

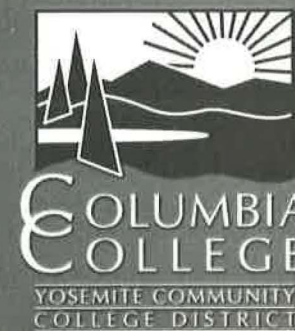
\$4.00

COLUMBIA COLLEGE

2 0 0 5 - 0 6 C A T A L O G



**Catch
the Excitement
of
Higher Education!**



**COLUMBIA
COLLEGE
2005-06
CATALOG**

Small College. Big Opportunities.

11600 Columbia College Drive
Sonora, California 95370 • 209.588.5100

Visit Our Website: www.gocolumbia.org

Campus Phone Directory

All phone numbers are in the 209 area code except as noted.

A

Academic Achievement Center 588.5088
 Academic Senate Office 588.5223
 Admissions & Records 588.5231
 Advanced Technology:
 Training Center (ATTC) 532-2953
 Computer Lab 588.0981
 Art Department 588.5150
 Assessment Office 588.5234
 Automotive Technology 588.5159

B

Bakery Lab 588.5301
 Biology Lab 588.5157
 Bookstore (See *Manzanita Bookstore*)
 Buckeye Building Lab 588.5168
 Business Office 588.5114

C

Calaveras Center 736.5940
 CalWORKs/Jobs Now! 588.5148
 Career & Transfer Center 588.5271
 Cellar Restaurant 588.5300
 Child Care Center 588.5278
 Child Development Department 588.5377
 Cooperative Agencies Resources for Education (CARE) 588.5130
 Counseling Office 588.5109
 Culinary & Pastry Arts Department 588.5135

D

Disabled Students Programs & Services (DSP&S) 588.5130

E

Extended Opportunity Programs & Services (EOP&S) 588.5130

F

Facilities Operations Office ... 588.5366
 Facilities Operations/
 Maintenance Shop 588.5230
 Financial Aid Office 588.5105
 Fir Building Lab 588.5209
 Fire House/Fire Station 588.5207
 Forestry Department 588.5155
 Foster Care Department 588.5382

G

General Education Development (G.E.D.) Test Center 588.5109

H

Health & Human Performance Department 588.5180
 Health Services 588-5204
 Hospitality Management 588.5128
 Housing (On-campus) 533.3039

I

Information, (General Exchange) 588.5100
 Instruction Office ... (See *Student Learning*)
 Instructional Materials Center (IMC) 588.5136

J

Job Placement 588.5312

L

Learning Disabilities Department 588.5133
 Library 588.5119

M

Manzanita Bookstore 588.5126
 Marketing & Public Relations 588.5361
 Mathematics Lab 588.5276
 Media Services 588.5122

N

Nurse's Office 588.5204

O

Oak Pavilion 588.5180
 Oak Pavilion Ticket Office 588.5266
 Observatory 588.5297

P

Photo Lab 588.5357
 President's Office 588.5115

S

Security Office 588.5167
 Security Toll Booth 588.5201
 Sequoia Building Lab 588.5165
 Snack Bar/Food Services 588.5321
 Student Housing 533.3039
 Student Senate 588.5270
 Student Learning Division:
 Arts & Sciences 588.5143
 Learning Support Services .. 588.5223
 Vocational Education 588.5142

T

Technology Services 588.5122
 Testing Center 588.5234
 Tram Driver (DSP&S) 588.5131
 Transfer & Career Center 588.5271
 Transportation Department .. 588.5311

W

Welding Lab 588.5365

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11600 Columbia College Drive
 Sonora, California 95370

209.588.5100, General Exchange
 209.588.5104, Facsimile
 Website: www.gocolumbia.org

Jim Riggs, Ed.D.
 President

Dennis Gervin, Ph.D.
 Vice President for
 Student Learning

Connie Mical
 Chief Operations Officer

Carolyn B. Buck, Ph.D.
 Dean of Learning Support Services

Gary Mendenhall
 Dean of Instructional Services
 Vocational Education

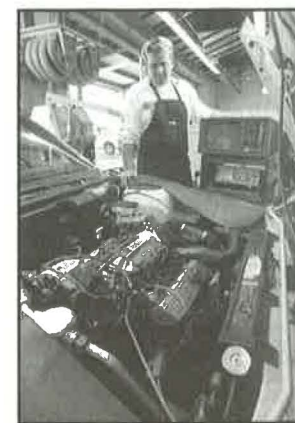
Interim
 Dean of Instructional Services
 Arts & Sciences

**Yosemite Community
 College District**

YCCD Board of Trustees
Pat Dean
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Abe Rojas
Delsie Schrimp

Columbia College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

All phone numbers listed within this publication are in the 209 area code except as noted.



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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.

2005-06 Academic Schedule

FALL SEMESTER 2005

Jul 28..... DSP&S/EOP&S - Touch-tone phone/Online registration by appointment only.

Aug 1 - 11..... Continuing students - Touch-tone phone/Online registration by appointment only.

Aug 15 & 16..... Newly matriculated - Touch-tone phone/Online registration by appointment only.

Aug 17 - 26..... All students - Open registration. Touch-tone phone/Online registration (No appointment required).

Aug 29..... Instruction Begins

Sep 2*..... Last day to enter a full semester class without instructor approval.

Sep 5..... Holiday - Labor Day

Sep 12*..... Last day to apply for refund

Sep 24*..... Last day to withdraw without a W showing on permanent record.

Sep 29*..... Last day to elect for CR/NC grading

Oct 4..... Deadline for filing for graduation and certificates for Spring 2006.

Nov 11..... Holiday - Veteran's Day

Nov 18*..... Last day to withdraw from any course

Nov 23..... No Evening Classes

Nov 24 & 25..... Holiday - Thanksgiving

Dec 12 - 16..... Final Examinations

Dec 17..... Fall Semester Ends

Dec 19 - Jan 6..... Winter Recess

SPRING SEMESTER 2006

Nov 23..... DSP&S/EOP&S - Touch-tone phone/Online registration by appointment only.

Nov 28 - Dec 9... Continuing students - Touch-tone phone/Online registration by appointment only.

Dec 12 & 13..... Newly matriculated - Touch-tone phone/Online registration by appointment only.

Dec 14 - 22..... All students - Open registration Touch-tone phone/Online registration or on campus (No appointment necessary).

Dec 23 - Jan 2.... All students - Open registration. Touch-tone phone/Online registration only (campus closed).

Jan 9..... Instruction Begins

Jan 13*..... Last day to enter a full semester class without instructor approval.

Jan 16..... Holiday - Martin Luther King

Jan 23*..... Last day to apply for refund

Feb 4*..... Last day to withdraw without a W showing on permanent record.

Feb 8*..... Last day to elect for CR/NC grading

Feb 17..... Holiday - Lincoln Day

Feb 20..... Holiday - Washington Day

Mar 3..... Deadline for filing for graduation and certificates for Fall 2006.

March 31*..... Last day to withdraw from any course

Apr 24 - 28..... Final Examinations

Apr 29..... Spring Semester Ends

Apr 28..... Graduation

FIRST SUMMER SESSION

Apr 3 - May 8..... Registration - Touch-tone phone, online or on-campus (Touchtone phone and online only on Fridays, Saturdays, Sundays & Holidays).

May 8..... Instruction Begins

May 11*..... Last day to apply for refund

May 18*..... Last day to withdraw without a W showing on permanent record.

May 18*..... Last day to apply for CR/NC grading

May 29..... Holiday - Memorial Day

Jun 1*..... Last day to withdraw from any course

Jun 8..... First Summer Session Ends

SECOND SUMMER SESSION

Apr 3 - Jun 9..... Registration - Touch-tone phone, online or on-campus (Touchtone phone and online only on Fridays, Saturdays, Sundays & Holidays).

Jun 12..... Instruction Begins

Jun 15*..... Last day to apply for refund

Jun 22*..... Last day to withdraw without a W showing on permanent record.

Jun 22*..... Last day to elect for CR/NC grading

Jul 4..... Holiday - Independence Day

Jul 5*..... Last day to withdraw from any course

Jul 13..... Second Summer Session Ends

THIRD SUMMER SESSION

Apr 3 - Jul 14..... Registration - Touch-tone phone, online or on-campus (Touchtone phone and online only on Fridays, Saturdays, Sundays & Holidays).

Jul 17..... Instruction Begins

Jul 20*..... Last day to apply for refund

Jul 27*..... Last day to withdraw without a W showing on permanent record

Jul 27*..... Last day to apply for CR/NC grading

Aug 9*..... Last day to withdraw from any course

Aug 18..... Third Summer Session Ends

* These dates apply to semester-length classes only. Contact Admissions & Records for specific short course deadlines.
NOTE: This calendar is subject to change. Refer to semester schedules for up-to-date information.

2005-06 Academic Calendar Year At A Glance

Fall 2005

August

S	M	T	W	T	F	S
	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			

8/25 Flex/In-Service Day
8/26 Flex Day
8/29 Fall Classes Begin

September

S	M	T	W	T	F	S
				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	

9/2 Last day to add without instructor approval
9/5 Labor Day
9/12 Last day for a refund
9/24 No penalty drop

October

S	M	T	W	T	F	S
						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					

10/10 Deadline for filing for graduation and certificates for Spring 2006

November

S	M	T	W	T	F	S
		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			

11/11 Veteran's Day
11/18 Last date to withdraw
11/23 No evening classes
11/24 Thanksgiving
11/25 Local holiday

December

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

12/12-16 Finals Week
12/17 Fall Classes End
12/23 & 26 Christmas Holiday
12/19-30 Winter break
12/30 Local holiday

Spring 2006

January

S	M	T	W	T	F	S
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				

1/2 New Year's Holiday
1/5 Flex/In-Service Day
1/6 Flex Day
1/9 Spring Classes Begin
1/13 Last day to add without instructor approval
1/16 Martin Luther King, Jr. Day
1/23 Last day for a refund

February

S	M	T	W	T	F	S
				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			

2/4 No penalty drop
2/17 Lincoln's Birthday
2/20 Washington's Birthday

March

S	M	T	W	T	F	S
				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

3/3 Deadline for filing for graduation and certificates for Fall 2006
3/31 Last date to withdraw

April

S	M	T	W	T	F	S
						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

4/24-28 Finals Week
4/28 Graduation
4/29 Spring Classes End

Legend

- ▽ Flex/In-Service Day
- △ Flex Day
- Classes Begin
- ✕ Holiday
- Finals
- ◇ Last Day of Semester

Summer 2006 Session

May

S	M	T	W	T	F	S
	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			

5/8 Summer Classes Begin
5/29 Memorial Day Holiday

June

S	M	T	W	T	F	S
				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	

July

S	M	T	W	T	F	S
						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					

7/4 Independence Day Holiday

August

S	M	T	W	T	F	S
	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			

8/18 Summer Classes End

General Information

Small College. Big Opportunities.

Choose Columbia College whether you're seeking a degree or vocational certificate, planning to transfer to a 4-year university, improving your occupational skills, or simply pursuing an interest or hobby to enrich your life. There's something for everyone here!

Earning one of the College's numerous Associate in Arts Degrees, Associate in Science Degrees, Associate in Science (Occupational Education) Degrees, and Certificates of Achievement will help you prepare a career path and increase your opportunities for the future.

Columbia College Campus

Located on 280 acres of forestland in California's historic Mother Lode gold country, Columbia College has been described as one of the state's most beautiful community colleges. The campus is built among conifers and mixed hardwoods, surrounding a peaceful 4 1/2 acre lake.

In this wooded setting, Columbia provides a comprehensive program of academic and vocational education, which focuses on the dignity and worth of each individual student. Class sizes allow for lots of personal attention, and instructors are very accessible for student consultation.

What you'll also find here is a very supportive staff of counselors, financial assistance professionals, academic tutors, and career/job placement specialists with everyone committed to helping you succeed – *and all this at a very reasonable community college cost!*

If you decide to live on campus, student housing is within easy walking distance of our college buildings. These units are designed as 2-bedroom apartments, and arranged in convenient clusters. Residential supervision and security are available 24 hours a day.

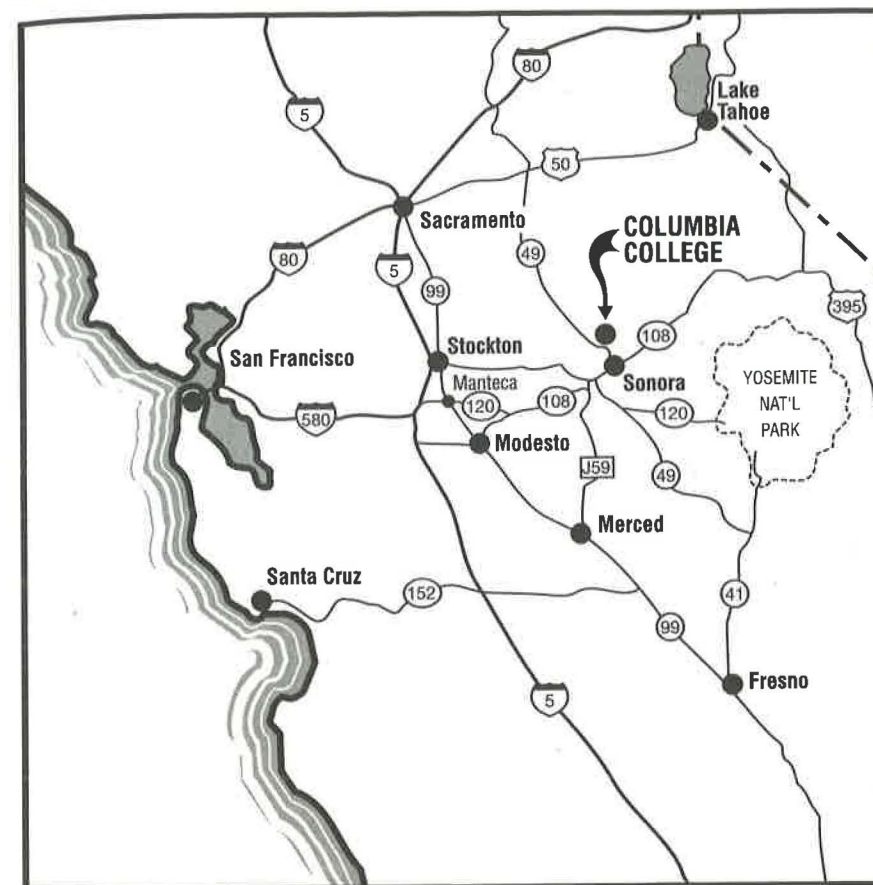
Your Golden Opportunity!

For outdoor recreation, our local area has plenty to do! Pan for gold nuggets, explore underground caverns, visit restored mining towns, snow ski in nearby resorts, fish in neighborhood lakes, hike on one of our campus trails, or just relax alongside a rippling stream.

Whatever your reason for choosing Columbia College, you'll know that it's your *golden opportunity* from the moment that you set foot on our campus!

All phone numbers listed are in the 209 area code except as noted

Visit our website:
www.gocolumbia.org
(connectColumbia)



Yosemite Community College District

Columbia College and Modesto Junior College (MJC) are institutions of higher education, both affiliated with the Yosemite Community College District (YCCD).

In 1964, action by the district electorate expanded the former Modesto Junior College District into the YCCD. This created one of the largest community college districts in the state *geographically*, encompassing nearly 4,000 square miles from the San Joaquin Valley and the coast range on the west to the Sierra Nevada on the east.

Today's YCCD includes Tuolumne and Stanislaus Counties, along with parts of San Joaquin, Merced, Calaveras, and Santa Clara Counties.

Prompted by a growing need for educational opportunities in mountain communities and concern with the lengthy student commute to MJC, the YCCD Board of Trustees established Columbia Junior College in 1968. "Junior" was dropped from

the name in 1978. Originally on the quarter system, Columbia College changed to the semester system on July 1, 1984.

Calaveras Center 736.5940

The Calaveras Center, located in the Glory Hole Shopping Center at 2892 Highway 49 (Suite 4) in Angels Camp, is an extension of the college.

The facility provides computer classes in a modern lab, general education and transfer classes, G.E.D. preparation, Community Education and Workforce & Economic Development training courses.

Student services at the center include:

- Admissions
- Registration for all Columbia College classes
- Business Services
- Counseling Services
- Book sales for Calaveras classes.

Mission Statement

Consistent with the mission of the California Community Colleges and the Yosemite Community College District, Columbia College is committed to offering a comprehensive range of transfer, vocational, cultural and community education, and to facilitating community and economic development. The College provides educational programs and support services to assist students and the broader community in gaining access to higher education and achieving success in their chosen endeavors.

The College actively promotes (1) transformational learning through critical and creative thinking that is open to change and personal growth; (2) civic, environmental, and global awareness and engagement; and (3) individual and collective responsibility. At the heart of our mission is a desire to develop a zest for lifelong learning throughout the community, with the College serving as its educational and cultural center.

In all its programs and services, Columbia College strives for excellence; fosters a spirit of professionalism among faculty and staff; celebrates the diversity of students and staff; and utilizes appropriate accountability measures as a means for continuous institutional review, planning and improvement.

Accreditation

Columbia College is fully accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

Located at 10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415.506.0234, the organization is an institutional accrediting body, which is recognized by the Commission on Recognition of Post-secondary Accreditation and the U.S. Department of Education.

The college is listed in the directories of the United States Office of Education, American Council on Education, and 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 educational institutions.

College Functions

Students can earn an Associate Degree, Vocational Certificate, or both upon completion of specific requirements as outlined in this catalog.

Columbia College is committed to meeting the post-secondary educational needs of the community through the following:

General Education To Provide comprehensive learning outcomes, including: (a) an understanding of the basic content and methodology of the major areas of knowledge, including the humanities and fine arts, the natural sciences, and the social sciences; (b) the capability to be a productive individual and lifelong learner - skills include oral and written communication, information competency, computer literacy, scientific and quantitative reasoning, critical analysis/logical thinking, and the ability to acquire knowledge through a variety of means; and (c) recognition of what it means to be an ethical human being and effective citizen - qualities include an appreciation of ethical principles, civility and interpersonal skills, respect for cultural diversity, historical and aesthetic sensitivity, and the willingness to assume civic, political, and social responsibilities locally, nationally and globally.

Vocational Education To provide courses and programs to prepare students for employment directly after college; to update the skills and knowledge of students who are working and to meet the needs of the local business community; and to facilitate student 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.

Services to Students To provide comprehensive 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 fee-funded courses, along with 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 general public.

Student

Right-to-Know Rates

Completion Rate: 41.2%

Transfer Rate: 25.5%

From 2001 COHORT Data

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Yosemite Community College District and Columbia College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2001 a cohort of all certificate, degree, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Columbia College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 41.2 percent attained a certificate or degree or became transfer-prepared during a three-year period, from Fall 2001 to Spring 2004. Students who are transfer prepared have completed 56 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 25.5 percent transferred to another postsecondary institution, (UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming transfer-prepared during a five-semester period, from Spring 2001 to Spring 2004.

Schedule of Classes www.gocolumbia.org

The official class schedule is published each semester of the academic year in hardcopy and online.

The schedule contains information regarding registration dates and instructions for registering in classes. The College reserves the right to make additions or deletions to the Schedule of Classes. Classes with insufficient enrollment may be cancelled by the College.

Contacting Faculty

Students may contact faculty using the phone numbers found on pages 138-140 in the catalog. See the college website at: www.gocolumbia.org for additional information.

College Activities & Student Life

Athletics

588.5143

Columbia College is a member of the Community College League of California, Central Valley Conference. The college currently sponsors three intercollegiate sports: Women's Volleyball, Men's Basketball and Men's & Women's Combined Cross-Country. Second year eligibility is based on completion of 24 units and a cumulative 2.0 grade point average in the first year.

Food Service/The Cellar Restaurant

Food services are located on the lower level of the Manzanita Building for the convenience of school patrons.

The Columbia College Snack Bar is open daily with foods from standard student fare to daily lunch specials. The Snack Bar offers selected food items through the Manzanita Bookstore on a daily basis.

The Cellar Restaurant is open Monday through Thursday, serving breakfast and lunch. In conjunction with the College's Hospitality Management Program, The Cellar is

operated and run by students, who plan, prepare and serve meals as part of their training.

Library 588.5119

Located in Tamarack Hall, the Columbia College Library is a center for study, class research and leisure reading. It welcomes use by students, staff and community residents.

Among its collections are nearly 50,000 books, current subscriptions to 250 magazines and six newspapers, brochures, maps, art prints, and a variety of electronic databases, including full-text magazines and journals, encyclopedias, statistics and other reference sources. Personal computers are available for use during Library hours, along with coin-operated photocopiers.

The Library's media collections include 4,000 audio and video recordings of popular, folk and classical music, local oral history and a wide variety of documentary and feature films.

Through the Interlibrary Loan Program, the Columbia College Library can locate and borrow materials which are unavailable on campus. The Library's membership in the Central Association of Libraries allows quick access to the collections of more than 50 libraries for students, community residents and staff. The Library staff are available for assistance in locating needed materials, whether from local, regional or national locations.

The Library is open when the College is in session: Mondays through Thursdays (7:45 a.m.-8 p.m.) and Fridays (7:45 a.m.-4:30 p.m.). It is closed on weekends and during school holidays. Changes to the Library's schedule are posted at the front entrance to the Library, and on the Library's webpage: www.gocolumbia.org/library.

Manzanita Bookstore 588.5126

Located in the Manzanita Building, the Bookstore carries textbooks, materials and supplies as required for classes. Available also are paperbacks, greeting cards, sundries, snacks, computer software and many other items as suggested by

student representatives on a Bookstore Advisory Committee.

Costs of textbooks and educational supplies vary with the types of programs, but costs normally range from \$300 to \$600 each semester. The bookstore offers used books to students at substantial savings.

Students can also shop online conveniently for textbooks online at www.manzanitabookstore.com

OR
www.gocolumbia.org and click on bookstore.

Student Activities 588.5111

Social events, club activities, community projects and cultural events are conducted through Student Activities. An optional \$5 per semester fee pays for a student activity card, which helps support these activities on-campus and also entitles students to discounts at local businesses as a bonus.

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, which addresses student affairs, social activities of campus organizations, and serves as spokesperson for the entire student body.

Student Organizations

Those wishing to form a student organization must contact the Student Senate first for procedures, direction and a handbook.

- Only currently enrolled Columbia College students can participate as members of an officially recognized organization.
- An advisor must be present at all meetings and activities.
- Each semester, organizations must request renewal of their official recognition status.

Campus Bulletin Boards

Posting of materials on bulletin boards can be done only by students, faculty or staff and must be stamped for approval in advance by the office of the Dean of Learning Support Services.

- Posters that promote services or classes for profit (excluding those

by other accredited institutions of higher education) cannot be posted.

- Persons posting material are responsible for its removal immediately after the event.
- All materials will be removed within two weeks of posting date.
- Materials should not be affixed to glass, wood or metal surfaces, and posted only on bulletin boards or easels.
- Individuals or organizations, who do not follow correct posting, will have their materials removed.

Student Housing 533.3039

Columbia College is one of the few community colleges that has on-campus housing. Student Housing at Columbia College consists of two bedroom units designed for three to four people per unit.

Housing fees are:

Shared Occupancy:
(shared bedroom)

- **\$4,615** School Year Lease (beginning September to the middle of August)
- **\$3,240** Fall & Spring Semester (beginning of September to late April)
- **\$1,620** Fall or Spring Semester (Beginning September to late December or beginning January to late April)
- **\$265** Winter Break (late December to beginning January)
- **\$1,620** Summer (beginning May to mid August)

Single Occupancy:

(private bedroom)

- **\$6,865** School Year Lease (beginning September to the middle of August)
- **\$4,820** Fall & Spring Semester (beginning of September to late April)
- **\$2,410** Fall or Spring Semester (Beginning September to late December or beginning January to late April)
- **\$395** Winter Break (late December to beginning January)
- **\$2,410** Summer (beginning May to mid August)

NOTE: *If you prepay for a full year you will receive a 5% discount (the discount is reflected in the above list and does not apply to individual semesters).

*If you prepay for a full year or two semesters your Winter Rent is included.

1. Send in your completed applications with a \$20.00 application fee. Make check or money order to:

CSSH (Columbia College Student Housing).

2. Upon receipt of your applications we will process the application. Providing the report is clear we will send you an "approval packet."

3. After receiving your "approval packet," fill all the papers out and return the completed packet with your \$250.00 security deposit.

Student Housing offers:

- The convenience of on-campus living and within walking distance of all college buildings
- Furnished rooms, including bed, desk, chair, wardrobe, and nightstand
- Kitchenettes include two-burner stove, refrigerator, sink, and dinette set
- Recreation room with satellite big screen TV, pool table, and foosball
- Reading/study room
- On-site Resident Manager and Resident Assistance
- On-site laundry facilities
- Satellite television in units
- Utilities included in rent (except phone)

College Policies

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

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 98210b).

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).

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 98230b).

Sex discrimination includes:

Any rule, policy, or practice concerning actual or potential parental, family, or marital status which differentiates on the basis of sex.

Any rule, policy, or practice concerning disability due to pregnancy, childbirth, recovery from childbirth or termination of pregnancy, or other psychological conditions related to the capacity to bear children not applied under the same terms and conditions and in the same manner as any other rule, policy, or practice relating to any other temporary disability except as otherwise provided by the Fair Employment Practice Act.

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.

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).

Physical or Mental Disability means any physical or mental impairment which substantially limits one or more major life activities.

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.

Nondiscrimination Compliance

In compliance with Title VI of the Civil Rights Act (1964), Title IX of the Educational Amendments (1972), Section 504 of the Rehabilitation Act (1973), Americans with Disabilities Act (1990) (ADA), and Age Discrimination Act (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 these Federal laws to College programs and activities can be directed to the following persons at Columbia College, 11600 Columbia College Drive, Sonoma, CA 95370-8580.

Title IX

Interim
Dean of Instructional Services
588.5143

Section 504

Paul Lockman
Counselor
588.5132

ADA

Connie Mical
Chief Operations Officer
588.5112

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.

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.

Open Class Policy

Every course, course section or class (of which the average daily attendance is reported for State aid) is open to enrollment and participation by any person, who has met the eligibility requirements for admission to the College — unless specifically exempted from statute. This includes those who meet 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 who are denied enrollment by this policy may appeal to the Vice President.

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 aid 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 & Records Office. Additionally, students can obtain further information or initiate a registration online by visiting the Selective Service home web page at <http://www.sss.gov>

Sexual Harassment Policy

Policy 5028 of the Yosemite Community College District provides an environment free of unlawful discrimination in its programs, activities and work environment. As such, sexual harassment 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 and include:

- Submission to conduct which is explicitly or implicitly made as a term or condition of an individual's employment, academic status, or progress.
- Submission to or rejection of conduct by an individual which: is used as the basis for an employment or academic decision; has a negative impact on the individual's work or academic performance; or creates an intimidating, hostile or offensive work/educational environment.
- Submission to or rejection of conduct by an individual, which is used as the basis for any decision affecting that individual in regards to benefits, 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 promptly taken against any student or employee (supervisory or otherwise), engaging in sexual harassment.

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 20 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.

Drug & Alcohol Policy

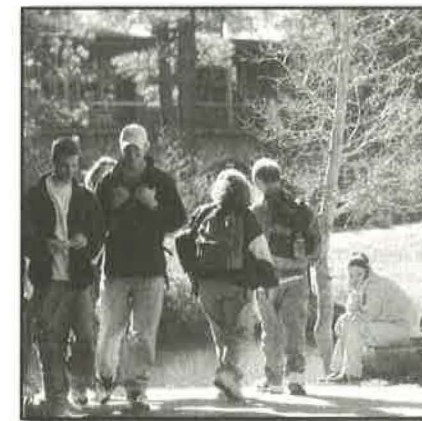
Yosemite Community College District Policy 4019 commits to maintaining a drug and alcohol free workplace in accordance with requirements of the U.S. Drug-Free Workplace Act of 1988.

Student Complaint 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.*

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

Students are advised to obtain written instructions for the filing of a complaint from the Dean of Learning Support Services.



Student Code of Conduct

Columbia College under the Yosemite Community College District Board Policy (5500) 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 code may subject individuals to disciplinary action, which is consistent with the requirements of due process.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in by the college president.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or to private property on campus.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the district.
8. Committing sexual harassment as defined by law or by district policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, religion, creed, color, national origin, ancestry, disability, sex (i.e., gender), marital status or sexual orientation or any other status protected by law.
10. Willful misconduct which results in injury or death

to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district or on campus.

11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the district.
14. Unauthorized entry upon or use of college facilities.
15. Lewd, indecent or obscene conduct on district-owned or controlled property, or at district-sponsored or supervised functions.
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful district administrative procedures, or the substantial disruption of the orderly operation of the district.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities, including its public service functions, or any other authorized activities. Pagers, cellular telephones and other similar electronic devices must be turned off in classrooms and other campus sponsored events unless authorized by an appropriate faculty or staff member.

Misconduct Penalties Disciplinary Action

Violators of 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 for the type described may result in formal disciplinary action against the student.
2. **Instructor Removal** — An instructor may remove a student from his/her class for the day of the misconduct and the next class meeting.
3. **Disciplinary Probation** — Formal disciplinary action may include, but is not limited to, the following:
 - a. Removal from any Associated Students (ASCC) organization office held.
 - b. Revocation of the privilege of participating in College and/or student-sponsored activities.
4. **Disciplinary Suspension** - Formal disciplinary action denying 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. The first "summary suspension" is to protect the school from the immediate possibility of disorder or threat to the safety of all students.
 - b. The second "disciplinary suspension" serves as a penalty against the student as a result of the failure of his/her conduct to meet standards expected by the College.
5. **Expulsion** - Formal action taken by the Yosemite Community College District terminating a student's privilege to attend the Colleges of the District, for disciplinary reasons.

Due Process

The student disciplinary procedure is an administrative process used to review alleged student conduct violations. Findings will be based upon a preponderance of the evidence.

The following due process procedures will be followed:

1. Student will be given written or oral notice of the alleged violation.
2. Student will be given an opportunity to respond to the allegations.
3. The Vice President for Student Learning or designee will investigate and notify the student of the findings and disposition of the case.
4. The investigation will be completed within 15 days.
5. All disciplined parties will have the right to appeal.

Appeals

1. The student must notify, by phone or in writing, the Dean of Learning Support 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 Dean of Learning Support Services. Appeal forms are available in the office of the Dean of Learning Support Services.
3. Using the appeal form, 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 or designee.
4. The student shall receive notice of the determination of the President of the College within 10 days. The decision of the President or designee shall be final.

The following are not appealable:

- 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.
- d. Written or verbal reprimand.

Academic Integrity as Defined by the Academic Senate at Columbia College

The Academic Senate at Columbia College has defined academic integrity and identified possible means for maintaining academic integrity at the College.

Violations

Cheating — Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise; misrepresenting or non-reporting of pertinent information in all forms of work submitted for credit or hours.

Facilitating Academic Dishonesty — Intentionally or knowingly helping, or attempting to help, another to violate a provision of the institutional code of academic integrity.

Plagiarism — The deliberate adoption or reproduction of ideas, words or statements of another person as one's own, without acknowledgment. This includes all group work and written assignments.

Maintaining Academic Integrity

All faculty, administrators and some staff share the original jurisdiction for conduct violations in the areas of academic integrity.

1. Academic areas may develop a statement of the application of the Academic Integrity Policy in their courses; and
2. Each faculty member is encouraged to include in his/her introduction to a course:
 - a. A statement of the application of the Academic Integrity Policy within his/her course
 - b. The statement notifying students that violations of the Academic Integrity Policy will be reported

Consequences

Consequences for violation of the Academic Integrity Policy may range from partial credit to no credit on an examination or assignment.

Due Process Procedural Safeguards

Violations of this policy may also violate the Student Code of Conduct. If this occurs:

1. Student shall be given notice by the faculty member in charge of the class or the activity.
2. Student shall have an opportunity to respond to the allegation.
3. Student shall have the right to appeal to the appropriate Dean of Instructional Services.
4. Violations of the Student Code of Conduct will be handled in accordance with the Disciplinary Action described in the Student Code of Conduct. Discipline may range from reprimand to expulsion.

Expenses & Fees

Educational Expenses

The following is intended as a guide for single students and is based on 12 units per semester and California residency:

Cost of Education Budget for 9 Months	Parents' Home	On-Campus	Off-Campus
Tuition/Fees	\$700	\$700	\$700
Books/Supplies/Fees	882	882	882
Meals/Housing	2,682	6,115	6,436
Miscellaneous	1,656	1,476	1,800
Transportation	792	594	1,800
Dep. Childcare			900
Totals	\$6,712	\$9,767	\$12,518

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

Students may qualify to have enrollment fees waived if their income falls below specified level or if they are receiving TANF, SSI or GA. Applications for fee waivers are available in the Financial Aid office and should be completed prior to registering for classes.

Fee Refund Policy

Upon request, a refund will be made for fees paid by a student in excess of that computed for program changes completed during the first two weeks of the class if the class is a full semester class (Fall and Spring only). After the second week of class, no refunds will be allowed. Fees paid by credit card will be refunded by check.

Students eligible for refunds must obtain a Request for Refund Form from the Admissions & Records Office, Business Office or on the College website (connectColumbia).

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 & Records Office for refund dates on short-term classes.

Enrollment fee refunds are subject to a \$10 processing fee. No refunds will be made for a credit amount of \$10 or less. If fees or tuition are paid by check, a refund will not be processed until the check has cleared the bank. Refunds normally take six to eight weeks.

Parking Fee Refund Policy

Parking fees are only refundable prior to the first day of instruction. Return parking permit with receipt of payment and completed Request for Refund Form to College Business Office. If the College cancels a class and a semester parking permit has been purchased, students must return the parking permit and completed Request for Refund Form to receive a refund. Forms are available at the Business Office, the Admissions and Records Office, and www.gocolumbia.org (connectColumbia).

EFFECTIVE FALL SEMESTER 2005

FEES	AMOUNT	APPLIES TO	EXEMPTIONS/WAIVERS
**Enrollment Fee (Subject to change) See note below.	\$26 per Unit No Maximum	Credit Students	Apprentice Enrollees (BOGW Qualified)
**Health Services Fee	\$13 per Semester \$10 Summer 15¢ per Class Hour (Included in class fee)	Credit Students Non-Credit Classes Fully Fee-Funded Classes	BOGW Qualified Depend on Prayer for Healing Out-of-District
* Parking Fee	\$1 a day or \$20 per Semester	Non-student Drivers Student Drivers	Disabled Persons with Placard from DMV Enrollment in off-campus classes only Non-Drivers
**Non-Resident Tuition	\$151 per Unit Plus Enrollment Fee of \$26 per Unit	Non-residents/International and Foreign students	California Residents
**Student Center Fee	\$1 per Unit to \$10 Maximum per Academic Year	Credit Students	BOGW A Recipients Community Education & Professional Development and Non-Credit Students
**Student Representative Fee	\$1 per semester	Credit & Non-Credit Students	Non-Credit Courses Community Education & Professional Development Religious, political, financial, or moral reasons

- ** 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 (Refers to full semester classes only).

Students are held responsible for payment of all fees associated with their registration activity. If the proper procedure for dropping classes is not followed, the student's fee obligation remains. This applies even if the student never attends class. Students will not be responsible for dropping courses or requesting refunds for classes cancelled by the College.

Student Admission Procedures

Eligibility

We cordially invite you to apply for admission to Columbia College! If you are a graduate of an accredited high school...hold a high school Certificate of Proficiency or G.E.D. ...or are at least 18 years old and can profit from higher education, plus meet the residence requirements, you are eligible for admission.

Admission Procedures 588.5231

Applications for admission to Columbia College are available on the internet, the Columbia College Admissions and Records Office, high school counseling offices or by requesting a copy in writing from the College. Prospective students may access the online application at www.gocolumbia.org, and click on connectColumbia.

Your official transcripts for all previous college work must be received during the first semester of attendance for processing. High school transcripts are required *only* if you have been out of school for five years or less.

Note that students are responsible for providing official documentation of previous high school and college work for evaluation of credit. These documents will become the property of Columbia College and cannot be reproduced or released for any purpose.

Be sure to submit your application as early as possible. To allow for processing, a local mailing address must be submitted prior to completion of registration.

Re-Admission

Planning on returning to Columbia College after an absence of one academic year or more? If so, you need to file an application for re-admission. Transcripts are also required if you have attended another college since last attending Columbia College.

Services for Students

All phone numbers listed are in the 209 area code except as noted

Visit our website:
www.gocolumbia.org
(connectColumbia)

STUDENT FEE/REFUND INFORMATION
FEES SUBJECT TO CHANGE

Residence Requirements

For tuition purposes, all new and returning students are classified either as residents or non-residents. Residency will be determined by the College on an individual basis with the submission of each application.

California residency is identified by the length of physical presence within the state and one's intent to make California his/her residence. The minimum residence requirement is one year and one day prior to the first day of the term or a late start class. This is based on the date of registration not on the start date of the class.

Those who have resided in California for less than two years must prove *intent*, which can be established by submitting two items from the following list with your application:

- Owning or renting California residential property for personal use
- Registering to vote in California
- Paying California State Income Taxes
- Having a California Driver's License or ID card
- Registering a motor vehicle in California
- Holding an active checking and/or savings account in a California bank
- Any other proofs of intent for consideration by the College.

Persons who cannot establish the minimum residence requirement as indicated above will be required to pay \$151 per unit tuition in addition to other standard student fees. Non-resident tuition is refundable upon withdrawal from classes.

Active duty military and their dependents, who are currently residing in the state, are considered California residents. In addition, members of the armed forces, who were stationed on active duty in California for more than one year, may also be classified as residents for up to one year – if they live in the state after discharge.

Credentialed employees, migrant agricultural workers and their dependents may also be considered California residents.

If their visa does not preclude establishing residency in the U.S., non-citizen students may be classified as residents if they have resided in California for more than one year. INS documents must be issued one year and one day prior to the start of the semester otherwise, non-resident tuition will be charged. Examples of INS documentation include:

Resident Alien Card
Permanent Resident Card
I-94 Form
Visa
Passport
Temporary Resident Card.

Residency questions and classification can be appealed by writing to the Director of Student Success/Matriculation.

AB 540

Assembly Bill 540 (January 1, 2002) allows exemption from non-resident tuition in some circumstances. This new law does not grant residency. Instead, it only exempts non-resident students from paying non-resident tuition.

If you feel that you qualify, complete a Student Affidavit for Exemption from Non-Resident Tuition. The form can be obtained from the Admissions & Records Office.

K-12 and Home-Schooled Student Admission 588.5231

Columbia College may admit K-12 and home schooled students who would benefit from advanced scholastic or vocational work according to Education Code 48800, 48800-5, and 76000. To be eligible for admission, a K-12 student must be in good standing with the school in which he/she is enrolled. In addition, the student must submit a Columbia College Admissions Application and the completed Concurrent Enrollment/Release Form to Admissions and Records. Students must satisfy all course prerequisites as defined in the current catalog and complete the college assessment prior to enrollment in Math and /or English. Credit for courses completed shall be at the level determined to be

appropriate by the school district and the community college governing board.

Home-schooled students must obtain the signature of the superintendent or principal of the public school district in which the student resides.

K-12 students must apply via the four-page paper application. Students may register for appropriate classes on the college website, touchtone phone or on campus during open registration providing that the application and concurrent enrollment form are on file in the Admissions and Records office.

No special arrangements for additional supervision of underage students are available at Columbia College. It is the responsibility of the parents to assure that their student is able to handle the college environment, as well as the content of the courses in which the student enrolls.

Admission of International Students 588.5109

We welcome the admission of international students to our community college! Columbia is authorized by the Immigration & Naturalization Service of the Department of Justice to accept international students, who wish to pursue a program of study leading to a Certificate of Achievement, Associate Degree or preparation for transfer to a four-year university.

Application deadlines are:

Semesters	Begin-End	Deadline
Fall	Sep – Dec	April 1
Spring	Jan – May	Oct 1
Summer	Apr – Aug	Jan 1

To help us with processing your application and facilitating your enrollment, we ask that you take the following steps:

1. Submit a completed International Student Admission Application with personal goal statement, which is available from:
Columbia College
Admissions & Records Office
11600 Columbia College Drive
Sonora, CA 95370-8582
USA

209.588.5109, *phone*
209.588.5330, *fax*
ccinternationalcounselor@
yosemite.cc.ca.us

All International student application forms are available at:

<http://www.gocolumbia.org/InternationalStudents/default.htm>

2. Provide the following documents in English:

Official results of the TOEFL (Test Of English as a Foreign Language) – if your native language is other than English. Citizens of Canada, Great Britain, Ireland, Australia, Philippines, and New Zealand, whose native language is English, are exempt from the TOEFL.

Minimum scores of 500 on the paper-based test or 173 on the computer-based test are required. Institutional TOEFL scores are acceptable.

Demonstration of satisfactory financial support. Submit a notarized or official statement from your personal financial source/s of funding, indicating total income and ability to support you under any circumstances while enrolled at Columbia College. Plus, a written guarantee from the bank of your funding source/s, stating your current account balance/s in U.S. dollars. This information is strictly confidential.

Letters of Recommendation.

As part of the assessment process, we ask for two testimonials, one from a recent teacher or instructor, who can attest to your ability to do college-level work.

Columbia College Physician's Certificate of Health. This form is for completion by a licensed physician and includes an immunization clearance examination. In addition, a chest x-ray or tuberculosis test, showing negative results and dated within one year of admission application, will become part of your permanent health record.

Sickness and Accident Insurance. Proof of sickness and accident insurance is necessary if

you are accepted for admission to the College. If none is provided, you need to purchase the Columbia College International Student Medical Insurance Plan within the first month of enrollment. Medical plans vary in type and coverage, so be sure to contact the Business Office when you arrive.

American Sponsor.

If available, we ask that international students have an American sponsor, who resides in the U.S. Have him/her complete the Sponsor's Certification.

Transfer of Transcripts.

Students who complete post-secondary coursework at institutions in other countries must submit an official, English-translated transcript. Our Columbia College Foreign Student Advisor will gladly answer any questions regarding evaluation of foreign transcripts.

Upon completion of all application requirements listed above by the deadline date, each applicant for admission will be given equal consideration along with other qualified applicants. (See *Admission Procedures Section*)

If admitted, the appropriate documents form will be mailed. The appropriate documents form must be presented to the appropriate officials in order to obtain an F1 (student) visa and enter the United States.

Course Auditing

Course auditing is available to individuals who have completed the allowable number of enrollments in a specific course. Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester. Call the Business Office at 588.5114 for information on the cost to audit a course.

No student auditing course shall be permitted to change his or her enrollment to receive credit for the course. Priority in class enrollment shall be given to students enrolled in the course for credit towards a degree or certificate. Please contact

the Admissions & Records Office for further information and to obtain the required form. (YCCD board Policy #6070; Education Code Section #76370)

Student Success Matriculation Program 588.5234

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 under Exemption Categories.*

A person participating in the Student Success Program will:

- complete the assessment process including, but not limited to, placement exams in reading, English, and math; 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 and other measures.
- receive priority registration.
- receive academic advisement in developing a program of studies based upon the student's major and goals.
- purchase a College catalog (\$4).
- 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 which is required

after completion of 15 units. (This includes units transferred in from other accredited colleges.)

- 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 or transcripts showing course completion 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, non-credit or personal enrichment courses 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

Students can challenge required participation in matriculation if they do not meet the exemption categories. The challenge must be submitted in writing to the Dean of Learning Support Services, along with any supporting data.

Forms are available for your use in the Counseling Office. The Dean of Learning Support Services may request additional supporting documentation and/or a conversation with the student prior to making a decision.

Notice of Acceptance

New and former students will be officially notified upon acceptance for admission. In addition, information on assessment, orientation and advisement opportunities will be furnished following receipt of application forms. All of this is available on the College website.

Alternative Matriculation for Disabled Students

Applicants to the College with disabilities can seek alternative matriculation services, which include:

- Special assessment
- Assessment by the Learning Disability Specialist
- One-on-one orientation, advisement and development of an educational plan with Disabled Student Services Program staff
- Priority registration.

To qualify, the applicant must inform the Admissions & Records Office or the Disabled Student Services Office about his/her disability and request the alternative matriculation program.

Additionally, he/she must submit written documentation by a professional (Physician, Psychologist, Learning Disability Specialist, etc.), verifying the disability.

Assessment 588.5234

Assessment is required by the California Education Code, Sec. 51006 and is intended to provide sufficient information to facilitate student success while he/she attends the College.

As one of five matriculation components, assessment includes testing to determine a person's proficiency in English and math.

The testing simply helps students in choosing appropriate courses, and can also be used to satisfy certain course prerequisites. For more information, see the *Student Success Matriculation Program*.

Educational Plan 588.5109

The Student Success Matriculation Program requires the completion of an Educational Plan by all California Community College students who are pursuing an educational goal.

At Columbia, students should prepare this by the time they have completed 15 units of credit, regardless of whether those credits were earned at Columbia, transferred from another college, or both.

The Counseling Office will gladly assist with specific information on preparing your Educational Plan. After

the plan has been reviewed with a counselor, it will be placed in your permanent file.

Students may be denied priority registration for classes if they fail to prepare an Educational Plan. For a waiver from this requirement, see *Student Success for Matriculation: Exemption Categories*.

Regulations on Student Records 588.5234

Student records are open to the student himself/herself, employees of the College acting in the course of their duties, and state or federal officials (California Administrative Code Sec. 54618).

The College may grant access to individual student records for educational or emergency purposes and for court orders (California Administrative Code Sec. 54620 and 54622).

Confidentiality of Student Records

Student records are the responsibility of the Admissions & 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 Chief Operations Officer, (student financial aid), Dean of Learning Support Services (counseling materials and placement data), and Dean of Instructional Services (apprenticeship, community services and work experience).

