

# Columbia College



**COLUMBIA  
COLLEGE  
LIBRARY**



Columbia, CA 95310

**1997-98 CATALOG**

# COLUMBIA COLLEGE

*A Quality Education in a Quality Environment*

11600 Columbia College Drive  
Sonora, California 95370  
(209) 588-5100

Internet Address: <http://www.yosemite.cc.ca.us/columbia>

## 1997-98



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.*

## 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 agreements 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.



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**Columbia College  
1997-98 Academic Calendar**

**Fall Semester 1997**

- July 21-24 ..... Continuing students, telephone registration by appointment only
- July 28-31 ..... Continuing students, telephone registration by appointment only
- Aug. 4-5 ..... Newly matriculated, telephone registration or on campus by appointment only
- Aug. 6-7 ..... All students - Open registration by phone or on campus
- Aug. 11-13 ..... All students - Open registration by phone or on campus
- Aug. 18 ..... Instruction Begins
- \*Aug. 22 ..... Last day to submit application for admissions for Fall 1997
- \*Aug. 22 ..... Last day to enter a full semester class
- \*Aug. 29 ..... Last day to apply for refund
- Sept. 1 ..... Labor Day holiday
- \*Sept. 12 ..... Last day to withdraw without a "W" showing on permanent record
- \*Sept. 23 ..... Last day to elect for CR/NC grading
- Oct. 1 ..... First day for processing applications for 1998 Spring semester
- Oct. 3 ..... Deadline for filing for graduation and certificates for Spring 1998
- Nov. 10 ..... Veteran's Day holiday
- \*Nov. 17 ..... Last day to withdraw from any course
- Nov. 26 ..... No evening classes
- Nov. 27-28 ..... Thanksgiving holiday
- Dec. 12-18 ..... Final Examinations
- Dec. 18 ..... Fall Semester Ends
- Dec. 19 - Jan. 9 — Winter Recess

**Spring Semester 1998**

- Dec. 1-5 ..... Continuing students, telephone registration by appointment only
- Dec. 8-10 ..... Continuing students, telephone registration by appointment only
- Dec. 11-12 ..... Newly matriculated, telephone registration by appointment only

- Dec. 15-19 ..... All students - Open registration by phone or on campus
- Dec. 20 - Jan. 4. All students - Open registration by phone only
- Jan. 5-7 ..... All students - Open registration by phone or on campus
- Jan. 12 ..... Instruction Begins
- \*Jan. 16 ..... Last day to submit application for admissions for Spring 1998
- \*Jan. 16 ..... Last day to enter a full semester class
- Jan. 19 ..... Martin Luther King holiday
- \*Jan. 26 ..... Last day to apply for refund
- \*Feb. 6 ..... Last day to withdraw without a "W" showing on permanent record
- Feb. 13 ..... Lincoln Day holiday
- Feb. 16 ..... Washington Day holiday
- \*Feb. 19 ..... Last day to elect for CR/NC grading
- Feb. 27 ..... Deadline for filing for graduation and certificates for Fall 1998
- Mar. 1 ..... First day for processing applications for 1998 Summer session
- Mar. 1 ..... First day for processing applications for 1998 Fall semester
- Apr. 10 ..... Spring Day (no classes)
- Apr. 13-17 ..... Spring Recess
- \*Apr. 23 ..... Last day to withdraw from any course
- May 15-22 ..... Final Examinations
- May 22 ..... Spring Semester Ends
- May 22 ..... Graduation

**Summer Session 1998**

- June 1-4 ..... Registration - phone & on campus
- June 8-10 ..... Registration - phone & on campus
- June 15 ..... Instruction Begins
- \*June 24 ..... Last day to elect for CR/NC grading
- \*June 25 ..... Last day to withdraw without a "W" showing on permanent record
- \*June 25 ..... Last day to apply for refund
- July 6 ..... Independence Day holiday observed
- \*July 14 ..... Last day to withdraw from any course
- July 23 ..... Six Week Summer Session Ends

- △ Flex Day
- In-Service
- Classes Begin
- × Holiday
- Finals
- ▽ Last Day of Semester
- Recess
- 8/14 Flex
- 8/15 Flex/In-Service
- 8/18 Classes Begin
- 8/22 \*Last day to add a class

**97-98 ACADEMIC CALENDAR**

**1997**

**AUGUST**

					1	2
3	4	5	6	7	8	9
10	11	12	13	△14	△15	16
17	⑮18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**SEPTEMBER**

	×	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				

9/1 Labor Day  
9/12 \*No-Penalty Drop

**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
23	24	25	26	×	×	29
30						

11/10 Veteran's Day  
11/17 ⇨ Last day to withdraw  
11/27 - 11/28 Thanksgiving Holiday

**DECEMBER**

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

12/12 - 12/18 Finals  
12/18 Last day of semester  
12/19-12/31 Winter Recess

**1998**

**JANUARY**

			1	2	3	
4	5	6	7	△8	△9	10
11	⑮12	13	14	15	16	17
18	×	20	21	22	23	24
25	26	27	28	29	30	31

- 1/1 - 1/7 Winter Recess
- 1/8 Flex Day
- 1/9 Flex/In-Service
- 1/12 Classes Begin
- 1/16 \*Last day to add a class
- 1/19 Martin Luther King Day

**FEBRUARY**

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

- 2/6 \*No-Penalty Drop
- 2/13 Lincoln's Birthday
- 2/16 Washington's Birthday

**MARCH**

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

**APRIL**

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

- 4/10 Spring Day
- 4/13 - 4/17 Spring Break
- 4/23 ⇨ Last day to withdraw

**MAY**

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

- 5/15 - 5/22 Finals
- 5/22 Last day of semester
- 5/22 Graduation/Records Day
- 5/25 Memorial Day

**1998 SUMMER SESSION**

**JUNE**

						1	2	3	4	5	6
7	8	9	10	11	12	13					
14	⑮15	16	17	18	19	20					
21	22	23	24	25	26	27					
28	29	30									

6/15 Summer Session Begins  
6/25 \*No-Penalty Drop

**JULY**

							1	2	3	4
5	×	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					

- 7/4 Independence Day
- 7/14 ⇨ Last day to withdraw
- 7/23 Summer Session Ends

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

# GENERAL INFORMATION

## Columbia College

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

## Background

COLUMBIA COLLEGE and MODESTO JUNIOR COLLEGE are the two community colleges located in the YOSEMITE COMMUNITY COLLEGE DISTRICT. The former Modesto Junior College District was expanded into the larger Yosemite Community College District in 1964 by action of the district electorate. The district is geographically one of the largest in the State and transects more than 100 miles of the fertile San Joaquin Valley from the Coast Range on the west to the Sierra Nevada on the east. The boundaries include nearly 4,000 square miles encompassing all of Tuolumne and Stanislaus Counties and parts of San Joaquin, Merced, Calaveras and Santa Clara Counties. Because of an increase in student enrollment, the need for greater educational opportunities in the mountain counties, and the great distance involved in travel for students to attend Modesto Junior College, the Yosemite Community College District Board of Trustees authorized the formation of Columbia Junior College and scheduled its opening for September, 1968. The word 'Junior' was dropped from the College name in 1978. Starting on the quarter system, Columbia College changed to the semester system on July 1, 1984.

## Campus and Facilities

Campus buildings are planned around San Diego

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

## Athletics

The College is a member of the 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 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 Community and Junior Colleges of the Western Association of Schools and Colleges, (3402 Mendocino Avenue, Santa Rosa, CA 95403 (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Post-secondary Accreditation and the U.S. Department of Education.

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) 588-5109.

## 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, Sonoma, CA 95370-8580.

Es las 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: Vice President for Instruction  
(209) 588-5140

Section 504: Paul Lockman, Director  
Disabled Students Program  
(209) 588-5130

ADA: Larry Steuben  
ADA Coordinator  
(209) 588-5120

### Sexual Harassment Policy

It is the policy of the Yosemite Community College District (*Policy 5028*) 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. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 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.

### Confidentiality of Student Records

Information in a student's cumulative record or information in any other student record **MAY NOT** be

released except under provisions of Education Code Section 76240 - 76246 and Title 5 regulations.

The Yosemite Community College District identifies the following categories of student information as Directory Information. Directory information is considered to be information that is not harmful or an invasion of student privacy if disclosed. Directory information can be released without written consent of the student, unless a student notifies Columbia College in writing or via electronic procedures established by the College that any or all of the categories of information about that student may not be disclosed.

The district includes the following categories of student information as *Directory Information*:

1. Student's Name
2. Major field of study
3. Participation in officially recognized college activities
4. Weight and height of members of athletic teams
5. Dates of attendance
6. Degrees and awards received
7. Other information authorized in writing by the student

Directory information can only be released by the Admissions and Records Office, with the exception of numbers 3 and 4 which can be released by the Physical Education Office, and the Student Activities Office, respectively.



# STUDENT SERVICES

## ADMISSIONS

### Eligibility

Graduates of accredited high schools, persons holding a high school Certificate of Proficiency, or those persons 18 years of age or older who are able to profit from instruction and who meet the residence requirement are eligible for admission to Columbia College. Students must request any previous colleges of attendance to mail transcripts directly to Columbia College.

### Residence Requirements

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

- 1) Is a legal resident of the Yosemite Community College District or California.
- 2) Is a student whose legal residence is in another state and pays the nonresident fee.
- 3) Is an international student who complies with special admission requirements and pays the nonresident 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.

Nonresidents of California, including international students, are required to pay an out-of-state tuition fee of \$118.00 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. High school transcripts are required **only** if a student has been out of high school five years or less.

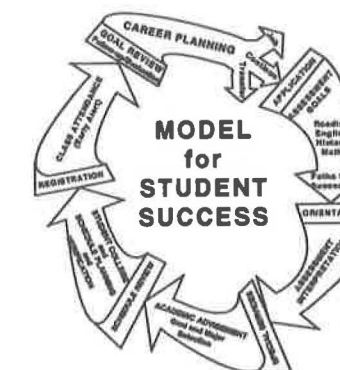
It is the student's responsibility to furnish the College with official documentation for previous high school and college work or training to be evaluated for credit. These documents become the property of Columbia College and cannot be reproduced or released for any purpose.

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.

### Student Success Matriculation Program



New and non-matriculated returning Columbia College students are provided with a step-by-step approach to a successful educational experience. The Student Success Matriculation 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 Student Success Matriculation Program. **Exception:** *Persons who qualify for one of the matriculation exempt categories.*

A person participating in the Student Success Program 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 Student Success 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, noncredit 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 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 Student Success 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 Student Success 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) 588-5233  
Fax: (209) 588-5330
- 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, the Philippines and New Zealand whose native language is English are exempt from taking the TOEFL*). A minimum score of 480 is required. International TOEFL scores are acceptable;
  - 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*); a negative chest X-Ray or a TB test dated within one year of application is also required;
  - 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 course work. 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. (See page 9 for Admission Procedures.) If admitted, the I-20 form 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 — Fax: (209) 533-3464

### 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 13, 1997, through December 18, 1997. 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. These 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 18. 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 Monday through Thursday serving a daily hot lunch special.

Breakfast, lunch, and dinner are available Monday through Thursday and until 2 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 and book grants
- Priority Registration — special registration assistance
- Book Service Program — \$100 for books without applying for, or eligible 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 EOPS through the Financial Aid Office or the EOPS Office.

### Cooperative Agencies Resources for Education

CARE is an extension of EOPS to serve single parents on AFDC.

#### Eligibility Criteria:

- 1. Must be EOPS eligible
- 2. Must have been an AFDC recipient for the last twelve months
- 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 EOPS 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 EOPS provides.

EOPS students may apply for CARE through the EOPS 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 provided 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 seven (7) 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.

**Note:** There is no charge for verification for federal loans.

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 Family Educational Rights and Privacy Act of 1974.

#### **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 to the Admissions and Records Office.

#### **Academic Resource Center**

The Academic Resource Center offers assistance to students, including tutorial support for instructional programs (see Tutorial Program below) and support for writing activities across the curriculum. The staff in the Center offer students one-to-one assistance with writing assignments on a drop-in basis or by appointment. Students who wish to work independently can find quiet space at tables in the Center, with ready access to the dictionary, thesaurus, grammar guides and other resources. The Center has word processing software on both PC and Macintosh computers available for student use. Check the Schedule of Classes for hours.

#### **Tutorial Program**

Individual or group tutoring services in most subjects 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 through the Tutorial Coordinator in 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 support services, 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, specialized tutoring, assistance in locating note takers, 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 learning strategies to remediate or compensate for basic skill deficits; test facilitation, other in-class accommodations as necessary. Tutoring may be provided by specially trained staff and students for general education and vocational college course work.

##### **High Tech Center**

The High Tech Center was established in 1995 to provide disabled students with access to, and training on, adapted computer hardware and software. This hardware and software includes computers adapted for use by visually impaired as well as mobility impaired students. Specifically designed software for the use of learning disabled students to increase their skill levels in reading, writing and math is available.

##### **Additional Services**

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

##### **Special Instruction**

Adaptive physical education, cardiac rehabilitation, pulmonary rehabilitation, 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 nontraditional (*enrolled in a vocational program nontraditional 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 during the first two weeks of a full semester class. 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 for the initial card. A replacement fee of \$4.00 will be charged for lost cards and name changes.
- Required for use of Student Services, Library, Math and Computer open labs and the Academic Resource Center
- Carry with you while on campus

#### **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 books, 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 has current applications to many schools on hand. These services help students develop more direct contact with personnel, procedures, policies and requirements of specific transfer campuses, thus clarifying questions regarding transferability of credits and opportunities of academic preparation. The Transfer Center provides service to all students. Special assistance is provided for under represented students (*minorities, reentry women, low income and disabled*) to increase their chances of success in higher education through participation in a guaranteed Transfer Admission Agreement program with regional universities.

### Job Placement Services

The Columbia College Job Placement Office offers free

employment assistance to all unit-bearing 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

Nestled among beautiful trees is the Columbia College Child Development Center. The center is funded through the Tuolumne County Superintendent of Schools Office to provide a morning state preschool program and afternoon child care free to eligible families. Children must be at least three years old to attend.

Columbia's center also provides a lab experience to adult students 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 7:45 A.M. to 4 P.M. Monday through Thursday and 7:45 A.M. to 1 P.M. on Friday. The center operates on the college calendar, including serving summer school.

For further information or to enroll your child, call the Child Development Center at (209) 588-5277. (Fac #553602594)

### 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 588-5167. 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 continuous service from the campus parking lots to classrooms buildings Monday through Thursday evenings from 5:15 to 9:30 P.M.



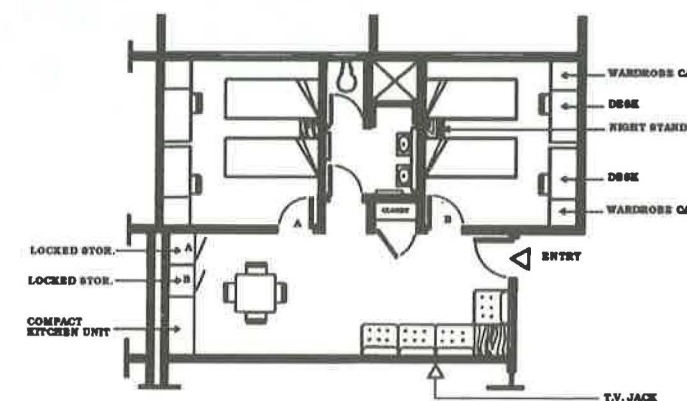
## HOUSING... Designed For The Student

### Columbia College Student Housing

The Student Housing Complex is located on campus, within easy walking distance of all college buildings. The buildings are set among the natural wooded beauty of the campus. The facilities are designed as two-bedroom apartments arranged in clusters. Each of the four buildings has three floors, with four apartments to a floor. Each unit has two bedrooms, a bathroom, living/dining area and kitchenette. Units can accommodate up to four students. Several payment plans are available.

Columbia College Student Housing features:

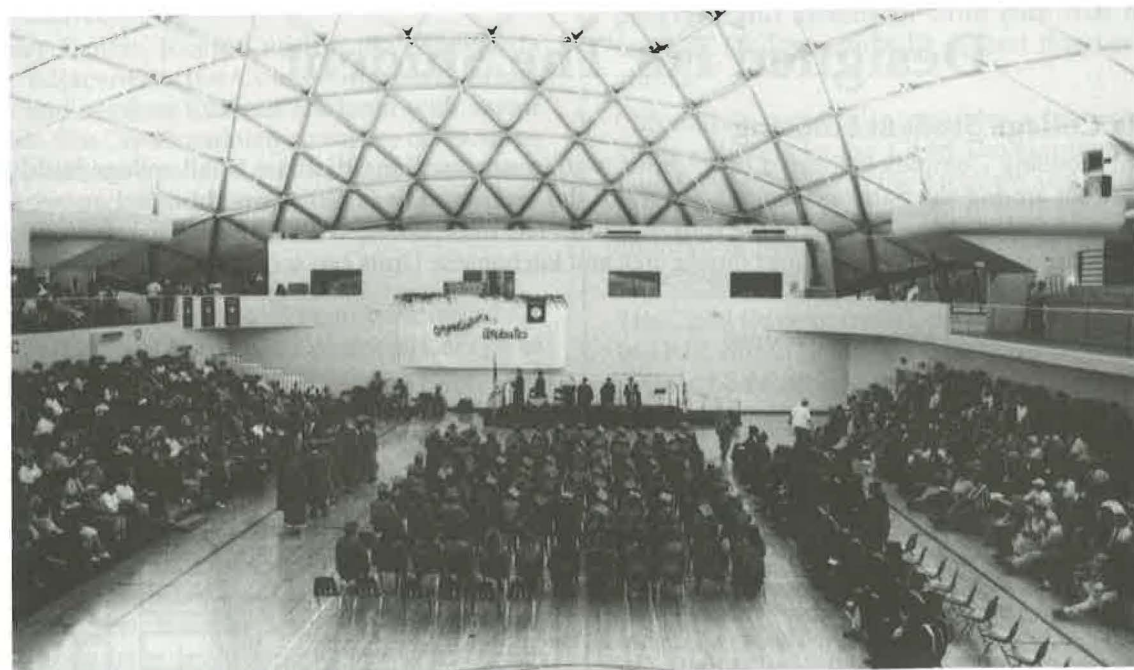
- ★ Each resident is provided with a bed, desk, chair, night stand and wardrobe.
- ★ Utilities (except telephone) are included with the rent.
- ★ Rec Room for residents includes a big-screen satellite TV, movie rentals, pool table.
- ★ New on-site laundry facilities with coin operated washers and dryers.
- ★ Barbecue facilities, deck, sand volleyball court, and half-court for basketball all available for resident use.
- ★ Street level rooms offer wheelchair access.
- ★ Kitchenette includes two-burner stove, refrigerator, sink and dinette set.
- ★ All units provide ample closet space, and are equipped for phone and cable.



Typical Floor Plan

Call (209) 533-3039 or (800) 743-2224 for information  
Fax (209) 533-3464 • e-mail: CCSHHIS@aol.com

# 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 as 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/Corequisites /Recommended for Success

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. A course **recommended for success** indicates preparation that a student is advised, but not required to take before enrolling in a course or program. Satisfactory completion of a course requires a grade of "C" or better.

Columbia College has an approved prerequisite policy that may be found in the Library or the Office of Instruction, both located in the Manzanita building.

### Course Prerequisite and Corequisite Challenge Information

A student may challenge a prerequisite or corequisite on one or more of the following criteria 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
- d. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
  - e. 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.

### Prerequisite Challenge Procedure

Contact the Admissions and Records Office to obtain a Petition for Prerequisite/Corequisite Challenge form. Submit the completed form with documentation materials to the Office of Instruction. The College shall resolve any challenge within five (5) working days from the time it is filed provided that the student initiates the challenge not less than two (2) weeks prior to the beginning of the semester.

### Grading System

Evaluation of student achievement is made in relation to the attainment of specific course objectives. At the beginning of a course the instructor will explain the course objectives and the basis upon which grades will be determined by one of the following symbols:

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

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

Prior to the start of the semester, students may add a class by using the touch tone telephone system. To add a class after the first day of instruction, students must complete an Add Form which may be obtained from Admissions and Records. Classes may be added with the instructor's signature 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 are allowed after 75% of the term — a possible grade of "F" will appear on the 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. Only 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. The student must obtain written permission from the Vice President for Instruction.
  - 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 appear 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 Incomplete Grade form, but in no case later than ONE YEAR from the term in which the "I" was issued. The student will receive a copy of the Incomplete Grade form.
- 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 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 and the student will receive notification of the 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 a 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. (Summer session is not counted on the required semesters.)
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 Coordinator that the maximum credit limitation for Independent Study will not be exceeded and that the student qualifies. 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 will count for elective credit only at the CSU campuses. Independent Study credit may not fulfill either Major or General Education Breadth Requirements at UC/CSU campuses. UC campuses require pre-approval for an Independent Study for elective credit.

#### 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 (*English Language/Composition*)
- English 1A, 1B (*English Literature*)
- 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 must submit to our Admissions and Records Office original 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)

Credit for College Level Examination Program (CLEP) exams is not awarded at Columbia College.

#### College Credit From Other Institutions

Previously earned lower division college or university units will be accepted if the institution is accredited by one of the following Accrediting bodies: MSA-Middle States Association of Colleges and Schools, NASC-The Northwest Association of Schools and Colleges, NCA-North Central Association of Colleges and Schools, NEASC-CIHE-New England Association of Schools and Colleges, Inc./Commission on Institutions of Higher Education, SACS-CC-Southern Association of Colleges and Schools/Commission on Colleges, WASC-Jr-Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges, WASC-Sr-Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities. 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, substitution, 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. Units earned in Skills Development classes are not counted as part of this 60 unit requirement.

### 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. An instructor may drop a student if the student is not in attendance on the first day of class.

### 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 established 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 GPA but may be used in determining progress probation and dismissal.

### Grade Point Average

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

$$\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Units Attempted}}$$

**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 in Associate Degree

applicable courses. 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.

### 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.

### 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.* An I.D. is required to pick up grades. The report is released only to students; or the report will be mailed upon receipt of a signed request and submission of a stamped, self-addressed envelope.

### Academic Probation and Dismissal For Academic Deficiencies

The purpose of academic probation and dismissal at Columbia College is to ensure that students who are deficient in scholastic achievement, on the basis of either cumulative or semester Grade Point Average (GPA), will receive special counseling and advisement. Computation of the GPA is based on all units attempted at Columbia excluding those taken on a Credit/No Credit basis.

#### Academic Probation Status

After having attempted a minimum of 12 semester units at Columbia College, a student shall be placed on Academic Probation status for the semester following any term in which his/her GPA falls below 2.00.

#### Academic Dismissal Status

The second consecutive semester that a student fails to maintain a 2.00 cumulative GPA, the student is placed on Academic Dismissal Status. A student will also be placed on Academic Dismissal if, while on Academic Probation, his/her semester GPA falls below 1.50 or his/her cumulative GPA falls below 1.75.

### For Progress Deficiencies

The purpose of Progress Probation and Dismissal status at Columbia College is to ensure that students who fail to complete a majority of the courses they attempt will receive special counseling and advisement.

#### Progress Probation Status

After having enrolled in a total of at least 12 semester units at Columbia College, a student shall be placed on Progress Probation status for the semester

following any term in which grades of "W", "I" and "NC" (No Credit) are recorded for fifty percent (50%) or more of all units enrolled.

### Progress Dismissal Status

A student will be placed on Progress Dismissal status if that student is on Progress Probation for two consecutive semesters.

