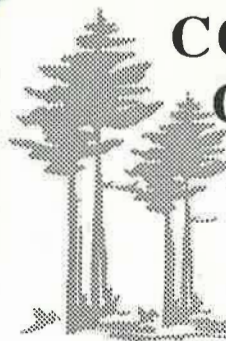
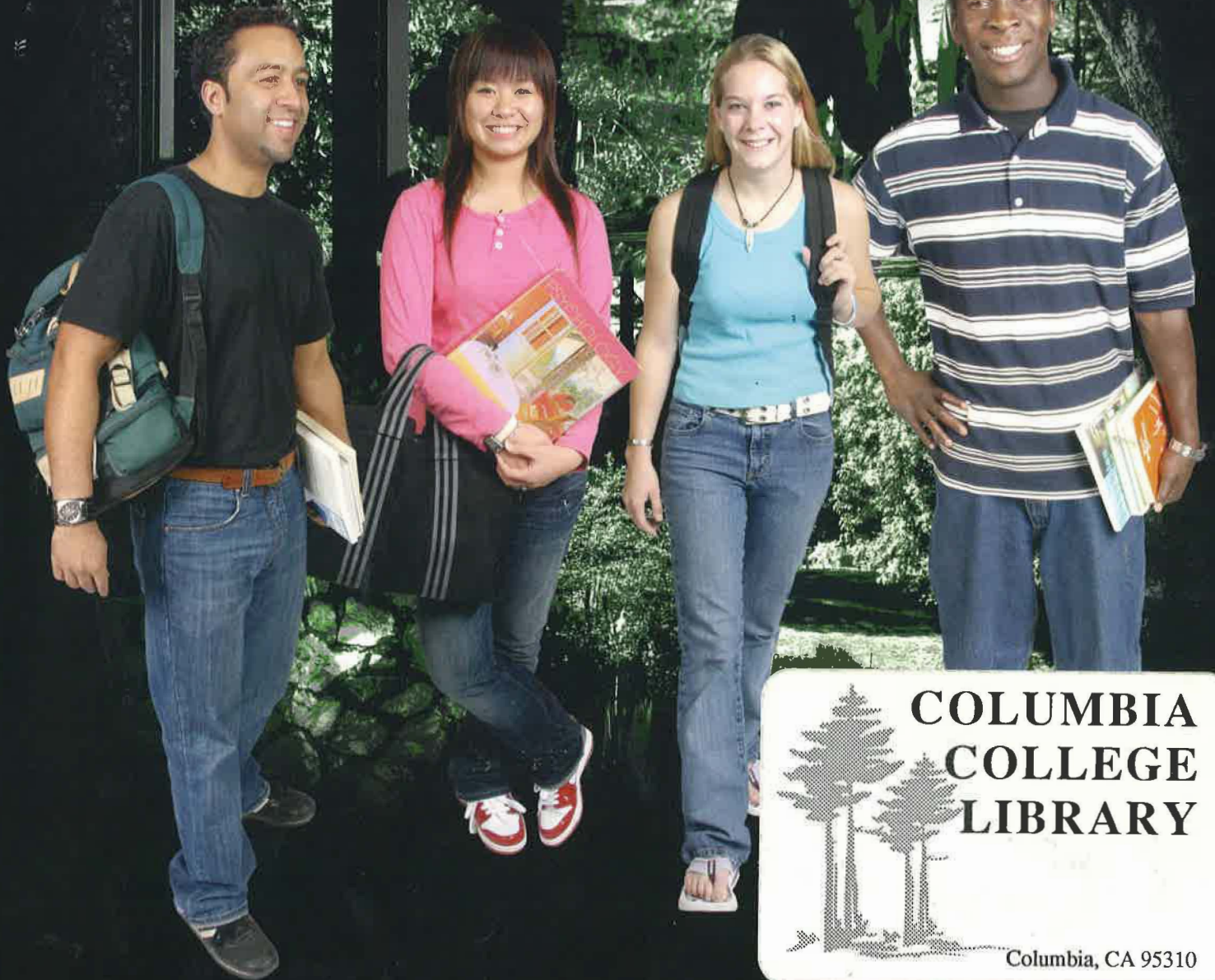


# COLUMBIA COLLEGE

2006-2007 CATALOG

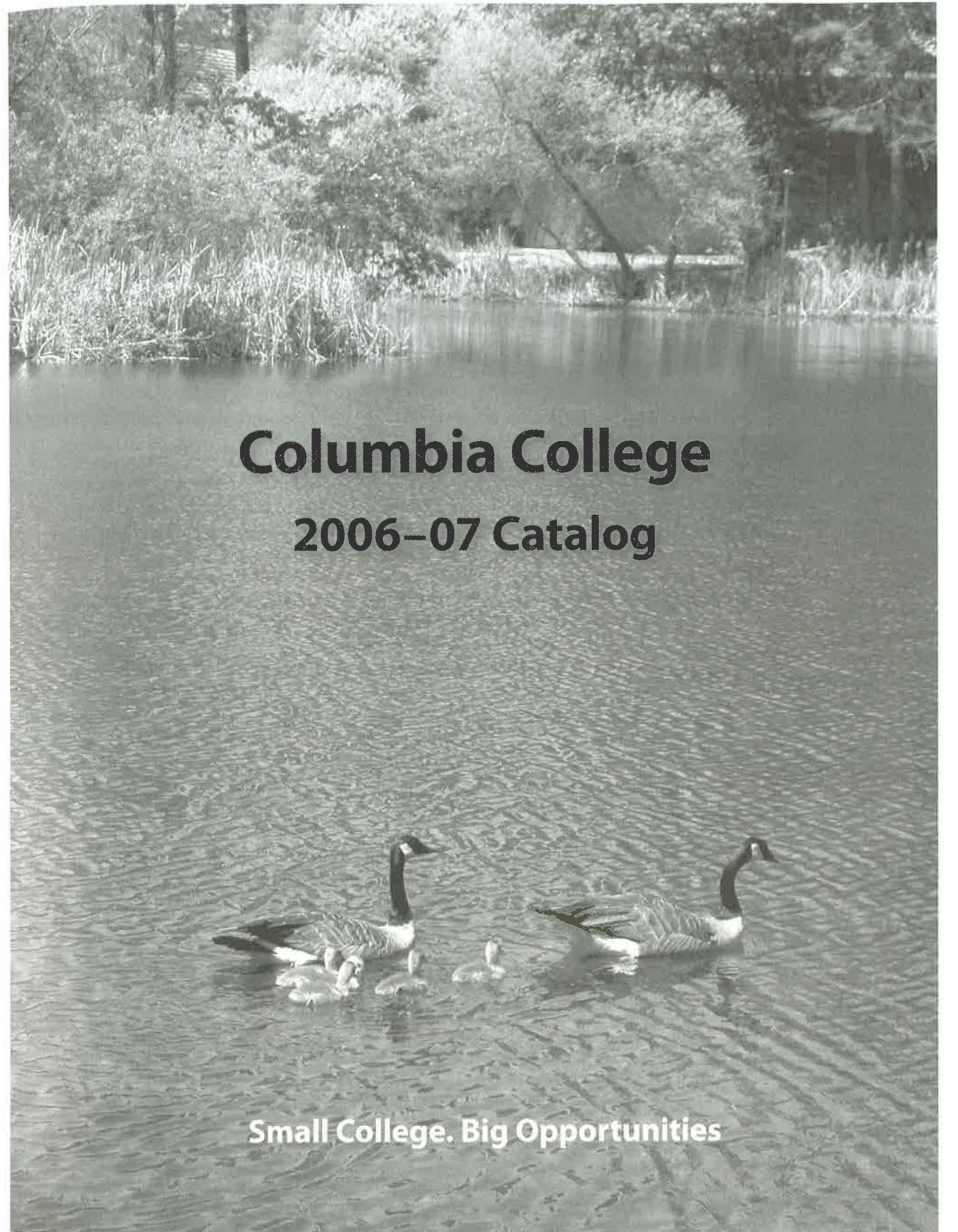


**COLUMBIA  
COLLEGE  
LIBRARY**

Columbia, CA 95310

*Higher Education in a  
Natural Learning Environment*



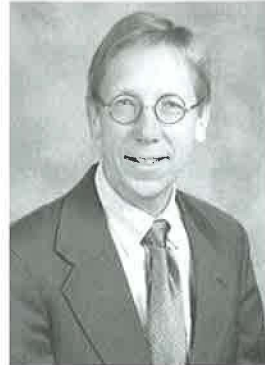


**Columbia College**  
**2006-07 Catalog**

**Small College. Big Opportunities**



## From the President



Welcome to Columbia College,

As one of the 109 California Community Colleges, our goal is to place higher education within the reach of every Californian. This is especially true for those whom we serve directly in the foothill communities.

The lives of thousands have changed and improved with the awarding of our associate degrees and vocational certificates since our college's first graduating class in 1969. In addition, countless others have received essential job training to enter the business world, or to upgrade their occupational situations.

Thanks to the passage of Measure E in November 2004 by voters in our Yosemite Community College District (YCCD), we can continue our tradition of providing quality education. Funds from the bond will enable us to repair, upgrade and replace aging classrooms and instructional facilities.

As such, it will allow Columbia College to improve our methods of delivering academic courses and job training on our campus. These funds will also allow us to plan and construct a new center in Calaveras County, and plan a new center in Oakdale to make higher education more accessible for residents within the range of our college service area.

The theme of our 2006-07 catalog is "Higher Education in a Natural Learning Environment." We believe that our campus in the Mother Lode offers not only a beautiful, natural setting, but also a stimulating environment for learning. That holds true for Baker Station, located at the 6,200 ft. elevation near Kennedy Meadows. Operated as a partnership between the YCCD and the Summit Ranger District of the Stanislaus National Forest, the High Sierra Institute has become a site for a growing number of college classes in one of the state's most pristine regions.



Yes, this is an exciting time to be a part of Columbia College! Let me be among the first to welcome you to our institution and encourage you to take full advantage of our counseling, financial aid, tutoring and other student support services. We are all here to help you succeed with your academic and occupational goals.

Sincerely,

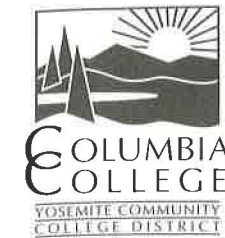
Dr. Jim Riggs  
President

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.

# Table of Contents



Academic Schedule .....	4
Academic Calendar .....	5
General Information .....	6
Student Admission Procedures .....	17
Services for Students .....	23
Academic Policies & Procedures .....	27
Graduation & Transfer Requirements .....	35
Associate Degree Majors .....	49
Certificates of Achievement.....	65
Course Descriptions.....	77
Faculty & Staff.....	151
Index .....	156
Campus Phone Directory .....	159
Campus Map .....	160



11600 Columbia College Drive  
Sonora, California 95370

209.588.5100 General Exchange  
209.588.5104 Facsimile  
Website: [www.gocolumbia.org](http://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

**Tom O'Neil, Ph.D.**  
Dean of Instructional Services  
Arts & Sciences

**Yosemite Community  
College District**

**YCCD Board of Trustees**  
Pat Dean  
Anne DeMartini  
Linda Flores  
Tom Hallinan  
Paul Neumann  
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.



# Academic Schedule 2006-07

FALL SEMESTER 2006

Jul 27..... DSP&S/EOP&S – Touch-tone phone/Online registration by appointment only

Jul 31 - Aug 10..... Continuing students – Touch-tone phone/Online registration by appointment only

Aug 14 & 15..... Newly matriculated – Touch-tone phone/on campus. Online registration by appointment only

Aug 16 - 25..... All students – Open registration. Touch-tone phone/Online registration on campus (No appointment necessary)

Aug 28..... Instruction Begins

Sep 1\*..... Last day to enter a full semester class without instructor approval

Sep 4..... Holiday – Labor Day

Sep 8\*..... Last day to apply for refund on campus

Sep 10..... Last day to apply for a refund on touch-tone phone and web

Sep 23\*..... Last day to withdraw without a "W" showing on permanent record

Sep 26\*..... Last day to elect for CR/NC grading

Oct 6..... Deadline for filing for graduation and certificates for Spring 2007

Nov 10..... Holiday – Veteran's Day

Nov 16\*..... Last day to withdraw from any course

Nov 22..... No Evening Classes

Nov 23 & 24..... Holiday – Thanksgiving

Dec 11 - 15..... Final Examinations

Dec 16..... Fall Semester Ends

Dec 18 - Jan 5..... Winter Recess

SPRING SEMESTER 2007

Nov 22..... DSP&S/EOP&S – Touch-tone phone/Online registration by appointment only

Nov 27 - Dec 8..... Continuing students – Touch-tone phone/Online registration by appointment only

Dec 11 & 12..... Newly matriculated – Touch-tone phone/Online registration by appointment only

Dec 13 - 21..... All students – Open registration Touch-tone & Jan 2 - 5 phone/Online registration or on campus (No appointment necessary)

Dec 22 - Jan 1..... All students – Open registration. Touch-tone phone/Online registration only (campus closed)

Jan 8..... Instruction Begins

Jan 12\*..... Last day to enter a full semester class without instructor approval

Jan 15..... Holiday – Martin Luther King

Jan 19\*..... Last day to apply for refund on campus

Jan 21..... Last day to apply for a refund on touch-tone phone and web

Feb 3\*..... Last day to withdraw without a "W" showing on permanent record

Feb 6\*..... Last day to elect for CR/NC grading

Feb 16..... Holiday – Lincoln Day

Feb 19..... Holiday – Washington Day

Mar 2..... Deadline for filing for graduation and certificates for Fall 2007

March 30\*..... Last day to withdraw from any course

Apr 23 - 27..... Final Examinations

Apr 28..... Spring Semester Ends

Apr 27..... Graduation

FIRST SUMMER SESSION

Apr 2 - May 8..... Registration – Touch-tone phone, online or on-campus (Touch-tone phone and online only on Fridays, Saturdays, Sundays & Holidays)

May 7..... Instruction Begins

May 10\*..... Last day to apply for refund

May 17\*..... Last day to withdraw without a W showing on permanent record

May 17\*..... Last day to apply for CR/NC grading

May 28..... Holiday – Memorial Day

May 31\*..... Last day to withdraw from any course

Jun 7..... First Summer Session Ends

SECOND SUMMER SESSION

Apr 2 - Jun 10..... Registration – Touch-tone phone, online or on-campus (Touch-tone phone and online only on Fridays, Saturdays, Sundays & Holidays)

Jun 10..... Instruction Begins

Jun 14\*..... Last day to apply for refund

Jun 21\*..... Last day to withdraw permanent record

Jun 21\*..... Last day to elect for CR/NC grading

Jul 4..... Holiday – Independence Day

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

Jul 12..... Second Summer Session Ends

THIRD SUMMER SESSION

Apr 2 - Jul 13..... Registration – Touch-tone phone, online or on-campus (Touch-tone phone and online only on Fridays, Saturdays, Sundays & Holidays)

Jul 16..... Instruction Begins

Jul 19\*..... Last day to apply for refund

Jul 26\*..... Last day to withdraw without a W showing on permanent record

Jul 26\*..... Last day to apply for CR/NC grading

Aug 8\*..... Last day to withdraw from any course

Aug 17..... 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.

# Academic Calendar 2006-07

## Fall 2006

**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		

8/24 Flex/In-Service Day  
8/25 Flex Day  
8/28 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

9/1 Last day to add without instructor approval  
9/4 Labor Day holiday  
9/8 Last day for a refund  
9/23 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				

10/6 Deadline for filing for graduation and certificates for Spring 2007

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		

11/10 Veteran's Day (observance)  
11/16 Last date to withdraw  
11/22 No evening classes  
11/23 Thanksgiving  
11/24 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						

12/11-15 Finals Week  
12/16 Fall Classes End  
12/22, 25 Christmas Holiday  
12/18-29 Winter break  
12/29 Local holiday

**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		

5/7 Summer Classes Begin  
5/28 Memorial Day

**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

## Spring 2007

**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					

1/1 New Year's Day  
1/4 Flex/In-Service Day  
1/5 Flex Day  
1/8 Spring Classes Begin  
1/12 Last day to add without instructor approval  
1/15 Martin Luther King, Jr. Day  
1/21 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	29
30						

2/3 No penalty drop  
2/16 Lincoln's Birthday  
2/19 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					

3/2 Deadline for filing for graduation and certificates for Fall 2007  
3/30 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	30					

4/23-27 Finals Week  
4/27 Graduation  
4/28 Spring Classes End

**Legend**

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

## Summer 2007 Session

**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

**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					

8/17 Summer Classes End



# General Information



ADAM RINGEL

## 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!

## 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 a satellite of the college.

The facility provides computer classes in a modern lab, general education and transfer classes, GED 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.

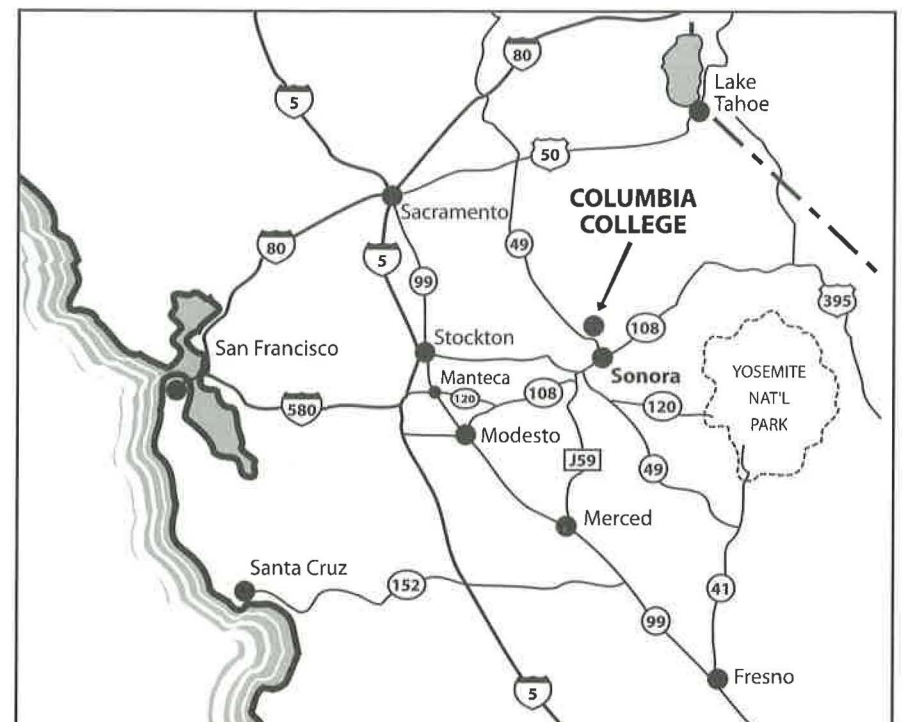
## Accreditation

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.



