

# Columbia College



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**1998-99 CATALOG**

# COLUMBIA COLLEGE

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

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

## 1998-99



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.

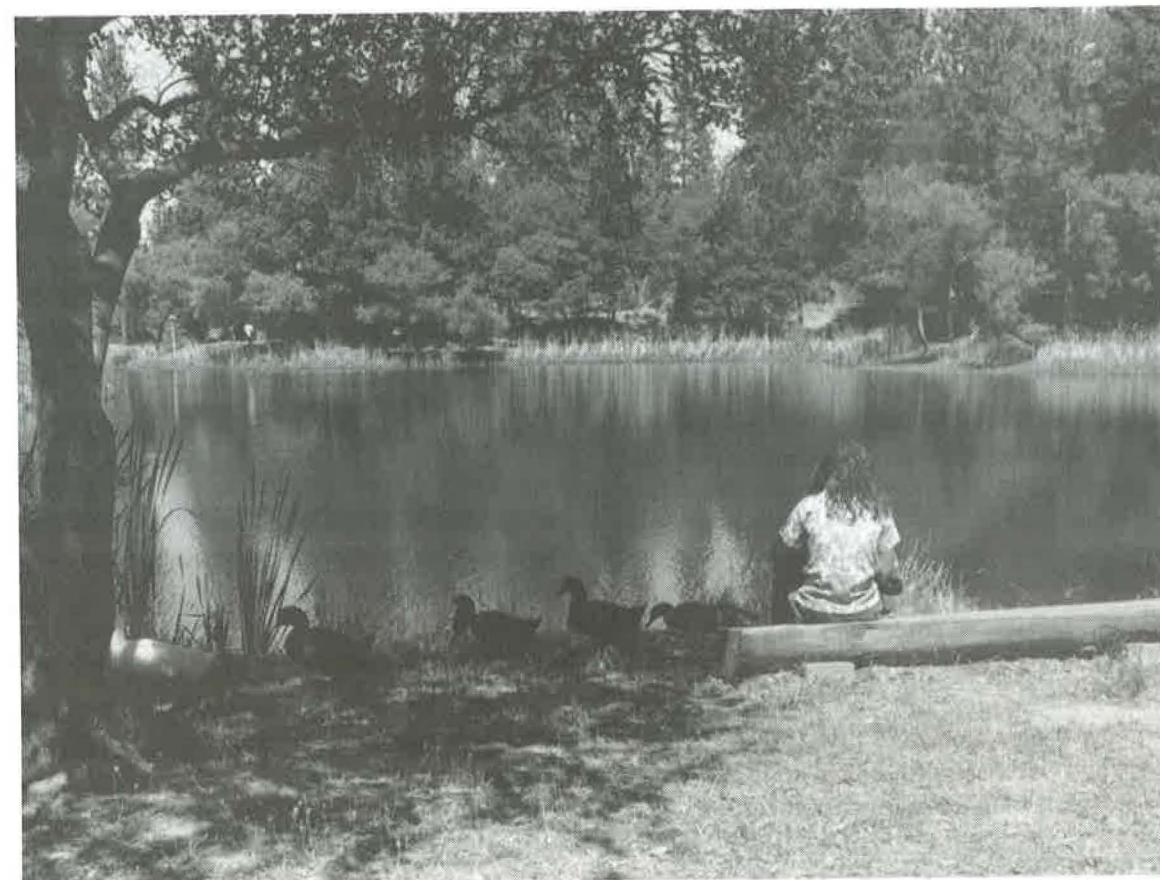
We find student government to be best when it is involved in meaningful issues within the college community. Student government is informed of college concerns, activities, and issues. Its involvement is an important part of the decision-making process.

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  
1998-99 Academic Calendar**

**Fall Semester 1998**

- July 20-23 ..... Continuing students, telephone registration by appointment only
- July 27-30 ..... Continuing students, telephone registration by appointment only
- Aug. 3-4 ..... Newly matriculated, telephone registration or on campus by appointment only
- Aug. 5-6 ..... All students - Open registration by phone or on campus
- Aug. 10-12 ..... All students - Open registration by phone or on campus
- Aug. 17 ..... Instruction Begins
- \*Aug. 21 ..... Last day to submit application for admissions for Fall 1998
- \*Aug. 21 ..... Last day to enter a full semester class
- \*Aug. 28 ..... Last day to apply for refund
- Sept. 7 ..... Labor Day holiday
- \*Sept. 11 ..... Last day to withdraw without a "W" showing on permanent record
- \*Sept. 22 ..... Last day to elect for CR/NC grading
- Sept. 30 ..... First day for processing applications for 1999 Spring semester
- Oct. 3 ..... Deadline for filing for graduation and certificates for Spring 1999
- Nov. 9 ..... Veteran's Day holiday
- \*Nov. 16 ..... Last day to withdraw from any course
- Nov. 25 ..... No evening classes
- Nov. 26-27 ..... Thanksgiving holiday
- Dec. 14-18 ..... Final Examinations
- Dec. 18 ..... Fall Semester Ends
- Dec. 21 - Jan. 8 — Winter Recess

**Spring Semester 1999**

- Nov. 30 - Dec. 4... Continuing students, telephone registration by appointment only
- Dec. 7-11 ..... Continuing students, telephone registration by appointment only
- Dec. 14 & 15 ... Newly matriculated, telephone registration by appointment only

- Dec. 16-18 ..... All students - Open registration by phone or on campus
- Dec. 19 - Jan. 3 .... All students - Open registration by phone only
- Jan. 4-6 ..... All students - Open registration by phone or on campus
- Jan. 11 ..... Instruction Begins
- \*Jan. 15 ..... Last day to submit application for admissions for Spring 1999
- \*Jan. 15 ..... Last day to enter a full semester class
- Jan. 18 ..... Martin Luther King holiday
- \*Jan. 25 ..... Last day to apply for refund
- \*Feb. 5 ..... Last day to withdraw without a "W" showing on permanent record
- Feb. 12 ..... Lincoln Day holiday
- Feb. 15 ..... Washington Day holiday
- \*Feb. 18 ..... Last day to elect for CR/NC grading
- Feb. 26 ..... Deadline for filing for graduation and certificates for Fall 1999
- Mar. 1 ..... First day for processing applications for 1999 Summer session
- Mar. 1 ..... First day for processing applications for 1999 Fall semester
- Apr. 2 ..... Spring Day (no classes)
- Apr. 5-9 ..... Spring Recess
- \*Apr. 22 ..... Last day to withdraw from any course
- May 14-20 ..... Final Examinations
- May 20 ..... Spring Semester Ends
- May 20 ..... Graduation

**Summer Session 1999**

- June 1-3 ..... Registration - phone & on campus
- June 7-9 ..... Registration - phone & on campus
- June 14 ..... Instruction Begins
- \*June 23 ..... Last day to elect for CR/NC grading
- \*June 24 ..... Last day to withdraw without a "W" showing on permanent record
- \*June 24 ..... Last day to apply for refund
- July 5 ..... Independence Day holiday observed
- \*July 13 ..... Last day to withdraw from any course
- July 22 ..... Six Week Summer Session Ends

**Columbia College 98-99 Academic Calendar**

- △ Flex Day
- ◊ In-Service/Flex
- Classes Begin
- X Holiday
- Finals
- ☆ Last Day of Semester
- Recess

**1998**

**AUGUST**

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

**SEPTEMBER**

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

**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
11/9					8	X	10	11	12	13	14
11/16					15	16	17	18	19	20	21
11/25					22	23	24	25	X	X	28
11/26-11/27					29	30					

**DECEMBER**

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

**1999**

**JANUARY**

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

**FEBRUARY**

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

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

**MAY**

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

**1999 SUMMER SESSION**

**JUNE**

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

**JULY**

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

# GENERAL INFORMATION

## Columbia College

Columbia College is a dynamic institution of learners and creative thinkers dedicated to high standards of student success achieved through a balanced program of academic, vocational and community education, and committed to cultural enrichment and economic development. 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, providing child care for preschool and kindergarten children of students and staff. In the Fall of 1998, a new Toddler Center will be added, providing care for children 18-36 months. The centers serve as laboratories 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 la regla del Yosemite Community College District no negar al estudiante acceso a ningún servicio, curso o actividad en base de raza, credo, nacionalidad, edad, sexo o impedimento. La falta del idioma inglés tampoco será un obstáculo para la matriculación.

*(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:	Athletic Director (209) 588-5115
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*)

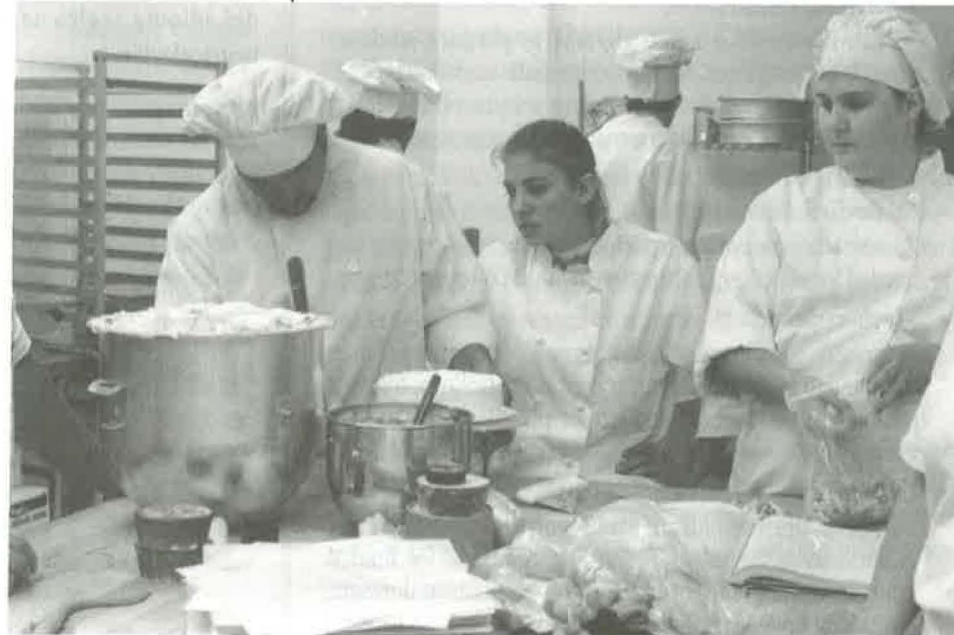
The District strongly forbids any form of sexual harassment, including acts of non employees. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, engaging in sexual harassment.

### 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

Responsibility for student records rests with the Admissions and Records Office. However, each college agency which houses student records is charged with maintaining privacy and access according to college policy. In addition student information is maintained under the supervision of the Accounting Supervisor of Business Services (student financial responsibility) Vice President of Student Services (financial aids,



counseling materials, placement data), and Vice President of Instruction, (apprenticeship, community services, work experience).

Student information designated as public directory information may be released at the discretion of the college to anyone at any time unless the college has received a prior written objection from the student specifying information which should not be released. Columbia College will not release directory information for individual use or to private business or commercial firms for use in advertising or publicity. Directory information includes the student's name, address, telephone listing, date of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The college's policies and procedures regarding student records are currently under review.

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 Sections 54610 and 54522 of the California Administrative Code.

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

Students may ordinarily review their records at any time during working hours. Under any circumstances, the college will make records available within five to ten working days of a student's written request.

# 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 \$121.00 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 must 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 listed below.*

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; 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 in developing a program of studies based upon the student's 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 developing an educational plan to be completed in a scheduled educational plan workshop. (See Educational Plan.)
- 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 (however, assessment testing may be necessary to meet prerequisite requirements)
- 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 faculty 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 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 certificate, degree and transfer requirements and personal goals. Counselors also teach classes designed to facilitate personal and career exploration and development as well as transfer and 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 completed 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 filed in the student's permanent file. Students should meet with a

counselor each term to keep their Educational Plan current. 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 and personal goal statement. 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. Institutional 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 COLUMBIA COLLEGE 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 within the first month of enrollment*);
- f) The name of a sponsor in the United States (*the Sponsor's Certification form must be completed by your U.S. sponsor*);
- g) Students having completed post secondary course work at a foreign institution must submit an official, English translated transcript. Contact the Columbia College Foreign Student Advisor for information concerning transferability of those courses.

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, application, possible transportation from the airport and necessary personal items required, 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

Pursuant to Education Code Sections 48200 and 48224, Columbia College may admit high school students. The policy and procedures for admissions are currently under review. Please contact the Admissions and Records Office at 588-5233 for admissions guidelines and procedures.

## 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 Fee 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 12, 1998, through December 17, 1998. 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. If a financial aid recipient who is a first time student at Columbia College withdraws during the first 60% of the term, a pro-rata refund to the Pell Grant program of the enrollment fee waiver will be calculated.

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 Financial Aid 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 17, 1998. 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.
- Students may obtain additional copies of their assessment scores from the Assessment Office (588-5123). If the student has an outstanding obligation to the College, the scores will **NOT** be released until the obligation has been cleared. Obligations must be paid at the College Business Office.

### 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. Loan Deferment Verification will not be released if student has an outstanding obligation.

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.

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, or nontraditional students who are 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
- Contact Admissions and Records for processing dates, times and location.

### 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 and area community college campuses are available to assist with completing student Educational Plans and expedite the transfer process. Students have direct Internet access to articulation agreements through the use of ASSIST, the official repository of California College and University Articulation. Internet, access to college and university websites, as well as on-line and computer disc applications are also available. 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 (TAA) 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, computer software, 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 \$150 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. The College will open a Toddler Center in Fall 1998, providing child care free to eligible families for children 18-36 months.

Columbia's centers also provide 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 Centers are open from 7:45 A.M. to 4:30 P.M. Monday through Thursday and 7:45 A.M. to 2:30 P.M. on Friday. The centers operate 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.

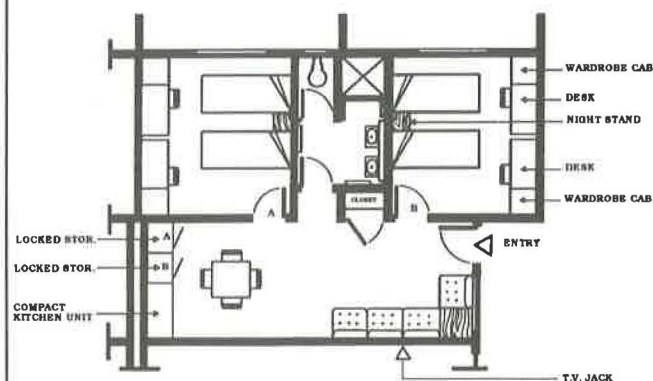
### Columbia College Student Housing

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.

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



Typical Floor Plan

# ACADEMIC POLICIES AND PROCEDURES



1998 SCHOLARSHIP AWARDS RECIPIENTS

## 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 take simultaneously 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.

The course description identifies the only means by which prerequisite and corequisite requirements can be met. "Or equivalent" in the course description refers to the prerequisite and corequisite challenge process (see below).

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 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 Admissions and Records Office. 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) This grade cannot be changed to a letter grade.
NC	-	No Credit (Less Than Satisfactory) This grade cannot be changed to a letter grade.
RD	-	Report Delayed
IP	-	In Progress (see explanation below)

### Challenging Grades

All students, including former students, have the right to review their records and the right to challenge the content of their records if they believe the records contain materials that are incorrect, inaccurate or otherwise inappropriate. ***This challenge, in accordance with Board Policy #5032, 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 their academic records.