Student information which is designated as public directory information may be released at the discretion of the College to anyone at any time unless the student has filed a written objection form with the Admissions & Records Office. However, Columbia College will not release directory information for individual use or private business/commercial firm use in advertising or publicity.

Directory information includes the student's name, major field of study, participation in officially recognized activities and sports, weight and height of members of College athletic

teams, dates of attendance, degrees, awards and student's photograph in relation to campus-sponsored activities. The District's policies and procedures regarding student records are currently under review.

Students may ordinarily review their own records at any time during office hours. Under all circumstances, the College will make records available within five to ten working days within receipt of a written student request.

All of the preceding statements apply regardless of a student's age. Parents of students under the age of 18 may NOT obtain the student's record. (Ed. Code 40961)

Diploma & Certificate Replacements

The following fees are applicable for replacing official College diplomas and certificates:

Diplomas	\$10
Certificates.....	\$ 5

Columbia College Transcripts

- Two Columbia College transcripts will be issued *without charge* upon written request from the student through the Admissions & Records Office. This includes official or unofficial copies. Additional transcripts are \$5 each.
- Transcript request forms are available on the College website or at the Admissions & Records Office. Payment must be by credit card for faxed requests. Mailed-in requests can be paid for by check or credit card. Credit card payment must include credit card number, name on the card, expiration date, mailing address of the card. All requests must include student's full name, destination of the transcript, current address and **signature**.
- If you have an official hold placed on your record by the College, your request for transcripts will not be processed.
- The Family Education Rights & Privacy Act of 1974 states that transcripts cannot be sent in response to telephone requests.
- Transcripts will not be released to anyone other than the student

unless the requestor has written authorization from the student.

- A minimum of ten working days is required for processing, handling and shipping. Same day service can be provided for \$10 in addition to the regular fee.

Other College or High School Transcripts

Columbia College requires new students to submit official transcripts of coursework completed at other colleges and high schools.

1. Have the institution mail your transcripts to the Admissions & Records Office, Columbia College. Columbia College will only accept official transcripts that are received in sealed envelopes. High school transcripts are necessary if the student has been out of school within the last five years.
2. Columbia cannot release copies of other institution's transcripts. The transcript must be obtained from the institution of origin. Students who are concurrently enrolled at Modesto Junior College may request that any transcripts on file at Columbia from other institutions be sent to MJC. This exception is possible as both colleges are in the Yosemite Community College District.
3. Students can obtain additional copies of their assessment scores from the Director of Student Success/Matriculation at 588.5234. These scores, however, will not be released if the student has any funds due to the College. Obligations can be paid at the Business Office, by touch-tone phone (536.5400), or on the College website.

Enrollment & Academic Status Verification

With signed consent from the student, enrollment and academic status will be verified by the College for the following purposes: educational verification for employment...child care provider enrollment...insurance...etc.

The first two verifications will be done free of charge. All others will be for a \$5 fee.

Note that there is no charge for verification for federal loans. However, loan deferment verification will not be released if the student has an outstanding obligation at the College.

Privacy Rights of Students

In accordance with the Family Educational Rights and Privacy Act of 1974, written consent is needed for release or review of student records to all parties or officials, except those specifically authorized access under the act.

Change of Official Records

When requesting a change of name or social security number on official records, you must present legal documentation verifying the change to the Admissions & Records Office.

Student Support Programs

In Alphabetical Order

Academic Achievement Center 588.5088

The Academic Achievement Center (AAC) will assist in improving critical thinking skills by helping you make connections in your own mind and deepening your understanding of course material.

There is no charge for this tutoring service. Tutors work individually with students on coursework for most classes offered each semester, including reading and writing assignments.

The AAC also has a computer lab with ten computers, loaded with Microsoft Office Suite 2000 and Internet access, which can be used without an appointment.

Tutoring is available by appointment five days a week, seven hours a day. Appointments can be made by calling the AAC.

CalWORKs 588.5148

Columbia College provides a host of CalWORKs support services, among them individualized and coordinated case management, child care vouchers, career education and job seeking/retention skills, job development, placement and work study opportunities, specialized curriculum advantages, and more.

CARE Program 588.5130

CARE (Cooperative Agencies Resources for Education) is an extension of EOP&S, which serves qualified single parents on TANF.

Thus, EOP&S students can also apply for CARE through the College EOP&S Office.

CARE Eligibility Criteria

1. Eligible for EOP&S.
2. Currently receiving TANF for self or child.
3. Parent of at least one child under the age of 14.
4. Must be at least 18 years old and single head of household.
5. Enrolled in 12 units.

CARE Program Services

Services may include child care assistance, books, academic supplies, computer technology loans, meal vouchers, academic/career workshops, seminars, and incentive grants as funds permit.

Career Center 588.5109

The Career Center, which is located in the Manzanita Building, offers materials and services to assist with career information. The center maintains a variety of books, occupational publications, newsletters, college catalogs and *Eureka*, a computerized vocational/educational information system.

Child Care Center 588.5278

The Columbia College Child Care Center opened its doors in spring 1991, providing on-campus care for preschool and kindergarten children. In fall 1998, toddler classrooms were added for children 18 to 36 months

old. The facility serves as a laboratory for students enrolled in the Child Development Program.

High quality care for children, aged 18 months to five years, is provided by the Columbia College Child Care Center. Best described as a "family friendly environment that fosters positive relationships", the center offers free or low cost child care for families, who qualify on the basis of income and need.

Hours: Mon - Th: 7:45 am - 4:30 pm
Fridays : 7:45 am - 2:30 pm

Operates on College calendar and during summer sessions.

The Child Care Center also serves as a three-classroom laboratory for adult students, who are enrolled in the Child Development Program. Under the direction of a master teacher, students gain valuable hands-on experience in child care techniques (Fac. #553602594).

Counseling Services 588.5109

Regardless of whether you're a new, continuing or returning student, take advantage of Columbia College's counseling services. Our staff of professional counselors are here to help you with academic advising, career counseling and planning. Counselors are available during the day and selected evenings, by appointment or drop-in basis.

They assist students with choosing a major or career, which are appropriate to individual values, interests and abilities. They'll provide guidance with personal issues as they relate to planning for and completion of your educational goals.

Counselors also teach classes designed to explore career choices and develop personal goals, as well as transfer and academic survival skills. Refer to the *Guidance* section of this catalog for specific course offerings.

It is important to note that final selection of classes and completion of program requirements are the responsibility of each student.

Disabled Students Programs & Services 588.5130

Disabled Students Programs & Services (DSP&S) provides access to educational programs and activities for students with disabilities. The department provides accessibility through use of support services, special equipment, specially trained staff, and removal of architectural barriers.

Programs and Services

Physical Disabilities - Disabled parking (limited to those students with DMV placards or plates), tram service, mobility support, specialized tutoring, help in locating note takers and readers, and test-taking assistance are all provided.

Learning Disabilities Program - Provides academic support for those with professionally verified learning disabilities, including individual assessment, individualized learning strategies to remediate or compensate for basic skill deficits, test facilitation, and other in-class accommodations as needed. Tutoring may be by specially trained staff and students for general education and vocational college coursework.

High Tech Center - Established in 1995, the center gives disabled students access to and training on adapted computer hardware and software, especially for the visually and mobility impaired. The software is intended to increase skill levels in reading, writing and math.

Additional Services - Vocational counseling, academic advising, special equipment loan, liaison with campus and community resources and assistance with registration are among the additional services for the disabled.

Special Instruction - Special instruction in adaptive physical education, cardiac and pulmonary rehabilitation, and computer access are offered every semester.

Alternate Format Media - All Columbia College publications and institutional materials are in alternate formats and available through the DSP&S Office.

Extended Opportunity Programs & Services 588.5130

The primary function of Extended Opportunity Programs & Services (EOP&S) is to recruit, train and transition economically and educationally disadvantaged students. Applications are handled through the Financial Aid and EOP&S Offices.

EOP&S Eligibility Criteria

In addition to enrolling in 12 units of study and being a resident of California, eligibility for EOP&S is based on:

- Economic Need** - Students must be eligible for the Board of Governors Waiver A or B to qualify.
- Educational Need** - Applicants must be educationally disadvantaged in one of the following:
 1. Does not meet eligibility for degree level math or English on the assessment test.
 2. Did not graduate from high school or obtain a G.E.D.
 3. High school G.P.A. was below 2.5.
 4. Previously enrolled in a remedial class in high school or college.
 5. Other eligible characteristics/qualities.

EOP&S Services

Direct Financial Aid - Grants and book grants

Priority Registration - Special registration assistance

Book Service Program - EOP&S students not qualified for book grants may be eligible for assistance through the Book Service Program.

Academic and Career Workshops Offered each semester.

Counseling - Academic, vocational and personal counseling.

Transfer Assistance - Help in applying for admission to four-year institutions

Computer Access - Use of computers for classroom assignments

Financial Aid 588.5105

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

Students who need help to meet expenses, such as tuition and fees, housing, food, books, supplies, transportation, and personal incidentals may obtain applications in the Financial Aid office from January 3, 2005 through December 16, 2005. Eligibility is based on financial need and satisfactory academic progress. Additionally, students must have a high school diploma, a G.E.D. or have passed an approved placement examination administered by the Testing Center at the 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 from all classes during the first 60% of the term, a pro-rata refund to the Pell Grant program of the enrollment fee waiver will be calculated.

Financial Aid Withdrawal & Repayment Policy

Students who receive financial aid and withdraw from all classes prior to completing 60% of the semester, program, or course, are required to repay a portion of all federal financial aid received (Fed. Reg. 34 CFR Parts 668, 682 and 685).

At Columbia College, this includes the Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG) programs.

For your use and to comply with federal regulations, a copy of the Financial Aid Consumer Information is available in the Financial Aid and Admissions & Records Office.

High School Equivalency Diploma (G.E.D.) Test Center 588.5109

Columbia College is an official General Educational Development Testing Center, and provides the opportunity to obtain a high school equivalency, or G.E.D. diploma.

Health Services 588.5204

* Students who are less than 18 years of age must have a 'Consent to Treat' form on file with the college nurse. The forms are available from the nurse or Admissions and Records and must be signed by a parent or legal guardian.

A registered nurse is on-campus several hours each class day to provide a variety of health services for students.

Students with chronic health problems should inform the College nurse so that the appropriate steps can be taken in case of an emergency. Illnesses or accidents occurring on the campus should be reported immediately to the College nurse or any administrator. Student health records are confidential.

Job Placement 588.5312

The Job Placement Office offers free employment assistance to all unit-bearing students. Exceptions apply to CalWORKs students. Information is available on jobs in the local community and on the campus.

Outreach 588.5111

Through Outreach, Columbia College information is distributed to prospective students. To achieve this, contact is made with high school students and counselors, business and industry professionals, community members, and those seeking personal growth opportunities to improve job skills. Activities are coordinated throughout the Yosemite Community College District.

**Scholarships & Awards
588.5105**

Columbia College has an extensive number of scholarships and awards provided by organizations and individuals both inside 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 August 29, 2005; the deadline for applying is November 23, 2005. 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.

**Security/Parking/
Lost & Found
588.5167**

The Campus Security Department is in operation 24 hours daily. Campus Security Officers do not have law enforcement authority. Their role is to "observe and report" only. The Crime Awareness and Campus Security Act of 1990 requires institutions to report data for certain criminal acts that occur on campus grounds. Security/crime awareness information is available in various locations on campus. The following are the campus crime statistics for January 1, 2004 - December 31, 2004:

CRIME STATS 2004

CRIMINAL OFFENSES

Murder/Non-negligent Manslaughter	0
Forcible Sex Offenses (Including Forcible Rape)	0
Non-forcible Sex Offenses	0
Robbery	0
Aggravated Assault	1
Burglary	3
Motor Vehicle Theft	0
Arson	0
Negligent Manslaughter	0

HATE OFFENSES

Murder/Non-negligent Manslaughter	0
Aggravated Assault	0
All Forcible Sex Offenses (Including Forcible Rape)	0
Forcible Rape	0
Arson	0
Negligent Manslaughter	0
Simple Assault	0

ARRESTS

Liquor Law Violations	6
Drug Law Violations	1
Illegal Weapons Possessions	0

DISCIPLINARY ACTIONS/JUDICIAL REFERRALS

Liquor Law Violation	8
Drug Law Violations	3
Illegal Weapons Possessions	1

Daily or semester fees are charged for parking on-campus. Free visitor parking is also available. Various fines will be levied against the public, staff and students for campus traffic or parking violations.

The campus shuttle provides continuous service from the campus parking lots to classroom buildings on Monday through Thursday evenings from 5:15 to 9:30 pm.

**Student
Identification Cards
588.5270**

There is no charge to students for the student identification card. The same Identification Card will be used for each semester attended. Validation stickers for the current semester can be obtained at the beginning of every semester from the Student Senate Office. An ID is required for use of Student Services,

Math and Computer open labs, the Academic Achievement Center and Business Office.

You should carry your card with you while on campus.

Contact the Student Activities Office for processing dates, times and location.

**Transfer Center
588.5109**

Staff, counselors and resources at the Transfer Center can help you transition from Columbia College to other colleges and universities to complete your educational goals.

Many faculty-approved articulation and transfer credit agreements between Columbia College and UC, CSU and other area community colleges are useful when completing Educational Plans and in expediting transfers. These articulation agreements are accessible to students through ASSIST, the official repository of California College and University Articulation. Also available through the Transfer Center is Internet access to other college and university websites, as well as their online applications.

The center coordinates regular visits of representatives from regional two and four-year institutions. By talking with these representatives, you'll develop more direct contact with personnel, procedures, policies and requirements of specific transfer campuses to prepare you academically for the future.

**Veterans Affairs
588.5105**

Disabled veterans, post-Vietnam era veterans (who participated in payroll deduction programs), members of Reserve units and dependents of disabled, deceased or retired veterans may be eligible for educational benefits while attending college at least half-time.

Applications for benefits are located in the Veterans Affairs Office and should be completed 30 to 120 days prior to the beginning of the school term - *if advance pay is being requested*. For normal processing, this can be submitted at registration.

Be sure to inquire at the Veterans Affairs Office for information on any other required documents.

Academic Freedom (Faculty)

Recognizing that academic freedom is essential to the pursuit of truth in a democratic society, the district adheres to the following principles:

Faculty shall be free:

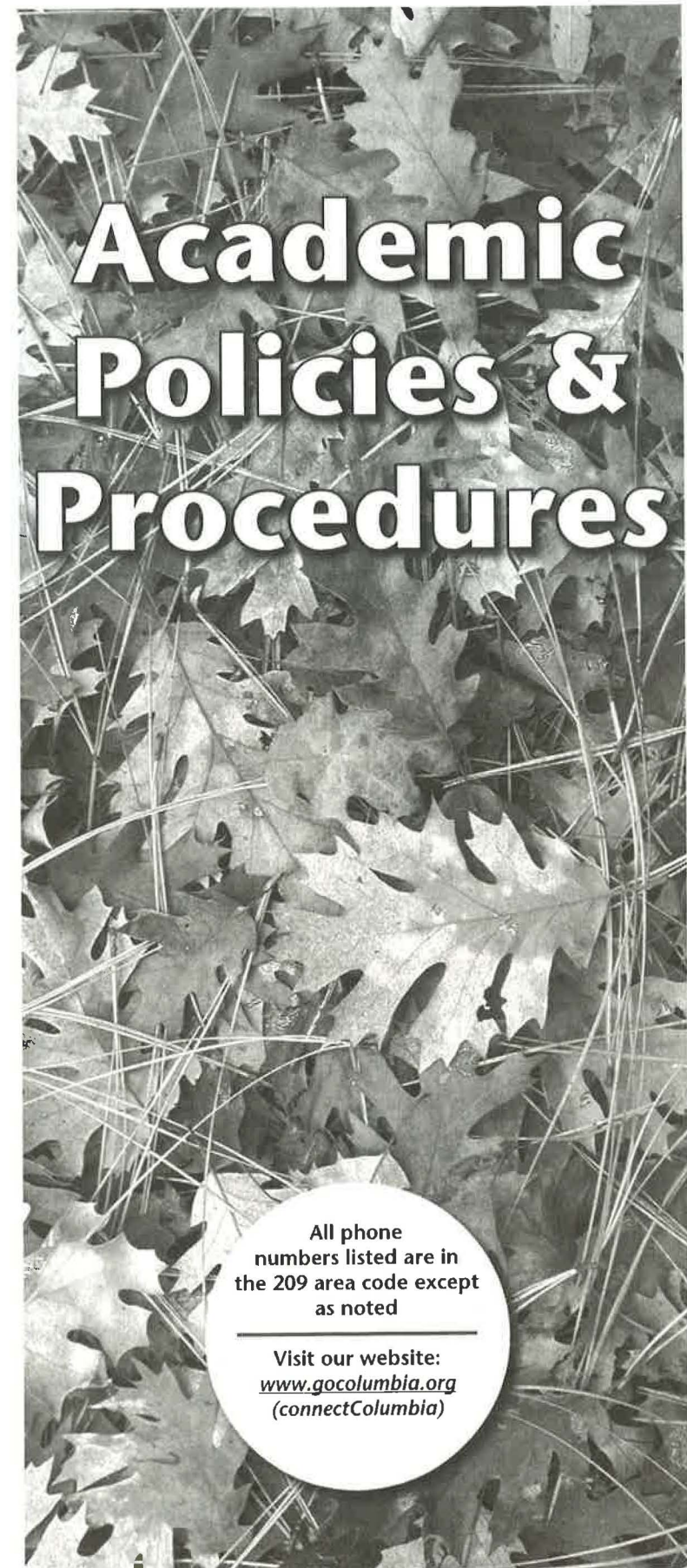
- A. To examine unpopular or controversial ideas to achieve course learning objectives, in discussion with students, and in academic research or publication.
- B. To recommend the selection of instructional materials.
- C. To make available library books and materials presenting all points of view.

While faculty have the right to present ideas and conclusions which they believe to be in accord with available evidence, they also have the responsibility to acknowledge the existence of different opinions and to respect the right of others to hold those views.

Reference: YCCD Board Policy 6030, Title 5, Section 51023; Accreditation Standard 2.2

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 for transfer to a four year institution 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 continuous academic** years to complete the requirements for graduation with an associate degree and/or certificate of achievement 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.



All phone numbers listed are in the 209 area code except as noted

Visit our website:
www.gocolumbia.org
(connectColumbia)

Unit of Credit

A unit of credit is earned on the basis of one hour of lecture-discussion 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-discussion, 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:

- 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).
- 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/ Co-requisites / Recommended for Success

Columbia College has a prerequisite policy, Board Policy 6260, that may be found in the Office of Student Learning, located in the Manzanita Building.

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 **co-requisite** 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.

The course description identifies the only means by which prerequisite and co-requisite requirements can be met. "Or equivalent" in the course description refers to the prerequisite and co-requisite challenge process (See section below).

Course Prerequisite and Co-requisite Challenge Information

A student may challenge a prerequisite or co-requisite under one or more of the criteria listed below:

The prerequisite or co-requisite is:

- Not established in accordance with district processes
- In violation of Title 5 regulations
- Either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

Or:

- The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite.
- The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-requisite has not been made reasonably available.

Prerequisite Challenge Procedure

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

Please note that a prerequisite waiver may not exclude that course from the major requirement.

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 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.*
- IP** - In Progress (See IP section)

Satisfactory Course Completion

Satisfactory completion of a course requires a grade of **C**, Credit or better.

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 is incorrect, inaccurate or otherwise inappropriate. **This challenge must occur within two academic years from the time the grade is received.** The Vice President of Student Learning 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 is a grade symbol for a class that is scheduled to extend beyond the end of the semester (a *bridge* class), e.g. course begins November 6 and 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 (536.5400), online at: www.gocolumbia.org (see current Class Schedule for instructions), at the Admissions & Records, or at the Calaveras Center.

To add a class after the first day of instruction, students must complete an "Add" Form which may be obtained from Admissions & Records. Contact the Admissions & Records Office for specific course deadlines.

All Add Forms processed by the Admissions & Records Office require the student to present a picture ID.

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 12 units during a summer session, must have a counselor's signature on the add slip and must register for these units at the Admissions & Records Office.

Dropping a Course

To drop a course, the student may use the touch-tone telephone system (536.5400), go online at www.gocolumbia.org (see *current class schedule for instructions*), or submit a Drop Slip to the Admissions & Records Office or Calaveras Center. All drops processed at the Admissions & Records Office and Calaveras Center require the student to present a picture ID. Students who are on a probationary or dismissal status must have a counselor's signature on the Drop Slip and must drop the course in person at the Admissions & Records office on campus or at the Calaveras Center.

Full semester courses: (See Academic Calendar for exact date)

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 **W** symbol will appear indicating *withdrawn*.

No student drops are allowed after 75% of the term - Possible grade of **F** will appear on the official transcript.

For less than full semester classes Contact the Admissions & Records Office for deadline dates.

It is the student's responsibility to drop. Web and touchtone telephone transactions can be audited. Drop

Slips submitted at the Admissions & Records Office are maintained for two years. *Please see Fee Refund Policy on page 14.*

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 limit.
- 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 56029.
- Courses may be repeated where substandard work has not been recorded if the course is needed to meet legally mandated training requirements. No petition is required. See Course Descriptions for additional information.
- Students who have successfully completed a course the allowable number of times for credit may take the course under the category of **AUDITING**. All credit students will be given first priority and auditors will be admitted based on available space only after the first class meeting.

Auditors will be required to adhere to all course and college policies, procedures, requirements and regulations. For more information concerning the guidelines and fees, contact the college Admissions and Records Office.

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:

Courses may be repeated one time for improvement of grade under any of these conditions:

- The student's previous grade is at least in part due to extenuating circumstances beyond the control of the student.

• 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.

• A considerable lapse of time has occurred since the student completed a class. The student must obtain written permission from the Dean of Instructional Services.

– When repeating a course in which a **D** was received, 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 received, 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 Transcript Evaluator with an official transcript from the transfer institution. If the course is determined equivalent to the Columbia College course, the repetition notation will appear on the Columbia College transcript.

– Courses taken "Credit by Examination" may NOT be repeated.

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 & 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 coursework, the instructor will assign the appropriate grade and notify the Admissions & 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, **F**'s and **NC**'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 15 semester units with at least a 3.0 cumulative GPA, 30 semester units with at least a 2.5 cumulative GPA, or 45 semester units with at least a 2.0 cumulative GPA at any accredited college or university. Renewal will not be granted if there are any grades of **D** or **F** or **NC** since the completion of the work to be alleviated.
2. A minimum of four semesters or six quarters must have elapsed since completion of the work to be alleviated. (Summer session is not counted toward 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. Columbia College will honor similar policies of accredited colleges and universities, but other transfer institutions may reject academic renewal action.
5. The student must submit a request for Academic Renewal Evaluation to the Director of Student Success/Matriculation. Forms are available in the Admissions & 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 & Records Office for specific procedures.

Conditions

To be admitted to Independent Study, a student must have:

- completed 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.
- written approval of the instructor directing the student's Independent Study, and written verification by an Admissions & Records staff member 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 three units of credit.

Limitations

The following limitations apply to Independent Study courses:

- Registration is restricted to one Independent Study course per semester.

- An overall maximum of 7 units of credit completed will be allowed for Independent Study. Students who intend to transfer are advised that Independent Study credit 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** or **NC** grade may not be converted to a letter grade.
- Credit (**CR**) 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.
- Credit (**CR**) 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 College.
- Units attempted for which **NC** is recorded are counted in determining progress probation and progress dismissal.

- The maximum number of credit semester units, earned under the **CR/NC** grading option, that may be counted toward the Associate Degree is **14**.
- Courses offered for **CR/NC** grading only are excluded from the maximum of fourteen units counted toward the Associate Degree.
- Students may only opt for **CR/NC** grading in one class 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 can obtain the Credit/No Credit grading form on the web at www.gocolumbia.org, from the Admissions & Records Office, or the Calaveras Center. The form must be returned to the Admissions Office on or prior to the deadline. Mailed or faxed forms received after the deadline will not be accepted.
- 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 enable students to pursue courses of study at an accelerated rate and to encourage independent study. In addition, it recognizes 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. 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:

- These courses shall be excluded from credit by examination:
 - Pre-collegiate level courses
 - Basic Skills courses
 - Laboratory courses
 - Activity courses.
- 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**).
- A student may not repeat a course taken by examination.
- A student may not take a course for examination that has already been taken for a grade.
- 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.
- Courses taken through Credit by Examination may not be counted as meeting the residence requirement for a degree. (Title 5, Sec. 55753)
- Courses taken through Credit by Examination may not be considered as part of the student's program for enrollment verification purposes.
- A student taking a course by examination will be charged the regularly established enrollment fee per unit.
- A student may not take more than one course by examination per semester.
- A student may not earn more than 12 units of academic credit through Credit by Examination.

Eligibility

Students 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.

Students must also have completed at least 12 units of previous coursework at Columbia College with a cumulative grade point average of 2.0.

Procedure

Please contact the Admissions & 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, Major requirements, and/or those for the Certificates of Achievement. Please see a counselor or the Admissions & Records Evaluator for information regarding how credit for Advanced Placement examinations will be awarded. (See page 66 for listing of accepted test and awarded credit).

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 degree applicable or transfer college or university units will be accepted if the institution is accredited by one of the following accrediting bodies: Middle States Association of Colleges and Schools (MSA), The Northwest Association of Schools and Colleges (NASC), North Central Association of Colleges and Schools (NCA), New England Association of Schools and Colleges, Inc./Commission on Institutions of Higher Education (NEASC-CIHE), Southern Association of Colleges and Schools/Commission on Colleges (SACS-CC), Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges (WASC-JR), Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities (WASC-SR). A maximum of 15 semester units will be allowed for courses taken by correspondence from accredited institutions. No credit will be awarded for developmental or skills classes.

Credit for Military Service

Armed forces personnel or veterans with a minimum of one year of satisfactory service may receive:

- Two semester units of elective credit and waive institutional physical activity requirements for graduation.
- Credit for military service schools in accordance with credit recommendations published by the American Council on Education.
- 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 coursework 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 students through the Academic Requirements Review Committee. Should there be a question regarding course waivers, substitution, or exceptions to academic standards established by the College, students may petition for review to this committee. Contact the Director of Student Success/Matriculation for procedures.

Classification of Students

While the minimum full-time program that will qualify a student for graduation in two years is 15 units per semester, the following classifications have been established:

Full-time
Registered for 12 or more units per semester

Freshman

Fewer than 30 degree or transfer units completed

Sophomore

30 or more degree or transfer units completed

For the purpose of Financial Aid, 12 units are considered full-time Summer, Fall, Spring.

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 coursework missed.

An instructor has the prerogative to lower a student's grade due to a student's lack of participation in class.

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.

Student Load

A student who decides to carry more than 18 units during the fall or spring term, or 12 units during the summer session, must secure written approval from a counselor or the Vice President. Students on progress or academic probation will be limited to a unit load established by the Vice President.

Final Examinations

Students are responsible for taking final examinations at the time scheduled unless prior arrangements are made with the instructor.

Final grades are considered permanent. The determination of instructor issued grades are final in the absence of mistake, fraud, bad faith, or incompetency.

Scholastic Honors

For Graduation: Graduating students who have earned a cumulative Grade Point Average of 3.75 or better in all degree and transferable 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: Students who complete a minimum of 12 degree applicable units in a semester with a G.P.A. of 3.5 and no grade below a **C** are awarded "Dean's List" for that particular semester. This honor becomes a part of the official academic record as it appears on the official academic transcript below the semester the honor was achieved.

Satisfactory Progress

A student whose cumulative Grade Point Average is 2.0 (**C** average) or better is scholastically in good standing. All units and grade points are counted on a cumulative basis. The method of computing Grade Point Averages follows.

Grade Reports

Students may obtain their final semester grades on the College website approximately 10 working days after the semester ends. Additionally, students may obtain all classes and grades completed at Columbia College since 1985. All outstanding obligations must be cleared to obtain transcripts or access grades.

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

Not included in computing GPA, but may be used in determining progress probation and dismissal:

- W** - Withdrawal
- I** - Incomplete
- CR** - Credit
- NC** - Non-Credit
- IP** - In Progress

Grade Point Average

The grade point average (GPA) is determined by the following formula:

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

Example: A student who earns five units of **A**, four units of **B**, three units of **C**, two units of **D**, and two units of **F** would compute GPA as follows:

5 units	A x 4 =	20 grade points
4 units	B x 3 =	12 grade points
3 units	C x 2 =	6 grade points
2 units	D x 1 =	2 grade points
2 units	F x 0 =	0 grade points
16 units		40 grade points

$$\text{GPA} = \frac{40 \text{ Grade Points}}{16 \text{ Units Attempted}} = 2.50$$

Units which are assigned for grades of **W**, **I**, **CR**, **NC**, or **IP** are not counted in computing the grade point average but may be used in determining progress probation and dismissal.

In calculating students' degree - applicable grade point averages, grades earned in nondegree - applicable courses will not be included.

Probation & Dismissal for Academic Deficiencies

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 College 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 2.0.

Academic Dismissal Status

The second consecutive semester that a student fails to maintain a 2.0 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 1.5 or his/her cumulative GPA falls below 1.75.

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 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. Registration must be done at the Admissions & Records Office only.
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 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 that 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 of Student Learning, 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 of Student Learning. See *Reinstatement After Disqualification*.

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.

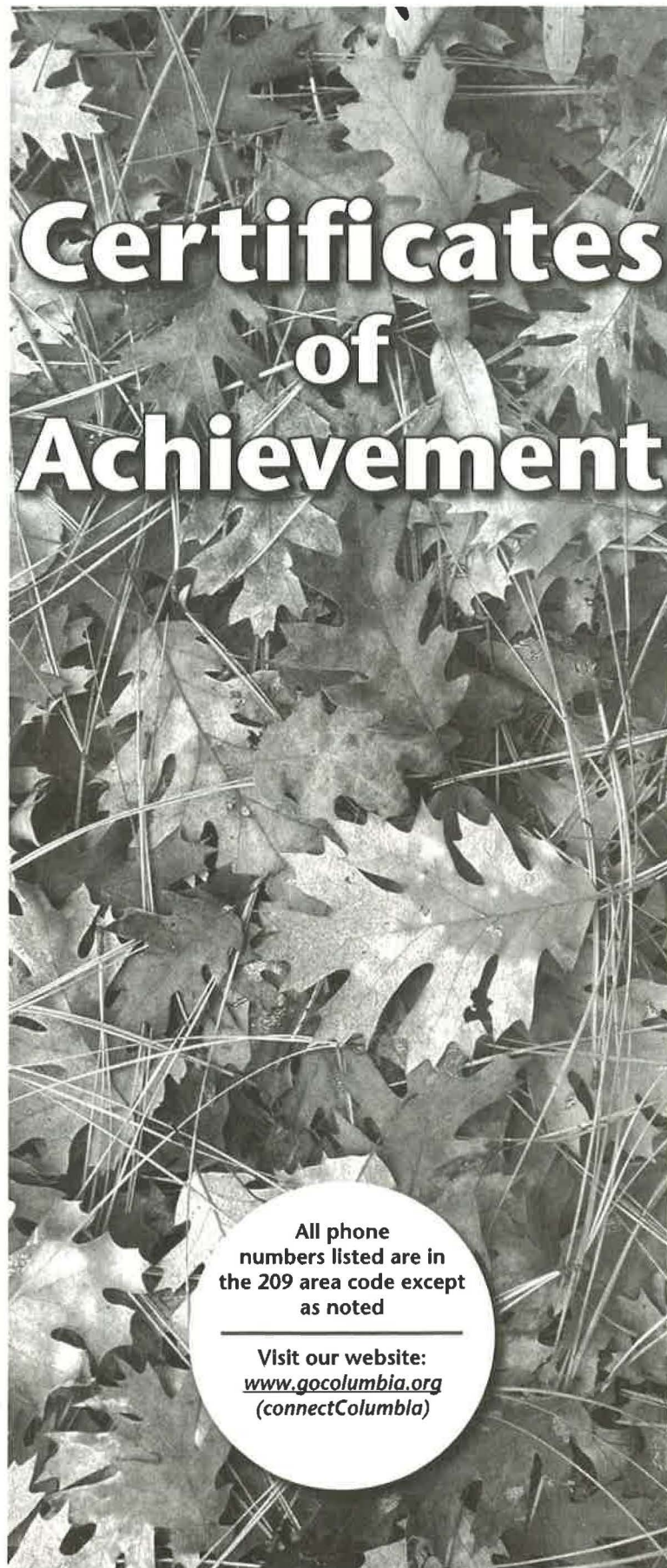
In the event of disqualification a student may petition for readmission on the basis of the following circumstances that might warrant an exception:

- Evidence of consistent improvement in the student's record.
- A change from one major to a field of study more appropriate to the student.
- Circumstance in the personal life of the student which the counselor of the student believes may have been of sufficient gravity to adversely affect the performance of the student.
- The recommendation of the student's physician that the continuance in college would be of sufficient therapeutic benefit to warrant the granting of an additional opportunity.

If a student has been disqualified and feels that there are extenuating circumstances worthy of consideration, a request in writing may be made to the Vice President of Student Learning 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, on the College website or by completing the drop form at the Admissions & Records Office or the Calaveras Center. Failure to do so may result in **F** grades recorded on the student's transcript.



Certificates of Achievement

All phone numbers listed are in the 209 area code except as noted

Visit our website:
www.gocolumbia.org
 (connectColumbia)

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 2005, the following certificate requirements are valid through the 2008-09 academic year. A student taking more than four years of continuous attendance to complete a certificate may only use certificate requirements in effect up to four 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
- Electrical Repair
- Engine Performance
- Engine Repair
- Under Vehicle Service

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)
- Website Development

Emergency Medical Services

- Emergency Medical Services
- Emergency Medical Technician Training
- First Responder

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

Hospitality Management: Tourism/Recreation

- Outdoor Adventure
- Planning Meetings & Events
- Spa & Health Club Operation
- Tour Business Development
- Tourism Marketing: Web Commerce
- Tourism Marketing: Direct Marketing
- Tourism Marketing: Print Production
- Tourism & Recreation Studies

Human Services

Natural Resources

- Watershed Management Technology

Natural Resources Technology

Office Technology

- Administrative Assistant
- Medical Office Specialist
- Medical Transcription
- Office Assistant

Welding Technology

Completion of Certificate

In order to receive a Certificate of Achievement, students must complete a Petition for Certificate of Achievement, available at the Admissions and Records Office or on the college website 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.

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.

AUTOMOTIVE TECHNOLOGY

Automotive Maintenance Technician

<u>Required Courses:</u>	<u>Units:</u>
AT 97 Work Experience In Automotive Technology ...	1
AT 100 Introduction to Automotive Technology	4
AT 101 Automotive Braking Systems I	2
AT 102 Engine Repair.....	5
AT 103 Practical Laboratory	0.5
AT 110 Automotive Electrics I	5
AT 111 Engine Performance I.....	6
At 112 Heating/Air Conditioning.....	3

Total Required Units **26.5**

Recommended Optional Course:

WT 100 Introduction to Welding.....	3
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Automotive Service Technician

<u>Required Courses:</u>	<u>Units:</u>
AT 97 Work Experience in Automotive Technology ...	1
AT 100 Introduction to Automotive Technology	4
AT 101 Automotive Braking Systems I	2
AT 102 Engine Repair.....	5
AT 103 Practical Laboratory	0.5
AT 110 Automotive Electrics I	5
AT 111 Engine Performance I.....	6
AT 112 Heating/Air Conditioning.....	3
AT 120 Suspension and Steering.....	3
AT 121 Automotive Braking Systems II.....	2
AT 122 Manual Power Train and Axles	3
AT 130 Automotive Electrics II.....	2
AT 131 Engine Performance II.....	2
AT 132 Automatic Transmissions and Transaxles	3

Or

AT 165 Clean Air Car Course & OBD II Update Training.....	4
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Total Required Units **41.5-42.5**

Recommended Optional Course:

WT 100 Introduction to Welding.....	3
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Electrical Repair

<u>Required Courses:</u>	<u>Units:</u>
AT 97 Work Experience In Automotive Technology ...	1
AT 103 Practical Laboratory	1
AT 110 Automotive Electrics I	5
AT 112 Heating/Air Conditioning.....	3
AT 130 Electrical and Electronics II	2

Total Required Units **12**

Engine Performance

<u>Required Courses:</u>	<u>Units:</u>
AT 97 Work Experience In Automotive Technology ...	1
AT 103 Practical Laboratory	2
AT 111 Engine Performance I.....	6
AT 131 Engine Performance II.....	2
Total Required Units	11

Engine Repair

<u>Required Courses:</u>	<u>Units:</u>
AT 97 Work Experience In Automotive Technology ...	1
AT 100 Introduction to Automotive Technology	4
AT 102 Engine Repair.....	5
AT 103 Practical Laboratory	1.5
Total Required Units	11.5

Under Vehicle Service

<u>Required Courses:</u>	<u>Units:</u>
AT 97 Work Experience in Automotive Technology ...	1
AT 101 Automotive Braking Systems I.....	2
AT 103 Practical Laboratory	1
AT 120 Suspension and Steering.....	3
AT 121 Automotive Braking Systems II.....	2
AT 122 Manual Power Train and Axles	3
Total Required Units	12

BUSINESS ADMINISTRATION

Accounting

<u>Required Courses:</u>	<u>Units:</u>
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 Business Law.....	4
Busad 151 Finance and Investments.....	3
Busad 158 Payroll Accounting.....	3
Busad 163 Business Mathematics	4
Busad 164 Income Tax.....	3
Cmpsc 30 Financial Worksheets on Computers.....	3
<i>Six (6) Units Required from Computerized Accounting:</i>	
Busad 152 Computerized Accounting for Business (Quickbooks)	3
Busad 153 Computerized Accounting for Business (MYOB)	3
Busad 154 Computerized Accounting for Business (Peachtree)	3
Total Required Units	34

Recommended Optional Courses:

Busad 97 Work Experience in Business	1-4
Cmpsc 1 Computer Concepts & Information Systems ...	4
Cmpsc 3 Operating Systems.....	3
Busad 53/	
Cmpsc 53 Project Management	3
Busad 90 Business Administration	
Computer Applications Laboratory	1-4

Management

<u>Required Courses:</u>	<u>Units:</u>
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 Business Law.....	4
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.....	4
Cmpsc 1 Computer Concepts & Information Systems ...	4
Econ 10 Principles of Economics.....	4
Econ 11 Principles of Economics.....	4
Total Required Units	43

Recommended Optional Course:

Busad 97 Work Experience	Minimum 4
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Retailing

<u>Required Courses:</u>	<u>Units:</u>
Busad 18 Business Law.....	4
Busad 20 Principles of Business	3
Busad 24 Human Relations in Organizations	3
Busad 30 Principles of Marketing	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.....	4
Cmpsc 1 Computer Concepts & Information Systems ...	4
Econ 10 Principles of Economics.....	4
Oftec 132 Business Communications.....	3
Total Required Units	36

Recommended Optional Courses:

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

CHILD DEVELOPMENT

Associate Child Development Teacher

<u>Required Courses:</u>	<u>Units:</u>
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 28 Books for Young Children	3
Or two of the following:	
Child 10 Creative Activities in the Arts	2
Child 12 Creative Activities in Math	2
Child 13 Creative Activities in Science	2
Total Required Units	12-13

Child Development

<u>Required Courses:</u>	<u>Units:</u>
Child 1 Principles of Child Development	3
Child 2 Observing & Recording Behavior	1
Child 3 Practices in Child Development	3
Child 7 Child Health and Safety	1
Child 10 Creative Activities in the Arts.....	2
Child 12 Creative Activities in Math	2
Child 13 Creative Activities in Science	2
Child 16 Practicum	3
Child 22 Child, Family, Community	3
Child 30 Child Care/Nursery School Administration	3
Child 105 Creative Activites in Child Nutrition	2
<i>Three (3) Units from the following:</i>	
Child 8 Early Literacy Development.....	3
Child 19 Exceptional Needs Children	3
Child 23 Guiding Children's Social Development	3
Child 25 Infant/Toddler Care.....	3
Child 27 School Age Children	3
Child 28 Books for Young Children	3
Engl 151 Preparation for College Composition	4
Or	
Engl 1A Reading & Composition: Beginning.....	3
Total Required Units	29-30

COMPUTER SCIENCE

Computer Science

<u>Required Courses:</u>	<u>Units:</u>
Cmpsc 3 Operating Systems.....	3
Cmpsc 9 UNIX Operating Systems	3
Cmpsc 22 Programming Concepts & Methodology I	4
Cmpsc 41 Networking Essentials	3
<i>Electives - choose two (6-8 units):</i>	
Cmpsc 15 Java Programming	3
Cmpsc 24 Programming Concepts & Methodology II	4
Cmpsc 28 Visual Basic Programming	3
Cmpsc 53/	
Busad 53 Project Management	3
Cmpsc 55 Database Management.....	4
<i>General Education (8 units):</i>	
Math 18A Calculus I: Differential Calculus	4
Math 18B Calculus II: Integral Calculus	4
Total Required Units	27-29

**Applied Computer Studies
Business Emphasis**

<u>Required Courses:</u>	<u>Units:</u>
Cmpsc 1 Computer Concepts & Information Systems ...	4
Cmpsc 4 Windows Operating Systems Essentials	1
Cmpsc 9 UNIX Operating Systems	3
Cmpsc 22 Programming Concepts & Methodology I	4
Or	
Cmpsc 15 Java Programming	3
Or	
Cmpsc 28 Visual Basic Programming	3
Cmpsc 30 Financial Worksheets on Computers.....	3
Cmpsc 55 Database Management.....	4
Busad 1A Principles of Accounting	4
Busad 1B Principles of Accounting	4
Busad 40 Principles of Management	3
Oftec 140 Beginning Word Processing	2
Total Required Units	31-32
<i>Recommended Optional Courses:</i>	
Busad 163 Business Mathematics	4
Busad 53/	
Cmpsc 53 Project Management	3
Oftec 141 Intermediate Word Processing	3

Geographic Information Systems

<u>Required Courses:</u>	<u>Units:</u>
Cmpsc 1 Computer Concepts & Information Systems ...	4
Cmpsc 3 Operating Systems.....	3
Cmpsc 60/	
Geogr 60 Introduction to GIS - ArcView	3
Cmpsc 65/	
Geogr 65 GIS Applications	3
Cmpsc 70/	
Geogr 70 Intro to Raster-Based GIS	3
Cmpsc 75/	
Geogr 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
Engl 1A Reading & Comp: Beginning	3
Or	
Engl 151 Preparation for College Composition	4
Fortc 153 Forest Surveying Techniques	3
Math 101 Algebra I: Fundamentals or equivalent	5
Or	
Higher level algebra	5
Natre 1 Environmental Conservation	3
Nartc 160 Aerial Photography & Map Interpretation	2
Total Required Units	41-43
<i>Recommended Optional Courses:</i>	
Busad 97 Work Experience (AutoCAD or GIS). Minimum 4	
Cmpsc 53/	
Busad 53 Project Management	3
Cmpsc 9 UNIX Operating Systems	3
Cmpsc 55 Database Management.....	4
Cmpsc 58/	
Geogr 58 GIS-ArcView	1
Cmpsc 59/	
Geogr 59 Geographic Info & Global Positioning Systems	1-3
Math 2 Elements of Statistics.....	3
Math 8 Trigonometry.....	3
Spcom 1 Fundamentals of Speech	3

Website Development

<u>Required Courses:</u>	<u>Units:</u>
Cmpsc 10 Introduction to the Internet	1
Cmpsc 11 Presentations Using Computers and Multimedia	1.5
Cmpsc 12 Website Development Applications	3
Cmpsc 13 Intro to HTML.....	2
Cmpsc 14 Advanced Topics Website Development	2-3
Cmpsc 17 Advanced Internet Research.....	1.5
Cmpsc 53/	
Busad 53 Project Management	3
Cmpsc 149 Photoshop for the Web	2
Total Required Units	16-17
<i>Recommended Optional Courses:</i>	
Cmpsc 33/	
Art 33 Computer Graphics I	3
Cmpsc 52/	
Busad 52 E-Commerce.....	3
Cmpsc 55 Database Management.....	4

EMERGENCY MEDICAL SERVICES

Emergency Medical Services

<u>Required Courses:</u>	<u>Units:</u>
EMS 4 Emergency Medical Technician Training.....	7
EMS 12 Pre-Paramedic Training	8
Or	
Biol 10 Human Anatomy And	4
Biol 60 Human Physiology	4
EMS 13 Adv. First Aid/Emergency Care	3
Or	
EMS 157 First Responder & CPR	3
Indis 278 Basic Skills for Occupational Success	3
<i>Minimum of Three (3) Units from the following:</i>	
EMS 20 Basic Cardiology and Cardiac Dysrhythmias....	3
EMS 97 Work Experience in Emergency Medical Service.....	1-4
EMS 165 Conversational Medical Spanish for Emergency Health	3
EMS 175 EMS Skills Development.....	2
Total Required Units	24

FORESTRY TECHNOLOGY

<u>Required Courses:</u>	<u>Units:</u>
Fores 1 Introduction to Professional Forestry	3
Fores 10 Dendrology	3
Fortc 153 Forest Surveying Techniques	3
Fortc 162 Applied Forest Inventory	2
Cmpsc 1 Computer Concepts & Information Systems ...	4
Engl 151 Preparation for College Composition	4
Or	
Higher level English	3
Fire 7 Wildland Fire Control	3
Math 101 Algebra I: Fundamentals	5
Or	
Higher level algebra	3-5
Natre 1 Environmental Conservation	3
Natre 9 Parks and Forests Law Enforcement.....	2
Natre 30 Introduction to Watershed Management	3
Natre 50 Natural History and Ecology	2
Or	
Biol 24 General Ecology.....	4
Nartc 160 Aerial Photography & Map Interpretation	2
Nartc 181 California Wildlife.....	4
Total Required Units	40-45
<i>Recommended Optional Courses:</i>	
Oftec 100 Computer Keyboarding I	1
Or	
Oftec 110 Computer Keyboarding II	2

