Laboratory: 1 hour

This course is equivalent to the second half of Math 101, allowing the student more study time for the course topics. Completion of both Math 100A and Math 100B is equivalent to completion of Math 101. *Satisfies high school math deficiency for UC admission.*

**MATH 101 — BEGINNING ALGEBRA** 4 Units

Lecture: 4 hours

Laboratory: 2 hours

Introduction to algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; and applications of algebra in a variety of contexts. *Satisfies high school math deficiency for UC admission.*

**MATH 103A — INTERMEDIATE ALGEBRA: First Half** 2 Units

*Prerequisite:* Math 101 or 100B with a grade of "C" or better, or one year of high school algebra

Lecture: 2 hours

Laboratory: 1 hour

This course is equivalent to the first half of Math 104, allowing the student more study time for the course topics. Completion of both Math 103A and Math 103B is equivalent to completion of Math 104.

**MATH 103B — INTERMEDIATE ALGEBRA: Second Half** 2 Units

*Prerequisite:* Math 103A with a grade of "C" or better or two years of high school algebra

Lecture: 2 hours

Laboratory: 1 hour

This course is equivalent to the second half of Math 104, allowing the student more study time for the course topics. Completion of both Math 103A and Math 103B is equivalent to completion of Math 104. *Satisfies high school math deficiency for UC admission.*

**MATH 104 — INTERMEDIATE ALGEBRA** 4 Units

*Prerequisite:* Math 101 with a grade of "C" or better or one year of high school algebra

Lecture: 4 hours

Laboratory: 2 hours

Study of algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; applications of algebra in a variety of contexts. *Satisfies high school math deficiency for UC admission.*

**MEDIA TECHNOLOGY**

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

Lecture: 2 hours

Laboratory: 3 hours

The art and technique of beginning video production stressing the skills of camera, lighting, editing, and sound. Emphasis on production techniques for the local public access channel. (CSU)

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

*Prerequisite:* Media 52A with a grade of "C" or better or consent of instructor

Lecture: 2 hours

Laboratory: 3 hours

To utilize the skills learned in Media Technology 52A and apply them to production of programs on the local public access channel. (CSU) *May be repeated two times.*

**MUSIC**

**Repeat Limitations on Music Courses**

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

**MUSIC 1 — MUSIC FUNDAMENTALS** 3 Units

Lecture: 3 hours

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

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

*Skill Level Recommended:* Eligibility for Eng 1A

Lecture: 3 hours

Survey of the many fields within the discipline of music, including a brief overview of fundamentals, music history, the voice, musical instruments, the science of acoustics, rock, jazz, and current styles, psychology of music, and analytical listening. Attendance at selected local concerts is required. (UC/CSU)

**MUSIC 4A — ELEMENTARY MUSICIANSHIP** 2 Units

Lecture: 2 hours

Basic course for developing musical skills. Teaches sight singing, ear training, melodic dictation, and basic keyboard skills. (UC/CSU)

*May be repeated one time.*

**MUSIC 4B — ELEMENTARY MUSICIANSHIP** 2 Units

*Prerequisite:* Music 4A with a grade of "C" or better or equivalent

Lecture: 2 hours

Continuation of Music 4A to develop skills in sight singing, melodic and rhythmic dictation, and aural analysis of harmonic materials, and basic keyboard skills. (UC/CSU)

*May be repeated one time.*

**MUSIC 5A — INTERMEDIATE MUSICIANSHIP** 2 Units

*Prerequisite:* Music 4B with a grade of "C" or better or equivalent

Lecture: 2 hours

Continuation of Music 4B, including development of individual proficiency in sight singing, dictation, aural and keyboard skills. (UC/CSU)

*May be repeated one time.*

**MUSIC 5B — INTERMEDIATE MUSICIANSHIP** 2 Units

*Prerequisite:* Music 5A with a grade of "C" or better or equivalent

Lecture: 2 hours

Continuation of Music 5A, including sight singing, melodic and rhythmic dictation, and aural analysis of harmonic materials and basic keyboard skills. (UC/CSU)

*May be repeated one time.*

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

*Skill Level Recommended:* Eligibility for Eng 1A

Lecture: 3 hours

A survey of elements of style, major composers, and masterpieces of music from the Greek era through Medieval, Renaissance, Baroque, and Early Classic periods; survey from 1000 B.C. through 1750 A.D. Includes the music of Palestrina, Bach, and Handel. (UC/CSU)

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

*Skill Level Recommended:* Eligibility for Eng 1A

Lecture: 3 hours

A survey of elements of style, major composers, and masterpieces of music during the Classic, Romantic, and 20th Century periods from 1750 to the present. Includes music of Mozart, Beethoven, Wagner, Debussy, Schoenberg, and Copland. (UC/CSU)

**MUSIC 12 — SURVEY OF JAZZ AND POPULAR MUSIC** 3 Units

*Skill Level Recommended:* Eligibility for Eng 1A

Lecture: 3 hours

An introduction to jazz style and history and important trends in 20th century popular music. (UC/CSU)

**MUSIC 20A — ELEMENTARY MUSIC THEORY** 3 Units

*Prerequisite:* Concurrent enrollment in Music 4A

Lecture: 3 hours

Analysis of the essentials for understanding and writing music. Included are rhythm, scales, intervals, chords, notation, melody writing; study of diatonic 4 part harmony, figured bass, chord progressions, and harmonic motion. (UC/CSU)

*May be repeated one time.*

**MUSIC 20B — ELEMENTARY MUSIC THEORY** 3 Units

*Prerequisite:* Concurrent enrollment in Music 4B, and Music 20A with a grade of "C" or better or consent of instructor

Lecture: 3 hours

Continuing study in harmony and analysis. Included are secondary dominants, modulation, altered chords, non-harmonic notes, and extended chords. (UC/CSU) *May be repeated one time.*

**MUSIC 21A — INTERMEDIATE MUSIC THEORY** 3 Units

*Prerequisite:* Music 20B with a grade of "C" or better or concurrent enrollment in Music 5A

Lecture: 3 hours

A continuation of the study of the basic structural elements of music such as melody, rhythm, harmony and form with an emphasis on the organization of these elements; also includes a study of chromaticism, chromatic alterations, and complex tertian structures. (UC/CSU)