### 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. 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. Students who are on a probationary or dismissal status must have a counselor's signature on the add slip and must register at the Admissions Office. Students attempting to register for over 18 units, during a fall or spring semester, or 8 units during a summer session, must have a counselor's signature on the add slip and must register for these units at the Admissions Office.

### 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. Students who are on a probationary or dismissal status must have a counselor's signature on the add slip and must drop the course at the Admissions Office.

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 at least a 2.0 cumulative G.P.A. at any accredited college or university. Renewal will not be granted if there are any grades of "D" or "F" since the completion of the work to be alleviated.
2. A minimum of 4 semesters or 6 quarters must have elapsed since completion of the work to be alleviated. (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 Examination Credit

Columbia College will award credit for fulfillment of the Associate Degree General Education and Major requirements and/or those for the Certificates of Achievement. Please see a counselor or the Admissions and Records Coordinator for information regarding how credit for Advanced Placement examinations will be awarded.

#### 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-CG-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:

- |                  |   |   |
|------------------|---|---|
| <i>Full-time</i> | — | <i>registered for 12 or more units.</i> |
| <i>Freshman</i>  | — | <i>fewer than 30 units completed.</i>   |
| <i>Sophomore</i> | — | <i>30 or more units completed.</i>      |

Total units required for completion of an Associate in Arts, Associate in Science or Associate in Science (Occupational Education) Degree, is 60 units. Units earned in Skills Development classes (courses numbered 200 and above) 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	}	Not included in computing GPA but may be used in determining progress probation and dismissal.
I		
CR		
NC		
IP		

#### Grade Point Average

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

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

**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:

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

$$\begin{array}{r} 2 \text{ units } D \times 1 = 2 \text{ grade points} \\ 2 \text{ units } F \times 0 = 0 \text{ grade points} \\ \hline 16 \text{ units} \qquad \qquad 40 \text{ grade points} \end{array}$$

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

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:** The Dean's List acknowledges students who have achieved a cumulative Grade Point Average that is between 3.5 and 4.0 with no grade lower than "C". This notation appears on the student's official academic transcript. 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 (courses numbered 1-199). Students who have indicated "**Release No Information**" on the application for Admissions and who achieve the Dean's List will **NOT** be listed in any publication.

#### 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. take the completed form to monthly counseling meetings with assigned counselor.

#### 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:

1. Evidence of consistent improvement in the student's record.
2. A change from one major to a field of study more appropriate to the student.
3. Circumstance in the personal life of the student which the counselor of the student believes may have been of sufficient gravity to adversely affect the performance of the student.
4. The recommendation of the student's physician that the continuance in college would be of sufficient therapeutic benefit to 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 \$12 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 and is based on 12 units per semester:

	InParents' Home	On- Campus	Off- Campus
Enrollment Fee	\$ 336	\$ 336	\$ 336
Books/Supplies/Fees	650	650	650
Meals/Housing	2,300	4,600	4,600
Personal	1,300	1,500	1,600
Transportation	700	600	800
Totals	\$5,286	\$7,686	\$7,986

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

#### Student Representation Fee

The Student Representation fee was amended into the California Education Code by Assembly Bill 2576 in late 1988. The \$1 fee is mandatory as a result of a student body election, in which two-thirds of the students voted to approve the implementation of the fee. The fee is collected with all other fees at the time of registration. The funds are deposited in a separate fiduciary account and used to represent student concerns at local, state and federal government levels. A student who objects to the fee on religious, political, financial or moral reasons, may contact the College Business Office concerning the procedure for a refund of the \$1.00.

#### 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. Contact the Admissions Office for refund dates on short-term classes.

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 six to eight 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 the 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

## STUDENT FEE/REFUND INFORMATION

EFFECTIVE FALL SEMESTER, 1998

(Fees subject to change)

FEES	AMOUNT	APPLIES TO:	EXEMPTIONS/WAIVERS
**Enrollment Fee	\$12 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)  \$11 per Semester	Credit Students  Fully fee-funded classes  Comm. participants Non-Credit classes	BOGW Qualified Depend on Prayer for Healing Out-of-District  Out-of-District 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 Enrolled in Off Campus Classes
**Non-Resident Tuition	\$121 per Unit plus enrollment fee of \$12 per Unit	Non-residents/foreign students	Residents
*Student Center Fee	\$1.00 per Unit to Maximum \$10 per year	Credit Students	BOGW A Recipients Community Education & Professional Non-Credit Students
Student Representation Fee	\$1.00 per semester	Credit and Non-Credit Students	Community Education & Professional Development
*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.

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.

**Selective Service Registration**

Every male citizen of the United States and male immigrant residing in the U.S., ages 18 through 25, must register for the Selective Service. AB 397, recently signed into law, as Chapter 1, Section 69500, Part 42 of the Education Code, requires that men who apply for state-funded post secondary school financial aide must be in compliance with the federal Military Selective Service Act before they can receive such aid.

Informational flyers and mail-back registration cards are available on campus at the Financial Aid Office, Career/Transfer Center and Admissions and Records Office. Additionally, students can obtain further information or initiate a registration on-line by visiting the Selective Service home page at <http://www.sss.gov>.

# 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
  - Automotive Maintenance Technician
  - Automotive Service Technician
- Business Administration
  - Accounting
  - Management
  - Retailing
- Child Development
  - Associate Child Development Teacher
  - Child Development
- Computer Science
  - Applied Computer Studies-Business Emphasis
  - 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

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  
AUTOMOTIVE MAINTENANCE TECHNICIAN**

REQUIRED COURSES:	UNITS
Auto 2	Introduction to Auto Technology ..... 2
Auto 14	Engine Repair ..... 4
Auto 21	Engine Performance I ..... 5
Auto 40	Automotive Braking Systems I ..... 2
Auto 55	Automotive Electrical I ..... 4
Auto 70	Practical Laboratory ..... 5
Auto 97	Work Experience In Automotive Technology ..... 1
TOTAL REQUIRED UNITS 18.5	

RECOMMENDED OPTIONAL COURSES:

Wldtc 1	Introduction to Welding ..... 3
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**AUTOMOTIVE TECHNOLOGY  
AUTOMOTIVE SERVICE TECHNICIAN**

REQUIRED COURSE:	UNITS
Auto 2	Introduction to Auto Technology ..... 2
Auto 14	Engine Repair ..... 4
Auto 21	Engine Performance I ..... 5
Auto 22	Engine Performance II ..... 2
Auto 31	Manual Drive Train and Axles ..... 2
Auto 37	Automatic Transmissions and Transaxles ..... 3
Auto 40	Automotive Braking Systems I ..... 2
Auto 41	Automotive Braking Systems II ..... 2
Auto 45	Suspension and Steering ..... 2
Auto 55	Automotive Electrical I ..... 4
Auto 56	Automotive Electrical II ..... 2
Auto 63	Air Conditioning ..... 3
Auto 70	Practical Laboratory ..... 1
TOTAL REQUIRED UNITS 34	

RECOMMENDED OPTIONAL COURSES:

Auto 97	Work Experience in Automotive Tech ..... 1-4
Wldtc 1	Introduction to Welding ..... 3

**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 I and ..... 4
Busad 161B	Small Business Accounting II ..... 4
Busad 18	Commercial Law ..... 3
Busad 19	Commercial Law ..... 3
Busad 97	Work Experience ..... 2
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
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 37	Computerized Acct. (MYOB) ..... 2
Cmpsc 137	Payroll Accounting ..... 3
TOTAL REQUIRED UNITS 43	

**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 I and ..... 4
Busad 161B	Small Business Accounting II ..... 4
Busad 18	Commercial Law ..... 3
Busad 19	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
TOTAL REQUIRED UNITS 44	

RECOMMENDED OPTIONAL COURSE:

Busad 97	Work Experience ..... Minimum 4
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**BUSINESS ADMINISTRATION  
RETAILING**

REQUIRED COURSES:	UNITS
Busad 18	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 I ..... 4
Busad 161B	Small Business Accounting II ..... 4
Busad 163	Business Mathematics ..... 3
Cmpsc 1	Computer Concepts & Information Systems ..... 4
Econ 10	Principles of Economics ..... 4
Oftec 25	Business Communications ..... 3
TOTAL REQUIRED UNITS 37	

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 <i>and</i> ..... 1.5
Child 11	Creative Activities in Science and Math ..... 1.5
or	
Child 28	Books for Young Children ..... 3
TOTAL REQUIRED UNITS 12	

**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
or	
Eng 1A	Reading & Composition: Beginning ..... 3

TOTAL REQUIRED UNITS 28-29

**COMPUTER SCIENCE**

REQUIRED COURSES:	UNITS
Cmpsc 7	Novell Network Management ..... 3
Cmpsc 9	UNIX Operations/Communication ..... 3
Cmpsc 22	Programming Concepts & Methodology I ..... 4
Cmpsc 24	Programming Concepts & Methodology II ..... 4
Cmpsc 40	Assembly Language Programming ..... 4
Cmpsc 55	Data Base Management ..... 3
Math 12	Finite Mathematics ..... 3
Math 18A	Calculus I: Differential ..... 4
Math 18B	Calculus II: Integral ..... 4
TOTAL REQUIRED UNITS 32	

**COMPUTER SCIENCE  
APPLIED COMPUTER STUDIES-  
BUSINESS EMPHASIS**

REQUIRED COURSES:	UNITS
Cmpsc 1	Computer Concepts & Information Systems ..... 4
Cmpsc 4	Windows 95 Essentials ..... 2
Cmpsc 9	UNIX Operations/Communication ..... 3
Cmpsc 22	Programming Concepts & Methodology I ..... 4
Cmpsc 30	Financial Worksheets on Computers ..... 3
Cmpsc 55	Data Base Management ..... 3
Busad 1A	Principles of Accounting ..... 4
Busad 1B	Principles of Accounting ..... 4
Busad 40	Principles of Management ..... 3
Oftec 40	Beginning Word Processing ..... 2
TOTAL REQUIRED UNITS 32	

RECOMMENDED OPTIONAL COURSES:

Busad 163	Business Mathematics ..... 3
Cmpsc 7	Novell Network Management ..... 3
Cmpsc 24	Programming Concepts & Methodology II ..... 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	Introduction to GIS - ArcView ..... 3
Cmpsc 65	GIS Applications ..... 3
Cmpsc 70	Intro to Raster-Based GIS ..... 3
Cmpsc 75	GIS Applications in Resource Management ..... 3
Draft 50A	Computer Assisted Drafting I ..... 3
Esc 5	Physical Geology ..... 4
or	
Geogr 15	Physical Geography ..... 3
Eng 1A	Reading & Comp: Beginning ..... 3
or	
Eng 151	Preparation for College Reading & Composition ..... 4
Fortc 153	Forest Surveying Techniques ..... 3
Math 101	Algebra I: Fundamentals or equivalent ..... 6
or	
Higher level algebra	
Natre 1	Environmental Conservation ..... 3
Nartc 160	Aerial Photography & Map Interpretation ..... 2

TOTAL REQUIRED UNITS 42-44

RECOMMENDED OPTIONAL COURSES:

Busad 97	Work Experience (AutoCAD or GIS) ..... minimum 4
Cmpsc 7	Novell Network Management ..... 3
Cmpsc 9	UNIX Operations/Communications ..... 3
Cmpsc 55	Data Base Management ..... 3
Math 2	Elements of Statistics ..... 3
Math 8	Trigonometry ..... 3
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

TOTAL REQUIRED UNITS 20

**FIRE TECHNOLOGY**

REQUIRED COURSES:	UNITS
EMS 4	Emergency Medical Technician Training ..... 6
Fire 101	Firefighter I Academy ..... 12
Fire 106	Hazardous Materials First Responder ..... 1
Fire 108	Confined Space Awareness ..... 0.5

TOTAL REQUIRED UNITS 19.5

RECOMMENDED OPTIONAL COURSES:

Busad 25	Job Hunting Strategies ..... 0.5
Busad 163	Business Mathematics ..... 3
Cmpsc 1	Computer Concepts & Information Systems ..... 4
Cmpsc 58	Introduction to GIS-ArcView ..... 3
H-HP 9	Circuit Cross-Training ..... 5-1.5
Oftec 100	Keyboarding I ..... 1
Spch 1	Fundamentals of Speech ..... 3
Skills Development Courses ..... (based upon individual need)	



**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 Word Processing .....	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
TOTAL REQUIRED UNITS		27

**OFFICE TECHNOLOGY  
ADMINISTRATIVE ASSISTANT**

REQUIRED COURSES:		UNITS
Oftec	Core Courses (above) .....	27
Oftec 41	Intermediate Word Processing .....	3
Oftec 42	Desktop Publishing .....	3
or		
Cmpsc 11	Presentations Using Computers/Multimedia .....	1-2
Oftec 97	Work Experience .....	1
Cmpsc 30	Financial Worksheets on Computers .....	3
TOTAL REQUIRED UNITS		35-37

**OFFICE TECHNOLOGY  
GENERAL OFFICE CLERK**

REQUIRED COURSES:		UNITS
Oftec	Core Courses (above) .....	27
Oftec 41	Intermediate Word Processing .....	3
Busad 1A	Principles of Accounting .....	4
or		
Busad 160	Basic Accounting .....	4
or		
Busad 161A	Small Business Accounting I .....	4
Cmpsc 30	Financial Worksheets on Computers .....	3
Cmpsc 137	Payroll Accounting .....	3
TOTAL REQUIRED UNITS		40

**OFFICE TECHNOLOGY  
INFORMATION PROCESSING**

REQUIRED COURSES:		UNITS
Oftec 20	Machine Transcription .....	2
Oftec 25	Business Communications .....	3
Oftec 40	Beginning Word Processing .....	2
Oftec 41	Intermediate Word Processing .....	3
Oftec 42	Desktop Publishing .....	3
or		
Cmpsc 11	Presentations Using Computers/Multimedia .....	1-2
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
TOTAL REQUIRED UNITS		37-39

**OFFICE TECHNOLOGY  
LEGAL OFFICE**

REQUIRED COURSES:		UNITS
Oftec	Core Courses (above) .....	27
Oftec 41	Intermediate Word Processing .....	3
Oftec 60	Legal Transcription/Terminology .....	2
Oftec 97	Work Experience .....	1
Busad 18	Commercial Law .....	3
Busad 19	Commercial Law .....	3
TOTAL REQUIRED UNITS		39

**OFFICE TECHNOLOGY  
MEDICAL OFFICE**

REQUIRED COURSES:		UNITS
Oftec	Core Courses (above) .....	27
Oftec 50	Medical Terminology .....	3
Oftec 52	Medical Insurance .....	3
Oftec 53A	Beginning Medical Transcription .....	2
TOTAL REQUIRED UNITS		35

**OFFICE TECHNOLOGY  
MEDICAL TRANSCRIPTION**

REQUIRED COURSES:		UNITS
Oftec 40	Beginning Word Processing .....	2
Oftec 41	Intermediate Word Processing .....	3
Oftec 50	Medical Terminology .....	3
Oftec 53A	Beginning Medical Transcription .....	2
Oftec 53B	Beginning Medical Transcription .....	2
Oftec 54	Radiology Transcription .....	1
Oftec 55	Cardiology Transcription .....	1
Oftec 56	Orthopedic Transcription .....	1
Oftec 57	Gastroenterology Transcription .....	1
Oftec 58	Pathology Transcription .....	1
Oftec 120	Keyboarding III .....	3
Oftec 130	Business English .....	3
Cmpsc 1	Computer Concepts & Information Systems .....	4
TOTAL REQUIRED UNITS		27

# GRADUATION & TRANSFER REQUIREMENTS

**Graduation Requirements**

Columbia College will confer the Associate in Arts, Associate in Science, or Associate in Science (Occupational Education) Degree upon completion of the following requirements. The **Associate in Arts Degree** is earned in areas such as Fine Arts, Humanities, Social and Behavioral Science, and is often awarded to students who plan to transfer to a four-year institution. The **Associate in Science Degree** is awarded in Science and Technical fields, and is specifically designed for students who intend to transfer to a four-year institution. The **Associate in Science (Occupational Education) Degree** is earned in occupational programs that provide students with skills and training for immediate entry into the workforce.