HOSPITALITY MANAGEMENT

Baker

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 120 Safety and Sanitation	1
Hpmgt 122 Restaurant Math	1
Hpmgt 134 Commercial Baking: Beginning	2.5
Hpmgt 135 Commercial Baking: Advanced	2
Total Required Units	6.5

Bartender

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 120 Safety and Sanitation	1
Hpmgt 147 Beverage Management.....	2
Total Required Units	3

First Responder

<u>Required Courses:</u>	<u>Units:</u>
EMS 157 First Responder & CPR	3
Total Required Units	3

Emergency Medical Technician Training

<u>Required Courses:</u>	<u>Units:</u>
EMS 4 Emergency Medical Technician Training.....	7
Total Required Units	7
<i>Recommended Optional Courses:</i>	
EMS 13 Advanced First Aid & First Aid Emergency Care	3
EMS 153 CPR & Basic First Aid.....	0.5
Or	
EMS 157 First Responder & CPR	3

FIRE TECHNOLOGY

<u>Required Courses:</u>	<u>Units:</u>
EMS 4 Emergency Medical Technician Training.....	7
Fire 101 Firefighter I Academy	15
Fire 106 HazMat First Responder "Operational"	1
Fire 108 Confined Space Awareness	0.5
Fire 110 ICS 200 Basic Incident Command System	1
Total Required Units	24.5
<i>Recommended Optional Courses:</i>	
Busad 25 Job Search & Interviewing Strategies	1
Busad 163 Business Mathematics	4
Cmpsc 1 Computer Concepts & Information Systems ...	4
Cmpsc 58 Introduction to GIS-ArcView	3
H-HP 9 Circuit Cross-Training.....	0.5-2
Oftec 100 Computer Keyboarding I	1
Spcom 1 Fundamentals of Speech	3
Skills Development Courses	(Based upon individual need)



Chef

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 102 Introduction to Hospitality Careers & Human Relations.....	1.5
Hpmgt 104 Hospitality Laws and Regulations	2
Hpmgt 120 Safety and Sanitation	1
Hpmgt 122 Restaurant Math	1
Hpmgt 126 Nutrition for Chefs.....	2
Hpmgt 128 Kitchen Management	3
Hpmgt 133A Introduction to Commercial Food Preparation	3
Hpmgt 133B Commercial Food Preparation.....	4
Hpmgt 134 Commercial Baking: Beginning	2.5
Hpmgt 136 Dining Room Service and Management I	2
Hpmgt 140 Contemporary Cuisine.....	3.5
Hpmgt 141 Restaurant Desserts.....	2
Hpmgt 142 Garde Manger	1
Hpmgt 146 Dining Room Service and Management II	2
Hpmgt 148 Introduction to Wines	2
Hpmgt 190 Culinary Arts Internship	2
Total Required Units	34.5

Deli Cook & Baker

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 104 Hospitality Laws and Regulations	2
Hpmgt 120 Safety and Sanitation	1
Hpmgt 122 Restaurant Math	1
Hpmgt 133A Intro to Commercial Food Preparation	3
Hpmgt 134 Commercial Baking: Beginning	2.5
Hpmgt 142 Garde Manger	1
Total Required Units	10.5

Dining Room Management

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 102 Introduction to Hospitality Careers & Human Relations.....	1.5
Hpmgt 104 Hospitality Laws and Regulations	2
Hpmgt 120 Safety and Sanitation	1
Hpmgt 122 Restaurant Math	1
Hpmgt 136 Dining Room Service and Management I.....	2
Hpmgt 146 Dining Room Service and Management II.....	2
Hpmgt 148 Introduction to Wines	2
Total Required Units	11.5

Dining Room Staff

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 120 Safety and Sanitation	1
Hpmgt 122 Restaurant Math	1
Hpmgt 136 Dining Room Service and Management I.....	2
Total Required Units	4

Dinner Line Cook

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 102 Introduction to Hospitality Careers & Human Relations.....	1.5
Hpmgt 104 Hospitality Laws and Regulations	2
Hpmgt 120 Safety and Sanitation	1
Hpmgt 122 Restaurant Math	1
Hpmgt 126 Nutrition for Chefs.....	2
Hpmgt 128 Kitchen Management	3
Hpmgt 133A Introduction to Commercial Food Preparation	3
Hpmgt 133B Commercial Food Preparation.....	4
Hpmgt 134 Commercial Baking: Beginning	2.5
Hpmgt 136 Dining Room Service and Management I.....	2
Hpmgt 142 Garde Manger	1
Total Required Units	23

Hotel Management

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 20 Intro to Leisure, Travel and Tourism	3
Hpmgt 97 Work Experience	2
Hpmgt 102 Introduction to Hospitality Careers & Human Relations.....	1.5
Hpmgt 104 Hospitality Laws and Regulations	2
Hpmgt 112 Front Office Mgmt/Hotel Catering	2
Hpmgt 114 Intro to Maintenance and Housekeeping	1.5
Hpmgt 152 Restaurant Planning	3
Busad 1A Principles of Accounting	4
Or	
Busad 160 Basic Accounting	4
Or	
Busad 161A Small Business Accounting I.....	4
Total Required Units	19
Recommended Optional Course:	
Oftec 105 Electronic Printing Calculators.....	1

Pantry & Dessert Chef

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 102 Introduction to Hospitality Careers & Human Relations.....	1.5
Hpmgt 104 Hospitality Laws and Regulations	2
Hpmgt 120 Safety and Sanitation	1
Hpmgt 122 Restaurant Math	1
Hpmgt 126 Nutrition for Chefs.....	2
Hpmgt 128 Kitchen Management	3
Hpmgt 133A Introduction to Commercial Food Preparation	3
Hpmgt 133B Commercial Food Preparation.....	4
Hpmgt 134 Commercial Baking: Beginning	2.5
Hpmgt 136 Dining Room Service and Management I.....	2
Hpmgt 140 Contemporary Cuisine.....	3.5
Hpmgt 141 Restaurant Desserts.....	2
Hpmgt 142 Garde Manger	1
Hpmgt 148 Introduction to Wines	2
Total Required Units	30.5

Restaurant Management

<u>Required Courses:</u>	<u>Units:</u>
Busad 1A Principles of Accounting	4
Or	
Busad 160 Basic Accounting	4
Or	
Busad 161A Small Business Accounting I.....	4
Hpmgt 97 Work Experience	2
Hpmgt 102 Introduction to Hospitality Careers & Human Relations.....	1.5
Hpmgt 104 Hospitality Laws and Regulations	2
Hpmgt 120 Safety and Sanitation	1
Hpmgt 122 Restaurant Math	1
Hpmgt 126 Nutrition for Chefs.....	2
Hpmgt 128 Kitchen Management	3
Hpmgt 133A Introduction to Commercial Food Preparation	3
Hpmgt 133B Commercial Food Preparation.....	4
Hpmgt 134 Commercial Baking: Beginning	2.5
Hpmgt 136 Dining Room Service and Management I.....	2
Hpmgt 147 Beverage Management.....	2
Hpmgt 152 Restaurant Planning	3
Total Required Units	33
Recommended Optional Course:	
Hpmgt 148 Introduction to Wines	2

Safety & Sanitation

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 120 Safety and Sanitation	1
Total Required Units	1

**HOSPITALITY MANAGEMENT:
TOURISM/RECREATION**

**Outdoor Adventure
(Recreation)**

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 10/	
H-HP 5 Introduction to Recreation and Leisure	3
EMS 10 Outdoor Emergency Care Training.....	6
Or	
EMS 13 Advanced First Aid	3
Cmpsc 59/ Geographic Information and	
Geogr 59 Global Positioning Systems	1
H-HP 98 Backpacking Skills	1
H-HP 46 Indoor Sport Climbing	1
H-HP 71 Outdoor Adventure Leadership.....	3
Natre 50 Natural History and Ecology	2
Total Required Units	14-17

Recommended Optional Course:
Any course in outdoor activities/skills

**Planning Meetings and Events
(Entry to the M.I.C.E. Industry)**

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 20 Introduction to Leisure Travel and Tourism.....	3
Hpmgt 112 Front Office Management/Hotel Catering.....	2
Hpmgt 162 Intro to Tourism/Hospitality/Recreation Marketing, Sales and Service.....	3
Hpmgt 171 Planning Meetings and Events	3
Cmpsc 1 Computer Concepts/Information Systems.....	4
Cmpsc 142 Desktop Publishing Essentials.....	2
Total Required Units	17
Recommended Optional Course:	
Cmpsc 55 Database Management.....	4

**Spa and Health Club Operation
(Wellness/Recreation Activities)**

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 10/	
H-HP 5 Introduction to Recreation and Leisure.....	3
Hpmgt 175/	
H-HP 175 Spa and Health Club Operations.....	3
H-HP 4 Care/Prevention of Athletic Injuries.....	3
H-HP 60 Health and Fitness Education.....	3
H-HP 62 Safety and First Aid Education.....	2
Psych 40 Stress Management.....	3

Total Required Units 17

Recommended Optional Courses:

Lifetime Fitness (I/II) H-HP 6A/B; Aerobic Exercise H-HP 8; Circuit Cross-Training H-HP 9; Stability Ball Training H-HP 17; Yoga I/II H-HP 18A/B; Dance H-HP 20/23A/23B/25A/25B; Golf H-HP 38A/B; Racquet Sports H-HP 40; Indoor Sport Climbing H-HP 46; Tennis H-HP 50A/B, Weight Training I/II H-HP 56A/B; Body Sculpting H-HP 57; Tai Chi H-HP 59A/B.

**Tour Business Development
Heritage, Adventure and Eco-Tourism**

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 20 Introduction to Leisure Travel and Tourism.....	3
Hpmgt 30 Geography of Travel and Tourism: W. Hemisphere.....	3
Or	
Hpmgt 31 Geography of Travel and Tourism: E. Hemisphere.....	3
Hpmgt 162 Intro to Tourism/Hospitality/Recreation Marketing, Sales and Service.....	3
Hpmgt 165 Eco-Adventure/Heritage Travel Business Dev. ..	3
Hpmgt 166 Tour Planning, Design and Packaging.....	3
Nartc 155 Interpretive Guided Tours.....	2

Total Required Units 17

Tourism Marketing: Web Commerce

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 20 Intro to Travel & Tourism.....	3
Hpmgt 162 Tourism Marketing/Sales/Service.....	3
Cmpsc 149 Photoshop for the Web.....	2
Cmpsc 12 Website Development Application.....	2
Cmpsc 13 Intro to HTML.....	2
Cmpsc 14 Advanced Topics/Website.....	2
Or	
Cmpsc 17 Advanced Internet Research.....	2
Busad 52 E-Commerce.....	3

Total Required Units 17

Tourism Marketing: Direct Mail

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 20 Intro to Travel & Tourism.....	3
Hpmgt 162 Tourism Marketing/Sales/Service.....	3
Cmpsc 1 Computer Information Systems.....	4
Cmpsc 55 Database Management.....	4
Busad 53 Project Management.....	3
Or	
Busad 54 Data Mining.....	3

Total Required Units 17

Tourism Marketing: Print Production

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 20 Intro to Travel & Tourism.....	3
Hpmgt 162 Tourism Marketing/Sales/Service.....	3
Art 45 Field Photography.....	2
Or	
Art 46 Field Photography Comp. & Design.....	2
Art 47B Digital Darkroom-Intermediate.....	3
Art 51 Desktop Publishing I.....	3
Art 52 Desktop Publishing II.....	3

Total Required Units 17

Tourism and Recreation Studies

<u>Required Courses:</u>	<u>Units:</u>
Hpmgt 10/	
H-HP 5 Introduction to Recreation and Leisure.....	3
Hpmgt 20 Introduction to Leisure Travel and Tourism.....	3
Hpmgt 30 Geography of Travel and Tourism: Western Hemisphere.....	3
Hpmgt 31 Geography of Travel and Tourism: Eastern Hemisphere.....	3
Hpmgt 168 Developing a Hospitality/Tourism/Recreation Career Path and Portfolio.....	2

Plus Three (3) Units Required from the Following:

Hpmgt 162 Intro to Tourism/Hospitality/ Recreation Marketing, Sales and Service.....	3
Hpmgt 164 Tourism Planning and Impacts.....	3
Hpmgt 165 Eco-Adventure/Heritage Travel Business Development.....	3
Hpmgt 166 Tour Planning, Design, Packaging.....	3
Hpmgt 171 Planning Meetings and Events.....	3
Hpmgt 175/	
H-HP 175 Spa and Health Club Operations.....	3
H-HP 71 Outdoor Adventure Leadership.....	3
Or	
Hpmgt 198 Special Topics in Tourism (Recreation).....	3

Total Required Units 17

HUMAN SERVICES

<u>Required Courses:</u>	<u>Units:</u>
Cmpsc 1 Computer Concepts & Information Systems ...	4
Guide 10A Introduction to Helping Skills.....	1.5
Guide 10B Intermediate Helping & Basic Conflict Management Skills.....	1.5
Oftec 131 Office Procedures & Technology.....	3
Psych 30 Personal and Social Adjustment.....	3
Socio 5 Ethnicity & Ethnic Relations in America.....	3
Socio 12 Sociology of the Family.....	3
Or	
Child 22 Child, Family, Community.....	3
Socio 97 Work Experience.....	1
Child 1 Principles of Child Development.....	3
Or	
Guide 1 Career/Life Planning.....	3
Or	
Psych 1 General Psychology.....	3
Or	
Socio 1 Introduction to Sociology.....	3

Total Required Units 23

Recommended Optional Courses:

Psych 35 Intro to Drugs & Behavior.....	3
Spcom 1 Fundamentals of Speech.....	3

NATURAL RESOURCES

Watershed Management Technology

<u>Required Courses:</u>	<u>Units:</u>
Cmpsc 1 Computer Concepts & Information Systems ...	4
Esc 5 Physical Geology.....	4
Or	
Esc 10 Environmental Geology.....	3
Or	
Geogr 15 Physical Geography.....	3
Fores 10 Dendrology.....	3
Fortc 153 Forest Surveying Techniques.....	3
Natre 3 Natural Resources Law and Policy.....	3
Or	
Natre 9 Parks and Forests Law Enforcement.....	2
Natre 22 Ecology/Use of Fire.....	2
Natre 30 Introduction to Watershed Management.....	3
Natre 50 Natural History and Ecology.....	2
Or	
Biol 24 General Ecology.....	4
Nartc 160 Aerial Photography & Map Interpretation.....	2
Nartc 181 California Wildlife.....	4

Plus Option A Or Option B:

<u>Option A:</u>	
Cmpsc 60/	
Geogr 60 Introduction to GIS - ArcView.....	3
Draft 50A Computer Assisted Drafting I.....	3
<u>Option B:</u>	
Cmpsc 70/	
Geogr 70 Intro to Raster-Based GIS.....	3
Cmpsc 75/	
Geogr 75 GIS Applications in Resource Management.....	3

Total Required Units 34-38



NATURAL RESOURCES TECHNOLOGY

<i>Required Courses:</i>	<i>Units:</i>
Natre 1 Environmental Conservation	3
Natre 9 Parks and Forests Law Enforcement.....	2
Natre 30 Introduction to Watershed Management	3
Natre 50 Natural History and Ecology	2
Or	
Biol 24 General Ecology.....	4
Nartc 155 Interpretive Guided Tours	2
Nartc 160 Aerial Photography & Map Interpretation	2
Nartc 181 California Wildlife.....	4
Biol 179 Fishing and Fisheries	1
Esc 10 Environmental Geology	3
Or	
Esc 25 Geology of National Parks.....	3
Engl 151 Preparation for College Composition	4
Or	
Higher level English	3
Fire 7 Wildland Fire Control.....	3
Fores 1 Introduction to Professional Forestry	3
Fores 10 Dendrology	3
Fortc 153 Forest Surveying Techniques	3
Math 101 Algebra I: Fundamentals or equivalent	5
Or	
Higher level math course	3-5
Total Required Units	40-45
<i>Recommended Optional Courses:</i>	
Oftec 100 Computer Keyboarding I	1
Or	
Oftec 110 Computer Keyboarding II	2

**OFFICE TECHNOLOGY****Administrative Assistant**

<i>Required Courses:</i>	<i>Units:</i>
Oftec 42 Desktop Publishing I	3
Oftec 97 Work Experience in Office Technology	2
Oftec 105 Electronic Printing Calculators.....	1
Oftec 120 Computer Keyboarding III	3
Oftec 121 Machine Transcription	2
Oftec 125 Records Mgmt and Filing Applications	3
Oftec 130 Business English	3
Oftec 131 Office Procedures and Technology	3
Oftec 132 Business Communications.....	3
Oftec 140 Beginning Word Processing	2
Oftec 141 Intermediate Word Processing	3
Busad 1A Principles of Accounting	4
Or	
Busad 161A Small Business Accounting I.....	4
Busad 40 Principles of Management	3
Busad 138 Excel Spreadsheets.....	1.5
Cmpsc 10 Introduction to the Internet	1
Cmpsc 11 Presentations Using Computers and Multimedia	1
Cmpsc 155 Access.....	1
Guide 25/ Busad 25 Job Search and Interviewing Strategies	1
Total Required Units	40.5
<i>Recommended Optional Courses:</i>	
Busad 53/ Cmpsc 53 Project Management	3
Spcom 1 Fundamentals of Speech.....	3

Note: An additional requirement for this Certificate is a 50- word-per-minute speed and accuracy competency as demonstrated by a five (5) minute timed writing, within one (1) year of obtaining the Certificate.

Office Assistant

<i>Required Courses:</i>	<i>Units:</i>
Oftec 97 Work Experience in Office Technology	2
Oftec 105 Electronic Printing Calculators.....	1
Oftec 110 Computer Keyboarding II	2
Oftec 125 Records Management and Filing Applications	3
Oftec 130 Business English	3
Oftec 131 Office Procedures and Technology	3
Oftec 132 Business Communications.....	3
Oftec 140 Beginning Word Processing	2
Oftec 141 Intermediate Word Processing	3
Cmpsc 10 Introduction to the Internet	1
Cmpsc 11 Presentations Using Computers & MultiMedia.....	1
Cmpsc 155 Access.....	1
Busad 25/ Guide 25 Job Search Strategies	1
Busad 138 Excel Spreadsheets.....	1.5
Busad 163 Business Mathematics	4
Total Required Units	31.5
<i>Recommended Optional Courses:</i>	
Cmpsc 1 Computer Concepts and Information Systems	4
Oftec 120 Computer Keyboarding III	3

Note: An additional requirement for this Certificate is a 40- word-per-minute speed and accuracy competency as demonstrated by a five (5) minute timed writing, within one (1) year of obtaining the Certificate.

Medical Office Specialist

<i>Required Courses:</i>	<i>Units:</i>
Oftec 50 Medical Terminology	3
Oftec 125 Records Management & Filing Applications	3
Oftec 130 Business English	3
Oftec 132 Business Communications.....	3
Oftec 140 Beginning Word Processing	2
Oftec 151 Medical Office Management.....	3
Oftec 152 Medical Billing and Coding.....	3
Oftec 153A Medical Transcription.....	3
Oftec 190 Medical Office Internship.....	1.5
Busad 135 Computerized Accounting (Quickbooks).....	2
Busad 138 Excel Spreadsheets.....	1.5
Busad 25/ Guide 25 Job Search & Interviewing	1
EMS 153 CPR & Basic First Aid.....	0.5
Total Required Units	28.5
<i>Recommended Optional Courses:</i>	
Busad 161 Small Business Accounting	4
Cmpsc 1 Computer Concepts and Information Systems	4

Medical Transcription

<i>Required Courses:</i>	<i>Units:</i>
Oftec 50 Medical Terminology	3
Oftec 120 Computer Keyboarding III	3
Oftec 130 Business English	3
Oftec 140 Beginning Word Processing	2
Oftec 141 Intermediate Word Processing	3
Oftec 153A Beginning Medical Transcription	3
Oftec 153B Beginning Medical Transcription	3
Oftec 154 Radiology Transcription.....	1
Oftec 155 Cardiology Transcription.....	1
Oftec 156 Orthopedic Transcription	1
Oftec 157 Gastroenterology Transcription	1
Oftec 158 Pathology Transcription	1
Oftec 159 Surgery Transcription	2
Total Required Units	27
<i>Recommended Optional Courses</i>	
Biol 10 Human Anatomy	4
Biol 60 Human Physiology	4
Biol 150 Elementary Anatomy and Physiology	3

WELDING TECHNOLOGY

<i>Required Courses:</i>	<i>Units:</i>
WT 100 Intro to Welding	3
WT 101 Practical Laboratory	1
WT 110 M.I.G./T.I.G. Welding.....	3
WT 111 Advanced Arc Welding Techniques	3
WT 97 Work Experience in Welding	2
Total Required Units	12



Graduation and Transfer Requirements

All phone numbers listed are in the 209 area code except as noted

Visit our website:
www.gocolumbia.org
(connectColumbia)

Columbia College will confer an 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 at a college in the Yosemite Community College District (either Columbia or Modesto Junior 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 49-62. Students completing these degree majors will have completed at least 18 units in a single discipline or related discipline. (*Title 5 section 55806*) 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 41 and 42. 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 refer to pages 63-69 for an alternative method of completing transferable General Education Requirements.

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:

Engl 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 physical activity courses under Health & Human Performance 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 2002, and are valid through the 2005-06 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 45 and 46 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 & 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 & Records Office or online at www.gocolumbia.org (connectColumbia). Graduation requirements may be completed during any college term, but diplomas are conferred only after spring semester grades are finalized. 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 45-46, 63-69*).

1. TOTAL UNITS: Satisfactory completion of 60 to 70 transferable semester units from courses numbered 1-99. If you wish to transfer with fewer than 60 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 45 and 46. 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 63-69 for further information.



Supplementary Notes

1. Transfer students also have the option of completing the **Intersegmental General Education Transfer Curriculum (IGETC)** instead of the General Education requirements listed here. *Completion of IGETC will permit a student to transfer to either a CSU or UC campus without the need, after transfer, to take additional lower-division general education university requirements. See the current catalog (Pages 47-48) and a counselor for assistance.*

2. At least nine 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 may be required.

3. California law includes a requirement in U. S. History and Federal, State and Local Government for the CSU transfer pursuing the BA/BS Degree. Completion of History 16 or 17 and Political Science 10 from Area D will meet this requirement. Some CSU campuses place the U.S. History and government requirement outside the 39 unit GE Certification while others include it within the 39 units. Some CSU 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 CSU 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 CSU campus. The alternate General Education pattern, Intersegmental General Education Transfer Curriculum (IGETC), (See

pages 47-48) 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 CSU or a UC. The IGETC must be fully completed and a written request to the Admissions & 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>FOR AA/AS* DEGREE:</p> <p>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). Also acceptable in A.1.: SPCOM 4</p>	<p>FOR AS (OCCUPATIONAL EDUCATION**) DEGREE:</p> <p>Two courses required: one course from A.2. and one course from A.1. or A.3. (must have a grade of C or higher). Also acceptable in A.1.: SPCOM 4</p>	<p>AREA A. COMMUNICATION & CRITICAL THINKING:</p> <p>A.1. Oral Communication SPCOM 1</p> <p>A.2. Written Communication ENGL 1A, AP</p> <p>A.3. Critical Thinking ¹ENGL 1B, 1C, SPCOM 2, AP</p> <p>¹ English 1B may be used to satisfy either Area A.3 or C.2 but not both.</p>	<p>FOR CSU TRANSFER***:</p> <p>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>FOR AA/AS* DEGREE:</p> <p>Three courses required: one each from B.1, B.2, and B.4, including one laboratory course from B.3. Also acceptable in B.4: BUSAD 163, MATH 100B, MATH 101, and any higher mathematics course (must have a grade of C or higher in area B4).</p>	<p>FOR AS (OCCUPATIONAL EDUCATION**) DEGREE:</p> <p>Two courses required: One course from B.1 or B.2; and one course from B.4. Also acceptable in B.4: BUSAD 163, MATH 100B, MATH 101 and any higher mathematics course (must have a grade of C or higher in area B4).</p>	<p>AREA B. THE PHYSICAL UNIVERSE, ITS LIFE FORMS AND MATHEMATICAL CONCEPTS:</p> <p>B.1. Physical Sciences CHEM 1A (L), 1B (L), 10 (L), 11 (L), 20, AP, ESC 5 (L), 10, 30, 40, 50 (L), 62 GEOGR 15, PHYCS 1, 4A (L), 4B (L), 5A (L), 5B (L), AP</p> <p>B.2. Biological Sciences BIOL 2 (L), 4 (L), 6 (L), 10 (L), 17 (L), 24 (L), 60 (L), 65 (L), AP</p> <p>B.3. Lab/Activity BIOL 2 (L), 4 (L), 6 (L), 10 (L), 17 (L), 24 (L), 60 (L), 65 (L), AP, CHEM 1A (L), 1B (L), 10 (L), 11 (L), AP, ESC 5 (L), 50 (L), PHYCS 4A (L), 4B (L), 5A (L), 5B (L), AP</p> <p>B.4. Mathematical Concepts, Quantitative Reasoning and Applications MATH 2, 4A, 4B, 6, 8, 10, 12, 16, 18A, 18B, AP</p> <p>(L) Includes a laboratory</p>	<p>FOR CSU TRANSFER***:</p> <p>Three courses required: one each from B.1, B.2, and B.4, including one laboratory (L) 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>FOR AA/AS* DEGREE:</p> <p>Two courses required: one from C.1; and one from C.2.</p> <p><small>*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.</small></p>	<p>FOR AS (OCCUPATIONAL EDUCATION**) DEGREE:</p> <p>One course required from C.1 or C.2.</p> <p><small>**The GE requirements in this column only apply to the AS (OCCUPATIONAL EDUCATION) Degree.</small></p>	<p>AREA C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE:</p> <p>C.1. Arts (Art, Dance, Drama, Music): ART 11, 12, 13, AP, DRAMA 10, 20, 42, 43, HHP 20, 27, MUSIC 2, 10, 11, 12, AP</p> <p>C.2. Literature, Philosophy and Foreign Language: ¹ENGL 1B, 11, 17, 18, 46, 47, 49, 50, AP HUMAN 1, 2, 3, 4² INDIS 1 PHILO 1, 4², 25 SPAN 1A, 1B, 2A, 2B, AP SPCOM 40A, 40B</p> <p>¹ English 1B may be used to satisfy either Area A.3 or C.2 but not both. ² May use Human 4 or Philo 4 to satisfy C.2., but not both.</p>	<p>FOR CSU TRANSFER***:</p> <p>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.</p>

<p>FOR AA/AS* DEGREE:</p> <p>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.</p>	<p>FOR AS (OCCUPATIONAL EDUCATION**) DEGREE:</p> <p>Two courses required: One course from HIST 16, 17 or POLSC 10; and one course from D1-D0. Also acceptable in D: JRNAL 1 and HIST 55.</p>	<p>AREA D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR:</p> <p>Area D.1. Anthropology, Archaeology ANTHR 1, 2, 3, 10, 15⁴</p> <p>Area D.2. Economics ECON 10, 11, AP</p> <p>Area D.3. Ethnic Studies ANTHR 15⁴, HIST 20⁴, SOCIO 5⁴, SPCOM 5</p> <p>Area D.4. Gender Studies ANTHR 7, HIST 21, SOCIO 7</p> <p>Area D.5. Geography GEOGR 12, 18</p> <p>Area D.6. History HIST 11, 13, 14, 16⁵, 17⁵, 20⁴, 21, AP</p> <p>Area D.7. Interdisciplinary, Social or Behavioral Science CHILD 22, NATRE 1</p> <p>Area D.8. Political Science, Government and Legal Institutions POLSC 10⁵, 12, 14, AP</p> <p>Area D.9. Psychology CHILD 1³, PSYCH 1, 20³, 35³, AP⁴</p> <p>Area D.0. Sociology and Criminology SOCIO 1, 2, 5⁴</p> <p>³Child1 or Psych 20 or 35 may be used to satisfy either Area D.9. or E., but not both. ⁴Designed to meet an Ethnic Studies Requirement. ⁵History 16 or 17 and Political Science 10 meet the US History, Constitution and American Ideals Requirement.</p>	<p>FOR CSU TRANSFER:***</p> <p>Three courses required: POLSC 10 and HIST 16 or 17; and one course from Areas D1-D0.</p>
<p>FOR AA/AS* DEGREE:</p> <p>One course in E. Also acceptable in E: H-HP 6A</p>	<p>FOR AS (OCCUPATIONAL EDUCATION**) DEGREE:</p> <p>No course required in E.</p>	<p>AREA E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT:</p> <p>BIOL 50 CHILD 1³ GUIDE 1 H-HP 5, 6A, 6B, 60, 65 HPMGT 10 PSYCH 5, 10, 20³, 30, 35³ SOCIO 12, 28</p>	<p>FOR CSU TRANSFER:***:</p> <p>One course in E. Three units minimum required.</p>
<p>*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>**The GE requirements in this column only apply to the AS (OCCUPATIONAL EDUCATION) Degree.</p>		<p>***A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements (See pages 47-48).</p>

See pages 42-43 for additional information on Graduation Requirements and pages 43-44 for additional CSU graduation requirements.
Two physical activity courses under Health & Human Performance are required for graduation.
 (See Institutional Requirements under Graduation Requirements.)
 See page 66 for specific information on Advanced Placement (AP) credit.

**IGETC - 2005-06
 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 45-46 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 & 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.)
ENGL 1A
 (Or course from other college or AP)
- **AREA 1B: CRITICAL THINKING/ENGLISH COMPOSITION:** (One course, three semester units.)
ENGL 1C
 (Or course from other college)
- **AREA 1C: ORAL COMMUNICATION:** CSU students only. (One course, three semester units.)
SPCOM 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 (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; HHP 20, MUSIC 2, 10 11, 12
 (Or course from another college or AP)
- **AREA 3B: HUMANITIES**
ENGL 11, 17, 18, 46, 47, 49, 50;
HUMAN 1, 2, 3, 4; INDIS 1; PHILO 1, 4, 25;
SPAN 1B, 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.)

- **AREA 4A: ANTHROPOLOGY AND ARCHAEOLOGY:**
ANTHR 1, 2, 10, 15*
- **AREA 4B: ECONOMICS:**
ECON 10, 11
- **AREA 4C: ETHNIC STUDIES:**
ANTHR 15*; HIST 20*; SOCIO 5*, SPCOM 5
- **AREA 4D: GENDER STUDIES:**
ANTHR 7, HIST 21, SOCIO 7
- **AREA 4E: GEOGRAPHY:**
GEOGR 12, 18
- **AREA 4F: HISTORY:**
HIST 11, 13, 14, 16*, 17*, 20*, 21
- **AREA 4G: INTERDISCIPLINARY, SOCIAL AND BEHAVIORAL SCIENCES:**
CHILD 1
- **AREA 4H: POLITICAL SCIENCE, GOVERNMENT AND LEGAL INSTITUTIONS:**
POLSC 10*, 12, 14
- **AREA 4I: PSYCHOLOGY**
PSYCH 1, 5, 10, 35
- **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)**, 11 (L), 20**;
ESC 5 (L), 10,
30, 40, 50, 62; GEOGR 15; PHYCS 1**, 4A (L),
4B (L),
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)**, 24 (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 1A

(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;

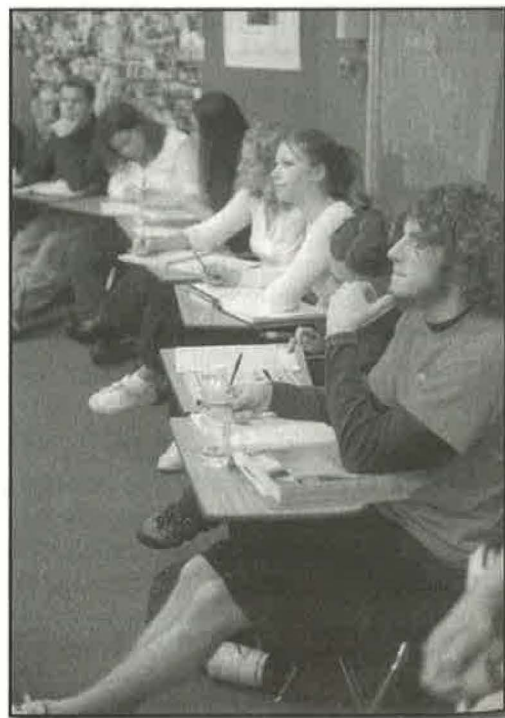
(May be completed prior to transfer to CSU; 6 units: one course from Area 7A and one from Area 7B.)

- **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.



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 50-53

Fine Arts

Emphasis in Art

Emphasis in Photography

Health and Human Performance

Language Arts

Emphasis in English

Emphasis in Speech Communication

Liberal Studies

Mathematics

Music

Transfer Degree

Associate in Science Degree

Pages 54-58

Allied Health

Business

Emphasis in Business Administration (Occupational)

Emphasis in Business Administration (Professional)

Child Development

Computer Science

Fire Technology

Fire Technology

Wildland/Urban Interface Fire Management

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 Degree

Associate Degree Majors

All phone numbers listed are in the 209 area code except as noted

Visit our website:
www.gocolumbia.org
(connectColumbia)

**Associate In Science
(Occupational Education) Degree
Pages 58-62**

- Automotive Technology
 - Automotive Maintenance Technician
 - Automotive Service Technician
- Business Administration
 - Accounting
 - Management
 - Retailing
- 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
 - Medical Office Specialist
 - Medical Transcription
 - Office Assistant

ASSOCIATE IN ARTS MAJORS

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 pages 45-46.

FINE ARTS

Emphasis in Art

<u>Acceptable Courses Within Major:</u>	<u>Required Units:</u>
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: Renaissance, Baroque and Modern (3)	
Art 21A Painting: Beginning (2-3)	
Art 23A Watercolor: Beginning (2-3)	
Art 25 Mixed Media Painting (3)	
Art 31 Ceramics: Introductory (1-3)	
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 (3.5)	
H-HP 23A Dance, Contemporary I (.5-1.5)	
H-HP 25A Dance, Jazz I (.5-1.5)	
C. Three (3) units required from this section	3
Engl 10 Creative Writing (3)	
Engl 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

Emphasis in Photography

<u>Acceptable Courses Within Major:</u>	<u>Required Units:</u>
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)	
Art 25 Mixed Media Painting (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)	
Engl 11 Film Appreciation (3)	

Total Required Units 19

HEALTH AND HUMAN PERFORMANCE

<u>Acceptable Courses Within Major:</u>	<u>Required Units:</u>
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

<u>Acceptable Courses Within Major:</u>	<u>Required Units:</u>
<i>Eighteen (18) units from any combination of the courses listed under Section A below, or A through D as follows:</i>	
A. Engl 1B Reading and Composition Advanced	3
plus six (6) units required from this section	6
Engl 1C Critical Reasoning/Writing (3)	
Engl 10 Creative Writing (3)	
Engl 11 Film Appreciation (3)	
Engl 17 American Literature (3)	
Engl 18 American Literature (3)	
Engl 46 Survey of English Literature (3)	
Engl 47 Survey of English Literature (3)	
Engl 49 California Literature (3)	
Engl 50 Introduction to Shakespeare (3)	
Jrnal 1 Introduction to Journalism (3)	
B. Three (3) units required from this section	3
Drama 20 Oral Expression and Interpretation (3)	
Spcom 1 Fundamentals of Speech (3)	
Spcom 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

Emphasis in Speech Communication

<u>Acceptable Courses Within Major:</u>	<u>Required Units:</u>
A. Six (6) units required from this section	6
Spcom 1 Fundamentals of Speech (3)	
Spcom 2 Argumentation (3)	
B. Three (3) to twelve (12) units required from this section	3-12
Spcom 18 Voice Dynamics (3)	
Spcom 19 Exploring Radio Drama (3)	
Drama 20 Oral Expression and Interpretation (3)	
Drama 22 Readers' Theatre (3)	
C. Three (3) to six (6) units required from this section	3-6
Spcom 4 Introduction to Human Communication (3)	
Spcom 5 Intercultural Communication (3)	
D. Three (3) to six (6) units required from this section	3-6
Engl 11 Film Appreciation (3)	
Spcom 12 Mass Communication (3)	

Total Required Units 18

Recommended Optional Courses
 Spcom 50A Sign Language (2)
 Spcom 50B Sign Language (2)
 Spcom 50A & Spcom 50B, Sign Language can provide 4 units of the 18 units for a Speech Communication major. These courses could also be considered a fourth emphasis under Section E.

LIBERAL STUDIES

<u>Acceptable Courses Within Major:</u>	<u>Required Units:</u>
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 13 Art of Africa, Asia, and the Americas (3)	
Art 21A Painting: Beginning (2-3)	
Art 21B Painting: Intermediate (2-3)	
Art 31 Ceramics: Introductory (1-3)	
Art 32 Ceramics: Advanced (1-3)	
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 43 Acting-Directing (3)	
Drama 44 Advanced Acting Projects (1-3)	
Drama 45 Improvisation (3)	
H-HP 20 Dance Survey (3.5)	
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	
Engl 1B Reading and Composition: Advanced (3)	
Engl 11 Film Appreciation (3)	
Engl 17 American Literature (3)	
Engl 18 American Literature (3)	
Engl 46 Survey of English Literature (3)	
Engl 47 Survey of English Literature (3)	
Engl 49 California Literature (3)	

ASSOCIATE IN ARTS MAJORS

Engl 50 Introduction to Shakespeare (3)
 Human 1 Old World Culture (3)
 Human 2 Modern Culture (3)
 Human 3 World Culture (3)
 Human 4 World Religions and Spirituality (3)
 Indis 1 Unity of Human Knowledge (3)
 Jrnal 1 Introduction to Journalism (3)
 Philo 1 Introduction to Philosophy (3)
 Philo 4 World Religions and Spirituality (3)
 Philo 25 Twentieth Century Philosophy (3)
 Span 1A Spanish: Beginning (5) or higher
 Spcom 40A ASL: Beginning Comm. with the Deaf (3) or higher
 Spcom 50A Sign Language (2) & Spcom 50B Sign Language (2)

B. Natural Sciences and Mathematics six (6) units required.....6

Biol 2 Principles of Biology (4)
 Biol 4 Principles of Animal Biology (4)
 Biol 6 Principles of Plant Biology (4)
 Biol 10 Human Anatomy (4)
 Biol 17 Fundamentals of Biology (4)
 Biol 24 General Ecology (3)
 Biol 60 Human Physiology (4)
 Biol 65 Microbiology (4)
 Chem 1A General Chemistry (5)
 Chem 10 Fundamentals of Chemistry (4)
 Chem 11 Fundamentals of Organic and Biochemistry (4)
 Chem 20 Conceptual Chemistry (3)
 Cmpsc 1 Computer Concepts & Information Systems (4)
 Cmpsc 3 Operating Systems (3)
 Cmpsc Any Programming Class (3)
 Esc 5 Physical Geology (4)
 Esc 10 Environmental Geology (3)
 Esc 30 Global Tectonic Geology (3)
 Esc 40 Descriptive Astronomy (3)
 Esc 50 Oceanography (4)
 Esc 62 Meteorology (3)
 Geogr 15 Physical Geography (3)
 Math 100B Algebra I: Second Half (3)
 Math 101 Algebra I: Fundamentals (5) or higher
 Natre 1 Environmental Conservation (3)
 Physc 1 Conceptual Physics (3)
 Physc 5A Introductory Physics I: Calculus Level (5)

C. Social Sciences six (6) units required.....6

Anthr 1 Physical Anthropology (3)
 Anthr 2 Cultural Anthropology (3)
 Anthr 3 Current Issues in Anthropology (3)
 Anthr 7 Gender, Culture and Society (3)
 Anthr 10 Archaeology and Cultural Prehistory (3)
 Anthr 15 Native People of North America (3)
 Busad 20 Principles of Business (3)
 Child 1 Principles of Child Development (3)
 Child 22 Child, Family and Community (3)
 Econ 10 Principles of Economics (4)
 Econ 11 Principles of Economics (4)
 Geogr 12 Cultural Geography (3)
 Geogr 18 World Regional Geography (3)
 Hist 11 History of California (3)
 Hist 13 World Civilization: to 1650 (3)
 Hist 14 World Civilization: 1650 to Present (3)
 Hist 16 United States History: to 1877 (3)
 Hist 17 United States History: 1877 to Present (3)
 Hist 20 African-American History (3)
 Hist 21 Women in American History (3)
 Hist 55 The American Frontier (3)
 Natre 1 Environmental Conservation (3)
 Polsc 10 Constitutional Government (3)
 Polsc 12 American Political Thought (3)
 Polsc 14 International Relations (3)

Psych 1 General Psychology (3)
 Psych 5 Human Sexual Behavior (3)
 Psych 10 Lifespan Human Development (3)
 Psych 20 Sport Psychology (3)
 Psych 30 Personal and Social Adjustment (3)
 Psych 35 Introduction to Drugs and Behavior (3)
 Psych 40 Stress Management (3)
 Socio 1 Introduction to Sociology (3)
 Socio 2 American Society: Social Problems and Deviance (3)
 Socio 5 Ethnicity & Ethnic Relations in America (3)
 Socio 7 Gender, Culture and Society (3)
 Socio 12 Sociology of the Family (3)
 Socio 28 Death and Dying (3)
 Spcom 5 Intercultural Communication (3)

Total Required Units 18

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

MATHEMATICS

Acceptable Courses Within Major: Required Units:

- A. Eleven (11) 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 Four (3-4) 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)
- C. Four to Five (4-5) units required from this section 4-5
 Physc 5A Introductory Physics I: Calculus Level (5)
 Cmpsc 22 Programming Concepts & Methodology I (4)
 Cmpsc 24 Programming Concepts & Methodology II (4)

Total Required Units 18-20



MUSIC

Acceptable Courses Within Major:

Required Units:

- A. Twenty (20) units required from this section 20
 Theory/Musicianship
 Music 4A Elementary Musicianship (2)
 Music 4B Elementary Musicianship (2)
 Music 5A Intermediate Musicianship (2)
 Music 5B Intermediate Musicianship (2)
 Music 20A Elementary Music Theory (3)
 Music 20B Elementary Music Theory (3)
 Music 21A Intermediate Music Theory (3)
 Music 21B Intermediate Music Theory (3)
- B. Four (4) units required from this section 4
 Music 50 Applied Music: Guitar (1)
 Music 51 Applied Music: Keyboard (1)
 Music 52 Applied Music: Woodwinds (1)
 Music 53 Applied Music: Brass (1)
 Music 54 Applied Music: Strings (1)
 Music 55 Applied Music: Percussion (1)
 Music 56 Applied Music: Voice (1)

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 Columbia College 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 36 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

TRANSFER DEGREE

Degree Requirements

- A. Completion of a minimum of 60 units; 12 units must be completed in residence.
- B. Overall grade point average of 2.0 or better (C average) based on all work attempted in college.
- C. Filing an application for graduation.
- D. Competence in reading, in written expression and in mathematics demonstrated by completing the following classes with a "C" or better.

- Engl 1A, Reading and Composition: Beginning
- Busad 163, Business Mathematics, **OR**
 Math 100B, Algebra 1: Second Half, **OR**
 Math 101, Algebra 1: Fundamentals, **OR**
 Any mathematics course of a higher level than Algebra 1.

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

- E. Completion of Associate Degree course requirements as outlined below.

Major:

Complete a minimum of eighteen (18) units that meet the lower division prerequisites for any major at the institution to which the student plans to transfer.

Complete one of the following General Education Breadth patterns:

- California State University transfers: (30 units)
 - Complete the Columbia College Pattern of General Education for CSU Transfer listed in Column IV on pages 45-46 of the Catalog. **OR**
 - Complete the Columbia College IGETC (Intersegmental General Education Transfer Curriculum) pattern listed on pages 47-48 of the Catalog.
- University of California transfers: (30 units total)
 - Complete the Columbia College IGETC (Intersegmental General Education Transfer Curriculum) pattern listed on pages 47-48 of the Catalog or see your counselor for the individual breadth pattern for the campus of your choice.
- Customized program: (30 units total)
 - With the guidance of your counselor and the development of your "Education Plan," identify a general education plan for the college or university campus of your choice.

Activity Courses:

Select two physical activity courses under the Health and Human Performance listings.

Electives:

Select additional elective courses to bring the total to 60 units.

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 45-46.