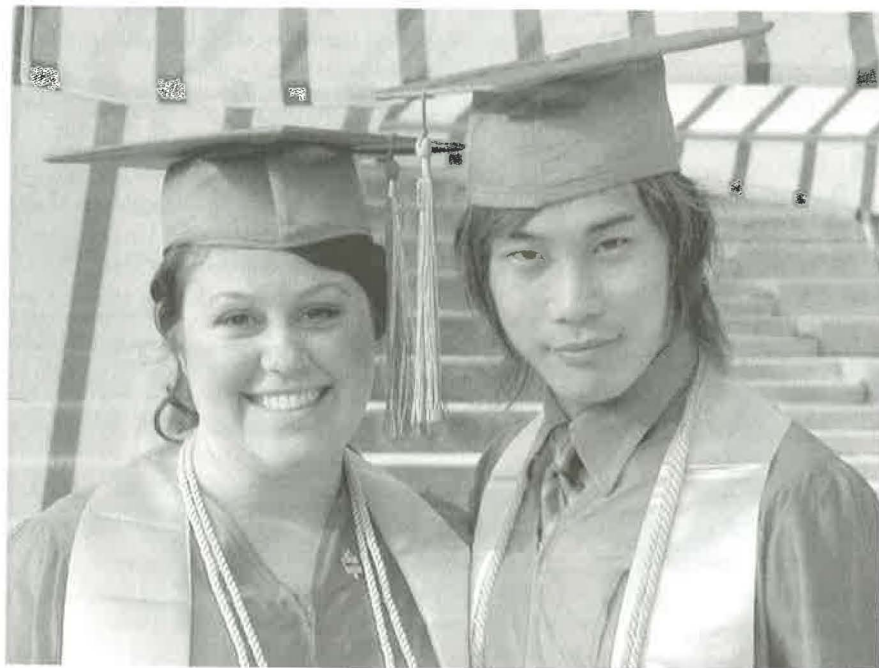


### College Functions

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 for 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 Education**—To serve the educational and cultural needs of the community at large by offering fee-funded courses, along with self-supporting cultural activities, events and travel opportunities.

### 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](http://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 page 151-153 in the catalog. See the college website at [www.gocolumbia.org](http://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 four intercollegiate sports: Women's Volleyball, Men's Basketball and Men's Cross Country and Women's 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/

588.5321

### The Cellar Restaurant

588.5300

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 web page: [www.gocolumbia.org/library](http://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](http://www.manzanitabookstore.com) OR [www.gocolumbia.org](http://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)

- \$4,915 School Year Lease (beginning September to the middle of August)
- \$3,450 Fall & Spring Semester (beginning of September to late April)
- \$1,725 Fall or Spring Semester (Beginning September to late December or beginning January to late April)
- \$305 Winter Break (late December to beginning January)
- \$1,725 Summer (beginning May to mid August)

**Single Occupancy:** (private bedroom)

- \$7,550 School Year Lease (beginning September to the middle of August)

- \$5,300 Fall & Spring Semester (beginning of September to late April)
- \$2,650 Fall or Spring Semester (Beginning September to late December or beginning January to late April)
- \$465 Winter Break (late December to beginning January)
- \$2,650 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: CCSH (Columbia College Student Housing) 11790 Columbia College Drive Sonora, CA 95370
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 within walking distance of all college buildings
- Furnished rooms, including bed, desk, chair, wardrobe, and nightstand
- Kitchenettes, including 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 Assistants
- 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

**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:

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

2. Any rule, policy, or practice concerning disability due to pregnancy, childbirth, recovery from childbirth or termination of pregnancy, or other psychological conditions related to the capacity to bear children not applied under the same terms and conditions and in the same manner as any other rule, policy, or practice relating to any other temporary disability except as otherwise provided by the Fair Employment Practice Act.
3. Any rule, policy, or practice which treats men and women differently for purposes of any program or activity on the basis of aggregate statistical characteristics of men or women, whether founded in fact, belief, or statistical probability is a discriminatory practice.

4. Any rule, policy, or practice or incident which conditions the receipt of any benefit upon entering into, or maintaining, a sexual relationship or participation in sexual activity or subjects a person to sexual harassment or intimidation such as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature (*22 California Administrative Code Section 98240, 98242, 98244*).

**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, Sonora, CA 95370-8580.

### Title IX

Tom O'Neil  
Dean of Instructional Services  
588.5143

### Section 504

Mario Cordova  
Interim Director of Special Programs  
588.5130

### 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	\$ 742	\$ 742	\$ 742
Books/Supplies/Fees	1,314	1,314	1,314
Meals/Housing	3,348	8,550	8,550
Miscellaneous	2,070	2,340	2,340
Transportation	954	954	954
Dep. Childcare			Varies
<b>Totals</b>	<b>\$8,428</b>	<b>\$13,900</b>	<b>\$13,900</b>

*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](http://connectColumbia.org)).

*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](http://www.gocolumbia.org) ([connectColumbia](http://connectColumbia.org)).





## STUDENT FEE/REFUND INFORMATION

### FEES SUBJECT TO CHANGE

#### EFFECTIVE FALL SEMESTER 2006

FEES	AMOUNT	APPLIES TO	EXEMPTIONS/WAIVERS
** Enrollment Fee (subject to change)	\$26 per Unit for each Unit No Maximum	Credit Courses	(BOGFW Qualified)
** Health Services Fee	\$14 per Semester \$11 Summer  15¢ per Class Hour (Included in class fee)	Credit/Non-Credit Students Audit Only Students Community Ed (Fully fee-funded classes)	<ul style="list-style-type: none"> <li>• Out-of-District</li> <li>• Students who are enrolled in a class that meets less than 16 hours</li> <li>• Depend on prayer for healing</li> </ul>
* Parking Fee	\$1 a day or \$20 per Semester	Non-Student Drivers Student Drivers	<ul style="list-style-type: none"> <li>• Disabled persons with placard from DMV</li> <li>• Enrollment in off campus classes only</li> <li>• Non-Drivers</li> </ul>
** Nonresident Tuition	\$160 per Unit Plus Enrollment Fee of \$26 per Unit	Nonresidents/Foreign and International students	<ul style="list-style-type: none"> <li>• California Residents</li> </ul>
** Student Center Fee	\$1 per Unit to \$10 Maximum per Year	Credit Courses Audit Only Students	<ul style="list-style-type: none"> <li>• BOGFW A Recipients</li> <li>• Non-Credit Courses</li> <li>• Community Education &amp; Professional Development</li> </ul>
** Student Representative Fee	\$1 per semester	Credit Courses Non-Credit Courses	<ul style="list-style-type: none"> <li>• Community Education &amp; Professional Development</li> </ul>
Course Audit	\$15 per unit	Credit Courses no longer repeatable	<ul style="list-style-type: none"> <li>• Exempt for up to 3 units if enrolled in 10 or more units</li> </ul>

\*Only refundable prior to the first class meeting.

\*\*Only refundable during the first two weeks of the class (Refers to full semester classes only).

MATERIALS FEES may be assessed for certain classes in order to enhance the learning process and provide convenient access to learning aids.

**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 still remains. This applies even if the student never attends class. For classes cancelled by the college, students will not be held responsible for dropping courses or requesting refunds.**

# 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, Certificate of Completion, or GED. ...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](http://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.



**Residence Requirements**

For tuition purposes, all new and returning students are classified either as residents or nonresidents. 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. Nonresident 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, nonresident 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 nonresident tuition in some circumstances. This new law does not grant residency. Instead, it only exempts nonresident students from paying nonresident tuition.

If you feel that you qualify, complete a Student Affidavit for Exemption from Nonresident 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. All K-12 applicants must submit a Columbia College Admissions Application and a completed Concurrent Enrollment/Release form to the Admissions and Records

Office. Students must also submit a Columbia College Medical Treatment Consent form. 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 courses. 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, concurrent enrollment form and medical treatment consent 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:

Semester	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.edu*

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.
- obtain a College catalog at an orientation session.
- 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.

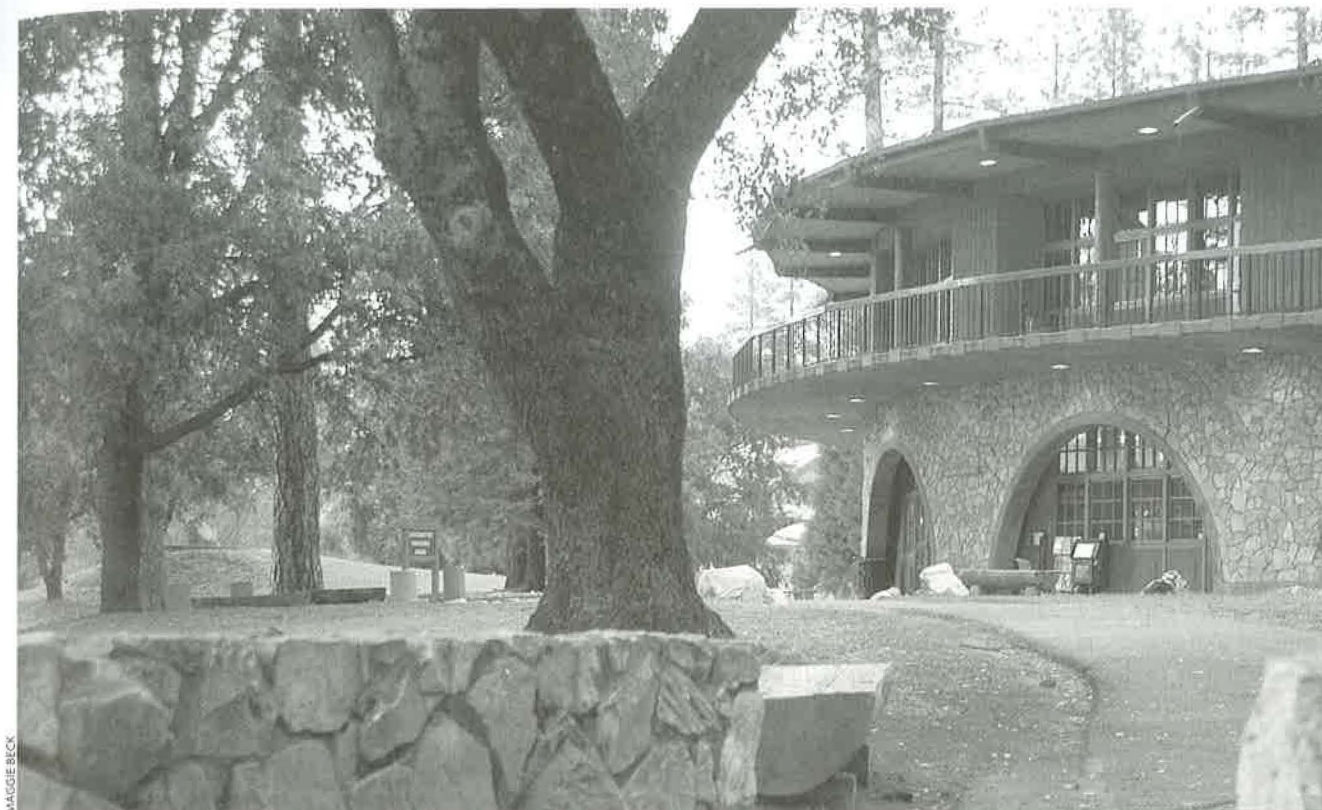
**Privacy Rights of Students**

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.

# Services for Students



**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, Manzanita 18-3.

**CARE Eligibility Criteria**

1. Current EOP&S student.
2. Receiving TANF for self and/or child.
3. Parent of a child under the age of 14.
4. Be a single parent/head of household.
5. New CARE students must be enrolled in a minimum of 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, located in Manzanita 14, offers materials and services to assist students with researching their career options and setting corresponding educational goals. The center maintains a variety of books, occupational publications, newsletters, college catalogs and *Eureka*, a computerized vocational/educational information system. Computers are available for online occupational exploration.

**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**

Counseling Services at Columbia College are provided by four distinct service areas. General Counseling Services are provided for all students (Manzanita 14). For those students who are the first in their family to attend college and/or for low income students, Extended Opportunities Programs and Services (EOP&S) is available to ensure

their success (Manzanita 18-3). Services are also available for veterans of the armed forces or for the dependents of a disabled or deceased veteran, as well as for students in the CalWORKS program (Manzanita 18). Or, for students with a certifiable disability, services designed specifically for their needs are provided by Disabled Students Programs and Services (DSPS) (Manzanita 18).

**Counseling 588.5109**

The Columbia College General Counseling Office provides counseling services for new, continuing and returning students. The counseling faculty is available to assist students with the development of their educational plan, course selection for associate degree, transfer and workforce preparation. In addition to these services, students are encouraged to sign up and complete college guidance courses designed to ensure their academic success and career planning. Guidance courses are taught by highly qualified faculty from the Counseling Department who are familiar with personal, social and educational assessment instruments which aid students in understanding their abilities and planning for their future. Counselors are also available to assist you in the Career Center, Transfer Center and during Columbia College Orientation sessions.

When in doubt—see a counselor!

**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 & 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 EOP&S is to make community college accessible to financially and academically disadvantaged students and to provide supportive services so that they may achieve their educational and career goals. EOP&S applications are available in the EOP&S office located in Manzanita 18-3.

**Eligibility Criteria**

Student must be a California resident and have earned less than 70 Associate level units. New EOP&S students must enroll in a minimum of 12 units.

Students must meet economic and educational criteria:

**Economic Need**—Eligibility for the Board of Governors Waiver A or B.

**Educational Need**—Must qualify in one of the following:

1. Does not meet eligibility for degree level math or English.
2. Did not graduate from high school or receive GED.
3. High school grade point average below 2.5.
4. Previously enrolled in high school or college remedial coursework.
5. Other eligibility factors approved by the EOP&S Director.

**EOP&S Services**

**Priority Registration**—Special registration assistance.

**Counseling**—Academic, career and short-term personal intervention counseling.

**Book Service**—EOP&S pays a large percentage of students' semester book costs.

**Direct Financial Aid**—EOP&S issues semester EOP&S grants up to \$100 for qualifying students.

**Academic and Career Workshops**—Offered each semester.

**Computer Access**—Use of computers for classroom assignments.

**University Transfer Assistance**—Help in applying for admission to universities.

**Parking**—Free-of-cost permits for qualifying EOP&S students.

**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 2, 2006 through December 14, 2006. Eligibility is based on financial need and satisfactory academic progress. Additionally, students must have a high school diploma, a GED or have passed an approved placement examination administered by the Testing Center at 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 (GED) 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 GED 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, 2006; the deadline for applying is November 23, 2006. 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**

<b>CRIMINAL OFFENSES</b>	
Murder/Non-negligent Manslaughter	0
Forcible Sex Offenses (Including Forcible Rape)	0
Non-forcible Sex Offenses	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
Negligent Manslaughter	0
<b>HATE OFFENSES</b>	
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
<b>ARRESTS</b>	
Liquor Law Violations	1
Drug Law Violations	0
Illegal Weapons Possessions	0

<b>DISCIPLINARY ACTIONS/JUDICIAL REFERRALS</b>	
Liquor Law Violations	3
Drug Law Violations	1
Illegal Weapons Possessions	0

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**

Columbia College's Transfer Center is located in the Manzanita building, Room 15. The Transfer Center Coordinator, Jeff Fitzwater works closely with college counselors in the Counseling Department and Special Programs Services such as EOP&S/CARE and DSP&S to provide a comprehensive Transfer Program designed to facilitate students' transition into the four year college or university of their choice.

Columbia College has a strong articulation system established with California State University (CSU) system and University of California (UC) system. These agreements have been developed to provide students with approved planning tools for completing

major preparation and general education courses prior to transfer.

Within the Transfer Center students will find a diverse collection of four year college and university catalogs. College catalogs are the first point of reference in a student's research for potential transfer institutions. As a student you may choose to access the computers in the Transfer Center to explore the statewide online articulation data system—Project Assist at [ASSIST.org](http://ASSIST.org). You may also apply for college admission online. A counselor is close by to answer your questions should you need assistance.

The best part of exploring is the opportunity to see and experience firsthand. With this in mind, prospective transfer students may attend transfer activities and/or Open House individually or in groups. Check the Transfer Center informational flyers or talk with a counselor regarding dates and times for visits to CSU, UC and private colleges or universities. Students are encouraged to plan visits to the Transfer Center frequently during their stay at Columbia College.

**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 Policies & Procedures



**Academic Freedom**

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:

- To examine unpopular or controversial ideas to achieve course learning objectives, in discussion with students, and in academic research or publication.
- To recommend the selection of instructional materials.
- 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 and graduation from Columbia College 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.

### 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.

- 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.

- 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.
- 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 petition. Submit the completed petition 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 material that is incorrect, inaccurate or otherwise inappropriate. *This challenge must occur within two academic years from the time the grade is received.* The Vice President 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](http://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](http://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. Registration, add and drop slips submitted at the Admissions & Records Office are maintained for two years. Please see Fee Refund Policy on page 16.