1. **TOTAL UNITS:** Satisfactory completion of 60 degree applicable semester units from courses numbered 1-199, of which 12 must be taken in residence at Columbia College. Units earned in remedial and Skills Development unit courses do not count in the 60 unit requirement.
2. **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.4.
3. **MAJOR:** Satisfactory completion of any AA/AS/AS(OE) Major listed on pages 41-52. All courses in the major must be completed with a "*C*" or better. Credit (CR) grades are not accepted. More than one Associate Degree may be awarded to a student who completes all applicable requirements as listed above plus 12 extra units (*72 or more total semester units*). A course may only be used to meet the requirements for two different majors when no other course selections are available.
4. **GENERAL EDUCATION BREADTH REQUIREMENTS:** Satisfactory completion of each Area of General Education "A" through "E", by choosing suitable courses from those listed under each Area on pages 38 and 39. Courses in areas A.1, A.2, A.3 and B.4 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, AS, or AS (OE) Degree should follow the requirements

listed in the appropriate 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, or AS (OE) Degree as well as transfer to a CSU campus. CSU/UC transfer students should

5. **COMPETENCY REQUIREMENTS:** State Law mandates that students earning the Associate degree must meet competency requirements in reading, composition, and mathematics. These requirements may be met by completing the following courses with a grade of "*C*" or better:  
  
Eng 1A, Reading and Composition: Beginning Busad 163, Business Mathematics, Math 100B, 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.
6. **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**

1. These requirements for graduation and General Education apply to Associate Degree and CSU transfer students entering Columbia College for the first time in Fall Semester 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.
2. **Request for Waiver or Substitution:** Request for waiver or substitution of any graduation requirement must be petitioned to the Academic Requirements Review Committee.
3. **Double-counting units:** Courses used to satisfy General Education Breadth Requirements may also be used to satisfy major requirements for the Associate Degree.

4. California law includes a requirement in U.S. History and Government for the CSU transfer student pursuing the BA/BS Degree. Completion of the two specified courses from D.3 will meet the requirement, but only three units will be credited toward the 39 CSU certified General Education units. (*Units above 39 will count instead for elective credit.*) Some California State University campuses place the U.S. History and Government requirement outside the General Education requirement, while others include it within. Some CSU campuses require one U.S. History course *and* one Government course while others accept *two* courses in U.S. History. Consult the catalog of the California State University campus to which you will transfer, or see your counselor for clarification. (*See pages 38 and 39 for specific Associate Degree General Education Requirements.*)
5. Students should consult the appropriate catalog of the college to which they intend to transfer and seek assistance from a counselor to ensure that all possible required lower division general education courses and prerequisites for the major are included in their Columbia College program of study.
6. Columbia College will automatically send a Lower Division General Education Certification when a student requests his/her transcript to be sent to a CSU campus.

#### Notice Of Intent To Graduate

The student must file a Notice of Intent to Graduate 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, 53-61, in the current catalog*):

1. **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.

2. **SCHOLARSHIP:** A cumulative Grade Point Average of not less than 2.0 ("C" average).
3. **MAJOR:** Satisfactory completion of lower division prerequisites for the BA/BS Major listed in an articulation agreement or the catalog of the California State University transfer campus.

#### 4. GENERAL EDUCATION BREADTH

**REQUIREMENTS:** Satisfactory completion of each Area of General Education "A" through "E", by choosing suitable courses from those listed under each Area on pages 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, AS, or AS (OE) 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, or AS (OE) Degree as well as transfer to a CSU campus. CSU/UC transfer students should refer to pages 53-61 for further information.

#### Supplementary Notes

1. Transfer students also have the option of completing the **INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)** instead of the General Education requirements listed here. Completion of IGETC will permit a student to transfer to either a CSU or UC campus without the need, after transfer, to take additional lower-division general education university requirements. See the current catalog (*page 60-61*) and a counselor for assistance.
2. At least 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 at some campuses and/or a foreign language.

3. California law includes a requirement in U. S. History and Federal, State and Local Government for the C.S.U. transfer pursuing the BA/BS Degree. Completion of History 16 or 17 and Political Science 10 from Area D will meet this requirement, but only three units will be credited toward the 39 units required for C.S.U. General Education Certification (units in excess of 39 will count instead for elective credit). Some C.S.U. campuses place the U.S. History and government requirement outside the 39 unit GE Certification while others include it within the 39 units. Some C.S.U. campuses accept one U.S. History and/or one government course while others accept two courses in U.S. History. Consult the catalog of the C.S.U. campus to which you intend to transfer or see your counselor for clarification.

4. Columbia College will automatically send a fully or partially completed Lower Division General Certification when a student requests his/her transcript be sent to any C.S.U. campus. The alternate General Education pattern, Intersegmental General Education Transfer Curriculum (IGETC), (see page 60-61) may be used in lieu of the CSU GE Pattern for students in most majors who are unsure of whether they want to transfer to a C.S.U. or a U.C. The IGETC must be fully completed and a written request to the Admissions and Records Office must be made before an IGETC Certification will be completed and sent to your transfer UC or CSU campus.



**GENERAL EDUCATION BREADTH REQUIREMENTS FOR  
COLUMBIA COLLEGE ASSOCIATE OF ARTS (AA) and SCIENCE (AS) DEGREES & TRANSFER TO C.S.U.**

See the current catalog for additional information on AA/AS Degree and CSU Transfer Requirements.

<p><b>FOR AA/AS * DEGREE:</b> Three courses required: one each from A.1, A.2, A.3 (must have a grade of "C" or higher in each area of A).</p>	<p><b>FOR AS (OCCUPATIONAL EDUCATION*) DEGREE:</b> One course required from A.1, A.2 or A.3 (must have a grade of "C" or higher).</p>	<p align="center"><b>Courses for Each Area of General Education</b></p> <p><b>AREA A. COMMUNICATION &amp; CRITICAL THINKING:</b> A.1. Oral Communication SPCH 1 A.2. Written Communication ENG 1A, AP+ A.3. Critical Thinking *ENG 1B, 1C, SPCH 2, AP+ * 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 (must have a grade of "C" or higher in each area of A).</p>
<p><b>FOR AA/AS DEGREE:</b> Three courses required: one each from B.1, B.2, and B.4, including one laboratory course from B.3. Also acceptable in B.1: ESC 10; Also acceptable in B.2: BIOL 24; Also acceptable in B.4: BUSAD 163, MATH 100B, MATH 101, and MATH 165 or any higher mathematics course (must have a grade of "C" or higher in area B4).</p>	<p><b>FOR AS (OCCUPATIONAL EDUCATION) DEGREE:</b> One course required from B.1 or B.2; and one course required from B.4. Also acceptable in B.1: ESC10; Also acceptable in B.2: BIOL 24; Also acceptable in B.4: BUSAD 163, MATH 100B, MATH 101 and MATH 165 or any higher mathematics course (must have a grade of "C" or higher in area B4).</p>	<p><b>AREA B. THE PHYSICAL UNIVERSE, ITS LIFE FORMS AND MATHEMATICAL CONCEPTS:</b> B.1. Physical Sciences CHEM 1A (L), 1B (L), 10 (L), 20, ESC 5 (L), 30, 40, GEOGR 15, PHYCS 1, 5A(L), 5B (L), AP+ B.2. Biological Sciences BIOL 2 (L), 4 (L), 6 (L), 10 (L), 17 (L), 60 (L), 65 (L), AP+ B.3. Lab/Activity BIOL 2 (L), 4 (L), 6 (L), 10 (L), 17 (L), 60 (L), 65 (L), CHEM 1A (L), 1B (L), 10 (L), ESC 5 (L), 45 (L), PHYCS 5A (L), 5B (L) B.4. Mathematical Concepts, Quantitative Reasoning and Applications MATH 2, 6, 8, 10, 12, 16, 18A, 18B, 18C, AP+ (L) Includes a laboratory</p>	<p><b>FOR CSU TRANSFER*:</b> Three courses required: one each from B.1, B.2, and B.4, including one laboratory course from B.3; and no fewer than nine units total from Area B (must have a grade of "C" or higher in area B4).</p>
<p><b>FOR AA/AS DEGREE:</b> Two courses required: one from C.1; and one from C.2.  *The GE requirements in this column do not apply to the AS (OCCUPATIONAL EDUCATION) Degree. See column at right for AS (OCCUPATIONAL EDUCATION) GE Degree requirements.</p>	<p><b>FOR AS (OCCUPATIONAL EDUCATION) DEGREE:</b> One course required from C.1 or C.2.  *The GE requirements in this column only apply to the AS (OCCUPATIONAL EDUCATION) Degree.</p>	<p><b>AREA C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE:</b> C.1. Arts (Art, Dance, Drama, Music): ART 11, 12, 13, DRAMA 10, 20, 42, 43, MUSIC 2, 10, 11, 12, 20, 27, AP+ H-HP C.2. Literature, Philosophy and Foreign Language: *ENG 1B, 11, 17, 18, 46, 47, 49, 50 HUMAN 1, 2, 3 PHILO 1, 25 SPAN 1A, 1B, 2A, 2B, AP+  * 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 either C.1 or C.2; and no fewer than nine units from Area C.  *A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements.</p>

+ Advanced Placement examination with a score of 3, 4, or 5

<p><b>FOR AA/AS * DEGREE:</b> Two courses required: one from HIST 16, 17 or POLSC 10; and one course from D1-D0. Also acceptable in D: JRNAL 1 and HIST 55. (HIST 16, 17 and POLSC 10 may not be double counted in AREA D).</p>	<p><b>FOR AS (OCCUPATIONAL EDUCATION*) DEGREE:</b> One course from HIST 16, 17 or POLSC 10; and one course from D1-D0. Also acceptable in D: JRNAL 1 and HIST 55. (HIST 16, 17 and POLSC 10 may not be double counted in AREA D).</p>	<p><b>AREA D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR:</b> Area D.1. Anthropology, Archaeology ANTHR 1, 2, 15** Area D.2. Economics ECON 10, 11, AP+ Area D.3. Ethnic Studies ANTHR 15**, HIST 20**, SOCIO 5** Area D.4. Gender Studies Under development Area D.5. Geography GEOGR 12, 18 Area D.6. History HIST 11, 13, 14, 16^, 17^, 20**, AP+ Area D.7. Interdisciplinary, Social or Behavioral Science CHILD 22 Area D.8. Political Science, Government and Legal Institutions POLSC 10^, 12, 14, AP+ Area D.9. Psychology CHILD 1, PSYCH 1, AP+ Area D.0. Sociology and Criminology SOCIO 1, 2, 5**  ^History 16 or 17 and Political Science 10 meet the US History, Constitution and American Ideals Requirement for CSU..  **Designed to meet an Ethnic Studies requirement.</p>	<p><b>FOR CSU TRANSFER*:</b> Four courses required: POLSC 10 and HIST 16 or 17; and two courses from Areas D1-D0 from at least two different disciplines. (HIST 16, 17 and POLSC 10 may not be double counted in AREA D if they are used to meet the US History, Constitution and American Ideals requirement).</p>
<p><b>FOR AA/AS DEGREE:</b> One course in E. Also acceptable in E: GUIDE 7 or H-HP 6A.  *The GE requirements in this column do not apply to the AS (OCCUPATIONAL EDUCATION) Degree. See column at right for AS (Occupational Education) GE Degree requirements.</p>	<p><b>FOR AS (OCCUPATIONAL EDUCATION) DEGREE:</b> No course required in E.  *The GE requirements in this column only apply to the AS (OCCUPATIONAL EDUCATION) Degree.</p>	<p><b>AREA E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT:</b>  BIOL 50 GUIDE 1 H-HP 60, 65 PSYCH 5, 10, 30 SOCIO 12</p>	<p><b>FOR CSU TRANSFER*:</b> One course in E. Also acceptable in E: H-HP 6A, H-HP 6B. Three units minimum required.  *A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements.</p>

+ Advanced Placement Examination with a score of 3, 4, or 5

See pages 35-36 for additional information on Graduation Requirements and page 36 for additional CSU graduation requirements.  
Two Health & Human Performance activity courses are required for graduation. (See Institutional Requirements 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.

### ASSOCIATE IN ARTS DEGREE (pages 42-45)

- 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

### ASSOCIATE IN SCIENCE DEGREE (pages 45-48)

- Allied Health
- Business
  - Business Administration (Occupational)
  - Business Administration (Professional)
- Computer Science
- Fire Technology
- Forestry
- Hospitality Management
  - Emphasis in Culinary Arts
  - Emphasis in Hotel Management
  - Emphasis in Restaurant Management
- Natural Resources
- Science
  - Emphasis in Biology
  - Emphasis in Earth Science
  - Emphasis in Environmental Science
  - Emphasis in General Science
  - Emphasis in Physical Science
- Transfer Major

### ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION) DEGREE (pages 48-52)

- Automotive Technology
  - Automotive Maintenance Technician
  - Automotive Service Technician
- Business Administration
  - Accounting
  - Management
  - Retailing
- Child Development
- Computer Science
  - Applied Computer Studies-Business Emphasis
  - Computer Science
  - Geographic Information Systems (GIS)
- Emergency Medical Services
- Fire Technology
- Forestry Technology
- Hospitality Management
  - Chef
  - Dinner Line Cook
  - Hotel Management
  - Pantry & Dessert Chef
  - Restaurant Management
- Human Services
- Natural Resources
  - Watershed Management Technology
- Natural Resources Technology
- Office Technology
  - Administrative Assistant
  - General Office Clerk
  - Information Processing
  - Legal Office
  - Medical Office
  - Medical Transcription

ASSOCIATE IN ARTS DEGREE

An Associate in Arts Degree is earned in areas such as Fine Arts, Humanities, Social and Behavioral Science, and is often awarded to students who plan to transfer to a four-year institution. To earn this degree, a student must complete the requirements listed in Column 1 of the G.E. Breadth Requirements on page

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 (2-3)
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 (3)
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)

TOTAL REQUIRED UNITS 18

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 (3)
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)

TOTAL REQUIRED UNITS 24

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)

TOTAL REQUIRED UNITS 19

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

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)
H-HP 20 Dance Survey (3)
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)

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 11
Math 2 Elements of Statistics (3)
Math 18A Calculus I (4)
Math 18B Calculus II (4)
B. Three to Six (3-6) units required from this section 3-4
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 (4)
Math 18C Calculus III (4)
C. Four to Five (4-5) units required from this section 4-5
Phycs 5A General Physics (5)
Cmpsc 22 Programming Concepts & Methodology I (4)
Cmpsc 24 Programming Concepts & methodology II (4)

TOTAL REQUIRED UNITS 18

MUSIC

- REQUIRED  
UNITS
- ACCEPTABLE COURSES WITHIN MAJOR: ..... 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)
- It is suggested students take private instruction every semester at Columbia College although only 4 units are required for transfer.*
- 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)
- Music majors need to be enrolled in an ensemble appropriate to their major instrument each semester at Columbia. Four units are required for transfer.*
- 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*