ALLIED HEALTH

<i>Acceptable Courses Within Major:</i>	<i>Required Units:</i>
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 (7)	
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)

<i>Acceptable Courses Within Major:</i>	<i>Required Units:</i>
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 (4)	
Cmpsc 3 Operating Systems (3)	
Oftec 132 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 Business Law (4)	
Busad 30 Principles of Marketing (3)	
Busad 40 Principles of Management (3)	
Busad 150 Small Business Management (3)	
Busad 151 Finance and Investments (3)	
Busad 158 Payroll Accounting (3)	
Total Required Units	29

Emphasis in Business Administration (Professional)

<i>Acceptable Courses Within Major:</i>	<i>Required Units:</i>
Busad 1A Principles of Accounting	4
Busad 1B Principles of Accounting	4
Busad 18 Business Law.....	4
Busad 20 Principles of Business	3
Busad 24 Human Relations in Organizations	3
Cmpsc 3 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	32

CHILD DEVELOPMENT

<i>Required Courses Within Major:</i>	<i>Required Units:</i>
Child 1 Principles of Child Development	3
Child 2 Observing & Recording Behavior	1
Child 3 Practices in Child Development	3
Child 7 Child Health and Safety	1
Child 10 Creative Activities in the Arts.....	2
Child 12 Creative Activities in Math	2
Child 13 Creative Activities in Science.....	2
Child 16 Practicum	3
Child 22 Child, Family, Community	3
Child 30 Child Care/Nursery School Administration	3
Child 105 Creative Activities in Child Nutrition	2

Three (3) Units Required from the following:

Child 8 Early Literacy Development.....	3
Child 19 Exceptional Needs Children	3
Child 23 Guiding Children's Social Development	3
Child 25 Infant/Toddler Care.....	3
Child 28 Books for Young Children	3

Total Required Units 28

COMPUTER SCIENCE

<i>Required Courses Within Major:</i>	<i>Required Units:</i>
Cmpsc 9 UNIX Operating System.....	3
Cmpsc 22 Programming Concepts & Methodology I	4
Cmpsc 24 Programming Concepts & Methodology II	4
Cmpsc 28 Visual Basic Programming	3
Cmpsc 55 Database Management.....	4
Math 18A Calculus I: Differential Calculus	4
Math 18B Calculus II: Integral Calculus	4

ELECTIVES - Choose two: (6 units)

Cmpsc 3 Operating Systems.....	3
Cmpsc 15 Java Programming	3
Cmpsc 41 Networking Essentials	3
Cmpsc 53/ Busad 53 Project Management	3

Total Required Units 32

EMERGENCY MEDICAL SERVICES

<i>Required Courses Within Major:</i>	<i>Required Units:</i>
EMS 4 Emergency Medical Technician Training.....	7
EMS 12 Pre-Paramedic Training	8
Or	
Biol 10 Human Anatomy And.....	4
Biol 60 Human Physiology.....	4
EMS 13 Advanced First Aid/Emergency Care.....	3
Or	
EMS 157 First Responder Training.....	3
EMS 165 Convers. Med. Spanish for Emergency Health.....	3
Math 2 Elements of Statistics.....	3
<i>Minimum of Four (4) Units from the following:</i>	
EMS 20 Basic Cardiology and Cardiac Dysrhythmias.....	3
EMS 97 Work Experience in Emergency Medical Service.....	1-4
EMS 175 EMS Skills Development.....	2
Total Required Units	28

FIRE TECHNOLOGY

Fire Technology

<i>Acceptable Courses Within Major:</i>	<i>Required Units:</i>
A. The following courses are required	15
Fire 1 Fire Protection Organization (3)	
Fire 2 Fire Prevention Technology (3)	
Fire 3 Fire Protection Equipment/Systems (3)	
Fire 4 Building Construction for Fire Protection(3)	
Fire 5 Fire Behavior and Combustion (3)	
B. Ten (10) units required from this section.....	10
EMS 4 Emergency Medical Technician Training (7)	
EMS 20 Basic Cardiology/Cardiac Dysrhythmias (3)	
*EMS 97 Work Experience (1-4)	
Fire 7 Wildland Fire Control (3)	
Fire 29A Driver/Operator 1A (1)	
Fire 29B Driver/Operator 1B (1)	
Fire 70 Special Topics (.5-3)	
*Fire 97 Work Experience (1-4)	
SAR 50 Low Angle Rope Rescue (1.5)	
Total Required Units	25

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

Wildland/Urban Interface Fire Management

Cmpsc 1 Computer Concepts and Information Systems	4
Math 104 Algebra II: Modeling	5
Cmpsc 59 G.I.S. & G.P.S.....	1
Fire 1-99 Fire Technology Courses	4.5
Wkexp 96 Cooperative Work Experience	2
Fire 120 Fire Operations in the Urban Interface	1.5

Total Required Units 18

FORESTRY

<i>Acceptable Courses Within Major:</i>	<i>Required Units:</i>
A. Eleven (11) units required from this section.....	11
Fores 1 Introduction to Professional Forestry (3)	
Fores 10 Dendrology (3)	
Fortc 153 Forest Surveying Techniques (3)	
Nartc 160 Aerial Photography & Map Interpretation (2)	
B. Eleven (11) units required from this section.....	11
Biol 24 General Ecology (4)	
Biol 39 Field Biology (1-2)	
Esc 5 Physical Geology (4)	
Esc 30 Global Tectonic Geology (3)	
Fire 7 Wildland Fire Control (3)	
Fortc 162 Applied Forest Inventory and Management (2)	
Geogr 15 Physical Geography (3)	
Natre 1 Environmental Conservation (3)	
Natre 9 Parks and Forests Law Enforcement (2)	
Natre 22 Ecology and Use of Fire in Forest Ecosystems (2)	
Natre 30 Introduction to Watershed Management (3)	
Natre 50 Natural History and Ecology (2)	
Nartc 181 California Wildlife (4)	

Total Required Units 22
Transfer oriented students should see a counselor for additional required coursework in Anthro, Biol, Calculus, Chem, Cmpsc, ESC, Econ, Geogr, Phycs, and Statistics.

HOSPITALITY MANAGEMENT

Emphasis in Culinary Arts

<i>Required Courses Within Major:</i>	<i>Required Units:</i>
Hpmgt 102 Introduction to Hospitality Careers & Human Relations	1.5
Hpmgt 104 Hospitality Laws and Regulations	2
Hpmgt 120 Safety & Sanitation	1
Hpmgt 122 Restaurant Math	1
Hpmgt 126 Nutrition for Chefs.....	2
Hpmgt 128 Kitchen Management	3
Hpmgt 133A Introduction to Commercial Food Preparation	3
Hpmgt 133B Commercial Food Preparation.....	4
Hpmgt 134 Commercial Baking: Beginning.....	2.5
Hpmgt 136 Dining Room Service and Management.....	2
Hpmgt 140 Contemporary Cuisine.....	3.5
Hpmgt 141 Restaurant Desserts.....	2
Hpmgt 142 Garde Manger	1
Hpmgt 146 Dining Room Service and Management.....	2
Hpmgt 147 Beverage Management.....	2
Hpmgt 148 Introduction to Wines	2
Hpmgt 190 Culinary Arts Internship	2

Total Required Units 36.5

Emphasis In Hotel Management

<i>Required Courses Within Major:</i>	<i>Required Units:</i>
Hpmgt 20 Intro to Leisure Travel and Tourism	3
Hpmgt 97 Work Experience	2
Hpmgt 102 Introduction to Hospitality Careers & Human Relations	1.5
Hpmgt 104 Hospitality Laws and Regulations	2
Hpmgt 112 Front Office Mgmt./Hotel Catering	2
Hpmgt 114 Intro to Maintenance and Housekeeping	1.5
Hpmgt 152 Restaurant Planning	3
Busad 1A Principles of Accounting	4
Or	
Busad 160 Basic Accounting	4
Or	
Busad 161A Small Business Accounting	4

Total Required Units **19**

Recommended Optional Courses:

Busad 163 Business Mathematics	4
Oftec 5 Electronic Printing Calculators	1
Oftec 131 Office Procedures and Technology	3

Emphasis In Restaurant Management

<i>Required Courses Within Major:</i>	<i>Required Units:</i>
Hpmgt 102 Introduction to Hospitality Careers & Human Relations	1.5
Hpmgt 104 Hospitality Laws and Regulations	2
Hpmgt 120 Safety & Sanitation	1
Hpmgt 128 Kitchen Management	3
Hpmgt 133A Introduction to Commercial Food Preparation	3
Hpmgt 133B Commercial Food Preparation	4
Hpmgt 136 Dining Room Service and Management	2
Hpmgt 147 Beverage Management	2
Hpmgt 152 Restaurant Planning	3
Busad 161A Small Business Accounting I	4
Busad 161B Small Business Accounting II	4
Cmpsc 1 Computer Concepts and Information Systems	4
Oftec 131 Office Procedures and Technology	3

Total Required Units **36.5**



NATURAL RESOURCES

Acceptable Courses Within Major: *Required Units:*

- A. Twelve-Fourteen (12-14) units required from this section.. 12-14
- Biol 24 General Ecology (4)
 - Natre 1 Environmental Conservation (3)
 - Natre 30 Introduction to Watershed Management (3)
 - Natre 50 Natural History and Ecology (2)
 - Nartc 155 Interpretive Guided Tours (2)
 - Nartc 160 Aerial Photography & Map Interpretation (2)
- B. Eight (8) units required from this section..... 8
- Biol 39 Field Biology (1-2)
 - Biol 179 Fishing and Fisheries (1)
 - Esc 5 Physical Geology (4)
 - Esc 10 Environmental Geology (3)
 - Esc 30 Global Tectonic Geology (3)
 - Fire 7 Wildland Fire Control (3)
 - Fores 1 Introduction to Professional Forestry (3)
 - Fores 10 Dendrology (3)
 - Fortc 153 Forest Surveying Techniques (3)
 - Fortc 162 Applied Forest Inventory/Management (2)
 - Geogr 15 Physical Geography (3)
 - Natre 9 Parks and Forests Law Enforcement (2)
 - Natre 22 Ecology and Use of Fire in Forest Ecosystems (2)
 - Nartc 181 California Wildlife (4)

Total Required Units **20-22**

Transfer oriented students should see a counselor for additional required coursework in Anthro, Biol, Calculus, Chem, Cmpsc, ESC, Econ, Geogr, Physc, and Statistics.

SCIENCE

Emphasis In Biology

Acceptable Courses Within Major: *Required Units:*

- A. Twelve (12) units required from this section..... 12
- Biol 2 Principles of Biology (4)
 - Biol 4 Principles of Animal Biology (4)
 - Biol 6 Principles of Plant Biology (4)
- B. Ten (10) units required from this section..... 10
- Chem 1A General Chemistry (5)
 - Chem 1B General Chemistry (5)

Total Required Units **22**

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

Emphasis In Earth Science

Acceptable Courses Within Major: *Required Units:*

- A. Ten (10) units required from this section..... 10
- Esc 5 Physical Geology (4)
 - Esc 10 Environmental Geology (3)
 - Esc 30 Global Tectonic Geology (3)
 - Esc 35 Field Geology (1-3)
 - Esc 40 Descriptive Astronomy (3)
- B. Four (4) units required from this section..... 4
- Biol 24 General Ecology (4)
 - Biol 2 Principles of Biology (4)
 - Biol 17 Fundamentals of Biology (4)
- C. Four (4) units required from this section..... 4
- Chem 1A General Chemistry (5)
 - Chem 10 Fundamentals of Chemistry (4)
- D. Three (3) units required from this section..... 3
- Physc 1 Conceptual Physics (3)
 - Physc 4A Introductory Physics I: Trigonometry Level (4)
 - Physc 5A Introductory Physics I: Calculus Level (5)

Total Required Units **21**

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

Emphasis In Environmental Science

Acceptable Courses Within Major: *Required Units:*

- A. Ten (10) units required from this section..... 10
- Biol 24 General Ecology (4)
 - Esc 5 Physical Geology (4)
 - Esc 10 Environmental Geology (3)
 - Natre 1 Environmental Conservation (3)
 - Physc 1 Conceptual Physics (3)
- B. Four (4) units required from this section..... 4
- Biol 2 Principles of Biology (4)
 - Biol 4 Principles of Animal Biology (4)
 - Biol 6 Principles of Plant Biology (4)
 - Biol 17 Fundamentals of Biology (4)
- C. Four (4) units required from this section..... 4
- Chem 1A General Chemistry (5)
 - Chem 10 Fundamentals of Chemistry (4)
- D. Two (2) units required from this section..... 2
- Biol 39 Field Biology (1-2)
 - Esc 35 Field Geology (1-3)
 - Fores 10 Dendrology (3)

Total Required Units **20**

Emphasis In General Science

Acceptable Courses Within Major: *Required Units:*

- A. Four (4) units required from this section..... 4
- Biol 2 Principles of Biology (4)
 - Biol 4 Principles of Animal Biology (4)
 - Biol 6 Principles of Plant Biology (4)
 - Biol 17 Fundamentals of Biology (4)
 - Biol 24 General Ecology (3)
- B. Four (4) units required from this section..... 4
- Chem 1A General Chemistry (5)
 - Chem 10 Fundamentals of Chemistry (4)
- C. Three (3) units required from this section..... 3
- Cmpsc Any 3 unit course in Computer Science (3)
- D. Four (4) units required from this section..... 4
- Esc 5 Physical Geology (4)
 - Esc 40 Descriptive Astronomy (3)
- E. Three (3) units required from this section..... 3
- Physc 1 Conceptual Physics (3)
 - Physc 4A Introductory Physics I: Trigonometry Level (4)
 - Physc 5A Introductory Physics I: Calculus Level (5)

Total Required Units **18**

Emphasis In Physical Science

Acceptable Courses Within Major: *Required Units:*

- Chem 1A General Chemistry 5
- Chem 1B General Chemistry 5
- Physc 5A General Physics I 5
- Physc 5B General Physics II 5

Total Required Units **20**

TRANSFER DEGREE

Degree Requirements

- A. Completion of a minimum of 60 units; 12 units must be completed in residence.
- B. Overall grade point average of 2.0 or better (C average) based on all work attempted in college.
- C. Filing an application for graduation.
- D. Competence in reading, in written expression and in mathematics demonstrated by completing the following classes with a "C" or better.

- Engl 1A, Reading and Composition: Beginning
- Busad 163, Business Mathematics, **OR** Math 100B, Algebra 1: Second Half, **OR** Math 101, Algebra 1: Fundamentals, **OR** Any mathematics course of a higher level than Algebra 1.

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

- E. Completion of Associate Degree course requirements as outlined below.

Major:

Complete a minimum of eighteen (18) units that meet the lower division prerequisites for any major at the institution to which the student plans to transfer.

Complete one of the following General Education Breadth patterns:

- a. California State University transfers: (30 units)
 - Complete the Columbia College Pattern of General Education for CSU Transfer listed in Column IV on pages 45-46 of the Catalog, **OR**
 - Complete the Columbia College IGETC (Intersegmental General Education Transfer Curriculum) pattern listed on pages 47-48 of the Catalog.
- b. University of California transfers: (30 units total)
 - Complete the Columbia College IGETC (Intersegmental General Education Transfer Curriculum) pattern listed on pages 47-48 of the Catalog or see your counselor for the individual breadth pattern for the campus of your choice.
- c. Customized program: (30 units total)
 - With the guidance of your counselor and the development of your "Education Plan," identify a general education plan for the college or university campus of your choice.

Activity Courses:

Select two physical activity courses under the Health and Human Performance listings.

Electives:

Select additional elective courses to bring the total to 60 units.

**ASSOCIATE IN SCIENCE
(Occupational Education) DEGREE**

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. These programs are **not** designed for students planning to transfer to a four-year institution, even though some courses in the AS(OE) degree may meet transfer requirements. To earn this degree, a student must complete the requirements listed in Column 2 of the G.E. Breadth Requirements on page 45-46.

AUTOMOTIVE TECHNOLOGY

Automotive Maintenance Technician

Required Courses:	Units:
AT 97 Work Experience In Automotive Technology	1
AT 100 Introduction to Automotive Technology	4
AT 101 Automotive Braking Systems I.....	2
AT 102 Engine Repair.....	5
AT 103 Practical Laboratory	0.5
AT 110 Automotive Electrics I	5
AT 111 Engine Performance I.....	6
AT 112 Heating and Air Conditioning	3

Total Required Units **26.5**

Recommended Optional Courses:

WT 100 Introduction to Welding.....	3
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Automotive Service Technician

Required Courses:	Units:
AT 97 Work Experience in Automotive Technology	1
AT 100 Introduction to Automotive Technology	4
AT 101 Automotive Braking Systems I.....	2
AT 102 Engine Repair.....	5
AT 103 Practical Laboratory	0.5
AT 110 Automotive Electrics I	5
AT 111 Engine Performance I.....	6
AT 112 Heating and Air Conditioning	3
AT 120 Suspension and Steering.....	3
AT 121 Automotive Braking Systems II.....	2
AT 122 Manual Drive Train and Axles.....	3
AT 130 Automotive Electrics II.....	2
AT 131 Engine Performance II.....	2
AT 132 Automatic Transmissions and Transaxles	3
Or	
AT 165 Clean Air Car Course.....	4

Total Required Units **41.5-42.5**

Recommended Optional Course:

WT 100 Introduction to Welding.....	3
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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 Business Law.....	4
Busad 97 Work Experience in Business	4
Busad 151 Finance and Investments.....	3
Busad 158 Payroll Accounting.....	3
Busad 163 Business Mathematics	4
Busad 164 Income Tax.....	3
Cmpsc 30 Financial Worksheets on Computers.....	3

Nine (9) Units Required from Computerized Accounting:

Busad 152 Computerized Accounting for Business (Quick Books)	3
Busad 153 Computerized Accounting for Business (MYOB)	3
Busad 154 Computerized Accounting for Business (Peachtree)	3

Total Required Units **41**

Recommended Optional Courses:

Busad 53/ Cmpsc 53 Project Management	3
Busad 90 Business Administration Computer Applications Laboratory	1
Cmpsc 1 Computer Concepts & Information Systems	4
Cmpsc 3 Operating Systems.....	3

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 Business Law.....	4
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	4
Cmpsc 1 Computer Concepts & Information Systems	4
Econ 10 Principles of Economics.....	4
Econ 11 Principles of Economics.....	4

Total Required Units **43**

Recommended Optional Course:

Busad 97 Work Experience	Minimum 4
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Retailing

Required Courses:	Units:
Busad 18 Business Law.....	4
Busad 20 Principles of Business	3
Busad 24 Human Relations in Organizations	3
Busad 30 Principles of Marketing	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	4
Cmpsc 1 Computer Concepts & Information Systems	4
Econ 10 Principles of Economics.....	4
Oftec 132 Business Communications.....	3

Total Required Units **36**

Recommended Optional Courses:

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

COMPUTER SCIENCE

Required Courses:	Units:
Cmpsc 3 Operating Systems.....	3
Cmpsc 9 UNIX Operating Systems	3
Cmpsc 15 Java Programming	3
Cmpsc 22 Programming Concepts & Methodology I.....	4
Cmpsc 24 Programming Concepts & Methodology II.....	4
Cmpsc 28 Visual Basic	3
Cmpsc 53/ Busad 53 Project Management	3
Cmpsc 55 Database Management.....	4
Math 18A Calculus I.....	4
Math 18B Calculus II.....	4

ELECTIVES - Choose two: (5-6 Units):

Cmpsc 12 Website Development.....	2
Cmpsc 13 Intro to HTML.....	2
Cmpsc 41 Networking Essentials	3

Total Required Units **40-41**

**Applied Computer Science
Business Emphasis**

Required Courses:	Units:
Cmpsc 1 Computer Concepts & Information Systems	4
Cmpsc 4 Windows Operating Systems Essentials	1
Cmpsc 9 UNIX Operating Systems	3
Cmpsc 22 Programming Concepts & Methodology I	4
Or	
Cmpsc 15 Java Programming	3
Or	
Cmpsc 28 Visual Basic Programming.....	3
Cmpsc 30 Financial Worksheets on Computers.....	3
Cmpsc 55 Database Management.....	4
Busad 1A Principles of Accounting	4
Busad 1B Principles of Accounting	4
Busad 40 Principles of Management	3
Oftec 140 Beginning Word Processing	2

Total Required Units **31-32**

Recommended Optional Courses:

Oftec 141 Intermediate Word Processing:	3
Busad 163 Business Mathematics	4
Cmpsc 53/ Busad 53 Program Management.....	3

Geographic Information Systems

Required Courses:	Units:
Cmpsc 1 Computer Concepts & Information Systems	4
Cmpsc 4 Windows Operating Systems Essentials	1
Cmpsc 60/ Geogr 60 Introduction to GIS - ArcView	3
Cmpsc 65/ Geogr 65 GIS Applications	3
Cmpsc 70/ Geogr 70 Intro to Raster-Based GIS	3
Cmpsc 75/ Geogr 75 GIS Applications in Resource Management	3
Esc 5 Physical Geology.....	4
Or	
Esc 10 Environmental Geology	3
Or	
Geogr 15 Physical Geography	3
Engl 1A Reading and Composition: Beginning.....	3
Or	
Engl 151 Preparation for College Composition	4
Fortc 153 Forest Surveying Techniques	3
Math 101 Algebra I: Fundamentals or equivalent	5
Or	
Higher level algebra.....	3-5
Natre 1 Environmental Conservation	3
Nartc 160 Aerial Photography & Map Interpretation	2

Total Required Units **36 - 38**

Recommended Optional Courses:

Busad 97 Work Experience (AutoCAD or GIS).....	minimum 4
Cmpsc 9 UNIX Operating Systems	3
Cmpsc 53/ Busad 53 Project Management	3
Cmpsc 55 Database Management.....	4
Cmpsc 58/ Geogr 58 GIS-ArcView	1
Cmpsc 59/ Geogr 59 GIS & GPS	1-3
Math 2 Elements of Statistics.....	3
Math 8 Trigonometry.....	3
Spcom 1 Fundamentals of Speech.....	3

FIRE TECHNOLOGY

Required Courses:	Units:
EMS 4 Emergency Medical Technician Training.....	7
Fire 101 Firefighter I Academy.....	15
Fire 106 Hazardous Materials First Responder "Operational" ...	1
Fire 108 Confined Space Awareness.....	0.5
Fire 110 ICS 200-Basic Incident Command System.....	1
Total Required Units	24.5

FORESTRY TECHNOLOGY

Required Courses:	Units:
Fores 1 Introduction to Professional Forestry.....	3
Fores 10 Dendrology.....	3
Fortc 153 Forest Surveying Techniques.....	3
Fortc 162 Applied Forest Inventory.....	2
Cmpsc 1 Computer Concepts & Information Systems.....	4
Engl 151 Preparation for College Composition.....	4
Or	
Higher level English.....	3
Fire 7 Wildland Fire Control.....	3
Math 101 Algebra I: Fundamentals.....	5
Or	
Higher level algebra.....	3-5
Natre 1 Environmental Conservation.....	3
Natre 9 Parks and Forests Law Enforcement.....	2
Natre 30 Introduction to Watershed Management.....	3
Natre 50 Natural History and Ecology.....	2
Or	
Biol 24 General Ecology.....	4
Nartc 160 Aerial Photography & Map Interpretation.....	2
Nartc 181 California Wildlife.....	4
Total Required Units	40-45

Recommended Optional Courses:	Units:
Oftec 100 Computer Keyboarding I.....	1
Or	
Oftec 110 Computer Keyboarding II.....	2

HOSPITALITY MANAGEMENT**Chef**

Required Courses:	Units:
Hpmgt 102 Introduction to Hospitality Careers & Human Relations.....	1.5
Hpmgt 104 Hospitality Laws and Regulations.....	2
Hpmgt 120 Safety and Sanitation.....	1
Hpmgt 122 Restaurant Math.....	1
Hpmgt 126 Nutrition for Chefs.....	2
Hpmgt 128 Kitchen Management.....	3
Hpmgt 133A Introduction to Commercial Food Preparation.....	3
Hpmgt 133B Commercial Food Preparation.....	4
Hpmgt 134 Commercial Baking: Beginning.....	2.5
Hpmgt 136 Dining Room Service and Management I.....	2
Hpmgt 140 Contemporary Cuisine.....	3.5
Hpmgt 141 Restaurant Desserts.....	2
Hpmgt 142 Garde Manger.....	1
Hpmgt 146 Dining Room Service and Management II.....	2
Hpmgt 148 Introduction to Wines.....	2
Hpmgt 190 Culinary Arts Internship.....	2
Total Required Units	34.5

Dinner Line Cook

Required Courses:	Units:
Hpmgt 102 Introduction to Hospitality Careers & Human Relations.....	1.5
Hpmgt 104 Hospitality Laws and Regulations.....	2
Hpmgt 120 Safety and Sanitation.....	1
Hpmgt 122 Restaurant Math.....	1
Hpmgt 126 Nutrition for Chefs.....	2
Hpmgt 128 Kitchen Management.....	3
Hpmgt 133A Introduction to Commercial Food Preparation.....	3
Hpmgt 133B Commercial Food Preparation.....	4
Hpmgt 134 Commercial Baking: Beginning.....	2.5
Hpmgt 136 Dining Room Service and Management.....	2
Hpmgt 142 Garde Manger.....	1
Total Required Units	23

Hotel Management

Required Courses:	Units:
Hpmgt 20 Intro to Leisure Travel and Tourism.....	3
Hpmgt 97 Work Experience.....	2
Hpmgt 102 Introduction to Hospitality Careers & Human Relations.....	1.5
Hpmgt 104 Hospitality Laws and Regulations.....	2
Hpmgt 112 Front Office Mgmt/Hotel Catering.....	2
Hpmgt 114 Intro to Maintenance and Housekeeping.....	1.5
Hpmgt 152 Restaurant Planning.....	3
Busad 1A Principles of Accounting.....	4
Or	
Busad 160 Basic Accounting.....	4
Or	
Busad 161A Small Business Accounting I.....	4
Total Required Units	19
Recommended Optional Course:	
Oftec 105 Electronic Printing Calculators.....	1

Pantry & Dessert Chef

Required Courses:	Units:
Hpmgt 102 Introduction to Hospitality Careers & Human Relations.....	1.5
Hpmgt 104 Hospitality Laws and Regulations.....	2
Hpmgt 120 Safety and Sanitation.....	1
Hpmgt 122 Restaurant Math.....	1
Hpmgt 126 Nutrition for Chefs.....	2
Hpmgt 128 Kitchen Management.....	3
Hpmgt 133A Introduction to Commercial Food Preparation.....	3
Hpmgt 133B Commercial Food Preparation.....	4
Hpmgt 134 Commercial Baking: Beginning.....	2.5
Hpmgt 136 Dining Room Service and Management I.....	2
Hpmgt 140 Contemporary Cuisine.....	3.5
Hpmgt 141 Restaurant Desserts.....	2
Hpmgt 142 Garde Manger.....	1
Hpmgt 148 Introduction to Wines.....	2
Total Required Units	30.5

Restaurant Management

Required Courses:	Units:
Busad 1A Principles of Accounting.....	4
Or	
Busad 160 Basic Accounting.....	4
Or	
Busad 161A Small Business Accounting I.....	4
Hpmgt 97 Work Experience.....	2
Hpmgt 102 Introduction to Hospitality Careers & Human Relations.....	1.5
Hpmgt 104 Hospitality Laws and Regulations.....	2
Hpmgt 120 Safety and Sanitation.....	1
Hpmgt 122 Restaurant Math.....	1
Hpmgt 126 Nutrition for Chefs.....	2
Hpmgt 128 Kitchen Management.....	3
Hpmgt 133A Introduction to Commercial Food Preparation.....	3
Hpmgt 133B Commercial Food Preparation.....	4
Hpmgt 134 Commercial Baking: Beginning.....	2.5
Hpmgt 136 Dining Room Service and Management I.....	2
Hpmgt 147 Beverage Management.....	2
Hpmgt 152 Restaurant Planning.....	3
Total Required Units	33
Recommended Optional Course:	
Hpmgt 148 Introduction to Wines.....	2

HUMAN SERVICES

Required Courses:	Units:
Cmpsc 1 Computer Concepts & Information Systems.....	4
Guide 10A Introduction to Helping Skills.....	1.5
Guide 10B Intermed Helping & Basic Conflict Mgmt Skills.....	1.5
Oftec 131 Office Procedures & Technology.....	3
Psych 30 Personal and Social Adjustment.....	3
Socio 5 Ethnicity & Ethnic Relations in America.....	3
Socio 12 Sociology of the Family.....	3
Or	
Child 22 Child, Family, Community.....	3
Socio 97 Work Experience.....	1
Three (3) Units from the following:	
Child 1 Principles of Child Development.....	3
Guide 1 Career/Life Planning.....	3
Psych 1 General Psychology.....	3
Socio 1 Introduction to Sociology.....	3
Total Required Units	23
Recommended Optional Courses:	
Psych 35 Intro to Drugs & Behavior.....	3
Spcom 1 Fundamentals of Speech.....	3

NATURAL RESOURCES**Watershed Management Technology**

Required Courses:	Units:
Cmpsc 1 Computer Concepts & Information Systems.....	4
Esc 5 Physical Geology.....	4
Or	
Esc 10 Environmental Geology.....	3
Or	
Geogr 15 Physical Geography.....	3
Fores 10 Dendrology.....	3
Fortc 153 Forest Surveying Techniques.....	3
Natre 3 Natural Resources Law and Policy.....	3
Or	
Natre 9 Parks and Forests Law Enforcement.....	2
Natre 22 Ecology/Use of Fire.....	2
Natre 30 Introduction to Watershed Management.....	3
Natre 50 Natural History and Ecology.....	2
Or	
Biol 24 General Ecology.....	4
Nartc 160 Aerial Photography & Map Interpretation.....	2
Nartc 181 California Wildlife.....	4
Plus Option A or Option B:	
Option A	
Cmpsc 60/ Geogr 60 Introduction to GIS - ArcView.....	3
Draft 50A Computer Assisted Drafting I.....	3
Option B	
Cmpsc 70/ Geogr 70 Intro to Raster-Based GIS.....	3
Cmpsc 75/ Geogr 75 GIS Applications in Resource Management.....	3
Total Required Units	34-38

NATURAL RESOURCES TECHNOLOGY

Required Courses:	Units:
Natre 1 Environmental Conservation.....	3
Natre 9 Parks and Forests Law Enforcement.....	2
Natre 30 Introduction to Watershed Management.....	3
Natre 50 Natural History and Ecology.....	2
Or	
Biol 24 General Ecology.....	4
Nartc 155 Interpretive Guided Tours.....	2
Nartc 160 Aerial Photography & Map Interpretation.....	2
Nartc 181 California Wildlife.....	4
Biol 179 Fishing and Fisheries.....	1
Esc 10 Environmental Geology.....	3
Or	
Esc 25 Geology of National Parks.....	3
Engl 151 Preparation for College Composition.....	4
Or	
Higher level English.....	3
Fire 7 Wildland Fire Control.....	3
Fores 1 Introduction to Professional Forestry.....	3
Fores 10 Dendrology.....	3
Fortc 153 Forest Surveying Techniques.....	3
Math 101 Algebra I: Fundamentals or equivalent.....	5
Or	
Higher level math course.....	3-5
Total Required Units	40-45
Recommended Optional Courses:	
Oftec 100 Computer Keyboarding I.....	1
Or	
Oftec 110 Computer Keyboarding II.....	2

OFFICE TECHNOLOGY

Administrative Assistant

Required Courses:	Units:
Oftec 42 Desktop Publishing I	3
Oftec 97 Work Experience	2
Oftec 105 Electronic Printing Calculators.....	1
Oftec 120 Computer Keyboarding III	3
Oftec 121 Machine Transcription	2
Oftec 125 Records Management and Filing Applications	3
Oftec 130 Business English	3
Oftec 131 Office Procedures and Technology	3
Oftec 132 Business Communications.....	3
Oftec 140 Beginning Word Processing	2
Oftec 141 Intermediate Word Processing	3
Busad 1A Principles of Accounting	4
Or	
Busad 161A Small Business Accounting I	4
Busad 40 Principles of Management	3
Busad 138 Excel Spreadsheets.....	1.5
Cmpsc 10 Introduction to the Internet.....	1
Cmpsc 11 Presentations Using Computers and Multimedia	1
Cmpsc 155 Access.....	1
Or	
Busad 25/ Guide 25 Job Search & Interviewing Strategies	1

Total Required Units **40.5**

Recommended Optional Courses:

Busad 53 Project Management	3
Spcom 1 Fundamentals of Speech.....	3

Note: An additional requirement for this Major is a 50-word-per-minute speed and accuracy competency as demonstrated by a five (5) minute timed writing, within one (1) year of obtaining the Major.

Medical Office Specialist

Required Courses:	Units:
Oftec 50 Medical Terminology	3
Oftec 125 Records Management and Filing Applications	3
Oftec 130 Business English	3
Oftec 132 Business Communication	3
Oftec 140 Beginning Word Processing	2
Oftec 151 Medical Office Management.....	3
Oftec 152 Medical Billing and Coding.....	3
Oftec 153A Medical Transcription.....	3
Oftec 190 Medical Office Internship.....	1.5
Busad 138 Excel Spreadsheets.....	1.5
EMS 153 CPR/First Aid.....	5

Total Required Units **24.5**



Medical Transcription

Required Courses:	Units:
Oftec 50 Medical Terminology	3
Oftec 120 Computer Keyboarding III	3
Oftec 130 Business English	3
Oftec 140 Beginning Word Processing	2
Oftec 141 Intermediate Word Processing	3
Oftec 153A Beginning Medical Transcription	3
Oftec 153B Beginning Medical Transcription	3
Oftec 154 Radiology Transcription.....	1
Oftec 155 Cardiology Transcription.....	1
Oftec 156 Orthopedic Transcription	1
Oftec 157 Gastroenterology Transcription	1
Oftec 158 Pathology Transcription	1
Oftec 159 Surgery Transcription	2
Cmpsc 1 Computer Concepts & Information Systems	4

Total Required Units **31**

Recommended Optional Courses:

Biol 10 Human Anatomy	4
Biol 60 Human Physiology.....	4
Biol 150 Elementary Anatomy and Physiology	3

Office Assistant

Required Courses:	Units:
Oftec 97 Work Experience	2
Oftec 105 Electronic Printing Calculators.....	1
Oftec 110 Computer Keyboarding II	2
Oftec 125 Records Management & Filing Applications	3
Oftec 130 Business English	3
Oftec 131 Office Procedures and Technology	3
Oftec 132 Business Communications.....	3
Oftec 140 Beginning Word Processing	2
Oftec 141 Intermediate Word Processing	3
Cmpsc 10 Introduction to the Internet.....	1
Cmpsc 11 Presentations Using Computers and Multimedia	1
Cmpsc 155 Access.....	1
Busad 138 Excel Spreadsheets.....	1
Busad 163 Business Mathematics.....	4
Busad 25/ Guide 25 Job Search & Interviewing Strategies	1

Total Required Units **31**

Recommended Optional Courses

Oftec 120 Computer Keyboarding III	3
Cmpsc 1 Computer Concepts & Information Systems	4

Note: An additional requirement for this Major is a 40-word-per-minute speed and accuracy competency as demonstrated by a five (5) minute timed writing, within one (1) year of obtaining the Major.

Lower Division Transfer Requirements For Public California Four-Year Colleges & Universities

Students should consult the catalog of the college for which they have catalog rights and to which they intend to transfer to ensure that all possible required lower division general education courses and prerequisites for their major are included in their Columbia College program of study.

Columbia College counselors will assist students in the selection of courses that fulfill both major and General Education Breadth Requirements.

The Career/Transfer Center staff will provide students the latest articulation information between Columbia College and the CSU and UC campuses with which agreements have been completed. Agreements are available for some community colleges and independent four-year colleges.

The responsibility for fulfilling requirements rests with the student.

California State University System (CSU) Transfer Information

The California State University system (CSU) has established the following campuses:

California State University, Bakersfield
 California State University, Channel Island
 California State University, Chico
 California State University, Dominguez Hills
 California State University, East Bay
 California State University, Fresno
 California State University, Fullerton
 California State University, Long Beach
 California State University, Los Angeles
 California Maritime Academy
 California State University, Monterey Bay
 California State University, Northridge
 California State Polytechnic University, Pomona
 California State University, Sacramento
 California State University, San Bernardino
 California Polytechnic State University, San Luis Obispo
 California State University, San Marcos
 California State University, Stanislaus
 Humboldt State University
 San Diego State University
 San Francisco State University
 San Jose State University
 Sonoma State University

CSU Admission

As an Undergraduate Transfer (Transfer Requirements) — You will qualify for admission as a transfer student if you have a grade point average of 2.0 (C) or better in all transferable units attempted, are in good standing at the last college or university attended, and meet any of the following standards:

- ▶ You will meet the freshman admission requirements (*courses and tests scores*) in effect for the term to which you are applying. (*See Admissions Application: "Freshmen Requirements" section*)
- ▶ You were eligible as a freshman at the time of high school graduation and have been in continuous attendance in an accredited college since high school graduation.
- ▶ You were eligible as a freshman at the time of high school graduation except for the subject requirements, have made up the missing subjects at a high school or college, and have been in continuous attendance in a accredited college since high school graduation.
- ▶ You have completed at least 60 transferable semester (*90 quarter*) units and meet the requirements listed below based on your high school graduation date. Nonresidents must have a 2.4 grade point average or better. *Full junior status requires 60 transferable semester units.*
- ▶ Applicants who graduated from high school 1988 or later:
 - You have completed all subject requirements in effect when you graduated high school (*you can use both high school and college coursework*), or:
 - You have completed at least 30 semester units of college coursework with a grade of **C** or better in *each course* to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 units must include all of the general education requirements in communication in the English language and critical thinking (*at least 9 semester units*) and the requirement in mathematics/quantitative reasoning (*usually 3 semester units*) or the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.
- ▶ Applicants who graduated from high school prior to 1988:
 - You have completed 4 years high school English and 2 years high school math, with grades C or better, or:
 - You have completed a baccalaureate course with a grade of **C** or better that meets the general education requirement in written communication and a course with a grade of **C** or better that meets the general education requirement in mathematics/quantitative reasoning or the Intersegmental General Education Transfer Curriculum

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

- A maximum of 70 semester (105 quarter) units earned in a community college may generally be transferred to the California State University and applied toward the baccalaureate degree.
- Students transferring with full certification of lower division general education requirements are *assured* that they have met 39 of the 48 unit minimum requirements for the Bachelors Degree. Students transferring without certification of general education must complete the pattern of courses required of "native" students as outlined in the catalog of the particular state university. The CSU General Education Breadth Requirements (See pgs. 45-46) and the Intersegmental General Education Transfer Curriculum (IGETC, pgs. 47-48) 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 that official transcripts be sent directly from all colleges or universities previously attended even if there is no applicable or completed coursework. 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 60 transferable semester (90 quarter) units of study, you must also submit your high school transcript. Applicants with 60 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 60 semester or 90 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, NJ 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 EOP&S 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 EOP&S 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 previous TOEFL section*), 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.

Advanced Placement Examination Credit for Columbia College AA/AS and CSU General Education Breadth Requirements

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. As of 1998-99, the Columbia College catalog reflects the CSU GE Breadth pattern numbering system as per E.O. 595, for the Associate Degree and CSU GE Areas. 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. Pattern for the AA/AS Breadth Requirements
Art: History of Art	3	3 semester units toward Area C1	C1
Biology	3	3 semester units toward Area B2	B2 & B3
Chemistry	3	6 semester units toward Area B1/B3	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
English: English Lit & Comp	3	6 semester units toward Areas 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	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*	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	B4
Mathematics: Calculus BC	3	3 semester units toward Area B4	B4
Music Theory	3	3 semester units toward Area 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 & B3
Physics C (electricity and magnetism)	3	3 semester units toward Area B1 & B3	B1 & B3
Psychology	3	3 semester units toward Area D9	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 meet CSU E.O. 405

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, Merced

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 nine 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 nine 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 major option if you have not yet decided on an area of study. The University encourages you to apply as Undeclared 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 coursework completed in excess of 70 lower division transferrable semester units. (See also UC Transferable Course Agreement on page 69 and the Intersegmental General Education Transfer Curriculum (IGETC) on pages 47-48.) 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, i.e., academic coursework, grade point average, SAT I or ACT results, and SAT II 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 UC 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 UC'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 coursework.

- If you were eligible for admission to the UC when you graduated from high school--meaning you satisfied the Subject, Scholarship, and Examination Requirements--you are eligible to transfer if you have a **C** (2.0) average in your transferable college coursework.
- If you met the Scholarship Requirement, but did not satisfy the Subject Requirement, you must take college courses in the subjects you are missing to be eligible to transfer. You will need to earn a grade of **C** or better in each of these required courses, and an overall **C** (2.0) average in all transferable college coursework. If you completed less than 12 quarter or semester units of transferable college coursework, you must also satisfy the Examination Requirement.
- If you were not eligible for admission to the UC 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-g" subjects, you must:
 - Complete a minimum of 90 quarter units or 60 semester units of transferable college credit with a grade point average of at least 2.4, and satisfy either (b) or (c) as follows.
 - Take college courses in the subjects you are lacking and earn a grade of **C** or better in each one. (*The University will waive up to two units of the required high school coursework except in mathematics and English.*)
 - Complete one college course in mathematics, two in English, and four 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.

Nonresidents

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

Articulation System Stimulating Interinstitutional Student Transfer (ASSIST)

As a prospective transfer student, it is important to make sure your community college courses are acceptable to the UC or CSU for transfer credit. ASSIST is California's official statewide repository of transfer information, offering easy access to a single database. ASSIST can help you determine if you will receive credit for courses you have already taken and how those courses apply to general education (IGETC or CSU GE Breadth), major preparation requirements and elective credit. (www.assist.org)

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. There are also CAN Sequences (SEQ A, B, etc.). A sequence means all courses in the sequence at one college must be completed in order to qualify for meeting the sequence for another college. 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:

CAN Subject Prefix Number	Columbia's Course No.	Columbia's Course Title	Effective Date
CAN ANTH 2	ANTHR 1	Physical Anthropology	S90
CAN ANTH 4	ANTHR 2	Cultural Anthropology	S90
CAN ANTH 6	ANTHR 10	Archaeology & Cultural Prehistory	F03
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 6	ART 31	Ceramics: Introductory	S00
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 ART 18	ART 40	Photography: Beginning	F00
CAN ART SEQ A	ART 11+12	History of Art: Ancient and Medieval + Renaissance, Baroque, & Modern	S98
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 BIOL SEQ A	BIOL 2+4+6	Principles of Biology + Principles of Animal Biology + Principles of Plant Biology	S98

CAN Subject Prefix Number	Columbia's Course No.	Columbia's Course Title	Effective Date
CAN BIOL SEQ B	BIOL 10+60	Human Anatomy + Human Physiology	S98
CAN BUS 2	BUSAD 1A	Principles of Accounting	F96
CAN BUS 4	BUSAD 1B	Principles of Accounting	F96
CAN BUS 12	BUSAD 18	Business Law	F98
CAN BUS SEQ A	BUS AD 1A+1B	Principles of Accounting	S98
CAN CHEM 2	CHEM 1A	General Chemistry	S90
CAN CHEM 4	CHEM 1B	General Chemistry	S90
CAN CHEM 6	CHEM 10	Fundamentals of Chemistry	S00
CAN CHEM SEQ A	CHEM 1A+1B	General Chemistry	F97
CAN CSCI 2	CMPSC 1	Computer Concepts & Information Systems	S00
CAN CSCI 22	CMPSC 22	Programming Concepts & Methodology I	F01
CAN CSCI 24	CMPSC 24	Programming Concepts and Methodology II	S00
CAN DRAM 8	DRAMA 42	Acting Fundamentals	F96
CAN DRAM 16	DRAMA 56	Technical Theatre Laboratory	F03
CAN DRAM 18	DRAMA 10	Introduction to the Theatre	S02
CAN ECON 2	ECON 10	Principles of Economics	S90
CAN ECON 4	ECON 11	Principles of Economics	S90
CAN ENGL 2	ENGL 1A	Reading & Composition: Beg.	F00
CAN ENGL 4	ENGL 1B	Reading & Composition: Adv.	F00
CAN ENGL 6	ENGL 10	Creative Writing	F00
CAN ENGL 8	ENGL 46	Survey of English Literature	F00
CAN ENGL 10	ENGL 47	Survey of English Literature	F00
CAN ENGL 14	ENGL 17	American Literature	F00
CAN ENGL 16	ENGL 18	American Literature	F00
CAN ENGL SEQ A	ENGL 1A+1B	Reading and Composition: Beginning + Advanced	F00
CAN ENGL SEQ B	ENGL 46+47	Survey of English Literature	F00
CAN ENGL SEQ C	ENGL 17+18	American Literature + American Literature	F00
CAN FCS 2	BIOL 50	Nutrition	F96
CAN FCS 14	CHILD 1	Principles of Child Development	S03
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 HIST 8	HIST 16	United States: to 1877	F96
CAN HIST 10	HIST 17	United States: 1877 to present	F96
CAN HIST 14	HIST 13	World Civilizations: to 1650	F01
CAN HIST 16	HIST 14	World Civilizations: 1650 to Present	F00
CAN HIST SEQ B	HIST 16+17	United States: to 1877 + United States: 1877-Present	S98
CAN HIST SEQ C	HIST 13+14	World Civilizations: To 1650 + World Civilizations: 1650 to Present	F00
CAN JOUR 2	JRNAL 1	Introduction to Journalism	S00
CAN MATH 2	MATH 6	Math for Liberal Arts	F97
CAN MATH 4	MATH 4A	Mathematics for Elementary School Teachers	S02
CAN MATH 8	MATH 8	Trigonometry	S03
CAN MATH 10	MATH 10	College Algebra	S02
CAN MATH 12	MATH 12	Finite Mathematics	F97
CAN MATH 16	MATH 16	Precalculus	F96
CAN MATH 18	MATH 18A	Calculus I: Differential	F96
CAN MATH 20	MATH 18B	Calculus II: Integral	F96
CAN MATH SEQ B	MATH 18A+18B	Calculus I + Calculus II	S98
CAN MUS 8	MUSIC 10	Survey of Music History & Literature	S04
CAN PHIL 2	PHILO 1	Introduction to Philosophy	F94
CAN PHYS 2	PHYCS 4A	Introductory Physics I: Trigonometry Level	F01
CAN PHYS 4	PHYCS 4B	Introductory Physics II: Trigonometry Level	F01
CAN PHYS 8	PHYCS 5A	Introductory Physics I	F97
CAN PHYS 12	PHYCS 5B	Introductory Physics II	F97
CAN PHYS SEQ A	PHYCS 4A+4B	Introductory Physics I and II: Trigonometry Level	S02
CAN PSY 2	PSYCH 1	General Psychology	F96
CAN REC 2	HPMGT 10/ OR H-HP 5	Introduction to Recreation and Leisure	S05
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 SPAN SEQ A	SPAN 1A+1B	Spanish: Beginning	S98
CAN SPAN SEQ B	SPAN 2A+2B	Spanish: Intermediate	S98
CAN SPCH 4	SPCOM 1	Fundamentals of Speech	F00
CAN SPCH 6	SPCOM 2	Argumentation	F00
CAN STAT 2	MATH 2	Elements of Statistics	S90

Additional courses might have qualified for or been removed from 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. Updated information can be obtained from www.cansystem.org.