### 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 a 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](http://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 48 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

**Financial Aid**—Twelve units is considered to be full-time status for students enrolled Summer, Fall or 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 for Student Learning.

### 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 third 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 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.

# Graduation & Transfer Requirements



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 50-64. 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



44-45. 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 37-41 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 2006, and are valid through the 2009-10 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. 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](http://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 44-45, 37-41).

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 44 and 45. 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 37-41 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 42-43) 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 42-43) 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.

## Transfer Requirements

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

The Lower Division Transfer Patterns (LDTP) is a program sponsored by the California State University (CSU) and supported by the California community colleges that presents potential transfer students with the most direct path to a bachelor's degree in the CSU system. Community college students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus. Students will be asked to complete successfully a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to complete successfully an additional set of courses identified by the particular CSU campus named in the LDTP agreement.

For more information on the CSU LDTP contact Columbia College Transfer Center at 209.588.5271 or 209.588.5109.

### 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:

1. You will meet the freshman admission requirements (*courses and tests scores*) in effect for the term to which you are applying. (See *Admissions Application: "Freshmen Requirements" section*)



2. You were eligible as a freshman at the time of high school graduation and have been in continuous attendance in an accredited college since high school graduation.
3. You were eligible as a freshman at the time of high school graduation except for the subject requirements, have made up the missing subjects at a high school or college, and have been in continuous attendance in a accredited college since high school graduation.
4. You have completed at least 60 transferable semester (90 quarter) units. Nonresidents must have a 2.4 grade point average or better. *Full junior status requires 60 transferable semester units.*
5. 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.
6. 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. 44-45) and the Intersegmental General Education Transfer Curriculum

(IGETC, pgs. 42-43) 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, N J 08541  
609.771.7588

**American College Testing Program (ACT)**  
Registration Unit  
P.O. Box 168, Iowa City, IA 52240  
319.337.1270

**TOEFL Requirement**—All undergraduate applicants, regardless of citizenship, who have not attended schools at the secondary level or above for at least three years full time where English is the principal language of instruction must present a score of 480 or above on the Test of English as a Foreign Language (TOEFL).

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

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

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

**Educational Opportunity Program (EOP) Admission Requirements**—Each CSU campus has an Educational Opportunity Program for low-income undergraduate students who are disadvantaged because of their economic or educational background. EOP serves California residents who do not meet regular admission criteria, as well as those who qualify for regular admission, if they have a history of low income and need academic and financial assistance.

If you wish to be considered for admission through EOP, you must so

indicate on the application. In addition, you must complete and submit the forms included in the EOP Information and Supplementary Application booklet. The EOP booklet is available at each CSU campus EOP office and the Columbia College 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.

**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 41 and the Intersegmental General Education Transfer Curriculum (IGETC) on pages 42-43.*) 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.

1. 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.
2. If you met the Scholarship Requirement, but did not satisfy the Subject Requirement, you must take college courses in the subjects you are missing to be eligible to transfer. You will need to earn a grade of **C** or better in each of these required courses, and an overall **C** (2.0) average in all transferable college coursework. If you completed less than 12 quarter or semester units of transferable college coursework, you must also satisfy the Examination Requirement.
3. 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:

- a. 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.
- b. Take college courses in the subjects you are lacking and earn a grade of **C** or better in each one. (*The University will waive up to two units of the required high school coursework except in mathematics and English.*)
- c. 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](http://www.assist.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, Stanislaus University and Sonoma State University. The purpose of the TAA is to guarantee 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 six 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.

### 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.



**IGETC 2006-07**  
**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM**  
**FOR TRANSFER TO THE UNIVERSITY OF CALIFORNIA AND**  
**THE CALIFORNIA STATE UNIVERSITY**

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 44-45 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 Group 1A, Group 1B, and Group 1C. (Group 1C is for CSU students only.)

- **Group 1A: English Composition**

One course, three semester units.

ENGL 1A

(Or course from other college or AP)

- **Group 1B: Critical Thinking/English Composition**

One course, three semester units.

ENGL 1C

(Or course from other college)

- **Group 1C: Oral Communication**

CSU students only. One course, three semester units

SPCOM 1

SPCOM 4

(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.

- **Group 3A: Arts**

ART 11, 12, 13; DRAMA 10; H-HP 20,

MUSIC 2, 10, 11, 12

(Or course from another college or AP)

- **Group 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.

- **Group 4A: Anthropology and Archaeology**

ANTHR 1, 2, 10, 15\*

- **Group 4B: Economics**

ECON 10, 11

- **Group 4C: Ethnic Studies**

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

- **Group 4D: Gender Studies**

ANTHR 7; HIST 21; SOCIO 7

### Area 4 – Social and Behavioral Sciences

(continued)

- **Group 4E: Geography**

GEOGR 12, 18

- **Group 4F: History**

HIST 11, 13, 14, 16\*, 17\*, 20\*, 21

- **Group 4G: Interdisciplinary, Social and Behavioral Sciences**

CHILD 1

- **Group 4H: Political Science, Government and Legal Institutions**

POLSC 10\*, 12, 14

- **Group 4I: Psychology**

PSYCH 1, 5, 10, 35

- **Group 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).

- **Group 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)

- **Group 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 Requirement Only) Students transferring to the University of California are required to demonstrate competence (proficiency) in a language other than English equal to two years of high school study. The process for demonstrating competency is outlined below:

1. Completion of two years of high school level work in the same foreign language with a grade of “C” or better.
2. Completion of a course (or courses) at another college or university, with a grade of “C” or better in each course. Generally, one semester of college work in a language other than English is considered to be equivalent to two years of high school level work. Students must provide the following documentation: test name, score, date test was completed and name of school.

Any one of the courses listed below completed with a grade of “C” or better will fulfill the requirement:

SPAN 1A Spanish: Beginning

SPAN 1B Spanish: Beginning

SPAN 2A Spanish: Intermediate

SPAN 2B Spanish: Intermediate

3. Completion, with a grade of “C” or better, of two years of formal schooling at the sixth grade level or higher at an institution where the language of institution is not English. Documentation must be presented to substantiate the required courses were completed. Students must provide the following documentation: test name, score, date test was completed and name of school.
4. A score of 500 or higher in the College Board Achievement tests in languages other than English.
5. A score of 3 or higher in the College Board Advanced Placement Examination in Languages other than English.

### Area 7 – CSU Graduation Requirement in U.S. History, Constitution and American Ideals

(Not Required for IGETC Certification)

Students may complete these courses prior to transfer to CSU; 6 units: one course from Group 7A and one from Group 7B

- **Group 7A:**

POLSC 10 Constitutional Government

AND

- **Group 7B :**

HIST 16\* United States: to 1877

OR

HIST 17\* United States: 1877 to Present

\* 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.



**GENERAL EDUCATION BREADTH REQUIREMENTS FOR COLUMBIA COLLEGE ASSOCIATE OF ARTS (AA) AND SCIENCE (AS) DEGREES & TRANSFER TO CSU**

<p><b>FOR AA/AS* DEGREE:</b></p> <p>Three courses required: one each from A.1, A.2, A.3 (must have a grade of <b>C</b> or higher in each area of A).</p>	<p><b>FOR AS (OCCUPATIONAL EDUCATION**) DEGREE:</b></p> <p>Two courses required: one course from A.2. and one course from A.1. or A.3. (must have a grade of <b>C</b> or higher).</p>	<p><b>AREA A. COMMUNICATION &amp; CRITICAL THINKING:</b></p> <p>A.1. Oral Communication SPCOM 1, 4</p> <p>A.2. Written Communication ENGL 1A, AP</p> <p>A.3. Critical Thinking <sup>1</sup>ENGL 1B, 1C, SPCOM 2</p>	<p><b>FOR CSU TRANSFER***:</b></p> <p>Three courses required: one each from A.1, A.2, A.3 (must have a grade of <b>C</b> or higher in each area of A).</p>
<p><b>FOR AA/AS* DEGREE:</b></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 <b>C</b> or higher in area B4).</p>	<p><b>FOR AS (OCCUPATIONAL EDUCATION**) DEGREE:</b></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 <b>C</b> or higher in area B4).</p>	<p><b>AREA B. THE PHYSICAL UNIVERSE, ITS LIFE FORMS AND MATHEMATICAL CONCEPTS:</b></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, 2, 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, 17A, 17B, 18A, 18B, AP</p>	<p><b>FOR CSU TRANSFER***:</b></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 <b>C</b> or higher in area B4).</p>
<p><b>FOR AA/AS* DEGREE:</b></p> <p>Two courses required: one from C.1; and one from C.2.</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><b>FOR AS (OCCUPATIONAL EDUCATION**) DEGREE:</b></p> <p>One course required from C.1 or C.2.</p> <p>**The GE requirements in this column only apply to the AS (OCCUPATIONAL EDUCATION) Degree.</p>	<p><b>AREA C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE:</b></p> <p>C.1. Arts (Art, Dance, Drama, Music): ART 11, 12, 13, AP, DRAMA 10, 20, 42, 43, H-HP 20, 27, MUSIC 2, 10, 11, 12, AP</p> <p>C.2. Literature, Philosophy and Foreign Language: <sup>1</sup>ENGL 1B, 11, 17, 18, 46, 47, 49, 50, AP HUMAN 1, 2, 3, 4<sup>2</sup> INDIS 1 PHILO 1, 4<sup>2</sup>, 25 SPAN 1A, 1B, 2A, 2B, AP SPCOM 40A, 40B</p>	<p><b>FOR CSU TRANSFER***:</b></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>

<sup>1</sup> English 1B may be used to satisfy either Area A.3 or C.2, but not both.  
<sup>2</sup> May use Human 4 or Philo 4 to satisfy C.2., but not both.  
<sup>3</sup> Child1 or Psych 20 or 35 may be used to satisfy either Area D.9. or E., but not both.  
<sup>4</sup> Designed to meet an Ethnic Studies Requirement.  
(L) Includes a laboratory

<p><b>FOR AA/AS* DEGREE:</b></p> <p>Two courses required: one from HIST 16, <del>17</del> or POLSC 10; and one course from D1-D0. Also acceptable in D: JRNAL 1 and HIST 55.</p>	<p><b>FOR AS (OCCUPATIONAL EDUCATION**) DEGREE:</b></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><b>AREA D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR:</b></p> <p>Area D.1. Anthropology, Archaeology ANTHR 1, <del>3</del>, 10, 15<sup>4</sup></p> <p>Area D.2. Economics ECON 10, 11, AP</p> <p>Area D.3. Ethnic Studies ANTHR 15<sup>4</sup>, HIST 20<sup>4</sup>, SOCIO 5<sup>4</sup>, 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, 16, 17, 20<sup>4</sup>, 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 10, 12, 14, AP</p> <p>Area D.9. Psychology CHILD 1<sup>3</sup>, PSYCH 1, 20<sup>3</sup>, 35<sup>3</sup>, AP<sup>4</sup></p> <p>Area D.0. Sociology and Criminology SOCIO 1, 2, 5<sup>4</sup></p>	<p><b>FOR CSU TRANSFER***:</b></p> <p>Three courses required: POLSC 10 and HIST 16 or 17; and one course from Areas D1-D0.</p>
<p><b>FOR AA/AS* DEGREE:</b></p> <p>One course in E. Also acceptable in E: H-HP 6A</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><b>FOR AS (OCCUPATIONAL EDUCATION**) DEGREE:</b></p> <p>No course required in E.</p> <p>**The GE requirements in this column only apply to the AS (OCCUPATIONAL EDUCATION) Degree.</p>	<p><b>AREA E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT:</b></p> <p>BIOL 50 CHILD 1<sup>3</sup> GUIDE 1 H-HP 5, 6A, 6B, 60 HPMGT 10 PSYCH 5, 10, 20<sup>3</sup>, 30, 35, 40<sup>3</sup> SOCIO 12, 28</p>	<p><b>FOR CSU TRANSFER***:</b></p> <p>One course in E. Three units minimum required.</p> <p>***A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements (See pages 42-43).</p>

**U.S. History, Constitution and American Ideals**  
History 16 or 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 17 in combination with MJC HIST 101 or MJC HIST 102 will not fulfill the requirement for CSU graduation.

See pages 35-48 for additional information on Graduation Requirements and pages 37-39 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 48 for specific information on Advanced Placement (AP) credit.



### CALIFORNIA ARTICULATION NUMBER (CAN) SYSTEM

The California Articulation Number (CAN) System is a stateside numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating California colleges offered by other campuses are equivalent in content and scope to courses offered on their own campuses, regardless of their unique titles or local identifying numbers. Thus, if a schedule of classes or catalog lists a course bearing a CAN number, students on one campus can be assured that it will be accepted *in lieu of* the comparable CAN course noted in the catalog or schedule of classes of another campus.

The CAN numbering system is obviously useful for students attending more than one community college and is applied to many of the transferable, lower division courses students need as preparation for their intended major. Because these CAN courses may change, students should always check with their campus' counselors.

Students should consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on course agreements. The college counseling staff will help students interpret this information.

CAN Subject Prefix No.	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 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 & 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 Subject Prefix No.	Columbia's Course No.	Columbia's Course Title	Effective Date
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](http://www.cansystem.org).



### 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

# Associate Degree Majors



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

### Associate in Arts Degree—pages 50-54

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  
 Emergency Medical Services  
 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 in Science  
(Occupational Education) Degree**—pages 59-64

- Automotive Technology
  - Automotive Maintenance Technician
  - Automotive Service Technician
- Business Administration
  - Accounting
  - Management
- Computer Science
  - Applied Computer Studies-Business Emphasis
  - Computer Science
  - Geographic Information Systems (GIS)
- 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 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 44-45.

**FINE ARTS**

**Emphasis in Art**

<i>Acceptable Courses Within Major</i>	<i>Required Units</i>
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**

<i>Acceptable Courses Within Major</i>	<i>Required Units</i>
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**

<i>Acceptable Courses Within Major</i>	<i>Required Units</i>
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**

<i>Acceptable Courses Within Major</i>	<i>Required Units</i>
<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**

<i>Acceptable Courses Within Major</i>	<i>Required Units</i>
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/DRAMA 18 Voice Dynamics (3)	
SPCOM 19/DRAMA 19 Exploring Radio Drama (3)	
DRAMA 20 Oral Expression and interpretation (3)	
DRAMA 22 Introduction to 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**

<i>Acceptable Courses Within Major</i>	<i>Required Units</i>
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)
  - 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)
  - CMPS 1 Computer Concepts & Information Systems (4)
  - CMPS 3 Operating Systems (3)
  - CMPS 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
- PHYCS 1 Conceptual Physics (3)
- PHYCS 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
  - POLSC 10 Constitutional Government (3)
  - POLSC 12 American Political Thought (3)
  - POLSC14 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**

- | <i>Acceptable Courses Within Major</i>                       | <i>Required Units</i> |
|--|-----------------------|
| 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                   |
| PHYCS 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**

- | <i>Acceptable Courses Within Major</i>               | <i>Required Units</i> |
|--|-----------------------|
| 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:

- a. California State University transfers: (30 units)
  - Complete the Columbia College Pattern of General Education for CSU Transfer listed in Column IV on pages 44-45 of the Catalog.

OR



- Complete the Columbia College IGETC (Intersegmental General Education Transfer Curriculum) pattern listed on pages 42-43 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 42-43 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 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 pages 44-45.

**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/ Project Management.....	3
BUSAD 53	

**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

*Minimum of Four (4) Units from the following:*

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/ Geographic Information and Global	
GEOGR 59 Positioning Systems.....	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, Physcs, 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 105 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**

<i>Acceptable Courses Within Major</i>	<i>Required Units</i>
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)	
NATRE 155 Interpretive Guided Tours (2)	
NATRE 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, PHYCS, and Statistics.*

**SCIENCE**

**Emphasis In Biology**

<i>Acceptable Courses Within Major</i>	<i>Required Units</i>
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**

<i>Acceptable Courses Within Major</i>	<i>Required Units</i>
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
PHYCS 1 Conceptual Physics (3)	
PHYCS 4A Introductory Physics I: Trigonometry Level (4)	
PHYCS 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 PHYCS 5A and 5B while at Columbia College.*

**Emphasis In Environmental Science**

<i>Acceptable Courses Within Major</i>	<i>Required Units</i>
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)	
PHYCS 1 Conceptual Physics (3)	
B. Four (4) units required from this section.....	4
BIOL 2 Principles of Biology (4)	
BIOL 4 Principles of Animal Biology (4)	
BIOL 6 Principles of Plant Biology (4)	
BIOL 17 Fundamentals of Biology (4)	
C. Four (4) units required from this section.....	4
CHEM 1A General Chemistry (5)	
CHEM 10 Fundamentals of Chemistry (4)	
D. Two (2) units required from this section.....	2
BIOL 39 Field Biology (1-2)	
ESC 35 Field Geology (1-3)	
FORES 10 Dendrology (3)	

**Total Required Units 20**



**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
  - PHYCS 1 Conceptual Physics (3)
  - PHYCS 4A Introductory Physics I: Trigonometry Level (4)
  - PHYCS 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
- PHYCS 5A General Physics I ..... 5
- PHYCS 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.