**Students who are on Academic or Progress Probation/Dismissal are REQUIRED to do the following:**

1. obtain written approval from a counselor prior to registration;
2. complete an *Academic/Progress Probation/Dismissal Contract* with a counselor of their choice preferably prior to the start of the term, and no later than the first week of the term;
3. comply with the following unit limitation:  
**Probation Status:** enrollment limit of 12 units maximum per term  
**Dismissal Status:** enrollment limit of 8 units maximum per term;
4. enroll in and successfully complete Guidance 7, College and Life Success, or Guidance 100, College Survival, or, if applicable, another guidance course as per counselor recommendation. NOTE: These units are included in the unit limitation above;
5. request all current instructors complete a monthly Student Academic Performance Report form;
6. bring the completed form to monthly counseling meetings.

**Academic Probation and Dismissal status will be noted on the student's permanent record.**

The college may disqualify a student on Academic Dismissal or Progress Dismissal from enrolling in courses for a period of one year if, in the judgment of the counselor and the Vice President for Student Services, the student is not making appropriate progress after being placed in either status. A disqualified student may be readmitted by special petition to the Vice President for Student Services. See *Reinstatement After Disqualification* below.

### Reinstatement After Disqualification

A disqualified student may not be reinstated under the admissions provision until one semester from the date of disqualification. If the GPA of a student readmitted after disqualification falls below 2.0 for the following semester, the student may be permanently disqualified.

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

## STUDENT FEE INFORMATION

EFFECTIVE FALL SEMESTER, 1997

(Fees subject to change)

FEES	AMOUNT	APPLIES TO:	EXEMPTIONS/WAIVERS
**Enrollment Fee	\$13 per Unit No Maximum	Credit Students	Apprentice Enrollees BOGW Qualified
**Health Service Fee	\$11 per Semester \$8 Summer  15¢ per class hour (included in class fee)  \$10 per Semester	Credit Students  Fully fee-funded classes  Comm. participants Non-Credit classes	BOGW Qualified Depend on Prayer for Healing Class length less than 16 hours Closed enrollment classes Out-of-District Apprentice  Out-of-District Short-term Classes (one day) Depend on Prayer for Healing
*Parking Fee	\$1.00 a day \$1.00 a day or \$20 per Semester	Non-student Drivers Student Drivers	Disabled Persons with Placard from DMV Non-Drivers Off Campus Classes
**Non-Resident Tuition	\$118 per Unit plus enrollment fee of \$13 per Unit	Non-residents/foreign students	Residents
*Student Center Fee	\$1.00 per Unit to Maximum \$10 per year	Credit Students	BOGW A Recipients Apprentice Closed Enrollment classes Class length less than 16 hours Community Education & Professional Development Non-Credit Students
*Community Participant Fee	\$15 per Unit	Specific activity classes for persons who have exhausted registration in unit section	
Community Education Fee (fully fee-funded class)	Class stated fee	Any person who registers	

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

\*Only refundable prior to the first class meeting.

\*\*Only refundable during the first two weeks of the class.

- Evidence of consistent improvement in the student's record.
- A change from one major to a field of study more appropriate to the student.
- 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.
- The recommendation of the student's physician that the continuance in college would be of sufficient therapeutic benefit to warrant the granting of an additional opportunity

If a student has been disqualified and feels that there are extenuating circumstances worthy of consideration, a request in writing may be made to the 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 dropping all classes by touch tone telephone or by completing the drop form at the Admissions & 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	2,300	4,600	4,600
Personal	1,200	1,500	1,500
Transportation	600	500	700
Totals	\$5,114	\$7,614	\$7,814

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. Fees paid by credit card will be refunded by check. **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 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.
5. 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 of ACHIEVEMENT

## 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, 1997, the following certificate requirements are valid through the 2000-2001 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
  - Associate Child Development Teacher
  - Child Development
- Computer Science
  - Applied Computer Studies
  - Computer Science
  - Geographic Information Systems (GIS)
- Emergency Medical Services
- Fire Technology
- Forestry Technology
- Hospitality Management
  - Baker
  - Bartender

- Chef
- Deli Cook & Baker
- Dining Room Management
- Dining Room Staff
- Dinner Line Cook
- Hotel Management
- Pantry & Dessert Chef
- Restaurant Management
- Safety & Sanitation
- 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
- 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 of Achievement in the Admissions and Records Office during the semester prior to completion (i.e. for Fall completion a student should submit the petition during the previous Spring semester). Consult the Academic Calendar for filing deadline dates.**

## 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
<b>TOTAL REQUIRED UNITS 21</b>	

## 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 50 Electrical Theory .....	3
Auto 51 Charging Systems .....	2
Auto 52 Starting and Ignition Systems .....	2
Auto 53 Lighting and Chassis Electrics .....	1
Auto 62 Air Conditioning .....	2
Auto 70 Practical Laboratory .....	1-2
or	
Auto 97 Work Experience .....	2
<b>TOTAL REQUIRED UNITS 42-43</b>	

## 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 .....	4
Cmpsc 3 Windows and DOS Operating Systems .....	3
Cmpsc 30 Financial Worksheets on Computers .....	3
Cmpsc 137 Payroll Accounting .....	3
<b>TOTAL REQUIRED UNITS 46-48</b>	

## 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 .....	4
Econ 10 Principles of Economics .....	4
Econ 11 Principles of Economics .....	4
<b>TOTAL REQUIRED UNITS 44</b>	

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 .....	4
Econ 10 Principles of Economics .....	4
Oftec 25 Business Communications .....	3
<b>TOTAL REQUIRED UNITS 37</b>	

RECOMMENDED OPTIONAL COURSES:  
Busad 40 Principles of Management ..... 3  
Busad 97 Work Experience ..... Minimum 4

## ASSOCIATE CHILD DEVELOPMENT TEACHER

REQUIRED COURSES:	UNITS
Child 1 Principles of Child Development .....	3
Child 16 Practicum .....	3
Child 22 Child, Family, Community .....	3
Child 3 Practices in Child Development .....	3
or	
Child 10 Creative Activities in the Arts and .....	1.5
Child 11 Creative Activities in Science and Math .....	1.5
or	
Child 28 Books for Young Children .....	3
<b>TOTAL REQUIRED UNITS 12</b>	

**CHILD DEVELOPMENT**

REQUIRED COURSES:	UNITS
Child 1 Principles of Child Development	3
Child 2 Observing & Recording Behavior	1
Child 3 Practices in Child Development	3
Child 5 Child Nutrition	2
Child 7 Child Health and Safety	1
Child 10 Creative Activities in the Arts	1.5
Child 11 Creative Activities in Science and Math	1.5
Child 16 Practicum	3
Child 22 Child, Family, Community	3
Child 30 Child Care/Nursery School Administration	3
Child 19 Exceptional Needs Children	3
or	
Child 25 Infant/Toddler Care	3
or	
Child 27 School Age Children	3
or	
Child 28 Books for Young Children	3
Eng 151 Preparation for College Reading & Composition	4
<b>TOTAL REQUIRED UNITS 29</b>	

**COMPUTER SCIENCE**

REQUIRED COURSES:	UNITS
Cmpsc 1 Computer Concepts & Information Systems	4
Cmpsc 3 Windows and DOS Operating Systems	3
Cmpsc 9 UNIX Operations/Communication	3
Cmpsc 20 C Language Programming	4
Cmpsc 26 Advanced C/C++ Programming	4
Cmpsc 40 Assembly Language Programming	4
Cmpsc 55 Data Base Management	3
Math 8 Trigonometry	3
Math 10 College Algebra	3
Math 12 Finite Mathematics	3
<b>TOTAL REQUIRED UNITS 34</b>	

**COMPUTER SCIENCE  
APPLIED COMPUTER STUDIES**

REQUIRED COURSES:	UNITS
Cmpsc 1 Computer Concepts & Information Systems	4
Cmpsc 3 Windows and DOS Operating Systems	3
Cmpsc 9 UNIX Operations/Communication	3
Cmpsc 20 C Language Programming	4
Cmpsc 55 Data Base Management	3
Busad 1A Principles of Accounting	4
Busad 1B Principles of Accounting	4
Busad 40 Principles of Management	3
Cmpsc 30 Financial Worksheets on Computers	3
Oftec 40 Beginning WordPerfect 6.1 for Windows	2
<b>TOTAL REQUIRED UNITS 33</b>	

RECOMMENDED OPTIONAL COURSES:

Busad 163 Business Mathematics	3
Cmpsc 26 Advanced C/C++ Programming	4

**COMPUTER SCIENCE  
GEOGRAPHIC INFORMATION SYSTEMS**

REQUIRED COURSES:	UNITS
Cmpsc 1 Computer Concepts & Information Systems	4
Cmpsc 3 Windows and DOS Operating Systems	3
Cmpsc 60 GIS - ArcCAD	3
Cmpsc 65 GIS Applications	3
Cmpsc 70 Intro to Raster-Based GIS	3
Cmpsc 75 GIS Analysis for Resource Management	3
Draft 20 Mapping	3
Draft 50A Computer Assisted Drafting I	3
Esc 5 Physical Geology	4
or	
Geogr 15 Physical Geography	3
Eng 1A Reading & Comp: Begining	3
or	
Eng 151 Preparation for College Reading & Composition	4
Fortc 153 Forest Surveying Techniques	3
Math 100B Algebra I: Second Half	3
or	
Math 101 Algebra I: Fundamentals	6
or	
Higher level algebra	
Natre 1 Environmental Conservation	3
<b>TOTAL REQUIRED UNITS 40-45</b>	

RECOMMENDED OPTIONAL COURSES:

Busad 97 Work Experience (AutoCAD or GIS)	minimum 4
Cmpsc 9 UNIX Operations/Communications	3
Cmpsc 55 Data Base Management	3
Math 8 Trigonometry	3
Nartc 160 Aerial Photography & Map Interpretation	2
Spch 1 Fundamentals of Speech	3

**EMERGENCY MEDICAL SERVICES**

REQUIRED COURSES:	UNITS
Biol 10 Human Anatomy	4
Biol 60 Human Physiology	4
EMS 4 Emergency Medical Technician Training	6
EMS 13 Adv. First Aid/Emergency Care	3
EMS 20 Basic Cardiology/Cardiac Dysrhythmias	3
<b>TOTAL REQUIRED UNITS 20</b>	

**FIRE TECHNOLOGY**

REQUIRED COURSES:	UNITS
EMS 4 Emergency Medical Technician Training	6
Fire 101 Firefighter I Academy	12
<b>TOTAL REQUIRED UNITS 18</b>	

**FORESTRY TECHNOLOGY**

REQUIRED COURSES:	UNITS
Fores 1 Introduction to Professional Forestry	3
Fores 10 Dendrology	3
Fortc 153 Forest Surveying Techniques	3
Fortc 162 Applied Forest Inventory	2
Cmpsc 1 Computer Concepts & Information Systems	4
Eng 151 Preparation for College Reading & Composition	4
or	
Higher level English	
Fire 7 Wildland Fire Control	3
Math 101 Algebra I: Fundamentals	6
or	
Higher level algebra	
Natre 1 Environmental Conservation	3
Natre 9 Parks and Forests Law Enforcement	2
Natre 30 Introduction to Watershed Management	3
Natre 50 Natural History and Ecology	2
Nartc 160 Aerial Photography & Map Interpretation	2
Nartc 181 California Wildlife	4
<b>TOTAL REQUIRED UNITS 44</b>	

RECOMMENDED OPTIONAL COURSES:

Oftec 100 Keyboarding	1
or	
Oftec 110 Keyboarding II	2

**HOSPITALITY MANAGEMENT  
BAKER**

REQUIRED COURSES:	UNITS
Hpmgt 120 Safety and Sanitation	1
Hpmgt 122 Restaurant Math	5
Hpmgt 134 Commercial Baking: Beginning	2
Hpmgt 135 Commercial Baking: Advanced	2
<b>TOTAL REQUIRED UNITS 5.5</b>	

**HOSPITALITY MANAGEMENT  
BARTENDER**

REQUIRED COURSES:	UNITS
Hpmgt 120 Safety and Sanitation	1
Hpmgt 147 Beverage Management	2
<b>TOTAL REQUIRED UNITS 3</b>	

**HOSPITALITY MANAGEMENT  
CHEF**

REQUIRED COURSES:	UNITS
Hpmgt 102 Introduction to Hospitality Careers & Human Relations	1.5
Hpmgt 104 Hospitality Laws and Regulations	2
Hpmgt 120 Safety and Sanitation	1
Hpmgt 122 Restaurant Math	5
Hpmgt 126 Nutrition for Chefs	1
Hpmgt 128 Kitchen Management	1
Hpmgt 133A Introduction to Commercial Food Preparation	3
Hpmgt 133B Commercial Food Preparation	4
Hpmgt 134 Commercial Baking: Beginning	2
Hpmgt 136 Dining Room Service and Management	2
Hpmgt 140A Contemporary Cuisine: Introduction	3.5
Hpmgt 140B Contemporary Cuisine: Advanced	3.5
Hpmgt 141 Restaurant Desserts	2
Hpmgt 142 Garde Manger	1
Hpmgt 146 Dining Room Service and Management	2
Hpmgt 148 Introduction to Wines	2
<b>TOTAL REQUIRED UNITS 32</b>	

**HOSPITALITY MANAGEMENT  
DELI COOK & BAKER**

REQUIRED COURSES:	UNITS
Hpmgt 104 Hospitality Laws and Regulations	2
Hpmgt 120 Safety and Sanitation	1
Hpmgt 122 Restaurant Math	5
Hpmgt 133A Intro. to Commercial Food Preparation	3
Hpmgt 134 Commercial Baking: Beginning	2
Hpmgt 142 Garde Manger	1
<b>TOTAL REQUIRED UNITS 9.5</b>	

**HOSPITALITY MANAGEMENT  
DINING ROOM MANAGEMENT**

REQUIRED COURSES:	UNITS
Hpmgt 102 Introduction to Hospitality Careers & Human Relations	1.5
Hpmgt 104 Hospitality Laws and Regulations	2
Hpmgt 120 Safety and Sanitation	1
Hpmgt 122 Restaurant Math	5
Hpmgt 136 Dining Room Service and Management	2
Hpmgt 146 Dining Room Service and Management	2
Hpmgt 148 Introduction to Wines	2
<b>TOTAL REQUIRED UNITS 11</b>	

**HOSPITALITY MANAGEMENT  
DINING ROOM STAFF**

REQUIRED COURSES:	UNITS
Hpmgt 120 Safety and Sanitation	1
Hpmgt 122 Restaurant Math	5
Hpmgt 136 Dining Room Service and Management	2
<b>TOTAL REQUIRED UNITS 3.5</b>	

**HOSPITALITY MANAGEMENT  
DINNER LINE COOK**

REQUIRED COURSES:	UNITS
Hpmgt 102 Introduction to Hospitality Careers & Human Relations	1.5
Hpmgt 104 Hospitality Laws and Regulations	2
Hpmgt 120 Safety and Sanitation	1
Hpmgt 122 Restaurant Math	5
Hpmgt 126 Nutrition for Chefs	1
Hpmgt 128 Kitchen Management	1
Hpmgt 133A Intro to Commercial Food Preparation	3
Hpmgt 133B Commercial Food Preparation	4
Hpmgt 134 Commercial Baking: Beginning	2
Hpmgt 136 Dining Room Service and Management	2
Hpmgt 142 Garde Manger	1
<b>TOTAL REQUIRED UNITS 19</b>	

**HOSPITALITY MANAGEMENT  
HOTEL MANAGEMENT**

REQUIRED COURSES:	UNITS
Hpmgt 102 Introduction to Hospitality Careers & Human Relations	1.5
Hpmgt 104 Hospitality Laws and Regulations	2
Hpmgt 112 Front Office Mgmt/Hotel Catering	2
Hpmgt 114 Intro. to Maintenance and Housekeeping	1.5
Hpmgt 152 Restaurant Planning	3
Hpmgt 160 Intro. to Travel-Tourism/Industry Tours	2
Hpmgt 97 Work Experience	2
Busad 1A Principles of Accounting	4
or	
Busad 160 Basic Accounting	4
or	
Busad 161A Small Business Accounting	4
<b>TOTAL REQUIRED UNITS 18</b>	

RECOMMENDED OPTIONAL COURSES:

Oftec 5 Electronic Printing Calculators	1
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**HOSPITALITY MANAGEMENT  
PANTRY & DESSERT CHEF**

REQUIRED COURSES:	UNITS
Hpmgt 102 Introduction to Hospitality Careers & Human Relations .....	1.5
Hpmgt 104 Hospitality Laws and Regulations .....	2
Hpmgt 120 Safety and Sanitation .....	1
Hpmgt 122 Restaurant Math .....	5
Hpmgt 126 Nutrition for Chefs .....	1
Hpmgt 128 Kitchen Management .....	1
Hpmgt 133A Intro to Commercial Food Preparation .....	3
Hpmgt 133B Commercial Food Preparation .....	4
Hpmgt 134 Commercial Baking: Beginning .....	2
Hpmgt 136 Dining Room Service and Management .....	2
Hpmgt 140A Contemporary Cuisine: Introduction .....	3.5
Hpmgt 141 Restaurant Desserts .....	2
Hpmgt 142 Garde Manger .....	1
Hpmgt 148 Introduction to Wines .....	2
<b>TOTAL REQUIRED UNITS 26.5</b>	

**HOSPITALITY MANAGEMENT  
RESTAURANT MANAGEMENT**

REQUIRED COURSES:	UNITS
Hpmgt 102 Introduction to Hospitality Careers & Human Relations .....	1.5
Hpmgt 104 Hospitality Laws and Regulations .....	2
Hpmgt 120 Safety and Sanitation .....	1
Hpmgt 122 Restaurant Math .....	5
Hpmgt 126 Nutrition for Chefs .....	1
Hpmgt 128 Kitchen Management .....	1
Hpmgt 133A Intro to Commercial Food Preparation .....	3
Hpmgt 133B Commercial Food Preparation .....	4
Hpmgt 134 Commercial Baking: Beginning .....	2
Hpmgt 136 Dining Room Service and Management .....	2
Hpmgt 140A Contemporary Cuisine: Introduction .....	3.5
Hpmgt 140B Contemporary Cuisine: Advanced .....	3.5
Hpmgt 141 Restaurant Desserts .....	2
Hpmgt 142 Garde Manger .....	1
Hpmgt 146 Dining Room Service and Management .....	2
Hpmgt 147 Beverage Management .....	2
Hpmgt 148 Introduction to Wines .....	2
Hpmgt 152 Restaurant Planning .....	3
<b>TOTAL REQUIRED UNITS 37</b>	

**HOSPITALITY MANAGEMENT  
SAFETY & SANITATION**

REQUIRED COURSES:	UNITS
Hpmgt 120 Safety and Sanitation .....	1
<b>TOTAL REQUIRED UNITS 1</b>	

**HUMAN SERVICES**

REQUIRED COURSES:	UNITS
Child 1 Principles of Child Development .....	3
or	
Child 22 Child, Family, Community .....	3
H-Hp 6A Lifetime Fitness I .....	1-3
H-Hp 60 Health/Fitness Education .....	3
Psych 1 General Psychology .....	3
Psych 30 Personal and Social Adjustment .....	3
Socio 1 Introduction to Sociology .....	3
Socio 5 Ethnicity & Ethnic Relations in America .....	3
Socio 12 Sociology of the Family .....	3
Socio 28 Death and Dying .....	3
Socio 97 Work Experience .....	4
<b>TOTAL REQUIRED UNITS 29-31</b>	

**NATURAL RESOURCES  
WATERSHED MANAGEMENT TECHNOLOGY**

REQUIRED COURSES:	UNITS
Cmpsc 1 Computer Concepts & Information Systems .....	3
Esc 5 Physical Geology .....	4
or	
Geogr 15 Physical Geography .....	3
Fores 10 Dendrology .....	3
Fortc 153 Forest Surveying Techniques .....	3
Natre 3 Natural Resources Law and Policy .....	3
or	
Natre 9 Parks and Forests Law Enforcement .....	2
Natre 22 Ecology/Use of Fire .....	2
Natre 30 Introduction to Watershed Management .....	3
Natre 50 Natural History and Ecology .....	2
Nartc 160 Aerial Photography & Map Interpretation .....	2
Nartc 181 California Wildlife .....	4
<b>Plus Option A or Option B</b>	
<b>OPTION A</b>	
Draft 50A Computer Assisted Drafting I .....	3
Cmpsc 60 GIS-ArcCAD .....	3
<b>OPTION B</b>	
Cmpsc 70 Intro to Raster-Based GIS .....	3
Cmpsc 75 GIS Analysis in Resource Management .....	3
<b>TOTAL REQUIRED UNITS 34-36</b>	

**NATURAL RESOURCES TECHNOLOGY**

REQUIRED COURSES:	UNITS
Natre 1 Environmental Conservation .....	3
Natre 9 Parks and Forests Law Enforcement .....	2
Natre 30 Introduction to Watershed Management .....	3
Natre 50 Natural History and Ecology .....	2
Nartc 152 Applied Wildlands Management .....	3
Nartc 155 Interpretive Guided Tours .....	2
Nartc 160 Aerial Photography & Map Interpretation .....	2
Nartc 181 California Wildlife .....	4
Biol 179 Fishing and Fisheries .....	1
Esc 25 Geology of National Parks .....	3
Eng 151 Preparation for College Reading & Composition .....	4
or	
Higher level English	
Fire 7 Wildland Fire Control .....	3
Fores 1 Introduction to Professional Forestry .....	3
Fores 10 Dendrology .....	3
Fortc 153 Forest Surveying Techniques .....	3
Math 101 Algebra I: Fundamentals .....	6
or	
Higher level algebra	
<b>TOTAL REQUIRED UNITS 47</b>	

RECOMMENDED OPTIONAL COURSES:	UNITS
Oftec 100 Keyboarding .....	1
or	
Oftec 110 Keyboarding II .....	2

**OFFICE TECHNOLOGY  
CORE COURSES REQUIRED**

CORE REQUIREMENTS:	UNITS
Oftec 5 Electronic Printing Calculators .....	1
Oftec 20 Machine Transcription .....	2
Oftec 25 Business Communications .....	3
Oftec 31 Office Procedures & Technology .....	3
Oftec 40 Beginning WordPerfect 6.1 for Windows .....	2
Oftec 120 Keyboarding III .....	3
Oftec 130 Business English .....	3
Busad 20 Principles of Business .....	3
Busad 163 Business Mathematics .....	3
Cmpsc 1 Computer Concepts & Information Systems .....	4
<b>TOTAL REQUIRED UNITS 27</b>	

**OFFICE TECHNOLOGY  
ADMINISTRATIVE ASSISTANT**

REQUIRED COURSES:	UNITS
Oftec Core Courses (pg. 34) .....	27
Oftec 41 Intermediate WordPerfect 6.1 for Windows .....	3
Oftec 42 Desktop Publishing .....	3
Oftec 97 Work Experience .....	1
Cmpsc 30 Financial Worksheets on Computers .....	3
<b>TOTAL REQUIRED UNITS 37</b>	

**OFFICE TECHNOLOGY  
GENERAL OFFICE CLERK**

REQUIRED COURSES:	UNITS
Oftec Core Courses (pg. 34) .....	27
Oftec 41 Intermediate WordPerfect 6.1 for Windows .....	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 40</b>	

**OFFICE TECHNOLOGY  
INFORMATION PROCESSING**

REQUIRED COURSES:	UNITS
Oftec 20 Machine Transcription .....	2
Oftec 25 Business Communications .....	3
Oftec 40 Beginning WordPerfect 6.1 for Windows .....	2
Oftec 41 Intermediate WordPerfect 6.1 for Windows .....	3
Oftec 42 Desktop Publishing .....	3
Oftec 120 Keyboarding III .....	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 .....	4
Cmpsc 3 Windows and DOS Operating Systems .....	3
Cmpsc 30 Financial Worksheets on Computers .....	3
Cmpsc 55 Data Base Management .....	3
<b>TOTAL REQUIRED UNITS 39</b>	

**OFFICE TECHNOLOGY  
LEGAL OFFICE**

REQUIRED COURSES:	UNITS
Oftec Core Courses (pg. 34) .....	27
Oftec 41 Intermediate WordPerfect 6.1 for Windows .....	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 42</b>	

**OFFICE TECHNOLOGY  
MEDICAL OFFICE**

REQUIRED COURSES:	UNITS
Oftec Core Courses (pg. 34) .....	27
Oftec 50 Medical Terminology .....	3
Oftec 52 Medical Insurance .....	3
Oftec 53A Beginning Medical Transcription .....	2
<b>TOTAL REQUIRED UNITS 35</b>	

**OFFICE TECHNOLOGY  
MEDICAL TRANSCRIPTION**

REQUIRED COURSES:	UNITS
Oftec 40 Beginning WordPerfect 6.1 for Windows .....	2
Oftec 41 Intermediate WordPerfect 6.1 for Windows .....	3
Oftec 50A Beginning Medical Transcription .....	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 Keyboarding III .....	3
Oftec 130 Business English .....	3
Cmpsc 1 Computer Concepts & Information Systems .....	4
<b>TOTAL REQUIRED UNITS 27</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 16</b>	

# GRADUATION & 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.*)

- 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. Units earned in remedial and Skills Development unit courses do not count in the 60 unit requirement.
- SCHOLARSHIP:** A cumulative Grade Point Average of not less than 2.0 ("C" average) and no grade lower than "C" in major classes and General Education areas A.1, A.2, A.3 and B.3.
- MAJOR:** Satisfactory completion of any AA/AS Major listed on pages 40-46. 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.
- 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 38 and 39. Courses in areas A.1, A.2, A.3 and B.3 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 47-53 for further information.