*May be repeated one time.*

**MUSIC 21B — INTERMEDIATE MUSIC THEORY** 3 Units

*Prerequisite:* Music 21A with a grade of "C" or better or concurrent enrollment in Music 5B

Lecture: 3 hours

Continued development of analytical and compositional techniques; study of modal and tonal counterpoint; introduction to Impressionism and to 20th century concepts of melody, harmony, and form. (UC/CSU)

*May be repeated one time.*

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

Lecture: 1 hour

Activity: 2 hours

An introduction to the skill of piano playing based on music reading; fundamentals of rhythm, notation, and technique. Basic theory will include knowledge and application of musical terms, scales, key signatures, and chords. (UC/CSU)

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

*Prerequisite: Music 31A with a grade of "C" or better or consent of instructor*

*Lecture: 1 hour*

*Activity: 2 hours*

Continuation of the fundamentals of piano performance with emphasis given to the essentials of music reading. Theory will include the presentation of scales and keys, both major and minor, review and application of chords and inversions, and an introduction to improvisation. Piano literature will include both classical and popular compositions as well as exercises and technical studies. (UC/CSU)

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

*Lecture: 1 hour*

*Activity: 2 hours*

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

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

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

*Lecture: 1 hour*

*Activity: 2 hours*

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

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

*Prerequisite: Music 31B with a grade of "C" or better or consent of instructor*

*Lecture: 1 hour*

*Activity: 2 hours*

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

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

*Prerequisite: Music 41A with a grade of "C" or better or consent of instructor*

*Lecture: 1 hour*

*Activity: 2 hours*

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

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

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

*Lecture: 1 hour*

*Activity: 2 hours*

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

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

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

*Lecture: 1 hour*

*Activity: 2 hours*

Continuation of Music 46A. (UC/CSU)

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

*Lecture: 1 hour*

*Activity: 2 hours*

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

**MUSIC 49 — BEGINNING GUITAR 1.5 Units**

*Lecture: 1 hour*

*Activity: 2 hours*

Basic guitar techniques, open string chords, right hand string and finger-picking. Introduction to music reading, basic chords, simple song accompaniments and melodic playing in first position. Student must provide a tunable, nylon string acoustic guitar. (UC/CSU)  
*May be repeated three times.*

**MUSIC 50 — SERIES — APPLIED MUSIC**

*Prerequisite: Audition.*

*Lecture: 1 hour*

Study of performance techniques, interpretation, and repertoire related to private music instruction. Designated for music majors and minors. (UC/CSU)  
*May be repeated three times.*

**MUSIC 50 — APPLIED MUSIC: Guitar 1 Unit****MUSIC 51 — APPLIED MUSIC: Keyboard 1 Unit****MUSIC 52 — APPLIED MUSIC: Woodwinds 1 Unit****MUSIC 53 — APPLIED MUSIC: Brass 1 Unit****MUSIC 54 — APPLIED MUSIC: Strings 1 Unit****MUSIC 55 — APPLIED MUSIC: Percussion 1 Unit****MUSIC 56 — APPLIED MUSIC: Voice 1 Unit****MUSIC 57 — APPLIED MUSIC: Synthesizer 1 Unit****MUSIC 60 — CHOIR 1 Unit**

*Activity: 3-6 hours*

Instruction and performance in vocal and choral techniques including group tone production, singing, parts, and reading music. Designed for singers with limited or no choir experience as well as intermediate. Repertoire includes selections of various styles. (UC/CSU)

*May be repeated three times.*

**MUSIC 64 — JAZZ CHOIR 1 Unit**

*Prerequisite: Audition*

*Activity: 3-6 hours*

Study and performance of vocal jazz and improvisation in an ensemble of limited size. (UC/CSU)  
*May be repeated three times.*

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

*Prerequisite: Audition*

*Activity: 3-6 hours*

Directed activities in theatre production for public performance with a concentration in vocal or instrumental music. (UC/CSU)  
*May be repeated three times.*

**MUSIC 66 — COMMUNITY CHORUS 1 Unit**

*Activity: 3-6 hours*

Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship. (UC/CSU)  
*May be repeated three times.*

**MUSIC 69 — MADRIGAL ENSEMBLE 1 Unit**

*Prerequisite: Audition*

*Activity: 3-6 hours*

Study and performance of vocal chamber music with emphasis on the Renaissance and Contemporary periods. (UC/CSU)  
*May be repeated three times.*

**MUSIC 70 — COLLEGE BAND 1 Unit**

*Activity: 3-6 hours*

Study and performance of band and instrumental ensemble literature of all styles. (UC/CSU)  
*May be repeated three times.*

**MUSIC 72 — JAZZ ENSEMBLE 1 Unit**

*Prerequisite: Audition*

*Activity: 3-6 hours*

Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. (UC/CSU)  
*May be repeated three times.*

**MUSIC 76 — COMMUNITY ORCHESTRA 1 Unit**

*Prerequisite: Audition for wind, brass, and percussion players as needed.*

*Activity: 3-6 hours*

Study and performance of orchestral literature of various styles and media. (UC/CSU)  
*May be repeated three times.*

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

*Prerequisite: Audition*

*Activity: 3-6 hours*

Study and performance of music for small ensembles, duets, and chamber groups. (UC/CSU)  
*May be repeated three times.*

**NATURAL RESOURCES**

*See Page 41 for Certificate Requirements*

**NATRE 1 — ENVIRONMENTAL CONSERVATION 3 Units**

*Lecture: 3 hours*

Conservation of the biological and physical environment. History of the conservation movement. A case-study approach to land use practices of environmental conservation with current topics on endangered species, environmental pollution, wilderness management, energy, population, and the uniqueness of California and Alaska natural resources. (UC/CSU)

*Field trips may be required.*

**NATRE 3 — NATURAL RESOURCES LAW AND POLICY 3 Units**

*Lecture: 3 hours*

Introduction to principles and practice of environmental law in the United States; exposure to major legislation and significant cases, and discussion of their interrelationships. Topics include overview of development and limits of legislative and judicial approaches to solving environmental problems; environmental ethics; local action and historical role of activists in legislative change and enforcement. (UC/CSU)

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

Lecture: 2 hours  
 Knowledge and skills required in areas of constitutional, criminal, and civil law as related to law enforcement activities conducted by resource agencies. (CSU)  
 Field trips may be required

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

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

**NATRE 95 — SERVICE LEARNING EXPERIENCE** 1 Unit

Lecture: .5 hour  
 Laboratory: 1.5 hours  
 Service Learning Experience, when paired with course curriculum, is designed to create an opportunity to understand the relationship between academic study and community service through both practical applications and critical reflection. Volunteerism and Service Learning will be examined from theory to practice. This course is designed to meet specific student interests. Consult the Service Learning coordinator for specific procedures. Students will be required to participate in a Service Learning experience for a minimum of 27 hours and attend 9 hours of lecture. (UC under review) (CSU)

**NATRE 97 — WORK EXPERIENCE IN FORESTRY AND NATURAL RESOURCES** 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 Forestry and Natural Resources. The student's employment must be related to educational or occupational goals. (CSU)  
 Offered for Credit/No Credit grading 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 Wkexp 96, page 106.