**ASSOCIATE IN SCIENCE MAJORS**

**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 44-45.

**AUTOMOTIVE TECHNOLOGY**

**Automotive Maintenance Technician**

<i>Required Courses</i>	<i>Units</i>
AT 97 Work Experience .....	1
AT 100 Introduction to Automotive Technology .....	4
AT 101 Automotive Braking I .....	2
Or	
AT 105 Automotive Braking Systems .....	4
AT 102 Engine Repair .....	5
AT 103 Practical Lab .....	0.5
AT 110 Automotive Electrics I .....	5
Or	
AT 113 Automotive Electrics .....	7
AT 111 Engine Performance I .....	6
Or	
AT 106 Engine Performance .....	8
AT 112 Air Conditioning .....	3

**Total Required Units 26.5 - 32.5**

*Recommended Optional Courses:*

AT 185 Auto Body Collision Repair I .....	3
---	---

**Automotive Service Technician**

<i>Required Courses</i>	<i>Units</i>
AT 97 Work Experience .....	1
AT 100 Introduction to Automotive Technology .....	4
AT 101 Automotive Braking Systems I and .....	2
AT 121 Automotive Braking Systems II .....	2
Or	
AT 105 Automotive Braking Systems .....	4
AT 102 Engine Repair .....	5
AT 103 Practical Lab .....	1
AT 110 Automotive Electrics I and .....	5
AT 130 Automotive Electrics II .....	2
Or	
AT 113 Automotive Electrics .....	7
AT 111 Engine Performance I and .....	6
AT 131 Engine Performance II .....	2
Or	
AT 106 Engine Performance .....	8
AT 112 Air Conditioning .....	3
AT 120 Suspension and Steering .....	3
AT 122 Manual Drive Train and Axles .....	3

**Total Required Units 43**

*Recommended Optional Course:*

BUSAD 97 Work Experience .....	Minimum 4
--------------------------------	-----------

AT 132 Automatic Transmissions and Transaxles .....	3
Or	
AT 165 Clean Air Car Course .....	4

**Total Required Units 42-43**

*Recommended Optional Course:*

AT 185 Auto Body Collision Repair I .....	3
---	---

**BUSINESS ADMINISTRATION**

**Accounting**

<i>Required Courses</i>	<i>Units</i>
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
BUSAD 155 Computerized Accounting .....	6

**Total Required Units 38**

*Recommended Optional Courses:*

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

**Management**

<i>Required Courses</i>	<i>Units</i>
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
--------------------------------	-----------

**ASSOCIATE IN SCIENCE OCCUPATIONAL EDUCATION**



**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 Programming.....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
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	Geographic Information and.....1-3
MATH 2	Global Positioning Systems.....3
MATH 8	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:**

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 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 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/ Introduction to GIS - ArcView.....	3
GEOGR 60	
Draft 50A Computer Assisted Drafting I.....	3

*Option B*

CMPSC 70/ Intro to Raster-Based GIS .....	3
GEOGR 70	
CMPSC 75/ GIS Applications in Resource Management.....	3
GEOGR 75	

**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: 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/ Publication Design I.....	3
CMPSC 31/ART 51/	
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 Internet Essentials .....	1
CMPSC 11 Presentations Using Computers and Multimedia .....	1
CMPSC 155 Access.....	1
Or	
BUSAD 25/ Job Search & Interviewing Strategies.....	1
GUIDE 25	

**Total Required Units 40.5**

*Recommended Optional Courses:*

BUSAD 53/ Project Management .....	3
CMPSC 53	
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.

ASSOCIATE IN SCIENCE OCCUPATIONAL EDUCATION

ASSOCIATE IN SCIENCE OCCUPATIONAL EDUCATION



**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
CMPS 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
CMPS 10	Internet Essentials.....	1
CMPS 11	Presentations Using Computers and Multimedia.....	1
CMPS 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
CMPS 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.

# Certificates of Achievement



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

For students entering Columbia College for the first time in Fall 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**

- Account Clerk
- Accounting Management
- Organizational Behavior
- Payroll Clerk
- Small Business Management
- Tax Clerk

**Child Development**

- Associate Child Development Teacher
- Child Development



CERTIFICATES OF ACHIEVEMENT

CERTIFICATES OF ACHIEVEMENT

**Computer Science**

- Applied Computer Studies-Business Emphasis
- Computer Science
- Computer Support Technician
- Digital Graphic Arts
- Geographic Information Systems (GIS)
- Management Information Systems
- Multimedia Web Design
- Network Support Technician
- 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.

The following are 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**

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/Air Conditioning.....3	
<b>Total Required Units 26.5</b>	

*Recommended Optional Course:*

WT 100 Introduction to Welding.....3	
--------------------------------------	--

**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/Air Conditioning.....3	
AT 120 Suspension and Steering .....3	
AT 121 Automotive Braking Systems II .....4	
AT 122 Manual Power Train and Axles.....3	
AT 123 Automotive Electrics II .....2	
AT 130 Engine Performance II .....2	
AT 131 Automatic Transmissions and Transaxles.....3	
Or	
AT 165 Clean Air Car Course & OBD II	
Update Training .....4	
<b>Total Required Units 41.5 - 42.5</b>	

*Recommended Optional Course:*

WT 100 Introduction to Welding.....3	
--------------------------------------	--

**Electrical Repair**

Required Courses	Units
AT 103 Practical Laboratory .....0.5	
AT 112 Heating/Air Conditioning.....3	
AT 113 Automotive Electrics .....7	
<b>Total Required Units 10.5</b>	

**Engine Performance**

Required Courses	Units
AT 103 Practical Laboratory .....0.5	
AT 106 Engine Performance .....8	
AT 112 Air Conditioning.....3	
<b>Total Required Units 11.5</b>	

**Engine Repair**

Required Courses	Units
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	
<b>Total Required Units 11.5</b>	

**Under Vehicle Service**

Required Courses	Units
AT 103 Practical Laboratory .....0.5	
AT 105 Automotive Braking Systems.....4	
AT 120 Suspension and Steering.....3	
AT 122 Manual Power Train and Axles.....3	
<b>Total Required Units 10.5</b>	

**BUSINESS ADMINISTRATION**

**Account Clerk**

Required Courses	Units
BUSAD 135 Computerized Accounting QuickBooks.....1.5-2	
BUSAD 161A Small Business Accounting .....4	
Or	
BUSAD 1A Principles of Accounting .....4	
BUSAD 163 Business Math.....4	
CMPC 3 Operating Systems .....3	
CMPC 30 Financial Spreadsheets .....3	
<b>Total Required Units 15.5-16</b>	

**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 151 Finance and Investments.....3	
BUSAD 155 Computerized Accounting.....6	
BUSAD 158 Payroll Accounting.....3	
BUSAD 163 Business Mathematics.....4	
BUSAD 164 Income Tax.....3	
CMPC 30 Financial Worksheets on Computers .....3	

**Total Required Units 34**

*Recommended Optional Courses:*

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

**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	
CMPC 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	
--	--

**Organizational Behavior**

Required Courses	Units
BUSAD 20 Principles of Business.....3	
BUSAD 24 Human Relations in Business.....3	
BUSAD 40 Principles of Management.....3	
CMPC 53/Project Management.....3	
BUSAD 53	
GUIDE 10A Introduction to Helping Skills.....1.5	
GUIDE 10B Introduction to Helping Skills.....1.5	
1 unit required from the following list of options	
GUIDE 115 Principles of Leadership.....1	
PSYCH 40 Stress Management.....3	

**Total Required Units 16**



**Payroll Clerk**

<i>Required Courses</i>	<i>Units</i>
BUSAD 161A Small Business Accounting .....	4
Or	
BUSAD 1A Principles of Accounting .....	4
BUSAD 158 Payroll Accounting.....	3
BUSAD 163 Business Math.....	4
CMPSCI 30 Financial Worksheets .....	3

**Total Required Units 14**

**Small Business Management**

<i>Required Courses</i>	<i>Units</i>
BUSAD 24 Human Relations in Business .....	3
BUSAD 30 Principles of Marketing.....	3
BUSAD 150 Small Business Management.....	3
BUSAD 158 Payroll Accounting.....	3
BUSAD 163 Business Math.....	4

**Total Required Units 16**

**Tax Clerk**

<i>Required Courses</i>	<i>Units</i>
BUSAD 161A Small Business Accounting .....	4
Or	
BUSAD 1A Principles of Accounting .....	4
BUSAD 163 Business Math .....	4
BUSAD 164 Income Tax.....	3
CMPSCI 1 Computer Concepts and Information Systems.....	4

**Total Required Units 15**

**CHILD DEVELOPMENT**

**Associate Child Development Teacher**

<i>Required Courses</i>	<i>Units</i>
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**

<i>Required Courses</i>	<i>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 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 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**

<i>Required Courses</i>	<i>Units</i>
CMPSC 3 Operating Systems .....	3
CMPSC 9 UNIX Operating Systems.....	3
CMPSC 22 Programming Concepts & Methodology I.....	4
CMPSC 41 Networking Essentials.....	3

Electives - choose two (6-8 units):

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

*General Education (8 units):*

MATH 18A Calculus I: Differential Calculus .....	4
MATH 18B Calculus II: Integral Calculus .....	4

**Total Required Units 27-29**

**Applied Computer Studies**

**Business Emphasis**

<i>Required Courses</i>	<i>Units</i>
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:*

BUSAD 163 Business Mathematics .....	4
BUSAD 53/ Project Management.....	3
CMPSC 53	
OFTEC 141 Intermediate Word Processing .....	3

**Computer Support Technician**

<i>Required Courses</i>	<i>Units</i>
CMPSC 3 Operating Systems .....	3
CMPSC 41 Networking Essentials.....	3
CMPSC 167 PC Assembly, Upgrade and Support (A+).....	3
CMPSC 168 PC Operating System Installation and Support (A+).....	3
OFTEC 132 Business Communication.....	3

*AND 2 or more units from any of the following:*

CMPSC 9 UNIX Operating Systems.....	3
CMPSC 11 Presentations Using Computers and Multimedia .....	1.5
CMPSC 13 Introduction to HTML.....	2
CMPSC 15 Java Programming .....	3
CMPSC 28 Visual Basic Programming.....	3
CMPSC 162 Networking - CCNA2: Routers and Routing Basics.....	3

**Total Required Units 17**

**Digital Graphic Arts**

<i>Required Courses</i>	<i>Units</i>
CMPSC 31/ Publication Design I .....	3
ART 51/OFTEC 42	
CMPSC 33/ Computer Graphics .....	3
ART 53	
CMPSC 34/ Computer Graphics II .....	3
ART 54	

ART 47A Digital Darkroom I.....	3
ART 47B Digital Darkroom II .....	3

*2 Elective Units From The Following List:*

CMPSC 19 Computer Graphics and Animation.....	2-3
CMPSC 32/ Publication Design II.....	3
ART 52/OFTEC 43	
CMPSC 56/ Typography.....	2-3
ART 56	
CMPSC 149 Photoshop for the Web.....	2

**Total Required Units 17**

**Geographic Information Systems**

<i>Required Courses</i>	<i>Units</i>
CMPSC 1 Computer Concepts & Information Systems .....	4
CMPSC 3 Operating Systems .....	3
CMPSC 60/ Introduction to GIS - ArcView .....	3
GEOGR 60	
CMPSC 65/ GIS Applications.....	3
GEOGR 65	
CMPSC 70/ Intro to Raster-Based GIS.....	3
GEOGR 70	
CMPSC 75/ GIS Applications in Resource Management.....	3
GEOGR 75	
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**

*Recommended Optional Courses:*

BUSAD 97 Work Experience (AutoCAD or GIS) Minimum .....	4
CMPSC 53/ Project Management.....	3
BUSAD 53	
CMPSC 9 UNIX Operating Systems.....	3
CMPSC 55 Database Management .....	4
CMPSC 58/ GIS-ArcView .....	1
GEOGR 58	
CMPSC 59/ Geographic Info & Global Positioning Systems .....	1-3
GEOGR 59	
MATH 2 Elements of Statistics .....	3
MATH 8 Trigonometry.....	3
SPCOM 1 Fundamentals of Speech .....	3



**Management Information Systems**

Required Courses	Units
CMPSC 1 Computer Concepts & Information Systems	4
CMPSC 17 Advanced Internet Research	1-3
CMPSC 51/ Management Information Systems	4
BUSAD 51 E-Commerce	3
CMPSC 52/ BUSAD 52 Project Management	3
CMPSC 53 BUSAD 53	3

Total Required Units 15 - 17

**Multimedia Web Design**

Required Courses	Units
CMPSC 33/ ART 53 Computer Graphics I	3
ART 47A Digital Darkroom: Beginning	3
CMPSC 13 Introduction to HTML	1-2
Or	
CMPSC 15 Java Programming	3
CMPSC 14 Advanced Topics in Website Development	2-3
CMPSC 19 Computer Graphics & Animation	2-3

3-4 Elective Units From the Following List:

CMPSC 11 Presentations Using Computers and Multimedia	1.5
CMPSC 13 Introduction to HTML	1-2
Or	
CMPSC 15 Java Programming (whichever not taken above)	3
CMPSC 34/ ART 54 Computer Graphics II	3
CMPSC 149 Photoshop For The Web	2
ART 47B Digital Darkroom: Intermediate	3

Total Required Units 17

**Network Support Technician**

Required Courses	Units
CMPSC 41 Networking Essentials	3
CMPSC 162 Networking - CCNA2: Routers and Routing Basics	3
CMPSC 163 Networking - CCNA3: Switching Basics and Intermediate Routing	3
CMPSC 164 Networking - CCNA4 WAN Technologies	3
OFTEC 132 Business Communications	3

AND 2 or more units from any of the following:

CMPSC 9 UNIX Operating Systems	3
CMPSC 11 Presentations Using Computers and Multimedia	1.5
CMPSC 13 Introduction to HTML	2
CMPSC 15 Java Programming	3

CMPSC 28 Visual Basic Programming	
CMPSC 165 PC Assembly, Upgrade and Support (A+)	

Total Required Units

**Website Development**

Required Courses	Units
CMPSC 10 Internet Essentials	1
CMPSC 11 Presentations Using Computers and Multimedia	1.5
CMPSC 12 Website Development Applications	1.5
CMPSC 13 Intro to HTML	1
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

Recommended Optional Courses:

CMPSC 33/ ART 33 Computer Graphics I	3
CMPSC 52/ BUSAD 52 E-Commerce	3
CMPSC 55 Database Management	4

**EMERGENCY MEDICAL SERVICES**

Required Courses	Units
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

Minimum of Three (3) Units from the following:

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

**Emergency Medical Technician Training**

Required Courses	Units
EMS 4 Emergency Medical Technician Training	7

Total Required Units 7

Recommended Optional Courses:

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

**First Responder**

Required Courses	Units
EMS 157 First Responder & CPR	3

Total Required Units 3

**FIRE TECHNOLOGY**

Required Courses	Units
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

Recommended Optional Courses:

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)	

**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:

OFTEC 100 Computer Keyboarding I	1
Or	
OFTEC 110 Computer Keyboarding II	2

**HOSPITALITY MANAGEMENT**

**Baker**

Required Courses	Units
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**

Required Courses	Units
HPMGT 120 Safety and Sanitation	1
HPMGT 147 Beverage Management	2

Total Required Units 3

**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



**Management Information Systems**

Required Courses	Units
CMPSC 1 Computer Concepts & Information Systems	4
CMPSC 17 Advanced Internet Research	1-3
CMPSC 51/ Management Information Systems	4
BUSAD 51	
CMPSC 52/ E-Commerce	3
BUSAD 52	
CMPSC 53 Project Management	3
BUSAD 53	

**Total Required Units 15 - 17****Multimedia Web Design**

Required Courses	Units
CMPSC 33/ Computer Graphics 1	3
ART 53	
ART 47A Digital Darkroom: Beginning	3
CMPSC 13 Introduction to HTML	1-2
Or	
CMPSC 15 Java Programming	3
CMPSC 14 Advanced Topics in Website Development	2-3
CMPSC 19 Computer Graphics & Animation	2-3
<i>3-4 Elective Units From the Following List:</i>	
CMPSC 11 Presentations Using Computers and Multimedia	1.5
CMPSC 13 Introduction to HTML	1-2
Or	
CMPSC 15 Java Programming	3
(whichever not taken above)	
CMPSC 34/ Computer Graphics II	3
ART 54	
CMPSC 149 Photoshop For The Web	2
ART 47B Digital Darkroom: Intermediate	3

**Total Required Units 17****Network Support Technician**

Required Courses	Units
CMPSC 41 Networking Essentials	3
CMPSC 162 Networking - CCNA2: Routers and Routing Basics	3
CMPSC 163 Networking - CCNA3: Switching Basics and Intermediate Routing	3
CMPSC 164 Networking - CCNA4 WAN Technologies	3
OFTEC 132 Business Communications	3
<i>AND 2 or more units from any of the following:</i>	
CMPSC 9 UNIX Operating Systems	3
CMPSC 11 Presentations Using Computers and Multimedia	1.5
CMPSC 13 Introduction to HTML	2
CMPSC 15 Java Programming	3

CMPSC 28 Visual Basic Programming	3
CMPSC 165 PC Assembly, Upgrade and Support (A+)	3
<b>Total Required Units 17</b>	

**Website Development**

Required Courses	Units
CMPSC 10 Internet Essentials	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/ Project Management	3
BUSAD 53	
CMPSC 149 Photoshop for the Web	2

**Total Required Units 16-17****Recommended Optional Courses:**

CMPSC 33/ Computer Graphics I	3
ART 33	
CMPSC 52/ E-Commerce	3
BUSAD 52	
CMPSC 55 Database Management	4

**EMERGENCY MEDICAL SERVICES****Emergency Medical Services**

Required Courses	Units
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

**Minimum of Three (3) Units from the following:**

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****Emergency Medical Technician Training**

Required Courses	Units
EMS 4 Emergency Medical Technician Training	7
<b>Total Required Units 7</b>	

**Recommended Optional Courses:**

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

**First Responder**

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

**FIRE TECHNOLOGY**

Required Courses	Units
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****Recommended Optional Courses:**

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)

**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:**

OFTEC 100 Computer Keyboarding I	1
Or	
OFTEC 110 Computer Keyboarding II	2

**HOSPITALITY MANAGEMENT****Baker**

Required Courses	Units
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**

Required Courses	Units
HPMGT 120 Safety and Sanitation	1
HPMGT 147 Beverage Management	2

**Total Required Units 3****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**



**Deli Cook & Baker**

<i>Required Courses</i>	<i>Units</i>
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**