- 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, Algebra I: Second half, or Math 101, Algebra I: Fundamentals, or any mathematics course of a higher level than Algebra I.  
They may also be met through completion of a challenge examination with a grade of "C" or better.
- INSTITUTIONAL REQUIREMENT:** Two Health & Human Performance activity courses are required. These courses are in addition to Area E of the General Education Breadth pattern.

### Supplementary Notes

- These requirements for graduation and General Education apply to Associate Degree and CSU transfer students entering Columbia College for the first time in Fall Semester 1997, and are valid through the 2000-2001 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.
- Request for Waiver or Substitution:** Request for waiver or substitution of any graduation requirement must be petitioned to the Academic Requirements Review Committee.
- Double-counting units:** Courses used to satisfy General Education Breadth Requirements may also be used to satisfy major requirements for the Associate Degree.
- 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 38 and 39 for specific Associate Degree General Education Requirements.*)

- 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.
- 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 form with the Admissions and Records Office the semester prior to the semester in which completion of the graduation requirements is expected. The Notice of Intent to Graduate form may be obtained from the Admissions and Records Office. 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 38-39, 47-53, in the current catalog*):

- TOTAL UNITS:** Satisfactory completion of 56 to 70 transferable semester units from courses

numbered 1-99. 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 are 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.

- SCHOLARSHIP:** A cumulative Grade Point Average of not less than 2.0 ("C" average).
- 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.
- 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 38 and 39. 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 47-53 for further information.

### Supplementary Notes

- 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 (*page 53*) and a counselor for assistance.
- 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

<p><b>FOR AA/AS GRADUATION:</b> Three courses required: one each from A.1, A.2, A.3.</p>	<p><b>Suitable Courses For Each Area Of General Education:</b> <b>AREA A. COMMUNICATION AND CRITICAL THINKING:</b> <b>A.1. Oral Communication</b> SPCH 1, Fundamentals of Speech (3) <b>A.2. Written Communication</b> ENG 1A, Reading and Composition: Beginning (3) <b>A.3. Critical Thinking</b> *ENG 1B, Reading and Composition: Advanced (3) ENG 1C, Critical Reasoning and Writing (3) SPCH 2, Argumentation (3)  *English 1B may be used to satisfy either Area A.3 or C.2 but not both.</p>	<p><b>FOR CSU TRANSFER:</b> Three courses required: one each from A.1, A.2, A.3. <i>A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements.</i></p>
<p><b>FOR AA/AS GRADUATION:</b> Three courses required: one each from B.1, B.2, and B.3, including one laboratory course from either B.1 or B.2. Also acceptable in B.3: <b>BUSAD 163</b>, Business Mathematics (3), <b>MATH 100B</b>, Algebra I: Second Half (3), <b>MATH 101</b>, Algebra I: Fundamentals (6), or any higher mathematics course.</p>	<p><b>AREA B. THE PHYSICAL UNIVERSE, ITS LIFE FORMS AND MATHEMATICAL CONCEPTS:</b> <b>B.1 Physical Sciences:</b> CHEM 1A, General Chemistry (5), (lab course) CHEM 1B, General Chemistry (5), (lab course) CHEM 10, Fundamentals of Chemistry (4), (lab course) CHEM 20, Conceptual Chemistry (3) ESC 5, Physical Geology (4), (lab course) ESC 30, Global Tectonic Geology (3) ESC 40, Descriptive Astronomy (3) ESC 45, Astronomy Laboratory(1), (lab course) GEOGR 15, Physical Geography (3) PHYCS 1, Conceptual Physics (3) PHYCS 5A, General Physics I (5), (lab course) PHYCS 5B, General Physics II (5), (lab course) <b>B.2 Biological Sciences:</b> BIOL 2, Principles of Biology (4), (lab course) BIOL 4, Principles of Animal Biology (4), (lab course) BIOL 6, Principles of Plant Biology (4), (lab course) BIOL 10, Human Anatomy (4), (lab course) BIOL 17, Fundamentals of Biology (4), (lab course) BIOL 60, Human Physiology (4), (lab course) BIOL 65, Microbiology (4), (lab course) <b>B.3 Mathematical Concepts, Quantitative Reasoning, and Applications:</b> MATH 2, Elements of Statistics (3) MATH 6, Math for Liberal Arts Students (3) MATH 8, Trigonometry (3) MATH 10, College Algebra (3) MATH 12, Finite Mathematics (3) MATH 16, Precalculus (6) MATH 18A, Calculus I (6) MATH 18B, Calculus II (6) MATH 18C, Calculus III (6) MATH 24, Intro Linear Algebra/Ordinary Differential Equations (4)</p>	<p><b>FOR CSU TRANSFER:</b> Three courses required: one each from B.1, B.2, and B.3, including one laboratory course from either B.1 or B.2, and no fewer than nine units total from AREA B.</p>
<p><b>FOR AA/AS GRADUATION:</b> Two courses required: one from C.1, and one from C.2.</p>	<p><b>AREA C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE:</b> <b>C.1 Arts (Art, Dance, Drama, Music):</b> ART 11, History of Art: Ancient and Medieval (3) ART 12, History of Art: Renaissance, Baroque, Modern (3) DRAMA 10, Introduction to the Theatre (3) DRAMA 20, Oral Expression and Interpretation (3) DRAMA 42, Acting Fundamentals (3) DRAMA 43, Acting-Directing (3) MUSIC 2, Introduction to Music (3) MUSIC 10, Survey of Music History &amp; Literature: Ancient to 1750 (3) MUSIC 11, Survey of Music History &amp; Literature: 1750 to present (3) MUSIC 12, Survey of Jazz and Popular Music (3) H-HP 20, Dance Survey (2) H-HP 27, Choreography (3)</p>	<p><b>FOR CSU TRANSFER:</b> Three courses required: one from C.1, one from C.2 and one from C.1 or C.2. <i>A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements.</i></p>

## Columbia College AA/AS Graduation & Transfer to C.S.U.

<p><b>FOR AA/AS GRADUATION:</b> Two courses required: one from C.1, and one from C.2.</p>	<p><b>Suitable Courses For Each Area Of General Education:</b> <b>AREA C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE (cont.):</b> <b>C.2 Literature, Philosophy and Foreign Language:</b> *ENG 1B, Reading and Composition: Advanced (3) ENG 11, Film Appreciation (3) ENG 17, American Literature (3) ENG 18, American Literature (3) ENG 46, Survey of English Literature (3) ENG 47, Survey of English Literature (3) ENG 49, California Literature (3) ENG 50, Introduction to Shakespeare (3) HUMAN 1, Old World Culture (3) HUMAN 2, Modern Culture (3) HUMAN 3, World Culture (3) PHILO 1, Introduction to Philosophy (3) PHILO 25, Twentieth Century Philosophy (3) SPAN 1A, Spanish: Beginning (5) SPAN 1B, Spanish: Beginning (5) SPAN 2A, Spanish: Intermediate (5) SPAN 2B, Spanish: Intermediate (5)  *English 1B may be used to satisfy either Area A.3 or C.2 but not both.</p>	<p><b>FOR CSU TRANSFER:</b> Three courses required: one from C.1, one from C.2 and one from C.1 or C.2.  <i>A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements.</i></p>
<p><b>FOR AA/AS GRADUATION:</b> Two courses required: one from either D.1 or D.2, and one from D.3. Also acceptable in D.1: <b>JRNAL 1</b>, Introduction in Journalism (3). Also acceptable in D.2: <b>HIST 55</b>, The American Frontier (3).</p>	<p><b>AREA D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR:</b> <b>D.1 General Social Sciences:</b> ANTHR 1, Physical Anthropology (3) CHILD 1, Principles of Child Development (3) ECON 10, Principles of Economics: Macro-Economics (4) ECON 11, Principles of Economics: Micro-Economics (4) POLSC 12, American Political Thought (3) POLSC 14, International Relations (3) PSYCH 1, General Psychology (3) SOCIO 1, Introduction to Sociology (3) SOCIO 2, American Society: Social Problems &amp; Deviance (3) <b>D.2 Civilization and Culture:</b> ANTHR 2, Cultural Anthropology (3) ANTHR 15, Native People of North America (3) GEOGR 12, Cultural Geography (3) GEOGR 18, World Regional Geography (3) HIST 11, History of California (3) HIST 13, World Civilizations: to 1650 (3) HIST 14, World Civilizations: 1650 to Present (3) HIST 20, African-American History (3) SOCIO 5, Ethnicity and Ethnic Relations in America (3) <b>D.3 United States History and Government:</b> HIST 16, United States: to 1877 (3) HIST 17, United States: 1877 to Present (3) POLSC 10, Constitutional Government (3)</p>	<p><b>FOR CSU TRANSFER:</b> Four courses required: one each from D.1 and D.2, and two from D.3., including <b>HIST 16 or 17 and POLSC 10</b>. <i>(Refer to Supplementary note 4 on page 36 for more information about D.3.)</i></p>
<p><b>FOR AA/AS GRADUATION:</b> **Required: One course in E. Also acceptable in E: <b>GUIDE 7</b>, College &amp; Life Success (3); <b>H-HP 6A</b>, Lifetime Fitness Program I (1-3).</p>	<p><b>AREA E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT:</b> BIOL 50, Nutrition (3) GUIDE 1, Career/Life Planning (3) H-HP 60, Health and Fitness Education (3) H-HP 65, Stress Management (3) PSYCH 5, Human Sexual Behavior (3) PSYCH 10, Lifespan Human Development (3) PSYCH 30, Personal and Social Adjustment (3) SOCIO 12, Sociology of the Family (3)</p>	<p><b>FOR CSU TRANSFER:</b> Required: one course in E. Also acceptable in E: <b>H-HP 6A</b>, Lifetime Fitness Program I (1-3) and/or <b>H-HP 6B</b>, Lifetime Fitness Program II (.5-2). <b>Three units minimum.</b></p>

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

# AA/AS DEGREE MAJORS

## AA/AS Degree Majors

Students are required to complete an academic major to fulfill the Associate Degree requirements of Columbia College. All courses in the major must be completed with a grade of "C" or better. Credit (CR) grades are not accepted. (Students transferring to a four-year college or university should consult the catalog of the transfer school for lower division requirements for the transfer major.) Following are the course requirements for each major currently offered at Columbia College.

### COLUMBIA COLLEGE MAJORS

for which the Associate of Arts Degree is awarded:

#### Fine Arts

- Emphasis in Art
- Emphasis in Drama
- Emphasis in Photography

#### Health and Human Performance

#### Language Arts

- Emphasis in English
- Emphasis in Speech

#### Liberal Studies

#### Mathematics

#### Music

#### Social Science

- Emphasis in Anthropology
- Emphasis in History
- Emphasis in Psychology
- Emphasis in Sociology

#### Transfer Major

### COLUMBIA COLLEGE MAJORS

for which the Associate of Science Degree is awarded:

#### Allied Health

#### Automotive Technology

#### Business

- Business Administration (Occupational)
- Business Administration (Professional)

#### Child Development

#### Computer Science

#### Fire Technology

#### Forestry

#### Hospitality Management

- Emphasis in Culinary Arts
- Emphasis in Hotel Management
- Emphasis in Restaurant Management

#### Natural Resources

#### Office Technology

- Emphasis in Clerical Studies
- Emphasis in Secretarial Studies

#### Science

- Emphasis in Biology
- Emphasis in Earth Science
- Emphasis in Environmental Science
- Emphasis in General Science
- Emphasis in Physical Science

#### Transfer Major

## ALLIED HEALTH

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Eight (8) units required from this section	8
Biol 10 Human Anatomy (4)	
Biol 60 Human Physiology (4)	
B. Four (4) units required from this section	4
Chem 1A General Chemistry (5)	
Chem 10 Fundamentals of Chemistry (4)	
C. Seven (7) units required from this section	7
Biol 50 Nutrition (3)	
Biol 65 Microbiology (4)	
EMS 4 Emergency Medical Technician Training (6)	
EMS 13 Advanced First Aid and Emergency Care (3)	
H-HP 60 Health and Fitness Education (3)	
H-HP 62 Safety and First Aid Education (2)	
<b>TOTAL REQUIRED UNITS</b>	<b>19</b>

## AUTOMOTIVE TECHNOLOGY

REQUIRED COURSES WITHIN MAJOR:	REQUIRED UNITS
Auto 1 Introduction to Auto Technology	3
Auto 15 Engine Performance Electrics	2
Auto 16 Engine Rebuilding	6
Auto 19 Gasoline Engine Tune-up	3
Auto 20 Computrized Engine Control	3
Auto 25 Electronic Fuel Injection	1
Auto 34 Axles and Drive Lines	1
Auto 40 Automotive Braking Systems	3
Auto 44 Front End Alignment	2
<b>TOTAL REQUIRED UNITS</b>	<b>24</b>

## BUSINESS

### EMPHASIS IN BUSINESS ADMINISTRATION (OCCUPATIONAL)

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Fifteen (15) units required from this section	15
Busad 20 Principles of Business (3)	
Busad 24 Human Relations in Organizations (3)	
Busad 163 Business Mathematics (3)	
Cmpsc 3 Windows and DOS Operating Systems (3)	
Oftec 25 Business Communications (3)	
B. Eight (8) units required from B1 or B2	8
B1. Eight (8) units required	
Busad 1A Principles of Accounting (4)	
Busad 1B Principles of Accounting (4)	
B2. Eight (8) units required	
Busad 161A Small Business Accounting (4)	
Busad 161B Small Business Accounting (4)	
C. Six (6) units required from this section	6
Busad 18A Commercial Law (3)	
Busad 18B Commercial Law (3)	
Busad 30 Principles of Marketing (3)	
Busad 40 Principles of Management (3)	
Busad 150 Small Business Management (3)	
Busad 151 Finance and Investments (3)	
Cmpsc 137 Payroll Accounting (3)	
<b>TOTAL REQUIRED UNITS</b>	<b>29</b>

## BUSINESS EMPHASIS IN BUSINESS ADMINISTRATION (PROFESSIONAL)

REQUIRED COURSES WITHIN MAJOR:	REQUIRED UNITS
Busad 1A Principles of Accounting	4
Busad 1B Principles of 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
Cmpsc 3 Windows and DOS Operating Systems	3
Cmpsc 30 Financial Worksheets on Computers	3
Econ 10 Principles of Economics	4
Econ 11 Principles of Economics	4
<b>TOTAL REQUIRED UNITS</b>	<b>34</b>

## CHILD DEVELOPMENT

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twenty two (22) units required from this section	22
Child 1 Principles of Child Development (3)	
Child 2 Observing & Recording Behavior (1)	
Child 3 Practices in Child Development (3)	
Child 5 Child Nutrition (2)	
Child 7 Child Health and Safety (1)	
Child 10 Creative Activities in the Arts (1.5)	
Child 11 Creative Activities in Science and Math (1.5)	
Child 16 Practicum (3)	
Child 22 Child, Family, Community (3)	
Child 30 Child Care/Nursery School Administration (3)	
B. Three (3) units required from this section	3
Child 19 Exceptional Needs Children (3)	
Child 25 Infant/Toddler Care (3)	
Child 27 School Age Children (3)	
Child 28 Books for Young Children (3)	
<b>TOTAL REQUIRED UNITS</b>	<b>25</b>

## COMPUTER SCIENCE

REQUIRED COURSES WITHIN MAJOR:	REQUIRED UNITS
Cmpsc 9 UNIX Operations/Communications	3
Cmpsc 20 C Language Programming	4
Cmpsc 26 Advanced C/C++ Programming	4
Cmpsc 40 Assembly Language Programming	4
Cmpsc 55 Data Base Management	3
Math 12 Finite Mathematics	3
Math 18A Calculus I	6
Math 18B Calculus II	6
<b>TOTAL REQUIRED UNITS</b>	<b>33</b>

## FINE ARTS EMPHASIS IN ART

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twelve (12) units required from this section	12
Art 1 Basic Freehand Drawing (2-3)	
Art 2 Basic Color and Design (2-3)	
Art 9A Life Drawing: Beginning (2-3)	
Art 11 History of Art: Ancient and Medieval (3)	
Art 12 History of Art: Ren., Baroque and Modern (3)	
Art 21A Painting: Beginning (2-3)	
Art 23A Watercolor: Beginning (2-3)	
Art 31 Ceramics: Introductory (2-3)	
Art 71 Introduction to Ceramic Sculpture (?)	
B. Three (3) units required from this section	3
Art 40 Photography: Beginning (4)	
Art 48 Special Topics in Photography (1-4)	
H-HP 20 Dance Survey (2)	
H-HP 21 Ballet I (.5-1.5)	
H-HP 23A Dance, Contemporary I (.5-1.5)	
H-HP 25A Dance, Jazz I (.5-1.5)	
H-HP 29 Theatre Production: Dance Emphasis (1-2)	
C. Three (3) units required from this section	3
English 10 Creative Writing (3)	
English 11 Film Appreciation (3)	
Music 1 Music Fundamentals (2)	
Music 2 Introduction to Music (3)	
Music 10 Survey of Music History and Literature (3)	
Music 20A Music Theory (5)	
Any Music 30-78 Course (1-1.5)	
<b>TOTAL REQUIRED UNITS</b>	<b>18</b>

## FINE ARTS EMPHASIS IN DRAMA

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twelve (12) units required from this section	12
Drama 10 Introduction to the Theatre (3)	
Drama 20 Oral Expression and Interpretation (3)	
Drama 42 Acting Fundamentals (3)	
Drama 43 Acting - Directing (3)	
Drama 45 Improvisation (3)	
Drama 50 Musical Theatre Workshop (2)	
B. Nine (9) units required from this section	9
Drama 44 Advanced Acting Projects (1-3)	
Drama 56 Technical Theatre Laboratory (1-3)	
Drama 60 Fallon Repertory Theatre (8)	
H-HP 29 Theatre Production: Dance Emphasis (1-2)	
Music 65 Theatre Production: Music Emphasis (1)	
C. Three (3) units required from this section	3
H-HP 20 Dance Survey (2)	
Music 36 Elementary Voice (1.5)	
Music 37 Advanced Elementary Voice (1.5)	
Music 38 Intermediate Voice (1.5)	
Music 39 Advanced Intermediate Voice (1.5)	
<b>TOTAL REQUIRED UNITS</b>	<b>24</b>

## FINE ARTS EMPHASIS IN PHOTOGRAPHY

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Art 40 Photography: Beginning	4
plus six (6) units from this section	6
Art 2 Basic Color and Design (2-3)	
Art 41 Intermediate Photography (3)	
Art 42 Color Photography (3)	
B. Six (6) units required from this section	6
Art 1 Basic Freehand Drawing (2-3)	
Art 9A Life Drawing: Beg. (2-3)	
Art 21A Painting: Beginning (2-3)	
Art 23A Watercolor: Beginning (2-3)	
C. Three (3) units required from this section	3
Art 11 History of Art (3)	
Art 12 History of Art (3)	
Art 45 Field Photography (1-2)	
Art 48 Special Topics in Photography (1-4)	
Eng 11 Film Appreciation (3)	
Media 52A Video Production: Beginning (3)	
<b>TOTAL REQUIRED UNITS</b>	<b>19</b>

## FIRE TECHNOLOGY

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. The following courses are required .....	15
Fire 1 Fire Protection Organization (3)	
Fire 2 Fire Prevention Technology (3)	
Fire 3 Fire Protection Equipment/Systems (3)	
Fire 4 Building Construction for Fire Protection(3)	
Fire 5 Fire Behavior and Combustion (3)	
B. Ten (10) units required from this section .....	10
EMS 4 Emergency Medical Technician Training (6)	
EMS 20 Basic Cardiology/Cardiac Dysrhythmias (3)	
*EMS 97 Work Experience (1-4)	
Fire 7 Wildland Fire Control (3)	
Fire 29A Driver/Operator 1A (1)	
Fire 29B Driver/Operator 1B (1)	
Fire 70 Special Topics (.5-3)	
*Fire 97 Work Experience (1-4)	
SAR 50 Low Angle Rope Rescue (1.5)	

TOTAL REQUIRED UNITS 25

\*Credit may be applied for either EMS 97 or Fire 97 but not both.