**NATURAL RESOURCES TECHNOLOGY**

See Page 41 for Certificate Requirements

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

Lecture: 2 hours  
 Natural history and ecology with emphasis on the interrelationships among plants, animals, soils, geology, and climate of California. Selected topics on plant succession, terrestrial and aquatic ecosystems, organism adaptation and diversity, evolution, California's physical/biological environment, California biomes, and Sierra Nevada life zones.  
 Field trips may be required.

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

Prerequisite: Nartc 160 recommended  
 Lecture: 2 hours  
 Laboratory: 3 hours  
 Techniques of managing wildlands for maximum forage, soil, water, wildlife, and recreation quality. Field observations and applications for restoration and protection of watershed, range, wildlife, and recreation values.  
 Field trips will be required.

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

Lecture: 2 hours  
 Methods of meeting and serving diverse public groups in their social, cultural, and recreational use of wildland recreation sites.  
 Field trips will be required.

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

Lecture: 1 hour  
 Laboratory: 3 hours  
 Use of basic photogrammetric instruments and equipment; techniques of delineating soil-vegetation and timber types and distinguishing physical features on aerial photographs; techniques of interpretation of planimetric, topographic, orthophoto-topographic, and geologic maps; principles of remote sensing.  
 Field trips may be required.

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

Lecture: 3 hours  
 Study of present and future sources of community water supply with special attention to state standards for potable water; analysis, processing, treatment, quality control, storage, and distribution of community water.  
 Offered for Credit/No Credit grading only.  
 Meets Water Treatment Plant Operator state certification prerequisite for examination at Grade 2 level.  
 Field trips may be required.

**NARTC 181 — CALIFORNIA WILDLIFE** 4 Units

Lecture: 4 hours  
 Study of the field identification characteristics, habitat requirements, life history, management, and population dynamics of selected California mammals, birds, and fish; methods and problems of appraising and manipulating game mammals, furbearers, upland game, and fisheries to improve populations; techniques of habitat appraisal and manipulation to improve wildlife populations.  
 Field trips are required.

**OFFICE TECHNOLOGY**  
 (See Business)

**PHILOSOPHY**

**PHILO 1 — INTRODUCTION TO PHILOSOPHY** 3 Units  
 (CAN PHIL 2)

Skill Level Recommended: Eligibility for Eng 1A  
 Lecture: 3 hours  
 Survey of the field of philosophy, including human nature, meaning in life, and values in ethics, social justice, and art; knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

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

Skill Level Recommended: Eligibility for Eng 1A  
 Lecture: 3 hours  
 A brief survey of nineteenth and twentieth century philosophy emphasizing the contributions of various thinkers to our understanding of what it is to be human, the nature of society and the relationship of the individual to it, science, technology and human values, and the meaning of life itself. (UC/CSU)

**PHOTOGRAPHY**  
 (See Art)

**PHYSICS**

**PHYCS 1 — CONCEPTUAL PHYSICS** 3 Units

Prerequisite: Math 101 with a grade of "C" or better or consent of instructor  
 Skill Level Recommended: Eligibility for Eng 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: Math 18A with a grade of "B" or better or Math 8 with grade of "B" or better and concurrent enrollment in Math 18A or consent of instructor  
 Skill Level Recommended: Eligibility for Eng 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: Math 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 Eng 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  
 A survey course in the political system of the United States from its inception at the end of the eighteenth century until the present time. Primary focus will be the Constitution, its ideological underpinnings, uses and limitations. Class will also cover the two party system, the process of justice, the specific mechanisms of legislature, and the governmental power at the national, state, and local levels. The interests and rights of all historically under represented groups will be included in the analysis of the power structure. (Meets California State requirement for American Institutions.) (UC/CSU)

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

Skill Level Recommended: Eligibility for Eng 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 Eng 1A  
 Lecture: 3 hours  
 Dynamics of interstate relations; diplomacy and international law; international, regional, and supra-national organizations; war and peace; foreign policy. (UC/CSU)

**POLSC 94A(H) — HONORS SEMINAR IN GLOBAL ISSUES** 3 Units

Prerequisite: Students with at least 24 or more units earned at Columbia College and a cumulative GPA of 3.5 or better must be invited to enroll by written notice.  
 Lecture: 3 hours  
 Honors seminar in contemporary global problems focusing on specific issues such as war, ethnic conflict, human rights, poverty, the environment, development; historical and philosophical background as well as current political situation; emphasis on strategies for change. Course will involve intensive research and engagement of issues as well as practice in written and oral presentation of ideas. (UC under review)(CSU)

**POLSC 95 — SERVICE LEARNING IN POLITICAL SCIENCE** 1 Unit

Lecture: .5 hour  
Laboratory: 1.5 hours

Service Learning Experience, when paired with course curriculum, is designed to create an opportunity to understand the relationship between academic study and community service through both practical applications and critical reflection. Volunteerism and Service Learning will be examined from theory to practice. This course is designed to meet specific student interests. Consult the Service Learning coordinator for specific procedures. Students will be required to participate in a Service Learning experience for a minimum of 27 hours and attend 9 hours of lecture. (UC under review)(CSU)

**PSYCHOLOGY****PSYCH 1 — GENERAL PSYCHOLOGY** 3 Units

Skill Level Recommended: Eligibility for Eng 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: Psych 1 with a grade of "C" or better or consent of instructor

Skill Level Recommended: Eligibility for Eng 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)

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

Skill Level Recommended: Eligibility for Eng 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.