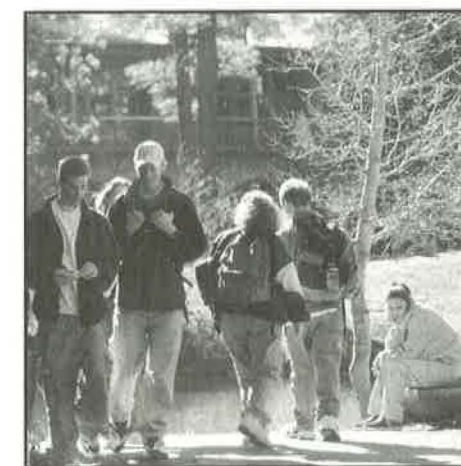
Transfer Admission Agreement (TAA)

Columbia College has available guaranteed admission agreements with the University of California campuses at Davis, Riverside, Santa Cruz, Santa Barbara and Sonoma State University. 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 UC-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 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 available at: <http://www.assist.org>. Please contact a counselor or the Transfer Center staff for additional information.



Course Descriptions

All phone numbers listed are in the 209 area code except as noted

Visit our website:
www.gocolumbia.org
 (connectColumbia)

COURSE INFORMATION

Numbering of Courses

1 to 99	Designated baccalaureate-level courses.
94	Designated Honors courses. (See below)
100 to 199	Not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities.
200 to 299	Non-degree applicable courses.
300 & above	Non-credit courses.

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

(CSU*) and (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 pages 68-69.

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 24 for important prerequisite information.

Courses Not Listed in the Catalog

1. Non-Credit Courses (Community Education)

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. Some of these are listed on page 133 of the catalog. Others are offered either through Continuing Education or Community Services sponsorship. Non-credit courses cannot be applied toward fulfilling graduation, transfer, or vocational education programs, but such courses do provide information and/or training on a variety of topical subjects.

2. 70/170 Courses: Special Topics

Instruction is offered in a variety of special topics within broader discipline areas (such as child development). Lecture and/or laboratory hours, units of credit, repeatability, and transferability may vary. Check with school to which student is transferring.

3. 98/198 Courses: Experimental Courses

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. Note that 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.

4. 99/199 Courses: Independent Study

Independent study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the College. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific procedures. (See page 26 for conditions, limitations.) 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. See page 25 for more information.

Credit Value

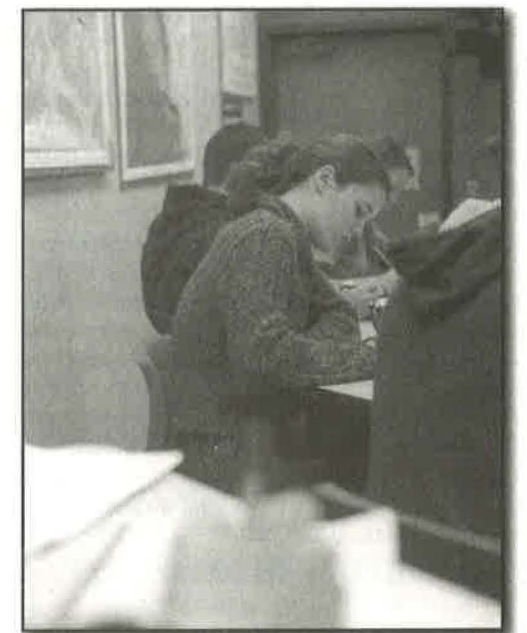
The number after the course indicates the unit credit value of the course. Courses listed in this catalog are described in semester units. One quarter unit equals .667 semester units.

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 coursework 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*

Scientific study of humankind and our evolutionary history with emphasis on recent developments; primatology; the fossil sequence beginning with pre-human through the Paleolithic era to the domestication of plants and animals and the dawn of civilizations and contemporary hunter-gatherers. (UC/CSU) (MJC ANTHR 101)

ANTHR 2: CULTURAL ANTHROPOLOGY 3 Units
(CAN ANTH 4)*Lecture: 3 hours*

The scientific study of human societies including preliterate societies along with the concept of culture basic to Anthropology. Emphasis is on methods of fieldwork, cultural ecology, language, social and political structure, the psychological perspective, religion, cultural change and the cultural future of humanity. (UC/CSU) (MJC ANTHR 102)

ANTHR 3: CURRENT ISSUES IN ANTHROPOLOGY 3 Units*Recommended for Success: Engl 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) (*Transfer credit limited. See a counselor.)

ANTHR 7: GENDER, CULTURE AND SOCIETY* 3 Units*Lecture: 3 hours*

The course takes an inclusive bio-cultural evolutionary perspective on gender, focusing on non-human primate societies as well as primitive (small scale) and modern (large scale) human societies. Factors such as culture, ecological conditions and historical circumstances, forces of stratification (e.g. age, social class), socialization (e.g. rites of passage, conformity & deviance) as well as the science (e.g. concepts, theories & methods) of studying these topics will be addressed. Though course readings will represent many disciplines, the foundation readings reflect the perspectives of bio-cultural anthropology as well as sociology. This emphasis addresses the fundamental assumption that while sex differences are biological, gender encompasses the traits that culture assigns and inculcates (with varying degrees of success) in males and females. (UC/CSU)

*Credit may be earned for either Anthr 7 or Socio 7, but not both.

ANTHR 10: ARCHAEOLOGY AND CULTURAL PREHISTORY 3 Units
(CAN ANTH 6)*Lecture: 3 hours*

This course is an introduction to anthropological archaeology including concepts, theories, and methods employed by archaeologists in reconstructing past life ways of humans. Topics include history and interdisciplinary nature of archaeological research; data acquisition, analysis and interpretation with discussion of applicable data and models; cultural resource management selected cultural sequences. (UC/CSU) (MJC ANTHR 130)

ANTHR 15: NATIVE PEOPLE OF NORTH AMERICA 3 Units*Lecture: 3 hours*

A survey of the origins, cultures, and customs of peoples indigenous to the North American continent with primary emphasis upon folkways dominant prior to interference by foreign cultures, and a secondary emphasis upon the status of Native Americans in the USA today. This course is designed to meet an ethnic studies requirement. (UC/CSU) (MJC ANTHR 150)

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 in charcoal and ink. (UC/CSU) (MJC ART 120)

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) (MJC ART 124)

May be repeated three times.

ART 4: COMPUTER ART 3 Units*Lecture: 2 hours**Laboratory: 3 hours*

Introduction to the tools and techniques of basic paint software through a series of drawing, color, and design problems. Assignments will cover elements of design, principles of composition, color theory, perspective, and unconventional approaches. No computer skills necessary. (UC/CSU) (MJC ART 124)

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) (MJC ART 123)

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 10: PORTRAIT DRAWING 2-3 Units*Lecture: 1.5-2 hours**Laboratory: 1.5-4 hours*

Course emphasis is on the anatomical approach to portrait drawing and the development of personal artistic expression of a three-dimensional form on a two-dimensional surface using a variety of drawing media. (CSU)

May be repeated two times.

ART 11: HISTORY OF ART: Ancient & Medieval 3 Units
(CAN ART 2) (CAN ART SEQ A = ART 11 + ART 12)*Recommended for Success: Engl 151**Lecture: 3 hours*

Survey of art history from the Paleolithic Age through the Late Gothic Era. (UC/CSU) (MJC ART 164)

ART 12: HISTORY OF ART: Renaissance, Baroque, and Modern 3 Units
(CAN ART 4) (CAN ART SEQ A = ART 11 + ART 12)*Lecture: 3 hours*

Survey of art history from the 14th through the 20th century. (UC/CSU) (MJC ART 165)

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) (MJC ART 169)

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 oil and/or acrylic. (UC/CSU) (MJC ART 148)

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) (MJC ART 149)

May be repeated one time.

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) (MJC ART 144)

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) (MJC ART 145)

May be repeated two times.

ART 25: MIXED MEDIA PAINTING 2-3 Units*Lecture: 1.5-2 hours**Laboratory: 1.5-4 hours*

This is a beginning studio class, which introduces students to the elements and principles of mixed media painting. The course will use oil or acrylic paints and will emphasize technique, special illusion and basic composition skills using different mixed mediums. (UC/CSU)

Offered for Credit/No Credit grading only.

May be repeated three times.

ART 31: CERAMICS: Introductory 1-3 Units
(CAN ART 6)*Lecture: .5-1.5 hours**Laboratory: 1.5-4.5 hours*

Introduction to basic ceramic methods including hand-building and wheel-thrown forms, and introduction to glazes and decoration. (UC/CSU) (MJC ART 108)

May be repeated one time.

ART 32: CERAMICS: Advanced 1-3 Units*Lecture: .5-1.5 hours**Laboratory: 1.5-4.5 hours*

Course emphasis is on glazes, formulation and application with increased opportunity for personal expression and experimentation. (UC/CSU)

May be repeated one time.

ART 33: CERAMICS: Special Problems 1-3 Units*Lecture: .5-1.5 hours**Laboratory: 1.5-4.5 hours*

Course emphasis is on personal growth and independence. (UC/CSU)

May be repeated one time.

ART 35: INTRODUCTION TO RAKU 1-3 Units*Lecture: .5-1.5 hours**Laboratory: 1.5-4.5 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 51: DESKTOP PUBLISHING I 3 Units

Recommended for Success: Oftec 141

Lecture: 2 hours

Laboratory: 3 hours

This course is an 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 one time.

Credit may be earned for only one of the following: Art 51, Oftec 42, or Cmpsc 31.

ART 52: DESKTOP PUBLISHING II 3 Units

Prerequisite: Art 51, Cmpsc 31 or Oftec 42

Lecture: 2 hours

Laboratory: 3 hours

This course is a continuation of study in problems of Desktop Publishing. Areas of focused study will be in advanced problems of page layout, typography, digital image manipulation, and issues related to offset reproduction of graphic design. (CSU)

May be repeated one time.

Credit may be earned for only one of the following: Art 52, Cmpsc 32 or Oftec 43.

ART 53: COMPUTER GRAPHICS I 3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course introduces the student to the fundamentals of computer graphics. Topics include the elements and principles of good graphic design, vector versus raster graphics, color theory, image scanning and formatting for print and screen. Students will acquire basic skills in current graphic design software and create original design pieces. (UC/CSU)

Credit may be earned for either Art 53 or Cmpsc 33, but not both.

ART 54: COMPUTER GRAPHICS II 3 Units

Prerequisite: Art 53 or Cmpsc 33

Lecture: 2 hours

Laboratory: 3 hours

This class is a continuation of Computer Graphics I. Topics covered will include more advanced techniques of painting and drawing software, color scanning, publishing for the Web and printing. (UC/CSU)

May be repeated one time.

Credit may be earned for either Art 54 or Cmpsc 34, but not both.

ART 71: CERAMIC SCULPTURE: Introductory 1-3 Units

Lecture: .5-1.5 hours

Laboratory: 1.5-4.5 hours

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

May be repeated one time.

ART 72: CERAMIC SCULPTURE: Advanced 2-3 Units

Lecture: 1.5-2 hours

Laboratory: 1.5-4 hours

Course emphasis is on creating figurative sculpture using an anatomical approach. (UC/CSU)

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

Lecture: 1.5-2 hours

Laboratory: 1.5-4 hours

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

ART 74: CERAMIC FIGURATIVE SCULPTURE 1-3 Units

Lecture: .5-1.5 hours

Laboratory: 1.5-4.5

This course is designed for students interested in the anatomical approach to figure sculpture. Students will gain an understanding of professional sculpting terminology, skill and competency in the anatomical application of figurative sculpture in water-based clay. They will become familiar with the workings of the human body in terms of skeletal structure, underlying form, muscle mass, proportion and gesture. Students will use these skills to complete gesture studies, reclining figurative forms, anatomical studies of hands, feet, arms, legs, torso, a skull and a portrait head. Advanced students will learn how to create armatures for portrait studies and figurative works of art. Students will be required to keep an ongoing journal. (UC/CSU)

May be repeated one time.

ART 165: METAL SCULPTURE 1.5 Units

Lecture: .5 hours

Laboratory: 3 hours

This course will offer an introduction to various metal-working techniques with an emphasis on aesthetic design and quality of metal joining.

Credit may be earned for either Art 165 or WT 165, but not both.

ART 166: METAL SCULPTURE PROJECTS 1 Unit

Prerequisite: Art 165 or WT 165

Laboratory: 3 hours

This course is designed to allow students to expand upon their skills in metal sculpture techniques and to provide for the student a more individualized pursuit in metal sculpturing.

Credit may be earned for either Art 166 or WT 166, but not both.

May be repeated 3 times

PHOTOGRAPHY**ART 40: PHOTOGRAPHY: Beginning 4 Units**
(CAN ART 18)

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) (MJC ART 170 OR ART 181/182)
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: 3 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 46: FIELD PHOTOGRAPHY: COMPOSITION AND DESIGN 1-2 Units

Lecture: .5-1 hour

Laboratory: 1.5-3 hours

An introduction to elements of design and composition as they relate to field photography. Field instruction in locations of natural beauty followed by lectures, demonstrations, and critiques. Requires adjustable 35mm camera or larger or adjustable digital. (CSU)
Field trips are required.

May be repeated two times.

ART 47A: DIGITAL DARKROOM: Beginning 3 Units

Recommended for Success: Art 40, Cmpsc 1

Lecture: 2 hours

Laboratory: 3 hours

Introduction to the electronic darkroom. Scanning of black-and-white and color prints, slides and negatives into the computer. Use of image control software (Adobe's Photoshop) to enhance, refine and artistically interpret images. Printing images using inkjet printers and a variety of photo-quality papers. (CSU)

ART 47B: DIGITAL DARKROOM: Intermediate 2-3 Units

Lecture: 1-2 hours

Laboratory: 3 hours

Study of the electronic darkroom using IBM compatible PC computers. Advanced scanning techniques for optimum image control, higher resolution and larger print sizes. Use of image control software (Adobe Photoshop) to refine and enhance straight and/or composite images. New topics: use of the pen tool, advanced layering techniques, creating masks and channels, painting on photos, plus further use of the special-effects filters and photo retouching tools. Microsoft Publisher to utilize photos in specialized projects such as: calendars, posters, note cards and brochures. Use of advanced printer control and calibration software to create consistently high-quality prints on photo-quality inkjet printers with a variety of paper mediums. (CSU)

ART 48: SPECIAL TOPICS IN PHOTOGRAPHY 1-4 Units

Recommended for Success: Art 40

Lecture: .5-2 hours

and/or

Laboratory: 1.5-6 hours

Various field- and studio-oriented courses limited to particular photographic topics such as slide tape presentations, landscape, architecture, portraiture, nude, small product and still-life, photojournalism, alternative processes and guest lecture forum. (CSU)
Field trips may be required.

May be repeated with different topics only.

AUTOMOTIVE TECHNOLOGY

See Page 31 for Certificate Requirements

AT 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*) (*Transfer credit limited. See a counselor.)

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 133.

AT 100: INTRODUCTION TO AUTOMOTIVE TECHNOLOGY 4 Units

Lecture: 4 hours

Introduction to theory, operation and maintenance of automotive systems. Includes fundamentals of math, measuring devices, fasteners, shop safety, careers and certifications, tools/equipment common to the automotive industry, environmental issues, classifications/applications of lubricants and resume writing. 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.

Offered for Credit/No Credit grading only.

AT 101: AUTOMOTIVE BRAKING SYSTEMS I 2 Units

Recommended for Success: AT 100

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.

May be repeated one time.

AT 102: ENGINE REPAIR 5 Units

Recommended for Success: AT 100

Lecture: 3 hours

Laboratory: 6 hours

Techniques involved in gasoline engine diagnosing and repair. Diagnosis of the engine's systems will be emphasized. 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. May be repeated for recertification.

May be repeated three times.

AT 103: PRACTICAL LABORATORY .5-2 Units

Laboratory: 1.5-6 hours

This course includes special automotive repair projects that are assigned to advanced students, with emphasis on speed, accuracy, and quality work habits. Completion of, or concurrent enrollment in six (6) units of Automotive Technology required. Exceptions to the units requirement will be considered on an individual basis.

May be repeated three times.

AT 110: AUTOMOTIVE ELECTRICS I 5 Units

Recommended for Success: AT 100

Lecture: 4 hours

Laboratory: 3 hours

This course covers 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. Methods of diagnosis will be emphasized. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives to enable students to prepare for Automotive Service Excellence (ASE) certification. May be repeated for recertification.

May be repeated three times.

AT 111: ENGINE PERFORMANCE I 6 Units

Recommended for Success: AT 100

Lecture: 4 hours

Laboratory: 6 hours

This course covers theory and operation of ignition systems, fuel systems, and on-board computers. 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) exams.

May be repeated three times.

AT 112: HEATING AND AIR CONDITIONING 3 Units

Recommended for Success: AT 100

Lecture: 2 hours

Laboratory: 3 hours

This course covers fundamentals and theory of air conditioning (R12 and R134a), as well as techniques of service and diagnosis. Recycling refrigerant 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.

May be repeated three times.

AT 120: SUSPENSION AND STEERING 3 Units

Recommended for Success: AT 100

Lecture: 2 hours

Laboratory: 3 hours

Operations of automotive suspension and steering systems. Inspection, diagnosis, part replacement, and alignment procedures, wheel alignment and computerized alignment equipment. Emphasis will be placed on analyzing inspection results. 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. May be repeated for recertification.

May be repeated three times.

AT 121: AUTOMOTIVE BRAKING SYSTEMS II 2 Units

Recommended for Success: AT 100 and AT 101

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.

May be repeated one time.

AT 122: MANUAL POWER TRAINS AND AXLES 3 Units

Recommended for Success: AT 100

Lecture: 1.5 hours

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. May be repeated for recertification.

May be repeated two times.

AT 130: AUTOMOTIVE ELECTRICS II 2 Units

Recommended for Success: AT 100 and AT 110

Lecture: 1 hour

Laboratory: 3 hours

This course covers the 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. May be repeated for recertification.

May be repeated one time.

AT 131: ENGINE PERFORMANCE II 2 Units

Recommended for Success: AT 100 and AT 111

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.

May be repeated one time.

AT 132: AUTOMATIC TRANSMISSIONS AND TRANSAXLES 3 Units

Recommended for Success: AT 100

Lecture: 1 hour

Laboratory: 6 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. May be repeated for recertification.

May be repeated three times.

AT 165: CLEAN AIR CAR COURSE AND OBD II UPDATE TRAINING 4 Units

Lecture: 4 hours

This course meets the Bureau of Automotive Repair requirements for Smog Technician candidate training in emission controls and OBDII systems. Successful candidates will partially satisfy the state's prerequisite requirements for the Smog Check technician examination.

May be repeated as needed for recertification.

AT 167: B.A.R. 2003-04 UPDATE TRAINING .5 Unit

Lecture: .5 hour

This 9-hour course will review changes in the updated Smog Check Manual. Also covered will be best practices in customer communication. This course may not be challenged.

May be repeated with different topics only.

Offered for Credit/No Credit grading only.

AT 167-05: B.A.R. 2005 UPDATE TRAINING 1 Unit

Lecture: 1 hour

This course will satisfy the Bureau of Automotive Repair (B.A.R.) 2005 update training requirements for Smog Technicians seeking to renew their licenses.

AT 170: SPECIAL TOPICS IN AUTOMOTIVE TECHNOLOGY .5-3 Units

Lecture: .5-3 hours
Laboratory: 1.5-3 hours

Various topics in automotive technology will be covered to meet specific technician needs for in-service training. Emphasis will be placed on special skills pertaining to late model vehicle.

May be repeated three times.

AT 180: SMALL ENGINE REPAIR 2 Units

Lecture: 1 hour
Laboratory: 3 hours

Servicing, operation, and maintenance of small gasoline engines, garden and landscape equipment. The student will need safety glasses and a small engine to overhaul. May be repeated three times.

AT 181: 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.

AT 185: AUTO BODY COLLISION REPAIR I 2 Units

Lecture: 1.5 hours
Laboratory: 1.5 hours

For beginning students in auto body collision work. Theory and study of the body sheet metal and structure. Theory and manipulative skills in oxy-acetylene welding, metal straightening, plastic filling and shrinking. Time allowing, students will learn basic proper removal and replacement of braking, engine, steering and suspension, and axle housing components as necessary to complete the auto body repair.

May be repeated three times.

AT 186: AUTO BODY COLLISION REPAIR II 2 Units

Recommended for Success: Completion of AT 185 with a grade of "C" or better.

Lecture: 1.5 hours
Laboratory: 1.5 hours

Advanced theory and study of body sheet metal and structure and manipulative skills in M.I.G. welding, sheet metal straightening, body alignment, making adjustments and refinishing equipment. Time allowing, students will learn basic removal and replacement of braking, engine, steering and suspension, and axle housing components as necessary to complete the auto body repair.

May be repeated three times.

AT 187: EXTERIOR DETAILING 1 Unit

Lecture: 1 hour
Laboratory: 1.5 hours

This course is for beginning students in auto detailing work. Topics covered include the theory and study of the proper maintenance and restoring of the automobile exterior finish by use of proper cleaning materials and methods approved by the industry.

May be repeated three times.

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

(CAN BIOL 2) (CAN BIOL SEQ A = BIOL 2 + BIOL 4 + BIOL 6)

Prerequisite: Chem 1A or equivalent
Lecture: 3 hours
Laboratory: 3 hours

This course will cover principles and applications of the structure and function of biological molecules, prokaryotic an eukaryotic cell structure and function, homeostasis, cell reproduction and its controls, molecular biology, molecular genetics, transmission genetics, cell metabolism, including photosynthesis and respiration, and viruses. Science as an ongoing process inquiry is a theme that runs throughout this course. CAN BIOL 2 is a laboratory course. (UC*/CSU) (MJC BIO 101) (*Transfer credit limited. See a counselor.)

BIOL 4: PRINCIPLES OF ANIMAL BIOLOGY 4 Units

(CAN BIOL 4) (CAN BIOL SEQ A = BIOL 2 + BIOL 4 + BIOL 6)

Prerequisite: Math 104 or equivalent
Lecture: 3 hours
Laboratory: 3 hours

This course covers the comparative structure and function of animals and protists, development, homeostasis, microevolution and macroevolution, taxonomy and systematics, molecular and morphological phylogeny, and behavior. Population and evolutionary history are also emphasized. Principles of Animal Biology is a laboratory course where dissection of animals is required. (UC/CSU) (MJC ZOO 101)

Field trips may be required.

BIOL 6: PRINCIPLES OF PLANT BIOLOGY 4 Units

(CAN BIOL 6) (CAN BIOL SEQ A = BIOL 2 + BIOL 4 + BIOL 6)

Prerequisite: Math 104 or equivalent
Lecture: 3 hours
Laboratory: 3 hours

This course covers photosynthesis, algae, protists, fungi, comparative plant structures and function, homeostasis, development, evolution, phylogeny, and taxonomy of plants. Principles of population and community ecology and ecosystem interactions are emphasized. (UC/CSU) (MJC BOT 101)

Field trips may be required.

BIOL 10: HUMAN ANATOMY 4 Units

(CAN BIOL 10) (CAN BIOL SEQ B = BIOL 10 + BIOL 60)

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) (MJC ANAT 125)

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) (MJC BIO 111) (*Transfer credit limited. See a counselor.)

BIOL 24: GENERAL ECOLOGY 4 Units

Recommended for Success: Engl 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/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 FCS 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) (MJC FDNTR 219)

BIOL 60: HUMAN PHYSIOLOGY 4 Units

(CAN BIOL 12) (CAN BIOL SEQ B = BIOL 10 + BIOL 60)

Recommended for Success: 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) (MJC PHYSO 101)

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) (MJC MICRO 101)

BIOL 150: ELEMENTARY ANATOMY AND PHYSIOLOGY 3 Units

Lecture: 3 hours

Introduction to human structure and function. Designed as a foundation course for the allied health student, but open to all interested students.

BIOL 158: BIRDS OF CENTRAL CALIFORNIA 1.5 Units

Lecture: .5-1.5 hours and/or
Laboratory: 1.5-4.5 hours

A survey of the birds of Central California through field observations and lectures. Students will learn how to identify birds by sight and sound, then use identification skills as a tool for understanding other aspects of avian biology and ecology. Discussion topics will include anatomy, physiology, behavior, and ecology of birds. Offered for Credit/No Credit grading only.

Field trips are 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: 1.5 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. Because there is variability in the mushrooms that fruit annually, this course may be repeated three times. Offered for Credit/No Credit grading only.

Field trips are required.

May be repeated three times.

BIOL 170: SPECIAL TOPICS IN BIOLOGY .5-3 Units

Lecture: .5-3 hours
Laboratory: .5-3 hours

Various field and classroom courses limited to particular biology topics, such as insect identification, bat natural history, stream evaluation, etc.

Offered for Credit/No Credit grading only.
Field trips may be required.

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

Lecture: .5 hours
Laboratory: 1.5 hours

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

Offered for Credit/No Credit grading only.

Field trips are required.

BUSINESS**Business Administration**

See Page 32 for Certificate Requirements

BUSAD 1A: PRINCIPLES OF ACCOUNTING 4 Units

(CAN BUS 2) (CAN BUS SEQ A = BUSAD 1A + BUSAD 1B)

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) (MJC BUSAD 201)

BUSAD 1B: PRINCIPLES OF ACCOUNTING 4 Units

(CAN BUS 4) (CAN BUS SEQ A = BUSAD 1A + BUSAD 1B)

Prerequisite: Busad 1A or equivalent

Lecture: 4 hours

Accounting for 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) (MJC BUSAD 202)

BUSAD 18: BUSINESS LAW 4 Units

(CAN BUS 12)

Lecture: 4 hours

Laws and regulations affecting managerial decisions; legal concepts and case analyses in the areas of ethics, employment agency, consumer transactions, business torts and crimes, business organizations, and with special emphasis on contracts (UC/CSU) (MJC BUSAD 218)

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. (UC/CSU) (MJC BUSAD 248)

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 SEARCH AND INTERVIEWING STRATEGIES 1 Unit

Lecture: 1 hour

Understanding the employment process and development of written and oral presentation skills necessary to conduct an efficient and effective job search. Topics include: the hiring process, employer perspectives, the hidden job market, networking, research, job search planning, making employer contacts and interviewing. Development of a master application, resume and letter of application. (CSU) (MJC GUIDE 112)

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) (MJC BUSAD 245)

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) (MJC BUSAD 240)

BUSAD 51: MANAGEMENT INFORMATION SYSTEMS 4 Units

Lecture: 4 hours

This course is an introduction to information systems. The objective is to build a basic understanding of the value and use of information system technology for business operations, managerial decision making, project management, and strategic advantage. Topics of special interest include information system planning, application development including systems analysis and design, decision support systems, and expert systems. (UC/CSU) Credit may be earned for either Busad 51 or Cmpsc 51, but not both.

BUSAD 52: E-COMMERCE 3 Units

Recommended for Success: Busad 20, Cmpsc 1

Lecture: 3 hours

This course is designed to familiarize individuals with current and emerging electronic commerce technologies using the Internet. Topics include Internet technology for business advantage, managing electronic commerce funds transfer, reinventing the future of business through electronic commerce, business opportunities in electronic commerce, electronic commerce development and marketing, social, political and ethical issues associated with electronic commerce, and business plans for technology ventures. Because companies are using these strategies in a global business environment, discussions of international, legal, ethical, and tax issues are included. The purpose of this course is to educate a new generation of managers, planners, analysts, marketers, and programmers of the realities and potential for electronic commerce. (CSU)

Credit may be earned for either Busad 52 or Cmpsc 52, but not both.

BUSAD 53: PROJECT MANAGEMENT 3 Units

Recommended for Success: Cmpsc 1

Lecture: 3 hours

This course is designed to familiarize individuals with current and emerging project management technologies using the Internet, project management software and other application software packages as needed for project completion. Project management knowledge topics will include project integration, scope, time, cost, quality, human resource, communications, risk and procurement management. (CSU)

Credit may be earned for either Busad 53 or Cmpsc 53, but not both.

BUSAD 54: DATA MINING 3 Units

Recommended for Success: Cmpsc 1

Lecture: 3 hours

This course was designed to familiarize individuals with current and emerging data mining technologies using the Internet, database software, and other application software packages as needed for project completion. Data mining knowledge topics will include the process of model building. Students will create a representative model based on an existing dataset to help understand trends, patterns, and correlations, as well as forming predictions based on historical outcomes. Students will be introduced to the tools and technologies needed to research and analyze data, resulting in a strategic decision making, marketing plan development, goal setting and identifying business opportunities. (CSU)

Credit may be earned for either Busad 54 or Cmpsc 54, but not both.

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. (CSU)

Offered for Credit/No Credit grading only.

May be repeated with different topics only.

BUSAD 90: BUSINESS ADMINISTRATION COMPUTER APPLICATIONS LABORATORY 1 Unit

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 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*) (*Transfer credit limited. See a counselor.)

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 133.

BUSAD 131: COMPUTERIZED ACCOUNTING (Peachtree) 1-2 Units

Recommended for Success: Busad 161A

Lecture: 1-2 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.

May be repeated one time.

BUSAD 132: COMPUTERIZED ACCOUNTING (One Write Plus) 1-2 Units

Recommended for Success: Busad 161A

Lecture: 1-2 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.

May be repeated one time.

BUSAD 133: COMPUTERIZED ACCOUNTING (Quicken) .5-2 Units

Recommended for Success: Busad 161A

Lecture: .5-2 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.

May be repeated one time.

BUSAD 134: COMPUTERIZED ACCOUNTING (Dac Easy) 1-2 Units

Recommended for Success: Busad 161A

Lecture: 1-2 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.

May be repeated one time.

BUSAD 135: COMPUTERIZED ACCOUNTING (Quickbooks) 1-2 Units

Recommended for Success: Busad 161A

Lecture: 1-2 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.

May be repeated one time.

BUSAD 137: COMPUTERIZED ACCOUNTING (M.Y.O.B.) 1-2 Units

Recommended for Success: Busad 161A

Lecture: 1-2 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.

May be repeated one time.

BUSAD 138: EXCEL SPREADSHEETS 1.5-2 Units

Lecture: 1.5-2 hours

Instruction in spreadsheet applications on computers, using Microsoft Excel. Develop, plan, and build spreadsheets for business decisions. Use formatting, charting, and lists to customize desired output.

Offered for Credit/No Credit grading only.

May be repeated one time.

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 152: COMPUTERIZED ACCOUNTING FOR BUSINESS (QUICKBOOKS) 3 Units

Recommended for Success: Busad 1A, Busad 161A

Lecture: 3 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, inventory, adjusting and closing entries and financial statements.

BUSAD 153: COMPUTERIZED ACCOUNTING FOR BUSINESS (M.Y.O.B.) 3 Units

Recommended for Success: Busad 1A, Busad 161A

Lecture: 3 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, inventory, adjusting and closing entries and financial statements.

BUSAD 154: COMPUTERIZED ACCOUNTING FOR BUSINESS (PEACHTREE) 3 Units

Recommended for Success: Busad 1A, Busad 161A

Lecture: 3 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, inventory, adjusting and closing entries and financial statements.

BUSAD 158: 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.

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; payroll for employees and employers, a voucher system, and use of manual and computerized simulations.

BUSAD 161B: SMALL BUSINESS ACCOUNTING II 4 Units

Prerequisite: Busad 161A or equivalent

Lecture: 4 hours

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

BUSAD 163: BUSINESS MATHEMATICS 4 Units

Lecture: 4 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.

BUSAD 164: INCOME TAX 3 Units

Lecture: 3 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.

May be repeated with different topics.

BUSAD 170: 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.

OFFICE TECHNOLOGY

See page 121

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

(CAN CHEM 2) (CAN CHEM SEQ A = CHEM 1A + CHEM 1B)

Prerequisite: Chem 10 and Math 104 or equivalent

Lecture: 4 hours

Laboratory: 3 hours

Chemistry 1A is the first half of a two-semester course designed to give a complete survey of chemistry. In this intensive course, each student will learn how to apply the scientific method to observable phenomenon in the solid, liquid, and gas states. The course covers measurement theory and practice, data acquisition and analysis, reaction classification, stoichiometry, gas and solution chemistry, thermochemistry, modern atomic theory, bonding, intermolecular forces, and colligative properties. (UC/CSU) (MJC CHEM 101)

CHEM 1B: GENERAL CHEMISTRY 5 Units

(CAN CHEM 4) (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) (MJC CHEM 102)

CHEM 10: FUNDAMENTALS OF CHEMISTRY 4 Units

(CAN CHEM 6)

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) (*Transfer credit limited. See a counselor.) (MJC CHEM 143)

CHEM 11: FUNDAMENTALS OF ORGANIC AND BIOCHEMISTRY 4 Units

Prerequisite: Chem 10

Lecture: 3 hours

Laboratory: 3 hours

Structure, nomenclature, preparation, and reactions of common organic compounds including hormones and neurotransmitters and biochemical aspects of carbohydrates and polysaccharides, lipids and membranes, amino acids and proteins, and nucleic acids and nucleotides. (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) (*Transfer credit limited. See a counselor.) (MJC CHEM 150)

CHEM 21: CONCEPTUAL CHEMISTRY - .5 Unit ATOMS, ELEMENTS & IONS

Lecture: .5 hour

A survey of matter, energy, elements, atoms, ions and how these topics apply to you and your surroundings. (CSU) (The satisfactory completion of the series Chem 21 through Chem 26 is equivalent to the satisfactory completion of Chem 20.) (CC CHEM 21-26 = MJC CHEM 150)

CHEM 22: CONCEPTUAL CHEMISTRY - .5 Unit CHEMICAL COMPOUNDS

Lecture: .5 hour

A survey of chemical compounds. (CSU) (The satisfactory completion of the series Chem 21 through Chem 26 is equivalent to the satisfactory completion of Chem 20.) (CC CHEM 21-26 = MJC CHEM 150)

CHEM 23: CONCEPTUAL CHEMISTRY - .5 Unit SOLUTIONS

Lecture: .5 hour

A survey of solutions and their importance in chemistry. (CSU) (The satisfactory completion of the series Chem 21 through Chem 26 is equivalent to the satisfactory completion of Chem 20.) (CC CHEM 21-26 = MJC CHEM 150)

CHEM 24: CONCEPTUAL CHEMISTRY - .5 Unit CHEMICAL REACTIONS

Lecture: .5 hour

A survey of chemical reactions and how they apply to you and your surroundings. (CSU) (The satisfactory completion of the series Chem 21 through Chem 26 is equivalent to the satisfactory completion of Chem 20.) (CC CHEM 21-26 = MJC CHEM 150)

CHEM 25: CONCEPTUAL CHEMISTRY - .5 Unit APPLIED CHEMISTRY

Lecture: .5 hour

A survey of chemical principles and how they apply to you, the environment and industry. Topics covered include environmental chemistry, food chemistry, geochemistry and industrial chemistry. (CSU) (The satisfactory completion of the series Chem 21 through Chem 26 is equivalent to the satisfactory completion of Chem 20.) (CC CHEM 21-26 = MJC CHEM 150)

CHEM 26: CONCEPTUAL CHEMISTRY - .5 Unit ORGANIC CHEMISTRY

Lecture: .5 hour

A survey of organic chemistry and how it applies to you and your surroundings. (CSU) (The satisfactory completion of the series Chem 21 through Chem 26 is equivalent to the satisfactory completion of Chem 20.) (CC CHEM 21-26 = MJC CHEM 150)

CHILD DEVELOPMENT

See Page 33 for Certificate Requirements

Students may be required to acquire a fingerprint clearance before working with young children. See your instructor for more details.

CHILD 1: PRINCIPLES OF CHILD DEVELOPMENT 3 Units

(CAN FCS 14)

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) (MJC CLDDV 103)

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

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) (MJC CLDDV 244)

CHILD 3: PRACTICES IN CHILD DEVELOPMENT 3 Units

Lecture: 3 hours

The planning and implementing of developmentally appropriate curriculum activities for young children, including anti-bias curriculum and current practices in the field. (CSU) (MJC CLDDV 101)

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) (MJC CLDDV 372)

CHILD 8: EARLY LITERACY DEVELOPMENT 3 Units

Recommended for Success: Engl 151

Lecture: 3 hours

This course will improve early childhood educators and care providers' knowledge of early literacy development and the skills in teaching early literacy to children from birth through age five. It includes research-based principles for providing children birth through age five a strong foundation in early reading and writing within a developmentally appropriate approach. Meets or exceeds specifications of external agency. (CSU)

CHILD 10: CREATIVE ACTIVITIES IN THE ARTS 2 Units

Lecture: 2 hours

Survey of a variety of educational activities suitable for young children in art, music, movement, language and literature; for pre-school teachers, family day care providers, parents, teacher aides, and anyone who is interested in creative expression for children. (CSU)

CHILD 12: CREATIVE ACTIVITIES IN MATH 2 Units

Lecture: 2 hours

Survey of math activities and concepts developmentally appropriate for young children; for pre-school teachers, family day care providers, teacher aides, parents and anyone interested in early childhood math education. (CSU)

CHILD 13: CREATIVE ACTIVITIES IN SCIENCE 2 Units

Lecture: 2 hours

Survey of science activities and concepts developmentally appropriate for young children; for pre-school teachers, family day care providers, teacher aides, parents and anyone interested in early childhood science education. (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

The study of the impact of interrelationships and community factors on a child's development. Techniques fostering healthy family interactions and use of community resources will be stressed. Cultural aspects of socialization and current events will be explored. (CSU) (MJC CLDDV 109)

CHILD 23: GUIDING CHILDREN'S SOCIAL DEVELOPMENT 3 Units

Lecture: 3 hours

This course is designed to provide early childhood educators and parents with the skills necessary to promote the emotional support and guidance young children need for healthy social development. Topics include: the developmental aspects of social/emotional development, supporting children in stressful situations, fostering self-discipline, supporting children's friendships, promoting prosocial behavior, handling children's aggressive behavior, and diversity issues. (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) (MJC CLDDV 127C)

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: Engl 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) (MJC CLDDV 150)

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) (MJC CLDDV 151)

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*) (*Transfer credit limited. See a counselor.)
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 133.

CHILD 105: CREATIVE ACTIVITIES IN CHILD NUTRITION 2 Units

Lecture: 2 hours
This course will provide the student with an overview of the roles adults play in facilitating food events with children and the best practices that help young children learn about food and eating to effect healthy development. Included will be curriculum planning and classroom activities as well as an introduction to state and federal nutrition and safety guidelines.

CHILD 170: SPECIAL TOPICS IN CHILD DEVELOPMENT .5-3 Units

Lecture: .5-3 hours
Instruction in a variety of special topics in Child Development, to include parenting, Foster Child care, child growth and development, special needs, anti-bias training, etc. (MJC CLDDV 298)
May be repeated with different topics only.

COMPUTER SCIENCE

See Pages 33-34 for Certificate Requirements

CMPS 1: COMPUTER CONCEPTS AND INFORMATION SYSTEMS 4 Units

(CAN CSCI 2)
Lecture: 3 hours
Laboratory: 3 hours
This course includes concepts of computer information systems in business, industry and other institutions. Study of computers, applications and network communications will also be covered. Actual practice is on personal computers in Windows environment on a network. Lab applications include graphical user interface, spreadsheets, word processing, database management, multimedia presentations and access to the Internet and World Wide Web. (UC/CSU) (MJC CMPS 201)

CMPS 3: OPERATING SYSTEMS 3 Units

Recommended for Success: Cmpsc 1
Lecture: 2 hours
Laboratory: 3 hours
Introduction to file management through a Windows environment and the DOS operating system. Students will learn concepts of a shell, text editors, batch files, desktop procedures, Windows setup, and file handling. (CSU)

CMPS 4: WINDOWS OPERATING SYSTEMS ESSENTIALS .5-1.5 Units

Lecture: .5 - 1.5 hours
This course provides instruction in Operating Systems. Topics include management of window elements, desktop arrangement, folders and files, and file management. Students will use multitasking, cut and paste, linking, and printing operations within selected Windows applications. (CSU) (MJC CMPS 265)
Offered for Credit/No Credit grading only.
May be repeated one time.

CMPS 9: UNIX OPERATING SYSTEMS 3 Units

Recommended for Success: Cmpsc 3
Lecture: 3 hours
Laboratory: 1 hour
An introduction to the UNIX operating system using Linux as the working environment. Topics include operating system commands, shell scripting, TCP/IP basics, FTP, mail, telnet, text editors, disk, file and directory management, GUI interface with X windows, and multitasking. (CSU) (MJC CMPS 206)

CMPS 10: INTERNET ESSENTIALS 1-2 Units

Lecture: .5-1.5 hours
This course provides instruction in how to access the Internet using communications software and a web browser on desktop PCs. Topics include navigating browsers, electronic mail, search techniques, personal privacy, downloading, and the World Wide Web. (CSU) (MJC CMPGR 262)
Offered for Credit/No Credit grading only.
May be repeated one time.

CMPS 11: PRESENTATIONS USING COMPUTERS AND MULTIMEDIA 1-2 Units

Lecture: 1-2 hours
Use presentation 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) (MJC CMPGR 215)
May be repeated one time.

CMPS 12: WEBSITE DEVELOPMENT APPLICATIONS 2-3 Units

Recommended for Success: Cmpsc 4 or equivalent
Lecture: 2-3 hours
Students will be able to use website/webpage development application software to prepare multimedia presentations for use with an Internet browser. They will also be able to combine text, graphics, video, and sound, enhance computer displays for an audience, and prepare home page links for access over the Internet. (CSU) (MJC CMPGR 264)
May be repeated one time.

CMPS 13: INTRODUCTION TO HTML 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.

CMPS 14: ADVANCED TOPICS IN WEBSITE DEVELOPMENT 2-3 Units

Recommended for Success: Cmpsc 13
Lecture 2-3 hours
This course guides students through the process of exploring advanced tools for website design, which may include but are not limited to Flash, Javascript, ASP, and XML. Students will also attain skills in techniques for publicizing websites and best practices for site maintenance. (CSU)

CMPS 15: JAVA PROGRAMMING 3 Units

Recommended for Success: Cmpsc 3
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/CSU)

CMPS 17: ADVANCED INTERNET RESEARCH .5-2 Units

Recommended for Success: Cmpsc 10
Lecture: .5 -2 hours
This course provides instruction in Advanced Internet Research and will provide students advanced search and research techniques via the World Wide Web. The course reviews basic components of Internet search engines and includes advanced subject matter research techniques, database resources and advanced Internet technology skills. Topics include E-Commerce, Internet Resources, Digital Content, and Internet Publications. (CSU)
May be repeated one time.

CMPS 22: PROGRAMMING CONCEPTS AND METHODOLOGY I 4 Units

(CAN CSCI 22)
Recommended for Success: Math 104
Lecture: 3 hours
Laboratory: 3 hours
Introduction to computer programming and program design. Presents algorithm development, structured programming techniques, various methods of problem solving, and an introduction to object oriented programming concepts. Programming is done using C++, but includes some basics of the C language. Language topics include data types, conditions and Boolean logic, recursion, arrays, functions, pointers, and file input/output. (UC/CSU) (MJC CMPS 205)

CMPS 24: PROGRAMMING CONCEPTS AND METHODOLOGY II 4 Units

(CAN CSCI 24)
Prerequisite: Cmpsc 22 or equivalent
Recommended for Success: Math 101
Lecture: 3 hours
Laboratory: 3 hours
This course is a continuation of CMPS 22, concentrating on problem solving techniques using an object oriented design approach. Programming is done using the C++ language. It also includes an introduction to programming in the Windows environment. Topics include data abstraction, recursion, class functions, operator overloading, templates, string handling, data structures (arrays, records, lists, stacks, and queues), search/sort, pointers, dynamic data, linked lists, and binary trees. (UC/CSU) (MJC CMPS 261)

CMPS 28: VISUAL BASIC PROGRAMMING 3 Units

Lecture: 3 hours

Design of Visual Basic programs using a hands-on approach. Write client applications in a Windows environment and create a variety of custom applications. (UC/CSU) (MJC CMPS 213)

CMPS 30: FINANCIAL WORKSHEETS ON COMPUTERS 3 Units

Lecture: 2 hours

Laboratory: 3 hours

Electronic spreadsheets will be used to develop a basic understanding of business operations, managerial decision making, and strategic advantage. Students will develop spreadsheets for financial statements, what-if analysis, databases, and other ledger-type applications. Other topics include use of formulas and macros to customize data entry for business applications and combining data between worksheets and link files. Lab projects will focus on the use of spreadsheet design, development, and use for managerial decision making. (CSU) (MJC CMPS 278)

CMPS 31: DESKTOP PUBLISHING I 3 Units

Recommended for Success: Oftec 141

Lecture: 2 hours

Laboratory: 3 hours

This course is an 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)

Credit may be earned for either Cmpsc 31, Art 51 or Oftec 42, but only from one discipline.

CMPS 32: DESKTOP PUBLISHING II 3 Units

Prerequisite: Cmpsc 31 or equivalent

Lecture: 2 hours

Laboratory: 3 hours

This course is a continuation of study in problems of Desktop Publishing. Areas of focused study will be in advanced problems of page layout, typography, digital image manipulation, and issues related to offset reproduction of graphic design. (CSU)

May be repeated two times.