## FORESTRY

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Eleven (11) units required from this section .....	11
Fores 1 Introduction to Professional Forestry (3)	
Fores 10 Dendrology (3)	
Fortc 153 Forest Surveying Techniques (3)	
Nartc 160 Aerial Photography & Map Interpretation (2)	
B. Nine (9) units required from this section .....	9
Biol 39 Field Biology (1-2)	
Esc 5 Physical Geology (4)	
Esc 30 Global Tectonic Geology (3)	
Fire 7 Wildland Fire Control (3)	
Fortc 162 Applied Forest Inventory and Management (2)	
Geogr 15 Physical Geography (3)	
Natre 1 Environmental Conservation (3)	
Natre 9 Parks and Forests Law Enforcement (2)	
Natre 22 Ecology and Use of Fire in Forest Ecosystems (2)	
Natre 30 Introduction to Watershed Management (3)	
Natre 50 Natural History and Ecology (2)	
Nartc 181 California Wildlife (4)	

TOTAL REQUIRED UNITS 20

## HEALTH AND HUMAN PERFORMANCE

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section .....	9
H-HP 6A Lifetime Fitness (3)	
H-HP 60 Health and Fitness Education (3)	
H-HP 62 Safety and First Aid Education (2)	
Biol 50 Nutrition (3)	
B. Eight (8) units required from this section .....	8
Biol 10 Human Anatomy (4)	
Biol 60 Human Physiology (4)	
C. Three (3) units required from this section .....	3
Biol 65 Microbiology (4)	
Psych 1 General Psychology (3)	

TOTAL REQUIRED UNITS 20

HOSPITALITY MANAGEMENT  
EMPHASIS IN CULINARY ARTS

REQUIRED COURSES WITHIN MAJOR:	REQUIRED UNITS
Hpmgt 102 Introduction to Hospitality Careers & Human Relations .....	1.5
Hpmgt 104 Hospitality Laws and Regulations .....	2
Hpmgt 120 Safety & Sanitation .....	1
Hpmgt 122 Restaurant Math .....	5
Hpmgt 126 Nutrition for Chefs .....	1
Hpmgt 128 Kitchen Management .....	1
Hpmgt 133A Intro to Commercial Food Preparation .....	3
Hpmgt 133B Commercial Food Preparation .....	4
Hpmgt 134 Commercial Baking: Beginning .....	2
Hpmgt 136 Dining Room Service and Management .....	2
Hpmgt 140A Contemporary Cuisine: Introduction .....	3.5
Hpmgt 140B Contemporary Cuisine: Advanced .....	3.5
Hpmgt 141 Restaurant Desserts .....	2
Hpmgt 142 Garde Manger .....	1
Hpmgt 146 Dining Room Service and Management .....	2
Hpmgt 147 Beverage Management .....	2
Hpmgt 148 Introduction to Wines .....	2

TOTAL REQUIRED UNITS 34

HOSPITALITY MANAGEMENT  
EMPHASIS IN HOTEL MANAGEMENT

REQUIRED COURSES WITHIN MAJOR:	REQUIRED UNITS
Hpmgt 102 Introduction to Hospitality Careers & Human Relations .....	1.5
Hpmgt 104 Hospitality Laws and Regulations .....	2
Hpmgt 112 Front Office Mgmt./Hotel Catering .....	2
Hpmgt 114 Intro. to Maintenance and Housekeeping .....	1.5
Hpmgt 152 Restaurant Planning .....	3
Hpmgt 160 Intro. to Travel-Tourism Industry/Tours .....	2
Hpmgt 97 Work Experience .....	2

Busad 1A Principles of Accounting .....	4
or	
Busad 160 Basic Accounting .....	4
or	
Busad 161A Small Business Accounting .....	4

TOTAL REQUIRED UNITS 18

RECOMMENDED OPTIONAL COURSES:	REQUIRED UNITS
Busad 163 Business Mathematics .....	3
Oftec 5 Electronic Printing Calculators .....	1
Oftec 31 Office Procedures and Technology .....	3

HOSPITALITY MANAGEMENT  
EMPHASIS IN RESTAURANT MANAGEMENT

REQUIRED COURSES WITHIN MAJOR:	REQUIRED UNITS
Hpmgt 102 Introduction to Hospitality Careers & Human Relations .....	1.5
Hpmgt 104 Hospitality Laws and Regulations .....	2
Hpmgt 120 Safety & Sanitation .....	1
Hpmgt 128 Kitchen Management .....	1
Hpmgt 133A Intro to Commercial Food Preparation .....	3
Hpmgt 133B Commercial Food Preparation .....	4
Hpmgt 136 Dining Room Service and Management .....	2
Hpmgt 147 Beverage Management .....	2
Hpmgt 152 Restaurant Planning .....	3
Busad 161A Small Business Accounting I .....	4
Busad 161B Small Business Accounting II .....	4
Cmpsc 1 Computer Concepts and Information Systems .....	4
Oftec 31 Office Procedures and Technology .....	3

TOTAL REQUIRED UNITS 34.5

LANGUAGE ARTS  
EMPHASIS IN ENGLISH

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
Eighteen (18) units from any combination of the courses listed under Section A below, or A through D as follows:	
A. Eng 1B Reading and Composition Advanced .....	3
plus six (6) units required from this section .....	6
Eng 1C Critical Reasoning/Writing (3)	
Eng 10 Creative Writing (3)	
Eng 11 Film Appreciation (3)	
Eng 17 American Literature (3)	
Eng 18 American Literature (3)	
Eng 46 Survey of English Literature (3)	
Eng 47 Survey of English Literature (3)	
Eng 49 California Literature (3)	
Eng 50 Introduction to Shakespeare (3)	
Jrnl 1 Introduction to Journalism (3)	
B. Three (3) units required from this section .....	3
Drama 20 Oral Expression and Interpretation (3)	
Spch 1 Fundamentals of Speech (3)	
Spch 2 Argumentation (3)	
C. Three (3) units required from this section .....	3
Anthr 2 Cultural Anthropology (3)	
Human 1 Old World Culture (3)	
Human 2 Modern Culture (3)	
Human 3 World Culture (3)	
Psych 1 General Psychology (3)	
Span 1A Spanish: Beginning (5)	
Span 1B Spanish: Beginning (5)	
Span 2A Spanish: Intermediate (5)	
Span 2B Spanish: Intermediate (5)	
D. Three units required from this section .....	3
Hist 13 World Civilization: to 1650 (3)	
Hist 14 World Civilization: 1650 to Present (3)	
Hist 16 United States History: to 1877 (3)	
Hist 17 United States History: 1877 to Present (3)	
Philo 1 Introduction to Philosophy (3)	
Philo 25 Twentieth Century Philosophy (3)	

TOTAL REQUIRED UNITS 18

LANGUAGE ARTS  
EMPHASIS IN SPEECH

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section .....	9
Drama 20 Oral Expression and Interpretation (3)	
Spch 1 Fundamentals of Speech (3)	
Spch 2 Argumentation (3)	
B. Eng 1B, Reading and Composition: Advanced .....	3
plus three (3) units required from this section .....	3
Eng 17 American Literature (3)	
Eng 18 American Literature (3)	
Eng 46 Survey of English Literature (3)	
Eng 47 Survey of English Literature (3)	
C. Three (3) units required from this section .....	3
Philo 1 Introduction to Philosophy (3)	
Philo 25 Twentieth Century Philosophy (3)	

TOTAL REQUIRED UNITS 18

## LIBERAL STUDIES

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. ARTS AND HUMANITIES six (6) units required .....	6
A1. ARTS three (3) units required from this section	
Art 9A Life Drawing: Beginning (2-3)	
Art 9B Life Drawing: Intermediate (2-3)	
Art 11 History of Art: Ancient and Medieval (3)	
Art 12 History of Art: Renaissance, Baroque, Modern (3)	
Art 21A Painting: Beginning (2-3)	
Art 21B Painting: Intermediate (2-3)	
Art 31 Ceramics: Introductory (2-3)	
Art 32 Ceramics: Advanced (2-3)	
Drama 10 Introduction to the Theatre (3)	
Drama 20 Oral Expression and Interpretation (3)	
Drama 22 Introduction to Reader's Theatre (3)	
Drama 42 Acting Fundamentals (3)	
Drama 44 Advanced Acting Projects (1-3)	
Drama 45 Improvisation (3)	
Drama 60 Fallon Repertory Theatre (8)	
H-HP 20 Dance Survey (2)	
H-HP 27 Choreography (3)	
Music 2 Introduction to Music (3)	
Music 10 Survey of Music History and Literature (3)	
Music 11 Survey of Music History and Literature (3)	
Music 12 Survey of Jazz and Popular Music (3)	
Music 31A Elementary Piano (1.5)	
Music 36 Elementary Voice (1.5)	
Music 49 Beginning Guitar (1.5)	
Music 60 Choir (1)	
Music 65 Theatre Production: Music Emphasis (1)	
Music 69 Madrigal Ensemble (1)	
Music 70 College Band (1)	
Music 76 Community Orchestra (1)	
A2. HUMANITIES three (3) units required from this section	
Eng 11 Film Appreciation (3)	
Eng 17 American Literature (3)	
Eng 18 American Literature (3)	
Eng 46 Survey of English Literature (3)	
Eng 47 Survey of English Literature (3)	
Eng 49 California Literature (3)	
Eng 50 Introduction to Shakespeare (3)	
Human 1 Old World Culture (3)	
Human 2 Modern Culture (3)	
Human 3 World Culture (3)	
Jrnl 1 Introduction to Journalism (3)	
Philo 1 Introduction to Philosophy (3)	
Philo 25 Twentieth Century Philosophy (3)	
Span 1A Spanish: Beginning (5) or higher	
Spch 50A Sign Language (2) and Spch 50B Sign Language (2)	
B. NATURAL SCIENCES AND MATHEMATICS six (6) units required .....	6
Biol 2 Principles of Biology (4)	
Biol 4 Principles of Animal Biology (4)	
Biol 6 Principles of Plant Biology (4)	
Biol 10 Human Anatomy (4)	
Biol 17 Fundamentals of Biology (4)	
Biol 60 Human Physiology (4)	
Biol 65 Microbiology (4)	
Chem 1A General Chemistry (5)	
Chem 10 Fundamentals of Chemistry (4)	
Chem 20 Conceptual Chemistry (3)	
Cmpsc 1 Computer Concepts & Information Systems (4)	
Cmpsc 3 Windows and DOS Operating Systems (3)	
Cmpsc Any Programming Class (3)	
Esc 5 Physical Geology (4)	
Esc 30 Global Tectonic Geology (3)	
Esc 40 Descriptive Astronomy (3)	
Geogr 15 Physical Geography (3)	
Math 100B Algebra I: Second Half (3)	
Math 101 Algebra I: Fundamentals (6) or higher	
Natre 1 Environmental Conservation (3)	
Phycs 1 Conceptual Physics (3)	
Phycs 5A General Physics (5)	

(Continued on following page)

### LIBERAL STUDIES (Continued)

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
C. SOCIAL SCIENCES six (6) units required .....	6
Anthr 1 Physical Anthropology (3)	
Anthr 2 Cultural Anthropology (3)	
Anthr 3 Current Issues in Anthropology (3)	
Anthr 15 Native People of North America (3)	
Busad 20 Principles of Business (3)	
Child 1 Principles of Child Development (3)	
Econ 10 Principles of Economics (4)	
Econ 11 Principles of Economics (4)	
Geogr 12 Cultural Geography (3)	
Geogr 18 World Regional Geography (3)	
Hist 11 History of California (3)	
Hist 13 World Civilization: to 1650 (3)	
Hist 14 World Civilization: 1650 to Present (3)	
Hist 16 United States History: to 1877 (3)	
Hist 17 United States History: 1877 to Present (3)	
Hist 20 African-American History (3)	
Hist 55 The American Frontier (3)	
Polsc 10 Constitutional Government (3)	
Polsc 12 American Political Thought (3)	
Polsc 14 International Relations (3)	
Psych 1 General Psychology (3)	
Psych 5 Human Sexual Behavior (3)	
Psych 30 Personal and Social Adjustment (3)	
Socio 1 Introduction to Sociology (3)	
Socio 2 American Society: Social Problems and Deviance (3)	
Socio 5 Ethnicity & Ethnic Relations in America (3)	
Socio 12 Sociology of the Family (3)	
TOTAL REQUIRED UNITS 18	

*Courses used to fulfill the Liberal Studies Major Requirements may be used to fulfill the General Education requirements for the AA or AS Degree.*

### MATHEMATICS

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Fifteen (15) units required from this section .....	15
Math 2 Elements of Statistics (3)	
Math 18A Calculus I (6)	
Math 18B Calculus II (6)	
B. Three to Six (3-6) units required from this section .....	3-6
Math 6 Mathematics for Liberal Arts Students (3)	
Math 8 Trigonometry (3)	
Math 10 College Algebra (3)	
Math 12 Finite Mathematics (3)	
Math 16 Precalculus (6)	
Math 18C Calculus III (6)	
C. Four to Five (4-5) units required from this section .....	4-5
Phycs 5A General Physics (5)	
Cmpsc 20 C Language Programming (4)	
Cmpsc 26 Advanced C/C++ Programming (4)	
TOTAL REQUIRED UNITS 22	

### MUSIC

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twenty (20) units required from this section .....	20
Theory/Musicianship	
Music 4A Elementary Musicianship (2)	
Music 4B Elementary Musicianship (2)	
Music 5A Intermediate Musicianship (2)	
Music 5B Intermediate Musicianship (2)	
Music 20A Elementary Music Theory (3)	
Music 20B Elementary Music Theory (3)	
Music 21A Intermediate Music Theory (3)	
Music 21B Intermediate Music Theory (3)	
B. Four (4) units required from this section .....	4
Music 50 Applied Music: Guitar (1)	
Music 51 Applied Music: Keyboard (1)	
Music 52 Applied Music: Woodwinds (1)	
Music 53 Applied Music: Brass (1)	
Music 54 Applied Music: Strings (1)	
Music 55 Applied Music: Percussion (1)	
Music 56 Applied Music: Voice (1)	
<i>It is suggested students take private instruction every semester at Columbia College although only 4 units are required for transfer.</i>	
C. Four (4) units required from this section .....	4
Music 60 Choir (1)	
Music 64 Jazz Choir (1)	
Music 66 Community Chorus (1)	
Music 69 Madrigal Ensemble (1)	
Music 70 College Band (1)	
Music 72 Jazz Ensemble (1)	
Music 76 Community Orchestra (1)	
<i>Music majors need to be enrolled in an ensemble appropriate to their major instrument each semester at Columbia. Four units are required for transfer.</i>	
D. Proficiency Required	
Voice Proficiency (for non-voice majors; may be achieved independently through credit by examination or through the following course)	
Music 37 Elementary Voice (1.5)	
E. Proficiency Required	
Piano Proficiency (for non-piano majors; may be achieved independently through credit by examination or through the following course)	
Music 41B Intermediate Piano (1.5)	
TOTAL REQUIRED UNITS 31	

**RECOMMENDED OPTIONAL COURSES:**  
 Music 10 Survey of Music History/Literature: Ancient to 1750 (3)  
 Music 11 Survey of Music History/Literature: 1750 to Present (3)  
*The Music Major is designed to prepare the student to be a well-rounded musician and enables the student to transfer to a four-year institution at the junior level.*

### NATURAL RESOURCES

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twelve (12) units required from this section .....	12
Natre 1 Environmental Conservation (3)	
Natre 30 Introduction to Watershed Management (3)	
Natre 50 Natural History and Ecology (2)	
Nartc 155 Interpretive Guided Tours (2)	
Nartc 160 Aerial Photography & Map Interpretation (2)	
B. Eight (8) units required from this section .....	8
Biol 39 Field Biology (1-2)	
Biol 179 Fishing and Fisheries (1)	
Esc 5 Physical Geology (4)	
Esc 30 Global Tectonic Geology (3)	
Fire 7 Wildland Fire Control (3)	
Fores 1 Introduction to Professional Forestry (3)	
Fores 10 Dendrology (3)	
Fortc 153 Forest Surveying Techniques (3)	
Fortc 162 Applied Forest Inventory/Management (2)	
Geogr 15 Physical Geography (3)	
Natre 9 Parks and Forests Law Enforcement (2)	
Natre 22 Ecology and Use of Fire in Forest Ecosystems (2)	
Nartc 181 California Wildlife (4)	
TOTAL REQUIRED UNITS 20	

### OFFICE TECHNOLOGY EMPHASIS IN CLERICAL STUDIES

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twenty-Four (24) units required from this section .....	24
Oftec 5 Electronic Printing Calculators (1)	
Oftec 20 Machine Transcription (2)	
Oftec 25 Business Communications (3)	
Oftec 40 Beginning WordPerfect 6.1 for Windows (2)	
Oftec 120 Keyboarding III (3)	
Oftec 130 Business English (3)	
Busad 20 Principles of Business (3)	
Busad 163 Business Mathematics (3)	
Cmpsc 1 Computer Concepts & Information Systems (4)	
Cmpsc 30 Financial Worksheets on Computers (3)	
B. Four (4) units required from this section .....	4
Busad 1A Principles of Accounting (4)	
Busad 160 Basic Accounting (4)	
Busad 161A Small Business Accounting I(4)	
TOTAL REQUIRED UNITS 28	

### OFFICE TECHNOLOGY EMPHASIS IN SECRETARIAL STUDIES

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nineteen (19) units required from this section .....	19
Oftec 20 Machine Transcription (2)	
Oftec 31 Office Procedures & Technology (3)	
Oftec 40 Beginning WordPerfect 6.1 for Windows (2)	
Oftec 120 Keyboarding III (3)	
Busad 20 Principles of Business (3)	
Cmpsc 1 Computer Concepts & Information Systems (4)	
Cmpsc 30 Financial Worksheets on Computers (3)	
B. Three (3) units required from this section .....	3
Oftec 25 Business Communications (3)	
Oftec 130 Business English (3)	
C. Four (4) units required from this section .....	4
Busad 1A Principles of Accounting (4)	
Busad 160 Basic Accounting (4)	
Busad 161A Small Business Accounting I (4)	
TOTAL REQUIRED UNITS 26	

### SCIENCE EMPHASIS IN BIOLOGY

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Sixteen (16) units required from this section .....	16
Biol 2 Principles of Biology (4)	
Biol 4 Principles of Animal Biology (4)	
Biol 6 Principles of Plant Biology (4)	
Biol 10 Human Anatomy (4)	
Biol 17 Fundamentals of Biology (4)	
B. Three (3) units required from this section .....	3
Chem 1A General Chemistry (5) or higher	
<i>Esc any transferable Earth Science course</i>	
Math 2 Elements of Statistics (3)	
Math 16 Precalculus (6)	
Math 18A Calculus I (6)	
Phycs 1 Conceptual Physics (3) or higher	
C. Three (3) units required from this section .....	3
Biol 97 Work Experience in Biology (1-4)	
<i>Biol any transferable Biology course</i>	
<i>Chem any Chemistry course</i>	
Cmpsc 1 Computer Concepts & Information Systems (4)	
Cmpsc 3 Windows and DOS Operating Systems (3)	
<i>Esc any transferable Earth Science course</i>	
Natre 1 Environmental Conservation (3)	
<i>Phycs any Physics course</i>	
TOTAL REQUIRED UNITS 22	

*Students planning to become Biology majors upon transfer to a four-year school should take Chem 1A and 1B, Math 2, and prerequisites for Math 18A while at Columbia College.*

### SCIENCE EMPHASIS IN EARTH SCIENCE

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Ten (10) units required from this section .....	10
Esc 5 Physical Geology (4)	
Esc 30 Global Tectonic Geology (3)	
Esc 35 Field Geology (1-3)	
Esc 40 Descriptive Astronomy (3)	
B. Four (4) units required from this section .....	4
Biol 2 Principles of Biology (4)	
Biol 17 Fundamentals of Biology (4)	
C. Four (4) units required from this section .....	4
Chem 1A General Chemistry (5)	
Chem 10 Fundamentals of Chemistry (4)	
D. Three (3) units required from this section .....	3
Phycs 1 Conceptual Physics (3)	
Phycs 5A General Physics (5)	
TOTAL REQUIRED UNITS 21	

*Students planning to become Earth Science majors upon transfer to a four-year school should take Chem 1A and 1B, Math 18A, and Phycs 5A and 5B while at Columbia College.*

### SCIENCE EMPHASIS IN ENVIRONMENTAL SCIENCE

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Ten (10) units required from this section .....	10
Esc 5 Physical Geology (4)	
Natre 1 Environmental Conservation (3)	
Phycs 1 Conceptual Physics (3)	
B. Four (4) units required from this section .....	4
Biol 2 Principles of Biology (4)	
Biol 4 Principles of Animal Biology (4)	
Biol 6 Principles of Plant Biology (4)	
Biol 17 Fundamentals of Biology (4)	
C. Four (4) units required from this section .....	4
Chem 1A General Chemistry (5)	
Chem 10 Fundamentals of Chemistry (4)	
D. Two (2) units required from this section .....	2
Biol 39 Field Biology (1-2)	
Esc 35 Field Geology (1-3)	
Fores 10 Dendrology (3)	
TOTAL REQUIRED UNITS 20	

### SCIENCE EMPHASIS IN GENERAL SCIENCE

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Four (4) units required from this section .....	4
Biol 2 Principles of Biology (4)	
Biol 4 Principles of Animal Biology (4)	
Biol 6 Principles of Plant Biology (4)	
Biol 17 Fundamentals of Biology (4)	
B. Four (4) units required from this section .....	4
Chem 1A General Chemistry (5)	
Chem 10 Fundamentals of Chemistry (4)	
C. Three (3) units required from this section .....	3
Cmpsc Any 3 unit course in Computer Science (3)	
D. Four (4) units required from this section .....	4
Esc 5 Physical Geology (4)	
Esc 40 Descriptive Astronomy (3)	
Esc 45 Astronomy Laboratory (1)	
E. Three (3) units required from this section .....	3
Phycs 1 Conceptual Physics (3)	
Phycs 5A General Physics 1 (5)	
TOTAL REQUIRED UNITS 18	



## SCIENCE

## EMPHASIS IN PHYSICAL SCIENCE

REQUIRED COURSES WITHIN MAJOR:	REQUIRED UNITS
Chem 1A General Chemistry .....	5
Chem 1B General Chemistry .....	5
Phys 5A General Physics I .....	5
Phys 5B General Physics II .....	5
TOTAL REQUIRED UNITS 20	

## SOCIAL SCIENCE

## EMPHASIS IN ANTHROPOLOGY

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section .....	9
A1. Six (6) units required from this section	
Anthr 1 Physical Anthropology (3)	
Anthr 2 Cultural Anthropology (3)	
A2. Three (3) units required from this section	
Anthr 3 Current Issues in Anthropology (3)	
Anthr 15 Native People of North America (3)	
B. Three (3) units required from this section .....	3
Geogr 12 Cultural Geography (3)	
Hist 13 World Civilization: to 1650 (3)	
Hist 14 World Civilization: 1650 to Present (3)	
Hist 16 United States: to 1877 (3)	
Hist 17 United States: 1877 to Present (3)	
C. Three (3) units required from this section .....	3
Biol 17 Fundamentals of Biology (4)	
Esc 5 Physical Geology (4)	
Geogr 15 Physical Geography (3)	
D. Three (3) units required from this section .....	3
Psych 1 General Psychology (3)	
Psych 30 Personal/Social Adjustment (3)	
Socio 1 Introduction to Sociology (3)	
Socio 2 American Society: Social Problems/Deviance (3)	
Socio 5 Ethnicity & Ethnic Relations in America (3)	
TOTAL REQUIRED UNITS 18	

SOCIAL SCIENCE  
EMPHASIS IN HISTORY

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section .....	9
A1. Three (3) units required from this section	
Hist 13 World Civilization: to 1650 (3)	
Hist 14 World Civilization: 1650 to Present (3)	
A2. Three (3) units required from this section	
Hist 16 United States: to 1877 (3)	
Hist 17 United States: 1877 to Present (3)	
A3. Three (3) units required from this section	
Hist 11 History of California (3)	
Hist 49 The Mother Lode (3)	
Hist 55 The American Frontier (3)	
B. Three (3) units required from this section .....	3
Anthr 2 Cultural Anthropology (3)	
Geogr 12 Cultural Geography (3)	
Polsc 10 Constitutional Government (3)	
Psych 1 General Psychology (3)	
Psych 30 Personal/Social Adjustment (3)	
C. Three (3) units required from this section .....	3
Anthr 1 Physical Anthropology (3)	
Anthr 3 Current Issues in Anthropology (3)	
Geogr 15 Physical Geography (3)	
D. Three (3) units required from this section .....	3
Econ 10 Principles of Economics (4)	
Econ 11 Principles of Economics (4)	
Socio 1 Introduction to Sociology (3)	
Socio 2 American Society: Social Problems/Deviance (3)	
Socio 5 Ethnicity & Ethnic Relations in America (3)	
TOTAL REQUIRED UNITS 18	

SOCIAL SCIENCE  
EMPHASIS IN PSYCHOLOGY

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section .....	9
A1. Six (6) units required from this section	
Psych 1 General Psychology (3)	
Psych 2 Current Issues in Psychology (3)	
A2. Three (3) units required from this section	
Psych 30 Personal/Social Adjustment (3)	
B. Three (3) units required from this section .....	3
Geogr 12 Cultural Geography (3)	
Hist 13 World Civilization: to 1650 (3)	
Hist 14 World Civilization: 1650 to Present (3)	
Hist 16 United States: to 1877 (3)	
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)	
Biol 60 Human Physiology (4)	
Chem 10 Fundamentals of Chemistry (4)	
Phys 1 Conceptual Physics (3)	
D. Three to six (3-6) units required from this section .....	3-6
Anthr 2 Cultural Anthropology (3)	
Child 1 Principles of Child Development (3)	
Socio 1 Introduction to Sociology (3)	
Socio 2 American Society: Social Problems/Deviance (3)	
Socio 5 Ethnicity & Ethnic Relations in America (3)	
TOTAL REQUIRED UNITS 18-24	

SOCIAL SCIENCE  
EMPHASIS IN SOCIOLOGY

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section .....	9
Socio 1 Introduction to Sociology (3)	
Socio 2 American Society: Social Problems/Deviance (3)	
Socio 5 Ethnicity & Ethnic Relations in America (3)	
Socio 12 Sociology of the Family (3)	
Socio 28 Death and Dying (3)	
B. Six (6) units required from this section .....	6
Anthr 2 Cultural Anthropology (3)	
Anthr 3 Current Issues in Anthropology (3)	
Psych 1 General Psychology (3)	
Psych 2 Current Issues in Psychology (3)	
Psych 30 Personal/Social Adjustment (3)	
C. Three (3) units required from this section .....	3
Econ 10 Principles of Economics (4)	
Econ 11 Principles of Economics (4)	
Polsc 10 Constitutional Government (3)	
D. Three (3) units required from this section .....	3
Geogr 12 Cultural Geography (3)	
Geogr 15 Physical Geography (3)	
Hist 13 World Civilization: to 1650 (3)	
Hist 14 World Civilization: 1650 to Present (3)	
Hist 16 United States: to 1877 (3)	
Hist 17 United States: 1877 to Present (3)	
TOTAL REQUIRED UNITS 21	

## TRANSFER MAJOR

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED 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 PUBLIC 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, San Bernardino  
California Polytechnic State University, San Luis Obispo  
California State University, San Marcos  
California State University, Stanislaus  
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:

1. 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*)
2. You were eligible as a freshman at the time of high school graduation and have been in continuous attendance in an accredited college since high school graduation.
3. You were eligible as a freshman at the time of high school graduation except for the subject requirements, have made up the missing subjects at a high school or college, and have been in continuous attendance in a accredited college since high school graduation.
4. You have completed at least 56 transferable semester (84 quarter) units and 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 communica-

tion 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. 38-39) and the Intersegmental General Education Transfer Curriculum (IGETC, pg. 53) 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 480 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 (*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. Verification of English proficiency (see the TOEFL section on previous 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. 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.