SOCIAL SCIENCE  
EMPHASIS IN ANTHROPOLOGY

- REQUIRED  
UNITS
- ACCEPTABLE COURSES WITHIN MAJOR: ..... UNITS
- A. Nine (9) units required from this section ..... 9  
A1. Six (6) units required from this section ..... 6  
Anthr 1 Physical Anthropology (3)  
Anthr 2 Cultural Anthropology (3)  
A2. Three (3) units required from this section ..... 3  
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

- REQUIRED  
UNITS
- ACCEPTABLE COURSES WITHIN MAJOR: ..... UNITS
- A. Nine (9) units required from this section ..... 9  
A1. Three (3) units required from this section ..... 3  
Hist 13 World Civilization: to 1650 (3)  
Hist 14 World Civilization: 1650 to Present (3)  
A2. Three (3) units required from this section ..... 3  
Hist 16 United States: to 1877 (3)  
Hist 17 United States: 1877 to Present (3)  
A3. Three (3) units required from this section ..... 3  
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

- REQUIRED  
UNITS
- ACCEPTABLE COURSES WITHIN MAJOR: ..... UNITS
- A. Nine (9) units required from this section ..... 9  
A1. Six (6) units required from this section ..... 6  
Psych 1 General Psychology (3)  
Psych 2 Current Issues in Psychology (3)  
Psych 30 Personal/Social Adjustment (3)  
A2. 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)  
Phy 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

- REQUIRED  
UNITS
- ACCEPTABLE COURSES WITHIN MAJOR: ..... 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

- REQUIRED  
UNITS
- ACCEPTABLE COURSES WITHIN MAJOR: ..... 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.*

ASSOCIATE IN SCIENCE DEGREE

The Associate in Science Degree is awarded in Science and Technical fields. It is specifically designed for students who intend to transfer to a four-year institution. To earn this degree, a student must complete the requirements listed in Column 1 of the G.E. Breadth Requirements on page

ALLIED HEALTH

- REQUIRED  
UNITS
- ACCEPTABLE COURSES WITHIN MAJOR: ..... 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)

TOTAL REQUIRED UNITS 19

BUSINESS  
EMPHASIS IN BUSINESS ADMINISTRATION  
(OCCUPATIONAL)

- REQUIRED  
UNITS
- ACCEPTABLE COURSES WITHIN MAJOR: ..... 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 I (4)  
Busad 161B Small Business Accounting II (4)
- C. Six (6) units required from this section ..... 6  
Busad 18 Commercial Law (3)  
Busad 19 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)

TOTAL REQUIRED UNITS 29

BUSINESS  
EMPHASIS IN BUSINESS ADMINISTRATION  
(PROFESSIONAL)

- REQUIRED  
UNITS
- REQUIRED COURSES WITHIN MAJOR: ..... UNITS
- Busad 1A Principles of Accounting ..... 4  
Busad 1B Principles of Accounting ..... 4  
Busad 18 Commercial Law ..... 3  
Busad 19 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

TOTAL REQUIRED UNITS 34











You have completed a baccalaureate course with a grade of C or better that meets the general education requirement in written communication and a course with a grade of C or better that meets the general education requirement in mathematics/quantitative reasoning *OR* the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English composition and mathematical concepts and quantitative reasoning. The course meeting either general education math requirement must be above the level of intermediate algebra.

- A maximum of 70 semester (105 quarter) units earned in a community college may generally be transferred to the California State University and applied toward the baccalaureate degree.
- Students transferring with full certification of lower division general education requirements are assured that they have met 39 of the 48 unit minimum requirements for the Bachelors Degree. Students transferring without certification of general education must complete the pattern of courses required of "native" students as outlined in the catalog of the particular state university. The CSU General Education Breadth Requirements (see pgs. 38-39) and the Intersegmental General Education Transfer Curriculum (IGETC, pgs. 60-61) are the two patterns of courses which Columbia College uses to certify that the student has met the required minimum semester units of general education.

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

If transferring with fewer than 56 transferable semester (84 quarter) units of study, you must also submit your high school transcript. Applicants with 56 or more transferable semester units may be asked to submit high school transcripts if admissibility cannot be determined by the college or university transcripts.

**Test Scores** — Freshman and transfer applicants who have fewer than 56 semester or 84 quarter units of transferable college credit must submit scores, unless exempt from either the Scholastic Assessment Test (SAT I) of the College Board or the American College Testing Program (ACT).

If you are applying to an *impacted program* and are required to submit test scores, you should take the test no later than early December if applying for fall admission or no later than November if applying to San Luis Obispo.

Test scores are also used for advising and placement purposes. Registration forms and dates for the SAT I or ACT are available from high school or college counselors or from a CSU campus testing office. Or you may write to or call:

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

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

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

### Advanced Placement Examination Credit

Students must have scored 3, 4, or 5 on an Advanced Placement examination listed below to receive the credit indicated. All CSU campuses will accept the minimum units shown below toward fulfillment of the designated General Education-Breadth area if the examination is included in a full or subject-area certification; individual CSU campuses may choose to accept more units than those specified below towards completion of General Education-Breadth requirements. The CSU campus to which the student is transferring determines the total number of units awarded for successful completion of an Advanced Placement examination and the applicability of the examination to other graduation requirements. Areas in ( ) indicate Columbia College's Associate Degree and CSU GE Breadth pattern numbering system for 1997-1998 and 1998-99 catalogs. Beginning 1998-99, the Columbia College catalog will reflect the CSU GE Breadth pattern numbering system as per E.O. 595, for the Associate Degree and CSU GE Areas. New exams have been added for credit for 1998-99. General Education credit will be awarded on the transcript without using the specific Columbia College equivalent course.

AP Subject	Minimum Score Required	Number of Units Applicable to CSU General Education-Breadth Requirements for Students Obtaining Full or Subject-Area Certification:	Columbia College G.E.-B Pattern	
			1997-98	1998-99
Art: History of Art	3	3 semester units toward Area C1		(C1)
Biology	3	3 semester units toward Area B2	(B2)	(B2+B3)
Chemistry	3	6 semester units toward Area B1/B3	(B1+Lab)	(B1+B3)
Economics: Macroeconomics	3	3 semester units toward Area D2		(D2)
Economics: Microeconomics	3	3 semester units toward Area D2		(D2)
English: English Language & Comp	3	3 semester units toward Area A2	(A2)	(A2)
English: English Lit & Comp	3	6 semester units toward Areas A2 & C2	(A2 & C2)	(A2 & C2)
French: French Language	3	6 semester units toward Area C2		(C2)
French: French Literature	3	6 semester units toward Area C2		(C2)
German Language	3	6 semester units toward Area C2		(C2)
Government and Politics: US*	3	3 semester units toward Area D8	(D3)*	(D8)*
Government and Politics: Cmprtv.	3	3 semester units toward Area D8		(D8)
History: European History	3	3 semester units toward Area D6		(D6)
History: United States	3	3 semester units toward Area D6	(D3)	(D6)
Latin: Virgil	3	3 semester units toward Area C2		(C2)
Latin: Latin Literature	3	3 semester units toward Area C2		(C2)
Mathematics: Calculus AB	3	3 semester units toward Area B4	(B3)	(B4)
Mathematics: Calculus BC	3	3 semester units toward Area B4	(B3)	(B4)
Music Theory	3	3 semester units toward Area C1	(C1)	(C1)
Physics B	3	6 semester units toward Area B1 & B3		(B1 & B3)
Physics C (mechanics)	3	3 semester units toward Area B1 & B3	(B1 + lab)	(B1 & B3)
Physics C (electricity and magnetism)	3	3 semester units toward Area B1 & B3	(B1 + lab)	(B1 & B3)
Psychology	3	3 semester units toward Area D9	(D1)	(D9)
Spanish: Spanish Language	3	6 semester units toward Area C2		(C2)
Spanish: Spanish Literature	3	6 semester units toward Area C2		(C2)
Statistics	3	3 semester units toward Area B4		(B4)

\*Does not fulfill California state and local government aspect of the American History and Institutions requirement.

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 THE ACT, you should take the test no later than early December if applying for fall admission or November if applying to San Luis Obispo.

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

### UNIVERSITY OF CALIFORNIA TRANSFER REQUIREMENTS

The University of California system has established the following campuses:

- University of California, Berkeley*
- University of California, Davis*
- University of California, Irvine*
- University of California, Los Angeles*
- University of California, Riverside*
- University of California, San Diego*
- University of California, San Francisco (medical majors only)*
- University of California, Santa Barbara*
- University of California, Santa Cruz*

#### Selecting Campuses and Programs of Study

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

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

You may apply to some schools or colleges at all of the campuses using the Undeclared, Undecided or Explor-

atory (*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 59 and the Intersegmental General Education Transfer Curriculum (IGETC) on pages 60-61.*) The University publishes a booklet especially for transfer applicants called *Answers for Transfers*. It is available in the Career/Transfer Center on campus.

**Minimum Eligibility Requirements for Transfer to UC:** When there are more eligible applicants than spaces available, each campus uses academic criteria alone-

academic course work, grade point average, SAT or ACT results, achievement test scores—to select between 40 and 60 percent of those accepted. Each campus uses a combination of academic and supplemental criteria to select the remaining admittees. If the number of applicants exceeds the spaces available for a particular campus or major, the campus uses criteria that exceed the minimum requirements to select students. Meeting the minimum requirements, therefore, is not enough to gain admission to many UC campuses and programs.

The selection criteria for each academic year described in the UC publication *Introducing the University* and some campus catalogs may be found in the Career/Transfer Center. The criteria vary from year to year and from campus to campus.

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

#### **For California Residents**

There are three ways in which you can meet the University's minimum admission requirements for transfer students. These requirements are described below. In all cases, you must have at least a "C" (2.0) average in all transferable course work.

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

- a. Complete a minimum of 84 quarter units or 56 semester units of transferable college credit with a grade point average of at least 2.4, and satisfy either (b) or (c) as follows. (*A student is encouraged to complete 60 units for full junior status and the best chance for admission.*)
- b. Take college courses in the subjects you are lacking and earn a grade of "C" or better in each one. (*The University will waive up to two units of the required high school course work except in mathematics and English.*)
- c. Complete one college course in mathematics, one in English, and one selected from either U.S. history, laboratory science, or language other than English. You must earn a grade of "C" or better in each course. All courses, with the exception of the required mathematics course, must be transferable. The course in mathematics must assume a proficiency level equivalent to three years of high school mathematics (*i.e., elementary and intermediate algebra, and geometry*). The course may be a non-transferable two-semester or three-quarter unit course in trigonometry; or a transferable mathematics course that employs the topics of intermediate algebra, or a transferable statistics course that has intermediate algebra as a prerequisite.

#### **Nonresidents**

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

### **CALIFORNIA ARTICULATION NUMBER (CAN) SYSTEM**

The California Articulation Number (CAN) System identifies many transferable, lower-division, 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 CHEM SEQ A	CHEM 1A + 1B, General Chemistry	S98
CAN CSCI 10	CMPS 40, Assembly Language	F96
CAN DRAM 8	DRAMA 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 2	MATH 6, Math for Liberal Arts	S98
CAN MATH 12	MATH 12, Finite Mathematics	S98
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 PHYS 8	PHYCS 5A, General Physics I	S98
CAN PHYS 12	PHYCS 5B, General Physics II	S98
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.

IGETC - 1998-1999

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

FOR TRANSFER TO THE UNIVERSITY OF CALIFORNIA AND THE CALIFORNIA STATE UNIVERSITY

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 specific 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 and UC systems.* 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 38-39 of this catalog or those listed in the CSU or UC campus of choice catalog. 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. Courses taken from the IGETC List at another community college will be used in the final certification. Advanced Placement Examination credit may be used in some, but not all areas.

**AREA 1: ENGLISH COMMUNICATION:** One course each from Area 1A, Area 1B, and Area 1C. (Area 1C is for CSU students only.)

**AREA 1A: ENGLISH COMPOSITION:** (One course, three semester units.)

ENG 1A

(or course from other college or AP)

**AREA 1B: CRITICAL THINKING/ENGLISH COMPOSITION:** (One course, three semester units.)

ENG 1C

(or course from other college)

**AREA 1C: ORAL COMMUNICATION:** CSU students only. (One course, three semester units.)

SPCH 1

(or course from other college)

**AREA 2A: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING:** (One course, three semester units.)

MATH 2, 6, 10, 12, 16, 18A, 18B, 18C

(or course from other college or AP)

**AREA 3: ARTS AND HUMANITIES:** (Completion of at least three courses totaling nine units. One course must be in the Arts and one course must be in the Humanities. The third course may come from either Arts or Humanities.)

**AREA 3A: ARTS:**

ART 11, 12, 13; DRAMA 10; MUSIC 2, 10, 11, 12

(or course from another college or AP)

**AREA 3B: HUMANITIES**

ENG 11, 17, 18, 46, 47, 49, 50; HUMAN 1, 2, 3; PHILO 1, 25; SPAN 2A, 2B

(or course from other college or AP)

**AREA 4: SOCIAL AND BEHAVIORAL SCIENCES:** (From at least two disciplines, complete at least three courses totaling at least nine units.) List courses from other colleges or AP at bottom of AREA 4.

**AREA 4A: ANTHROPOLOGY AND ARCHAEOLOGY:**

ANTHR 1, 2, 15\*

**AREA 4B: ECONOMICS:**

ECON 10, 11

**AREA 4C: ETHNIC STUDIES:**

ANTHR 15\*; HIST 20\*; SOCIO 5\*

**AREA 4D: GENDER STUDIES:**

(Under Review)

**AREA 4E: GEOGRAPHY:**

GEOGR 12, 18

**AREA 4F: HISTORY:**

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

**AREA 4G: INTERDISCIPLINARY, SOCIAL AND BEHAVIORAL SCIENCES:**

(Under Review)

**AREA 4H: POLITICAL SCIENCE, GOVERNMENT AND LEGAL INSTITUTIONS:**

POLSC 10\*, 12, 14

**AREA 4I: PSYCHOLOGY**

PSYCH 1, 5, 10

**AREA 4J SOCIOLOGY AND CRIMINOLOGY:**

SOCIO 1, 2, 5\*, 12

(or courses from other colleges or AP for all of AREA 4)

**AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES:** Completion of at least two courses totaling seven units or more. One Physical Science and one Biological Science course with at least one of these courses to include a Laboratory (L).

**AREA 5A: PHYSICAL SCIENCES:**

CHEM 1A(L), 1B(L), 10(L)\*\*; 20\*\*; ESC 5(L), 30, 40, 45(L); GEOGR 15; PHYCS 1\*\*, 5A(L), 5B(L)  
(or courses from other colleges or AP)

**AREA 5B: BIOLOGICAL SCIENCES**

BIOL 2(L)\*\*, 4(L), 6(L), 10(L), 17(L)\*\*, 60(L), 65(L)  
(or courses from other college or AP)

**AREA 6: LANGUAGE OTHER THAN ENGLISH - UC Only.** Proficiency equivalent to two years of high school study ("C" or better) in the same language.

SPAN 1B

(or courses from other colleges and/or high schools)

Competency: Test Name \_\_\_\_\_ Score \_\_\_\_\_ Date \_\_\_\_\_

**AREA 7: CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS: NOT PART OF IGETC;** (may be completed prior to transfer to CSU; 6 units: one course from Area 7A and one from Area 7B.)