<i>Required Courses</i>	<i>Units</i>
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**

<i>Required Courses</i>	<i>Units</i>
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**

<i>Required Courses</i>	<i>Units</i>
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**

<i>Required Courses</i>	<i>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 161A Small Business Accounting I.....	4

**Total Required Units 19**

*Recommended Optional Course:*

OFTEC 105 Electronic Printing Calculators.....	1
--	---

**Pantry & Dessert Chef**

<i>Required Courses</i>	<i>Units</i>
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**

<i>Required Courses</i>	<i>Units</i>
BUSAD 1A Principles of 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**

<i>Required Courses</i>	<i>Units</i>
HPMGT 120 Safety and Sanitation.....	1

**Total Required Units 1**

**HOSPITALITY MANAGEMENT: TOURISM/RECREATION**

**Outdoor Adventure (Recreation)**

<i>Required Courses</i>	<i>Units</i>
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
CMPS 59/ GEOGR 59 Geographic Information and 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)

<i>Required Courses</i>	<i>Units</i>
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
CMPS 1 Computer Concepts/Information Systems.....	4
CMPS 142 Desktop Publishing Essentials.....	2

**Total Required Units 17**

*Recommended Optional Course:*

CMPS 55 Database Management.....	4
----------------------------------	---

**Spa and Health Club Operation**

(Wellness/Recreation Activities)

<i>Required Courses</i>	<i>Units</i>
HPMGT 10/ H-HP 5 Introduction to Recreation and Leisure.....	3
HPMGT 175/ H-HP 175 Spas 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

<i>Required Courses</i>	<i>Units</i>
HPMGT 20 Introduction to Leisure Travel and Tourism.....	3
HPMGT 185 Geography of Travel and Tourism: W. Hemisphere.....	3
Or	
HPMGT 186 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**



CERTIFICATES OF ACHIEVEMENT

CERTIFICATES OF ACHIEVEMENT

**Tourism Marketing: Web Commerce**

Required Courses	Units
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**

Required Courses	Units
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
CMPSC 53	
Or	
BUSAD 54/ Data Mining.....	3
CMPSC 54	

**Total Required Units 17**

**Tourism Marketing: Print Production**

Required Courses	Units
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/ Publication Design I.....	3
CMPSC 31/OFTEC 42	
ART 52/ Publication Design II.....	3
CMPSC 32/OFTEC 43	

**Total Required Units 17**

**Tourism and Recreation Studies**

Required Courses	Units
HPMGT 10/ Intro to Recreation and Leisure.....	3
H-HP 5	
HPMGT 20 Introduction to Leisure Travel and Tourism.....	3
HPMGT 185 Geography of Travel and Tourism: Western Hemisphere.....	3
HPMGT 186 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
HPMGT 198 Special Topics in Tourism (Recreation).....	3

**Total Required Units 17**

**HUMAN SERVICES**

Required Courses	Units
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**

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:**

<b>Option A:</b>	
CMPSC 60/ Introduction to GIS - ArcView.....	3
GEOGR 60	
DRAFT 50A Computer Assisted Drafting I.....	3
<b>Option B:</b>	
CMPSC 70/ Intro to Raster-Based GIS.....	3
GEOGR 70	
CMPSC 75/ GIS Applications in Resource Management.....	3
GEOGR 75	

**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/ Publication Design I.....	3
ART 51/CMPSC 31	
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.....	1.5
and Multimedia.....	1
CMPSC 155 Access.....	1
GUIDE 25/ Job Search and Interviewing Strategies.....	1
BUSAD 25	

**Total Required Units 40.5**

**Recommended Optional Courses:**

BUSAD 53/ Project Management.....	3
CMPSC 53	
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.



**Medical Office Specialist**

Required Courses	Units
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**

*Recommended Optional Courses:*

BUSAD 161	Small Business Accounting.....4
CMPSC 1	Computer Concepts and Information Systems 4

**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

**Total Required Units 27**

*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 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**

*Recommended Optional Courses:*

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.

**WELDING TECHNOLOGY**

Required Courses	Units
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**

# Course Descriptions



## COURSE INFORMATION

### Numbering of Courses

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



**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**

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.

**COURSE DESCRIPTIONS****ANTHROPOLOGY****ANTHR 1 PHYSICAL ANTHROPOLOGY 3 Units**

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. (MJC ANTHR 101)

Transfer: UC/CSU (CAN ANTH 2)

**ANTHR 2 CULTURAL ANTHROPOLOGY 3 Units**

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. (MJC ANTHR 102)

Transfer: UC/CSU (CAN ANTH 4)

**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.

Transfer: 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. Credit may be earned for only one of the following: ANTHR 7 or SOCIO 7.

Transfer: UC/CSU

**ANTHR 10 ARCHAEOLOGY AND CULTURAL PREHISTORY 3 Units**

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. (MJC ANTHR 130)

Transfer: UC/CSU (CAN ANTH 6)

**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. (MJC ANTHR 150)

Transfer: UC/CSU

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

Lecture: 1.5-2 hours

Laboratory: 1.5-4 hours

Introduction to basic drawing techniques, rendering techniques, linear perspective, composition in charcoal and ink. May be repeated three times. (MJC ART 120)

Transfer: UC/CSU (CAN ART 8)

**ART 2 BASIC COLOR AND DESIGN 2-3 Units**

Lecture: 1.5-2 hours

Laboratory: 1.5-4 hours

Introduction to elements and principles of visual design and color theory as applied in a studio setting. May be repeated three times. (MJC ART 124)

Transfer: UC/CSU (CAN ART 14)

**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.

Transfer: UC/CSU



**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. May be repeated one time. (MJC ART 123)

Transfer: UC/CSU

**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. May be repeated one time.

Transfer: UC/CSU

**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. May be repeated two times.

Transfer: CSU

**ART 11 HISTORY OF ART: Ancient & Medieval 3 Units**

Recommended for Success: ENGL 151

Lecture: 3 hours

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

Transfer: UC/CSU (CAN ART 2)(CAN ART SEQ A = ART 11 + ART 12)

**ART 12 HISTORY OF ART: Renaissance, Baroque, and Modern 3 Units**

Lecture: 3 hours

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

Transfer: UC/CSU (CAN ART 4) (CAN ART SEQ A = ART 11 + ART 12)

**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. (MJC ART 169)

Transfer: UC/CSU

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

Lecture: 1.5-2 hours

Laboratory: 1.5-4 hours

Basic principles, techniques, and materials of easel painting in oil and/or acrylic. (MJC ART 148)

Transfer: UC/CSU (CAN ART 10)

**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. May be repeated one time. (MJC ART 149)

Transfer: UC/CSU

**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. (MJC ART 144)

Transfer: UC/CSU

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

Prerequisite: ART 23A or equivalent

Lecture: 1.5-2 hours

Laboratory: 1.5-4 hours

Continuation of ART 23A introducing opaque watercolors and various experimental techniques. May be repeated two times. (MJC ART 145)

Transfer: UC/CSU

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

Transfer: UC/CSU

**ART 31 CERAMICS: Introductory 1-3 Units**

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. May be repeated one time. (MJC ART 108)

Transfer: UC/CSU (CAN ART 6)

**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. May be repeated one time.

Transfer: UC/CSU

**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. May be repeated one time.

Transfer: UC/CSU

**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. May be repeated three times.

Transfer: UC/CSU

**ART 51 PUBLICATION DESIGN I 3 Units**

Recommended for Success: OFTEC 141

Lecture: 2 hours

Laboratory: 3 hours

This course is an introduction to general publication design theory with emphasis on typography, page layout, graphics, and design. Students will create newsletters, brochures, flyers, resumes, cards, and reports. Credit may be earned for only one of the following: ART 51, CMPSC 31 or OFTEC 42. May be repeated one time.

Transfer: CSU

**ART 52 PUBLICATION DESIGN 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 publication design. 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. Credit may be earned for only one of the following: ART 52, CMPSC 32 or OFTEC 43. May be repeated one time.

Transfer: CSU

**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. Credit may be earned for only one of the following: ART 53 or CMPSC 33.

Transfer: UC/CSU

**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. Credit may be earned for only one of the following: ART 54 or CMPSC 34. May be repeated one time.

Transfer: UC/CSU

**ART 56 TYPOGRAPHY 2-3 Units**

Prerequisite: ART 53 or CMPSC 33

Lecture: 2-3 hours

This course is designed to focus study on the elements of typography as related to print and to the World Wide Web. This is an interactive course where students practice and apply skills of typography for visual communication. Emphasis will focus on identifying type as a dynamic visual element; typographical forms and nuance; and the development of successful typographic solutions to convey concepts. Through collaborative discussions of assigned exercises and projects, students will acquire skills of analysis and critique. The course outcome will be the creation of a student portfolio of completed projects. Credit may be earned for only one of the following: ART 56 or CMPSC56. May be repeated two times.

Transfer: CSU

**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. May be repeated one time.

Transfer: UC/CSU

**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.

Transfer: 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. May be repeated one time.

Transfer: UC/CSU

**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. May be repeated one time.

Transfer: UC/CSU



**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 only one of the following: ART 165 or WT 165.

**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 only one of the following: ART 166 or WT 166. May be repeated 3 times.

**PHOTOGRAPHY****ART 40 PHOTOGRAPHY: Beginning 4 Units***Lecture: 3 hours**Laboratory: 3 hours*

Introduction to the history, art, craft, and scope of color and black and white photography. Emphasis will be on the choice, types, and use of various cameras and lenses (special emphasis on the 35mm camera), camera work and handling, composition, and black and white darkroom procedures. Adjustable 35mm camera (or equivalent) will be utilized. Field trips may be required. (MJC ART 170 OR ART 181/182)

**Transfer:** UC/CSU (CAN ART 18)**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. Field trips may be required.

**Transfer:** UC/CSU**ART 42 COLOR PHOTOGRAPHY: 3 Units****Slide Making and Positive Printing***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. May be repeated one time. Field trips may be required.

**Transfer:** CSU**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. May be repeated three times.

**Transfer:** CSU**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. May be repeated three times. Field trips may be required.

**Transfer:** CSU**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. May be repeated two times. Field trips may be required.

**Transfer:** CSU**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.

**Transfer:** 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.

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

**Transfer:** CSU**AUTOMOTIVE TECHNOLOGY***See Page 66 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. 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 145.

**Transfer:** CSU (Transfer credit limited. See a counselor.)**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 0.5-2 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 104 PRACTICAL LABORATORY (Auto Body) 0.5-2 Units***Laboratory: 1.5-6 hours*

This course includes special auto body collision repair projects that are assigned to advanced students, with emphasis on speed, accuracy, and quality work habits. Completion of, or concurrent enrollment in three Automotive Technology units required. Exceptions to the units requirement will be considered on an individual basis. May be repeated three times.



**AT 105 AUTOMOTIVE BRAKING SYSTEMS 4 Units***Recommended for Success: AT 100**Lecture: 2 hours**Laboratory: 6 hours*

This course covers the principles of operation and repair of automotive drum and disc brake systems. Also covered are anti-lock braking systems. The subjects covered allow for compliance with the National Automotive Technicians Education Foundation (NATEF) objectives, thus enabling students to prepare for Automotive Service Excellence (ASE) certification. May be repeated three times.

**AT 106 ENGINE PERFORMANCE 8 Units***Recommended for Success: AT 100**Lecture: 5 hours**Laboratory: 9 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. Advanced diagnostic techniques will be included. This course is designed to comply with the National Technicians Education Foundation (NATEF) objectives enabling students to prepare for Automotive Service Excellence (ASE) exams. 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 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 113 AUTOMOTIVE ELECTRICS 7 Units***Recommended for Success: AT 100**Lecture: 5 hours**Laboratory: 6 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, and charging and starting systems. 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 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 for recertification.

**AT 167 B.A.R. 2003-04 UPDATE TRAINING 0.5 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. Offered for Credit/No Credit grading only. May be repeated with different topics only.

**AT 168 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 169 B.A.R. 2007 UPDATE TRAINING 1 Unit***Lecture: 18 hours*

This course satisfies the Bureau of Automotive Repair's Smog Technician update training requirement for 2007. Topics include B.A.R. regulation updates, computer control systems interaction, Controller Area Networking (CAN), OBD II Mode 6 diagnostics, advanced fuel trim diagnostics, Technical service bulletins (TSBs) and manufacturer's technical websites, and PCM program re-flashing. Offered for credit/No Credit grading only.

**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**

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 and 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. BIOL 2 is a laboratory course. (MJC BIO 101)  
Transfer: UC/CSU (Transfer credit limited. See a counselor.) (CAN BIOL 2) (CAN BIOL SEQ A = BIOL 2 + BIOL 4 + BIOL 6)

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

Prerequisite: MATH 104 or equivalent  
Lecture: 2 hours  
Laboratory: 6 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. Field trips may be required. (MJC ZOO 101)

Transfer: UC/CSU (CAN BIOL 4) (CAN BIOL SEQ A = BIOL 2 + BIOL 4 + BIOL 6)

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

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. Field trips may be required. (MJC BOT 101)

Transfer: UC/CSU (CAN BIOL 6) (CAN BIOL SEQ A = BIOL 2 + BIOL 4 + BIOL 6)

**BIOL 10 HUMAN ANATOMY 4 Units**

Lecture: 3 hours  
Laboratory: 3 hours

An introduction to the study of the gross and microscopic structure of the human body. Lab work entails dissection of cats, microscopic work, and demonstrations on models. (MJC ANAT 125)

Transfer: UC/CSU (CAN BIOL 10) (CAN BIOL SEQ B = BIOL 10 + BIOL 60)

**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. (MJC BIO 111)

Transfer: UC/CSU (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. Field trips may be required.

Transfer: UC/CSU

**BIOL 39 FIELD BIOLOGY 1-2 Units**

Lecture: 1-2 hours

A lecture field course in biology to be held in natural surroundings. The study site will vary with the seasons. Natural history, ecology, and biology of the locale will be studied. May be repeated three times.

Transfer: CSU

**BIOL 50 NUTRITION 3 Units**

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. (MJC FDNTR 219)

Transfer: UC/CSU (CAN FCS 2)

**BIOL 60 HUMAN PHYSIOLOGY 4 Units**

Recommended for Success: CHEM 10 and BIOL 10  
Lecture: 3 hours  
Laboratory: 3 hours

Study of the function, integration and homeostasis of the organ systems of the human body. (MJC PHYSO 101)

Transfer: UC/CSU (CAN BIOL 12) (CAN BIOL SEQ B = BIOL 10 + BIOL 60)

**BIOL 65 MICROBIOLOGY 4 Units**

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. (MJC MICRO 101)

Transfer: UC/CSU (CAN BIOL 14)

**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 Unit**

Lecture: .5 hours  
Laboratory: 1.5 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 may be required. May be repeated three times.

**BIOL 159 WILDFLOWERS OF THE MOTHER LODE 1-1.5 Units**

Lecture: 1-1.5 hours

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

**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. Offered for Credit/No Credit grading only. May be repeated three times. Field trips may be required.

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

Lecture: 1 hour

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 may be required.



**BUSINESS****Business Administration**

See Page 67-68 for Certificate Requirements

**BUSAD 1A PRINCIPLES OF ACCOUNTING 4 Units***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. (MJC BUSAD 201)

**Transfer:** UC/CSU (CAN BUS 2) (CAN BUS SEQ A = BUSAD 1A + BUSAD 1B)

**BUSAD 1B PRINCIPLES OF ACCOUNTING 4 Units***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. (MJC BUSAD 202)

**Transfer:** UC/CSU (CAN BUS 4) (CAN BUS SEQ A = BUSAD 1A + BUSAD 1B)

**BUSAD 18 BUSINESS LAW 4 Units***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. (MJC BUSAD 218)

**Transfer:** UC/CSU (CAN BUS 12)

**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. (MJC BUSAD 248)

**Transfer:** UC/CSU

**BUSAD 24 HUMAN RELATIONS IN ORGANIZATIONS 3 Units***Lecture: 3 hours*

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

**Transfer:** 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. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: BUSAD 25 or GUIDE 25. (MJC GUIDE 112)

**Transfer:** CSU

**BUSAD 30 PRINCIPLES OF MARKETING 3 Units***Lecture: 3 hours*

Marketing principles, policies, and functions, price policies and controls, trade channels, merchandising, market research, advertising, and competitive practices. (MJC BUSAD 245)

**Transfer:** CSU

**BUSAD 40 PRINCIPLES OF MANAGEMENT 3 Units***Lecture: 3 hours*

The functions of management, techniques of decision-making and problem solving and methods used by the manager to achieve organizational goals, various theories of management, lines of authority, functions of departments, and the importance of policies, procedures and controls. (MJC BUSAD 240)

**Transfer:** CSU

**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. Credit may be earned for only one of the following: BUSAD 51 or CMPSC 51.

**Transfer:** UC/CSU

**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. Credit may be earned for only one of the following: BUSAD 52 or CMPSC 52.

**Transfer:** CSU

**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. Credit may be earned for only one of the following: BUSAD 53 or CMPSC 53.

**Transfer:** CSU

**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. Credit may be earned for only one of the following: BUSAD 54 or CMPSC 54.

**Transfer:** CSU

**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. 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.

**Transfer:** CSU

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

*Prerequisite: Must be enrolled in at least seven (7) units including Work Experience.*

*75 hours paid employment equals 1 unit of credit.*

*60 hours unpaid employment equals 1 unit of credit.*

Provides students an opportunity to experience supervised employment in a variety of occupational settings within Business and Commerce (e.g., Business Administration, Hospitality Management, Computer Science). The student's employment must be related to educational or occupational goal. 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 145.