Last year, 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 are required to submit an Admissions Supplemental Questionnaire (ASQ) to 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 I 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 THEACT, 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 pre-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 a 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 52 and the Intersegmental General Education Transfer Curriculum (IGETC) on page 53.) 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, major 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 Officer 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 ART 2	ART 11, History of Art: Ancient & Medieval	F96
CAN ART 4	ART 12, History of Art: Renaissance, Baroque, & Modern	F96
CAN ART 8	ART 1, Basic Freehand Drawing	F96
CAN ART 10	ART 21A, Painting: Beginning	F96
CAN ART 14	ART 2, Basic Color & Design	F96
CAN BIOL 2	BIOL 2, Principles of Biology	F96
CAN BIOL 4	BIOL 4, Principles of Animal Biology	F96
CAN BIOL 6	BIOL 6, Principles of Plant Biology	F96
CAN BIOL 10	BIOL 10, Human Anatomy	F96
CAN BIOL 12	BIOL 60, Human Physiology	F96
CAN BIOL 14	BIOL 65, Microbiology	F96
CAN BUS 2	BUSAD 1A, Principles of Accounting	F96
CAN BUS 4	BUSAD 1B, Principles of Accounting	F96
CAN CHEM 2	CHEM 1A, General Chemistry	S90
CAN CHEM 4	CHEM 1B, General Chemistry	S90
CAN CSCI 10	CMPSC 40, Assembly Language	F96
CAN CSCI 16	CMPSC 20, C Language Programming	F96
CAN CSCI 24	CMPSC 26, Advanced Programming	S95
CAN DRAM 8	DRAM 42, Acting Fundamentals	F96
CAN ECON 2	ECON 10, Principles of Economics	S90
CAN ECON 4	ECON 11, Principles of Economics	S90
CAN ENGL 2	ENG 1A, Reading & Composition: Beg.	F96
CAN ENGL 4	ENG 1B, Reading & Composition: Adv.	F96
CAN ENGL 6	ENG 10, Creative Writing	F96
CAN ENGL 14	ENG 17, American Literature	F96
CAN ENGL 16	ENG 18, American Literature	F96
CAN GEOG 2	GEOGR 15, Physical Geography	S95
CAN GEOG 4	GEOGR 12, Cultural Geography	F94
CAN GEOL 2	ESC 5, Physical Geology	S95
CAN GOVT 2	POLSC 10, Constitutional Government	S90

CAN HEC 2	BIOL 50, Nutrition	F96
CAN HIST 8	HIST 16, United States: to 1877	F96
CAN HIST 10	HIST 17, United States: 1877 to present	F96
CAN MATH 16	MATH 16, Precalculus	F96
CAN MATH 18	MATH 18A, Calculus I	F96
CAN MATH 20	MATH 18B, Calculus II	F96
CAN MATH 22	MATH 18C, Calculus III	F96
CAN PHIL 2	PHILO 1, Introduction to Philosophy	F94
CAN PSY 2	PSYCH 1, General Psychology	F96
CAN SOC 2	SOCIO 1, Introduction to Sociology	S90
CAN SOC 4	SOCIO 2, American Society	S95
CAN SPAN 2	SPAN 1A, Spanish: Beginning	S95
CAN SPAN 4	SPAN 1B, Spanish: Beginning	S95
CAN SPAN 8	SPAN 2A, Spanish: Intermediate	F96
CAN SPAN 10	SPAN 2B, Spanish: Intermediate	F96
CAN SPCH 4	SPCH 1, Fundamentals of Speech	S90
CAN SPCH 6	SPCH 2, Argumentation	F96
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 campuses at Davis and Riverside, 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 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 four 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) 1997-98

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 CSU or UC 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 38 and 39 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, 24

### 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, Drama 10, Music 2, 10, 11, 12

#### Humanities:

English 11, 17, 18, 46, 47, 49, 50, Humanities 1, 2, 3  
Philosophy 1, 25,

### 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 11, 13, 14, 16\*, 17\*, 20

Political Science 10\*, 12, 14, Psychology 1, 5

Sociology 1, 2, 5, 12

### AREA 5 — PHYSICAL AND BIOLOGICAL SCIENCES

At least two courses, one from Physical Science and one from Biological Science; 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)

Physics 1\*\*, 5A(L), 5B(L)

#### Biological Sciences:

Biology 2(L)\*\*, 4(L), 6(L), 10(L), 17(L)\*\*, 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. Courses used to meet this requirement may not also be used to satisfy requirements for IGETC in AREA 4.

#### Group A:

Political Science 10\*

#### Group B:

History 16\*, 17\*

\* 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 non-credit 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 (CSU) and/or the University of California System (UC) are so designated in parentheses following the course description:

(CSU) — Transfer to CSU System

(UC) — Transfer to UC System

(UC/CSU) — Transfer to both systems

(UC under review)

(UC\*) — Transfer credit limited. See a counselor.

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 52.

### 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. For UC campuses, these courses may transfer for elective or other credit and will not fulfill requirements unless pre-authorized. It is the student's responsibility to have the course pre-authorized by the appropriate UC department chair and admissions office.

#### 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 21 for conditions, limitations.) For UC campuses, these courses may transfer as electives or other credit as pre-authorized by the transfer school. It is the student's responsibility to have the course pre-authorized by the appropriate UC department chair and admissions office.

### 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)

*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)

*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

*Recommended for Success: Eng 151*  
*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 - NATIVE PEOPLE OF NORTH AMERICA** 3 Units

*Recommended for Success: Eng 151*  
*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  
(CAN ART 8)

*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  
(CAN ART 14)

*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 or equivalent*  
*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 & Medieval** 3 Units  
(CAN ART 2)

*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  
(CAN ART 4)

*Lecture: 3 hours*  
Survey of art history from the 14th through the 20th century. (UC/CSU)

**ART 13 - ART OF AFRICA, ASIA, AND THE AMERICAS** 3 Units

*Lecture: 3 hours*  
Survey of the art of Africa, Asia, Mesoamerica, and South America from prehistoric to modern periods. This course is designed to meet an ethnic studies requirement. (UC under review/CSU)

**ART 21A — PAINTING: Beginning** 2-3 Units  
(CAN ART 10)

*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 or equivalent*  
*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 or equivalent*  
*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.*

**Photography**

**ART 40 — PHOTOGRAPHY: Beginning** 4 Units

*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 41 — PHOTOGRAPHY: Intermediate** 3 Units

*Recommended for Success: Art 40*  
*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

*Recommended for Success: Art 40*  
*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

*Recommended for Success: Art 40*  
*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

*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 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*  
Course emphasis is 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*  
Course emphasis is on personal growth and independence. (UC/CSU)  
*May be repeated one time.*

**ART 35 — INTRODUCTION TO RAKU** 2-3 Units

*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 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*  
Course emphasis is on 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*  
Course emphasis is on experimentation and development of personal expression. (UC/CSU)  
*May be repeated one time.*

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

*Recommended for Success:* Art 40  
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 31 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

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

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 50 — ELECTRICAL THEORY** 3 Units

Lecture: 3 hours

Fundamentals of electricity that apply to all electrical systems. (CSU)  
May be repeated three times.

**AUTO 51 — CHARGING SYSTEMS** 2 Units

Prerequisite: Auto 50 or equivalent

Lecture: 1 hour

Laboratory: 3 hours

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

**AUTO 52 — STARTING AND IGNITION SYSTEMS** 2 Units

Prerequisite: Auto 50 or equivalent

Lecture: 1 hour

Laboratory: 3 hours

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

**AUTO 53 — LIGHTING AND CHASSIS ELECTRICS** 1 Unit

Prerequisite: Auto 50 or equivalent

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

Laboratory: 3-6 hours

Special engine repair projects are assigned to advanced students, with emphasis on speed, accuracy, and work habits. Completion of or concurrent enrollment in six (6) units of Automotive Technology required. (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:* Must be enrolled in at least seven (7) 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 100.

**BIOLOGY****BIOL 2 — PRINCIPLES OF BIOLOGY (CAN BIOL 2)** 4 Units

*Recommended for Success:* Chem 10

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 (CAN BIOL 4)** 4 Units

*Prerequisite:* Biol 2 or Biol 17 or equivalent

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 (CAN BIOL 6)** 4 Units

*Prerequisite:* Biol 2 or Biol 17 or equivalent

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 — HUMAN ANATOMY (CAN BIOL 10)** 4 Units

Lecture: 3 hours

Laboratory: 3 hours

An introduction to the study of the gross and microscopic structure of the human body. Lab work entails dissection of cats, microscopic work, and demonstrations on models. (UC/CSU)

**BIOL 17 — FUNDAMENTALS OF BIOLOGY** 4 Units

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

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  
(CAN H EC 2)

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 — HUMAN PHYSIOLOGY** 4 Units  
(CAN BIOL 12)

Recommended for Success: Biol 10 and Chem 10

Lecture: 3 hours  
Laboratory: 3 hours

Study of the function, integration and homeostasis of the organ systems of the human body. (UC/CSU)

**BIOL 65 — MICROBIOLOGY** 4 Units  
(CAN BIOL 14)

Recommended for Success: Chem 10

Lecture: 3 hours  
Laboratory: 3 hours

Morphology, physiology, genetics, cultivation and control of micro organisms, particularly bacteria and viruses. Principles of immunology and the relationship of microbes to disease will be included. (UC/CSU)

Field trips may be required.

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

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** 1.5 Units  
**MOTHER LODGE**

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** 1 Unit  
**OF THE SIERRA NEVADA**

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 31 for Certificate Requirements

**BUSAD 1A — PRINCIPLES OF ACCOUNTING** 4 Units  
(CAN BUS 2)

Recommended for Success: Busad 161B

Lecture: 4 hours

Accounting principles and procedures, including set up and maintenance of an accounting system for sole proprietorships in either service or merchandising industries using journalizing, posting, adjusting, and closing methods with emphasis on financial analysis regarding internal control, asset valuation, debt servicing, owner's equity determination, and financial reporting which includes a global perspective. (UC/CSU)

**BUSAD 1B — PRINCIPLES OF ACCOUNTING** 4 Units  
(CAN BUS 4)

Prerequisite: Busad 1A or equivalent

Lecture: 4 hours

Accounting for partnerships and corporations with emphasis on debt and equity, bond amortization issues and preparation of the statement of cash flows, managerial/cost accounting includes job order, process, and activity based costing systems, and J.I.T. production, cost-volume-profit analysis, budgeting performance evaluation, decision making, budgeting for capital expenditures using present value. (UC/CSU)

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

Lecture: 3 hours

Historical development of common law and codification; legal and social environment of business, federal and state court systems, and legal aspects of business, crimes, torts, law of contracts, personal property, bailments and law of sales are covered in this portion of commercial law. (UC\*/CSU)

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

Prerequisite: Busad 18A or equivalent

Lecture: 3 hours

Negotiable instruments/commercial paper, secured transactions, creditors rights, bankruptcy, insurance, agency and employment, equal employment opportunity laws, sole proprietorship, partnerships, corporations, securities regulation, environmental law, real property, leases, wills, estates and trusts. (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** 3 Units  
**ORGANIZATIONS**

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** 1 Unit  
**COMPUTER APPLICATIONS**  
**LABORATORY**

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** 2 Units  
**DECISION-MAKING (HONORS)**

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. (CSU)

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

Prerequisite: Must be enrolled in at least seven (7) 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 100.



**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*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 complete double entry accounting system with journals, ledgers, worksheets, and financial statements, with adjusting and closing entries for service or merchandising businesses as well as supplemental material for law and medical offices; payroll for employees and employers, a voucher system, and use of manual and computerized simulations.

**BUSAD 161B — SMALL BUSINESS ACCOUNTING II** 4 Units*Prerequisite: Busad 161A or equivalent**Lecture: 4 hours*

Extension of the techniques learned in Business Administration 161A with more in depth treatment of receivables, notes, inventory and depreciation, and with the introduction of partnership and corporation accounting and statements of cash flow and financial analysis; also an introduction to managerial accounting for decision making, departmentalized, cost and manufacturing systems, planning and budgeting, and discussions of computer use in both financial and managerial phases.

**BUSAD 163 — BUSINESS MATHEMATICS** 3 Units*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 Page 35 for Certificate Requirements***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 20 — MACHINE TRANSCRIPTION** 2 Units*Recommended for Success: Oftec 130 or Eng 151, and Oftec 40**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*Recommended for Success: Oftec 130 or Eng 151**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 31 — OFFICE PROCEDURES AND TECHNOLOGY** 3 Units*Recommended for Success: Oftec 100**Lecture: 2 hours**Laboratory: 3 hours*

Course will establish a foundation in office procedures, provide experience in integration of business skills and issues, and develop decision-making and team building skills. Students will participate in a variety of electronic office technologies and procedures. Experience will be gained in all aspects of the document cycle. Emphasis will be placed on oral and written communications including organization and research as well as presentations. Introduction to travel and conference planning, financial procedures, records management, and employment preparation. (CSU)

**OFTEC 40 — BEGINNING WORDPERFECT 6.1 FOR WINDOWS** 2 Units*Prerequisite: Oftec 100 or equivalent**Lecture: 2 hours*

Students receive instruction in WordPerfect 6.1 which includes editing, saving, changing format, fonts, tabs; using Spell Check; creating headers/footers and footnotes/endnotes; cutting and pasting; and using file management techniques. (CSU)

*May be repeated one time.***OFTEC 41 — INTERMEDIATE WORDPERFECT 6.1 FOR WINDOWS** 3 Units*Recommended for Success: Oftec 40**Lecture: 2 hours**Laboratory: 3 hours*

Students will learn the advanced features of WordPerfect 6.1 for Windows. Areas of emphasis will be: merge files, macros and templates, graphics, columns and tables, sort and select, creating charts, outlining, and styles. (CSU)

*May be repeated one time.***OFTEC 42 — DESKTOP PUBLISHING** 3 Units*Recommended for Success: Oftec 41**Lecture: 2 hours**Laboratory: 3 hours*

Introduction to general desktop publishing theory with emphasis on typography, page layout, graphics, and design. Students will create newsletters, brochures, flyers, resumes, cards, 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, Champus and Workers' Compensation. (CSU)

**OFTEC 53A — BEGINNING MEDICAL TRANSCRIPTION** 2 Units*Recommended for Success: Oftec 50**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 or equivalent**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*Recommended for Success: Oftec 53B**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 — RADIOLOGY TRANSCRIPTION** 1 Unit*Recommended for Success: Oftec 53B**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*Recommended for Success: Oftec 53B**Laboratory: 3 hours (Self-paced)*

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

**OFTEC 57 — GASTROENTEROLOGY  
TRANSCRIPTION 1 Unit**

*Recommended for Success: Oftec 53B  
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**

*Recommended for Success: Oftec 53B  
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**

*Recommended for Success: Oftec 110  
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**

*Recommended for Success: Oftec 110  
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: Must be enrolled in at least seven (7) units including Work Experience.*

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 100.*

**OFTEC 100 — KEYBOARDING I 1 Unit**

*Laboratory: 3 hours (Self-paced)*

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

**OFTEC 110 — KEYBOARDING II 2 Units**

*Recommended for Success: Oftec 100  
Lecture: 1.5 hours*

*Laboratory: 1.5 hours (Self-paced)*

Continuation of Keyboarding I with further emphasis on speed and accuracy development. Provides instruction for creating memos, letters, reports, and tables using a word processing program.

**OFTEC 120 — KEYBOARDING III 3 Units**

*Recommended for Success: Oftec 110*

*Lecture: 2 hours*

*Laboratory: 3 hours (Self-paced)*

Development of speed, accuracy, production-level mastery on a wide variety of business documents using word processing functions and features to facilitate the creation of professional looking documents.

**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**

*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**

*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.*

**Real Estate****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**

*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**

*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**

*Lecture: 3 hours*

Residential and commercial financing; lending institutions, money markets and interest rates. (CSU)

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

*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**

*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)

**CHEMISTRY****CHEM 1A — GENERAL CHEMISTRY  
(CAN CHEM 2) 5 Units**

*Prerequisite: Chem 10 or equivalent*

*Recommended for Success: Math 104*

*Lecture: 4 hours*

*Laboratory: 3 hours*

Survey of atoms, molecules, ions, chemical reactions, stoichiometry, chemical bonding, gases, liquids, solids, solutions, and thermochemistry. (UC/CSU)

**CHEM 1B — GENERAL CHEMISTRY  
(CAN CHEM 4) 5 Units**

*Prerequisite: Chem 1A or equivalent*

*Lecture: 4 hours*

*Laboratory: 3 hours*

A survey of chemical equilibria, acids and bases, thermodynamics, kinetics, electrochemistry, nuclear chemistry, inorganic chemistry, and organic chemicals. (UC/CSU)

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

*Recommended for Success: Math 101*

*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**

*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 Pages 31 and 32 for Certificate Requirements*

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

*Lecture: 3 hours*

Growth and development of children, birth through adolescence. Basic concepts related to physical, social, intellectual, and emotional development, including the effects of culture, will be explored. (UC/CSU)

**CHILD 2 — OBSERVING AND RECORDING  
THE BEHAVIOR OF YOUNG CHILDREN 1 Unit**

*Recommended for Success: Child 1*

*Lecture: 1 hour*

Students will learn and practice the skill of observing and recording children's behavior, as a tool for responsive teaching and assessment of children's development. Weekly field study required. (CSU)

**CHILD 3 — PRACTICES IN CHILD  
DEVELOPMENT 3 Units**

*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 16 provides a supervised practicum for this course. (CSU)

**CHILD 5 — CHILD NUTRITION 2 Units**

*Lecture: 2 hours*

Basic nutritional needs of children from the prenatal period through adolescence, study of the nutrients in foods, nutrition analysis, assessment of nutritional needs, program requirements/planning, and cooking activities for children in Early Childhood Education programs. (CSU)

**CHILD 7 — CHILD HEALTH AND SAFETY 1 Unit***Lecture: 1 hour*

Overview of health and safety issues for children in child care, including prevention of infectious disease, preventive health practices and prevention policies; signs, symptoms and reporting of child abuse; and injury prevention. Students completing this course with a "C" or better will be given a certificate to meet Title 22 requirements for child Health and Safety Training. (CSU)

**CHILD 10 — CREATIVE ACTIVITIES IN THE ARTS 1.5 Units***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***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 16 — PRACTICUM 1-3 Units***Prerequisite: Child 1 or equivalent**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 practicum in the Columbia College Child Development Center or approved field site. Students will plan and implement activities with the children, develop guidance techniques, and work with staff and children in the classroom as a student teacher. Students will also attend a weekly seminar to evaluate and discuss projects, teaching skills development, and other aspects of student teaching. (CSU)

*May be repeated one time.***CHILD 17 — ADULT SUPERVISION PRACTICUM 2 Units***Lecture: 1 hour**Laboratory: 3 hours*

This course will provide students with the skills and techniques needed to supervise adults in a developmentally appropriate children's program. Meets the adult supervision requirement for the Child Development permit. (CSU)

**CHILD 19 — EXCEPTIONAL NEEDS CHILDREN 3 Units***(Formerly Child 18)**Lecture: 3 hours*

A comprehensive overview for the child care provider who will work with young children with disabilities. Includes historical perspective, diversity issues, family partnerships, identifying and referring, caregiver strategies and administrative issues. (CSU)

**CHILD 22 — CHILD, FAMILY, COMMUNITY 3 Units***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***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***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 28 - BOOKS FOR YOUNG CHILDREN 3 Units***Lecture: 3 hours*

An introductory course on books for young children. Topics will include how to evaluate content and illustration; choosing books that relate to children's developmental needs and interest; the art of reading aloud. Field work involving reading aloud to children under six years of age is required. (CSU)

**CMPC 3 — WINDOWS AND DOS OPERATING SYSTEMS 3 Units***Lecture: 2 hours**Laboratory: 3 hours*

Introduction to file management through a Windows environment and the DOS operating system. Emphasis will be on Windows 95 and Windows 3.1 with an introduction to OS/2. Students will learn concepts of a shell, text editors, batch files, desktop procedures, Windows setup, and file handling. (CSU)

**CMPC 4 — WINDOWS 95 ESSENTIALS .5-1.5 Units***Lecture: .5 - 1.5 hours*

Instruction in Windows 95. Topics include management of window elements, desktop arrangement, folders, and files. Use multitasking, cut and paste, linking, and printing operations within selected Windows 95 applications. (CSU)

*Offered for Credit/No Credit grading only.**May be repeated one time.***CMPC 7 — NOVELL NETWORK MANAGEMENT 3 Units***Recommended for Success: Cmpsc 3**Lecture: 2 hours**Laboratory: 3 hours*

Instruction in routine network management skills on a Novell 4.1 network. Topics include user accounts, trustee rights, groups, mappings, login scripts, batch files, printer control and definitions, applications software setup (including Windows), virus protection, backup procedures, Internet and Intranet communications protocols, Netware Directory Services, and PC workstation configurations. (CSU)

**CMPC 9 — UNIX OPERATIONS AND COMMUNICATIONS 3 Units***Recommended for Success: Cmpsc 3**Lecture: 2 hours**Laboratory: 3 hours*

An introduction to the UNIX computer operating system and concepts needed to access the Internet. Topics include operating system commands, multitasking, editors, data transfer, standard administrative tasks, electronic mail, file transfer, and telnet and World Wide Web communications. (CSU)