**AREA 7A:**

POLSC 10\* AND

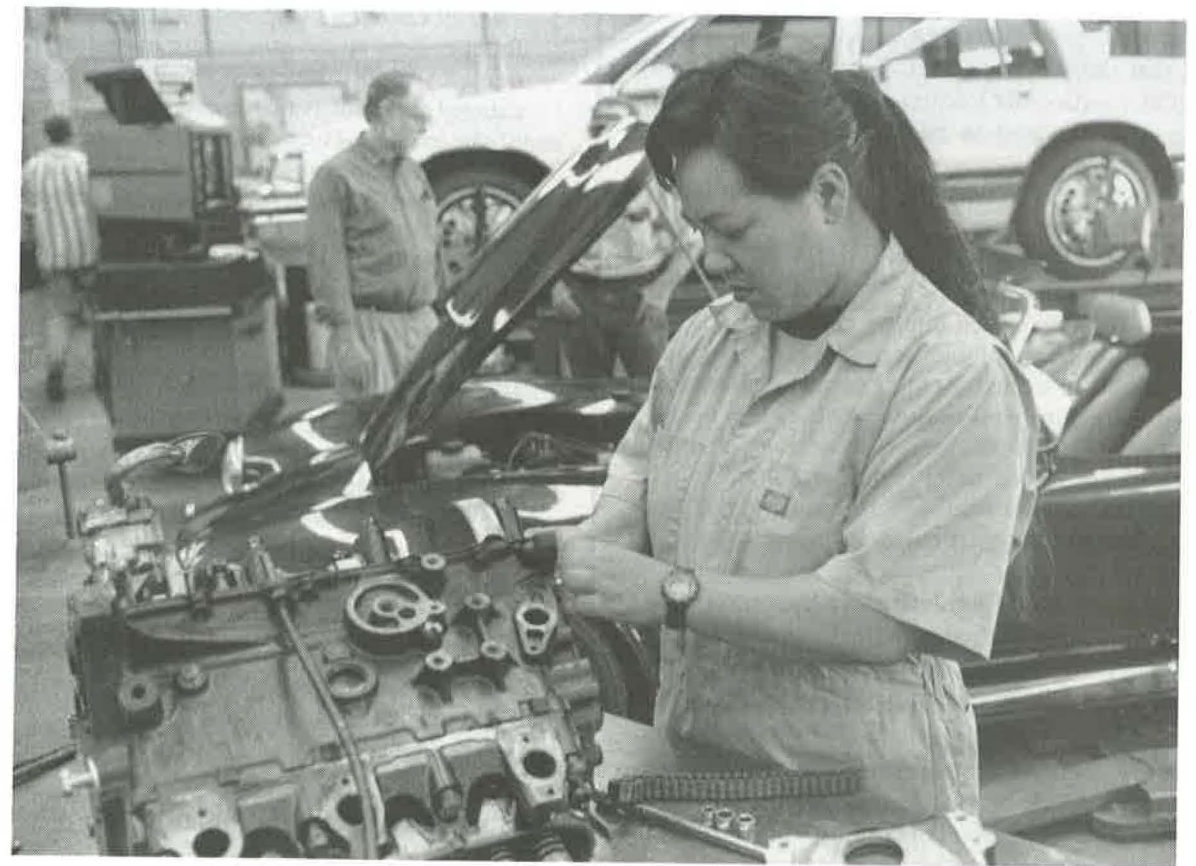
**AREA 7B:**

HIST 16\* OR 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.  
(L) Designates a Laboratory course or a course that includes 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 59.

**Course Description**

A course description is given for each credit course offered by the College. Students should 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. Refer to page 18 for important prerequisite information.

**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 sponsor-

ship. 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 20 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 preliterate societies and the concept of culture basic to anthropology. Emphasis is on methods of field work, cultural ecology, language, social and political structure, the psychological perspective, religion, cultural change and the cultural future of humanity. (UC/CSU)

**ANTHR 3: CURRENT ISSUES IN ANTHROPOLOGY 3 Units**

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/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.

**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: 2-3 Units****Introductory**

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: 2-3 Units****Special Problems**

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.

**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 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 30 for Certificate Requirements

**AUTO 2: INTRODUCTION TO AUTOMOTIVE TECHNOLOGY 2 Units**

Lecture: 1 hour

Laboratory: 3 hours

Theory, operation and maintenance of automotive systems will be introduced. Fundamentals of math, measuring devices, fasteners, shop safety, careers and certifications, tools/equipment common to the automotive industry, and environmental issues will be covered. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives enabling students to achieve Automotive Service Excellence (ASE) certification. (CSU)

Offered for Credit/No Credit grading only.  
May be repeated one time.

**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 14: ENGINE REPAIR 4 Units**

Recommended for Success: Auto 2

Lecture: 1.5 hours

Laboratory: 7.5 hours

Techniques involved in gasoline engine repair. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to achieve Automotive Service Excellence (ASE) certification. (CSU)  
May be repeated one time.

**AUTO 21: ENGINE PERFORMANCE I 5 Units**

Recommended for Success: Auto 2

Lecture: 2 hours

Laboratory: 9 hours

Operation of ignition systems, fuel systems, and on board computer theory. Use of hand-held meters, oscilloscopes, late model computerized analyzers, and four gas infrared analyzers will be covered. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives enabling students to prepare for Automotive Service Excellence (ASE) examinations. (CSU)

May be repeated one time.

**AUTO 22: ENGINE PERFORMANCE II 2 Units**

Recommended for Success: Auto 2 and Auto 21

Lecture: 1 hour

Laboratory: 3 hours

Operation and diagnosis of domestic computerized engine control systems. Use of hand-held meters, oscilloscopes, late model computerized analyzers and enhanced testing equipment. Use of advanced diagnostic routines common to the industry. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives enabling students to prepare for Automotive Service Excellence (ASE) examinations. (CSU)

May be repeated one time.

**AUTO 31: MANUAL POWER TRAINS AND AXLES 2 Units**

Recommended for Success: Auto 2

Lecture: .5 hour

Laboratory: 4.5 hours

Principles and operation of automotive power trains including diagnosis and overhaul of clutches, manual transmissions, and transfer cases. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives enabling students to achieve Automotive Service Excellence (ASE) certification. (CSU)

**AUTO 37: AUTOMATIC TRANSMISSIONS AND TRANSAXLES 2 Units**

Recommended for Success: Auto 2

Lecture: 1 hour

Laboratory: 3 hours

Principles and theories involved with diagnoses, repair, and rebuilding automatic transmissions and transaxles. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) requirements, enabling students to prepare for certification. (CSU)

May be repeated one time.

**AUTO 40: AUTOMOTIVE BRAKING SYSTEMS I 2 Units**

Recommended for Success: Auto 2

Lecture: 1 hour

Laboratory: 3 hours

Principles of operation and repair of automotive drum and disc brake systems. The subjects covered allow for compliance with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. (CSU)

May be repeated one time.

**AUTO 41: AUTOMOTIVE BRAKING SYSTEMS II 2 Units**

Recommended for Success: Auto 2 and Auto 40

Lecture: 1 hour

Laboratory: 3 hours

Principles of operation and repair of anti-lock braking systems (ABS). Diagnosis and overhaul of power assist units and brake system electrical and electronic circuits. The subjects covered allow for compliance with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. (CSU)

May be repeated one time.

**AUTO 45: SUSPENSION AND STEERING 2 Units**

Recommended for Success: Auto 2

Lecture: 1 hour

Laboratory: 3 hours

Operations of automotive suspension and steering systems, as well as inspection, diagnosis, part replacement, and alignment procedures. Four-wheel alignment and computerized alignment equipment are also covered. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. (CSU)

May be repeated one time.

**AUTO 55: AUTOMOTIVE ELECTRICAL I 4 Units**

*Recommended for Success: Auto 2*  
 Lecture: 2.5 hours  
 Laboratory: 4.5 hours  
 Fundamentals of electricity and electronics that apply to all automotive electrical and electronic systems. This course will cover electrical theory, lighting systems, and chassis electrical and electronic circuits. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. (CSU)  
 May be repeated one time.

**AUTO 56: AUTOMOTIVE ELECTRICAL II 2 Units**

*Recommended for Success: Auto 2 and Auto 55*  
 Lecture: 1 hour  
 Laboratory: 3 hours  
 Study of automotive starting and charging systems and related electrical and electronic controls. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. (CSU)

**AUTO 63: AIR CONDITIONING 3 Units**

Lecture: 2 hours  
 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. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. (CSU)  
 May be repeated one time.

**AUTO 70: PRACTICAL LABORATORY .5-2 Units**

Laboratory: 1.5-6 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 105.

**BIOLOGY**

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

*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 4 Units (CAN BIOL 4)**

*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 4 Units (CAN BIOL 6)**

*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 4 Units (CAN BIOL 10)**

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 24: GENERAL ECOLOGY 4 Units**

*Recommended for Success: Eng 1A and Math 101*  
 Lecture: 3 hours  
 Laboratory: 3 hours  
 Students will be introduced to environmental biology, which focuses on physiological, behavioral, and population ecology, and on linking ecological processes to evolution. Principles of evolution at the molecular, organismal, and population levels will be related to conservation issues affecting ecosystem management. The ecology component will cover basic principles and experimental approaches to solving ecological problems. Case studies in pollution issues, resource use, global warming, and ozone depletion will also be covered. (UC under review/CSU)  
 Field trips may be required.

**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 MOTHER LODE 1-1.5 Units**

Lecture: 1-1.5 hours  
 An introduction to the Mother Lode flora. A nontechnical approach to botanical traits will be used to learn common and scientific names of local wildflowers.  
 Offered for Credit/No Credit grading only.  
 Field trips are required.  
 May be repeated three times.

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

Lecture: 1 hour  
 Laboratory: 1.5 hours  
 Survey of mushrooms of the Mother Lode with emphasis on mushroom taxonomy, identification, and differentiation of common edibles from poisonous fungi, the ecology of fungi, including their habitat and role in various ecosystems, as well as their impact on civilizations.  
 Field trips will be required.  
 May be repeated two times.

**BIOL 179: FISHING AND FISHERY BIOLOGY 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 30 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 18: 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 19: COMMERCIAL LAW 3 Units**

*Recommended for Success: Busad 18*  
*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 ORGANIZATIONS 3 Units**

*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 70: SPECIAL TOPICS IN BUSINESS .5-3 Units**

*Lecture: .5-3 hours*

Instruction in a variety of special topics of business, for example: Entrepreneurship, Supervision, Leadership & Motivation, Training Employees, Budgeting, Conflict Resolution, Planning, Decision Making for Managers, Working with Difficult People. Courses will be presented in a workshop format and may include guest speakers.  
*Offered for Credit/No Credit grading only.*  
*May be repeated with different topics only.*

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

*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 BUSINESS AND COMMERCE 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 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 105.*

**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**

*Recommended for Success: Busad 161A*

*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 34 for Certificate Requirements*

**OFTEC 5: ELECTRONIC PRINTING CALCULATORS 1 Unit**

*Laboratory: 3 hours (Self-paced)*

Developing speed by touch on the 10 keypad. 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 WORD PROCESSING 2 Units**

*Recommended for Success: Oftec 100*

*Lecture: 2 hours*

Students receive instruction in a current word processing program 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 WORD PROCESSING 3 Units**

*Recommended for Success: Oftec 40*

*Lecture: 2 hours*

*Laboratory: 3 hours*

Students receive instruction in intermediate word processing features which will be applied to creating business documents. Areas of emphasis will include text columns, macros, styles, math, merge, repetitive documents, sort and select, and graphics. (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, ultrasound, CT scans, and MRI studies. (CSU)
- OFTEC 55: CARDIOLOGY 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, 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. 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 105.*
- 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  
 (CAN CHEM SEQ A = CHEM 1A + CHEM 1B)  
*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  
 (CAN CHEM SEQ A = CHEM 1A + CHEM 1B)  
*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 30 and 31 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 story-telling. 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, Toddler 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*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)

**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 105.***COMPUTER SCIENCE***See Page 31 for Certificate Requirements***CMPS 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 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)

**CMPS 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.***CMPS 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. (UC under review /CSU)

**CMPS 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. (UC under review/CSU)

**CMPS 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.**May be repeated one time.***CMPS 11: PRESENTATIONS USING COMPUTERS AND MULTIMEDIA** 1-2 Units*Prerequisite: Cmpsc 4 or equivalent**Lecture: 1-2 hours*

Use presentations software to prepare multimedia presentations. Combine text, graphics, video, and sound. Use the computer and multimedia projector to present information to an audience or to individuals using a PC. (CSU)

*May be repeated one time.***CMPS 13: HTML INTERNET MULTIMEDIA PRESENTATIONS** 1-2 Units*Recommended for Success: Cmpsc 4**Lecture: 1-2 hours*

Use HTML authoring tools and/or HTML home page software to prepare multimedia presentations to use with an Internet browser. Combine text, graphics, video, and sound. Enhance computer displays for an audience and prepare home page links for access over the Internet. (CSU)

*May be repeated one time.*

**CMpsc 15: JAVA PROGRAMMING 3 Units**

*Recommended for Success: Cmpsc 13*  
*Lecture: 2 hours*  
*Laboratory: 3 hours*

Learn the Java Programming language, an intranet/internet standard language. Topics include classes, objects, arrays, inheritance, interfaces, control flow, input/output, and standard utilities. Create some applications to be used on an intranet or on the Internet. (UC under review/CSU)

**CMpsc 22: PROGRAMMING CONCEPTS AND METHODOLOGY I 4 Units**

*(Formerly Cmpsc 20)*  
*Prerequisite: Math 104, or placement through the assessment process, 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, logic recursion, array and string processing, functions, structures, bit operations, pointers, interactive programming, and file input/output. (UC under review/CSU)

**CMpsc 24: PROGRAMMING CONCEPTS AND METHODOLOGY II 4 Units**

*(Formerly Cmpsc 26)*  
*Prerequisite: Cmpsc 22 or equivalent*  
*Recommended for Success: Math 101*  
*Lecture: 3 hours*  
*Laboratory: 3 hours*

Continuation of Programming Concepts and Methodology I, currently using C++ language. Topics include data abstraction, recursion, string processing, data structures (array, records, lists, stacks, queues) search/sort, pointers, dynamic data, linked lists, trees, and advanced language syntax. (UC under review/CSU)

**CMpsc 30: FINANCIAL WORKSHEETS ON COMPUTERS 3 Units**

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

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

**CMpsc 31: COMPUTERIZED ACCOUNTING (Peachtree) 2 Units**

*Recommended for Success: Busad 161A*  
*Lecture: 2 hours*

This course provides the student opportunities to set up and maintain an accounting system using application software, and is designed to provide the student with a review of financial accounting including payables, receivables, adjusting and closing entries and financial statements. (CSU)  
*May be repeated one time.*

**CMpsc 32: COMPUTERIZED ACCOUNTING (One Write Plus) 2 Units**

*Recommended for Success: Busad 161A*  
*Lecture: 2 hours*

This course provides the student opportunities to set up and maintain an accounting system using application software, and is designed to provide the student with a review of financial accounting including payables, receivables, adjusting and closing entries and financial statements. (CSU)  
*May be repeated one time.*

**CMpsc 33: COMPUTERIZED ACCOUNTING (Quicken) 2 Units**

*Recommended for Success: Busad 161A*  
*Lecture: 2 hours*

This course offers a simplified method of financial record keeping that provides the student the opportunity to set up and maintain a cash-basis, single entry bookkeeping system using commercial computer application software. (CSU)

**CMpsc 34: COMPUTERIZED ACCOUNTING (Dac Easy) 2 Units**

*Recommended for Success: Busad 161A*  
*Lecture: 2 hours*

This course provides the student opportunities to set up and maintain an accounting system using application software, and is designed to provide the student with a review of financial accounting including payables, receivables, adjusting and closing entries and financial statements. (CSU)  
*May be repeated one time.*

**CMpsc 35: COMPUTERIZED ACCOUNTING (Quickbooks) 2 Units**

*Recommended for Success: Busad 161A*  
*Lecture: 2 hours*

This course provides the student opportunities to set up and maintain an accounting system using application software, and is designed to provide the student with a review of financial accounting including payables, receivables, adjusting and closing entries and financial statements. (CSU)  
*May be repeated one time.*

**CMpsc 37: COMPUTERIZED ACCOUNTING (M.Y.O.B.) 2 Units**

*Recommended for Success: Busad 161A*  
*Lecture: 2 hours*

This course provides the student opportunities to set up and maintain an accounting system using application software, and is designed to provide the student with a review of financial accounting including payables, receivables, adjusting and closing entries and financial statements. (CSU)  
*May be repeated one time.*

**CMpsc 38: EXCEL SPREADSHEETS .5-1 Unit**

Instruction in spreadsheet applications on computers, using Excel 97 for Windows 95. Develop, plan, and build spreadsheets for business decisions. Use formatting, charting, and lists to customize desired output.  
*Offered for Credit/No Credit grading only.*

**CMpsc 40: ASSEMBLY LANGUAGE PROGRAMMING (CAN CSCI 10) 4 Units**

*Prerequisite: Cmpsc 22 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)

**CMpsc 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)

**CMpsc 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.*

**CMpsc 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.*

**CMpsc 60: INTRODUCTION TO GIS - ArcView\* 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 ArcView 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.*

**CMpsc 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.*

**CMpsc 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-View. 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.*

**CMpsc 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.*

**CMpsc 137: PAYROLL ACCOUNTING 3 Units**

*Lecture: 3 hours*  
 Introduction and practice in all payroll operations, the preparation of payroll registers, recording of payroll transactions, understanding of payroll laws, and preparation of required tax returns and reports.