**PSYCH 95 — SERVICE LEARNING IN PSYCHOLOGY** 1 Unit

Lecture: .5 hour  
Laboratory: 1.5 hours

Service Learning Experience, when paired with course curriculum, is designed to create an opportunity to understand the relationship between academic study and community service through both practical applications and critical reflection. Volunteerism and Service Learning will be examined from theory to practice. This course is designed to meet specific student interests. Consult the Service Learning coordinator for specific procedures. Students will be required to participate in a Service Learning experience for a minimum of 27 hours and attend 9 hours of lecture. (UC under review)(CSU)

**REAL ESTATE  
(See Business)****SEARCH AND RESCUE****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 50 — LOW ANGLE ROPE RESCUE** 1.5 Units

Lecture: 1.5 hours

Instruction in techniques used to evacuate injured or trapped people in less than vertical terrain settings. Topics include knots, anchor systems, and rescue of ambulatory and non-ambulatory persons. (CSU)  
This course meets certificate requirements from the California State Fire Marshals Office in Low Angle Rope Rescue.  
Offered for Credit/No Credit grading only.  
May be repeated three times.

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

Lecture: 1 hour

Designed to update rescue personnel in equipment and technical developments in rappelling. Emphasis on individual safety, rescue of the injured or trapped rappeller and safe management of the training tower and/or incident scene, review and discussion of documented rappelling accidents. (CSU)  
Offered for Credit/No Credit grading only.  
May be repeated three times.

**SAR 56 — EMERGENCY TRENCH SHORING** 1 Unit

Lecture: 1 hour

Pre-planning, size-up and management of the trench rescue. Hands-on experience in emergency shoring techniques. (CSU)

This course meets or exceeds latest CAL-OSHA and California State Fire Training requirements in trench rescue procedures.

Offered for Credit/No Credit grading only.  
May be repeated two times.

**SAR 58 — RESCUE SYSTEMS I: FUNDAMENTALS OF HEAVY RESCUE** 1.5 Units

Lecture: 1 hour

Laboratory: 1.5 hours

Instruction in techniques used to evaluate injured or trapped people in above and below ground settings. Topics include rope rescue; building collapse and shoring; lifting and moving heavy objects; and the use of fire service ladders as rescue tools. (CSU)

This course meets or exceeds certificate requirements from the California State Fire Marshals Office and the Federal Emergency Management Agency in Rescue Systems I; Fundamentals of Heavy Rescue.

Offered for Credit/No Credit grading only.  
May be repeated three times.

**SAR 59 — HEAVY RESCUE INSTRUCTOR TRAINING** 3 Units

Prerequisite: Sar 58 or consent of instructor

Lecture: 3 hours

Review and update of heavy duty rescue skills and techniques designed to prepare qualified personnel to teach those skills and techniques to others. (CSU)

Offered for Credit/No Credit grading only.  
May be repeated three times.

**SAR 70 — SPECIAL TOPICS IN RESCUE FOR THE FIRE SERVICE** .5-3 Units

Prerequisite: Will vary with topic.

Lecture: .5-3 hours

and/or

Laboratory: 1.5-3 hours

Various topics in rescue will be covered to meet the individual firefighter or fire department needs. Emphasis on specialized development of skills and knowledge, area planning for rescue, development and implementation of training, and rescue evolutions. (CSU)

Offered for Credit/No Credit grading only.  
May be repeated with different topics only.

**SERVICE LEARNING EXPERIENCE****SERVICE LEARNING EXPERIENCE** 1 Unit

Lecture: .5 hour  
Laboratory: 1.5 hours

Service Learning Experience, when paired with course curriculum, is designed to create an opportunity to understand the relationship between academic study and community service through both practical applications and critical reflection. Volunteerism and Service Learning will be examined from theory to practice. This course is designed to meet specific student interests and will be made available in any discipline. Consult the Service Learning coordinator for specific procedures. Students will be required to participate in the Service Learning experience for a minimum of 27 hours and attend 9 hours of lecture. (UC under review) (CSU)

**SKILLS DEVELOPMENT****SKLDV 10 — BASIC READING TUTOR TRAINING COURSE** .5 Unit

Skill Level Recommended: Eligibility for Eng 1A  
Lecture: .5 hour

Trains students to be reading tutors using the language experience approach for reading and comprehension and the word pattern approach for phonics. Tutors will apply their skills during the laboratory section. (CSU)

Offered for Credit/No Credit grading only.

**SKLDV 11 — BASIC READING TUTOR TRAINING COURSE LABORATORY** 1 Unit

Prerequisite: Skldv 10 or concurrent enrollment  
Skill Level Recommended: Eligibility for Eng 1A  
Laboratory: 3 hours

Designed for reading tutors to apply their skills with children or adult new readers. (CSU)

Offered for Credit/No Credit grading only.  
May be repeated three times.

**SKLDV 188 — SPEED READING** 1-2 Units

Laboratory: 3-6 hours

Designed to help competent readers improve their reading rate.

May be repeated one time.

**SKLDV 196 — PEER TUTORING** .5 Unit

Lecture: .5 hour

Provides students with an opportunity to give academic assistance to other students. Required for any student interested in tutoring for the college.

Offered for Credit/No Credit grading only.  
May be repeated one time.

**SKLDV 197 — ADVANCED PEER TUTORING .5 Unit**

*Prerequisite: Skldv 196*

*Lecture: .5 hour*

The Advanced Peer Tutoring course will train students to facilitate a structured group tutoring session. Particular emphasis will be on tutoring techniques designed to improve study skills of students attending group sessions.

**SKLDV 250 — SENTENCE WRITING STRATEGY 3 Units**

*Lecture: 3 hours*

Designed for students with learning disabilities and others who have difficulty with basic writing skills. The course emphasizes mastering basic English sentence structure and how to write four kinds of sentences: simple, compound, complex and compound-complex. Students will learn a set of steps and key formulas that help them recognize and write different types of sentences.

*May be repeated one time.*

**SKLDV 251 — DIAGNOSTIC LEARNING 1.5 Unit**

*Lecture: 1.5 hours*

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

**SKLDV 261A — BASIC ARITHMETIC I 1.5 Units**

*Lecture: 1.5 hours*

*Laboratory: 1 hour*

Designed for the student who needs to develop arithmetic skills at the pre-college level. Instruction will emphasize increasing speed and accuracy in the basic operations of addition, subtraction, multiplication and division with whole numbers and fractions. Problem solving using the basic operations with whole numbers and fractions will also be studied.