**CMPC 10 — INTRODUCTION TO THE INTERNET .5-1.5 Units***Lecture: .5 - 1.5 hours*

Instruction in how to access the Internet using communications software and a web browser on IBM PC computers. Topics include telnet, FTP, newsgroups, communications, electronic mail, web browsers, and the World Wide Web. (CSU)

*Offered for Credit/No Credit grading only.***CHILD 30 — CHILD CARE/NURSERY SCHOOL ADMINISTRATION 3 Units***Recommended for Success: Eng 151**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 or equivalent**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: Must be enrolled in at least seven (7) 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 100.***COMPUTER SCIENCE***See Page 32 for Certificate Requirements***CMPC 1 — COMPUTER CONCEPTS AND INFORMATION SYSTEMS 4 Units***Lecture: 3 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 both DOS and Windows 95 environments on a network. Lab applications include MS DOS, spreadsheets, word processing, database management, graphics, programming, network communications and World Wide Web access to the Internet. (UC/CSU)

**CMPS 20 — C LANGUAGE PROGRAMMING 4 Units**  
(CAN CSCI 16)

*Prerequisite: Math 100B or Math 101 or equivalent*  
*Recommended for Success: Cmpsc 1*  
*Lecture: 3 hours*  
*Laboratory: 3 hours*

Computer programming and program design using the C Language. Topics include language syntax, preprocessors, data types, conditions, structures, bit operations, pointers, interactive programming, and file input/output. (UC/CSU)

**CMPS 26 — ADVANCED C/C++ PROGRAMMING 4 Units**  
(CAN CSCI 24)

*Prerequisite: Cmpsc 20 or equivalent*  
*Lecture: 3 hours*  
*Laboratory: 3 hours*

Continuation of C Language computer programming syntax and concepts using C and C++. Topics include array and string processing, data structures, records, search/sort techniques, file pointers, linked lists, objects, and advanced language syntax. (UC/CSU)

**CMPS 30 — FINANCIAL WORKSHEETS ON COMPUTERS 3 Units**

*Prerequisite: Cmpsc 1 or equivalent*  
*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)

**CMPS 31 — COMPUTERIZED ACCOUNTING 2 Units**  
(Peachtree)

*Prerequisite: Cmpsc 1 or equivalent, and Busad 1A or Busad 161A or equivalent*  
*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)

**CMPS 32 — COMPUTERIZED ACCOUNTING 2 Units**  
(One Write Plus)

*Prerequisite: Cmpsc 1 or equivalent, and Busad 1A or Busad 161A or equivalent*  
*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)

**CMPS 33 — COMPUTERIZED ACCOUNTING 2 Units**  
(Quicken)

*Prerequisite: Cmpsc 1 or equivalent, and Busad 1A or Busad 161A or equivalent*  
*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)

**CMPS 34 — COMPUTERIZED ACCOUNTING 2 Units**  
(Dac Easy)

*Prerequisite: Cmpsc 1 or equivalent, and Busad 1A or Busad 161A or equivalent*  
*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)

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

*Prerequisite: Cmpsc 1 or equivalent, and Busad 1A or Busad 161A or equivalent*  
*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)

**CMPS 36 — COMPUTERIZED ACCOUNTING 2 Units**  
(Pacioli) or equivalent

*Prerequisite: Cmpsc 1 or equivalent, and Busad 1A or Busad 161A or equivalent*  
*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)

**CMPS 40 — ASSEMBLY LANGUAGE PROGRAMMING 4 Units**  
(CAN CSCI 10)

*Prerequisite: Cmpsc 20 or equivalent*  
*Lecture: 3 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)

**CMPS 55 — DATA BASE MANAGEMENT 3 Units**

*Recommended for Success: Cmpsc 1*  
*Lecture: 2 hours*  
*Laboratory: 3 hours*

Develop database applications using object oriented Visual Dbase 5.5 for Windows 95. 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. Build visual aids and sound into the applications where applicable. (CSU)

**CMPS 58 — GIS-ArcVIEW\* 1 Unit**

*Lecture: 1 hour*

Introduction to practical application of ArcView software; importation of GIS data, display, visualization, exploration, query, analysis, and production of hard-copy maps and reports. Students will be guided through a complete sequence of application fundamentals similar to what would normally be used in displaying, analyzing, and plotting a standard ArcView GIS application. (CSU)

*Offered for Credit/No Credit grading only.*

*\*Credit may be earned for either Cmpsc 58 or Geogr 58, but not both.*

**CMPS 59 — GEOGRAPHIC INFORMATION AND GLOBAL POSITIONING SYSTEMS\* 1-3 Units**

*Lecture: 1 - 3 hours*

Introduction to basic GIS and GPS concepts and applications in the field of natural resources, earth sciences, and environmental systems. Students will learn to use Global Positioning System base stations and rover units, combined with Geographic Information System software to collect field data and produce maps for spatial analysis and decision-making purposes. The first six weeks will be spent learning ArcView software; the second six weeks will be spent learning to use Ashtech GPS units; and the last six weeks will be spent learning to design and carry out a research project merging GPS and GIS technologies. (CSU)

*May be repeated with different topics only.*

*\*Credit may be earned for either Cmpsc 59 or Geogr 59, but not both.*

**CMPS 60 — INTRODUCTION TO GIS - ArcCAD\* 3 Units**

*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)

*\*Credit may be earned for either Cmpsc 60 or Geogr 60, but not both.*

**CMPS 65 — GIS APPLICATIONS\* 3 Units**

*Recommended for Success: Cmpsc 60*  
*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.*

*\*Credit may be earned for either Cmpsc 65 or Geogr 65, but not both.*

**CMPS 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)

*May be repeated two times.*

*\*Credit may be earned for either Cmpsc 70 or Geogr 70, but not both.*

**CMPS 75 — GIS APPLICATIONS IN RESOURCE MANAGEMENT\* 3 Units**

*Recommended for Success: Cmpsc 70*

*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)

*May be repeated two times.*

*\*Credit may be earned for either Cmpsc 75 or Geogr 75, but not both.*

**CMPS 137 — PAYROLL ACCOUNTING 3 Units**

*Lecture: 3 hours*

Designed to allow the student to develop a thorough understanding of the purpose, procedures, and current techniques used in a payroll system.

**DRAFTING****DRAFT 10 — 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 11 — MACHINE DRAFTING** 3 Units*Lecture: 2 hours**Laboratory: 4 hours*

Continuation of Drafting 10 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 20 — MAPPING** 3 Units*Recommended for Success: Draft 10**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 21 — PLANNING** 3 Units*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 30 — STRUCTURAL CONCRETES AND PIPING** 3 Units*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 31 — WELDMENTS, STRUCTURAL AND LIGHT GAGE STEEL DETAILING** 3 Units*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*Recommended for Success: Draft 10**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*Prerequisite: Draft 50A or equivalent**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/CSU)

*Field trips will be required.***DRAMA 20 — ORAL EXPRESSION AND INTERPRETATION** 3 Units*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*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 (CAN DRAM 8)** 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*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*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. Casting subject to audition. (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*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 (CAN GEOL 2)** 4 Units*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*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*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*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***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***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***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***Lecture: 2 hours**Laboratory: 3 hours*

The origins of the world's oceans, its structure, composition, and circulation; tides, currents, salinity, density, oceanographic instruments and their use, life in the sea, the interaction of the ocean and the atmosphere, the ocean and modern society. (UC/CSU)

**ESC 150 — GEOLOGY OF THE MOTHER LODE .5-2 Units***Lecture: .5-2 hours*

Geology of the Mother Lode from its astronomical beginnings to the present; including rocks and minerals, rivers, glaciers, mountains, earthquakes, and volcanoes.

*Field trips may be required.***ECONOMICS****ECON 10 — PRINCIPLES OF ECONOMICS 4 Units**  
(CAN ECON 2)*Lecture: 4 hours*

Macro-economics. Introduction to the U.S. economy and capitalism; national income and employment analysis, economic fluctuations, monetary fiscal policies, economic stability-instability, public finance, and special economic problems. (UC/CSU)

**ECON 11 — PRINCIPLES OF ECONOMICS 4 Units**  
(CAN ECON 4)*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 32 for Certificate Requirements***EMS 4 — EMERGENCY MEDICAL TECHNICIAN TRAINING 6 Units***(Formerly EMS 3)**Prerequisite: EMS 13 or EMS 157 or equivalent**Lecture: 5 hours**Laboratory: 3 hours*

An intensive course to assist the student in developing didactic and manipulative skills to recognize and treat illness and injuries in the pre-hospital environment. The course meets State of California training guidelines and prepares students for state certification as Emergency Medical Technicians. (CSU)

**EMS 7 — EMERGENCY MEDICAL TECHNICIAN REFRESHER 1.5 Units***Lecture: 1.5 hours*

Designed to update existing EMT certificates which are expiring. An intensive course to assist and refresh the student on the latest techniques and proper application of equipment, recognition of illness and injuries and the latest proper procedures in emergency care. Students will reacquire themselves with the equipment, systems and skills used in emergency medical situations. (CSU)

*May be repeated three times.***EMS 11 — PRE-PARAMEDIC TRAINING 4 Units***Prerequisite: Possession of a valid EMT-1 certificate or equivalent**Lecture: 3 hours**Laboratory: 3 hours*

Provides prerequisites needed for entry into a Paramedic Training program. An intensive course dealing with anatomy, physiology, pharmacology, and EKG interpretation, and their relationship in the pre-hospital environment. Current EMT certification is required. Two or more years of pre-hospital work experience is strongly recommended. A class entrance exam will be administered on the first evening of class. (CSU)

*May be repeated one time.***EMS 13 — ADVANCED FIRST AID AND EMERGENCY CARE 3 Units***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***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 students 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: Must be enrolled in at least seven (7) 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 100.***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: 3 Units**  
**Beginning**  
(CAN ENGL 2)*Prerequisite: Eng 151 or equivalent**Lecture: 3 hours*

Development of college level reading and composition skills. Emphasis will be on applying techniques of critical analysis to reading, interpreting, writing, and conducting research. Writing emphasis will be on the expository essay, including the longer documented essay. Note: Students will complete a minimum of 8,000 words by the end of the semester if transferring to a UC. (UC/CSU)

**ENG 1B — READING AND COMPOSITION: 3 Units**  
**Advanced**  
(CAN ENGL 2)*Prerequisite: Eng 1A or equivalent**Lecture: 3 hours*

Further development of reading and composition skills based on critical study of poetry, drama, and fiction. (UC/CSU)

**ENG 1C — CRITICAL REASONING AND WRITING** 3 Units

*Prerequisite: Eng 1A or equivalent*  
*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 (CAN ENGL 6)** 3 Units

*Prerequisite: Eng 1A or equivalent*  
*Lecture: 3 hours*

Instruction and practice in writing poetry, fiction drama, and non-fiction prose, including autobiography, essays, and articles. Students may choose to concentrate on one particular form. Analysis of contemporary works with respect to literary techniques. The class employs a workshop format. (UC/CSU)  
*May be repeated two times.*

**ENG 11 — FILM APPRECIATION** 3 Units

*Prerequisite: Eng 151 or equivalent*  
*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 — AMERICAN LITERATURE (CAN ENGL 14)** 3 Units

*Prerequisite: Eng 1A or equivalent*  
*Recommended for Success: Eng 1B*  
*Lecture: 3 hours*

A study of American literature from its beginning to the late nineteenth century. Reading, analysis, and discussion of the major literary trends and authors of the time, including Emerson, Thoreau, Poe, Hawthorne, Melville, Whitman, and Dickinson. (UC/CSU)

**ENG 18 — AMERICAN LITERATURE (CAN ENGL 16)** 3 Units

*Prerequisite: Eng 1A or equivalent*  
*Recommended for Success: Eng 1B*  
*Lecture: 3 hours*

A study of American literature from the late nineteenth century to the present. Reading, analysis, and discussion of the major literary trends and authors of the time, including Twain, James, Crane, Frost, Eliot, and Faulkner as well as a diverse group of contemporary writers. (UC/CSU)

**ENG 46 — SURVEY OF ENGLISH LITERATURE** 3 Units

*Prerequisite: Eng 1A or equivalent*  
*Recommended for Success: Eng 1B*  
*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 or equivalent*  
*Recommended for Success: Eng 1B*  
*Lecture: 3 hours*

English literature of the 19th and 20th Centuries. (UC/CSU)

**ENG 49 — CALIFORNIA LITERATURE** 3 Units

*Prerequisite: Eng 1A or equivalent*  
*Recommended for Success: Eng 1B*  
*Lecture: 3 hours*

An overview of the literary heritage of California, from its early origins to Harte, Bierce, and Twain through the realism of Norris and London, the regionalism of Steinbeck, Saroyan, Jeffers, the naturalism of Muir. Also will include writings from the Carmel cadre, the San Francisco Beat writers, to contemporary writers including Stegner, Yamamoto, Soto, Haslam, Tan, Didion, Rose, Miles, and Valdez. The approach will emphasize the rich ethnic diversity that has contributed to our literary heritage. (UC/CSU)

**ENG 50 — INTRODUCTION TO SHAKESPEARE** 3 Units

*Prerequisite: Eng 1A or equivalent*  
*Recommended for Success: Eng 1B*  
*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 95A — SERVICE LEARNING I IN ENGLISH** 2 Units

*Lecture: 1 hour*  
*Laboratory: 3 hours*

Service Learning Experience I, 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 54 hours and attend 18 hours of lecture. (CSU)

**ENG 95B — SERVICE LEARNING II IN ENGLISH** 2 Units

*Lecture: 1 hour*  
*Laboratory: 3 hours*

Continues the Service Learning Experience with a mentoring component in which Service Learning II students mentor Service Learning I students. (CSU)  
*May be repeated three times.*

**ENG 151— PREPARATION FOR COLLEGE READING AND COMPOSITION** 4 Units

*Recommended for Success: Eng 250*  
*Lecture: 4 hours*

Developing writing skills. Students will implement writing process strategies in the production of 500-750 word essays. This course will emphasize techniques for developing descriptive, narrative, and expository essays, while demonstrating control over structural components of writing. Reading skills as they relate to writing will be developed in conjunction with writing assignments. Instruction will include using word processing for writing. Satisfactory completion of this course will prepare students for English 1A. Note: Concurrent enrollment in Writing Skills Workshop (Eng 249) will facilitate success in English 151.  
*May be repeated one time.*

**ENG 249 — WRITING SKILLS WORKSHOP** 1 Unit

*Co-requisite: Concurrent enrollment in Eng 151 or Eng 250*  
Individual assistance for students enrolled in English 151 or English 250. Students will be assisted with prewriting, revision and proofreading strategies. The focus will be on encouraging students to identify their specific problems when completing writing assignments for English 151/250.  
*Offered Credit/No Credit grading only.*  
*May be repeated 2 times.*

**ENG 250 — ENGLISH FUNDAMENTALS** 3 Units

*(Formerly Eng 150)*  
*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 within the context of brief 250-500 word essays. Instruction will include using word processing for writing.

**FIRE TECHNOLOGY**

*See Page 32 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 or equivalent*  
*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 or equivalent*  
*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 or equivalent*  
*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 or equivalent*  
*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 or equivalent*  
*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 101 or Firefighter I certificate or Volunteer firefighter certification or equivalent*

*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 101 or Firefighter I certificate or Volunteer firefighter certification or equivalent*

*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**

*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: Must be enrolled in at least seven (7) 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 100.*

**FIRE 101 — FIREFIGHTER I ACADEMY 12 Units**

*(Formerly Fire 101AB)*

*Prerequisite: Fire 1 or equivalent*

*Lecture: 12 hours*

Basic Firefighter Academy includes: firefighter safety, use and maintenance of tools and equipment, emergency scene operations, basic fire prevention and investigation. (Partial fulfillment of requirements for California State Board of Fire Services, "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/woodlot 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 33 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**

*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 (CAN GEOG 2) 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)

**GEOGR 58 — GIS-ArcVIEW\* 1 Unit**

*Lecture: 1 hour*

Introduction to practical application of ArcView software; importation of GIS data, display, visualization, exploration, query, analysis, and production of hard-copy maps and reports. Students will be guided through a complete sequence of application fundamentals similar to what would normally be used in displaying, analyzing, and plotting a standard ArcView GIS application. (CSU) *Offered for Credit/No Credit grading only.*

*\*Credit may be earned for either Geogr 58 or Cmpsc 58, but not both.*

**GEOGR 59 — GEOGRAPHIC INFORMATION AND GLOBAL POSITIONING SYSTEMS\* 1-3 Units**

*Lecture: 1 - 3 hours*

Introduction to basic GIS and GPS concepts and applications in the field of natural resources, earth sciences, and environmental systems. Students will learn to use Global Positioning System base stations and rover units, combined with Geographic Information System software to collect field data and produce maps for spatial analysis and decision-making purposes. The first six weeks will be spent learning ArcView software; the second six weeks will be spent learning to use Ashtech GPS units; and the last six weeks will be spent learning to design and carry out a research project merging GPS and GIS technologies. (CSU)

*May be repeated with different topics only.*

*\*Credit may be earned for either Geogr 59 or Cmpsc 59, but not both.*

**GEOGR 60 — INTRODUCTION TO GIS - ArcCAD\* 3 Units**

*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)

*\*Credit may be earned for either Geogr 60 or Cmpsc 60, but not both.*

**GEOGR 65 — GIS APPLICATIONS\* 3 Units**

*Recommended for Success: Geogr 60*

*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.*

*\*Credit may be earned for either Geogr 65 or Cmpsc 65, but not both.*

**GEOGR 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)

*May be repeated two times.*

*\*Credit may be earned for either Geogr 70 or Cmpsc 70, but not both.*



**GEOGR 75 — GIS APPLICATIONS IN RESOURCE MANAGEMENT\*** 3 Units*Recommended for Success: Geogr 70**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)

*May be repeated two times.**\*Credit may be earned for either Geogr 75 or Cmpsc 75, but not both.***GUIDANCE****GUIDE 1 — CAREER/LIFE PLANNING** 3 Units*Recommended for Success: Eng 151**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 AND LIFE SUCCESS** 3 Units*Lecture: 3 hours*

An introduction to the fundamental principles and practices for succeeding in the educational setting. Topics include learning styles, reading, memory, note-taking, test taking, and the use of the library and campus resources. A study of topics related to an understanding of the self. Topics include health, nutrition, exercise, stress management and time management. An introduction to principles and practices pertinent to a healthy adjustment to the social environment. Topics include a study of relationships, money management, critical thinking and creativity, cultural and ethnic diversity, disabilities and community resources. (CSU)

**GUIDE 10A — 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 10B — INTERMEDIATE HELPING AND BASIC CONFLICT MANAGEMENT SKILLS** 1.5 Units*Prerequisite: Guide 10A or equivalent**Lecture: 1.5 hours*

Continued instruction in concepts, principles and skills basic to a helping relationship. Experience in the specific use of each skill. Includes an emphasis on both helping skills and introduction to the skills unique to the process of conflict resolution. Designed for non-professional and para-professional helpers, especially in informal settings, including, but not limited to: friend-friend, parent-child, teacher-student, supervisor-employee, worker-client, and peer counseling situations. (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 or equivalent**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** .5-2 Units*Prerequisite: H-HP 6A or equivalent**Laboratory: 1.5-6 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*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*Activity: 1.5-4.5 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*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. Primary physician referral required. (CSU)

*May be repeated three times.***H-HP 13A — INTRODUCTION TO CARDIAC REHABILITATION PROGRAM** 1 Unit*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 required. (CSU)

*May be repeated three times.*

**H-HP 13B — CARDIAC REHABILITATION PROGRAM: Phase III** 1 Unit*Laboratory: 3-5 hours*

Continuation of Cardiac Rehabilitation Program without lecture series. Primary physician referral required. (CSU)

*May be repeated three times.***H-HP 15A — INTRODUCTION TO CARDIAC FAMILY FITNESS** 1 Unit*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. Must be a member of enrolled cardiac student's family. (CSU)

*May be repeated three times.***H-HP 15B — CARDIAC FAMILY FITNESS** 1 Unit*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. Must be a member of enrolled cardiac student's family. (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 or equivalent**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 or equivalent**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*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*Recommended for Success: H-HP 23A or H-HP 25A or H-HP 27, or previous dance training**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*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 or equivalent**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 participation in badminton, paddle tennis, and tennis. Each activity is taught for six weeks and provides the student with instruction in basic skills, rules, and strategies of each of the above activities. (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*Prerequisite: H-HP 47A or equivalent*

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\*/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 or equivalent**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 or equivalent**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 or equivalent**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*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*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, life-style choices, relaxation training (including biofeedback), and interpersonal communication techniques. (CSU)

**H-HP 82 — VARSITY BASKETBALL (Men's Rules)** 2 Units*Co-requisite: 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*Co-requisite: 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*Co-requisite: 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*Co-requisite: 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: Must be enrolled in at least seven (7) 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 100.***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 (CAN HIST 8)** 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)

*(With Polsc 10 meets the California State requirement in American History.)***HIST 17 — UNITED STATES: 1877 to Present (CAN HIST 10)** 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)

*(With Polsc 10 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/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 33 and 34 for Certificate Requirements***HPMGT 97 — WORK EXPERIENCE IN HOSPITALITY MANAGEMENT** 1-4 Units*Prerequisite: Must be enrolled in at least seven (7) 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 100.***HPMGT 102 — INTRODUCTION TO HOSPITALITY CAREERS AND HUMAN RELATIONS** 1.5 Units*Lecture: .5 hours*

Introduction to the hospitality industry (comprising lodging, food and beverage services, and tourism) with focus on its career opportunities. Human relations management in the hospitality industry. Individual goal-setting and career planning are emphasized.

**HPMGT 104 — HOSPITALITY LAWS AND REGULATIONS** 2 Units*Lecture: 2 hours*

The study of legal issues relating to commercial food service and lodging operations—national, state and local in scope. Using both the case method and specific statutes, this class introduces students to general concepts including the types of law, the nature of agreements and the judicial system, as well as regulatory agencies and the particular laws they enforce in the hospitality field.

**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.

**Food Services****HPMGT 120 — SAFETY AND SANITATION** 1 Unit*Lecture: 1 hour*

Sanitation and safety principles and practices for the food service professional. Provides ServSafe certification from the National Restaurant Association.

**HPMGT 122 — RESTAURANT MATH** .5 Unit*Lecture: .5 hour*

Arithmetic for restaurant personnel. Learning and applying basic math skills: addition, subtraction, multiplication, division, fractions and percentages. Use of hand-held calculators, gauges, scales and devices for measuring weights and volumes. Handling currency. Measuring time, distance, temperature. Recognition and use of geometric shapes.

**HPMGT 126 — NUTRITION FOR CHEFS** 1 Unit*Lecture: 1 hour*

Techniques of healthy cooking for the professional chef. The use of fresh ingredients, reduced fat and salt, particular cooking methods and tools plus shorter cooking times are brought together to provide satisfying dining with fewer calories, cholesterol and sodium while retaining more of food's nutritional value.

**HPMGT 128 — KITCHEN MANAGEMENT** 1 Unit*Lecture: 1 hour*

Development of skills used to manage a commercial kitchen. Students will write menus and develop recipes, establish portion sizes and recipe costs, then price the menu items. Purchasing foods and supplies: comparative pricing among vendors, ordering, receiving, rotating and storing goods; taking and extending inventories. Students will learn to base production plans on sales forecasts, staff the kitchen accordingly, establish policies, standards and procedures regarding production, staff issues, facility/equipment maintenance and kitchen cleanliness. Basic concepts from the Uniform System of Accounts for Restaurants relating to kitchen operations.

**HPMGT 133A — INTRO TO COMMERCIAL FOOD PREPARATION** 3 Units*Co-requisite: Hpmgt 120 and Hpmgt 122 or equivalent**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 or equivalent**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 134 — COMMERCIAL BAKING: Beginning** 2 Units*Co-requisite: Hpmgt 120 and Hpmgt 122 or equivalent**Lecture: .5 hour**Laboratory: 4.5 hours*

Tools, terms and functions in preparation of baked goods: yeast breads and pastries, cookies, cakes, and specialty items.