**DRAFTING**

**DRAFT 50A: COMPUTER ASSISTED DRAFTING I 3 Units**

*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.*

**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 10: ENVIRONMENTAL GEOLOGY** 3 Units

*Lecture:* 3 hours

Students will be introduced to environmental geology, which includes the study of hazards associated with seismicity, mass wasting, flooding, coastal processes, and volcanism. Resource and pollution issues will be discussed in the context of population pressures. Global warming and ozone depletion/hole are also covered. Students will learn to conduct geologic research and will work collaboratively with peers inquiring about geo-environmental issues. (UC under review/CSU)

**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

*Prerequisite:* ESC 40 or equivalent

*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.

**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 (CAN ECON 2)** 4 Units

*Lecture:* 4 hours

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

**ECON 11: PRINCIPLES OF ECONOMICS (CAN ECON 4)** 4 Units

*Lecture:* 4 hours

Micro-economics. The corporation: analysis of costs, theory of production, pricing factor inputs including wages, rent, and interest; the social implications of various market structures; special economic problems. (UC/CSU)

**EMERGENCY MEDICAL SERVICES**

*See Page 31 for Certificate Requirements*

**EMS 4: EMERGENCY MEDICAL TECHNICIAN TRAINING** 6 Units

*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 reacquaint themselves with the equipment, systems and skills used in emergency medical situations. (CSU)

**EMS 11: PREPARAMEDIC 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 105.***EMS 157: FIRST RESPONDER AND CPR 1.5 Units***Lecture: 1.5 hours**or**Lecture: 1 hour**Laboratory: 1.5 hours*

A basic course for the volunteer firefighter who is on a first-responder unit assigned medical responses in the rural setting. Stresses continuity of care through the approach to the patients and prioritizing of their injuries/illnesses where advanced life support response is delayed.

*Offered for Credit/No Credit grading only***ENGLISH***(Note: Please see Schedule of Classes for English as a Second Language, English 305, a non-credit course)***ENG 1A: READING AND COMPOSITION: Beginning (CAN ENGL 2) 3 Units***Prerequisite: Eng 151, or placement through the assessment process, 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: Advanced (CAN ENGL 4) 3 Units***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 1A 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 1: 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 to 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 206: ENGLISH AS A SECOND LANGUAGE - ADVANCED 3 Units**

*Lecture: 3 hours*  
This course will prepare the non-native speaker of English for regular college courses. It will involve reading, writing, listening and speaking with emphasis on reading various college-level materials and writing essays with additional preparation for success on the TOEFL.  
*May be repeated three times.*

**ENG 249: WRITING SKILLS WORKSHOP 1 Unit**  
*Co-requisite: Concurrent enrollment in Eng 151 or Eng 250*

*Lecture: 1 hour*  
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**

*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 31 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 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.*  
*\*Credit may be earned for either Fire 10 or SAR 10, but not both.*

**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 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.*  
*\*Credit may be earned for either Fire 50 or SAR 50, but not both.*

**FIRE 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.*  
*\*Credit may be earned for either Fire 51 or SAR 51, but not both.*

**FIRE 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.*  
*\*Credit may be earned for either Fire 56 or SAR 56, but not both.*

**FIRE 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.*  
*\*Credit may be earned for either Fire 58 or SAR 58, but not both.*

**FIRE 59: RESCUE SYSTEMS I: 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.*  
*\*Credit may be earned for either Fire 59 or SAR 59, but not both.*

**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 105.*

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

*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 102: FIREFIGHTER I INTERNSHIP 4 Units**

*Prerequisite: Fire 101 or equivalent*  
*300 hours supervised employment equals 4 units of credit*  
Provides eligible Fire Technology students an opportunity to complete the requirements for the California Firefighter I certification through supervised employment in the fire service.  
*Offered for Credit/No Credit grading only. May be repeated two times.*

**FIRE 103: FIREFIGHTER ACADEMY II 7 Units**

*Prerequisite: California Firefighter I certification*  
*Lecture: 7 hours*  
Prepares firefighters to perform essential and advanced emergency scene operations with minimal supervision. Includes safety, rescue operations, use and maintenance of tools and equipment, fire prevention and investigation.  
*Field trips may be required. May be repeated one time.*

**FIRE 104: FIREFIGHTER II INTERNSHIP 4 Units**

*Prerequisite: Fire 103 or equivalent*  
*300 hours of supervised employment equals 4 units of credit.*  
Provides eligible Fire Technology students an opportunity to complete the requirements for the California Firefighter II certification through supervised employment in the fire service.  
*Offered for Credit/No Credit grading only. May be repeated three times.*

**FIRE 106: HAZARDOUS MATERIALS FIRST RESPONDER "OPERATIONAL" 1 Unit**

*Prerequisite: Fire 1 or equivalent*

*Lecture: 1 hour*

Meets requirements of CAL-OSHA for training of emergency responders to hazardous materials incidents. Includes awareness and recognition of potential hazards, and procedures to insure safety of emergency personnel, the public and the environment. (CSU)

*Offered for Credit/No Credit grading only.*

**FIRE 108: CONFINED SPACE AWARENESS .5 Unit**

*Prerequisite: Fire 101 or Volunteer Firefighter Certification or equivalent*

Prepares students to safely conduct rescue operations in confined spaces. Meets the requirements of CAL-OSHA Title 8 for "Confined Space Awareness Level" training.

*Field trips may be required.*

*Offered for Credit /No Credit grading only.*

**FIRE 109: HAZARDOUS MATERIALS FIRST RESPONDER "OPERATIONAL" REFRESHER .5 Unit**

*Prerequisite: Fire 106 or equivalent*

*Lecture: .5 hours*

Review of safety issues and changes in placarding and labeling. Required annual update by CAL-OSHA.

*Offered for Credit/No Credit grading only.*

*May be repeated three times.*

**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: 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 32 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 - ArcView\* 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 ArcView 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-View. 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 15: 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 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 3: INTRODUCTION TO KINESIOLOGY 3 Units***Prerequisite: Biology 10 or equivalent**Lecture: 3 hours*

This course will provide the student with understanding of normal human movement with an introduction to common movement deviations as a result of pathological processes. (UC under review/CSU)

**H-HP 4: CARE AND PREVENTION OF ATHLETIC INJURIES 3 Units***Recommended for Success: Biol 10**Lecture: 2.5 hours**Laboratory: 1.5 hours*

This course will provide the student with an introduction to the basic theories of prevention, assessment, care, and rehabilitation of athletic injuries. (UC under review/CSU)

*May be repeated one time.***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 3 Units***Lecture: 2 hours**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: 1-2 Units**  
**Dance Emphasis**

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: 2 Units**  
**Advanced Theory and Practice**

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 43: INTRODUCITON TO SAILING 2 Units**

Prerequisite: Certified ability to swim fifty yards or tread water for 5 minutes, verified by WSI/Lifeguard  
Lecture: 1 hour  
Activity: 3 hours  
The course introduces the student to the fundamentals of sailing through dockside/classroom lectures and hands-on experience in sailboats. Points of sail, basic terminology, tacking, jibing, theory and safety are stressed. (UC\* under review/CSU)  
Field trips may be required.  
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 48: CO-ED SOFTBALL .5-1.5 Units**

Activity: 1.5-4.5 hours  
Discussion and practical application of rules, strategy, fielding, throwing, base running, team offense and defense in the sport of softball. (UC\* under review/CSU)  
May be repeated three times.

**H-HP 50A: TENNIS I .5-1.5 Units**

Activity: 1.5-4.5 hours  
Instruction and practice in fundamentals of Eastern grip tennis. Emphasis on development of sound ground strokes, serve, and volley. Includes rules, scoring, and game play in both singles and doubles tennis. (UC\*/CSU)  
May be repeated one time.

**H-HP 50B: TENNIS II .5-1.5 Units**

Prerequisite: H-HP 50A 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 57: MECHANICS OF MUSCULAR .5-1.5 Units**  
**FITNESS**

Activity: 1.5-4.5 hours  
The active application of mechanical and anatomical principles designed to develop muscular strength and endurance using free weights, resistance bands, and toning exercises. (UC\* under review/CSU)  
May be repeated three times.

**H-HP 60: HEALTH AND FITNESS 3 Units**  
**EDUCATION**

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 2 Units**  
**EDUCATION**

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 2 Units**  
**(Men's Rules)**

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 (CO-ED) 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 three times.

**H-HP 88: VARSITY GOLF (CO-ED) 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 .5 Unit**  
**RESUSCITATION**

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 1-4 Units**  
**HEALTH OCCUPATIONS**

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 105.

**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 United States History, Constitution and American Ideals.)*

**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 United States History, Constitution and American Ideals.)*

**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 LODGE 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 32 and 33 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 105.*

**HPMGT 102: INTRODUCTION TO HOSPITALITY CAREERS AND HUMAN RELATIONS 1.5 Units**

*Lecture: 1.5 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.  
*May be repeated one time.*

**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.  
*May be repeated one time.*

**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.  
*May be repeated one time.*

**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.  
*May be repeated one time.*

**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.  
*May be repeated one time.*

**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 20 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 104, or placement through the assessment process, 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 (CAN MATH 2)***Prerequisite: Math 104, or placement through the assessment process, 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 104, or placement through the assessment process, 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 104, or placement through the assessment process, 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 (CAN MATH 12)***Prerequisite: Math 104, or placement through the assessment process, 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 4 Units (CAN MATH 16)***Prerequisite: Math 104, or placement through the assessment process, or equivalent**Recommended for Success: Math 8**Lecture: 5 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 4 Units (CAN MATH 18)***Prerequisite: Math 16, or Math 8 and Math 10, or placement through the assessment process, or equivalent**Lecture: 5 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 4 Units (CAN MATH 20)***Prerequisite: Math 18A or equivalent**Lecture: 5 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 4 Units (CAN MATH 22)***Prerequisite: Math 18B or equivalent**Lecture: 5 hours*

Vectors and solid analytic geometry, vector-valued functions, partial differentiation, multiple integrals, vector fields, and topics in vector calculus. *Satisfies high school math deficiency for UC admission.* (UC\*/CSU)

**MATH 100A: ALGEBRA I: FUNDAMENTALS 3 Units First Half***Prerequisite: Math 202 or Skldv 202, or placement through the assessment process, 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 3 Units Second Half***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 placement through the assessment process, 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 104: ALGEBRA II: MODELING 6 Units**

*Prerequisite:* Math 100B, Math 101, or placement through the assessment process, 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 165: REVIEW ALGEBRA 3 Units**

*(Formerly Skldv 165)*

*Prerequisite:* Math 101, or placement through the assessment process, or equivalent

*Lecture:* 3 hours

Designed for the student who has successfully completed a course in beginning algebra and wants to review introduction to algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; and applications of algebra in a variety of contexts.

*May be repeated one time.*

**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.

*\*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 placement through the assessment process, 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.

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

**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, nonharmonic 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**

*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**

*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**

*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**

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 33 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. (UC under review/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. 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 105.*

**NATURAL RESOURCES TECHNOLOGY**

*See Page 33 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**

**PHYCS 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)

**PHYCS 5A: GENERAL PHYSICS I** 5 Units (CAN PHYS 8)

*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)

**PHYCS 5B: GENERAL PHYSICS II** 5 Units (CAN PHYS 12)

*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 United States History, Constitution and American Ideals.)*

**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. 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** 3 Units (CAN PSY 2)

*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

*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

*Recommended for Success: Psych 1*  
*Lecture: 3 hours*  
 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/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.*

**PSYCH 35: INTRODUCTION TO DRUGS AND BEHAVIOR** 3 Units

*Prerequisite: Psych 1 or equivalent*  
*Lecture: 3 hours*  
 An introduction to how drugs affect behavior. Instruction in basic pharmacology and neurophysiology as it relates to drug self-administration and resultant altering of behavior. Overview of the history, concepts and theory of drug use. Includes discussion of issues related to drug use such as drug abuse as a disease or disorder, and drug use for specific purposes such as enhancing sports performance. Designed for students who do not possess a technical background. (UC under review/CSU)

**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. 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.  
\*Credit may be earned for either SAR 10 or Fire 10, but not both.

**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 Marshal's Office in Low Angle Rope Rescue.  
Offered for Credit/No Credit grading only.  
May be repeated three times.  
\*Credit may be earned for either SAR 50 or Fire 50, but not both.

**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.  
\*Credit may be earned for either SAR 51 or Fire 51, but not both.

**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.  
\*Credit may be earned for either SAR 56 or Fire 56, but not both.

**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.  
\*Credit may be earned for either SAR 58 or Fire 58, but not both.

**SAR 59: RESCUE SYSTEMS I: 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.  
\*Credit may be earned for either SAR 59 or Fire 59, but not both.

**SAR 70: SPECIAL TOPICS IN SEARCH AND RESCUE .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. 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 .5 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.

\*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 placement through the assessment process, 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.