*May be repeated one time.*

**SKLDV 261B — BASIC ARITHMETIC II 1.5 Units**

*Prerequisite: Satisfactory completion of Skldv 261A or consent of the instructor*

*Lecture: 1.5 hours*

*Laboratory: 1 hour*

Designed for the student who needs to develop arithmetic skills at the pre-college level. Instruction will emphasize problem solving using basic operations of addition, subtraction, multiplication and division with whole numbers, fractions and decimals. The concepts of divisibility, prime factorization, ratio and proportion, and percentage will be studied.

*May be repeated one time.*

**SKLDV 262 — APPLIED ARITHMETIC 1.5 Units**

*Prerequisite: Satisfactory completion of Skldv 261B or consent of the instructor*

*Lecture: 1.5 hours*

*Laboratory: 1 hour*

Designed for the student who needs to develop applied arithmetic skills at the pre-college level. Topics of study will include the basic concepts of measurement, geometry, statistics, graphs, and business math. Other number systems such as Roman numerals and binary systems may also be studied.

*May be repeated one time*

**SKLDV 263 — PRE-ALGEBRA 1.5 Units**

*Prerequisite: Satisfactory completion of Skldv 261B or consent of the instructor*

*Lecture: 1.5 hours*

*Laboratory: 1 hour*

Designed for the student who needs to develop arithmetic skills at the pre-college level. This course will emphasize pre-algebra skills including properties, signed numbers, exponents, order of operations, divisibility, and prime factorization.

*May be repeated one time.*

**SKLDV 265 — REVIEW ALGEBRA .5 Unit**

*Prerequisite: High school algebra*

*Laboratory: 1.5 hours*

Designed for the student who has successfully completed a course in algebra and wants to review concepts and applications.

*May be repeated one time.*

**SKLDV 270 — BASIC ENGLISH SKILLS 1 Unit**

*Laboratory: 3 hours*

In this individually paced class, students will review basic grammar concepts and apply those concepts to their writing. The purpose of the course is to assist students to write relatively error-free sentences and effective paragraphs. Proofreading, editing and revision will also be addressed.

*May be repeated one time.*

**SKLDV 275 — SPELLING 1 Unit**

*Lecture: 1 hour*

Designed for the student who needs to develop spelling skills. Instruction will use a phonics approach to improve spelling. Spelling patterns and rules will be presented as well as "tricks" to recall the correct spelling of words.

*May be repeated two times.*

**SKLDV 277 — BASIC READING DEVELOPMENT 1 Unit**

*Laboratory: 4 hours*

Designed for students who read at or below the fifth grade reading level. Students will work one on one with tutors from the Basic Reading Tutor Training Course. Instruction will emphasize phonics, sight word recognition, and reading comprehension.

*Offered Credit/No Credit only.*

*May be repeated three times.*

**SOCIAL SCIENCE**

**SOCSC 40 — HUMAN SEXUAL BEHAVIOR 3 Units**

*Skill Level Recommended: Eligibility for Eng 151*

*Lecture: 3 hours*

Exploration of issues in human sexuality from the perspective of the behavioral and social sciences. Study and discussion of sexual behavior, feelings, and attitudes as they affect one's self and others. (UC/CSU)

**SOCIOLOGY**

*See Page 41 for Human Services Certificate Requirements*

**SOCIO 1 — INTRODUCTION TO SOCIOLOGY 3 Units (CAN SOC 2)**

*Skill Level Recommended: Eligibility for Eng 1A*

*Lecture: 3 hours*

Introduction to the principal concepts and methods of sociology; survey of interactions, interrelationships and processes of society, such as culture, socialization, stratification, minorities, primary and secondary groups, social change. (UC/CSU)

**SOCIO 2 — AMERICAN SOCIETY: SOCIAL PROBLEMS AND DEVIANCE 3 Units**

*Lecture: 3 hours*

Social concerns, such as family disorganization, religious conflicts, educational irregularities, poverty, physical and mental health care, political issues, crime and justice, violence and aggression, drug issues, and environmental problems will be studied from the social institutions and social deviance perspectives. (UC/CSU)

**SOCIO 12 — SOCIOLOGY OF THE FAMILY 3 Units**

*Skill Level Recommended: Eligibility for Eng 151*

*Lecture: 3 hours*

Comparative and historical treatment of the family institution. Analysis of kinship and family structure, roles and relationships within the family. Assessment of the contemporary society on the American family. (CSU)

**SOCIO 28 — DEATH AND DYING 3 Units**

*Skill Level Recommended: Eligibility for Eng 151*

*Lecture: 3 hours*

Examination of the predominant attitudes and practices with regard to death, dying, and grief in the U.S.; included will be material relevant to suicide, the terminally ill, bereavement, and various viewpoints about the phenomenon of death. (CSU)

*Field trips may be required.*

**SKLDV 278 — READING DEVELOPMENT I 3.5 Units**

*Lecture: 3 hours*

*Laboratory: 2 hours*

Designed for the student who needs to develop reading skills at the pre-college level. Instruction will emphasize developing fundamental reading skills to identify unfamiliar words and to improve reading comprehension.

*May be repeated one time.*

**SKLDV 279 — READING DEVELOPMENT II 3 Units**

*Prerequisite: Completion of Skldv 278 with a grade of "C" or better or recommended placement.*

*Lecture: 3 hours*

Designed to continue to develop the reading skills of students who have successfully completed Skills Development 278 or to improve reading comprehension for entry into college level courses. Reading comprehension will be improved by developing critical evaluative skills, learning strategies and techniques related to reading efficiency, and learning to apply word knowledge while reading.

**SKLDV 287 — VOCABULARY DEVELOPMENT 2 Units**

*Lecture: 2 hours*

*Laboratory: 2 hours*

A systematic strategy of vocabulary development will be presented and practiced with the vocabulary of specific disciplines such as humanities, applied science, social science, and vocational arts. Various aids to vocabulary expansion will also be examined.

*May be repeated two times.*

**SKLDV 290 — STUDY SKILLS .5 Unit**

*Lecture: .5 hour*

An introductory discussion of effective study methods. Topics will include goal setting, time management, learning styles, note-taking, textbook analysis, memory/concentration, and test taking.