Credit may be earned for either Cmpsc 32, Oftec 43 or Art 52, but only from one discipline.

CMPS 33: COMPUTER GRAPHICS I 3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course introduces the student to the fundamentals of computer graphics. Topics include the elements and principles of good graphic design, vector versus raster graphics, color theory, image scanning and formatting for print and screen. Students will acquire basic skills in current graphic design software and create original design pieces. (UC/CSU) (MJC CMPS 217)

Credit may be earned for either Cmpsc 33 or Art 53, but not both.

CMPS 34: COMPUTER GRAPHICS II 3 Units

Prerequisite: Cmpsc 33 or equivalent

Lecture: 2 hours

Laboratory: 3 hours

This class is a continuation of Computer Graphics I. Topics covered will include more advanced techniques of painting and drawing software, color scanning, publishing for the Web and printing. (UC/CSU)

Credit may be earned for either Cmpsc 34 or Art 54, but not both.

May be repeated one time.

CMPS 41: NETWORKING ESSENTIALS 3 Units

Recommended for Success: Cmpsc 1

Lecture: 3 hours

Laboratory: 1 hour

This course is an introduction to computer networking and data communications. The focus is on concepts, terminology, and technologies in current networking environments. The course is based on, and covers the OSI model including discussions of Local and Wide Area Networks (LAN & WAN). A laboratory component provides hands-on experience in network setup and computer configuration. This course includes the first semester of Cisco Academy training, which is part of a program leading to CCNA certification. The topics covered are also applicable to Microsoft Certified Systems Engineer (MCSE) and other industry networking certification. (CSU)

CMPS 51: MANAGEMENT INFORMATION SYSTEMS 4 Units

Lecture: 4 hours

This course is an introduction to information systems.

The objective is to build a basic understanding of the value and use of information system technology for business operations, managerial decision making, project management, and strategic advantage. Topics of special interest include information system planning, application development including systems analysis and design, decision support systems, and expert systems. (UC/CSU)

Credit may be earned for either Cmpsc 51 or Busad 51, but not both.

CMPS 52: E-COMMERCE 3 Units

Recommended for Success: Cmpsc 1, Busad 20

Lecture: 3 hours

This course is designed to familiarize individuals with current and emerging electronic commerce technologies using the Internet. Topics include Internet technology for business advantage, managing electronic commerce funds transfer, reinventing the future of business through electronic commerce, business opportunities in electronic commerce, electronic commerce development and marketing, social, political and ethical issues associated with electronic commerce, and business plans for technology ventures. Because companies are using these strategies in a global business environment, discussions of international, legal, ethical, and tax issues are included. The purpose of this course is to educate a new generation of managers, planners, analysts, marketers, and programmers of the realities and potential for electronic commerce. (CSU)

Credit may be earned for either Cmpsc 52 or Busad 52, but not both.

CMPS 53: PROJECT MANAGEMENT 3 Units

Recommended for Success: Cmpsc 1

Lecture: 3 hours

This course is designed to familiarize individuals with current and emerging project management technologies using the Internet, project management software and other application software packages as needed for project completion. Project management knowledge topics will include project integration, scope, time, cost, quality, human resource, communications, risk and procurement management. (CSU)

Credit may be earned for either Cmpsc 53 or Busad 53, but not both.

CMPS 54: DATA MINING 3 Units

Recommended for Success: Cmpsc 1

Lecture: 3 hours

This course was designed to familiarize individuals with current and emerging data mining technologies using the Internet, database software, and other application software packages as needed for project completion. Data mining knowledge topics will include the process of model building. Students will create a representative model based on an existing dataset to help understand trends, patterns, and correlations, as well as forming predictions based on historical outcomes. Students will be introduced to the tools and technologies needed to research and analyze data, resulting in a strategic decision making, marketing plan development, goal setting and identifying business opportunities. (CSU)

Credit may be earned for either Cmpsc 54 or Busad 54, but not both.

CMPS 55: DATABASE MANAGEMENT 4 Units

Recommended for Success: Cmpsc 1

Lecture: 4 hours

Fundamentals of database design and administration. Covers basic terminology, types of database systems, and how to design a database appropriate to an application. Topics include linking of tables in a relational database, SQL commands, Query By Example, and design of input forms and reports. Hands-on component uses a current commercial database management system in a Windows environment. (CSU) (MJC CMPS 275)

CMPS 58: GIS-ArcView 1 Unit

Lecture: 1 hour

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

Offered for Credit/No Credit grading only.

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

CMPS 59: GEOGRAPHIC INFORMATION AND GLOBAL POSITIONING SYSTEMS 1-3 Units

Lecture: 1-3 hours

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

May be repeated with different topics only.

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

CMPS 60: INTRO 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.

CMPS 65: GIS APPLICATIONS 3 Units

Recommended for Success: Cmpsc 60

Lecture: 3 hours

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

May be repeated two times.

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

CMPS 70: INTRO 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 ArcView. Students should have some familiarity with maps, UNIX, statistics and algebra. (CSU)

May be repeated two times.

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

CMPS 75: GIS APPLICATIONS IN RESOURCE MANAGEMENT 3 Units

Recommended for Success: Cmpsc 70

Lecture: 3 hours

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

May be repeated two times.
Credit may be earned for either Cmpsc 75 or Geogr 75, but not both.

CMPS 101: HOW TO SUCCEED AS AN ONLINE STUDENT .5-2 Units

Lecture: .5-2 hours

This course is an introduction to a Face-to-Face and Simulated Online combined course for those interested in taking online courses. The course covers basic components of how a Web-based classroom works as well as the technology skills needed to feel more confident in achieving a successful experience.

May be repeated two times.
Offered for Credit/No Credit grading only.

CMPS 142: DESKTOP PUBLISHING ESSENTIALS 1-2 Units

Recommended for Success: Cmpsc 4 and Oftec 215

Lecture: 1-2 hours

This course is an introduction to general desktop publishing theory with emphasis on design elements of formatted text, frames, photographs, clipart, lines, and pictures. Students will create sample projects such as newsletters, brochures, flyers, business cards, etc.

Credit may be earned for either Cmpsc 142 or Oftec 142, but not both.

Offered for Credit/No Credit grading only.

CMPS 149: PHOTOSHOP FOR THE WEB 2-3 Units

Lecture: 2-3 hours

Photoshop is a comprehensive environment for professional designers and graphic producers to integrate digital content for the Web. This course would involve manipulating graphics and digital content for optimum use on any Web-based platform.

May be repeated one time.

CMPS 155: ACCESS 1-2 Units

Lecture: 1-2 hours

Develop database applications using Database Management (DBMS) software. Create databases, enter and edit data, query the database, create and use forms, create and print reports, customize fields and tables, manage data and files, use as database for word mail merge.

CMPS 170 SPECIAL TOPICS IN COMPUTER SCIENCE .5-3 Units

Lecture: .5-3 hours

This course will cover special topics in Computer Science to meet individual or agency needs. Emphasis will be on specialized development of skills and knowledge and implementation of training in using computers.

May be repeated with different topics.

CMPS 183A: NETWORKING ESSENTIAL- CCNA 1 3 Units

Lecture: 3 hours

Cisco Academy Semester 1. An introduction to Computer Networking and Data Communications. Focus is on concepts, terminology, and technologies in current networking environments. The course includes an introduction to the OSI model and discussions of Local and Wide Area Networks (LAN & WAN). The training leads to CCNA certification.

CMPS 183B: NETWORKING-CCNA 2: ROUTERS AND ROUTING BASICS 1.5 Units

Prerequisites: Cmpsc 141

Lecture: 1 hour

Laboratory: 2 hours

Cisco Academy Semester 2. An introduction to Wide Area Networks. Emphasis is on the use of routers and data communications equipment. Includes Access Control Lists, Cisco IOS, and the command interface. A laboratory component provides hands-on experience in the configuration of routers.

CMPS 183C: NETWORKING-CCNA 3: SWITCHING BASICS AND INTERMEDIATE ROUTING 1.5 Units

Prerequisites: Cmpsc 183B or equivalent

Lecture: 1 hour

Laboratory: 2 hours

Cisco Academy Semester 3. Covers Virtual LAN, LAN and WAN design, Routing Protocols, PPP, ISDN, and Frame Relay.

CMPS 183D: NETWORKING-CCNA 4: WAN TECHNOLOGIES 1.5 Units

Prerequisite: Cmpsc 183C or equivalent

Lecture: 1 hour

Laboratory: 2 hours

Cisco Academy Semester 4. Covers Virtual LAN, LAN and WAN design, Routing Protocols, Access Control Lists, Novell IPX, PPP, ISDN, Frame Relay, and Network Management case studies.

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. Included topics: polar and rectangular coordinates, lines, polygons, layers, blocks, editing, hatches, dimensioning, orthographic projections, isometric drawing, layout view, plotting, and an introduction to 3-D. (CSU) (MJC ENGTC 210 AND 211)

DRAFT 50B: COMPUTER ASSISTED DRAFTING II 3 Units

Prerequisite: Draft 50A or equivalent

Lecture: 2 hours

Laboratory: 3 hours

Intermediate to advanced features of AutoCAD through creation of 3-D drawings. Included topics: customizing the AutoCAD environment, use of digitizer tablet, 3-D surfaces, solids modeling, elevated plane, extrusions, revolution, shading, rendering, scenes, lighting, textures, user coordinate system, views and ports, exporting of drawing, external databases. (CSU)

DRAMA**DRAMA 10: INTRODUCTION TO THE THEATRE 3 Units**

(CAN DRAM 18)

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) (MJC THETR 100)

Field trips will be required.

DRAMA 18: VOICE DYNAMICS 3 Units

Lecture: 2 hours

Laboratory: 3 hours

A study of Voice Dynamics will focus on vocal psychology, breathing, relaxation, vocal variety, projections, articulation, placement, phonetics, ear training and vocal analyses, character "voices", dialects and accents. This course is designed for self-improvement and for students who wish to increase their vocal skills for professional use. (UC/CSU) (MJC RA/TVSPCOM/THETR 101)

May be repeated three times.

Credit may be earned for either Drama 18 or Spcom 18, but not both.

DRAMA 19: EXPLORING RADIO DRAMA* 1.5-3 Units

Lecture: 1.5-3 hours

An intensive course focused on the expressive use of the voice and sound effects. It may be taken in two sections, each for 1.5 units. Students will rehearse, perform and provide sound effects for dramatic scripts to be broadcast on radio. Scripts will be rehearsed on campus with final production taped and broadcasted. (CSU)

May be repeated three times.

**Credit may be earned for either Drama 19 or Spcom 19, but not both.*

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) (MJC THETR 120)

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) (MJC THETR 122)

DRAMA 42: ACTING FUNDAMENTALS 3 Units

(CAN DRAM 8)

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) (MJC THETR 160)

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

Prerequisite: Drama 45

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 46: IMPROVISATIONAL ACTING FOR PERFORMANCE 3 Units

Lecture: 2 hours
Laboratory: 3 hours

The focus of this course is on the use of improvisation for performance with particular emphasis on complex formats to include various literary genres, song, narrative and mini-plays. The class will perform in a variety of venues, both on campus and in the community for a variety of audiences and purposes. (UC/CSU) (MJC THETR 164)
May be repeated three times. Field trips may be required

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

(CAN DRAM 16)

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 4 Units**

(CAN GEOL 2)

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) (MJC GEOL 161)
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/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) (MJC GEOL 64)
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) (MJC GEOL 171A, B)

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. (UC/CSU)
Field trips may be required.

ESC 50: OCEANOGRAPHY 4 Units

Lecture: 3 hours
Laboratory: 3 hours

This course will provide students with insights into the field of Oceanography. Students will be exposed to various subtopics including plate tectonics, the ocean floor, air-sea interactions, ocean circulation, waves and water dynamics, tides, earth resources, the coast and coastal processes, the marine habitat and its animal and plant life, etc. This course will spend time teaching you to critically think as an oceanographer does in order to solve oceanographic problems. You will be able to transfer these thinking skills to other areas of your life. This course is a general science class, intended to satisfy general education requirements for non-majors as well as one of the first courses expected of oceanography and marine geology majors. (UC/CSU)
May be repeated one time.

ESC 62: METEOROLOGY 3 Units

Lecture: 3 hours

This course will provide you with an introduction to the field of Meteorology. You will be exposed to various subtopics including air pollution, clouds, precipitation, fog, storms, weather forecasting, the greenhouse effect, ozone depletion, and global warming. This course will include teaching you to critically think as a meteorologist does in order to solve meteorological problems. You will be able to transfer these thinking skills to other areas of your life. (UC/CSU)
Field trips may be required.
May be repeated one time.

ESC 150: GEOLOGY OF THE MOTHER LODE .5-2 Units

Lecture: .5-2 hours

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

ECONOMICS**ECON 10: PRINCIPLES OF ECONOMICS 4 Units**

(CAN ECON 2)

Lecture: 4 hours

Macro-economics. Introduction to the U.S. economy and capitalism; national income and employment analysis, economic fluctuations, monetary fiscal policies, economic stability-instability, public finance, and special economic problems. (UC/CSU) (MJC ECON 101)

ECON 11: PRINCIPLES OF ECONOMICS 4 Units

(CAN ECON 4)

Lecture: 4 hours

Micro-economics. The corporation: analysis of costs, theory of production, pricing factor inputs including wages, rent, and interest; the social implications of various market structures; special economic problems. (UC/CSU) (MJC ECON 102)

EMERGENCY MEDICAL SERVICES

See Pages 34-35 for Certificate Requirements

EMS 4: EMERGENCY MEDICAL TECHNICIAN TRAINING 7 Units

Prerequisite: EMS 13 or EMS 157 or equivalent

Recommended for Success: EMS 175

Lecture: 7 hours

Laboratory: 1 hour

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 or exceeds both State of California and United States Department of Transportation's EMT-Basic National Standard Curriculum (DOT HS 808 149) training guidelines. This course prepares students for both State of California and National Registry certification as an Emergency Medical Technician. (CSU)

At the first class session students will be required to show verification of current CPR certification equivalent to current American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level as specified by State of California regulations.

May be repeated three times.

EMS 10: OUTDOOR EMERGENCY CARE TRAINING 6 Units

Lecture: 6 hours

Laboratory: 1 hour

This is an intensive course to assist the student in developing didactic and manipulative skills to recognize and treat illness and injuries in the non-urban, pre-hospital environment. The course shall meet or exceed the training guidelines and requirements as specified by the National Ski Patrol and the American Academy of Orthopedic Surgeons. Those students wishing to become National Ski Patrol Basic Patrollers must have approval from sponsoring agency and may be required to pass a skiing proficiency test on the first day of the class or prior to certification. (CSU)

Field trips may be required. May be repeated if information changes due to state/local government regulations; as required for employment, or to maintain employment.

EMS 12: PRE-PARAMEDIC TRAINING 8 Units

Lecture: 8 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

This course is designed to develop the functional capabilities of individuals who as part of their employment or everyday experiences may be required to provide emergency first aid prior to the arrival of qualified medical personnel. (CSU) (MJC HE 101)

May be repeated if information changes due to state/local government regulations; as required for employment, or to maintain employment.

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 both 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. Current EMT certification and/or LVN or higher nursing certification is required for class eligibility. (CSU) (MJC ALHE 380)

May be repeated if information changes due to state/local government regulations; as required for employment, or to maintain employment.

EMS 70: SPECIAL TOPICS IN EMS .5-4 Units

Lecture: .5-4 hours
and/or

Laboratory: .5-3 hours

Various topics in Emergency Medical Services. Emphasis will be placed on specialized courses to meet industry or governmental mandates. (CSU)

Number of repeats is subject to legal requirements, depending on topic.

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*) (*Transfer credit limited. See a counselor.)

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 133.

EMS 107: SKILLS REFRESHER FOR EMERGENCY MEDICAL TECHNICIANS AND FIRST RESPONDERS 1.5 Units

Prerequisites: EMS 4 or EMS 157

Lecture: 1.5 hours

This instructor-based course meets or exceeds the Skills Competency and Continuing Education requirements required for EMT recertification. Students will acquaint themselves with the equipment and skills used by both Emergency Medical Technicians and/or First Responders in emergency medical situations. The course is designed to update existing EMT and First Responder certifications as well as providing continuing education (CE) for EMT and First Responder certificated personnel. **Please Note:** Students who do NOT require skills competency verification and require ONLY instructor-based Continuing Education credits should consider EMS 109 (Online Emergency Medical Technician Refresher).

May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

Offered for Credit/No Credit grading only.

May be repeated three times.

**EMS 109: ONLINE EMERGENCY MEDICAL TECHNICIAN REFRESHER 1.5 Units**

Prerequisite: EMS 4 or EMS 157 or equivalent medical certification level

Lecture: 1.5 hours

This online/web based course meets or exceeds requirements required for instructor-based EMT Continuing Education, and Recertification. Students will acquaint themselves with the treatment protocols and knowledge required by Emergency Medical Technicians in emergency medical situations. The course is designed to update existing EMT and/or First Responder certifications as well as providing continuing education credit (CE) for EMT and First Responder certificated personnel. **Please Note:** This class does not provide skills competency verification or CPR or AED certification and only provides instructor-based Continuing Education credits. Students should consider EMS 107 (Skills Refresher for Emergency Medical Technicians and First Responders) course if skills competency verification and/or CPR/AED certification is desired.

May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

Offered for Credit/No Credit grading only

EMS 110: AUTOMATED EXTERNAL DEFIBRILLATION & PROFESSIONAL RESCUER CPR .5 Unit

Lecture: .5 hour

Course is designed for those individuals seeking initial certification or recertification for Automated External Defibrillation & CPR. This course will provide or improve core knowledge and develop and improve psychomotor skills associated with the delivery emergency care to the patient experiencing a life-threatening cardiac emergency. This course meets and/or exceeds the minimum standards of state & local EMS agencies, as is consistent with the guidelines as presented by the American Heart Association for Automated External Defibrillation Providers.

May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

Offered for Credit/No Credit grading only

EMS 153: CPR AND BASIC FIRST AID .5 Unit

Lecture: .5 hour

A basic course designed for the citizen who wishes to maintain or acquire Cardio-Pulmonary Resuscitation (CPR) and Basic First Aid certification, or who wishes to learn basic CPR and basic first aid techniques. Successful course completion results in Adult, Child and Infant CPR certification and Basic First Aid certification.

May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

Offered for Credit/No Credit grading only.

EMS 157: FIRST RESPONDER AND CPR 3 Units

Lecture: 3 hours

A basic course for emergency service workers (volunteer or professional) who may in the performance of their duties be responding to medical emergencies. Particular emphasis will be placed on situations unique in the rural setting. Stresses continuity of care through the approach to the patients and prioritization of their injuries/illnesses where advanced life support response is delayed or unavailable. Meets or exceeds United States Department of Transportation National Standard Curriculum, and state and local government requirements. (MJC FSCI 365)

May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

Offered for Credit/No Credit grading only.

EMS 165: CONVERSATIONAL MEDICAL SPANISH FOR EMERGENCY HEALTH 3 Units

Lecture: 3 hours

This course is intended to develop fundamental conversational skills primarily for Emergency Health Care Providers and other health care providers. This course is not intended to replace or substitute for a course of study in a foreign language and is specific in its design and content. Basic dialogue and pattern practice will be the instructional method, emphasizing a medical question and answer format. The course will cover basic non-technical vocabulary, some specialized functional terms, idiomatic expressions and situational phrases used in medical Spanish. Also included will be cultural characteristics of the local population of Spanish speakers.

May be repeated one time.

EMS 170: SPECIAL TOPICS IN EMS .5-4 Units

Lecture: .5-4 hours
and/or

Laboratory: .5-3 hours

Various topics in Emergency Medical Services. Emphasis will be placed on specialized courses to meet industry or governmental mandates.

Number of repeats is subject to legal requirements, depending on topic.

Field trips may be required.

EMS 175: EMS SKILLS DEVELOPMENT 2 Units

Lecture: 1.5 hours

Laboratory: 1.5 hours

This course is strongly recommended for student success for those students enrolled in any of the following EMS course offerings: First Responder Training (EMS 157), Advanced First Aid (EMS 13) and EMT Training (EMS 4), and Paramedic Training. The course focuses on the development of basic skills needed for the operation of a variety of emergency medical equipment according to commonly accepted protocols. Sessions are designed to develop speed and accuracy in the application of equipment and enhance assessment and treatment techniques.

May be repeated three times.

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)

ENGL 1A: READING AND COMPOSITION: Beginning 3 Units

(CAN ENGL 2) (CAN ENGL SEQ A = ENGL 1A + ENGL 1B)

Prerequisite: Engl 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. (UC/CSU) (MJC ENGL 101)

ENGL 1B: READING AND COMPOSITION: Advanced 3 Units

(CAN ENGL 4) (CAN ENGL SEQ A = ENGL 1A + ENGL 1B)

Prerequisite: Engl 1A or equivalent

Lecture: 3 hours

Further development of reading and composition skills based on critical study of poetry, drama, and fiction. (UC/CSU) (MJC ENGL 102)

ENGL 1C: CRITICAL REASONING AND WRITING 3 Units

Prerequisite: Engl 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) (MJC ENGL 103)

ENGL 10: CREATIVE WRITING 3 Units

(CAN ENGL 6)

Prerequisite: Engl 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) (MJC ENGL 106)
May be repeated two times.

ENGL 11: FILM APPRECIATION 3 Units

Prerequisite: Engl 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) (MJC ENGL 161)
May be repeated one time.

ENGL 17: AMERICAN LITERATURE 3 Units

(CAN ENGL 14) (CAN ENGL SEQ C = ENGL 17 + ENGL 18)

Prerequisite: Engl 1A or equivalent

Recommended for Success: Engl 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) (MJC ENGL 135)

ENGL 18: AMERICAN LITERATURE 3 Unit

(CAN ENGL 16) (CAN ENGL SEQ C = ENGL 17 + ENGL 18)

Prerequisite: Engl 1A or equivalent

Recommended for Success: Engl 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) (MJC ENGL 136)

ENGL 46: SURVEY OF ENGLISH LITERATURE 3 Units

(CAN ENGL 8) (CAN ENGL SEQ B = ENGL 46 + ENGL 47)

Prerequisite: Engl 1A or equivalent

Recommended for Success: Engl 1B

Lecture: 3 hours

English literature from the Anglo-Saxons through the 18th Century. (UC/CSU) (MJC ENGL 137)

ENGL 47: SURVEY OF ENGLISH LITERATURE 3 Units

(CAN ENGL 10) (CAN ENGL SEQ B = ENGL 46 + ENGL 47)

Prerequisite: Engl 1A or equivalent

Recommended for Success: Engl 1B

Lecture: 3 hours

English literature of the 19th and 20th Centuries. (UC/CSU) (MJC ENGL 138)

ENGL 49: CALIFORNIA LITERATURE 3 Units

Prerequisite: Engl 1A or equivalent

Recommended for Success: Engl 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)

ENGL 50: INTRODUCTION TO SHAKESPEARE 3 Units

Prerequisite: Engl 1A or equivalent

Recommended for Success: Engl 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) (MJC ENGL 163)

ENGL 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)

ENGL 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 two times.

ENGL 151: PREPARATION FOR COLLEGE COMPOSITION 4 Units

Recommended for Success: Engl 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 (Engl 249) will facilitate success in English 151. (MJC ENGL 50)
May be repeated one time.

ENGL 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.

ENGL 249: WRITING SKILLS WORKSHOP 1 Unit

Co-requisite: Enrollment in Engl 151 or Engl 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 two times.

ENGL 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. (MJC ENGL 49)

FIRE TECHNOLOGY

See Page 35 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) (MJC FSCI 301)

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) (MJC FSCI 302)

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) (MJC FSCI 303)

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) (MJC FSCI 304)

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) (MJC FSCI 305)

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) (MJC FSCI 337)

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) (CC FIRE 29A and 29B = MJC FSCI 364)

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) (CC FIRE 29A and 29B = MJC FSCI 364)

May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

FIRE 50: LOW ANGLE ROPE RESCUE 1.5 Units

Lecture: 1.5 hours

This course is designed to take the student to the basic skill and knowledge levels of Low Angle (not vertical) Rope Rescue. Topics will include, but are not limited to, basic rappelling, rescue of ambulatory and non ambulatory persons with an emphasis on safety and team work. This course will reflect current Urban Search and Rescue and California State Fire Training standards and equipment. Students completing this course will be certified in Low Angle Rope Rescue by the California State Fire Marshall's Office. (CSU)

Offered for Credit/No Credit grading only.

May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

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

FIRE 51: HIGH ANGLE ROPE RESCUE 1.5 Units

Prerequisite: Fire 50 or SAR 50 or equivalent

Lecture: 1.5 hours

This course is designed to take the student from the basic skill levels of Low Angle (non-vertical) Rope Rescue Certification to the more complex rappelling and rope rescue skills found in High Angle (vertical) Rope Rescue situations. This course will reflect current Urban Search and Rescue and California State Fire Training standards. (CSU)

May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

Offered for Credit/No Credit grading only.

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

FIRE 56: EMERGENCY TRENCH SHORING 1 Unit

Lecture: 1 hour

This course is designed to take the student to the basic skill and knowledge levels of Emergency Trench Shoring. Topics will include, but are not limited to: preplanning, size up and management of the trench incident, rescuer and victim safety, methods of trench shoring, victim extrication and post incident considerations. This course will reflect current CAL-OSHA and California State Fire Training Standards and equipment. Students completing this course will be certified in Trench Rescue by the California State Fire Marshall's office. (CSU)

May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

Offered for Credit/No Credit grading only.

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 if information changes due to state/local government regulations; as required for employment; or to maintain employment.

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 if information changes due to state/local government regulations; as required for employment; or to maintain employment.

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*) (*Transfer credit limited. See a counselor.)

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 133.

FIRE 101: FIREFIGHTER I ACADEMY 15 Units

Prerequisite: Fire 1 or equivalent

Lecture: 15 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.*

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.

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.

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 if information changes due to state/local government regulations; as required for employment; or to maintain employment.

FIRE 110: ICS 200-BASIC INCIDENT COMMAND SYSTEM 1 Unit

Prerequisite: Fire 1 or equivalent

Lecture: 1 hour

Introduces students to the principles and features associated with the Incident Command System.

Offered for Credit/No Credit grading only.

May be repeated two times.

FIRE 120: FIRE OPERATIONS IN THE URBAN INTERFACE 1.5 Units

Lecture: 1.5 hours

This course addresses content in initial attack incident command and control of wild land fire that threatens life, property and improvements.

May be repeated if information changes due to state/local government regulations; as required for employment, or to maintain employment.

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.

FIRE 170: 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.

May be repeated with different topics only.

FOREIGN LANGUAGE
(See Spanish)**FORESTRY****FORES 1: INTRODUCTION TO PROFESSIONAL FORESTRY** 3 Units

Lecture: 3 hours

Survey of the major U.S. forest regions and significant forest history events. Forestry practices, wood utilization and applied techniques of private tree farm/woodlot management for long-term production of timber, fuel wood, Christmas trees and other resources. Forestry education, career opportunities, licensing and ethics. (CSU) (MJC NR 220)

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) (MJC NR 376)

Field trips are required.

FORESTRY TECHNOLOGY

See Page 35 for Certificate Requirements

FORTC 153: FOREST SURVEYING TECHNIQUES 3 Units

Lecture: 2 hours

Laboratory: 3 hours

Use of basic forest surveying instruments. Application of hand and staff compass, topographic and engineer's chain, clinometer, abney, dumpy and auto level, E-Z arc slope reducer, redy mapper, plane table and alidade, engineer's transit, theodolite, electronic theodolite, electronic distance meter and total station. Field recording techniques, laboratory computations and map drafting.

Field trips are 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. (MJC NR 376)

Field trips are required.

GEOGRAPHY**GEOGR 12: CULTURAL GEOGRAPHY** 3 Units

(CAN GEOG 4)

Lecture: 3 hours

This course examines humankind's relationship with the environment using multidisciplinary perspectives and techniques. Historical and contemporary patterns of cultural-enviro adaptations, the landscape of cultural diversity, demography and mobility, political organization, the process of urbanization, and economic organization will be emphasized. (UC/CSU) (MJC GEOG 102)

GEOGR 15: PHYSICAL GEOGRAPHY 3 Units

(CAN GEOG 2)

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) (MJC GEOG 101)

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) (MJC GEOG 110)

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: INTRO 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) (MJC GEOG 109)

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: INTRO 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: Engl 151

Lecture: 3 hours

Designed to help students formulate and experience an organized and realistic approach to career planning. Development of awareness and objectivity in the areas of interests, skills, values, aptitudes, etc. Introduction to sources of occupational information, and occupational trends. Introduction to decision-making, career information, career trends and social influences on career-life planning. May include administration of standardized interest and personality inventories. (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 management. 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 25: JOB SEARCH AND INTERVIEWING STRATEGIES 1 Unit

Lecture: 1 hour

Understanding the employment process and development of written and oral presentation skills necessary to conduct an efficient and effective job search. Topics include: the hiring process, employer perspectives, the hidden job market, networking, research, job search planning, making employer contacts and interviewing. Development of a master application, resume and letter of application. (CSU) (MJC GUIDE 112)

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

This course is 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. It is recommended for reentry students, probationary students, and students whose educational goals will be completed at Columbia College. (MJC STSK 78)

GUIDE 101: OCCUPATIONAL EXPLORATION 1 Unit

Lecture: 1 hour

This class is an introduction to occupational exploration and career choice. Emphasis will be on linking personal information (interests, values and abilities) obtained through career assessment, with information about occupations, researched by using Career Center and online resources. Career choices will be clarified and corresponding and appropriate educational goals will be selected. Students will receive instruction in goal setting, decision making and problem solving as they relate to the development and fulfillment of educational and career plans.

(MJC GUIDE 111)

Offered for Credit/No Credit grading only.

GUIDE 107: ORIENTATION TO COLLEGE .5-1 Unit

Lecture: .5-1 hour

A course designed to prepare the student to meet the demands of college rigor. Especially beneficial to new students to Columbia College and students returning to college after a long absence, this course addresses policies and practices at Columbia College. Topics covered include academic renewal, grading policy, advanced placement credit, academic and progress probation and dismissal, educational planning, requirements for the associate degree, certificates of achievement and transfer to the four year university, and other topics related to the use of the programs and services at Columbia College. Such topics include financial aid, tutoring, counseling, special services for students with disabilities, career planning and job placement. (MJC GUIDE 110)

Offered for Credit/No Credit grading only.

GUIDE 110: HOW TO TRANSFER SUCCESSFULLY .5 Unit

Lecture: .5 hour

Introduction to the resources and planning process needed for a seamless transition from a community college to another institution of higher education. Recommended for students planning to transfer to either a public or private four-year college or university or another two-year college.

Offered for Credit/No Credit grading only.

GUIDE 115: 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. (MJC SOCS 58)

Offered for Credit/No Credit grading only.

HEALTH & HUMAN PERFORMANCE

(Note: Columbia College Health and Human Performance activity courses receive equivalent credit at MJC for physical education.)

H-HP 3: INTRODUCTION TO KINESIOLOGY 3 Units

Prerequisite: Biol 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/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/CSU) (MJC PE 108) *May be repeated one time.*

H-HP 5: INTRODUCTION TO RECREATION AND LEISURE 3 Units

(CAN REC 2)

Lecture: 3 hours

This course provides students a detailed overview of the history, developments, and current trends in leisure and recreation studies. It reflects recent social change and challenges facing recreation industries in the 21st Century including: population shifts, technology and marketing. It also addresses the history of the parks movement and tourism/sport segments. This course is of interest to students of Hospitality and Human Performance (Recreation related subjects). (CSU)

Credit may be earned for either H-HP 5 or HPMGT 10, but not both.

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) (*Transfer credit limited. See a counselor.)

H-HP 6B: LIFETIME FITNESS PROGRAM II 1-2 Units

Prerequisite: H-HP 6A or equivalent

Laboratory: 3-6 hours

A continuation of the exercise principles and practices employing the circuit training system presented in Lifetime Fitness Program I with emphasis on improving fitness component levels, compliance, motivation, and increased awareness of sound nutritional practices. (UC*/CSU) (*Transfer credit limited. See a counselor.)

May be repeated two times.

H-HP 7A: APPLIED FITNESS I .5-2 Units

Lecture: .5 hours

Laboratory: 1.5-6 hours

This course is designed to develop and encourage positive attitude and habits with regard to cardiovascular efficiency, body composition, muscular strength and endurance and flexibility through physical activity. (CSU) *May be repeated one time.*

H-HP 7B: APPLIED FITNESS II .5-2 Units

Prerequisite: H-HP 7A

Lecture: .5 hour

Laboratory: 1.5-6 hours

This course is designed to improve the positive attitude and habits and increase the frequency and time commitments with regard to cardiovascular efficiency, body composition, muscular strength and endurance and flexibility through physical activity. (CSU) *May be repeated one time.*

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) (*Transfer credit limited. See a counselor.)

May be repeated three times.

H-HP 9: CIRCUIT CROSS-TRAINING .5-2 Units

Activity: 1.5-6 hours

A comprehensive workout to achieve personal fitness goals through the use of cardiovascular and strength training systems. (UC*/CSU) (*Transfer credit limited. See a counselor.)

May be repeated three times.

H-HP 10: ADAPTIVE PHYSICAL EDUCATION .5-2 Units

Activity: 1.5-6.5 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) (*Transfer credit limited. See a counselor.)
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: 1.5-6 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 one time.

H-HP 13B: CARDIAC REHABILITATION PROGRAM: Phase III 1 Unit

Laboratory: 3-6 hours
Continuation of Cardiac Rehabilitation Program without lecture series. Primary physician referral required. (CSU)
May be repeated one time.

H-HP 15A: INTRODUCTION TO CARDIAC FAMILY FITNESS 1 Unit

Lecture: .5-1 hour
Laboratory: 1.5-6 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 one time.

H-HP 15B: CARDIAC FAMILY FITNESS 1 Unit

Laboratory: 3-6 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 one time.

H-HP 17: STABILITY BALL TRAINING FOR FITNESS .5-2 Units

Activity: 1.5-6 hours
This class is designed to acquaint students with non-traditional physical activities as a means to achieve personal fitness goals. Coursework will focus on the development/improvement of muscular strength and endurance, cardio respiratory fitness and flexibility by using the stability ball. (CSU)
May be repeated three times.

H-HP 18A: YOGA I FOR BETTER HEALTH .5-2 Units

Lecture: .5 hour
Activity: 1.5-6 hours
This is a beginning Yoga class using postures, breathing and relaxation techniques to increase flexibility, strength, balance and coordination. (UC*/CSU) (*Transfer credit limited. See a counselor.)
May be repeated three times.

H-HP 18B: YOGA II FOR BETTER HEALTH .5-2 Units

Recommended for Success: H-HP18A
Lecture: .5 hour
Laboratory: 1.5-6 hours
Intermediate yoga practice using more advanced postures, breathing, and relaxation techniques to further increase flexibility, strength, balance and coordination. (CSU)
May be repeated three times.

H-HP 20: DANCE SURVEY 3.5 Units

Lecture: 3 hours
Laboratory: 2 hours
Dance Survey is an introduction to world dance and its development as an art form through religious, social, and political contexts. Investigation of cultural traditions, styles, values, and aesthetics will be supported by participatory technique sessions exploring the fundamentals of dance movement, including ballet, jazz, contemporary, and folk. (UC/CSU)

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) (*Transfer credit limited. See a counselor.)
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) (*Transfer credit limited. See a counselor.)
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) (*Transfer credit limited. See a counselor.)
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) (*Transfer credit limited. See a counselor.)
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) (*Transfer credit limited. See a counselor.)
May be repeated three times.

H-HP 30: TRAINING FOR DISTANCE RUNNING .5-3 Units

Activity: 1.5-9 hours
Preparation for endurance distance running with organized training runs. Information on creating an effective training program, nutrition, weight training, and cross training. (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) (*Transfer credit limited. See a counselor.) *May be repeated three times.*

H-HP 34: BASKETBALL: Advanced Theory and Practice 2 Units

Lecture: 1 hour
Activity: 3 hours
Advanced concepts, strategy, and practice necessary in the playing and understanding of collegiate basketball. (UC*/CSU) (*Transfer credit limited. See a counselor.)
May be repeated three times.

H-HP 35: VOLLEYBALL: Advanced Theory and Practice .5-2 Units

Lecture: .5-1 hour
Activity: 1.5-2 hours
Advanced concepts, strategy, and practice necessary in the playing and understanding of collegiate volleyball. (UC*/CSU) (*Transfer credit limited. See a counselor.)
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) (*Transfer credit limited. See a counselor.)

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) (*Transfer credit limited. See a counselor.)
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) (*Transfer credit limited. See a counselor.)
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) (*Transfer credit limited. See a counselor.)
May be repeated three times.

H-HP 41: FENCING: THE SPORT AND MARTIAL ART .5-1.5 Units

Activity: 1.5-4.5 hours
An introduction to the sport of fencing: modern swordplay for women and men. Instruction in the skills, techniques, physical and mental conditioning in preparation for fencing. Overview of strategy and tournament play, rules and officiating. Emphasis on life-long health and fitness, as well as fencing-specific recreation and competition. (UC*/CSU) (*Transfer credit limited. See a counselor.)
May be repeated three times.

H-HP 42: FENCING II .5-2 Units*Prerequisite:* H-HP 41*Activity:* 1.5-6 hours

Acquaints students with intermediate and advanced foot and hand technique in fencing, strategies and tactics for fencing competition, psycho-physical preparation for competition, ritualized fitness and individual training regimes. Workouts may include coordination warm-up and flexibility exercises, specific advanced footwork combinations, advanced handwork drills, competitive "bouting scenarios" and practice competitions. (UC*/CSU) (*Transfer credit limited. See a counselor.)
May be repeated three times.

H-HP 43: INTRODUCTION 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*/CSU) (*Transfer credit limited. See a counselor.)
Field trips may be required.
May be repeated three times.

H-HP 45: CO-ED FLAG FOOTBALL .5-2 Units*Activity:* 1.5-6 hours

This course is designed to introduce the necessary skills and knowledge to participate in recreational flag football. Instruction of rules along with drills to improve the student's skill level. (CSU)
May be repeated three times.

H-HP 46: INDOOR SPORT CLIMBING .5-1.5 Units*Activity:* 1.5-4.5 hours

An introduction to rock climbing using an indoor climbing wall. Instruction and practice in belaying, climbing technique, strength training, flexibility, and injury prevention. Includes discussion of gear, anchors, rappelling, and safety.
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) (*Transfer credit limited. See a counselor.)
May be repeated one time.

H-HP 47B: SOCCER II .5-1.5 Units*Recommended for Success:* H-HP 47A*Activity:* 1.5-4.5 hours

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) (*Transfer credit limited. See a counselor.)
May be repeated one time.

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*/CSU) (*Transfer credit limited. See a counselor.)
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) (*Transfer credit limited. See a counselor.)
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) (*Transfer credit limited. See a counselor.)
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) (*Transfer credit limited. See a counselor.)
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) (*Transfer credit limited. See a counselor.)
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) (*Transfer credit limited. See a counselor.)
May be repeated one time.

H-HP 56B: WEIGHT TRAINING II .5-1.5 Units*Recommended for Success:* 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) (*Transfer credit limited. See a counselor.)
May be repeated one time.

H-HP 57: BODY SCULPTING .5-1.5 Units*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*/CSU) (*Transfer credit limited. See a counselor.)
May be repeated three times.

H-HP 58: ULTIMATE FRISBEE I 1 Unit*Activity:* 3 hours

This course is designed to enhance the student's skills and abilities in ultimate Frisbee. Emphasis will be placed on cardiovascular and muscular fitness. This course is progressive; the intensity increases as the individual improves abilities. (UC*/CSU) (*Transfer credit limited. See a counselor.)
May be repeated three times.

H-HP 59A: BEGINNING TAI CHI 1 Unit*Activity:* 3 hours

This is a beginning course in Tai Chi Chuan--Yang-style short form, 21 movements. Also included will be a history of Tai Chi and warm-up exercises. (UC*/CSU) (*Transfer credit limited. See a counselor.)
May be repeated one time.

H-HP 59B: ADVANCED TAI CHI 1 Unit*Prerequisite:* H-HP 59A or equivalent*Activity:* 3 hours

A continuation of Tai Chi Chuan Yang style form. Included will be a short review of Tai Chi history and basic principles of practice. The short form will be continued from movement 21 through movement 99, and will continue to completion of the long form with movement 150 if possible. Some demonstration of push hands techniques and long wooden sword form will be included. Students will be expected to lead the class in form demonstration and warm-up exercises. (UC*/CSU) (*Transfer credit limited. See a counselor.)
May be repeated one time.

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

Personal and community health: an understanding of contemporary health issues and problems with an emphasis on personal fitness and adjustment. An informative material survey contributing to a person's mental, physical, and social well-being. (UC*/CSU) (MJC HE 110)

H-HP 62: SAFETY AND FIRST AID EDUCATION 2 Units*Lecture:* 2 hours

Theory and skills involved in the immediate and temporary care given to the victims of accidents and sudden illnesses. Covers American Red Cross Standard First Aid with certificate available upon satisfactory completion of the course. (UC*/CSU) (*Transfer credit limited. See a counselor.) (MJC HE 100)
May be repeated three times.

H-HP 71: OUTDOOR ADVENTURE LEADERSHIP 3 Units

Recommended for Success: Comfort in an outdoors environment and good physical fitness in the required field-activity/ropes portions of class

Lecture: 2 hours*Activity:* 3 hours

An introduction to the theory and field practice of "outdoor leadership." Consideration of technical, environmental, and safety/risk issues. The facilitation of experiential learning in the out-of-doors. Special attention will be paid to programming for groups in an "adventure activities" context. A one week field immersion experience will be required at the end of the course. (CSU)
Field trips may be required.

H-HP 80: VARSITY CROSS COUNTRY (Men and Women) 3 Units*Co-requisite:* Must be enrolled as a full-time student*Activity:* 9 hours

Instruction, training, and competition in intercollegiate cross country running. Participation in contests with other colleges will be scheduled. (CSU)
Field trips will be required.
May be repeated three times.

H-HP 82: VARSITY BASKETBALL (Men's Rules) 1 Unit*Co-requisite:* Must be enrolled as a full-time student*Activity:* 14 hours

Preparation and training for intercollegiate varsity basketball competition. Participation in contests with other colleges will be scheduled. (UC*/CSU) (*Transfer credit limited. See a counselor.)
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) (*Transfer credit limited. See a counselor.)
Field trips will be required.
May be repeated three times.

H-HP 175: SPAS AND HEALTH CLUB OPERATIONS* 3 Units*Lecture:* 3 hours

An introduction to effective health club/spa supervision principles. Program design, back-of-the-house and front-of-the-house operations. Career options, professional certification standards, evolving trends. Special attention to the business of "alternative healing" (bodywork/exercise modalities).

*Credit may be earned for either H-HP 175 or Hpmgt 175, but not both.

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

Prerequisite: Must be enrolled in at least seven (7) units including Work Experience.

75 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit
Provides students an opportunity to experience supervised employment in Health Occupations. The student's employment must be related to educational or occupational goals. (CSU*) (*Transfer credit limited. See a counselor.)

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 133.

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) (MJC HIST 129)

HIST 13: WORLD CIVILIZATIONS: to 1650 3 Units

(CAN HIST 14)
(CAN HIST SEQ C = HIST 13 + HIST 14)

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) (MJC HIST 106)

HIST 14: WORLD CIVILIZATIONS: 1650 to Present 3 Units

(CAN HIST 16)
(CAN HIST SEQ C = HIST 13 + HIST 14)

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) (MJC HIST 107)

HIST 16: UNITED STATES: to 1877 3 Units

(CAN HIST 8)
(CAN HIST SEQ B = HIST 16 + HIST 17)

Lecture: 3 hours

Survey of the history of the United States from pre-European settlement to the end of Reconstruction. Important topics include: the Art and Science of History, pre-European civilizations, Colonization and Society, the War for Independence, Constitutional Development and Federalism, American Leadership, Westward Expansion, Industrialization and Economic Transformation, Urbanization, Sectional Conflicts and the Impending Crisis, Slavery and experiences of historically disadvantaged groups in the United States, relative to their geographic, economic, political, and social contexts. Political and historical developments particular to California and in relation to the federal government will be highlighted. History 16, taken in conjunction with Polsc 10, satisfies Associate Degree and CSU requirements in United States History, Constitution, and American Ideals. Completion of Hist 16 and/or Hist 17 in combination with MJC HIST 101 or HIST 102 will not fulfill the requirement for CSU graduation. (UC/CSU) (MJC HIST 101)

HIST 17: UNITED STATES: 1877 to Present 3 Units

(CAN HIST 10) (CAN HIST SEQ B = HIST 16 + HIST 17)

Lecture: 3 hours

Survey of the history of the United States from the end of Reconstruction to the present era. Course includes examinations of Reconstruction, Western Conquest, Federalism, Industrialization and Post-Industrialization, Urbanization. Foreign Relations, Social Movements, Major Wars, the Great Depression, Major Political and Institutional Developments, and Globalization. This course will also examine U.S. citizens' rights and obligations, with special attention given to the experiences of historically disadvantaged groups in the U.S. Political and historical developments particular to California and in relation to the federal government will be highlighted. History 17, taken in conjunction with Polsc 10, satisfies Associate Degree and CSU requirements in United States History, Constitution, and American Ideals. Completion of Hist 16 and/or Hist 17 in combination with MJC HIST 101 or HIST 102 will not fulfill the requirement for CSU graduation. (UC/CSU) (MJC HIST 102)

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) (MJC HIST 154)

HIST 21: WOMEN IN AMERICAN HISTORY 3 Units

Lecture: 3 hours

Review and evaluate the roles and contributions of American women from the colonial period to the present, viewed within the context of the total American experience. The diversity of experience according to class and ethnicity will be emphasized, including the roles and experiences of Native American, African American, European, Latina, and Asian women in American history. (UC/CSU) (MJC HIST 116)

HIST 49: THE MOTHER LODE 3 Units

Lecture: 3 hours

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

HIST 55: THE AMERICAN FRONTIER 3 Units

Lecture: 3 hours

Study of successive frontier zones and hostile environments in reshaping imported customs and habits into uniquely American characteristics. Emphasis will be on the 19th century. (UC/CSU) (MJC HIST 128)

HOSPITALITY MANAGEMENT

See Pages 35-37 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*) (*Transfer credit limited. See a counselor.)