\*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 270: BASIC ENGLISH SKILLS 2.5 Unit**

*Lecture:* 2 hours

*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 250 (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 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 33 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 (CAN SOC 4) 3 Units**

*Lecture:* 3 hours

Social concerns, such as family disorganization, religious conflicts, educational irregularities, poverty, physical and mental health care, political issues, crime and justice, violence and aggression, drug issues, and environmental problems will be studied from the social institutions and social deviance perspectives. (UC/CSU)

**SOCIO 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. 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 105.*

**SPANISH**

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

*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 5 Units (CAN SPAN 4)**

*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 5 Units (CAN SPAN 8)**

*Prerequisite: Span 1B or equivalent*

*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 5 Units (CAN SPAN 10)**

*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: 3 Units**  
**Beginning**

*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: 3 Units**  
**Intermediate**

*Prerequisite:* Span 10B or equivalent  
*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: 3 Units**  
**Intermediate**

*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 3 Units**  
**(CAN SPCH 4)**

*Lecture:* 3 hours  
Principles of oral communication; speech composition and techniques of presenting informal and formal speeches. Emphasis given to organization, delivery, critical thinking, and evaluative listening. (UC/CSU)

**SPCH 2: ARGUMENTATION 3 Units**  
**(CAN SPCH 6)**

*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**

**T-AID 97: WORK EXPERIENCE AS A 1-4 Units**  
**TEACHER AIDE**

*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 105.*

**WELDING TECHNOLOGY**

**WLDC 1: INTRODUCTION TO WELDING 3 Units**

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

**WLDC 3: ADVANCED ARC WELDING 3 Units**  
**TECHNIQUES**

*Prerequisite:* Wldc 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)

**WLDC 60: PRACTICAL LABORATORY 1 Unit**

*Prerequisite:* Wldc 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 1-8 Units**  
**EXPERIENCE (ALTERNATE TERM PLAN)**

*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 1-4 Units**  
**EXPERIENCE (PARALLEL PLAN)**

*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	1998-1999		1999-2000	
	FALL	SPR.	FALL	SPR.
<b>ANTHROPOLOGY</b>				
1 Physical Anthropology	yes	no	yes	no
2 Cultural Anthropology	yes	yes	yes	yes
3 Current Issues	no	no	no	no
15 Native People North America	no	no	yes	no
<b>ART</b>				
1 Basic Freehand Drawing	yes	no	no	no
2 Basic Color and Design	no	no	yes	no
9A Life Drawing: Beginning	yes	yes	yes	yes
11 Hist. of Art: Anc. & Med.	yes	yes	yes	yes
12 Hist. of Art: Ren. Bar. & Mod.	yes	yes	yes	yes
13 Art of Africa, Asia, Americas	no	no	no	no
21A Painting: Beginning	yes	yes	yes	yes
23A Watercolor: Beginning	no	no	no	yes
31 Ceramics: Introductory	yes	yes	yes	yes
40 Photography: Beginning	yes	yes	yes	yes
41 Photography: Intermediate	no	yes	no	no
42 Color Photography	no	no	yes	no
48 Special Topics in Photography	no	no	no	yes
71 Intro to Ceramic Sculpture	yes	yes	yes	yes
<b>AUTOMOTIVE TECHNOLOGY</b>				
2 Introduction to Auto. Tech.	yes	no	yes	no
14 Engine Repair	yes	no	yes	no
21 Engine Performance I	no	yes	no	yes
22 Engine Performance II	no	yes	no	yes
31 Manual Power Trains/Axles	yes	no	yes	no
37 Transmissions/Transaxles	no	yes	no	no
40 Automotive Braking I	yes	no	yes	no
41 Automotive Braking II	yes	no	yes	no
45 Suspension/Steering	yes	no	yes	no
55 Automotive Electrical I	no	yes	no	yes
56 Automotive Electrical II	no	yes	no	yes
63 Air Conditioning	no	yes	no	yes
70 Practical Laboratory	no	yes	no	yes
97 Work Experience	yes	yes	yes	yes
<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
24 General Ecology	no	yes	no	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	yes	no	no	no

COURSE	1998-1999		1999-2000	
	FALL	SPR.	FALL	SPR.
<b>BUSINESS ADMINISTRATION</b>				
1A Principles of Accounting	yes	no	yes	no
1B Principles of Accounting	no	yes	no	yes
18 Commercial Law	yes	no	yes	no
19 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	yes	no	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	yes	no	yes
<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 Excerpt. Needs Children	no	no	no	yes
22 Child, Family, Community	yes	yes	yes	yes
25 Infant/Toddler Care	yes	no	no	no
27 School Age Children	no	no	yes	no
28 Books for Young Children	no	yes	no	no
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
4 Windows 95 Essentials	yes	yes	yes	yes
7 Novell Network Management	yes	no	yes	no
9 UNIX Operations	no	yes	no	yes
11 Presentations Using Computers/Multimedia	yes	no	yes	no
22 Programming Concepts I	no	yes	no	yes
24 Programming Concepts II	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
37 Comput. Acct. (M.Y.O.B.)	yes	yes	yes	yes
40 Assembly Language Prog.	no	yes	no	no
55 Data Base Management	no	yes	no	yes
60 Intro to GIS- Arc View	yes	no	yes	no
65 GIS Applications	no	yes	no	yes
70 Intro to Raster-Based GIS Systems	yes	no	yes	no

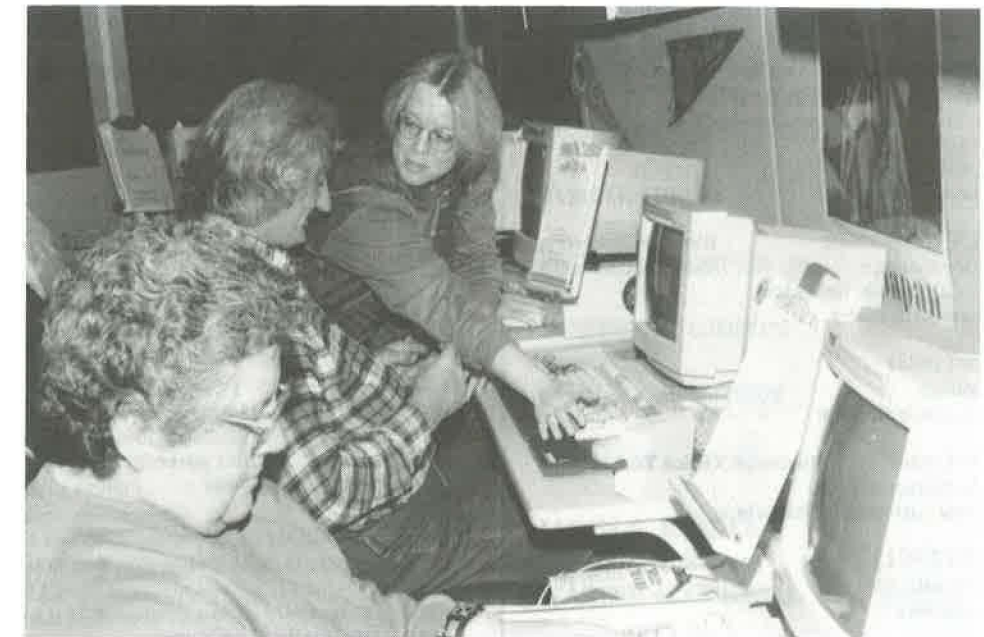
COURSE	1998-1999		1999-2000	
	FALL	SPR.	FALL	SPR.
<b>COMPUTER SCIENCE (continued)</b>				
75 GIS Applications in Resource Management	no	yes	no	no
137 Payroll Accounting	yes	no	yes	no
<b>DRAFTING</b>				
50A Computer Assisted Draft. I	yes	yes	yes	yes
<b>DRAMA</b>				
10 Intro to the Theatre	yes	no	yes	no
20 Oral Expressions & Interpret.	yes	yes	yes	yes
22 Intro to Reader's Theatre	yes	no	yes	no
42 Acting Fundamentals	no	no	no	no
43 Acting/Directing	no	no	no	no
44 Advanced Acting Projects	no	no	no	no
45 Improvisation	yes	no	yes	no
50 Musical Theatre Workshop	no	no	no	no
56 Tech. Theatre Lab	no	no	no	no
<b>EARTH SCIENCE</b>				
5 Physical Geology	yes	yes	yes	yes
10 Environmental Geology	no	yes	no	yes
25 Geology of the National Parks	yes	no	no	no
30 Global Tectonic Geology	yes	no	yes	no
35 Field Geology	yes	yes	yes	yes
40 Descriptive Astronomy	yes	no	yes	no
45 Astronomy Lab	no	no	no	no
<b>ECONOMICS</b>				
10 Principles of Economics	yes	no	yes	no
11 Principles of Economics	no	yes	no	yes
<b>EMERGENCY MEDICAL SERVICES</b>				
4 Emer. Medical Tech. Training	yes	yes	yes	yes
13 Advanced First Aid/Emergency Care	yes	no	yes	no
20 Basic Cardiology/Cardiac Dysrhythmias	yes	no	yes	no
<b>ENGLISH</b>				
1A Reading & Comp.: Beginning	yes	yes	yes	yes
1B Reading & Comp.: Advanced	yes	yes	yes	yes
1C Critical Reasoning & Writing	yes	yes	yes	yes
10 Creative Writing	yes	yes	yes	yes
11 Film Appreciation	yes	yes	yes	yes
17 American Literature	no	no	no	no
18 American Literature	yes	yes	yes	no
46 Survey of English Literature	no	no	yes	no
47 Survey of English Literature	no	no	no	yes
49 California Literature	yes	no	no	no
50 Introduction to Shakespeare	no	yes	no	no
151 College Reading & Comp.	yes	yes	yes	yes
<b>FIRE TECHNOLOGY</b>				
1 Fire Protection Organization	yes	yes	yes	yes
2 Fire Prevention Tech.	yes	no	no	no
3 Fire Protection Equipment	no	yes	no	no
4 Building Construction for Fire Protection	no	no	yes	no
5 Fire Behavior & Combustion	no	no	no	yes
7 Wildland Fire Control	no	yes	no	yes
29A Driver/Operator Training 1A	yes	no	yes	no
29B Driver/Operator Training 1B	no	yes	no	yes
97 Work Experience	yes	yes	yes	yes
101 Firefighter Academy I	yes	yes	yes	yes
106 Hazardous Materials	yes	yes	yes	yes
108 Confined Space Awareness	yes	yes	yes	yes

COURSE	1998-1999		1999-2000	
	FALL	SPR.	FALL	SPR.
<b>FOREIGN LANGUAGE (see Spanish)</b>				
<b>FORESTRY</b>				
1 Intro. to Professional Forestry	yes	no	yes	no
10 Dendrology	yes	no	yes	no
<b>FORESTRY TECHNOLOGY</b>				
153 Forest Surveying Techniques	no	yes	no	yes
162 Applied Forest Inventory/Management	yes	no	yes	no
<b>GEOGRAPHY</b>				
12 Cultural Geography	yes	yes	yes	yes
15 Physical Geography	yes	yes	yes	yes
18 World Regional Geography	no	yes	no	no
<b>GUIDANCE</b>				
1 Career/Life Planning	yes	yes	yes	yes
7 College and Life Success	yes	yes	yes	yes
10A Intro to Helping Skills	no	no	no	yes
10B Inter Helping Skills	no	no	no	yes
<b>HEALTH AND HUMAN PERFORMANCE</b>				
6A Lifetime Fitness Program I	yes	yes	yes	yes
20 Dance Survey	no	yes	no	yes
21 Ballet	no	no	no	no
23A Contemporary Dance I	no	yes	no	yes
25A Jazz Dance I	yes	no	yes	no
27 Choreography	yes	no	no	no
28 Dance Production	no	yes	no	no
29 Theatre Production: Dance Emphasis	no	no	no	no
60 Health & Fitness Education	yes	yes	yes	yes
62 Safety & 1st Aid Education	no	yes	no	yes
65 Stress Management	no	yes	no	yes
<b>HISTORY</b>				
13 World Civilizations: to 1650	yes	no	yes	no
14 World Civ.: 1650 to Present	no	yes	no	yes
16 United States: to 1877	yes	yes	yes	yes
17 United States: 1877 to Present	yes	yes	yes	yes
20 African-American History	no	yes	no	no
55 The American Frontier	no	no	no	no
<b>HOSPITALITY MANAGEMENT</b>				
97 Work Experience	yes	yes	yes	yes
102 Careers & Human Relations	yes	yes	yes	yes
104 Hospitality Laws & Reg.	yes	yes	yes	yes
112 Front Off. Mgmt./Catering	no	no	no	no
114 Intro. to Maint. & House.	no	no	no	no
120 Safety & Sanitation	yes	yes	yes	yes
122 Restaurant Math	yes	yes	yes	yes
126 Nutrition for Chefs	yes	yes	yes	yes
128 Kitchen Management	yes	yes	yes	yes
133A Intro. to Comm. Food Prep.	yes	yes	yes	yes
133B Commercial Food Preparation	yes	yes	yes	yes
134 Commercial Baking: Beg.	yes	yes	yes	yes
135 Commercial Baking: Adv.	yes	yes	yes	yes
136 Dining Room Ser. & Mgmt.	yes	yes	yes	yes
140A Contemporary Cuisine: Intro.	yes	yes	yes	yes
140B Contemporary Cuisine: Adv.	yes	yes	yes	yes
141 Restaurant Desserts	yes	yes	yes	yes
142 Garde Manger	yes	yes	yes	yes
146 Dining Room Ser. & Mgmt.	yes	yes	yes	yes
147 Beverage Management	yes	yes	yes	yes
148 Intro to Wines	yes	no	yes	no
152 Restaurant Planning	no	yes	no	yes
160 Intro to Travel-Tourism	no	no	no	no

COURSE	1998-1999		1999-2000	
	FALL	SPR.	FALL	SPR.
<b>HUMANITIES</b>				
1 Old World Culture	yes	no	yes	no
2 Modern Culture	no	yes	no	yes
3 World Culture	no	yes	no	yes
<b>JOURNALISM</b>				
1 Intro to Journalism	no	no	no	no
<b>MATHEMATICS</b>				
2 Elements of Statistics	yes	yes	yes	yes
6 Math for Liberal Arts Students	yes	yes	yes	yes
8 Trigonometry	yes	yes	yes	yes
10 College Algebra	yes	no	no	no
12 Finite Mathematics	no	no	yes	no
16 Precalculus	no	yes	no	yes
18A Calculus I	yes	no	yes	no
18B Calculus II	no	yes	no	yes
18C Calculus III	no	no	no	no
100B Beginning Algebra: 2nd Half	no	yes	no	yes
101 Algebra I	yes	yes	yes	yes
104 Algebra II	yes	yes	yes	yes
<b>MUSIC</b>				
2 Introduction to Music	yes	yes	yes	yes
4A Elementary Musicianship	yes	no	yes	no
4B Elementary Musicianship	no	yes	no	yes
5A Intermediate Musicianship	no	no	no	no
5B Intermediate Musicianship	no	no	no	no
10 Survey of Music History and Literature: Ancient to 1750	yes	no	yes	no
11 Survey of Music History and Literature: 1750 to present	no	yes	no	yes
12 Survey of Jazz/Popular Music	yes	yes	yes	yes
20A Elementary Music Theory	yes	no	yes	no
20B Elementary Music Theory	no	yes	no	yes
21A Intermediate Music Theory	no	no	no	no
21B Intermediate Music Theory	no	no	no	no
36 Elementary Voice	yes	yes	yes	yes
37 Elementary Voice	yes	no	no	no
38 Intermediate Voice	no	no	no	no
39 Intermediate Voice	no	no	no	no
41B Intermediate Piano	no	no	no	no
50-56 Applied Music Series	yes	yes	yes	yes
60 Choir	yes	yes	yes	yes
64 Jazz Choir	yes	yes	yes	yes
66 Community Chorus	yes	yes	yes	yes
69 Madrigal Ensemble	no	no	yes	no
70 College Band	yes	yes	yes	yes
72 Jazz Ensemble	yes	yes	yes	yes
76 Community Orchestra	yes	yes	yes	yes
<b>NATURAL RESOURCES</b>				
1 Environmental Conservation	yes	yes	yes	yes
9 Parks and Forests Law Enforcement	no	no	no	yes
22 Ecology/Use of Fire	yes	no	no	no
30 Intro to Watershed Mgmt.	no	yes	no	yes
50 Natural History & Ecology	no	yes	no	yes
<b>NATURAL RESOURCES TECHNOLOGY</b>				
155 Interpretive Guided Tours	no	no	no	yes
160 Aerial Photography and Map Interpretation	yes	no	yes	no
181 California Wildlife	no	yes	no	yes