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

**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) 0.5-2 Units***Recommended for Success: BUSAD 161A**Lecture: 1.5-2 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 155 COMPUTERIZED ACCOUNTING FOR BUSINESS 6 Units***Recommended for Success: BUSAD 1A or BUSAD 161A, BUSAD 158**Lecture: 3 hours*

This course provides students the opportunities to setup and maintain an accounting system using QuickBooks, MYOB, and Peachtree commercial accounting programs. By using these programs students will get hands-on practice in financial accounting including Accounts Receivable, Accounts Payable, Inventory, Payroll, 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 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.

**OFFICE TECHNOLOGY***See page 132***CHEMISTRY****CHEM 1A GENERAL CHEMISTRY 5 Units***Prerequisite: CHEM 10 and MATH 104 or equivalent**Lecture: 4 hours**Laboratory: 3 hours*

Chem 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. (MJC CHEM 101)

**Transfer:** UC/CSU (CAN CHEM 2) (CAN CHEM SEQ A = CHEM 1A + CHEM 1B)**CHEM 1B GENERAL CHEMISTRY 5 Units***Prerequisite: CHEM 1A or equivalent**Lecture: 4 hours**Laboratory: 3 hours*

A survey of chemical equilibria, acids and bases, thermodynamics, kinetics, electrochemistry, nuclear chemistry, inorganic chemistry, and organic chemicals. (MJC CHEM 102)

**Transfer:** UC/CSU (CAN CHEM 4) (CAN CHEM SEQ A = CHEM 1A + CHEM 1B)**CHEM 10 FUNDAMENTALS OF CHEMISTRY 4 Units***Recommended for Success: MATH 101**Lecture: 3 hours**Laboratory: 3 hours*

Fundamental theories and principles of chemistry; atomic and molecular structure, chemical reactions, stoichiometry, gases, liquids, solids, solutions, nonmetals, metals, nuclear chemistry, and organic compounds. (MJC CHEM 143)

**Transfer:** UC/CSU (CAN CHEM 6) (Transfer credit limited. See a counselor)



**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.

**Transfer:** 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. (MJC CHEM 150)

**Transfer:** UC/CSU (Transfer credit limited. See a counselor)**CHEM 21 CONCEPTUAL CHEMISTRY—ATOMS, ELEMENTS & IONS** 0.5 Unit*Lecture:* .5 hour

A survey of matter, energy, elements, atoms, ions and how these topics apply to you and your surroundings. (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)

**Transfer:** CSU**CHEM 22 CONCEPTUAL CHEMISTRY—CHEMICAL COMPOUNDS** 0.5 Unit*Lecture:* .5 hour

A survey of chemical compounds. (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)

**Transfer:** CSU**CHEM 23 CONCEPTUAL CHEMISTRY—SOLUTIONS** 0.5 Unit*Lecture:* .5 hour

A survey of solutions and their importance in chemistry. (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)

**Transfer:** CSU**CHEM 24 CONCEPTUAL CHEMISTRY—CHEMICAL REACTIONS** 0.5 Unit*Lecture:* .5 hour

A survey of chemical reactions and how they apply to you and your surroundings. (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)

**Transfer:** CSU**CHEM 25 CONCEPTUAL CHEMISTRY—APPLIED CHEMISTRY** 0.5 Unit*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. (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)

**Transfer:** CSU**CHEM 26 CONCEPTUAL CHEMISTRY—ORGANIC CHEMISTRY** 0.5 Unit*Lecture:* .5 hour

A survey of organic chemistry and how it applies to you and your surroundings. (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)

**Transfer:** CSU**CHILD DEVELOPMENT***See Page 68 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*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. (MJC CLDDV 103)

**Transfer:** UC/CSU (CAN FCS 14)**CHILD 2 OBSERVING AND RECORDING THE BEHAVIOR OF YOUNG CHILDREN** 1 Unit*Recommended for Success:* CHILD 1*Lecture:* 1 hour

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

**Transfer:** 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. (MJC CLDDV 101)

**Transfer:** CSU**CHILD 7 CHILD HEALTH AND SAFETY** 1 Unit*Lecture:* 1 hour

Overview of health and safety issues for children in child care, including prevention of infectious disease, preventive health practices and prevention policies; signs, symptoms and reporting of child abuse; and injury prevention. Students completing this course with a C or better will be given a certificate to meet Title 22 requirements for child Health and Safety Training. (MJC CLDDV 201)

**Transfer:** CSU**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.

**Transfer:** 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.

**Transfer:** 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.

**Transfer:** 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.

**Transfer:** 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. May be repeated one time.

**Transfer:** CSU**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.

**Transfer:** 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.

**Transfer:** 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. (MJC CLDDV 109)

**Transfer:** CSU**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.

**Transfer:** 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. (MJC CLDDV 127C)

**Transfer:** CSU**CHILD 27 SCHOOL AGE CHILDREN 3 Units***Lecture: 3 hours*

Overview of cognitive and personality development of children seven to seventeen years of age. Stages and critical periods will be studied. Current issues emphasized include: peer influence, sexual development, value clarification, self-esteem, substance abuse, sexual abuse and eating disorders. Appropriate for parents as well as child development majors, and providers of latch-key programs.

**Transfer:** 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.

**Transfer:** 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. (MJC CLDDV 150)

**Transfer:** CSU**CHILD 31 ADVANCED CHILD CARE ADMINISTRATION 3 Units***Prerequisite: CHILD 30 or equivalent**Lecture: 3 hours*

An advanced course for directors and lead teachers in child care. Students will learn staff development and leadership techniques. Fiscal, advocacy and current issues will be explored. (MJC CLDDV 151)

**Transfer:** CSU**CHILD 97 WORK EXPERIENCE IN CHILD DEVELOPMENT 1-4 Units***Prerequisite: Must be enrolled in at least seven (7) units including Work Experience**75 hours paid employment equals 1 unit of credit**60 hours unpaid employment equals 1 unit of credit*

Provides students an opportunity to experience supervised employment in Child Development. The student's employment must be related to educational or occupational goals. 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 145.

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

**COMPUTER SCIENCE***See Pages 68-70 for Certificate Requirements***CMPS 1 COMPUTER CONCEPTS AND INFORMATION SYSTEMS 4 Units***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. (MJC CMPS 201)

**Transfer:** UC/CSU (CAN CSCI 2)**CMPS 3 OPERATING SYSTEMS 3 Units***Recommended for Success: CMPS 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.

**Transfer:** CSU**CMPS 4 WINDOWS OPERATING SYSTEMS ESSENTIALS 0.5-1.5 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. Offered for Credit/No Credit grading only. May be repeated one time. (MJC CMPS 265)

**Transfer:** CSU**CMPS 9 UNIX OPERATING SYSTEMS 3 Units***Recommended for Success: CMPS 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. (MJC CMPS 206)

**Transfer:** CSU**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. Offered for Credit/No Credit grading only. May be repeated one time. (MJC CMPGR 262)

**Transfer:** CSU**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. May be repeated one time. (MJC CMPGR 215)

**Transfer:** CSU**CMPS 12 WEBSITE DEVELOPMENT APPLICATIONS 2-3 Units***Recommended for Success: CMPS 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. May be repeated one time. (MJC CMPGR 264)

**Transfer:** CSU**CMPS 13 INTRODUCTION TO HTML 1-2 Units***Recommended for Success: CMPS 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. May be repeated one time.

**Transfer:** CSU**CMPS 14 ADVANCED TOPICS IN WEBSITE DEVELOPMENT 2-3 Units***Recommended for Success: CMPS 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.

**Transfer:** CSU**CMPS 15 JAVA PROGRAMMING 3 Units***Recommended for Success: CMPS 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.

**Transfer:** UC/CSU**CMPS 17 ADVANCED INTERNET RESEARCH 0.5-2 Units***Recommended for Success: CMPS 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. May be repeated one time.

**Transfer:** CSU



**CMPSC 19 COMPUTER GRAPHICS AND ANIMATION** 2-3 Units

*Recommended for Success:* CMPSC 12 or CMPSC 14 or CMPSC 33

*Lecture:* 2-3 hours

Computer Graphics and Web Animation introduces the student to an interactive media application for creating vector graphics, animation, and interactive multimedia for web pages and other digital media. The course will also cover basic action scripting integration. May be repeated two times.

**Transfer:** CSU

**CMPSC 22 PROGRAMMING CONCEPTS AND METHODOLOGY I** 4 Units

*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 language will be the currently preferred object-oriented language used by equivalent UC/CSU courses. Language topics include data types, conditions and Boolean logic, loops, recursion, arrays, functions, pointers, and file input/output. (MJC CMPSC 205)

**Transfer:** UC/CSU (CAN CSCI 22)

**CMPSC 24 PROGRAMMING CONCEPTS AND METHODOLOGY II** 4 Units

*Prerequisite:* CMPSC 22 or equivalent

*Recommended for Success:* MATH 101

*Lecture:* 3 hours

*Laboratory:* 3 hours

This course is a continuation of CMPSC 22, concentrating on problem solving techniques using an object oriented design approach. Programming language will be the currently preferred object-oriented language used by equivalent UC/CSU courses. 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. (MJC CMPSC 261)

**Transfer:** UC/CSU (CAN CSCI 24)

**CMPSC 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. (MJC CMPSC 213)

**Transfer:** UC/CSU

**CMPSC 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. (MJC CMPSC 278)

**Transfer:** CSU

**CMPSC 31 PUBLICATION DESIGN I** 3 Units

*Recommended for Success:* OFTEC 141

*Lecture:* 2 hours

*Laboratory:* 3 hours

This course is an introduction to general publication design theory with emphasis on typography, page layout, graphics, and design. Students will create newsletters, brochures, flyers, resumes, cards, and reports. Credit may be earned for only one of the following: CMPSC 31, ART 51, or OFTEC 42. May be repeated one time.

**Transfer:** CSU

**CMPSC 32 PUBLICATION DESIGN II** 3 Units

*Prerequisite:* CMPSC 31 or equivalent

*Lecture:* 2 hours

*Laboratory:* 3 hours

This course is a continuation of study in problems of Publication Design 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. Credit may be earned for only one of the following: CMPSC 32, ART 52 or OFTEC 43. May be repeated one time.

**Transfer:** CSU

**CMPSC 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. Credit may be earned for only one of the following: CMPSC 33 or ART 53. (MJC CMPGR 217)

**Transfer:** UC/CSU

**CMPSC 34 COMPUTER GRAPHICS II** 3 Units

*Prerequisite:* CMPSC 33 or ART 53

*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. Credit may be earned for only one of the following: CMPSC 34 or ART 54. May be repeated one time.

**Transfer:** UC/CSU

**CMPSC 41 NETWORKING ESSENTIALS** 3 Units

*Recommended for Success:* CMPSC 3

*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.

**Transfer:** CSU

**CMPSC 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. Credit may be earned for only one of the following: CMPSC 51 or BUSAD 51.

**Transfer:** UC/CSU

**CMPSC 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. Credit may be earned for only one of the following: CMPSC 52 or BUSAD 52.

**Transfer:** CSU

**CMPSC 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. Credit may be earned for only one of the following: CMPSC 53 or BUSAD 53.

**Transfer:** CSU

**CMPSC 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. Credit may be earned for only one of the following: CMPSC 54 or BUSAD 54.

**Transfer:** CSU



**CMPSC 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. (MJC CMPSC 275)

**Transfer:** CSU**CMPSC 56 TYPOGRAPHY 2-3 Units***Prerequisite: CMPSC 33 or ART 53**Lecture: 2-3 hours*

This course is designed to focus study on the elements of typography as related to print and to the World Wide Web. This is an interactive course where students practice and apply skills of typography for visual communication. Emphasis will focus on identifying type as a dynamic visual element; typographical forms and nuance; and the development of successful typographic solutions to convey concepts. Through collaborative discussions of assigned exercises and projects, students will acquire skills of analysis and critique. The course outcome will be the creation of a student portfolio of completed projects. May be repeated two times. Credit may be earned for only one of the following: CMPSC 56 or ART 56.

**Transfer:** CSU**CMPSC 58 GIS—ArcView 1 Unit***Lecture: 1 hour*

Introduction to practical application of ArcView software; importation of GIS data, display, visualization, exploration, query, analysis, and production of hard-copy maps and reports. Students will be guided through a complete sequence of application fundamentals similar to what would normally be used in displaying, analyzing, and plotting a standard ArcView GIS application. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: CMPSC 58 or GEOGR 58.

**Transfer:** CSU**CMPSC 59 GEOGRAPHIC INFORMATION AND GLOBAL POSITIONING SYSTEMS 1-3 Units***Lecture: 1-3 hours*

Introduction to basic GIS and GPS concepts and applications in the field of natural resources, earth sciences, and environmental systems. Students will learn to use Global Positioning System base stations and rover units, combined with Geographic Information System software to collect field data and produce maps for spatial analysis and decision-making purposes. The first six weeks will be spent learning ArcView software; the second six weeks will be spent learning to use Ashtech GPS units; and the last six weeks will be spent learning to design and carry out a research project merging GPS and GIS technologies. Credit may be earned for only one of the following: CMPSC 59 or GEOGR 59. May be repeated with different topics only.

**Transfer:** CSU**CMPSC 60 INTRODUCTION TO GIS—ArcView 3 Units***Lecture: 3 hours*

Introduction to basic GIS concepts which can support the various GIS software programs currently available. Students will be introduced to the ArcView software package as the main vehicle for learning GIS. GIS coverages and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS coverages which will permit specific types of queries. Credit may be earned for only one of the following: CMPSC 60 or GEOGR 60.

**Transfer:** CSU**CMPSC 65 GIS APPLICATIONS 3 Units***Recommended for Success: CMPSC 60**Lecture: 3 hours*

Introduction to practical applications of GIS software, heads-up digitizing, conversion of data, building annotation coverages. Students will gain hands-on experience working on specific projects under supervision. Assignments will include compiling and submitting project reports. Credit may be earned for only one of the following: CMPSC 65 or GEOGR 65. May be repeated two times.

**Transfer:** CSU**CMPSC 70 INTRODUCTION TO RASTER-BASED GIS SYSTEMS 3 Units***Lecture: 3 hours*

The course will introduce students to the Geographic Resources Analysis Support System (GRASS), a powerful, UNIX-based public domain raster GIS system developed by the US Corps of Engineers. Fundamental GIS concepts will be discussed. Various functions of raster-based GIS systems will be demonstrated and contrasted to vector-based systems such as ArcView. Students should have some familiarity with maps, UNIX, statistics and algebra. Credit may be earned for only one of the following: CMPSC 70 or GEOGR 70 May be repeated two times.

**Transfer:** CSU**CMPSC 75 GIS APPLICATIONS IN RESOURCE MANAGEMENT 3 Units***Recommended for Success: CMPSC 70**Lecture: 3 hours*

Application of GIS to resource management issues such as watershed analysis, ecosystem analysis, recreation planning, and fire planning. Emphasis on remote sensing data and image processing to derive GIS data. Credit may be earned for only one of the following: CMPSC 75 or GEOGR 75. May be repeated two times.

**Transfer:** CSU**CMPSC 101 HOW TO SUCCEED AS AN ONLINE STUDENT 0.5-2 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. Offered for Credit/No Credit grading only. May be repeated two times.

**CMPSC 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. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: CMPSC 142 or OFTEC 142.

**CMPSC 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.

**CMPSC 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.

**CMPSC 162 NETWORKING—CCNA 2: Routers And Routing Basics 3 Units***Prerequisites: CMPSC 41**Lecture: 2 hours**Laboratory: 3 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.

**CMPSC 163 NETWORKING—CCNA 3: Switching Basics and Intermediate Routing 3 Units***Prerequisites: CMPSC 162 or equivalent**Lecture: 2 hours**Laboratory: 3 hours*

Cisco Academy Semester 3. Covers Virtual LAN, LAN and WAN design, Routing Protocols, PPP, ISDN, and Frame Relay.

**CMPSC 164 NETWORKING—CCNA 4: WAN Technologies 3 Units***Prerequisite: CMPSC 163 or equivalent**Lecture: 2 hours**Laboratory: 3 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.

**CMPSC 167 PC ASSEMBLY, UPGRADE AND SUPPORT (A+) 3 Units***Prerequisite: CMPSC 3 or equivalent**Lecture: 2 hours**Laboratory: 3 hours*

This is the first of two courses designed to prepare students to take the current CompTIA A+ exams. It includes theory and hands-on activities for installing and maintaining current desktop computer installations. It also covers upgrading and adding I/O devices to desktop PCs.

**CMPSC 168 PC OPERATING SYSTEM INSTALLATION AND SUPPORT (A+) 3 Units***Prerequisite: CMPSC 167 or equivalent**Lecture: 2 hours**Laboratory: 3 hours*

This is the second of two courses designed to prepare students to take the current CompTIA A+ exam. It includes theory and hands-on activities for installing and maintaining current Windows desktop installations. It also covers diagnosing and correcting operating system issues, and introduces connecting desktop PCs to LAN networks and the Internet.



**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. (MJC ENGTC 210 and 211)

Transfer: CSU

**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.

Transfer: CSU

**DRAMA****DRAMA 10 INTRODUCTION TO THE THEATRE 3 Units**

Lecture: 3 hours

This course provides an introduction to the art of theatre, surveying the roles of the playwright, the director, the actor, the designers, the producer, the critics and the audience. This course investigates the variety of theatrical styles observed in contemporary theatre, compares live theatre with the electronic forms, and assesses the value of theatre in modern society. This course is designed to promote the student's greater understanding and enjoyment of the theatrical form. Field trips may be required. (MJC THETR 100)

Transfer: UC/CSU (CAN DRAM 18)

**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. Credit may be earned for only one of the following: DRAMA 18 or SPCOM 18. May be repeated three times. (MJC RA/TVSPCOM/THETR 101)

Transfer: UC/CSU

**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. Credit may be earned for only one of the following: DRAMA 19 or SPCOM 19, but not both. May be repeated three times.