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 133.

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. (MJC CLART 311)
May be repeated one time.

HPMGT 122: RESTAURANT MATH 1 Unit

Lecture: 1 hour

This is an arithmetic course for restaurant personnel. Students will be learning and applying basic math skills: addition, subtraction, multiplication, division, fractions, and percentages. There will be use of hand-held calculators, gauges, scales and devices for measuring weights and volumes. Currency will be handled and time, distance, and temperature will be measured. There will be an emphasis on recognition and use of geometric shapes.
May be repeated one time.

HPMGT 126: NUTRITION FOR CHEFS 2 Units

Lecture: 2 hours

Students will understand the USDA recommendations for basic nutritional requirements for good health, the food groups encompassing carbohydrates, proteins, fats, vitamins, phytochemicals and minerals, their sources and dependency along with the roles of water, electrolytes and atmospheric gasses in human health. Students will be familiar with the fundamental physiology of digestion and how the basic food groups interact and react in the human body. They will have the knowledge to evaluate recipes and menus for nutritional balance and can devise recipes and menus that conform to USDA nutritional recommendations. They will understand the relationship between nutritional and physical exercise needs in terms of energy balances.

May be repeated one time.

HPMGT 128: KITCHEN MANAGEMENT 3 Units

Lecture: 3 hours

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 130: SURVEY OF COMMERCIAL FOOD SERVICE OPERATIONS 3-6 Units

Lecture: 1-2 hours

Laboratory: 6-12 hours

A survey course which gives practical experience in operating a commercial food service operation. Production efficiency, marketing, Serv-Safe Sanitation guidelines, quality control, and production records are emphasized.

May be repeated two times.

HPMGT 133A: INTRO TO COMMERCIAL FOOD PREPARATION 3 Units

Co-requisite: Hpmgt 120

Lecture: 1.5 hours

Laboratory: 5 hours

This course is an initial culinary training for chefs. Topics covered include an 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 and traditional and computer-aided recipe writing/costing. Adopting to professional standards regarding uniforms, dependability, teamwork and quality performance will be emphasized.

HPMGT 133B: COMMERCIAL FOOD PREPARATION 4 Units

Prerequisite: Hpmgt 133A or equivalent

Lecture: 1.5 hours

Laboratory: 8.5 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 2.5 Units

Co-requisite: Hpmgt 120 and Hpmgt 122

Lecture: 1 hour

Laboratory: 4.5 hours

This course covers 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 I 2 Units

Lecture: 1 hour

Laboratory: 4 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 control: labor and supplies. Quality assurance and productivity standards.

May be repeated one time.

HPMGT 140: CONTEMPORARY CUISINE 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 online cooking stations 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 hour

Laboratory: 1.5 hours

Study of cold food preparation which includes vegetable and fruit carvings, appetizers, hors d'oeuvres, canapés, sauces, salads, forcemeats, patés, tray presentations, table setups, room setups, and food show competitions. Field trips may be required.

HPMGT 146: DINING ROOM SERVICE AND MANAGEMENT II 2 Units

Prerequisite: Hpmgt 136 or equivalent

Lecture: 1.5 hours

Laboratory: 4 hours

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

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.

HPMGT 190: CULINARY ARTS INTERNSHIP 2 Units

Prerequisite: Hpmgt 140 or equivalent

Lecture: 1 hour

Laboratory: 75 hours of discipline-specific work experience

Supervised field experience in Culinary or Pastry Arts study and research related to job training. Current developments in Culinary Arts.

May be repeated two times.

Offered for Credit/No Credit grading only.

TOURISM (Recreation)

See Pages 37-38 for Certificate Requirements.

HPMGT 10: INTRODUCTION TO RECREATION AND LEISURE* 3 Units

(CAN REC 2)

Lecture: 3 hours

This course provides students a detailed overview of the history, developments, and current trends in leisure and recreation studies. It reflects recent social change and challenges facing recreation industries in the 21st Century including: population shifts, technology and marketing. It also addresses the history of the parks movement and tourism/sport segments. This course is also of interest to students of Health and Human Performance (Recreation-related subjects). (CSU)

*Credit may be earned for either H-HP 5 or Hpmgt 10, but not both.

HPMGT 20: INTRODUCTION TO LEISURE TRAVEL AND TOURISM 3 Units

Recommended for Success: Experience with web navigation and e-mail usage.

Lecture: 3 hours

This course provides a survey of the scope and nature of leisure travel and tourism; its history, organization, problems, opportunities and future trends. Emphasis is placed on the interplay of consumer behavior, motivations and perceptions with the economic, environmental and social implications of tourism. Includes analysis of the links between the hotel, food, transportation, recreation and other tourism sectors. This course will be beneficial to the consumer of travel services as well as the travel/tourism professional. Students will need an e-mail account and access to the Internet. (CSU)

HPMGT 162: INTRO TO TOURISM/HOSPITALITY/RECREATION MARKETING, SALES AND SERVICE 3 Units

Recommended for Success: Experience using the Internet/Web and word processing

Lecture: 3 hours

This course will emphasize the sales and promotion of the services that the tourism/hospitality industries offer guests. The development of business through personal selling, media, advertising, and publicity are covered. Quality customer service will be addressed through the practice of responsive telephone manners and problem-solving techniques.

May be repeated once.

HPMGT 164: TOURISM PLANNING AND IMPACTS 3 Units*Lecture: 3 hours*

This course provides an introduction to the relationship between tourism and "sustainable" development. Consideration is given to planning, implementation and management models within both international tourism and U.S. park "gateway" communities. It offers a special emphasis on the assessment of tourism impacts (economic, social, and environmental) in determining the costs/benefits of tourism. Mediation strategies will be addressed, as well as cases of successful "sustainable tourism" development.

HPMGT 165: ECO-ADVENTURE/HERITAGE TOUR BUSINESS DEVELOPMENT 3 Units*Lecture: 3 hours*

This course will orient the student to current operational and management practices within the ecotourism, adventure tourism, and heritage tourism segments of the travel industry. Special emphasis will be placed on the challenges faced by small, start-up businesses (for-profit, non-profit, community-based, cooperative). Model sustainable tourism operational planning will be introduced through use of MS Word computer templates. Case studies of successful small and community-based tourism businesses (including craft sales) will enable students to model their own initiatives on globally recognized success stories. Previous or concurrent coursework in marketing and small business accounting are recommended for success.

*Field trips may be required.***HPMGT 166: TOUR PLANNING, DESIGN, PACKAGING 3 Units***Lecture: 3 hours*

This course prepares students for entry into the travel/recreation business as a tour operator. Focus is on the "back of the house" support aspect of operations required to conceive, research, and successfully execute the tour product. Themes, costing, itinerary design, liability matters, identifying both tour leaders and suppliers, scheduling, and target marketing will be considered. A basic tour package will be developed and accompanying brochure designed. Previous basic experience with word-processing, desk-top publishing, and internet are recommended for success.

*Field trips may be required.***HPMGT 168: DEVELOPING A HOSPITALITY/TOURISM/RECREATION CAREER PATH AND PORTFOLIO 2 Units***Lecture: 2 hours*

This course prepares students to consider opportunities available in the "H.T.R. (Hospitality/Tourism/Recreation) Mega-Profession," and begin a career planning process. Emphasis is given to the development of an introductory job skills portfolio utilizing ten computer-generated template documents. Portfolios allow a more organized preparation for internship/job interviews and scholarship/school applications. Students from all majors are welcome. Experience with word processing recommended for success.

HPMGT 171: PLANNING MEETINGS AND EVENTS 3 Units*Recommended for Success: Comfort with web-based research and word processing**Lecture: 3 hours*

An introduction to the M.I.C.E. industry (Meetings, Incentives, Conventions and Events). Basic steps in planning and carrying through an M.I.C.E. function (Event focus), from conception to implementation and review. Principles of costing and promotion. Community issues. *Field trips may be required.*

HPMGT 175: SPAS AND HEALTH CLUB OPERATIONS 3 Units*Lecture: 3 hours*

An introduction to effective health club/spa supervision principles. Program design, back-of-the-house and front-of-the-house operations. Career options, professional certification standards, evolving trends. Special attention to the business of "alternative healing" (bodywork/exercise).

*Credit may be earned for either Hpmgt 175 or H-HP 175, but not both.***HPMGT 185: GEOGRAPHY OF TRAVEL AND TOURISM: WESTERN HEMISPHERE 3 Units***Lecture: 3 hours*

This course focuses on the geographic and cultural characteristics of key travel "destinations" within the Western Hemisphere (N. America, S. America, The Caribbean, the Pacific Island Nations, and Antarctica). The three "P's" (place, protocols, and promotion) will assist students in an understanding of why consumers choose certain destinations, how they are "positioned," the key entry requirements/ports of entry, and how best to prepare for visits/business with each host culture. This is a geography-oriented course and emphasizes location/map/"identification." (CSU)

HPMGT 186: GEOGRAPHY OF TRAVEL AND TOURISM: EASTERN HEMISPHERE 3 Units*Lecture: 3 hours*

This course focuses on the geographic and cultural characteristics of key travel destinations within the Eastern Hemisphere (Europe, Central/S.E. Asia, China and Japan, the Indian subcontinent, and Africa). The three "P's" (place, protocols, and promotion of locational comparative advantages) will assist students with an understanding of why consumers choose certain destinations, and how they are positioned. This is a geography-I.D. oriented course (rather than sales) and will include: identification of maps/locations, key entry requirements/ports of entry and security, attractions, plus how best to prepare for the realities of travel in each region. Basic map-reading skills recommended for success. (CSU)

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) (MJC HUMAN 105)

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) (MJC HUMAN 106)

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) (MJC HUMAN 110)

HUMAN 4: WORLD RELIGIONS AND SPIRITUALITY 3 Units*Lecture: 3 hours*

Study of the development of religious consciousness, including the earliest belief systems in the world, the major "living religions" today, tribal religions, "new age" religion and spirituality, and an examination of the meaning of the religious experience. (UC/CSU) (MJC PHILO 115)

*Field trips may be required.**Credit may be earned for either Human 4 or Philo 4, but not both.***INDEPENDENT STUDY**

Independent Study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the college. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific procedures. (See page 26 for conditions, limitations). These courses may transfer as electives or other credit as authorized by the transfer school. For UC, student is responsible for pre-authorization from UC department chair and Admissions Office.

INTERDISCIPLINARY STUDIES**INDIS 1: UNITY OF HUMAN KNOWLEDGE 3 Units***Lecture: 3 hours*

The study of various modern "knowledge systems" (e.g., biology, history, physics, sociology, English, religion) with a focus on the fundamental modes humans use to arrive at knowledge within each system. Solutions to selected human problems (e.g., environmental degradation, war, world hunger) will be attempted using knowledge and methods from the various knowledge systems. (UC/CSU)

INDIS 10: INTRODUCTION TO EDUCATION: PRACTICUM IN TEACHING 3 Units*Co-requisite: Indis 97 or equivalent**Recommended for Success: Engl 151**Lecture: 3 hours*

Orientation to the teaching profession. Designed for prospective elementary, secondary, special or alternative education teachers, but open to all students. Classroom experience will include 15 weeks of 2 hours per week tutoring students in content area reading in area schools. Students will receive training for tutoring, share experiences, and receive support from faculty and peers. (UC/CSU) (MJC SOCS 109)

INDIS 12: INTRODUCTION TO EDUCATION: INTERMEDIATE FIELD EXPERIENCE 3 Units*Co-requisite: Indis 97 or equivalent**Recommended for Success: Engl 151 and Indis 10**Lecture: 3 hours*

Orientation to the teaching profession. Designed for prospective elementary, secondary, special or alternative education teachers, but open to all students. Classroom experience will include 15 weeks of 2 hours per week of observation in area classrooms as a required part of preparation for teaching careers. Students will be guided by faculty and practicing teachers from area schools. Observations will be analyzed and discussed with attention to teaching styles and classroom management techniques. (CSU) (MJC SOCS 110)

INDIS 14: BASIC STRATEGIES TO IMPROVE CONTENT AREA READING 1 Unit

Recommended for Success: Engl 151

Lecture: 1 hour

Laboratory: 1 hour

Strategies for improvement of student reading comprehension in a variety of content areas in K-12 schools. Includes both elementary and secondary attention to textbook reading in mathematics, science, social science and any classwork or course that requires non-fiction reading for information through print and/or electronic methods. (CSU)

Offered for Credit/No Credit grading only.

INDIS 15: ADVANCED STRATEGIES TO IMPROVE CONTENT AREA READING 1 Unit

Recommended for Success: Indis 14

Lecture: 1 hour

Implementation of advanced strategies for improvement of student reading comprehension in a variety of content areas in K-12 schools. Includes both elementary and secondary attention to textbook reading in mathematics, science, social science and any classwork or course that requires non-fiction reading for information through print and/or electronic methods. Designed for currently employed K-12 teachers. Course experience will also include ten hours of supervision and guidance for tutors in K-12 content area reading in participant's classroom. (CSU)

Offered for Credit/No Credit grading only.

INDIS 20: TRANSFER ACADEMY SEMINAR 1 Unit

Lecture: 1 hour

An introduction and orientation to the Academy and academic process tailored to needs of the transfer student, including practicing transformational learning, participating in a college environment, applying critical thinking, developing communication skills, and planning for a successful transfer experience. (CSU)

INDIS 110: PEER TUTORING 1 Unit

Lecture: 1 hour

Provides students with techniques and strategies for peer tutoring. Students will study learning styles, multiple intelligence theory, learning disabilities, as well as effective communication skills, planning and structuring a tutor session, questioning techniques and multicultural perspectives. Studying these topics will lead to clarifying the nature of an effective tutor. This course meets state regulations for peer tutoring training and College Reading and Learning Association (CRLA) certification.

Offered for Credit/No Credit grading only.

May be repeated one time.

INDIS 111: ADVANCED PEER TUTORING .5 Unit

Prerequisite: Indis 110 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.

Offered for Credit/No Credit grading only.

INDIS 210: INTRODUCTION TO TUTORING IN THE K-12 CLASSROOM 3 Units

Lecture: 3 hours

This course is an orientation to tutoring practices and procedures in the K-12 classroom. The course is designed for AmeriCorps members, but open to all students. Students will receive training for tutoring, share experiences, and receive support from faculty and peers. Emphasis will be given to content literacy strategies.

Offered for Credit/No Credit grading only.

INDIS 278: BASIC SKILLS FOR OCCUPATIONAL SUCCESS 3 Units

Lecture: 3 hours

This course is designed to develop reading, writing, thinking and problem solving skills as they apply to occupational settings. The format will include both individualized skill development and group activities as well as occupationally specific assignments. The course includes considerable computer and internet assignments that may take place in an online instructional environment or in a traditional classroom setting. Students signing up for an online section are encouraged to take Cmpsc 101 (How to Succeed As An Online Student) before enrolling. Concurrent enrollment in courses within a certificate program will significantly enhance learning in this class.

May be repeated one time.

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

(CAN JOUR 2)

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 and interviewing. (CSU) (MJC JRNAL 100)

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) (MJC JRNAL 120A AND 120B)

May be repeated three times.

LIBRARY**LIBR 1: INTRODUCTION TO LIBRARY & INFORMATION RESOURCES 1 Unit**

Recommended for Success: Cmpsc 10 or familiarity with using Internet browsers

Lecture: 1 hour

This course is an introduction to the use of electronic and print resources, including developing effective search strategies and evaluating information sources. Emphasis is on library online catalogs, online periodical database, print and electronic reference sources, and Internet resources. (CSU)

Offered for Credit/No Credit grading only.

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. (UC/CSU) (MJC MATH 134)

MATH 4A: MATHEMATICS FOR ELEMENTARY TEACHERS I 4 Units

(CAN MATH 4)

Prerequisite: Math 104, or placement through the assessment process, or equivalent

Lecture: 4 hours

Structure of arithmetic for prospective elementary school teachers. The definitions, operations, and properties of sets, counting numbers, integers, rational and irrational numbers; numeration systems; number theory, logic. (UC*/CSU) (*Transfer credit limited. See a counselor.) (MJC MATH 105)

Field trips may be required.

MATH 4B: MATHEMATICS FOR ELEMENTARY TEACHERS II 4 Units

Prerequisite: Math 4A or equivalent

Recommended for Success: High School Geometry

Lecture: 4 hours

Elementary probability, statistics and geometry for prospective elementary school teachers. Includes Euclidean geometry, measurement, and analytic geometry. (UC*/CSU) (*Transfer credit limited. See a counselor.) (MJC MATH 106)

Field trips may be required.

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) (MJC MATH 101)

MATH 8: TRIGONOMETRY 3 Units

(CAN MATH 8)

Prerequisite: Math 104, or placement through the assessment process, or equivalent

Lecture: 3 hours

This course includes the study of trigonometric functions, their inverses and graphs, identities, solving trigonometric equations, solving right and oblique triangles, vectors, complex numbers and polar coordinates. (CSU) (MJC MATH 115)

MATH 10: COLLEGE ALGEBRA 3 Units

(CAN MATH 10)

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. (UC*/CSU) (*Transfer credit limited. See a counselor.) (MJC MATH 121)

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. (UC/CSU) (MJC MATH 130)

MATH 16: PRECALCULUS 4 Units

(CAN MATH 16)

Prerequisite: Math 8 or equivalent

Lecture: 5 hours

Topics from Algebra, Trigonometry, and Analytic Geometry are studied in preparation for Calculus. Functions and their graphs will be particularly emphasized. (UC*/CSU) (*Transfer credit limited. See a counselor.) (MJC MATH 122)

MATH 18A: CALCULUS I: DIFFERENTIAL CALCULUS 4 Units

(CAN MATH 18)

(CAN MATH SEQ B = MATH 18A + MATH 18B)

Prerequisite: Math 16, or Math 8 and Math 10

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. (UC/CSU) (MJC MATH 171)

MATH 18B: CALCULUS II: INTEGRAL CALCULUS 4 Units

(CAN MATH 20)

(CAN MATH SEQ B = MATH 18A + MATH 18B)

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. (UC/CSU) (MJC MATH 172)

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

Prerequisite: Math 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. (MJC MATH 71)

MATH 100B: ALGEBRA I: FUNDAMENTALS Second Half 3 Units

Prerequisite: Math 100A or equivalent

Lecture: 3 hours

This course is equivalent to the second half of Math 101, allowing the student more study time for the course topics. Completion of both Math 100A and Math 100B is equivalent to completion of Math 101. (MJC MATH 72)

MATH 101: ALGEBRA I: FUNDAMENTALS 5 Units

Prerequisite: Math 202 or placement through the assessment process, or equivalent

Lecture: 5 hours

or

Lecture: 4.5 hours

Laboratory: 1.5 hours

Introduction to algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; and applications of algebra in a variety of contexts. (MJC MATH 70)

MATH 104: ALGEBRA II: MODELING 5 Units

Prerequisite: Math 100B, Math 101, or placement through the assessment process, or equivalent

Lecture: 5 hours

or

Lecture: 4.5 hours

Laboratory: 1.5 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. (MJC MATH 90)

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. 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.

MATH 202: INTERACTIVE ALGEBRA PREPARATION 3 Units

Prerequisite: Math 201 or equivalent

Lecture: 4 hours

This course is designed for students who want to approach math from a "What's it for? And why does it work?" point of view. Students investigate and experience real mathematics relevant to their lives. Students will experiment, analyze data, develop conjectures, and ripen intuition and skills in order to broaden their picture of mathematics and prepare for algebra. As students examine the real world 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 equation 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.

MATH 210: TECHNIQUES FOR SMALL GROUP INSTRUCTION IN MATHEMATICS 1 Unit

Lecture: 1 hour

This course is a review of K-8 mathematical concepts with an emphasis on the mathematical learning process; activities to promote student understanding of concepts; alternative approaches to computation algorithms; and mathematical questioning techniques.

May be repeated three times.

Offered for Credit/No Credit grading only.

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) (*Transfer credit limited. See a counselor.) (MJC MUSIC 100)

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

(CAN MUS 8)

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) (MJC MUSIC 112)

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) (MJC MUSIC 113)

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) (*Transfer credit limited. See a counselor.)

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) (*Transfer credit limited. See a counselor.)

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) (*Transfer credit limited. See a counselor.)

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) (*Transfer credit limited. See a counselor.)

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) (MJC MUSIC 131)

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) (CC MUSIC 37 OR 38 = MJC MUSIC 132)

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) (CC MUSIC 37 OR 38 = MJC MUSIC 132)

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) (MJC MUSIC 133)

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) (MJC MUSIC 122)

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) (MJC MUSIC 163)
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
(MJC MUSIC 166)**MUSIC 51 — APPLIED MUSIC: Keyboard 1 Unit****MUSIC 52 — APPLIED MUSIC: Woodwinds 1 Unit**
(MJC MUSIC 144)**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**
(MJC MUSIC 134)**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) (MJC MUSIC 185)
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) (MJC MUSIC 155)
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: COLUMBIA COLLEGE 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. Audition required. (UC/CSU) (MJC MUSIC 154)
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) (MJC MUSIC 153)
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) (MJC MUSIC 149)
May be repeated three times.

MUSIC 75: JAZZ STUDIES 1 Unit

Activity: 6-12 hours

Study and performance of instrumental and vocal jazz in both solo and ensemble (including big band, choir, combos, and solo with accompaniment). Includes beginning jazz theory, improvisation, style, interpretation, performance practice and the development of an individual standard jazz repertoire. Repertoire may vary from semester to semester. (UC/CSU)
Field trips may be required.
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) (MJC MUSIC 162)
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) (MJC MUSIC 145 or MUSIC 151)
May be repeated three times.

NATURAL RESOURCES

See Page 39 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) (MJC ENSCI 108)
Field trips may be required.

NATRE 3: NATURAL RESOURCES LAW AND POLICY 3 Units

Lecture: 3 hours

Introduction to principles and practice of environmental law in the United States; exposure to major legislation and significant cases, and discussion of their interrelationships. Topics include overview of development and limits of legislative and judicial approaches to solving environmental problems; environmental ethics; local action and historical role of activists in legislative change and enforcement. (UC/CSU)

NATRE 9: PARKS AND FORESTS LAW ENFORCEMENT 2 Units

Lecture: 2 hours

Knowledge and skills required in areas of constitutional, criminal, and civil law as related to law enforcement activities conducted by resource agencies. (CSU)
Field trips may be required

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

Lecture: 1.5 hours
Laboratory: 1.5 hours

Introduction to the ecology of fire in the mixed coniferous forest and to the use of prescribed burning as a resource management tool. Selected topics include the effects of fire on vegetation, soils, hydrology, wildlife, air quality, and esthetics; forest fire behavior and the role of fire suppression; the history and current issues of prescribed burning; the planning and implementation of a prescribed burning program in selected locations. (CSU)
Fields trips will be required.

NATRE 30: INTRODUCTION TO WATERSHED MANAGEMENT 3 Units

Lecture: 2 hours
Laboratory: 3 hours

Fundamentals of watershed protection, management, and monitoring with an emphasis on California and the Sierra. Applications of geology, soils, meteorology, hydrology, biology, chemistry, physics and engineering as they pertain to management of our land and water resources and watersheds. Field techniques of sampling and monitoring soil, water, air, vegetation, and other biota for beneficial uses of water. Application of integrated ecosystem approaches to natural resource protection management of watersheds. (CSU)
Field 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*) (*Transfer credit limited. See a counselor.)
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 133.

NATURAL RESOURCES TECHNOLOGY

See Page 40 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. (MJC NR 215) *Field trips are required.*

OFFICE TECHNOLOGY

See Page 40 for Certificate Requirements

OFTEC 42: DESKTOP PUBLISHING I 3 Units

Recommended for Success: Oftec 141

Lecture: 2 hours
Laboratory: 3 hours

This course is an 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 one time.

Credit may be earned for only one of the following: Oftec 42, Art 51, or Cmpsc 31.

OFTEC 43: DESKTOP PUBLISHING II 3 Units

Prerequisite: Oftec 42 or equivalent

Lecture: 2 hours
Laboratory: 3 hours

This course is a continuation of study in problems of Desktop Publishing. Areas of focused study will be in advanced problems of page layout, typography, digital image manipulation, and issues related to offset reproduction of graphic design. (CSU)

Credit may be earned for only one of the following: Oftec 43, Art 52, or Cmpsc 32.

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) (MJC MDAST 321)

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*) (*Transfer credit limited. See a counselor.)
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 133.

OFTEC 100: COMPUTER KEYBOARDING I 1 Unit

Laboratory: 3 hours (Self-paced)

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

OFTEC 105: ELECTRONIC PRINTING CALCULATORS 1 Unit

Laboratory: 3 hours (Self-paced)

Developing speed by touch on the 10 key pad. Practical instruction in the operations of an electronic calculator emphasizing business applications.

OFTEC 110: COMPUTER KEYBOARDING II 2 Units

Recommended for Success: Oftec 100

Lecture: 1.5 hours
Laboratory: 1.5 hours (Self-paced)

Continuation of Computer 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: COMPUTER 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. (MJC OFADM 301 and 302)

OFTEC 121: MACHINE TRANSCRIPTION 2 Units

Recommended for Success: Oftec 130 or Engl 151, and Oftec 140

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. (MJC OFADM 328B)

OFTEC 125: RECORDS MANAGEMENT AND FILING APPLICATIONS 3 Units

Lecture: 3 hours

This is a basic course in the principles and practices of effective records management systems and includes practice in classifying, arranging, and storing of records for both manual and computerized records systems. Emphasis is placed on practical applications of alphabetic, numeric, geographic and subject filing systems. Meets or exceeds specifications of American Records Management Association.

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 131: OFFICE PROCEDURES AND TECHNOLOGY 3 Units

Prerequisite: Oftec 125
Lecture: 3 hours

Application of workforce issues and development of skills including decision making, team building, business ethics, communication, and time management. Introduction to meeting management, travel and conference planning. Development of presentation skills and employment portfolio.

OFTEC 132: BUSINESS COMMUNICATIONS 3 Units

Prerequisite: Oftec 130 or Engl 250
Lecture: 3 hours

Study and development of a variety of communication skills. Emphasis will be placed on writing skills as well as speaking, listening, and nonverbal skills. Students will learn how to compose and create effective documents typically used in business and personal situations including letters, memos, technology-related messages and reports. (MJC BUSAD 210)

OFTEC 140: 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.
May be repeated one time.

OFTEC 141: INTERMEDIATE WORD PROCESSING 3 Units

Recommended for Success: Oftec 140
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.
May be repeated one time.

OFTEC 142: DESKTOP PUBLISHING ESSENTIALS* 1-2 Units

Recommended for Success: Oftec 215 and Cmpsc 4
Lecture: 1-2 hours

This course is an introduction to general desktop publishing theory with emphasis on design elements of formatted text, frames, photographs, clipart, lines, and pictures. Students will create sample projects such as newsletters, brochures, flyers, business cards, etc.

*Credit may be earned for either Oftec 142 or Cmpsc 142, but not both.

Offered for Credit/No Credit grading only.

OFTEC 151: MEDICAL OFFICE MANAGEMENT 3 Units

Prerequisites: Oftec 50 or equivalent
Lecture: 3 hours

This course is an introduction to the multiple functions performed by the Medical Office Specialist. Topics include appointment scheduling; verbal, nonverbal, and written communication; interpersonal skills; telephone techniques; managing office supplies, equipment, and personnel; development of organizational and decision-making skills and financial records.

OFTEC 152: MEDICAL BILLING & CODING 3 Units

Prerequisite: Oftec 50 or equivalent
Lecture: 3 hours

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

OFTEC 153A: BEGINNING MEDICAL TRANSCRIPTION 3 Units

Recommended for Success: Oftec 50
Laboratory: 9 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.
May be repeated two times.

OFTEC 153B: BEGINNING MEDICAL TRANSCRIPTION 3 Units

Recommended for Success: Oftec 153A or equivalent
Laboratory: 9 hours (Self-paced)

Continuation of Office Technology 153A. Transcription of medical reports in specialties of orthopedics, cardiology, pulmonary, OB/GYN, ENT, and neurology.
May be repeated two times.

OFTEC 154: RADIOLOGY TRANSCRIPTION 1 Unit

Recommended for Success: Oftec 153B
Laboratory: 3 hours (Self-paced)

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

OFTEC 155: CARDIOLOGY TRANSCRIPTION 1 Unit

Recommended for Success: Oftec 153B
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.

OFTEC 156: ORTHOPEDIC TRANSCRIPTION 1 Unit

Recommended for Success: Oftec 153B
Laboratory: 3 hours (Self-paced)

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

OFTEC 157: GASTROENTEROLOGY TRANSCRIPTION 1 Unit

Recommended for Success: Oftec 153B
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.

OFTEC 158: PATHOLOGY TRANSCRIPTION 1 Unit

Recommended for Success: Oftec 153B
Laboratory: 3 hours (Self-paced)

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

OFTEC 159: SURGERY TRANSCRIPTION 2 Units

Recommended for Success: Oftec 153B or equivalent
Laboratory: 6 hours (Self-paced)

The transcription of physician-dictated surgery reports organized by medical specialty. Emphasis on the development of accuracy, speed, and surgical knowledge for the transcription of operative reports, diagnostic studies, and procedures notes.
May be repeated two times.

OFTEC 190: MEDICAL OFFICE INTERNSHIP 1.5 Units

Prerequisite: Oftec 151 or equivalent
Lecture: .5 hours

Laboratory: 75 hours of discipline-specific work experience
Supervised practical experience in medical offices and hospitals to develop office and interpersonal skills in preparation for entry-level employment as medical office specialists.
May be repeated two times.
Offered for Credit/No Credit grading only.

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.

OFTEC 216: INTERMEDIATE/ADVANCED WORD PROCESSING FOR PERSONAL USE 1-2 Units

Lecture: 1-2 hours

Intermediate and advanced functions of word processing programs, particularly for personal use. Topics may include styles, headers/footers, footnotes and endnotes, tables, merging, and a variety of graphic, clip art and drawing features. This course is designed for non-majors. Prior basic word processing experience is recommended.
Offered for Credit/No Credit grading only.
May be repeated two times.

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) (MJC PHILO 101)

PHILO 4: WORLD RELIGIONS AND SPIRITUALITY* 3 Units

Lecture: 3 hours

Study of the development of religious consciousness, including the earliest belief systems in the world, the major "living religions" today, tribal religions, "new age" religion and spirituality, and an examination of the meaning of the religious experience. (UC/CSU) (MJC PHILO 115)
Field trips may be required.

*Credit may be earned for either Philo 4 or Human 4, but not both.

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) (MJC PHILO 123)

**PHOTOGRAPHY
(See Art)**

PHYSICS

PHYS 1: CONCEPTUAL PHYSICS 3 Units

Lecture: 3 hours

A conceptual investigation of the physics of motion, energy, light and color, gravitation, and an introduction to black holes and relativistic time travel. (UC*/CSU) (*Transfer credit limited. See a counselor.) (MJC PHYS 160)

PHYS 4A: INTRODUCTORY PHYSICS I: 4 Units TRIGONOMETRY LEVEL

(CAN PHYS 2) (CAN PHYS SEQ A= PHYS 4A + PHYS 4B)

Prerequisite: Math 8 and Math 10, or Math 16, or equivalent

Lecture: 4 hours

Laboratory: 2 hours

A trigonometry-level introduction to the modeling of physical phenomena using Newtonian theory and its extensions. Topics include macroscopic force laws, linear and rotational dynamics, energy, fluids, oscillations, waves, and thermal physics. This course requires the student to use the following college-level skills: algebra, trigonometry, abstract concept assimilation, and critical thinking. (UC*/CSU) (*Transfer credit limited. See a counselor.) (MJC PHYS 142)

Field trips may be required.

PHYS 4B: INTRODUCTORY PHYSICS II: 4 Units TRIGONOMETRY LEVEL

(CAN PHYS 4) (CAN PHYS SEQ A=PHYS 4A + PHYS 4B)

Prerequisite: Phys 4A or equivalent

Lecture: 4 hours

Laboratory: 2 hours

A trigonometry-level introduction to the modeling of physical phenomena using electrostatics, magneto statics, electromagnetic induction, and electric circuit theories. Includes an introduction to optics, and modern physics. This course requires the student to use the following college-level skills: algebra, trigonometry, abstract concept assimilation, critical thinking, and a four-stage physics modeling procedure (developed in Introductory Physics I). (UC*/CSU) (*Transfer credit limited. See a counselor.) (MJC PHYS 143)

PHYS 5A: INTRODUCTORY PHYSICS I: 5 Units CALCULUS LEVEL

(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, fluids, oscillations, thermal physics, and waves. This course requires the student to use the following college-level skills: algebra, trigonometry, beginning calculus, abstract concept assimilation, and critical thinking. (UC*/CSU) (*Transfer credit limited. See a counselor.) (MJC PHYS 101)

Field trips may be required.

PHYS 5B: INTRODUCTORY PHYSICS II: 5 Units CALCULUS LEVEL

(CAN PHYS 12)

Prerequisite: Phys 5A or equivalent, and Math 18B or equivalent, or concurrent enrollment in Math 18B

Lecture: 5 hours

Laboratory: 2 hours

A calculus-level introduction to modeling with electrostatics, magneto statics, electromagnetic induction, and electric circuit theories. Includes an introduction to optics and modern physics. The course requires the student to use the following college-level skills: algebra, trigonometry, integral calculus, abstract concept assimilation, critical thinking, and a four-stage physics modeling procedure (developed in Introductory Physics I). (UC*/CSU) (*Transfer credit limited. See a counselor.) (MJC PHYS 103)

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, with specific emphasis on the state of California. The interests and rights of all historically under represented groups will be included in the analysis of the power structure. (UC/CSU) (MJC POLSC 101)
(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) (MJC POLSC 110)

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: Engl 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) (MJC PSYCH 101)

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) (*Transfer credit limited. See a counselor.)

PSYCH 5: HUMAN SEXUAL BEHAVIOR 3 Units

Recommended for Success: Engl 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) (MJC PSYCH 110)

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) (MJC PSYCH 141)

PSYCH 20: SPORT PSYCHOLOGY 3 Units

Lecture: 3 hours

Introductory survey of the theoretical and practical applications of psychology to sport and exercise. Cognitive, behavioral, social-psychological and affective factors related to populations and topics in sport and exercise will be covered. Topics include introduction to sport psychology, personality and sport, audience effect, aggression, arousal/stress, anxiety, motivation, team climate, and youth issues/gender issues. (CSU)

PSYCH 30: PSYCHOLOGY OF ADJUSTMENT 3 Units

Recommended for Success: Engl 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) (MJC PSYCH 130)
Field trips may be required.

PSYCH 35: INTRODUCTION TO DRUGS AND BEHAVIOR 3 Units

Recommended for Success: Psych 1

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/CSU) (MJC HUMSR 116)

PSYCH 40: 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)

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**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) (MJC RLES 380)

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) (MJC RLES 381)

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) (MJC RLES 382)

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)

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

This course is designed to take the student to the basic skill and knowledge levels of Low Angle (non vertical) Rope Rescue. Topics will include, but are not limited to, basic rappelling, rescue of ambulatory and non ambulatory persons with an emphasis on safety and team work. This course will reflect current Urban Search and Rescue and California State Fire Training standards and equipment. Students completing this course will be certified in Low Angle Rope Rescue by the California State Fire Marshall's Office. (CSU)

Offered for Credit/No Credit grading only.

May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

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

SAR 51: HIGH ANGLE ROPE RESCUE 1.5 Units

Prerequisite: SAR 50 or equivalent

Lecture: 1.5 hours

This course is designed to take the student from the basic skill levels of Low Angle (non vertical) Rope Rescue Certification to the more complex rappelling and rope rescue skills found in High Angle (vertical) Rope Rescue situations. This course will reflect current Urban Search and Rescue and California State Fire Training standards. (CSU)

Offered for Credit/No Credit grading only.

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

SAR 56: EMERGENCY TRENCH SHORING 1 Unit

Lecture: 1 hour

This course is designed to take the student to the basic skill and knowledge levels of Emergency Trench Shoring. Topics will include, but are not limited to: preplanning, size up and management of the trench incident, rescuer and victim safety, methods of trench shoring, victim extrication and post incident considerations. This course will reflect current CAL-OSHA and California state Fire Training Standards and equipment. Students completing this course will be certified in Trench Rescue by the California State Fire Marshall's office. (CSU)

Offered for Credit/No Credit grading only.

May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

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 if information changes due to state/local government regulations; as required for employment; or to maintain employment.

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 if information changes due to state/local government regulations; as required for employment; or to maintain employment.

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 125: INTRODUCTION TO THE GRAPHING CALCULATOR .5 Unit**

Recommended for Success: Completion of or concurrent enrollment in Math 100A, Math 101 or higher

Lecture: .5 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 210: INTRODUCTION TO COMPUTER ACCESS .5-1 Unit

Prerequisite: Verified disability according to California Community College Title 5 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

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. Recommended for DSP&S students and others who have difficulty with basic writing skills. 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 Units

Lecture: 3 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 Engl 250 (English Fundamentals) will compliment studies in Skldv 278.

May be repeated one time.

SKLDV 279: PREPARATION FOR COLLEGE READING 3 Units

Lecture: 3 hours

This course will prepare students to read college-level material, including textbooks, essays, short stories, novels and poetry. Reading comprehension will be improved by developing learning strategies and techniques related to reading efficiency and learning to apply word knowledge while reading.

SKLDV 280: READING STRATEGIES .5-3 Units

Lecture: .5-3 hours

Using textbooks from another course, students will work on reading comprehension, learning strategies and techniques related to reading efficiency. This course is particularly directed at students who did not achieve a recommended placement into English 1A following the Columbia College Assessment Test. To participate in this class, students need to be concurrently enrolled in a course for which there are regular reading assignments in a textbook (not a literature text).

Offered for Credit/No Credit grading only.

May be repeated two times.

SKLDV 287: VOCABULARY DEVELOPMENT 2 Units

Prerequisite: Skldv 278 or concurrent enrollment in Engl 151

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 39 for Human Services Certificate Requirements

SOCIO 1: INTRODUCTION TO SOCIOLOGY 3 Units

(CAN SOC 2)

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) (MJC SOCIO 101)

SOCIO 2: AMERICAN SOCIETY: SOCIAL PROBLEMS AND DEVIANCE 3 Units

(CAN SOC 4)

Lecture: 3 hours

A focus on social problems, 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. These problems and others will be studied from the perspective of social institutions, social deviance, and other perspectives of sociology. (UC/CSU) (MJC SOCIO 102)

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) (MJC SOCIO 150)

SOCIO 7: GENDER, CULTURE AND SOCIETY 3 Units

Lecture: 3 hours

The course takes an inclusive bio-cultural evolutionary perspective on gender, focusing on non-human primate societies as well as primitive (small scale) and modern (large scale) human societies. Factors such as culture, ecological conditions and historical circumstances, forces of stratification (e.g. age, social class), socialization (e.g. rites of passage, conformity & deviance) as well as the science (e.g. concepts, theories & methods) of studying these topics will be addressed. Though course readings will represent many disciplines, the foundation readings reflect the perspectives of bio-cultural anthropology as well as sociology. This emphasis addresses the fundamental assumption that while sex differences are biological, gender encompasses the traits that culture assigns and inculcates (with varying degrees of success) in males and females. (UC/CSU)

Credit may be earned for Socio 7 or Anthr 7, but not both.

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. Interdisciplinary assessment of the reciprocal relationship between contemporary society and the American family. (UC/CSU) (MJC SOCIO 125)

SOCIO 28: DEATH AND DYING 3 Units

Lecture: 3 hours

Principles, concepts and methods of sociology used in examining predominant attitudes and practices regarding death, dying, and grief in the U.S.; included will be interdisciplinary methods and materials relevant to suicide, the terminally ill, bereavement, and various viewpoints about the phenomenon of death. (CSU) (MJC HUMSR 114)

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 one time.

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*) (*Transfer credit limited. See a counselor.)

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 133.

SPANISH**SPAN 1A: SPANISH: Beginning** 5 Units

(CAN SPAN 2)
(CAN SPAN SEQ A = SPAN 1A + SPAN 1B)

Recommended for Success: Engl 1A

Lecture: 5 hours
Laboratory: 1 hour

Fundamentals of spoken and written Spanish. (UC/CSU) (MJC SPAN 101)

SPAN 1B: SPANISH: Beginning 5 Units

(CAN SPAN 4)
(CAN SPAN SEQ A = SPAN 1A + SPAN 1B)

Prerequisite: Span 1A or 2 years of high school Spanish or equivalent

Lecture: 5 hours
Laboratory: 1 hour

Continuation of Spanish 1A, fundamentals of spoken and written Spanish. (UC/CSU) (MJC SPAN 102)

SPAN 2A: SPANISH: Intermediate 5 Units

(CAN SPAN 8)
(CAN SPAN SEQ B = SPAN 2A + SPAN 2B)

Prerequisite: Span 1B or 3 years of high school Spanish or equivalent

Lecture: 5 hours
Laboratory: 1 hour

Continuation of Spanish 1B. Includes grammar, conversation and discussion, composition and reading. (UC/CSU) (MJC SPAN 103)

SPAN 2B: SPANISH: Intermediate 5 Units

(CAN SPAN 10)
(CAN SPAN SEQ B = SPAN 2A + SPAN 2B)

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) (MJC SPAN 104)

SPAN 10A: CONVERSATIONAL SPANISH: 3 Units Beginning

Lecture: 3 hours

Practice in vocabulary, idioms and grammatical usage with emphasis on conversational use of the language as spoken in Hispanic America. (CSU) (MJC SPAN 51)

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 one time.

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 one times.

SPAN 170: SPECIAL TOPICS IN SPANISH .5-3 Units

Lecture: .5-3 hours

Emphasis on the fundamentals of the Spanish language with basic structures and vocabulary. Various topics in Spanish will be covered to meet individual and agency needs.

Offered for Credit/No Credit grading only.

May be repeated with different topics only.

SPEECH COMMUNICATION**SPCOM 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) (MJC SPCOM 100)

SPCOM 2: ARGUMENTATION 3 Units

(CAN SPCH 6)

Prerequisite: Spcom 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) (MJC SPCOM 104)

SPCOM 4: INTRODUCTION TO HUMAN COMMUNICATION 3 Units

Lecture: 3 hours

The study of human communication including verbal, nonverbal and listening skills. Effective oral participation in interpersonal contexts, group discussions, and individual presentations in public settings. (UC/CSU) (MJC SPCOM 102)

SPCOM 5: INTERCULTURAL COMMUNICATION 3 Units

Lecture: 3 hours

A study of intercultural communication with a focus on the analysis and comparisons of message perception and transmission in interactions between people from different cultures. Practical application of skills for effective communication between people of different domestic and international cultures is emphasized. (UC/CSU) (MJC SPCOM 130)

SPCOM 12: MASS COMMUNICATION 3 Units

Lecture: 3 hours

An overview of the evolution of mass media and the cumulative effect on public perception and cultural identity with specific focus on books, newspapers, magazines, film, radio and sound recording, television, internet, advertising, public relations and advertising. (UC/CSU)

SPCOM 18: VOICE DYNAMICS* 3 Units

Lecture: 2 hours

Laboratory: 3 hours

A study of Voice Dynamics will focus on vocal psychology, breathing, relaxation, vocal variety, projections, articulation, placement, phonetics, ear training and vocal analyses, character "voices", dialects and accents. This course is designed for self-improvement and for students who wish to increase their vocal skills for professional use. (UC/CSU) (MJC RA/TV/SPCOM/THETR 101)

*Credit may be earned for either Spcom 18 or Drama 18, but not both.

May be repeated three times.

SPCOM 19: EXPLORING RADIO DRAMA* 1.5-3 Units

Lecture: 1.5-3 hours

An intensive course focused on the expressive use of the voice and sound effects. It may be taken in two sections, each for 1.5 units. Students will rehearse, perform and provide sound effects for dramatic scripts to be broadcast on radio. Scripts will be rehearsed on campus with final production taped and broadcasted. (CSU)

May be repeated three times.

*Credit may be earned for either Spcom 19 or Drama 19, but not both.

SPCOM 40A: ASL - BEGINNING COMMUNICATION WITH THE DEAF 3 Units

Lecture: 3 hours

Introduction to the American Manual Alphabet and American Sign Language, designed to provide basic conversational skill in the language used among most deaf people in the United States. (CSU)

SPCOM 40B: ASL - INTERMEDIATE COMMUNICATION WITH THE DEAF 3 Units

Prerequisite: Spcom 40A or equivalent

Lecture: 3 hours

Introduction to the American Manual Alphabet and American Sign Language, designed to provide basic conversational skill in the language used among most deaf people in the United States. (CSU)

SPCOM 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)

SPCOM 50B: SIGN LANGUAGE 2 Units

Prerequisite: Spcom 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 TEACHER AIDE 1-4 Units

Prerequisite: Must be enrolled in at least seven (7) units including Work Experience.

75 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit
Provides students an opportunity to experience supervised employment in Teacher Aide Training. The student's employment must be related to educational or occupational goals. (CSU*) (*Transfer credit limited. See a counselor.)