*Field trips may be required.***HPMGT 135 — COMMERCIAL BAKING: Advanced** 2 Units*Prerequisite: Hpmgt 134 or equivalent**Lecture: 2 hours*

Formulas used in commercial pastry shop, cake decoration, marzipan and chocolate work, paté à chou and specialty items. Student participation.

*Field trips may be required.***HPMGT 136 — DINING ROOM SERVICE AND MANAGEMENT** 2 Units*Co-requisite: Hpmgt 120 and Hpmgt 122 or equivalent**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 140A — CONTEMPORARY CUISINE: Introduction** 3.5 Units*Prerequisite: Hpmgt 133B or equivalent**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: Advanced** 3.5 Units*Prerequisite: Hpmgt 140A or equivalent**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 141 — RESTAURANT DESSERTS** 2 Units*Prerequisite: Hpmgt 134 or equivalent**Lecture: 1 hour**Laboratory: 3 hours*

The production and presentation of classical and contemporary restaurant desserts. A practical study of the restaurant pastry chef's special vendors, equipment, supplies, foods, processes and techniques used to produce a wide variety of desserts.

**HPMGT 142 — GARDE MANGER** 1 Unit*Lecture: .5 hours**Laboratory: 1.5 hours*

Study of cold food preparation which includes vegetable and fruit carvings, appetizers, hors d'oeuvres, canapés, sauces, salads, force meats, patés, tray presentations, table setups, room setups, and food show competitions.

*Field trips may be required.***HPMGT 146 — DINING ROOM SERVICE AND MANAGEMENT** 2 Units*Prerequisite: Hpmgt 136 or equivalent**Lecture: 1 hour**Laboratory: 3 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 compatibility's, building sales, managing the dining room with reservation systems, proper staffing and hosting.

*Field trips may be required.***HPMGT 147 — BEVERAGE MANAGEMENT** 2 Units*Lecture: 1.5 hours**Laboratory: 1.5 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.***HPMGT 152 — RESTAURANT PLANNING** 3 Units*Lecture: 3 hours*

Using a restaurant as a vehicle for attaining personal and professional goals. Conceiving, designing, staffing, equipping, stocking, marketing and opening the restaurant. Developing systems, policies and procedures for daily operations as well as relationships with professional service providers, vendors, lenders and regulatory agencies. This is an advanced class. Many topics will have been addressed and skills developed in earlier courses. This class unifies that knowledge and skill in the formation of a comprehensive restaurant plan.

**Recreation Industry****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*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**

*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/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 21 for conditions, limitations.) These courses may transfer as electives or other credit as authorized by the transfer school. For UC, student is responsible for pre-authorization from UC department chair and Admissions Office.

**JOURNALISM**

**JRNAL 1 — INTRODUCTION TO JOURNALISM 3 Units**

*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. (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) May be repeated three times.

**MATHEMATICS**

**MATH 2 — ELEMENTS OF STATISTICS 3 Units**

(CAN STAT 2)  
*Prerequisite: Math 103B, Math 104 or equivalent*  
*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 103B, Math 104 or equivalent*  
*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 103B, Math 104 or equivalent*  
*Lecture: 3 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 103B, Math 104 or equivalent*  
*Lecture: 3 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 103B, Math 104 or equivalent*  
*Lecture: 3 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 (CAN MATH 16) 6 Units**

*Prerequisite: Math 103B, Math 104 or equivalent*  
*Recommended for Success: Math 8*  
*Lecture: 6 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 I: DIFFERENTIAL CALCULUS (CAN MATH 18) 6 Units**

*Prerequisite: Math 16, or Math 8 and Math 10, or equivalent*  
*Lecture: 6 hours*

Numeric, graphic and algebraic exploration of the rate of change of a function, including trigonometric, exponential and logarithmic functions. Topics include families of functions, the concepts of limits, continuity, and the derivative, derivative formulas, implicit differentiation, applications of derivatives, Newton's method, and an introduction to concepts and applications of the definite integral. Satisfies high school math deficiency for UC admission. (UC/CSU)

**MATH 18B — CALCULUS II: INTEGRAL CALCULUS (CAN MATH 20) 6 Units**

*Prerequisite: Math 18A or equivalent*  
*Lecture: 6 hours*

Evaluation and application of definite integrals. Topics include the fundamental theorem of calculus, techniques of integration, numerical methods, differential equations, Taylor series, areas defined by polar curves, and applications to geometry, physics, probability, and economics. Satisfies high school math deficiency for UC admission. (UC/CSU)

**MATH 18C — CALCULUS III: MULTIVARIABLE CALCULUS (CAN MATH 22) 6 Units**

*Prerequisite: Math 18B or equivalent*  
*Lecture: 6 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 24 — INTRODUCTION TO LINEAR ALGEBRA AND ORDINARY DIFFERENTIAL EQUATIONS 4 Units**

*Prerequisite: Math 18C or equivalent*  
*Lecture: 5 hours*

Linear algebra topics including linear equations, vector spaces, scalar products, linear transformations, determinants, and eigenvalues. Differential equation topics including solutions to first order equations, higher order linear equations, series solutions, systems of equations, and Laplace transforms. (UC/CSU)

**MATH 100A — ALGEBRA I: FUNDAMENTALS First Half 3 Units**

*Prerequisite: Math 202 or Skldv 202 or equivalent*  
*Lecture: 3 hours*

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 — ALGEBRA I: FUNDAMENTALS Second Half 3 Units**

*Prerequisite: Math 100A or equivalent*  
*Lecture: 3 hours*

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.

**MATH 101 — ALGEBRA I: FUNDAMENTALS 6 Units**

*Prerequisite: Math 202 or Skldv 202 or equivalent*  
*Lecture: 6 hours*

Introduction to algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; and applications of algebra in a variety of contexts.

**MATH 103A — ALGEBRA II: MODELING First Half 3 Units**

*Prerequisite: Math 100B, Math 101 or equivalent*  
*Lecture: 3 hours*

A study of mathematical modeling with linear and absolute value functions through verbal, numerical, algebraic and graphical representations. Other topics include systems of linear equations, linear inequalities and rational exponents. The use of graphing calculators is required. This course with Math 103B is prerequisite to undergraduate transfer general education mathematics courses.

**MATH 103B — ALGEBRA II: MODELING Second Half 3 Units**

*Prerequisite: Math 103A or equivalent*  
*Lecture: 3 hours*

A study of mathematical modeling with quadratic, exponential and logarithmic functions through verbal, numerical, algebraic and graphical representations. Other topics include systems of nonlinear equations, inequalities and inverse functions. The use of graphing calculators is required. This course with Math 103A is prerequisite to undergraduate transfer general education mathematics courses.

**MATH 104 — ALGEBRA II: MODELING 6 Units**

*Prerequisite: Math 100B, Math 101 or equivalent*  
*Lecture: 6 hours*

A study of mathematical modeling with linear, absolute value, quadratic, exponential and logarithmic functions through verbal, numerical, algebraic and graphical representations. Other topics include systems of linear and nonlinear equations, linear and nonlinear inequalities and rational exponents. The use of graphing calculators is required. This course is prerequisite to undergraduate transfer general education mathematics courses.

**MATH 201 — MATH CONCEPTS: AN INTERACTIVE APPROACH\*** 3 Units

Lecture: 4 hours

Concept topics include patterns and symbolic representation, estimation, visual models for operations, fractions, decimals, percents, perimeter, area, volume, mean, mode, median, ratio, proportion, prime factoring, theoretical and empirical probabilities and student skills. The course is taught in a visual and computational way and is designed to help the student build a meaningful, internal, intuitive mathematical framework. It includes the "why" behind computation. (This course replaces Skldv 261A and Skldv 261B.)

\*Credit may be earned for either Math 201 or Skldv 201, but not both.

**MATH 202 — INTERACTIVE ALGEBRA PREPARATION\*** 3 Units

Prerequisite: Math 201 or Skldv 201 or equivalent

Lecture: 4 hours

This course is designed for students who want to approach math from a "What's it for? And why does it work?" point of view. Students investigate and experience real mathematics relevant to their lives. Students will experiment, analyze data, develop conjectures, and ripen intuition and skills in order to broaden their picture of mathematics and prepare for algebra. As students examine the real world of applications, they will develop and enhance the math strands of problem solving, reasoning, communication, and making connections. Topics include analyzing data, exponents, estimation, order of operations, signed numbers, expressions, linear equations of the form  $ax+b=c$ , symmetry, tessellation's, transformations, patterns, ratio, proportion, similarity, scaling, right triangle trigonometry (3 basic functions), probability, and linear functions to describe change. (This course replaces Skldv 262 and Skldv 263.)

\*Credit may be earned for either Math 202 or Skldv 202, but not both.

**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 or equivalent

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

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 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 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 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

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 BC through 1750 AD. Includes the music of Palestrina, Bach, and Handel. (UC/CSU)

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

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

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

Recommended for Success: 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: Music 20A or equivalent

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 or equivalent

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 or equivalent

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 or equivalent

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 36 — ELEMENTARY VOICE** 1.5 Units

(Formerly Music 36A)

Lecture: 1 hour

Activity: 2 hours

Large group instruction in singing for those with little or no vocal solo training. Includes basic singing techniques and songs for improving pitch, building range, endurance, tone, and breath control. (UC/CSU)

**MUSIC 37 — ADVANCED ELEMENTARY VOICE** 1.5 Units

(Formerly Music 36B)

Lecture: 1 hour

Activity: 2 hours

Large group instruction in singing for those with one semester of private or solo class voice. Includes reinforcement of basic singing techniques for building range, endurance, tone, and breath capacity as taught in Music 36. Music includes folk/traditional as well as English and Italian art song. (UC/CSU)

**MUSIC 38 — INTERMEDIATE VOICE** 1.5 Units*(Formerly Music 46A)**Lecture: 1 hour**Activity: 2 hours*

Individual and small group instruction in the refinement of vocal technique for people with two semesters of class voice. Includes continued development of tone, endurance, and flexibility with an emphasis on solo public performance with traditional and art song literature. (UC/CSU)

**MUSIC 39 — ADVANCED INTERMEDIATE VOICE** 1.5 Units*(Formerly Music 46B)**Lecture: 1 hour**Activity: 2 hours*

Individual and small group instruction in the development of vocal technique for people with three semesters of class voice. Includes continued development of expression and increased emphasis on public performance. (UC/CSU)

**MUSIC 41A — INTERMEDIATE PIANO** 1.5 Units*Prerequisite: Music 31B or equivalent**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 or equivalent**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 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***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 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*Activity: 3-6 hours*

Study and performance of vocal jazz and improvisation in an ensemble of limited size. Audition required. (UC/CSU)  
*May be repeated three times.*

**MUSIC 65 — THEATRE PRODUCTION: Music Emphasis** 1 Unit*Activity: 3-6 hours*

Directed activities in theatre production for public performance with a concentration in vocal or instrumental music. Audition required. (UC/CSU)  
*May be repeated three times.*

**MUSIC 66 — COMMUNITY CHORUS** 1 Unit*Activity: 3-6 hours*

Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship. (UC/CSU)  
*May be repeated three times.*

**MUSIC 69 — MADRIGAL ENSEMBLE** 1 Unit*Activity: 3-6 hours*

Study and performance of vocal chamber music with emphasis on the Renaissance and Contemporary periods. Audition required. (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*Activity: 3-6 hours*

Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. Audition required. (UC/CSU)  
*May be repeated three times.*

**MUSIC 76 — COMMUNITY ORCHESTRA** 1 Unit*Activity: 3-6 hours*

Study and performance of orchestral literature of various styles and media. Audition required for wind, brass, and percussion players as needed. (UC/CSU)  
*May be repeated three times.*

**MUSIC 78 — ENSEMBLE: Instrumental Emphasis** 1 Unit*Activity: 3-6 hours*

Study and performance of music for small ensembles, duets, and chamber groups. Audition required. (UC/CSU)  
*May be repeated three times.*

**NATURAL RESOURCES***See Page 34 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)  
*Fields trips will be required.*

**NATRE 30 — INTRODUCTION TO WATERSHED MANAGEMENT** 3 Units*Lecture: 2 hours**Laboratory: 3 hours*

Fundamentals of watershed protection, management, and monitoring with an emphasis on California and the Sierra. Applications of geology, soils, meteorology, hydrology, biology, chemistry, physics and engineering as they pertain to management of our land and water resources and watersheds. Field techniques of sampling and monitoring soil, water, air, vegetation, and other biota for beneficial uses of water. Application of integrated ecosystem approaches to natural resource protection management of watersheds. (CSU)  
*Fields trips will be required.*

**NATRE 50 — 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. (CSU)  
*Field trips may be required*

**NATRE 95A — SERVICE LEARNING I IN NATURAL RESOURCES 2 Units**

*Lecture: 1 hour*  
*Laboratory: 3 hours*  
 Service Learning Experience I, 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 54 hours and attend 18 hours of lecture. (CSU)

**NATRE 95B — SERVICE LEARNING II IN NATURAL RESOURCES 2 Units**

*Lecture: 1 hour*  
*Laboratory: 3 hours*  
 Continues the Service Learning experience with a mentoring component in which Service Learning II students mentor Service Learning I students. (CSU)  
*May be repeated three times*

**NATRE 97 — WORK EXPERIENCE IN FORESTRY AND NATURAL RESOURCES 1-4 Units**

*Prerequisite: Must be enrolled in at least seven (7) 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 100.*

**NATURAL RESOURCES TECHNOLOGY**

*See Page 34 for Certificate Requirements*

**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)**

*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**

*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**

**PHYS 1 — CONCEPTUAL PHYSICS 3 Units**

*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)

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

*Prerequisite: Math 18A or equivalent, or concurrent enrollment in Math 18A*  
*Lecture: 5 hours*  
*Laboratory: 2 hours*  
 A calculus-based introduction to the modeling of physical phenomena using Newtonian theory and its extensions. Topics include macroscopic force laws, linear and rotational dynamics, energy, oscillations, and wave motion. This course makes extensive use of algebra, trigonometry, and beginning calculus. (UC/CSU)

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

*Prerequisite: Physcs 5A or equivalent, and Math 18B or equivalent, or concurrent enrollment in Math 18B*  
*Lecture: 5 hours*  
*Laboratory: 2 hours*  
 A calculus-based introduction to modeling with electrostatics, magneto statics, electromagnetic induction, and electric circuit theories. Includes an introduction to thermal physics and geometrical and physical optics. This course makes extensive use of algebra, trigonometry, integral calculus, a four-stage physics modeling procedure, and two change-of-state principles (momentum, energy). (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. (UC/CSU)  
*(With Hist 16 or Hist 17 meets California State requirement for American Institutions.)*

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

*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**

*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**

*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/CSU)



**POLSC 95A— SERVICE LEARNING I IN  
POLITICAL SCIENCE** 2 Units

Lecture: 1 hour  
Laboratory: 3 hours

Service Learning Experience I, 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 54 hours and attend 18 hours of lecture. (CSU)

**POLSC 95B— SERVICE LEARNING II IN  
POLITICAL SCIENCE** 2 Units

Lecture: 1 hour  
Laboratory: 3 hours

Continues the Service Learning experience with a mentoring component in which Service Learning II students mentor Service Learning I students. (CSU)  
May be repeated three times

**PSYCHOLOGY****PSYCH 1— GENERAL PSYCHOLOGY  
(CAN PSY 2)** 3 Units

Recommended for Success: Eng 151  
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 or equivalent  
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 5— HUMAN SEXUAL BEHAVIOR** 3 Units

(Formerly Socsc 40)  
Recommended for Success: 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)

**PSYCH 10 — LIFESPAN HUMAN  
DEVELOPMENT** 3 Units

Prerequisite: Psych 1 or equivalent

Introduction to the scientific study of the human being from conception to death. The interplay of biological, psychological, social and cultural forces on the developing human will be examined. Instruction will include theoretical concepts as well as practical application. (UC under review/CSU)

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

Recommended for Success: Eng 151  
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.

**PYSCH 95A — SERVICE LEARNING I IN  
PSYCHOLOGY** 2 Units

Lecture: 1 hour  
Laboratory: 3 hours

Service Learning Experience I, 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 54 hours and attend 18 hours of lecture. (CSU)

**PSYCH 95B — SERVICE LEARNING II IN  
PSYCHOLOGY** 2 Units

Lecture: 1 hour  
Laboratory: 3 hours

Continues the Service Learning experience with a mentoring component in which Service Learning II students mentor Service Learning I students. (CSU)  
May be repeated three times

**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

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

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 evaluations. (CSU)  
Offered for Credit/No Credit grading only.  
May be repeated with different topics only.

**SERVICE LEARNING EXPERIENCE****SERVICE LEARNING EXPERIENCE I** 2 Units

Lecture: 1 hour  
Laboratory: 3 hours

Service Learning Experience I, 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 54 hours and attend 18 hours of lecture. (CSU)

**SERVICE LEARNING EXPERIENCE II** 2 Units

Lecture: 1 hour  
Laboratory: 3 hours

Continues the Service Learning experience with a mentoring component in which Service Learning II students mentor Service Learning I students. (CSU)  
May be repeated three times

**SKILLS DEVELOPMENT**

**SKLDV 10 — BASIC READING TUTOR TRAINING COURSE .5 Unit**

*Recommended for Success: Eng 151*  
*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**

*Co-requisite: Skldv 10 or equivalent*  
*Recommended: Eligibility for Eng 151*  
*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 125 — INTRODUCTION TO THE GRAPHING CALCULATOR 1 Unit**

*Recommended for Success: Completion of or concurrent enrollment in Math 100A, Math 101 or higher*  
*Lecture: 1 hour*  
 How to use the graphing calculator and develop strategies to use the accompanying instruction booklet. Applications and topics will cover basic operation, general concepts, graphing, zooming, range changes, tracing, friendly windows, plotting, storing and retrieving variables, solutions, editing, programming, and error messages. Also covered are keyboard menus for math, number, testing, drawing, programming, and (as needed by students) probability statistics and matrices. Instruction will focus on the TI 80-83 series of graphing calculators.  
*Offered for Credit/No Credit grading only.*

**SKLDV 196 — PEER TUTORING 1 Unit**

*Lecture: 1 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 or equivalent*  
*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 201 — MATH CONCEPTS: AN INTERACTIVE APPROACH\* 3 Units**

*Lecture: 4 hours*  
 Concept topics include patterns and symbolic representation, estimation, visual models for operations, fractions, decimals, percents, perimeter, area, volume, mean, mode, median, ratio, proportion, prime factoring, theoretical and empirical probabilities, and student skills. This course is taught in a visual and computational way and is designed to help the student build a meaningful, internal, intuitive mathematical framework. It includes the "why" behind computation. (This course replaces Skldv 261AB.)  
*\*Credit may be earned for either Skldv 201 or Math 201, but not both.*

**SKLDV 202 — INTERACTIVE ALGEBRA PREPARATION\* 3 Units**

*Prerequisite: Skldv 201 or Math 201 or equivalent*  
*Lecture: 4 hours*  
 This course is designed for students who want to approach math from a "What's it for? And why does it work?" point of view. Students investigate and experience real mathematics relevant to their lives. Students will experiment, analyze data, develop conjectures and ripen intuition and skills in order to broaden their picture of mathematics and prepare for algebra. As students examine the real world applications, they will develop and enhance the math strands of problem solving, reasoning, communication and making connections. Topics include analyzing data, exponents, estimation, order of operations, signed numbers, expressions, linear equations of the form  $ax+b=c$ , symmetry, tessellations, transformations, patterns, ratio, proportion, similarity, scaling, right triangle trigonometry (3 basic functions), probability, and linear functions to describe change. (This course replaces Skldv 262/263.)  
*\*Credit may be earned for either Skldv 202 or Math 202, but not both.*

**SKLDV 210 — INTRODUCTION TO COMPUTER ACCESS .5-1 Unit**

*Prerequisite: Verified disability according to California Community College Title V regulations*  
*Laboratory: 1.5-3 hours*  
 This course is designed to provide access to and instruction of specialized computer programs for students with verified learning, developmental, or physical disabilities. Students will work in one or more areas, including adaptive typing and word processing, fundamental academic skills such as reading, spelling, vocabulary, grammar, and mathematics and/or cognitive exercises and memory building techniques.  
*Offered for Credit/No Credit grading only.*  
*May be repeated three times.*

**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 265 — REVIEW ALGEBRA .5 Unit**

*Prerequisite: Math 101 or equivalent*  
*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 1.5 Unit**

*Lecture: 1 hour*  
*Laboratory: 2 hours*  
 Review of basic skills for writing. The focus will be on writing error-free sentences in the context of short pieces of writing. Instruction will be individualized according to student's needs. Writing on the word processor will be available and encouraged.  
*May be repeated one time.*

**SKLDV 275 — COLLEGE SPELLING AND PROOFREADING 2 Units**

*Lecture: 2 hours*  
 For the student needing to improve spelling and proofreading for college writing. Will include using resources to correct spelling, "tricks" to recall the correct spelling of words, understanding traditional conventions of writing and proofreading strategies. Students will also learn to use word processing to complete writing assignments.

**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.*

**SKLDV 278 — READING DEVELOPMENT I 3.5 Units**

*Lecture: 3 hours*  
*Laboratory: 2 hours*  
 Designed for the student who needs to develop reading skills. The course is conducted as a reading workshop which focuses on sustained silent reading in combination with short lessons on literature and the reading process. Enrollment in Eng 150 (English Fundamentals) will compliment studies in Skldv 278.  
*May be repeated one time.*

**SKLDV 279 — READING DEVELOPMENT II 3 Units**

*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.*

**SOCIOLOGY**

See Page 34 for Human Services Certificate Requirements

**SOCIO 1 — INTRODUCTION TO SOCIOLOGY 3 Units**  
(CAN SOC 2)

Recommended for Success: Eng 151  
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**  
(CAN SOC 4)

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 5 — ETHNICITY AND ETHNIC RELATIONS IN AMERICA 3 Units**

Lecture: 3 hours

This is a multidisciplinary study of ethnicity (belonging to an ethnic group) and ethnic group relations in the United States from an historical and sociological perspective. It emphasizes a challenging field of study with the dynamics of emergence, ethnocentrism, change, marginality and acculturation of major ethnic groups in the United States. The immense diversity of these groups will be explored and analyzed through the methodology of recent sociological research. This course is designed to meet an ethnic studies requirement. (UC/CSU)

**SOCIO 12 — SOCIOLOGY OF THE FAMILY 3 Units**

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. (UC/CSU)

**SOCIO 28 — DEATH AND DYING 3 Units**

Recommended for Success: 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.

**SOCIO 95A — SERVICE LEARNING I IN SOCIOLOGY 2 Units**

Lecture: 1 hour  
Laboratory: 3 hours

Service Learning Experience I, 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 54 hours and attend 18 hours of lecture. (CSU)

**SOCIO 95B — SERVICE LEARNING II IN SOCIOLOGY 2 Units**

Lecture: 1 hour  
Laboratory: 3 hours

Continues the Service Learning experience with a mentoring component in which Service Learning II students mentor Service Learning I students. (CSU) May be repeated three times

**SOCIO 97 — WORK EXPERIENCE IN HUMAN SERVICES 1-4 Units**

Prerequisite: Must be enrolled in at least seven (7) 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 100.