Transfer: CSU

**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. (MJC THETR 120)

Transfer: UC/CSU

**DRAMA 22 INTRODUCTION TO READERS' THEATRE 3 Units**

Lecture: 2 hours  
Activity: 3 hours

Theory and practice of Readers' Theatre as an art form. Directed experiences in selecting, cutting, arranging and performing the Readers' Theatre script. (MJC THETR 122)

Transfer: UC/CSU

**DRAMA 42 ACTING FUNDAMENTALS 3 Units**

Lecture: 2 hours  
Activity: 3 hours

Investigation of techniques and theories prerequisite to theatrical performances; psychological, philosophical, and practical preparation for the actor's art. May be repeated three times. (MJC THETR 160)

Transfer: UC/CSU (CAN DRAM 8)

**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. May be repeated three times.

Transfer: UC/CSU

**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. May be repeated three times.

Transfer: UC/CSU

**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. May be repeated three times.

Transfer: UC/CSU

**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. May be repeated three times. Field trips may be required. (MJC THETR 164)

Transfer: UC/CSU

**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. May be repeated three times.

Transfer: UC/CSU

**DRAMA 56 TECHNICAL THEATRE LABORATORY 1-3 Units**

Laboratory: 3-9 hours

Applied laboratory experience in all phases of technical theatre related to mounting a production; practical projects in design and construction involving costumes, stage settings, stage properties, lighting, sound, and makeup for a specific theatre production. May be repeated three times.

Transfer: UC/CSU (CAN DRAM 16)

**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. May be repeated three times.

Transfer: UC/CSU

**EARTH SCIENCE****ESC 5 PHYSICAL GEOLOGY 4 Units**

Lecture: 3 hours  
Laboratory: 3 hours

The study of the earth, its materials, structures, and processes. Erosion and deposition by streams, wind, waves and glaciers; mountain building and volcanoes at subduction zones, and rifting of the earth's plates at mid-ocean ridges; tracing the energy from the sun and from the earth's interior as it drives all of the processes of change on earth; the study of life on earth, past and present; the search for valuable minerals and building materials from the earth. Field trips may be required. (MJC GEOL 161)

Transfer: UC/CSU (CAN GEOL 2)

**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.

Transfer: 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. Field trips may be required. (MJC GEOL 64)

Transfer: CSU

**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.

Transfer: 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. May be repeated three times. (MJC GEOL 171A, B)

**Transfer:** CSU**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. Field trips may be required.

**Transfer:** UC/CSU**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. May be repeated one time.

**Transfer:** UC/CSU**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. May be repeated one time. Field trips may be required.

**Transfer:** UC/CSU**ESC 150 GEOLOGY OF THE MOTHER LODGE 0.5-2 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***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. (MJC ECON 101)

**Transfer:** UC/CSU (CAN ECON 2)**ECON 11 PRINCIPLES OF ECONOMICS 4 Units***Lecture: 4 hours*

Micro-economics. The corporation: analysis of costs, theory of production, pricing factor inputs including wages, rent, and interest; the social implications of various market structures; special economic problems. (MJC ECON 102)

**Transfer:** UC/CSU (CAN ECON 4)**EMERGENCY MEDICAL SERVICES***See Pages 70-71 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. May be repeated if information changes due to state/local government regulations; as required for employment, or to maintain employment. Field trips may be required.

**Transfer:** CSU**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. May be repeated one time.

**Transfer:** CSU**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. May be repeated if information changes due to state/local government regulations; as required for employment, or to maintain employment. (MJC HE 101)

**Transfer:** CSU**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. May be repeated if information changes due to state/local government regulations; as required for employment, or to maintain employment. (MJC ALHE 380)

**TRANSFER:** CSU**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. 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 145.

**Transfer:** CSU (Transfer credit limited. See a counselor.)**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 reacquire 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). 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. 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 reacquire 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. 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.

**EMS 110 AUTOMATED EXTERNAL  
DEFIBRILLATION & PROFESSIONAL  
RESCUER CPR** 0.5 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. 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.

**EMS 153 CPR AND BASIC FIRST AID** 0.5 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. 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.

**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 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. 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. (MJC FSCI 365)

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

**ENGLISH**

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

**ENGL 1A READING AND COMPOSITION:  
Beginning** 3 Units

*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. (MJC ENGL 101)

**Transfer:** UC/CSU (CAN ENGL 2) (CAN ENGL SEQ A = ENGL 1A + ENGL 1B)

**ENGL 1B READING AND COMPOSITION:  
Advanced** 3 Units

*Prerequisite:* ENGL 1A or equivalent

*Lecture:* 3 hours

Further development of reading and composition skills based on critical study of poetry, drama, and fiction. (MJC ENGL 102)

**Transfer:** UC/CSU (CAN ENGL 4) (CAN ENGL SEQ A = ENGL 1A + ENGL 1B)

**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. (MJC ENGL 103)

**Transfer:** UC/CSU

**ENGL 10 CREATIVE WRITING** 3 Units

*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. May be repeated two times. (MJC ENGL 106)

**Transfer:** UC/CSU (CAN ENGL 6)

**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. May be repeated one time. (MJC ENGL 161)

**Transfer:** UC/CSU

**ENGL 17 AMERICAN LITERATURE** 3 Units

*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. (MJC ENGL 135)

**Transfer:** UC/CSU (CAN ENGL 14) (CAN ENGL SEQ C = ENGL 17 + ENGL 18)

**ENGL 18 AMERICAN LITERATURE** 3 Units

*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. (MJC ENGL 136)

**Transfer:** UC/CSU (CAN ENGL 16) (CAN ENGL SEQ C = ENGL 17 + ENGL 18)

**ENGL 46 SURVEY OF ENGLISH LITERATURE** 3 Units

*Prerequisite:* ENGL 1A or equivalent

*Recommended for Success:* ENGL 1B

*Lecture:* 3 hours

English literature from the Anglo-Saxons through the 18th Century. (MJC ENGL 137)

**Transfer:** UC/CSU (CAN ENGL 8) (CAN ENGL SEQ B = ENGL 46 + ENGL 47)

**ENGL 47 SURVEY OF ENGLISH LITERATURE** 3 Units

*Prerequisite:* ENGL 1A or equivalent

*Recommended for Success:* ENGL 1B

*Lecture:* 3 hours

English literature of the 19th and 20th Centuries. (MJC ENGL 138)

**Transfer:** UC/CSU (CAN ENGL 10) (CAN ENGL SEQ B = ENGL 46 + ENGL 47)



**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.

**Transfer:** 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. (MJC ENGL 163)

**Transfer:** UC/CSU**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.

**Transfer:** 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. May be repeated two times.

**Transfer:** CSU**ENGL 125 SHAKESPEARE LIVE: A WEEK OF THEATRE IN ASHLAND, OREGON 3 Units***Lecture:* 3 hours

Ashland is the home of the Oregon Shakespeare Festival, one of America's premier theater companies. Students will travel to Ashland to experience in one week a variety of plays, plus receive instruction on acting and design from the company's actors. At least one of the plays will be written by Shakespeare, so much of the course will focus on Shakespeare and his times. Prior to the week in Ashland, students will attend four full days of classes at Columbia College to prepare for the plays. May be repeated one time.

**ENGL 151 PREPARATION FOR COLLEGE COMPOSITION 5 Units***Prerequisite:* ENGL 250 or designated score on college English skills placement test*Lecture:* 5 hours

Developing writing skills. Students will implement writing process strategies in the production of 500-750 word essays. Course will emphasize techniques for developing descriptive, narrative, and expository essays, including essays requiring research and the inclusion of source materials, while demonstrating control over structural components of writing. Students will also develop critical reading skills and information gathering competency.

Satisfactory completion of this course will prepare students for English 1A. Note: Concurrent enrollment in English 249 will complement studies in English 151. May be repeated one time. (MJC ENGL 50)

**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 ENGL 151 or ENGL 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 ENGL 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 71 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. (MJC FSCI 301)

**Transfer:** CSU**FIRE 2 FIRE PREVENTION TECHNOLOGY 3 Units***Prerequisite:* FIRE 1 or equivalent*Lecture:* 3 hours

Fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems. (MJC FSCI 302)

**Transfer:** CSU**FIRE 3 FIRE PROTECTION EQUIPMENT AND SYSTEMS 3 Units***Prerequisite:* FIRE 1 or equivalent*Lecture:* 3 hours

Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. (MJC FSCI 303)

**Transfer:** CSU**FIRE 4 BUILDING CONSTRUCTION FOR FIRE PROTECTION 3 Units***Prerequisite:* FIRE 1 or equivalent*Lecture:* 3 hours

This course is the study of the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relation to past fires in residential, commercial, and industrial occupancies. (MJC FSCI 304)

**Transfer:** CSU**FIRE 5 FIRE BEHAVIOR AND COMBUSTION 3 Units***Prerequisite:* FIRE 1 or equivalent*Lecture:* 3 hours

Theory and fundamentals of how and why fires start, spread, and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques. (MJC FSCI 305)

**Transfer:** CSU**FIRE 7 WILDLAND FIRE CONTROL 3 Units***Prerequisite:* FIRE 1 or equivalent*Lecture:* 3 hours

Covers factors affecting wildland fire prevention, fire behavior, and fire control techniques; the statewide wildland fire problem and protection system; pre-suppression, suppression, post-suppression activities of a protection organization; and the utilization of resources to complete the suppression organization activities using strategy and tactics and safety procedures effectively. (MJC FSCI 337)

**Transfer:** CSU**FIRE 10 INTRODUCTION TO SEARCH THEORY 2 Units***Lecture:* 2 hours

An overview of current search theories as developed by the National Park Service and the National Association for Search and Rescue. National Association for Search and Rescue Certification available to the student. Credit may be earned for only one of the following: FIRE 10 or SAR 10. May be repeated two times.

**Transfer:** CSU**FIRE 29A DRIVER/OPERATOR TRAINING 1A 1 Unit***Prerequisite:* FIRE 101 or Firefighter I certificate or Volunteer Firefighter certification or equivalent*Lecture:* .5 hours*Laboratory:* 1.5 hours

Designed to provide the student with information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions. (CC FIRE 29A and 29B = MJC FSCI 364)

**Transfer:** CSU



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

*Prerequisite:* FIRE 101 or Firefighter I certificate or Volunteer Firefighter certification or equivalent

*Lecture:* .5 hours

*Laboratory:* 1.5 hours

Designed to provide the student with information and skills on Pump Techniques and Operations including basic inspection and maintenance. May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment. (CC FIRE 29A and 29B = MJC FSCI 364)

**Transfer:** CSU

**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. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: FIRE 50 or SAR 50. May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

**Transfer:** CSU

**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. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: FIRE 51 or SAR 51. May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

**Transfer:** CSU

**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. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: FIRE 56 or SAR 56. May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

**Transfer:** CSU

**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. 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. Credit may be earned for only one of the following: FIRE 58 or SAR 58. May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

**Transfer:** CSU

**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. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: FIRE 59 or SAR 59. May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

**Transfer:** CSU

**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. 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 145.

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

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

**FIRE 109 HAZARDOUS MATERIALS FIRST RESPONDER "OPERATIONAL" REFRESHER** 0.5 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.



**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. Field trips may be required. (MJC NR 220)

**Transfer:** CSU**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. Field trips may be required. (MJC NR 376)

**Transfer:** UC/CSU**FORESTRY TECHNOLOGY***See Page 71 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 may be required.

**FORTC 162 APPLIED FOREST INVENTORY AND MANAGEMENT 2 Units***Lecture: 1 hour**Laboratory: 3 hours*

Techniques of forest inventory including cruising, scaling, and evaluation; field tabulation and computation methods; location and inventory of a given forest property in the field including property corners and boundaries; inventory of timber and other natural resource uses of property. Field trips may be required. (MJC NR 376)

**GEOGRAPHY****GEOGR 12 CULTURAL GEOGRAPHY 3 Units***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. (MJC GEOG 102)

**Transfer:** UC/CSU (CAN GEOG 4)**GEOGR 15 PHYSICAL GEOGRAPHY 3 Units***Lecture: 3 hours*

An introduction to selected aspects of the earth's physical environment (landforms, weather, climate, soils, and vegetation) and the processes and conditions giving rise to their worldwide distribution. The study of the earth as the home of man. (MJC GEOG 101)

**Transfer:** UC/CSU (CAN GEOG 2)**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. (MJC GEOG 110)

**Transfer:** UC/CSU**GEOGR 58 GIS-ArcView 1 Unit***Lecture: 1 hour*

Introduction to practical application of ArcView software; importation of GIS data, display, visualization, exploration, query, analysis, and production of hard-copy maps and reports. Students will be guided through a complete sequence of application fundamentals similar to what would normally be used in displaying, analyzing, and plotting a standard ArcView GIS application. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: GEOGR 58 or CMPSC 58.

**Transfer:** CSU**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. Credit may be earned for only one of the following: GEOGR 59 or CMPSC 59. May be repeated with different topics only.

**Transfer:** CSU**GEOGR 60 INTRODUCTION TO GIS-ArcView 3 Units***Lecture: 3 hours*

Introduction to basic gis concepts which can support the various gis software programs currently available. Students will be introduced to the ArcView software package as the main vehicle for learning GIS. GIS coverages and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS coverages which will permit specific types of queries. Credit may be earned for only one of the following: GEOGR 60 or CMPSC 60. (MJC GEOG 109)

**Transfer:** CSU**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. Credit may be earned for only one of the following: GEOGR 65 or CMPSC 65, but not both. May be repeated two times.

**Transfer:** CSU**GEOGR 70 INTRODUCTION TO RASTER-BASED GIS SYSTEMS 3 Units***Lecture: 3 hours*

The course will introduce students to the Geographic Resources Analysis Support System (GRASS), a powerful, UNIX-based public domain raster GIS system developed by the US Corps of Engineers. Fundamental GIS concepts will be discussed. Various functions of raster-based GIS systems will be demonstrated and contrasted to vector-based systems such as Arc-View. Students should have some familiarity with maps, UNIX, statistics and algebra. Credit may be earned for only one of the following: GEOGR 70 or CMPSC 70. May be repeated two times.

**Transfer:** CSU**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. Credit may be earned for only one of the following: GEOGR 75 or CMPSC 75. May be repeated two times.

**Transfer:** CSU**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.

**Transfer:** 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. Offered for Credit/No Credit grading only.

**Transfer:** CSU**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. Offered for Credit/No Credit grading only.

**Transfer:** CSU



**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. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: BUSAD 25 or GUIDE 25. (MJC GUIDE 112)

**Transfer:** CSU**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. Offered for Credit/No Credit grading only. (MJC GUIDE 111)

**GUIDE 107 ORIENTATION TO COLLEGE** 0.5-1 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. Offered for Credit/No Credit grading only. (MJC GUIDE 110)

**GUIDE 110 HOW TO TRANSFER SUCCESSFULLY** 0.5 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. Offered for Credit/No Credit grading only. (MJC SOCS 58)

**HEALTH & HUMAN PERFORMANCE**

*(Note: Columbia College Health and Human Performance activity courses receive equivalent credit at MJC for physical education.)*

**H-HP 2 WOMEN'S ISSUES IN HEALTH** 3 Units*Lecture: 3 hours*

This course will focus on the politics of women's health and medical care issues in the United States including analyzing, as well as establishing methods of utilizing, the health care system with specific attention to women as health care consumers; contemporary concerns about the health care delivery system with emphasis on the gender politicalization of the social, physical, emotional, intellectual, spiritual and environmental aspects of gender-health.

**Transfer:** CSU**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.

**Transfer:** 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. May be repeated one time. (MJC PE 108)

**Transfer:** UC/CSU**H-HP 5 INTRODUCTION TO RECREATION AND LEISURE** 3 Units*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). Credit may be earned for only one of the following: H-HP 5 or HPMGT 10.

**Transfer:** CSU (CAN REC 2)**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.

**Transfer:** 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. May be repeated two times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 7A APPLIED FITNESS I** 0.5-2 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. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 7B APPLIED FITNESS II** 0.5-2 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. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 8 AEROBIC EXERCISE** 0.5-1.5 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. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 9 CIRCUIT CROSS-TRAINING** 0.5-2 Units*Activity: 1.5-6 hours*

A comprehensive workout to achieve personal fitness goals through the use of cardiovascular and strength training systems. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 10 ADAPTIVE PHYSICAL EDUCATION** 0.5-2 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. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**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. May be repeated three times.

**Transfer:** CSU**H-HP 12 EXERCISE AND DIABETES MANAGEMENT** 1 Unit*Lecture: 1 hour**Laboratory: 3 hours*

Exercise and management of diabetes involves education, evaluation, care and treatment for management of diabetes and metabolic syndrome. The course is designed to help individuals with diabetes mellitus types I and II, obesity and other associated health problems and symptoms to improve their quality of life. May be repeated three times.

**Transfer:** CSU**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. May be repeated one time.

**Transfer:** CSU



**H-HP 13B CARDIAC REHABILITATION** 1 Unit**PROGRAM: Phase III***Laboratory:* 3-6 hours

Continuation of Cardiac Rehabilitation Program without lecture series. Primary physician referral required. May be repeated one time.

**Transfer:** CSU**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. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**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. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 17 STABILITY BALL TRAINING FOR FITNESS** 0.5-2 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. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 18A YOGA I FOR BETTER HEALTH** 0.5-2 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. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 18B YOGA II FOR BETTER HEALTH** 0.5-2 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. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**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.

**Transfer:** UC/CSU**H-HP 23A CONTEMPORARY DANCE I** 0.5-1.5 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. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 23B CONTEMPORARY DANCE II** 0.5-1.5 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. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 25A JAZZ DANCE I** 0.5-1.5 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. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 25B JAZZ DANCE II** 0.5-1.5 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. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**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. May be repeated three times.