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 133.

WELDING TECHNOLOGY

See Page 41 for Welding Certificate Requirements

WT 97: WORK EXPERIENCE IN WELDING 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 Welding Technology. The student's employment must be related to educational or occupational goals. (CSU*) (*Transfer credit limited. See a counselor.)

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 133.

WT 100: INTRO TO WELDING 3 Units

Lecture: 1 hour
Laboratory: 6 hours

Basic arc and oxygen-acetylene welding as it applies to shop and field techniques. (MJC WELD 200)

WT 101: PRACTICAL LABORATORY 1 Unit

Prerequisite: WT 111 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.

WT 110: METALLIC AND TUNGSTEN INERT GAS WELDING (M.I.G./T.I.G.) 3 Units

Lecture: 1 hour
Laboratory: 6 hours

Prepare metals for welding, make basic joints on various metals using the M.I.G. and T.I.G. welding processes. Interpret blueprint lines and symbols used in M.I.G. and T.I.G. welding.

WT 111: ADVANCED ARC WELDING TECHNIQUES 3 Units

Prerequisite: WT 100 or equivalent
Lecture: 1 hour
Laboratory: 6 hours

This course covers arc welding in flat, horizontal, vertical and overhead positions. Welding cast iron, carbon arc cutting, basic pipe welding, plasma cutting, metallurgy, hard facing technology is included. Special emphasis will be on control of heat and distortion and failure analysis. Students will prepare for A.W.S. welding certification.

WT 165: METAL SCULPTURE 1.5 Units

Lecture: .5 hours
Laboratory: 3 hours

This course will offer an introduction to various metal working techniques with an emphasis on aesthetic design and quality of metal joining.

Credit may be earned for either WT 165 or Art 165, but not both.

WT 166: METAL SCULPTURE PROJECTS 1 Unit

Prerequisite: WT 165 or Art 165 with a grade of "C" or better
Laboratory: 3 hours

This course is designed to allow students to expand upon their skills in metal sculpture techniques and to provide for the student a more individualized pursuit in metal sculpturing.

Credit may be earned for either WT 166 or Art 166, but not both.

May be repeated three times.

WT 180: WELDING CERTIFICATION .5 Unit

Prerequisite: WT 100 and WT 110 or equivalent
Laboratory: 1.5 hours

This course is designed to prepare the student for the welding certification test according to industry codes and standards. Special emphasis will be placed on welder dexterity and correcting deficiencies in welding techniques.

Offered for Credit/No Credit grading only.

May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

WORK EXPERIENCE

All CSU campuses will accept Work Experience; see your counselor or work experience coordinator for limitations.

WKEXP 96: COOPERATIVE WORK EXPERIENCE 1-8 Units

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

Provides OCCUPATIONAL students with the opportunity to alternate full-time terms in school with full-time employment during which no classes are required and the student may earn a maximum of 8 units of work experience credit during the term (semester) on the job. Participants in the alternate plan may not take more than one other course with work experience. (CSU*) (*Transfer credit limited. See a counselor.)

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.

Art	Fire Tech.	Natural Resources
Auto Tech.	Geography	Office Technology
Biology	Guidance	Political Science
Business Ad.	Health & Human Per	Psychology
Chemistry	History	Sociology
Drafting	Health Occupations	Spanish
Drama	Hospitality Management	Speech Communication
Earth Science	Journalism	Teacher Aide Training
Emergency Med Services	Mathematics	Welding Technology
English	Music	

WKEXP 97: COOPERATIVE WORK EXPERIENCE 1-4 Units

Co-requisite: Enrollment in a minimum of seven (7) units of coursework including Cooperative 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.

The student's part-time of full-time employment is parallel or concurrent with enrollment in regular college classes, and the student receives a maximum of 4 units per semester. A student must enroll in and complete a total of at least 7 units per semester including work experience. GENERAL CWEE students may enroll in a maximum of 3 units of CWEE per semester. (CSU*) (*Transfer credit limited. See a counselor.)

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.

NON-CREDIT COURSES

ART 308: DRAWING & PAINTING: ALL LEVELS

Drawing and painting for the beginning and intermediate painter. Includes use of materials, development of composition, mixing colors and use of various styles. Must provide own supplies.

ENGL 305: ENGLISH AS A SECOND LANGUAGE

Elementary course in speaking, hearing, reading, and writing English for persons learning English as another language. Emphasis is on vocabulary and sentence structure for practical communication.

FILM 305: INTERNATIONAL FILM STUDY

A comparative review of 10 selected award-winning films from around the world.

HHP 300: FITNESS MAINTENANCE

A comprehensive workout designed to achieve personal fitness goals through the use of cardiovascular and strength training systems.

HHP 302: CARDIAC FAMILY FITNESS - FIRST STEP FOR FITNESS

Designed to develop a higher level of cardiovascular functional capacity and reduce the risk factors associated with coronary artery disease. Must be a member of enrolled cardiac student's family.

HHP 303: REHABILITATION FOR THE PHYSICALLY LIMITED

Designed to offer individually prescribed fitness to the physically limited with emphasis on the improvements of cardiovascular, flexibility and strength components.

MUSIC 302: CHORAL SINGING

Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship. Audition required.

MUSIC 303: ORCHESTRA

Study and performance of orchestral literature of various styles and media. Audition required for wind, brass, and percussion players as needed.

NATRE 255: INTRODUCTION TO THEMATIC INTERPRETATION

Course is designed to develop skills in and expand knowledge of thematic interpretation of nature for potential guides. Field trips will be required.

SKLDV 300: GED PREPARATION

Designed to teach the general skills needed to pass the General Educational Development test.

SKLDV 392: APPLIED SKILLS

The course is designed for students who need to develop basic skills and personal qualities in preparation for successful employment or enrollment in continuing education. Individualized assistance will be provided to analyze specific learning needs and to plan a program of study to improve skills (verbal and written), thinking skills and personal skills.

SKLDV 410: COLLEGE SKILLS ENHANCEMENT

Provides supervised laboratory experience for students who need support in order to achieve the goals and objectives of a course in which they are enrolled.

SKLDV 420: COLLEGE COMPUTER SKILLS DEVELOPMENT

Provides supervised computer laboratory experience for students who must use a computer laboratory to achieve the goals and objectives of a course in which they are enrolled.

**TWO-YEAR COURSE OFFERINGS
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. **PLEASE CONSULT THE SEMESTER SCHEDULE OF CLASSES FOR ACTUAL COURSE OFFERINGS.**

COURSE	2005 Fall	2006 Spr	2006 Fall	2007 Spr
ANTHROPOLOGY				
1 Physical Anthropology	yes	yes	yes	yes
2 Cultural Anthropology	yes	yes	yes	yes
3 Current Issues	no	no	no	no
15 Native People North America	no	no	no	no
ART				
1 Basic Freehand Drawing	yes	no	yes	no
2 Basic Color and Design	yes	yes	no	yes
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	yes	no	yes	no
25 Mixed Media Painting	yes	yes	no	yes
31 Ceramics: Introductory	yes	yes	yes	yes
40 Photography: Beginning	yes	yes	yes	yes
41 Photography: Intermediate	yes	yes	no	yes
42 Color Photography	no	no	no	no
45 Field Photography	no	no	no	no
48 Special Topics in Photography	no	no	no	no
71 Intro to Ceramic Sculpture	yes	no	yes	no
AUTOMOTIVE TECHNOLOGY				
97 Work Experience in Auto Tech	yes	yes	yes	yes
100 Intro to Automotive Tech	no	no	yes	no
101 Automotive Braking Systems I	yes	no	no	no
102 Engine Repair	no	no	yes	no
103 Practical Laboratory	yes	yes	yes	yes
110 Automotive Electronics I	no	yes	no	no
111 Engine Performance I	no	no	no	yes
112 Heating and Air Conditioning	no	yes	no	no
120 Suspension and Steering	yes	no	no	no
121 Automotive Braking Systems II	yes	no	no	no
122 Manual Power Trains & Axles	yes	no	no	no
130 Automotive Electronics II	no	yes	no	no
131 Engine Performance II	no	no	no	yes
132 Transmissions & Transaxles	no	no	no	yes
165 Clean Air Car Course	no	yes	no	no
BIOLOGY				
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	yes	no	yes	no
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

COURSE	2005 Fall	2006 Spr	2006 Fall	2007 Spr
BUSINESS ADMINISTRATION				
1A Principles of Accounting	yes	no	yes	no
1B Principles of Accounting	no	yes	no	yes
18 Business Law	yes	yes	yes	yes
20 Principles of Business	yes	yes	yes	yes
24 Human Relations in Organizations	no	yes	no	yes
25 Job Search	yes	yes	yes	yes
30 Principles of Marketing	yes	no	yes	no
40 Principles of Management	yes	no	yes	no
97 Work Experience	yes	yes	yes	yes
138 Excel Spreadsheets	yes	yes	yes	yes
154 Comput. Acct. (Peachtree)	no	yes	no	yes
152 Comput. Acct. (Quick Books)	no	yes	no	yes
153 Comput. Acct. (M.Y.O.B.)	no	yes	no	yes
150 Small Business Management	no	yes	no	yes
151 Finance and Investments	no	yes	no	yes
158 Payroll Accounting	yes	no	yes	no
160 Basic Accounting	no	no	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
164 Income Tax	yes	no	yes	no
CHEMISTRY				
1A General Chemistry	yes	yes	yes	yes
1B General Chemistry	yes	yes	yes	yes
10 Fundamentals of Chemistry	yes	yes	yes	yes
11 Fundamentals of Organic and Biochemistry	yes	yes	no	yes
20 Conceptual Chemistry	no	yes	no	yes
CHILD DEVELOPMENT				
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
7 Child Health and Safety	no	yes	no	yes
8 Early Literacy Development	no	yes	no	yes
10 Creative Activities in the Arts	yes	no	yes	no
12 Creative Activities in Math	yes	no	yes	no
13 Creative Activities in Science	yes	no	yes	no
16 Practicum	yes	yes	yes	yes
19 Except. Needs Children	yes	no	yes	no
22 Child, Family, Community	yes	yes	yes	yes
23 Guiding Children's Social Development	yes	no	yes	no
25 Infant/Toddler Care	yes	no	yes	no
27 School Age Children	no	yes	no	yes
28 Books for Young Children	no	yes	no	yes
30 Child Care/Nursery S. A.	no	yes	no	yes
105 Child Nutrition	no	yes	no	yes
COMPUTER SCIENCE				
1 Computer Concepts and Information Systems	yes	yes	yes	yes
3 Operating Systems	yes	yes	yes	yes
4 Windows Operating Systems Essentials	yes	yes	yes	yes
9 UNIX Operations	no	yes	no	yes
10 Intro to Internet	yes	yes	yes	yes
11 Presentations Using Computers	no	yes	no	yes
12 Website Development Applic.	yes	no	yes	no
13 Introduction to HTML	yes	yes	yes	yes
14 Adv. Topics in Website Dev.	no	yes	no	yes
15 Java Programming	yes	no	yes	no
17 Advanced Internet Research	yes	yes	yes	yes
22 Programming Concepts I	yes	no	yes	no

COURSE	2005 Fall	2006 Spr	2006 Fall	2007 Spr
24 Programming Concepts II	no	yes	no	yes
28 Visual Basic Programming	yes	yes	yes	yes
30 Financial Worksheets	no	yes	no	yes
33 Computer Graphics I	yes	yes	yes	yes
41 Networking Essentials	yes	yes	yes	yes
51 Management Information Systems	no	no	yes	no
52 E-Commerce	no	yes	no	yes
53 Project Management	no	yes	no	yes
54 Data Mining	no	no	no	no
55 Database Management	yes	no	yes	no
59 GIS/GPS	no	yes	no	yes
60 Intro to GIS-ArcView	yes	no	yes	no
65 GIS Applications	no	yes	no	yes
70 Intro to Raster-Based GIS Systems	yes	no	yes	no
75 GIS Applications in Resource Mgmt	no	no	no	no
149 Photoshop for the Web	yes	yes	yes	yes
155 Access	yes	yes	yes	yes
DRAFTING				
50A Computer Assisted Draft. I	yes	yes	yes	yes
DRAMA				
10 Intro to the Theatre	yes	no	yes	no
18 Voice Dynamics	no	no	yes	no
19 Exploring Radio Drama	no	yes	no	yes
20 Oral Expressions & Interpret.	yes	yes	yes	yes
22 Intro to Reader's Theatre	yes	no	no	yes
42 Acting Fundamentals	yes	no	yes	no
43 Acting/Directing	no	yes	no	yes
44 Advanced Acting Projects	no	yes	no	yes
45 Improvisation	yes	no	yes	no
EARTH SCIENCE				
5 Physical Geology	yes	yes	yes	yes
10 Environmental Geology	yes	yes	no	yes
25 Geology of the National Parks	no	no	yes	no
30 Global Tectonic Geology	yes	yes	yes	yes
35 Field Geology	yes	yes	yes	yes
40 Descriptive Astronomy	yes	yes	yes	yes
50 Oceanography	yes	no	yes	no
ECONOMICS				
10 Principles of Economics	yes	no	yes	no
11 Principles of Economics	no	yes	no	yes
EMERGENCY MEDICAL SERVICES				
4 Emer. Medical Tech. Training	yes	yes	yes	yes
7 Emer. Medical Tech. Refresher	yes	yes	yes	yes
12 Pre-Paramedic Training	yes	no	yes	no
13 Advanced First Aid/Emergency Care	yes	yes	yes	yes
20 Basic Cardiology/Cardiac Dysrhythmias	no	yes	no	yes
70 Special Topics	yes	yes	yes	yes
97 Work Experience	yes	yes	yes	yes
153 Basic First Aid	yes	yes	yes	yes
157 First Responder & CPR	yes	yes	yes	yes
165 Spanish	yes	yes	yes	yes
170 Special Topics	yes	yes	yes	yes
175 Skills Development	yes	yes	yes	yes
370 Special Topics	yes	yes	yes	yes
ENGLISH				
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

COURSE	2005 Fall	2006 Spr	2006 Fall	2007 Spr
11 Film Appreciation	yes	yes	yes	yes
17 American Literature	no	yes	no	yes
18 American Literature	no	yes	no	yes
46 Survey of English Literature	yes	no	yes	no
47 Survey of English Literature	no	no	no	no
49 California Literature	no	no	no	no
50 Introduction to Shakespeare	no	yes	no	yes
151 Prep for College Composition	yes	yes	yes	yes
FIRE TECHNOLOGY				
1 Fire Protection Organization	yes	yes	yes	yes
2 Fire Prevention Tech.	yes	no	no	no
3 Fire Protection Equipment	no	no	no	yes
4 Building Construction for Fire Protection	yes	no	yes	no
5 Fire Behavior & Combustion	no	yes	no	no
7 Wildland Fire Control	no	yes	no	yes
29A Driver/Operator Training 1A	no	yes	no	yes
29B Driver/Operator Training 1B	no	yes	no	yes
50 Low Angle Rope Rescue	yes	yes	yes	yes
97 Work Experience	yes	yes	yes	yes
101 Firefighter Academy I	yes	yes	yes	yes
106 HazMat First Responder "Operational"	yes	yes	yes	yes
108 Confined Space Awareness	yes	yes	yes	yes
110 ICS 200 Basic Incident Command System	yes	yes	yes	yes
FOREIGN LANGUAGE (see Spanish)				
FORESTRY				
1 Intro. to Professional Forestry	yes	no	yes	no
10 Dendrology	yes	no	yes	no
FORESTRY TECHNOLOGY				
153 Forest Surveying Techniques	no	yes	no	yes
162 Applied Forest Inventory/Management	yes	no	yes	no
GEOGRAPHY				
12 Cultural Geography	yes	yes	yes	yes
15 Physical Geography	yes	yes	yes	yes
18 World Regional Geography	no	yes	no	yes
GUIDANCE				
1 Career/Life Planning	yes	yes	yes	yes
10A Intro to Helping Skills	no	yes	no	yes
10B Intermediate Helping & Basic Conflict Management Skills	no	yes	no	yes
25 Job Search	yes	yes	yes	yes
115 Principles of Leadership	no	yes	no	yes
HEALTH AND HUMAN PERFORMANCE				
6A Lifetime Fitness Program I	yes	yes	yes	yes
20 Dance Survey	yes	yes	yes	yes
21 Ballet	no	no	no	no
23A Contemporary Dance I	yes	no	yes	no
25A Jazz Dance I	no	yes	no	yes
27 Choreography	no	no	no	no
28 Dance Production	no	no	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

COURSE	2005 Fall	2006 Spr	2006 Fall	2007 Spr
HISTORY				
11 History of California	yes	no	yes	no
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	no	no	no
55 The American Frontier	no	no	no	no
HOSPITALITY MANAGEMENT				
10 Intro to Recreation & Leisure	no	yes	no	yes
20 Intro to Leisure Travel & Tourism	yes	no	yes	no
30 Geography of Travel & Tourism: Western Hemisphere	yes	no	yes	no
31 Geography of Travel & Tourism: Eastern Hemisphere	no	yes	no	yes
97 Work Experience	yes	yes	yes	yes
102 Careers & Human Relations	yes	no	yes	no
104 Hospitality Laws & Reg.	yes	no	yes	no
112 Front Off. Mgmt./Catering	yes	no	yes	no
114 Intro. to Maint. & House.	no	yes	no	yes
120 Safety & Sanitation	yes	yes	yes	yes
122 Restaurant Math	yes	yes	yes	yes
126 Nutrition for Chefs	no	yes	no	yes
128 Kitchen Management	no	yes	no	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	no	yes	no
136 Dining Room Ser. & Mgmt.	yes	yes	yes	yes
140 Contemporary Cuisine:	yes	yes	yes	yes
141 Restaurant Desserts	yes	no	yes	no
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
162 Intro to Travel Marketing, Sales & Service	yes	no	yes	no
164 Tourism Planning & Impacts	yes	no	no	yes
165 Eco-Adventure/Heritage Travel Business Development	yes	no	yes	no
168 Developing a Hospitality/ Tourism/Recreation Career Path & Portfolio	yes	no	yes	no
175 Spas & Health Club Operations	yes	no	yes	no
190 Culinary Arts Internship	yes	yes	yes	yes
HUMANITIES				
1 Old World Culture	yes	yes	yes	yes
2 Modern Culture	no	yes	no	yes
3 World Culture	yes	yes	yes	yes
4 World Religions/Spirituality	yes	no	yes	no
JOURNALISM				
1 Intro to Journalism	yes	no	yes	no

COURSE	2005 Fall	2006 Spr	2006 Fall	2007 Spr
MATHEMATICS				
2 Elements of Statistics	yes	yes	yes	yes
4A Mathematics for Elementary Teachers I	yes	yes	yes	yes
4B Mathematics for Elementary Teachers II	yes	no	yes	no
6 Math for Liberal Arts Students	yes	yes	no	yes
8 Trigonometry	yes	yes	yes	yes
10 College Algebra	yes	no	yes	yes
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
100A Fundamentals First Half	yes	no	yes	no
100B Fundamentals Second Half	no	yes	no	yes
101 Algebra I	yes	yes	yes	yes
104 Algebra II	yes	yes	yes	yes
MUSIC				
1 Music Fundamentals	no	no	no	no
2 Introduction to Music	yes	yes	yes	yes
4A Elementary Musicianship	yes	no	yes	no
4B Elementary Musicianship	no	yes	no	yes
10 Survey of Music History and Literature: Ancient to 1750	yes	no	yes	no
11 Survey of Music History and Literature: 1750 to present	no	yes	no	yes
12 Survey of Jazz/Popular Music	yes	yes	yes	yes
20A Elementary Music Theory	yes	no	yes	no
20B Elementary Music Theory	no	yes	no	yes
21A Intermediate Music Theory	yes	no	yes	no
21B Intermediate Music Theory	no	yes	no	yes
36 Elementary Voice	yes	yes	yes	yes
37 Elementary Voice	yes	yes	yes	yes
38 Intermediate Voice	yes	yes	yes	yes
39 Intermediate Voice	yes	yes	yes	yes
41B Intermediate Piano	no	yes	yes	yes
49 Beginning Guitar	yes	yes	yes	yes
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	no	no
70 College Band	yes	yes	yes	yes
72 Jazz Ensemble	no	yes	yes	yes
75 Jazz Studies	no	yes	yes	yes
76 Community Orchestra	yes	yes	yes	yes
78 Ensemble: Instrumental Emph.	yes	no	no	no
NATURAL RESOURCES				
1 Environmental Conservation	yes	yes	yes	yes
3 Natural Resources Law/Policy	no	yes	no	yes
9 Parks and Forests Law Enforcement	no	yes	no	no
22 Ecology/Use of Fire	yes	no	yes	no
30 Intro to Watershed Mgmt.	no	yes	no	yes
50 Natural History & Ecology	no	yes	no	yes

COURSE	2005 Fall	2006 Spr	2006 Fall	2007 Spr
NATURAL RESOURCES TECHNOLOGY				
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
163 Water for Consumption	yes	no	yes	no
OFFICE TECHNOLOGY				
5 Elec. Printing Calculators	yes	yes	yes	yes
20 Machine Transcription	yes	yes	yes	yes
40 Beginning Word Processing	yes	yes	yes	yes
41 Intermed. Word Processing	yes	yes	yes	yes
42 Desktop Publishing	yes	no	yes	no
50 Medical Terminology	yes	yes	yes	yes
52 Medical Billing Code	no	yes	no	yes
53A Beg. Medical Transcription	yes	yes	yes	yes
53B Beg. Medical Transcription	yes	yes	yes	yes
54 Radiology Transcription	yes	yes	yes	yes
55 Cardiology Transcription	yes	yes	yes	yes
56 Orthopedic Transcription	yes	yes	yes	yes
57 Gastroenterology Transcription	yes	yes	yes	yes
58 Pathology Transcription	yes	yes	yes	yes
97 Work Experience in Oftec	yes	yes	yes	yes
110 Computer Keyboarding II	yes	yes	yes	yes
120 Computer Keyboarding III	yes	yes	yes	yes
125 Records Management	yes	no	yes	no
130 Business English	yes	no	yes	no
131 Office Procedures	no	yes	no	yes
132 Business Communications	no	yes	no	no
151 Medical Office Management	yes	no	yes	no
190 Medical Office Internship	yes	yes	no	no
PHILOSOPHY				
1 Introduction to Philosophy	yes	yes	yes	yes
4 World Religions/Spirituality	yes	no	yes	no
25 20th Century Philosophy	yes	yes	yes	yes
PHYSICS				
1 Conceptual Physics	yes	yes	yes	yes
4A Introductory Physics I: Trig	yes	no	yes	no
4B Introductory Physics II: Trig	yes	yes	no	yes
5A Intro Physics I: Calculus	yes	no	yes	no
5B Intro Physics II: Calculus	no	yes	no	yes
POLITICAL SCIENCE				
10 Constitutional Government	yes	yes	yes	yes
12 American Political Thought	yes	no	yes	no
14 International Relations	no	yes	no	yes
PSYCHOLOGY				
1 General Psychology	yes	yes	yes	yes
2 Current Issues In Psychology	no	yes	no	yes
5 Human Sexual Behavior	yes	yes	yes	yes
10 Lifespan Human Development	no	no	no	no
20 Sports Psychology	yes	no	yes	no
30 Personal & Social Adjustment	yes	yes	yes	yes
35 Intro to Drugs & Behavior	yes	no	no	no
40 Stress Management	yes	yes	yes	yes

COURSE	2005 Fall	2006 Spr	2006 Fall	2007 Spr
SEARCH & RESCUE				
50 Low Angle Rope Rescue	yes	yes	yes	yes
SOCIOLOGY				
1 Introduction to Sociology	yes	yes	yes	yes
2 American Society: Soc. Prob.	no	yes	no	yes
5 Ethnicity/Ethnic Relations	no	no	no	no
12 Sociology of the Family	yes	no	yes	no
28 Death & Dying	no	no	no	no
97 Work Experience	yes	yes	yes	yes
SPANISH				
1A Spanish: Beginning	yes	no	yes	no
1B Spanish: Beginning	yes	yes	no	yes
2A Spanish: Intermediate	yes	no	yes	no
2B Spanish: Intermediate	no	yes	no	yes
SPEECH COMMUNICATION				
1 Fundamentals of Speech	yes	yes	yes	yes
2 Argumentation	yes	yes	yes	yes
4 Human Communication	yes	yes	yes	yes
12 Mass Communication	no	yes	no	yes
18 Voice Dynamics	no	no	yes	no
19 Radio Drama	no	yes	no	yes
WELDING TECHNOLOGY				
97 Work Experience in Welding	yes	yes	yes	yes
100 Introduction to Welding	yes	no	yes	no
101 Practical Laboratory	yes	yes	yes	yes
110 Metallic/Tungsten Inert Gas Welding	no	yes	no	yes
111 Adv. Arc Welding Techniques	no	yes	no	yes



Faculty & Staff

All phone numbers listed are in the 209 area code except as noted

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FACULTY

Date of appointment follows name

- Li Ching Accurso** (1995) (588.5378) Art
A.S., Contra Costa College
B.A., M.F.A., University of California, Berkeley
Fulbright Scholar, 1999
- Dennis L. Albers** (1985) (588.5138) Mathematics, Physics
B.S., M.S., Ph.D., University of Nebraska
- Erik Andal** (1997) (588.5200) Automotive Technology
A.A., San Joaquin Delta College
B.V.E., M.A., California State University, Stanislaus
- Shelley Attix** (2001) (588.5205) Hospitality Management & Tourism
B.A., University of Wisconsin, Madison
M.A., George Washington University
A.B.D., University of New Mexico, Albuquerque
- Randy Barton** (2005) (588-5217) Business, Economics
B.A., M.B.A., California State University, Stanislaus
- Joshua E. Bigelow** (1981) (588.5185) Health & Human Performance
A.A., Columbia College
B.A., M.A., University of California, Berkeley
- Vonna Breeze-Martin** (1990) (588.5274) Spanish
B.A., M.A., University of Utah
- Meryl Brooks** (1994) (588.5225) English
A.A., Fresno City College
B.A., M.A., California State University, Fresno
- Carolyn Buck** (2005) (588.5223) Dean of Learning Support Services
B.S., Bennett College, N. Carolina
M.S., A&T State University, N. Carolina
Ph.D., Joint Doctoral, San Diego State University and Claremont Graduate University
- Laureen Campana** (2000) (588.5204) Health Services Coordinator, College Nurse
B.S.N., CSU, Sacramento
M.P.H., University of California, Berkeley
N.P., CSU, Long Beach
- Ross A. Carkeet, Jr.** (1968) (588.5155) Biology, Forestry, Natural Resources
A.A., Modesto Junior College
B.S., University of California, Berkeley
M.S., Humboldt State University
- John R. Carter** (1984) (588.5214) Music
B.M., Chapman University
M.M., Westminster Choir College
Certificate in Vocal Performance, Temple University
- Anne M. Cavagnaro** (2004) (588.5156) Mathematics
A.A., Columbia College
B.A., Sonoma State University
M.A., University of Kentucky

- Paula Clarke** (1999) (588.5356) Anthropology, Sociology
B.A., University of California, Berkeley
Ph.D., University of California, San Francisco
- Melissa Colon** (2001) (588.5092) Information Technology
A.A., San Joaquin Delta College
B.S., University of the Pacific
M.S., California State University, Hayward
- Candace L. Daly** (1979) (588.5216) Office Technology, Work Experience Coordinator
B.A., M.A., Humboldt State University
- Peter Daly** (1999) (588.5186) Emergency Medical Services/Paramedic
A.S., Columbia College
B.A., California State University, Stanislaus
- Tim Elizondo** (2005) (588.5210) Speech
A.A., Modesto Junior College
B.A., M.A., Arizona State University
Ph.D., Bowling Green State University, Ohio
- Dennis Gervin** (2005) (588.5107) Vice President for Student Learning
B.A., M.A., Ph.D., University of California, Santa Barbara
- Laurel M. Grindy** (1990) (588.5147) Mathematics
B.A., M.A., California State University, Stanislaus
- Ted Hamilton** (1998) (588.5227) Geography, History, Political Science
A.A., Modesto Junior College
B.A., University of California, Berkeley
M.A., California State University, Stanislaus
- Patricia Harrelson** (1982) (588.5149) English
B.S., M.A., California State University, Stanislaus
M.F.A. Antioch University
- Rod D. Harris** (1979) (588.5211) Music
A.A., Fort Steilacoom Community College
B.A.E., M.M., Pacific Lutheran University
Ph.D., University of North Texas
- Shannon Hassett** (2005) (588.5152) Psychology
A.A., Fullerton College
B.A., California State University, Fullerton
M.A., California State University, Long Beach
- Michael N. Hill** (1989) (588.5212) Business Administration
A.A., Sacramento City College
B.S., California State University, Sacramento
M.A., California State University, Consortium
Ph.D., Colorado State University
- Jerry Hodge** (1989) (588.5158) Biology
B.S., Pepperdine University, Los Angeles
M.A., University of California, Los Angeles
- Thomas Johnson** (2000) (588.5215) Political Science & History
B.A., University of California, Santa Barbara
M.A., California State University, Stanislaus
J.D., The American University, Washington, D.C.
- Raelene Juarez** (2005) (588-5183) Health and Human Performance
B.A., M.A., California State University, Chico
- Alicia Kolstad** (2000) (588.5333) Counselor
A.A., West Valley College
B.A., M.A., California State University, San Jose
- Maryl Landess** (1992) (588.5175) Mathematics
B.S., M.A., University of California, Davis
- John Leamy** (2000) (588.5164) Mathematics
B.A., Loyola Marymount University
M.A., University of Arizona
- Raymond D. Liedlich** (1981) (588.5237) English, Speech, Humanities
B.S., Bowling Green State University
M.A., California State University, Los Angeles
- Paul W. Lockman** (1981) (588.5132) Counselor
A.A., Fresno City College
B.A., M.A., California State University, Fresno
- Lynn Martin** (1996) (588.5206) Counselor, Transfer Center Coordinator
B.A., California State University, San Francisco
M.Ed., University of San Francisco
M.A., University of La Verne
- Morgan McBride** (1991) (588.5184) Health & Human Performance
B.A., California State University, Stanislaus
M.Ed., Azusa Pacific University
- Susan Medeiros** (2000) (588.5110) Counselor, EOP&S/CARE
B.A., University of California, Davis
M.A., University of San Francisco
- Gary Mendenhall** (1999) (588.5142) Dean of Instructional Services, Occupational and Economic Development
A.S., Modesto Junior College
B.A., California Polytechnic State University, San Luis Obispo
M.A., San Jose State University
- Micha Miller** (1997) (588.5241) Biology
B.S., Western Washington University
M.S., Washington State University
D.A., Idaho State University
Fulbright Scholar, 2004
- Ida Ponder** (1997) (588.5304) Computer Information Systems
A.A., Columbia College
B.S., California State University, Stanislaus
M.B.A., LaSalle University
- Nathan Rien** (2005) (588-5182) Health and Human Performance
B.A., University of California, Davis
M.Ed., National University
M.S.S., United States Sports Academy
- Jim Riggs** (1997) (588.5115) President
B.A., M.A., Eastern Washington University
Ed.D., University of Southern California

Rick Rivera (2005) (588.5093) A.A., Santa Rosa Junior College B.A., M.A., Sonoma State University	English
Joseph Ryan (2002) (588.5151) A.A., Chabot College B.S., San Francisco State University Ph.D., University of California, Davis	Chemistry
Katherine Schultz (2000) (588.5364) B.A., California State University, Chico M.S., California State University, Hayward	Computer Information Systems
Raymond L. Steuben (1976) (588.5120) B.A., University of California, Santa Barbara M.L.S., University of California, Los Angeles	Librarian
Ellen Stewart (1976) (588.5154) B.A., San Francisco State University M.A., California State University, Fresno	Drama, Speech
Kathy Lynn Sullivan (2000) (588.5377) B.A., California State University, Stanislaus M.A., Pacific Oaks College	Child Development
Laurie Sylwester (2000) (588.5341) A.A., Columbia College B.A., M.A., California State University, Stanislaus	Art
Jeffrey W. Tolhurst (1996) (588.5235) B.A., University of California, Santa Barbara M.S., Humboldt State University Ph.D., University of South Carolina	Earth Science, GIS
James M. Toner (1996) (588.5226) B.A., Boston College M.A., University of California, Berkeley	English
Guy Van Cleave (2005) (588.5202) B.S., University of California, Davis M.S., San Diego State University	Biology
Adrienne Webster (2005) (588-5275) B.A., University of California, Santa Cruz M.A., Pacific Oaks College	Child Development
Bill Wilson (1974) (588.5228) A.A., Solano College B.A., San Jose State University M.S., California State University, Hayward	Psychology, Guidance
Gene Womble (1997) (588.5135) A.S., City College of San Francisco B.A., California State University, Stanislaus	Hospitality Management, Coordinator, Hospitality Mgmt. Program

Faculty Emeriti

David E. Alford (1989-2000)	Humanities, Philosophy
Jackie D. Appleton (1990-1993)	Coordinator, Child Development
Paul K. Becker (1971-1987)	Dean of Student Services

Elsie M. Bruno (1980-2000)	Counselor, Articulation Officer
Dale L. Bunse (1975-2000)	Art
Janet M. Carty (1984-2003)	Business, Office Occupations
L. Frances Cullen (1971-1983)	Psychology, Counselor, Student Activities
W. Dean Cunningham (1979-1992)	President
Richard L. Dyer (1969-1991)	History, Political Science
Margo Elliott (1991-2004)	Psychology
Marion C. Evans (1968-1983)	Health Occupations
McKinley Frost (1970-1985)	Welding Technology
Robert H. Gibson (1970-1993)	Physical Education
Phyllis T. Greenleaf (1990-2005)	Child Development
Delores A. Hall (1987-1999)	College Nurse
Frances V. Hegweln (1974-1985)	Health Occupations
Terry J. Hoff (1974-2004)	Health & Human Performance
Tom G. Holst (1974-1996)	Earth Science, Computer Science
Floyd L. Hopper (1976-1988)	Counselor
Kathryn E. Jeffery (1994-2004)	Vice President for Student Services
Thelma A. Jensen (1968-1984)	Health Occupations
James R. Kindle (1974-1990)	Learning Skills
Douglas E. Kotarek (1974-2004)	Business, Economics
Walter L. Leineke (1968-1991)	Assistant Dean of Instruction
Jerry D. Lyon (1971-1984)	Business
Jean Mallory (1990-2005)	Counselor, Articulation Officer
George Melendrez (1991-2005)	Fire Technology
James R. Mendonsa (1981-2004)	Search & Rescue, Speech
John C. Minor (1970-1993)	English
Barbara C. Painter (1969-1980)	Counselor
Chester H. Palmer (1976-1989)	English, Speech
Suzanne Patterson (1991-2004)	Learning Disabilities Specialist
Fred J. Petersen (1981-1999)	Computer Science
David G. Purdy (1971-2004)	Drama, English, Speech
Alan Ramsaran (1988-2002)	Counselor

Harvey B. Rhodes (1967-1979)	President
Blaine D. Rogers (1972-2004)	Biology
Richard H. Rogers (1968-1982)	Business
John R. Ross (1970-1987)	Health Education, Health Occupations, Search and Rescue
Peter Shkabara (2000-2004)	Computer Science
V. Peter Sullivan (1961-1992)	Physical Education, Athletic Director
David I. Willson (1975-2004)	Vice President of Instruction
Clarence O. Wolgamott, Jr. (1971-2001)	Chemistry

Classified Staff

Date of appointment follows name

Maria Luisa Adams (2004)	Library/Media Technician II
Kandee Aiton (1999)	Account Technician I, Hospitality Management
Jeremy Allen (2004)	Campus Security Officer I
Sherryl A. Bahten (1975)	Manager, Auxiliary Services
Linda M. Baker (2002)	Support Staff II, Vocational Education
Merlin Bart (1984)	Lab Assistant II, Auto Technology
Doreen Bass (1991)	Lab Assistant III, Biology
Preston Birdwell (1998)	Manager, Fire Station
Lonnie Blansit (1997)	Laboratory Assistant II, Computer Science
Darin Blume (2000)	Maintenance II
Casey Bonavia (1989)	Laboratory Assistant III, Mathematics
Ryan Brady (1999)	Electronic Technician
Nancy M. Brooks (1982)	Library Media Technician III
Tammie Brumlow (2003)	Custodian
Angela Brunton (2000)	Master Teacher, Child Development Center
Cindy Bule (2004)	Bookstore Operations, Lead
Nancy Bull (1996)	Account Technician II
Karyn Calhoun (2000)	Custodian
Larry Carter (2002)	Security Officer
Coni Chavez (2002)	Administrative Assistant to the President
David Chesnut (2000)	Program Representative III, CalWorks
Sue Clark (2000)	Program Representative III, CCCAE
Chuck Cooper (2000)	Maintenance III, Carpenter
Doug Cromwell (2001)	HVAC Technician
Linda Cross (2001)	Administrative Secretary to the Dean of Instructional Services, Vocational Education
Eileen Cupit (1996)	Custodian
Chrys Day (2001)	Instructional Assistant II, Health & Human Performance
Kathy Diener (1998)	Master Teacher, Child Development Center
Steven D'Orsay (2004)	Grounds Maintenance
Ben Dorsett (2001)	Maintenance I
Greg Elam (1997)	Campus Security Officer, Lead
Miriam Escher (2005)	Custodian
Phillip Fish (2000)	Campus Security Officer
Doralyn Folettl (2004)	Program Representative II, Student Success
Steven Frost (1979)	Custodial Crew Chief

Julle Faulkner (2005)	Administrative Secretary to the Dean of Learning Support Services
William J. Gaiser (1970)	Mechanic III
Vickie Garrett (2001)	Instructional Assistant II, Business Administration & Computer Lab
Heather Gillis (2004)	Instructional Assistant II, AAC
Doris I. Goldson (1970)	Administrative Secretary, Technology and Library
Robert Gritz (1998)	Fiscal Services Supervisor
Frederick Grolle (1989)	Electronics Specialist
Lanal Hallmeyer (1999)	Executive Secretary to the Vice President for Student Learning
Rod Hampton (2004)	Campus Operations Manager I
Ina Heinrichs (2001)	Secretary I, Instructional Materials Center
Wendy Hesse (2004)	Account Technician I
Rickee Hill (2003)	Admissions & Records, Technician II
Terri Isaman (2002)	Administrative Secretary to the Chief Operations Officer
Trudy Lackey (2004)	Calaveras Center Manager and Community Education Coordinator
Cass Larkin (1998)	Financial Aid Manager
Doug Lau (2000)	Director of Marketing & Public Relations
Wendy Link (1984)	Technician, Media Services
Joyce Lopez (2002)	Support Staff II, Facilities
Timothy Mann (1983)	Athletic Equipment Technician & Instructional Assistant II
Kelley Marshall (2002)	Alternate Media Access Technician
Sandra McCracken (2002)	Support Staff II, Health & Human Performance
Connie Mical (1991)	Chief Operations Officer
Tammie Miles (2005)	Campus Security Officer I
Shelley Muniz (2002)	Library Media Technician III
Jessie Pearson (1992)	Reprographic Operator III, Instructional Materials Center
Patricia Ramirez (2004)	Technician III, Admissions & Records
Charles Rice (1997)	Laboratory Assistant II, Hospitality Management
Karin Rodts (1989)	Laboratory Assistant I, DSPS
Cindy Rose (2004)	Support Staff II, Student Learning
Liz Rumney (1998)	Bookstore Buyer
Marnie Shively (2000)	Financial Aid Technician III
Steven Shively (1987)	Maintenance II
Kathleen Smith (1984)	Director of Student Success/Matriculation
Susan Vegter-Slape (2001)	Executive Secretary, Student Learning
Michelle Vldaurri (2005)	Financial Aid Technician I
William Walton (2004)	Campus Security Officer I
Linda Watkins (2001)	Support Staff II, Student Learning
Rinné West (1990)	Admissions & Records Technician II
Tammy White (2004)	Coordinator, Instructional Materials Center
Karen Yacovetti (1995)	Instructional Assistant II, Health & Human Performance
Dean Zaharias (2004)	Cook/Baker

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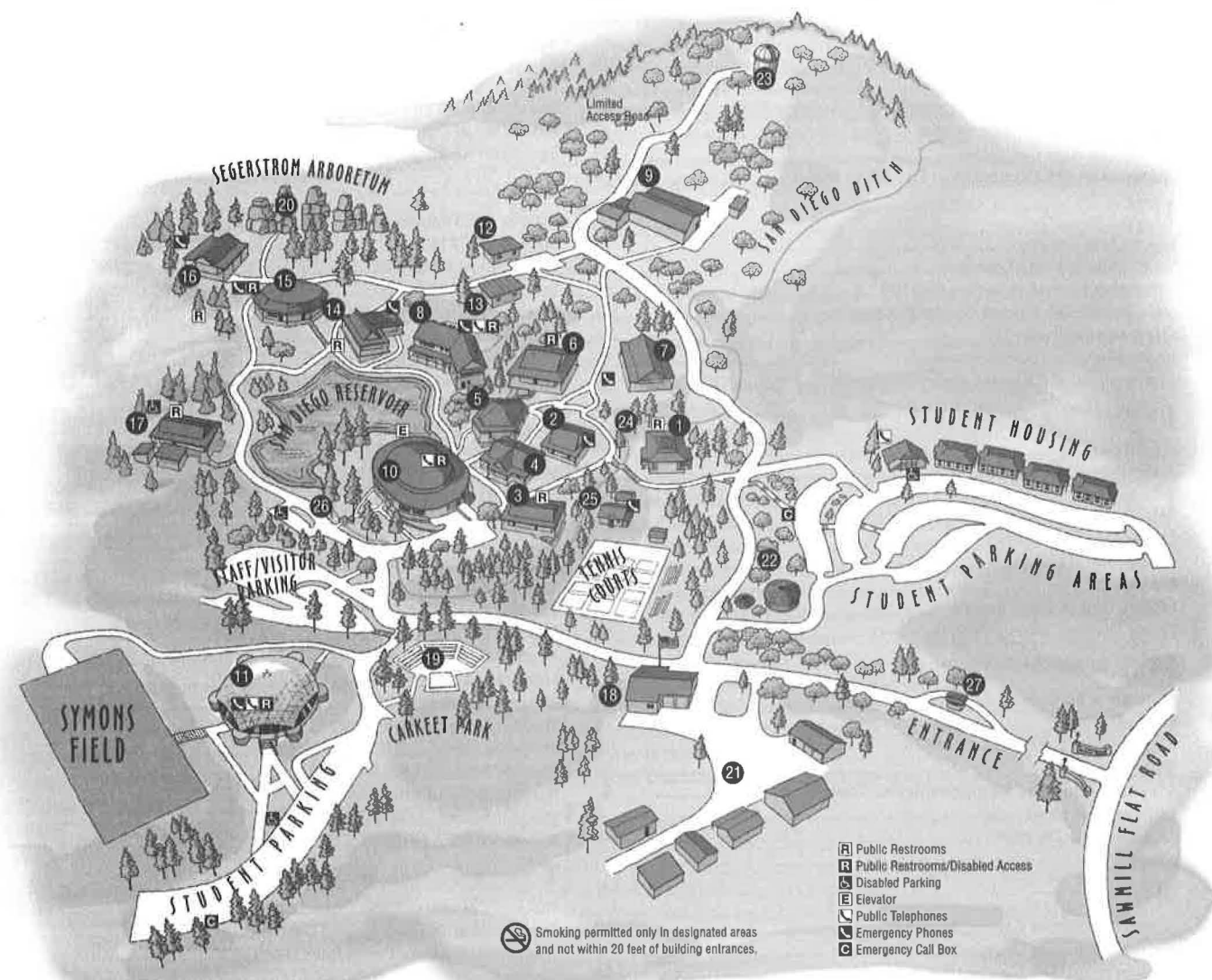
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Columbia College Campus

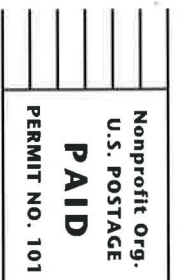


Key:

- | | | |
|---|--|---|
| 1) Alder, Rms. 3-5 | 10) Manzanita, Rms. 2-104
(Administration, Student Services,
Instruction Office, Manzanita
Bookstore, The Cellar Restaurant &
Cafeteria) | 18) Fire Department (Tuolumne County
Fire Station #79), Rms. 1000-1001 |
| 2) Aspen, Rms. 1-5 | 11) Oak Pavilion, Rms. 1-27 | 19) Charles Segerstrom, Jr. Memorial
Amphitheater |
| 3) Buckeye, Rms. 1-5 | 12) Ponderosa (Child Development
Center) | 20) Segerstrom Arboretum Nature Trail |
| 4) Cedar, Rms. 1-10 | 13) Pinyon (Toddler Center) | 21) Warehouse, Shipping/Receiving,
Transportation & Maintenance |
| 5) Dogwood (Forum Bldg.), Rm. 1 | 14) Redbud, Rms. 1-14 | 22) Me-Wuk Cultural Center |
| 6) Fir, Rms. 1-8 | 15) Sequoia, Rms. 1-11 | 23) Observatory |
| 7) Juniper, Rms. 1-7 (College Nurse) | 16) Toyon, Rms. 1-4 | 24) Start Point, Fitness Jogging Trail |
| 8) Tamarack Hall (Library, Media/Technology),
Rms. 101-218 | 17) Willow (Creative Arts), Rm. 1 | 25) Security Office (Davis Cabin) |
| 9) Madrone (Auto & Welding Technology),
Rms. 1-2 | | 26) Transit Stop |
| | | 27) Information/Toll Booth |



Admissions & Records Office
11600 Columbia College Drive
Sonora, CA 95370



Catch us at our
website:
www.gocolumbia.org