**SPANISH**

**SPAN 1A — SPANISH: Beginning (CAN SPAN 2) 5 Units**

Lecture: 5 hours  
Laboratory: 1 hour

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 (CAN SPAN 4) 5 Units**

Prerequisite: Span 1A or equivalent  
Lecture: 5 hours  
Laboratory: 1 hour

Continuation of Spanish 1A. Recommended for students with two years of high school Spanish. (UC/CSU)

**SPAN 2A — SPANISH: Intermediate (CAN SPAN 8) 5 Units**

Lecture: 5 hours  
Laboratory: 1 hour

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 (CAN SPAN 10) 5 Units**

Prerequisite: Span 2A or equivalent  
Lecture: 5 hours  
Laboratory: 1 hour

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 Units**

Lecture: 3 hours

Practice in vocabulary, idioms and grammatical usage with emphasis on conversational use of the language as spoken in Hispanic America. (CSU) May be repeated one time.

**SPAN 10B — CONVERSATIONAL SPANISH: Beginning 3 Units**

Prerequisite: Span 10A or equivalent  
Lecture: 3 hours

A continuation of Spanish 10A with emphasis on ideas, culture and use of the total language. (CSU) May be repeated two times.

**SPAN 20A — CONVERSATIONAL SPANISH: Intermediate 3 Units**

Lecture: 3 hours

An intermediate level conversation course designed for the practice of listening and speaking skills in Spanish with a focus on everyday activities in a comparative cultural context. Preparation includes reading of assigned material. (CSU) May be repeated two times.

**SPAN 20B — CONVERSATIONAL SPANISH: Intermediate 3 Units**

Prerequisite: Span 20A or equivalent  
Lecture: 3 hours

An intermediate level conversation course designed to refine listening and speaking skills through discussion of contemporary issues in a comparative cultural context. Preparation includes reading of assigned material. (CSU) May be repeated two times.

**SPEECH**

**SPCH 1 — FUNDAMENTALS OF SPEECH (CAN SPCH 4) 3 Units**

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 (CAN SPCH 6) 3 Units**

Prerequisite: Spch 1 or equivalent  
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 or equivalent  
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 35 for Teacher Aide Certificate Requirements***T-AID 97 — WORK EXPERIENCE AS A TEACHER AIDE** 1-4 Units*Prerequisite: Must be enrolled in at least seven (7) 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 100.*

**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****WLDTC 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)

**WLDTC 3 — ADVANCED ARC WELDING TECHNIQUES** 3 Units*Prerequisite: Wldtc 1 or equivalent**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)

**WLDTC 60 — PRACTICAL LABORATORY** 1 Unit*Prerequisite: Wldtc 3 or equivalent**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: Must have successfully completed seven (7) units of other course work at Columbia College prior to enrollment. An additional seven (7) units of other course work at Columbia College must be taken prior to re-enrollment in the Alternate Term Plan.**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: Students must be enrolled in a minimum of seven (7) units of course work including occupational work experience at Columbia College.**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.***PROPOSED TWO-YEAR SCHEDULE OF COURSES REQUIRED FOR CERTIFICATES AND ASSOCIATE DEGREES**

To assist students in planning their schedules, Columbia College has prepared a proposed listing of courses to be offered for the next two years. This list is subject to change due to fiscal constraints and availability of staff and/or facilities.

COURSE	1997-1998		1998-1999	
	FALL	SPR.	FALL	SPR.
<b>ANTHROPOLOGY</b>				
1 Physical Anthropology	yes	yes	yes	yes
2 Cultural Anthropology	yes	yes	yes	yes
3 Current Issues	no	no	no	no
15 Native People North America	yes	no	yes	no
<b>ART</b>				
1 Basic Freehand Drawing	yes	no	yes	no
2 Basic Color and Design	no	yes	no	yes
9A Life Drawing: Beginning	yes	yes	yes	yes
11 Hist. of Art: Anc. & Mod.	yes	yes	yes	yes
12 Hist. of Art: Ren. Bar. & Mod.	yes	yes	yes	yes
21A Painting: Beginning	yes	yes	yes	yes
23A Watercolor: Beginning	no	yes	no	yes
31 Ceramics: Introductory	yes	yes	yes	yes
40 Photography: Beginning	yes	yes	yes	yes
41 Photography: Intermediate	no	yes	no	yes
42 Color Photography	no	yes	no	yes
48 Special Topics in Photography	yes	no	no	no
<b>AUTOMOTIVE TECHNOLOGY</b>				
1 Introduction to Auto. Tech.	yes	no	yes	no
3 Preventive Maintenance	no	no	yes	no
15 Engine Performance Electrics	no	yes	no	no
16 Engine Rebuilding	yes	no	no	no
17 Carburetion Systems	no	yes	no	no
18 Emission Control	no	yes	no	no
19 Gasoline Engine Tune-up	no	yes	no	no
20 Computerized Engine Control	no	yes	no	no
25 Electronic Fuel Injection	no	yes	no	no
30 Manual Trans. Rebuild.	no	no	yes	no
34 Axles and Drive Lines	no	no	no	yes
36 Automatic Trans. (GM)	no	no	no	yes*
40 Automotive Braking Systems	no	no	yes	no
44 Front-End Alignment	no	no	yes	no
50 Electrical Theory	no	no	no	yes
51 Charging Systems	no	no	no	yes
52 Starting and Ignition Systems	no	no	no	yes
53 Lighting and Chassis Electrics	no	no	no	yes
62 Air Conditioning	no	no	no	yes
70 Practical Laboratory	yes	no	no	no
97 Work Experience	yes	yes	yes	yes
<i>* Note: Evening Class Offerings</i>				
<b>BIOLOGY</b>				
2 Principles of Biology	yes	no	yes	no
4 Principles of Animal Biology	yes	no	yes	no
6 Principles of Plant Biology	no	yes	no	yes
10 Human Anatomy	yes	no	yes	no
17 Fundamentals of Biology	yes	yes	yes	yes
39 Field Biology	yes	yes	yes	yes
50 Nutrition	yes	no	yes	no
60 Human Physiology	no	yes	no	yes
65 Microbiology	no	yes	no	yes
97 Work Experience	yes	yes	yes	yes
179 Fishing & Fishery Biology of the Sierra Nevada	no	no	yes	no

COURSE	1997-1998		1998-1999	
	FALL	SPR.	FALL	SPR.
<b>BUSINESS ADMINISTRATION</b>				
1A Principles of Accounting	yes	no	yes	no
1B Principles of Accounting	no	yes	no	yes
18A Commercial Law	yes	no	yes	no
18B Commercial Law	no	yes	no	yes
20 Principles of Business	yes	yes	yes	yes
24 Human Relations in Organizations	no	yes	no	yes
30 Principles of Marketing	yes	no	yes	no
40 Principles of Management	yes	no	yes	no
97 Work Experience	yes	yes	yes	yes
124 Retail Sales and Advertising	no	no	yes	no
150 Small Business Management	no	yes	no	yes
151 Finance and Investments	no	no	no	yes
159 Income Tax	no	yes	no	yes
160 Basic Accounting	no	no	yes	no
161A Small Business Accounting	yes	no	yes	no
161B Small Business Accounting	no	yes	no	yes
163 Business Mathematics	yes	yes	yes	yes
<b>CHEMISTRY</b>				
1A General Chemistry	yes	no	yes	no
1B General Chemistry	no	yes	no	yes
10 Fundamentals of Chemistry	yes	yes	yes	yes
20 Conceptual Chemistry	no	no	no	no
<b>CHILD DEVELOPMENT</b>				
1 Principles of Child Dev.	yes	yes	yes	yes
2 Observ./Recording Behavior	yes	no	yes	no
3 Practices in Child Dev.	no	yes	no	yes
5 Child Nutrition	no	yes	no	yes
7 Child Health and Safety	no	yes	no	yes
10 Creative Activities in the Arts	yes	no	yes	no
11 Creative Activities in Science & Math	yes	no	yes	no
16 Practicum	yes	yes	yes	yes
19 Except. Needs Children	no	yes	no	no
22 Child, Family, Community	yes	yes	yes	yes
25 Infant/Toddler Care	no	no	yes	no
27 School Age Children	yes	no	no	no
28 Books for Young Children	no	no	no	yes
30 Child Care/Nursery S. A.	no	yes	no	yes
<b>COMPUTER SCIENCE</b>				
1 Computer Concepts and Information Systems	yes	yes	yes	yes
3 Windows/DOS Oper. Systems	yes	yes	yes	yes
7 Novell Network Management	yes	no	yes	no
9 UNIX Operations	no	yes	no	yes
20 C Language Programming	no	yes	no	yes
26 Adv. C/C++ Programming	yes	no	yes	no
30 Financial Worksheets	no	yes	no	yes
31 Comput. Acct. (Peachtree)	yes	yes	yes	yes
32 Comput. Acct. (OWP)	yes	yes	yes	yes
33 Comput. Acct. (Quicken)	yes	yes	yes	yes
34 Comput. Acct. (Dac Easy)	yes	yes	yes	yes
35 Comput. Acct. (Quick Books)	yes	yes	yes	yes
36 Comput. Acct. (Pacioli)	yes	yes	yes	yes
40 Assembly Language Prog.	no	no	no	yes
55 Data Base Management	no	yes	no	yes
60 Intro to GIS- Arc CAD	yes	yes	yes	yes
65 GIS Applications	yes	yes	yes	yes
70 Intro to Raster-Based GIS Systems	yes	no	yes	no
75 GIS Applications in Resource Management	no	yes	no	yes
137 Payroll Accounting	yes	no	yes	no



# College Staff



## Faculty

(Date of District appointment follows name)

- LI CHING ACCURSO (1995)** Art  
A.S., Contra Costa College  
B.A., M.F.A., University of California, Berkeley
- DENNIS L. ALBERS (1985)** Mathematics, Physics  
B.S., M.S., Ph.D., University of Nebraska
- DAVID E. ALFORD (1989)** Humanities,  
Philosophy, Political Science  
A.B., M.A., Stanford University
- ERIK ANDAL (1997)** Automotive Technology  
A.A., San Joaquin Delta College
- JOSHUA E. BIGELOW (1981)** Health & Human  
Performance  
A.A., Columbia College  
A.B., M.A., University of California, Berkeley
- VONNA BREEZE-MARTIN (1990)** English, Spanish,  
B.A., M.A., University of Utah
- ELSIE M. BRUNO (1980)** Counselor, Articulation Officer  
B.S., University of California, Los Angeles  
M.S., California State University, Los Angeles
- DALE L. BUNSE (1975)** Art  
B.A., Willamette University  
M.F.A., Arizona State University
- ROSS A. CARKEET, JR. (1968)** Biology, Forestry,  
Natural Resources  
A.A., Modesto Junior College  
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, Office Technology  
B.A., San Jose State University  
M.A., California State University, Stanislaus
- GERALD CASIMERE (1994)** Anthropology, Sociology  
B.S., University of California, Berkeley  
M.A., Stanford University
- EDWARD C. DOELL JR. (1973)** English, Photography  
A.A., Foothill Junior College  
B.A., M.A., San Francisco State University
- MARGO ELLIOTT (1991)** Psychology, Sociology  
B.A., University of Louisville  
M.A., Spalding University
- RONALD L. ERICKSON (1981)** Hospitality Management
- VIRGINIA GRAY (1994)** Mathematics  
B.A., 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
- DELORES A. HALL (1987)** College Nurse  
B.S.N., M.S.N., University of South Carolina

- TED HAMILTON (1976)** Geography, History,  
Political Science  
A.A., Modesto Junior College  
B.A., University of California, Berkeley  
M.A., California State University, Stanislaus
- 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
- GLEN HEFFERMAN (1996)** Health & Human Performance,  
Basketball Coach  
A.A., Harper Junior College  
B.A., Northeastern Illinois University  
M.S., Ball State University
- 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
- KATHRYN E. JEFFERY (1994)** Vice President for  
Student Services  
B.S., M.S., Oklahoma State University
- 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 &  
Disabled Student Programs  
A.A., Fresno City College  
B.A., M.A., California State University, Fresno
- JEAN MALLORY (1990)** Counselor  
A.A., Shasta Junior College  
B.A., California State University, Chico  
M.A., Chapman College
- LYNN MARTIN (1996)** Counselor,  
Transfer Center  
Coordinator  
B.A., California State University, San Francisco  
M.Ed., University of San Francisco  
M.A., University of La Verne
- MORGAN McBRIDE (1991)** Health & Human Performance,  
Volleyball Coach  
B.A., California State University, Stanislaus  
M.Ed., Azusa Pacific University
- GEORGE MELENDREZ (1991)** Fire Technology,  
Fire Chief  
A.S., Chaffey College
- JAMES R. MENDONSA (1981)** Search & Rescue, Speech  
B.A., M.A., California State University, Stanislaus

**MICHA MILLER (1997)** Biology  
B.S., Western Washington University  
M.S., Washington State University

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

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

**IDA PONDER (1997)** Computer Information Systems  
A.A., Columbia College  
B.S., California State University, Stanislaus

**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

**JIM RIGGS (1997)** President  
B.A., M.A., Eastern Washington University  
EdD., University of Southern California

**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

**JEFFERY W. TOLHURST (1996)** Earth Science, GIS  
B.A., University of California, Santa Barbara  
M.S., Humboldt State University

**JAMES M. TONER (1996)** English  
B.A., Boston College  
M.A., University of California, Berkeley

**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 for Instruction  
B.S., M.A., California Polytechnic State Univ., San Luis Obispo

**WILLIAM H. WILSON, JR. (1974)** Guidance, 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

**GENE WOMBLE (1997)** Coordinator/Instructor, Hospitality Management  
A.S., City College of San Francisco

### Faculty Emeriti

**JACKIE D. APPLETON** Coordinator, Child Development (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)

**JON M. HAGSTROM** English (1962-1996)

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

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

**TOM G. HOLST** Earth Science, Computer Science (1974-1996)

**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)

### Classified Staff

(Date of District appointment follows name)

**KATHLEEN L. ABBOTT (1976)** Fiscal Services Specialist, Business Services

**SIGRID A. ANDERSEN (1985)** Technician, Tutorial Center

**WENDY ARCHER (1989)** Program Specialist, Career/Transfer Center

**SHERRYL A. BAHTEN (1975)** Manager, Book Store

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

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

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

**JERRY BAUGHMAN (1977)** Custodial Supervisor

**KEITH BEASLEY (1996)** Skilled Craft Technician, Lead HVAC

**CASEY BONA VIA (1989)** Laboratory Assistant, Mathematics

**FRANCES BORICCHIO (1991)** Specialist, Admissions & Records

**DEBORAH K. BOSWELL (1978)** Support Staff Technician, EOPS & Disabled Student Services

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

**WENDY BUCKMAN (1991)** Secretary, Counseling

**NANCY BULL (1996)** Fiscal Services Technician, Business Services

**KATHLEEN BURBY (1991)** Mail Clerk, Instructional Materials Center

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

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

**EILEEN CUPIT (1996)** Custodian

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

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

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

**LINDA DuTEMPLE (1993)** Grant Coordinator, New Horizons

**CYNTHIA K. FRAGUERO (1987)** Buyer, Book Store

**STEVEN FROST (1979)** Custodian

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

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

**LINNETT C. GREELEY (1975)** Reference Specialist, Library/Media Services

**JOSEPH J. GRILLO, JR. (1988)** Director, Administrative/Accounting Services

**ROBERT GRITZ (1989)** Instructional Assistant, Math/Skills Development

**FREDERICK GROLE (1989)** Electronics Engineer

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

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

**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

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

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

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

**ELIZABETH MARLER (1992)** Job Placement Specialist

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

**CONNIE MICAL (1991)** Executive Secretary, Vice President for Student Services

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

**ADDIE MINNERS (1989)** Typist Clerk, Health & Human Performance

**WAYNE MORRIS (1994)** Custodian

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

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

**DORYENE M. RAPINI (1975)** Coordinator, Instructional Materials Center

**KAREN RASMUSSEN (1989)** Software Technician

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

**KARIN RODTS (1989)** Instructional Assistant, Disabled Student Services

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

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

**STEVEN SHIVELY (1987)** Specialist, Maintenance/Grounds

**KATHLEEN SMITH (1984)** Coordinator, Admissions & Records

**KATHY SULLIVAN (1997)** Site Supervisor, Child Development Center

**DIANA SUNDAY (1988)** Coordinator, Testing Center

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

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

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

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

**KAREN YACOVETTI (1995)** Instructional Assistant, Health & Human Performance

**BARBARA YOUNG (1986)** Custodian

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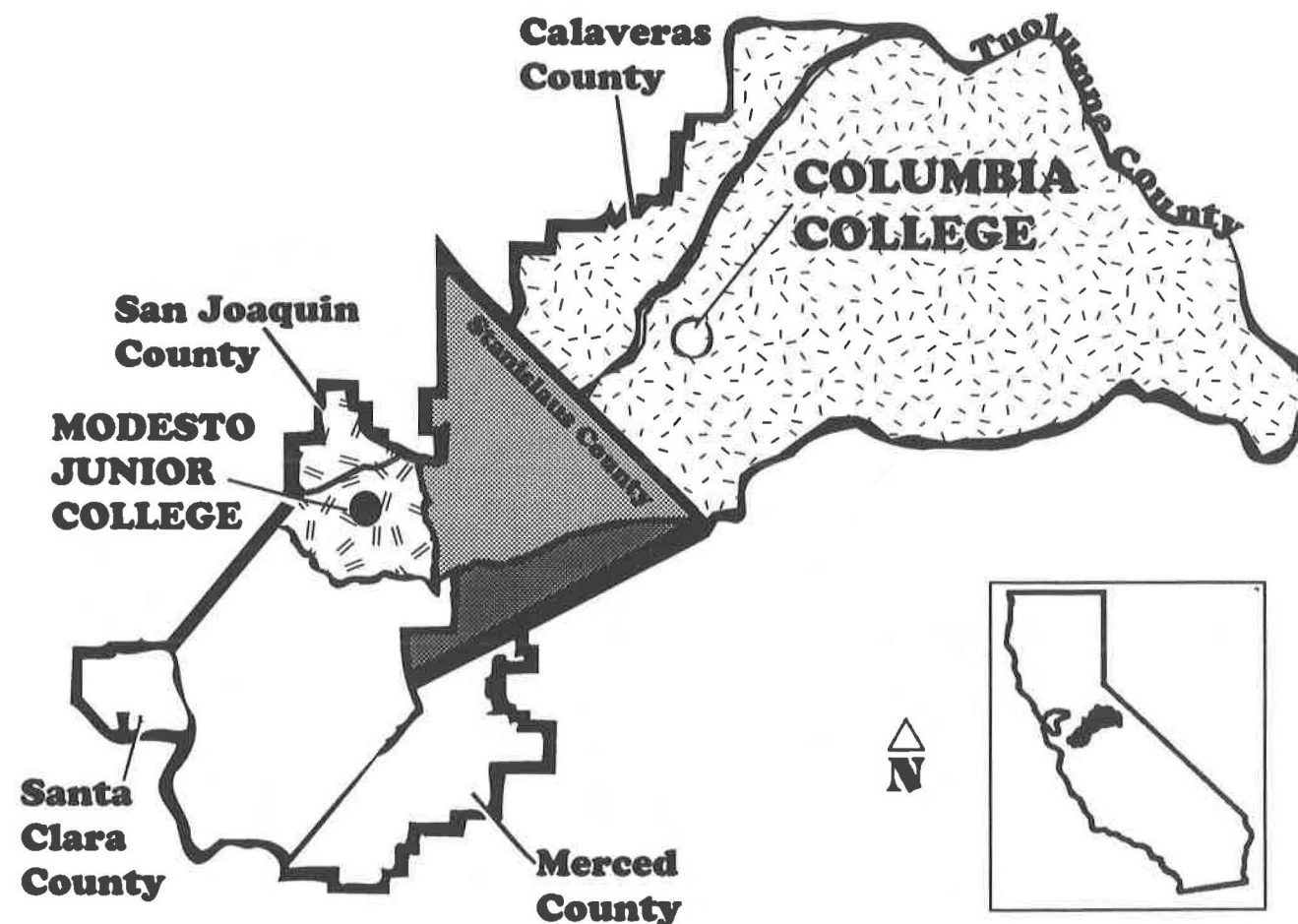
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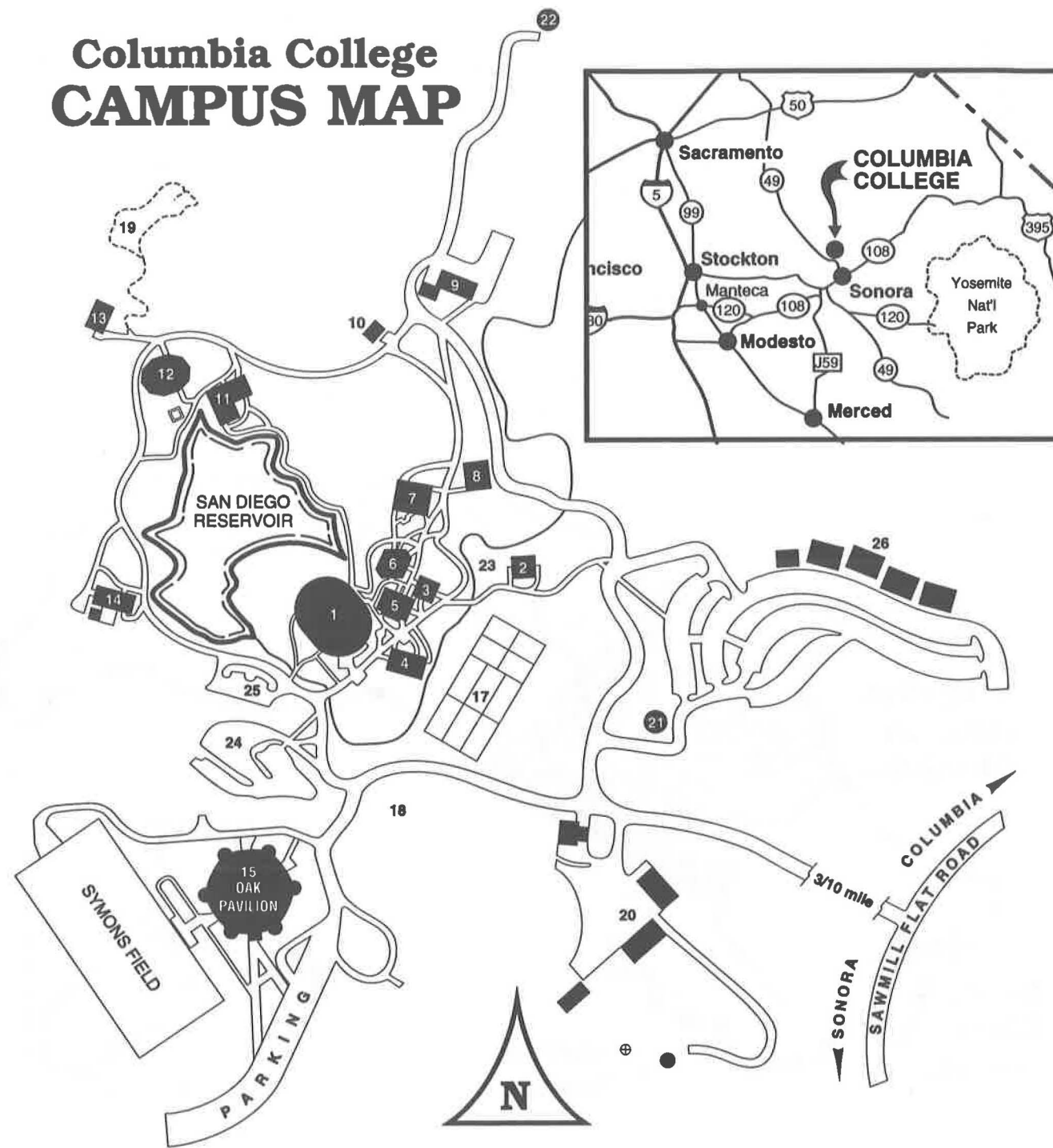
Yosemite Community College District Map 111

## 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**

# 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.  
Sonora, CA 95370