*May be repeated one time.*

**SKLDV 292 — LEARNING SKILLS INDIVIDUALIZED STUDY .5-1 Unit**

*Laboratory: 1.5-3 hours*

The student, with the aid of the instructor, will plan a program of study to improve a specific basic skill. Skill areas may include basic arithmetic, reading development, spelling, vocabulary, grammar, or test preparation.

*May be repeated two times.*

**SKLDV 296 — APPLIED TEST-TAKING SKILLS .5-1 Unit**

*Lecture: .5-1 hour*

Basics of successful test taking with emphasis on the skills necessary to improve performance on a specific exam such as the S.A.T., C.B.E.S.T., or Civil Service Exam.

*Offered for Credit/No Credit grading only.*

*May be repeated three times.*

**SOCIO 95 — SERVICE LEARNING IN SOCIOLOGY** 1 Unit

Lecture: .5 hour  
Laboratory: 1.5 hours  
Service Learning Experience, when paired with course curriculum, is designed to create an opportunity to understand the relationship between academic study and community service through both practical applications and critical reflection. Volunteerism and Service Learning will be examined from theory to practice. This course is designed to meet specific student interests. Consult the Service Learning coordinator for specific procedures. Students will be required to participate in a Service Learning experience for a minimum of 27 hours and attend 9 hours of lecture. (UC under review) (CSU)

**SOCIO 97 — WORK EXPERIENCE IN HUMAN SERVICES** 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 Human Services. The student's employment must be related to educational or occupational goals. (CSU)  
Offered for Credit/No Credit grading 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 Wkexp 96, page 106.

**SPANISH**

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

Skill Level Recommended: Eligibility for Eng 1A  
Lecture: 3 hours  
Laboratory: 3 hours  
Introduction to the Spanish language, emphasizing natural communications and supported by foundation grammar. For students with less than two years of high school Spanish or the equivalent. (UC/CSU)

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

Prerequisite: Span 1A with grade of "C" or better; two years of high school Spanish, or consent of the instructor.  
Lecture: 3 hours  
Laboratory: 3 hours  
Continuation of Spanish 1A. Recommended for students with two years of high school Spanish. (UC/CSU)

**SPAN 2A — SPANISH: Intermediate** 4 Units

Prerequisite: Span 1B with grade of "C" or better, three years of high school Spanish, or equivalent  
Lecture: 3 hours  
Laboratory: 3 hours  
An intermediate level course designed to refine skills in oral and written expression through reading, composition and discussion of contemporary issues, cultural material and literature. Course includes complete review of Spanish grammar and syntax. (UC/CSU)

**SPAN 2B — SPANISH: Intermediate** 4 Units

Prerequisite: Span 2A with grade of "C" or better, four years of high school Spanish, or equivalent  
Lecture: 3 hours  
Laboratory: 3 hours  
A continuation of intermediate level Spanish, to include poetry and prose, in-depth discussion and composition. An attempt is made to refine all of the language skills in Spanish. (UC/CSU)

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

Skill Level Recommended: Eligibility for Eng 1A  
Lecture: 3 hours  
or  
Lecture: 3 hours  
Laboratory: 3 hours  
Practice in vocabulary, idioms and grammatical usage with emphasis on conversational use of the language as spoken in Hispanic America. (CSU)

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

Prerequisite: Span 10A with a grade of "C" or better or consent of instructor  
Skill Level Recommended: Eligibility for Eng 1A  
Lecture: 3 hours  
or  
Lecture: 3 hours  
Laboratory: 3 hours  
A continuation of Spanish 10A with emphasis on ideas, culture and use of the total language. (CSU)  
May be repeated two times.

**SPEECH**

**SPCH 1 — FUNDAMENTALS OF SPEECH (CAN SPCH 4)** 3 Units

Prerequisite: Eligibility for Eng 1A recommended  
Lecture: 3 hours  
Principles of oral communication; speech composition and techniques of presenting informal and formal speeches. Emphasis given to organization, delivery, critical thinking, and evaluative listening. (UC/CSU)

**SPCH 2 — ARGUMENTATION** 3 Units

Prerequisite: Spch 1 with a grade of "C" or better.  
Lecture: 3 hours  
A study of the art of argumentation; analysis of issues and evidence; the elements of logic; analysis of others' arguments; oral presentation of arguments. (UC/CSU)

**SPCH 50A — SIGN LANGUAGE** 2 Units

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

**SPCH 50B — SIGN LANGUAGE** 2 Units

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

**TEACHER AIDE TRAINING**

See Page 42 for Teacher Aide Certificate Requirements

**T-AID 97 — WORK EXPERIENCE AS A TEACHER AIDE** 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 Teacher Aide Training. The student's employment must be related to educational or occupational goals. (CSU)  
Offered for Credit/No Credit grading 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 Wkexp 96, page 97.

**T-AID 155 — TEACHER AIDE TRAINING** 3 Units

Lecture: 3 hours  
Preparation for teacher aide responsibilities to assist teachers in the classroom learning process with emphasis on the school environment as the place for learning. Course includes focus on personalities in the classroom: teachers, aides, students, and interpersonal relationships.

**WELDING TECHNOLOGY**

**WLDC 1 — INTRODUCTION TO WELDING** 3 Units

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

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

Prerequisite: Wldtc 1 with a grade of "C" or better or consent of instructor  
Lecture: 1 hour  
Laboratory: 6 hours  
Arc welding in all positions (flat, horizontal, and overhead). Course includes basic M.I.G.-T.I.G., welding symbols, cast iron, air arc, basic pipe. Special emphasis on control of heat and distortion, preparation for welding certification. (CSU)

**WLDC 60 — PRACTICAL LABORATORY** 1 Unit

Prerequisite: Wldtc 3 with a grade of "C" or better or consent of instructor  
Laboratory: 3 hours  
The student shall gain practical experience by working on an individual project (including certification projects). Emphasis on quality, appearance and function. (CSU)  
May be repeated one time.

**WORK EXPERIENCE**

All CSU campuses will accept Work Experience; see your counselor or work experience coordinator for limitations.