COURSE	1998-1999		1999-2000		
	FALL	SPR.	FALL	SPR.	
<b>OFFICE TECHNOLOGY</b>					
5	Elec. Printing Calculators	yes	yes	yes	yes
20	Machine Transcription	yes	yes	yes	yes
25	Business Communications	no	yes	no	yes
31	Office Procedures & Tech.	no	no	no	yes
40	Beginning Word Processing	yes	yes	yes	yes
41	Intermed. Word Processing	yes	yes	yes	yes
42	Desktop Publishing	no	no	no	no
50	Medical Terminology	yes	no	yes	no
52	Medical Insurance	no	no	no	yes
53A	Beg. Medical Transcription	yes	yes	yes	yes
53B	Beg. Medical Transcription	yes	yes	yes	yes
54	Radiology Transcription	yes	yes	yes	yes
55	Cardiology Transcription	yes	yes	yes	yes
56	Orthopedic Transcription	yes	yes	yes	yes
57	Gastroenterology Transcript.	yes	yes	yes	yes
58	Pathology Transcription	yes	yes	yes	yes
60	Legal Transcription/Term.	yes	yes	yes	yes
97	Work Experience in Oftec	yes	yes	yes	yes
100	Keyboarding	yes	yes	yes	yes
110	Keyboarding II	yes	yes	yes	yes
120	Keyboarding III	yes	yes	yes	yes
130	Business English	yes	no	yes	no
<b>PHILOSOPHY</b>					
1	Introduction to Philosophy	yes	yes	yes	yes
25	20th Century Philosophy	no	yes	no	yes
<b>PHYSICS</b>					
1	Conceptual Physics	yes	yes	yes	yes
5A	General Physics I	yes	no	yes	no
5B	General Physics II	no	yes	no	yes
<b>POLITICAL SCIENCE</b>					
10	Constitutional Government	yes	yes	yes	yes
12	American Political Thought	no	yes	no	no
14	International Relations	no	no	no	yes
<b>PSYCHOLOGY</b>					
1	General Psychology	yes	yes	yes	yes
2	Current Issues in Psychology	no	yes	no	yes
5	Human Sexual Behavior	yes	yes	yes	yes
10	Lifespan Human Development	no	yes	no	no
30	Personal & Social Adjustment	yes	yes	yes	yes
<b>SEARCH &amp; RESCUE</b>					
50	Low Angle Rope Rescue	yes	yes	yes	yes
<b>SOCIOLOGY</b>					
1	Introduction to Sociology	yes	yes	yes	yes
2	American Society: Soc. Prob.	no	yes	no	yes
5	Ethnicity/Ethnic Relations	yes	no	no	no
12	Sociology of the Family	yes	no	no	no
28	Death and Dying	no	yes	no	yes
97	Work Experience	yes	yes	yes	yes
<b>SPANISH</b>					
1A	Spanish: Beginning	yes	no	yes	no
1B	Spanish: Beginning	no	yes	no	yes
2A	Spanish: Intermediate	yes	no	yes	no
2B	Spanish: Intermediate	no	yes	no	yes
<b>SPEECH</b>					
1	Fundamentals of Speech	yes	yes	yes	yes
2	Argumentation	yes	yes	yes	yes

# 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,  
A.B., M.A., Stanford University Philosophy, Political Science

**ERIK ANDAL (1997)** Automotive Technology  
A.A., San Joaquin Delta College

**JOSHUA E. BIGELOW (1981)** Health & Human  
A.A., Columbia College Performance  
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,  
A.A., Modesto Junior College Natural Resources  
B.S., University of California, Berkeley  
M.S., Humboldt State University

**JOHN R. CARTER (1984)** Music  
B.M., Chapman College  
M.M., Westminster Choir College

**JANET M. CARTY (1984)** Business, Office Technology  
B.A., San Jose State University  
M.A., California State University, Stanislaus

**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,  
A.A., Modesto Junior College Political Science  
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

**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  
B.S., M.S., Oklahoma State University Student Services

**DOUGLAS E. KOTAREK (1974)** Business, Economics  
B.S., M.B.A., Northern Illinois University

**MARYL LANDESS (1992)** Mathematics  
B.S., M.A., University of California, Davis

**RAYMOND D. LIEDLICH (1981)** English, Speech  
B.S., Bowling Green State University  
M.A., California State University, Los Angeles

**PAUL W. LOCKMAN (1981)** Director, Counselor, EOPS &  
A.A., Fresno City College Disabled Student Programs  
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,  
B.A., California State University, San Francisco Transfer  
Center  
M.Ed., University of San Francisco  
M.A., University of La Verne Coordinator

**MORGAN McBRIDE (1991)** Health & Human Performance,  
B.A., California State University, Stanislaus Volleyball Coach  
M.Ed., Azusa Pacific University

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

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

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

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

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

**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 English, Speech  
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,  
B.A., University of California, Santa Barbara Library Services  
M.L.S., University of California, Los Angeles and I.M.C.

**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

**ANDREW VASHER (1998)** Health & Human  
B.S., Northern Arizona University Performance  
M.S., United States Sports Academy Basketball Coach

**CANDACE L. WILLIAMSON (1979)** Dean of  
B.A., M.A., Humboldt State University Instructional  
Services (Interim)

**DAVID I. WILLSON (1975)** Vice President 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,  
A.S., City College of San Francisco Hospitality Management

**DIANE WRIGHT (1998)** Computer Information  
A.A., Fullerton College Systems  
B.A., M.B.A., California State University, Fullerton

### 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/  
Cafeteria

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

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

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

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

**LONNIE BLANSIT** (1997) Laboratory Coordinator,  
Computer Science

**CASEY BONAVIA** (1989) Laboratory Assistant, Mathematics

**FRANCES BORICCHIO** (1991) Technician,  
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

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

**EILEEN CUPIT** (1996) Custodian

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

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

**GREG ELAM** (1997) Lead Campus Security Officer

**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

**FREDERICK GROLLE** (1989) Electronics Engineer

**CHRIS HAZER** (1998) Grounds Maintenance Specialist

**MIKE HERNANDEZ** (1998) Campus Security Officer

**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

**CASS LARKIN** (1998) Job Placement/CalWorks  
Coordinator

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

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

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

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

**KATHI MAXWELL** (1998) Executive Secretary for  
Vice President for Student Services (Interim)

**CONNIE MICAL** (1991) Interim Director,  
Administrative/Accounting 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

**CHARLES RICE** (1997) Laboratory Assistant  
Hospitality Management

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

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

**STEVEN SHIVELY** (1987) Skilled Maintenance Specialist

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

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

**ADRIENNE THOMPSON** (1998) Site Supervisor,  
Toddler Center

**CAROL A. VAUGHN** (1974) Secretary  
Instructional Materials Center

**RINNÉ WEST** (1990) Technician, 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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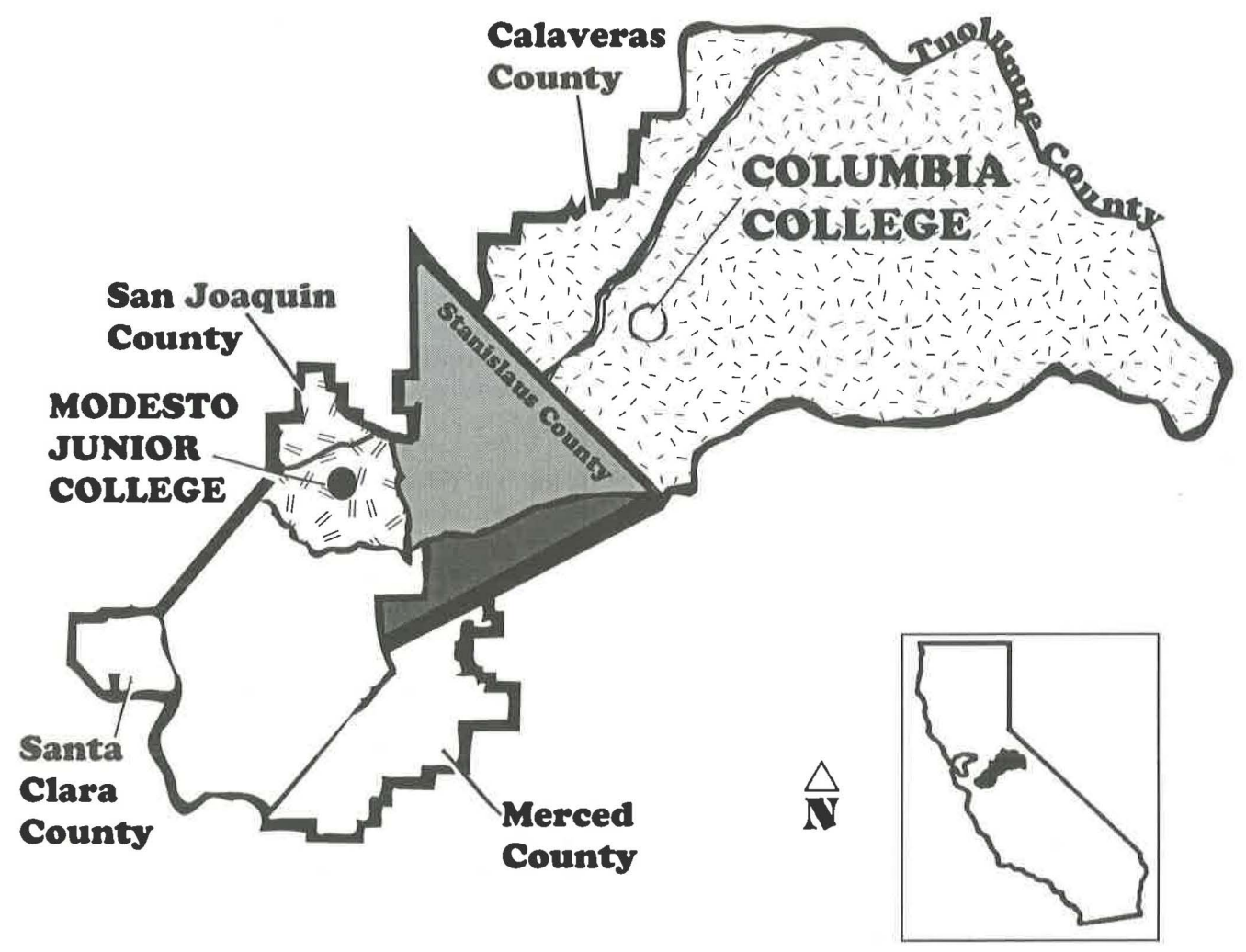
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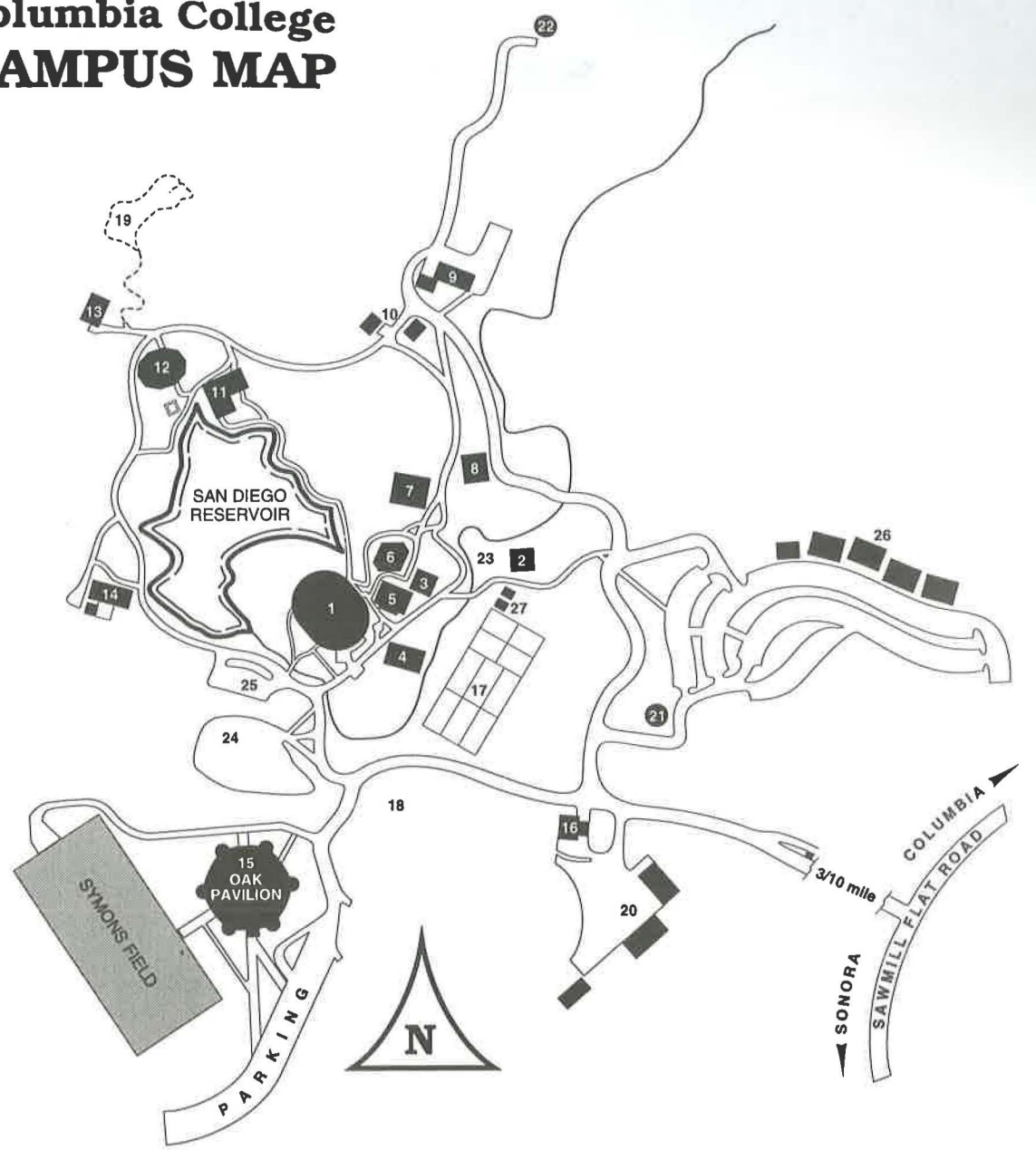
**Y**

Yosemite Community College District Map 116



-  **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/Toddler Centers) | 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) Start Point, 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) Handicapped 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             | 27) Security Office                                 |

\* Restrooms in building    \*\* Handicapped restrooms    ☎ Emergency Telephone

**Notes:**

**Notes:**

**Notes:**

**COLUMBIA COLLEGE**  
Admissions & Records  
11600 Columbia College Dr.  
Sonora, CA 95370



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