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

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

75 hours of paid employment equals 1 unit of credit.  
60 hours of unpaid employment equals 1 unit of credit.  
Provides students with occupational learning opportunities through semesters of full-time employment alternated with semesters of instruction. The student employment must be related to educational or occupational goals. Work experience is available in occupational areas as well as these academic areas: Anthropology, Art, Biology, Geography, Health and Human Performance, History, Spanish, Speech, Photography, Guidance, Mathematics, and Political Science. (CSU)  
Offered for Credit/No Credit grading only.  
May be repeated for a maximum of 16 units of credit from Wkexp 96 and/or Wkexp 97.

**WKEXP 97 — OCCUPATIONAL WORK EXPERIENCE (PARALLEL PLAN)** 1-4 Units

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

75 hours of paid employment equals 1 unit of credit.  
60 hours of unpaid employment equals 1 unit of credit.  
Provides students with occupational learning opportunities through supervised employment. Work experience is available in occupational areas as well as these academic disciplines: Anthropology, Art, Biology, Geography, History, Physical Education, Spanish, Speech, Photography, Guidance, Mathematics, and Political Science. (See Work Experience Coordinator for additional information.) (CSU)  
Offered for Credit/No Credit grading only.  
May be repeated for a maximum of 16 units of credit from Wkexp 96 and/or Wkexp 97.



| COURSE | 1995-1996 |      | 1996-1997 |      |
|--------|-----------|------|-----------|------|
|        | FALL      | SPR. | FALL      | SPR. |

**MATHEMATICS**

|      |                                |     |     |     |     |
|------|--------------------------------|-----|-----|-----|-----|
| 2    | Elements of Statistics         | yes | yes | yes | yes |
| 6    | Math for Liberal Arts Students | yes | yes | yes | yes |
| 8    | Trigonometry                   | yes | yes | yes | yes |
| 10   | College Algebra                | yes | yes | yes | yes |
| 12   | Finite Mathematics             | yes | no  | no  | no  |
| 16   | Precalculus                    | no  | yes | no  | yes |
| 18A  | Calculus/Analytic Geometry     | yes | no  | yes | no  |
| 18B  | Calculus/Analytic Geometry     | no  | yes | no  | yes |
| 18C  | Vector/Multivariate Calculus   | yes | no  | yes | no  |
| 100B | Beginning Algebra: Second Half | no  | yes | yes | yes |
| 101  | Beginning Algebra              | yes | yes | yes | yes |
| 104  | Intermediate Algebra           | yes | yes | yes | yes |

**MUSIC**

|       |   |     |     |     |     |
|-------|---|-----|-----|-----|-----|
| 2     | Introduction to Music                                   | yes | yes | yes | yes |
| 4A    | Elementary Musicianship                                 | yes | no  | yes | no  |
| 4B    | Elementary Musicianship                                 | no  | yes | no  | yes |
| 5A    | Intermediate Musicianship                               | yes | no  | yes | no  |
| 5B    | Intermediate Musicianship                               | no  | yes | no  | 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 |
| 12    | Survey of Jazz/Popular Music                            | yes | yes | yes | yes |
| 20A   | Elementary Music Theory                                 | yes | no  | yes | no  |
| 20B   | Elementary Music Theory                                 | no  | yes | no  | yes |
| 36A   | Elementary Voice  | yes | yes | yes | yes |
| 36B   | Elementary Voice  | 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 |
| 50-57 | Applied Music Series                                    | yes | yes | yes | yes |
| 60    | Choir   | yes | yes | yes | yes |
| 64    | Jazz Choir  | yes | yes | yes | yes |
| 65    | Theater Production: Music Emphasis                      | yes | yes | yes | yes |
| 66    | Community Chorus  | yes | yes | yes | yes |
| 69    | Madrigal Ensemble                                       | yes | yes | yes | 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 | yes | yes | yes |
| 9  | Parks and Forests Law Enforcement | no  | yes | no  | yes |
| 22 | Ecology/Use of Fire               | no  | no  | yes | no  |

**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  | no  |
| 160 | Aerial Photography and Map Interpretation | yes | no  | yes | no  |
| 181 | California Wildlife                       | no  | yes | no  | yes |

**OFFICE TECHNOLOGY**

|    |                            |     |     |     |     |
|----|----------------------------|-----|-----|-----|-----|
| 1  | Records Management         | yes | no  | yes | no  |
| 5  | Elec. Printing Calculators | 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 |

| COURSE | 1995-1996 |      | 1996-1997 |      |
|--------|-----------|------|-----------|------|
|        | FALL      | SPR. | FALL      | SPR. |

**OFFICE TECHNOLOGY (cont.)**

|     |                                     |     |     |     |     |
|-----|-------------------------------------|-----|-----|-----|-----|
| 40  | Beginning Word Processing           | yes | yes | yes | yes |
| 41  | Inter. Word Processing              | yes | yes | yes | yes |
| 42  | Desktop Processing with WordPerfect | no  | yes | no  | yes |
| 50  | Medical Terminology                 | yes | no  | yes | no  |
| 52  | Medical Insurance                   | no  | yes | no  | yes |
| 53A | Beg. Medical Transcription          | yes | yes | yes | yes |
| 53B | Beg. Medical Transcription          | yes | yes | yes | yes |
| 54  | Radiology Transcription             | yes | yes | yes | yes |
| 55  | Cardiology Transcription            | yes | yes | yes | yes |
| 56  | Orthopedic Transcription            | yes | yes | yes | yes |
| 57  | Gastroenterology Transcription      | yes | yes | yes | yes |
| 58  | Pathology Transcription             | yes | yes | yes | yes |
| 60  | Legal Transcription/Term.           | yes | yes | yes | yes |
| 62  | Legal Office Procedures             | yes | yes | yes | yes |
| 97  | Work Experience in Oftec            | yes | yes | yes | yes |
| 100 | Keyboarding                         | yes | yes | yes | yes |
| 110 | Basic Typing Applications           | yes | yes | yes | yes |
| 120 | Intermediate Typing                 | yes | yes | yes | yes |
| 130 | Business English                    | yes | yes | yes | no  |

**PHILOSOPHY**

|    |                            |     |     |     |     |
|----|----------------------------|-----|-----|-----|-----|
| 1  | Introduction to Philosophy | yes | no  | yes | yes |
| 25 | 20th Century Philosophy    | 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 |
| 12 | American Political Thought | no  | no  | no  | no  |
| 14 | International Relations    | no  | yes | no  | yes |

**PSYCHOLOGY**

|    |                              |     |     |     |     |
|----|------------------------------|-----|-----|-----|-----|
| 1  | General Psychology           | yes | yes | yes | yes |
| 2  | Current Issues in Psychology | no  | yes | no  | yes |
| 30 | Personal & Social Adjustment | yes | yes | yes | yes |

**REAL ESTATE**

|    |                              |     |     |     |     |
|----|------------------------------|-----|-----|-----|-----|
| 1  | Principles of Real Estate    | yes | yes | yes | yes |
| 5  | Real Estate Practice         | no  | yes | no  | no  |
| 10 | Legal Aspects of Real Estate | no  | no  | no  | no  |
| 15 | Real Estate Finance          | yes | no  | no  | no  |
| 20 | Real Estate Appraisal        | no  | no  | yes | no  |
| 25 | Real Estate Economics        | no  | no  | no  | yes |

**SOCIAL SCIENCE**

|    |                       |     |     |     |     |
|----|-----------------------|-----|-----|-----|-----|
| 40 | Human Sexual Behavior | yes | yes | yes | yes |
|----|-----------------------|-----|-----|-----|-----|

**SOCIOLOGY**

|    |                              |     |     |     |     |
|----|------------------------------|-----|-----|-----|-----|
| 1  | Introduction to Sociology    | yes | yes | yes | yes |
| 2  | American Society: Soc. Prob. | yes | no  | yes | no  |
| 12 | Sociology of the Family      | yes | no  | yes | no  |
| 28 | Death and Dying              | no  | yes | no  | yes |
| 97 | Work Experience              | yes | yes | yes | yes |

**SPANISH**

|    |                       |     |     |     |     |
|----|-----------------------|-----|-----|-----|-----|
| 1A | Spanish: Beginning    | yes | no  | yes | no  |
| 1B | Spanish: Beginning    | no  | yes | no  | yes |
| 2A | Spanish: Intermediate | yes | no  | yes | no  |
| 2B | Spanish: Intermediate | no  | yes | no  | yes |

**SPEECH**

|   |                        |     |     |     |     |
|---|------------------------|-----|-----|-----|-----|
| 1 | Fundamentals of Speech | yes | yes | yes | yes |
| 2 | Argumentation          | yes | yes | yes | yes |

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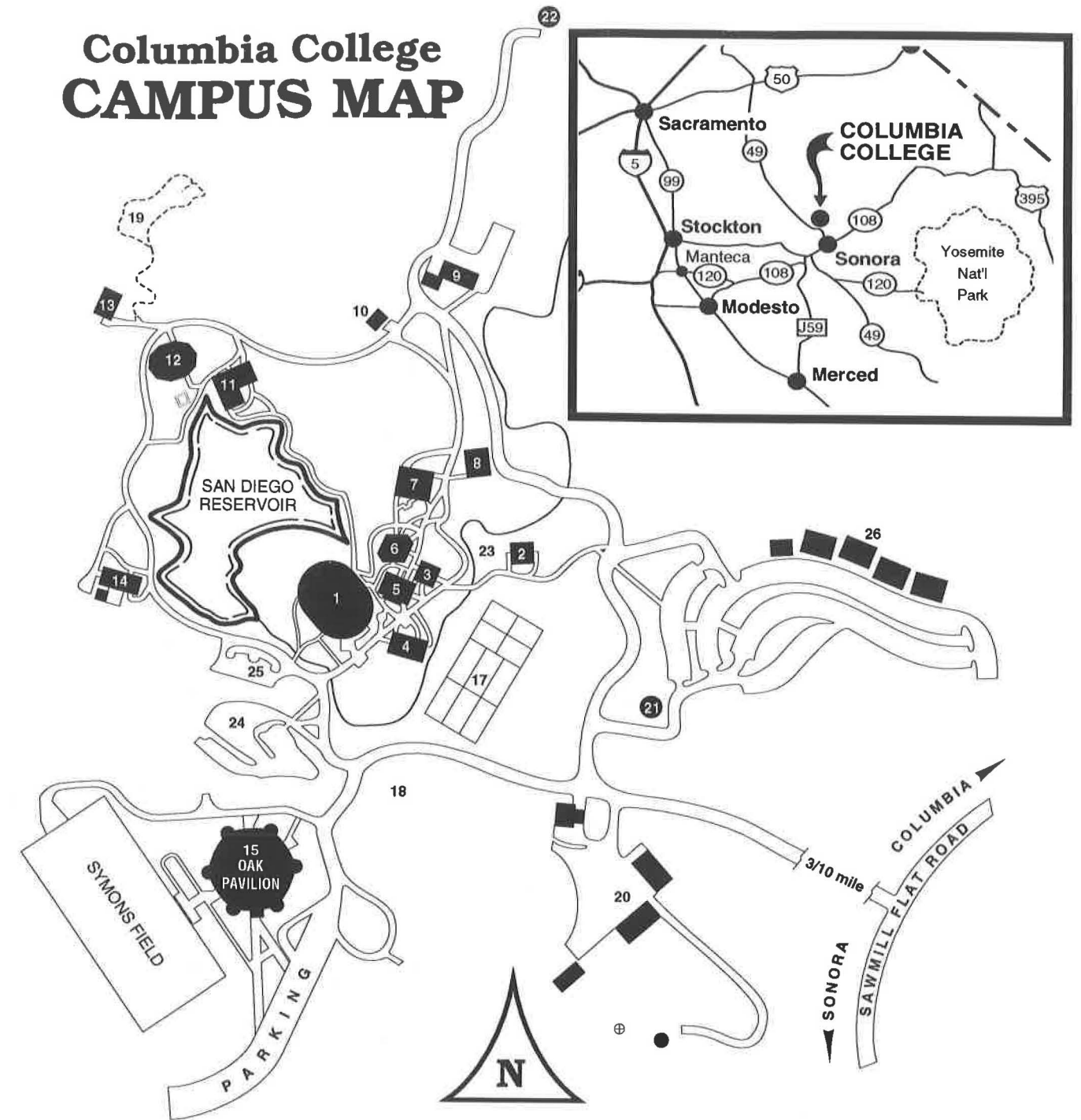


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NOTES

# Columbia College CAMPUS MAP



## KEY

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

\* Restrooms in building

\*\* Disabled Accessible Restrooms

☎ Emergency Telephone

**COLUMBIA COLLEGE**  
Admissions & Records  
11600 Columbia College Dr.  
Sonoma, CA 95370