**Transfer:** UC/CSU**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. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 30 TRAINING FOR DISTANCE RUNNING** 0.5-3 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. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 32 BASKETBALL: Men's Rules** 0.5-1.5 Units*Activity:* 1.5-4.5 hours

Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**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. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 35 VOLLEYBALL: Advanced Theory and Practice** 0.5-2 Units*Lecture:* .5-1 hour*Activity:* 1.5-2 hours

Advanced concepts, strategy, and practice necessary in the playing and understanding of collegiate volleyball. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 38A GOLF I** 0.5-1.5 Units*Activity:* 1.5-4.5 hours

Instruction and practice in fundamentals.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 38B GOLF II** 0.5-1.5 Units*Prerequisite:* H-HP 38A or equivalent*Activity:* 1.5-4.5 hours

Instruction and practice in skills, rules and strategy. May be repeated two times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 39 INTRAMURAL ATHLETICS** 0.5-1.5 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. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 40 RACQUET SPORTS** 0.5-1.5 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. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 41 FENCING: THE SPORT AND MARTIAL ART** 0.5-1.5 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. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**H-HP 42 FENCING II** 0.5-2 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. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**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. May be repeated three times. Field trips may be required.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)



**H-HP 45 CO-ED FLAG FOOTBALL 0.5-2 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. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**H-HP 46 INDOOR SPORT CLIMBING 0.5-1.5 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.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**H-HP 47A SOCCER I 0.5-1.5 Units***Activity: 1.5-4.5 hours*

Instruction, practice, and participation in game play. Emphasis on rules, individual skills, and strategy in the field. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**H-HP 47B SOCCER II 0.5-1.5 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. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**H-HP 48 CO-ED SOFTBALL 0.5-1.5 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. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**H-HP 50A TENNIS I 0.5-1.5 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. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**H-HP 50B TENNIS II 0.5-1.5 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. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**H-HP 51 DODGE BALL 0.5-1 Unit***Activity: 1.5-3 hours*

Dodge ball is a national amateur sport as well as an international competition. This course is designed to introduce the necessary physical skills, knowledge of rules, gamesmanship, and sportsmanship to class participants. May be repeated three times.

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

**H-HP 53A VOLLEYBALL I 0.5-1.5 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. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**H-HP 53B VOLLEYBALL II 0.5-1.5 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. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**H-HP 56A WEIGHT TRAINING I 0.5-1.5 Units***Activity: 1.5-4.5 hours*

Instruction in use of weights and body building equipment with emphasis upon individual program development. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**H-HP 56B WEIGHT TRAINING II 0.5-1.5 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. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**H-HP 57 BODY SCULPTING 0.5-1.5 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. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**H-HP 58 ULTIMATE FRISBEE I 0.5-1 Unit***Activity: 1.5-3 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. May be repeated three times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**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. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**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. May be repeated one time.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**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. (MJC HE 110)

**Transfer:** UC/CSU

**H-HP 62 SAFETY AND FIRST AID EDUCATION 2 Units***Lecture: 2 hours*

Theory and skills involved in the immediate and temporary care given to the victims of accidents and sudden illnesses. Covers American Red Cross Standard First Aid with certificate available upon satisfactory completion of the course. May be repeated three times. (MJC HE 100)

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**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. Field trips may be required.

**Transfer:** CSU

**H-HP 79 BEGINNING SPORTS CONDITIONING 0.5-1.5 Units***Activity: 1.5-4.5 hours*

This is a course designed to expose the student to the various components of sport related conditioning. The student will develop a theoretical knowledge of these components and will participate in activities that include jogging, running, plyometrics, as well as strength training and flexibility training. This class is for the athlete or student wishing to participate in a vigorous training program. May be repeated two times.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**H-HP 80 MEN'S VARSITY CROSS COUNTRY 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. May be repeated three times. Field trips may be required.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

**H-HP 81 WOMEN'S VARSITY CROSS COUNTRY 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. May be repeated three times. Field trips may be required.

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

**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. May be repeated three times. Field trips may be required.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)



**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. May be repeated three times. Field trips may be required.

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**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 only one of the following: H-HP 175 or HPMGT 175.

**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. 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 145.

**Transfer:** CSU (Transfer credit limited. See a counselor.)**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. (MJC HIST 129)

**Transfer:** UC/CSU**HIST 13 WORLD CIVILIZATIONS: to 1650 3 Units***Lecture: 3 hours*

Survey of the history of the world from the Neolithic period to the middle of the seventeenth century. The course will use a cross-cultural comparative approach as it analyzes the origins, achievements and decline of civilizations in Asia, Africa and the Americas, as well as the Middle East and Western Europe. Emphasis on the application of major theories of history to various stages of world development. The position of women in society will be highlighted. (MJC HIST 106)

**Transfer:** UC/CSU (CAN HIST 14)(CAN HIST SEQ C = HIST 13 + HIST 14)**HIST 14 WORLD CIVILIZATIONS: 1650 to Present 3 Units***Lecture: 3 hours*

Survey of world history from the middle of the seventeenth century to the present time. The theme of revolution will be illustrated by the Industrial Revolution, the democratic revolutions of the eighteenth century, and the Communist revolutions of the twentieth century. Contemporary problems in Asia, Africa, Central and South America will be placed in historical context. The contributions of women in history will be a special topic of study. (MJC HIST 107)

**Transfer:** UC/CSU (CAN HIST 16) (CAN HIST SEQ C = HIST 13 + HIST 14)**HIST 16 UNITED STATES: to 1877 3 Units***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. (MJC HIST 101)*

**Transfer:** UC/CSU (CAN HIST 8) (CAN HIST SEQ B = HIST 16 + HIST 17)**HIST 17 UNITED STATES: 1877 to Present 3 Units***Lecture: 3 hours*

Survey of the history of the United States from the end of Reconstruction to the present era. Course includes 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. (MJC HIST 102)*

**Transfer:** UC/CSU (CAN HIST 10) (CAN HIST SEQ B = HIST 16 + HIST 17)**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. (MJC HIST 154)

**Transfer:** UC/CSU**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. (MJC HIST 116)

**Transfer:** UC/CSU**HIST 49 THE MOTHER LODE 3 Units***Lecture: 3 hours*

History and lore of the Gold Rush country with emphasis on the Central Sierra communities.

**Transfer:** 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. (MJC HIST 128)

**Transfer:** UC/CSU**HOSPITALITY MANAGEMENT***See Pages 71-74 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. 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 145.

**Transfer:** CSU (Transfer credit limited. See a counselor.)**HPMGT 102 INTRODUCTION TO HOSPITALITY CAREERS AND HUMAN RELATIONS 1.5 Units***Lecture: 1.5 hours*

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

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

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

**HPMGT 112 FRONT OFFICE MANAGEMENT/ HOTEL CATERING 2 Units***Lecture: 2 hours*

Essential equipment, routines, and duties of the front desk clerk and relationship to other hotel departments; planning and preparation for private parties, dinners, meetings, and other special events that a hotel or restaurant may cater.

**HPMGT 114 INTRO TO MAINTENANCE AND HOUSEKEEPING 1.5 Units***Lecture: 1.5 hours*

Provides essential technical information on equipment and its servicing to establish a preventive maintenance routine. Provides broad scope of the housekeeping position, stressing employee responsibilities, record-keeping and use of equipment and materials.



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

Sanitation and safety principles and practices for the food service professional. Provides ServSafe certification from the National Restaurant Association. May be repeated one time. (MJC CLART 311)

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

**TOURISM (Recreation)***See Pages 73-74 for Certificate Requirements.***HPMGT 10 INTRODUCTION TO RECREATION AND LEISURE 3 Units***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). Credit may be earned for only one of the following: H-HP 5 or HPMGT 10.

**Transfer:** CSU (CAN REC 2)



**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.

**Transfer:** CSU

**HPMGT 162 INTRODUCTION 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**

*Recommended for Success: Previous or concurrent coursework in marketing and small business accounting are recommended*

*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. Field trips may be required.

**HPMGT 166 TOUR PLANNING, DESIGN, PACKAGING 3 Units**

*Recommended for Success: Previous basic experience with word-processing, desk-top publishing, and internet are recommended*

*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. Field trips may be required.

**HPMGT 168 DEVELOPING A HOSPITALITY/TOURISM/RECREATION CAREER PATH AND PORTFOLIO 2 Units**

*Recommended for Success: Experience with word processing recommended*

*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.

**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 only one of the following: HPMGT 175 or H-HP 175.

**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."

**Transfer:** CSU

**HPMGT 186 GEOGRAPHY OF TRAVEL AND TOURISM: Eastern Hemisphere 3 Units**

*Recommended For Success: Basic map reading skills*

*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.

**Transfer:** 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. (MJC HUMAN 105)

**Transfer:** UC/CSU

**HUMAN 2 MODERN CULTURE 3 Units**

*Lecture: 3 hours*

An introductory survey of humanistic culture, historically structured from the enlightenment to the present scene, presenting enduring works of art, drama, literature, music, and philosophy. (MJC HUMAN 106)

**Transfer:** UC/CSU

**HUMAN 3 WORLD CULTURE 3 Units**

*Lecture: 3 hours*

A study of selected works of literature, art, music, film, religion, philosophy, theatre and other forms of expression, particularly emphasizing the non-Western world. The works will be studied in their historical and cultural contexts. Specific works will vary from time to time, depending upon the interests and needs of students and the instructor. (MJC HUMAN 110)

**Transfer:** UC/CSU

**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. Credit may be earned for only one of the following: HUMAN 4 or PHILO 4. Field trips may be required. (MJC PHILO 115)

**Transfer:** UC/CSU

**INDEPENDENT STUDY**

*Independent Study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the college. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific procedures. (See page 30 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.

**Transfer:** UC/CSU**INDIS 10 INTRODUCTION TO EDUCATION: PRACTICUM IN TEACHING 3 Units***Co-requisite: INDIS 16**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. (MJC SOCSOC 109)

**Transfer:** UC/CSU**INDIS 12 INTRODUCTION TO EDUCATION: Intermediate Field Experience 3 Units***Co-requisite: INDIS 16**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. (MJC SOCSOC 110)

**Transfer:** CSU**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 class work or course that requires non-fiction reading for information through print and/or electronic methods. Offered for Credit/No Credit grading only.

**Transfer:** CSU**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 class work 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. Offered for Credit/No Credit grading only.

**Transfer:** CSU**INDIS 16 ELEMENTARY SCHOOL TEACHER PRACTICUM 0.5-1 Units***Corequisite: INDIS 10 or INDIS 12**Activity: 2-4 hours*

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 class work or course that requires non-fiction reading for information through print and/or electronic methods. May be repeated one time.

**Transfer:** CSU**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.

**Transfer:** 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 0.5 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***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. (MJC JRNAL 100)

**Transfer:** CSU (CAN JOUR2)**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. May be repeated three times. (MJC JRNAL 120A and 120B)

**Transfer:** CSU

## 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. Offered for Credit/No Credit grading only.

**Transfer:** CSU

## MATHEMATICS

**MATH 2 ELEMENTS OF STATISTICS 3 Units***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. (MJC MATH 134)

**Transfer:** UC/CSU (CAN STAT 2)**MATH 4A MATHEMATICS FOR ELEMENTARY TEACHERS I 4 Units***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. Field trips may be required. (MJC MATH 105)

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.) (CAN MATH 4)**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. Field trips may be required. (MJC MATH 106)

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)



**MATH 6 MATHEMATICS FOR LIBERAL ARTS STUDENTS** 3 Units

*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, with emphasis on the nature of mathematical reasoning and the importance and applications of mathematics in society. Topics may include set theory and logic, number theory, functions and graphs, geometric ideas, probability and statistics, calculus, graph theory, or other significant areas of mathematics. (MJC MATH 101)

**Transfer:** UC/CSU (CAN MATH 2)

**MATH 8 TRIGONOMETRY** 3 Units

*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. (MJC MATH 115)

**Transfer:** CSU (CAN MATH 8)

**MATH 10 COLLEGE ALGEBRA** 3 Units

*Prerequisite:* MATH 104 or placement through the assessment process or equivalent

*Lecture:* 3 hours

Extension of algebraic concepts; includes quadratic equations, inequalities, systems of equations, complex numbers, matrices, determinants, and polynomial, exponential, and logarithmic functions. (MJC MATH 121)

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.) (CAN MATH 10)

**MATH 12 FINITE MATHEMATICS** 3 Units

*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. (MJC MATH 130)

**Transfer:** UC/CSU (CAN MATH 12)

**MATH 16 PRECALCULUS** 4 Units

*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. (MJC MATH 122)

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.) (CAN MATH 16)

**MATH 17A PRECALCULUS I** 4 Units

*Prerequisite:* MATH 104

*Lecture:* 5 hours

A one-semester college algebra course or, together with MATH 17B, a two-semester Precalculus course. Emphasis on algebra skills essential for success in calculus. Topics include: review of linear, quadratic, rational, radical, exponential and logarithmic equations; functions and graphs; synthetic division; complex roots of polynomials; the Fundamental theorem of Algebra; applications of exponential and logarithmic equations; linear and nonlinear systems of equations.

**Transfer:** CSU

**MATH 17B PRECALCULUS II** 4 Units

*Prerequisite:* MATH 17A

*Lecture:* 5 hours

A comprehensive course in analytic geometry and trigonometry. Topics include: trigonometric functions, trigonometric identities, solving trigonometric equations, solving right and oblique triangles; vectors; the complex plane; polar and parametric functions, conic sections, sequences and series, mathematical induction. MATH 17B, together with MATH 17A, form a two-semester Precalculus course sequence.

**Transfer:** CSU

**MATH 18A CALCULUS I: Differential Calculus** 4 Units

*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. (MJC MATH 171)

**Transfer:** UC/CSU (CAN MATH 18)(CAN MATH SEQ B = MATH 18A + MATH 18B)

**MATH 18B CALCULUS II: Integral Calculus** 4 Units

*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. (MJC MATH 172)

**Transfer:** UC/CSU (CAN MATH 20) (CAN MATH SEQ B = MATH 18A + MATH 18B)

**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 PREALGEBRA** 3 Units

*Prerequisite:* MATH 201 or placement through the assessment process or equivalent

*Lecture:* 4 hours

Designed to help students prepare for algebra and applied math courses by reviewing fundamental operations of arithmetic and common geometric formulas, and introducing the algebraic concepts of simplifying expressions, polynomial arithmetic, and solving linear equations. Arithmetic reviewed includes calculation with integers, decimals, and fractions. Ratios, percents, and their applications are also studied.

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

**MATH 250 PERSONALIZED MATHEMATICS INSTRUCTION** 0.5 Unit

*Laboratory:* 1.5-6 hours

This course provides students opportunities to review or learn mathematics in an individualized, self-paced setting. Topics include: Basic Math, Prealgebra, Beginning Algebra, Introduction to Geometry, Intermediate Algebra, College Algebra, Trigonometry, Precalculus, and Introduction to Statistics. Offered for Credit/No Credit grading only. May be repeated two times.



**MUSIC****Repeat Limitations on Music Courses**

The following limitations apply to all Music activity classes. Each activity is limited to a maximum of four enrollments, regardless of the skill level of the individual courses. For example, a student may enroll (a) in beginning piano four times or (b) twice in beginning piano and twice in intermediate piano. In either of these cases, the student cannot enroll in any additional piano courses because the maximum of four piano courses has been met.

**MUSIC 1 MUSIC FUNDAMENTALS 3 Units**

Lecture: 3 hours

Introduction to traditional musical notation, key signatures, scales, intervals and chords, sight singing and ear training. (MJC MUSIC 100)

Transfer: UC/CSU (Transfer credit limited. See a counselor.)

**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.

Transfer: 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. May be repeated one time.

Transfer: UC/CSU

**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. May be repeated one time.

Transfer: UC/CSU

**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. May be repeated one time.

Transfer: UC/CSU

**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. May be repeated one time.

Transfer: UC/CSU

**MUSIC 10 SURVEY OF MUSIC HISTORY AND LITERATURE: Ancient to 1750 3 Units**

Lecture: 3 hours

A survey of elements of style, major composers, and masterpieces of music from the Greek era through Medieval, Renaissance, Baroque, and Early Classic periods; survey from 1000 BC through 1750 AD. Includes the music of Palestrina, Bach, and Handel. (MJC MUSIC 112)

Transfer: UC/CSU (CAN MUS 8)

**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. (MJC MUSIC 113)

Transfer: UC/CSU

**MUSIC 12 SURVEY OF JAZZ AND POPULAR MUSIC 3 Units**

Lecture: 3 hours

An introduction to jazz style and history and important trends in 20th century popular music.

Transfer: 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. May be repeated one time.

Transfer: UC/CSU (Transfer credit limited. See a counselor.)

**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. May be repeated one time.

Transfer: UC/CSU (Transfer credit limited. See a counselor.)

**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. May be repeated one time.

Transfer: UC/CSU (Transfer credit limited. See a counselor.)

**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. May be repeated one time.

Transfer: UC/CSU (Transfer credit limited. See a counselor.)

**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.

Transfer: 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.

Transfer: 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. (MJC MUSIC 131)

Transfer: UC/CSU

**MUSIC 37 ADVANCED ELEMENTARY VOICE 1.5 Units**

Lecture: 1 hour

Activity: 2 hours

Large group instruction in singing for those with one semester of private or solo class voice. Includes reinforcement of basic singing techniques for building range, endurance, tone, and breath capacity as taught in MUSIC 36. Music includes folk/traditional as well as English and Italian art song. (CC MUSIC 37 OR 38 = MJC MUSIC 132)

Transfer: UC/CSU

**MUSIC 38 INTERMEDIATE VOICE 1.5 Units**

Lecture: 1 hour

Activity: 2 hours

Individual and small group instruction in the refinement of vocal technique for people with two semesters of class voice. Includes continued development of tone, endurance, and flexibility with an emphasis on solo public performance with traditional and art song literature. (CC MUSIC 37 OR 38 = MJC MUSIC 132)

Transfer: UC/CSU

**MUSIC 39 ADVANCED INTERMEDIATE VOICE 1.5 Units**

Lecture: 1 hour

Activity: 2 hours

Individual and small group instruction in the development of vocal technique for people with three semesters of class voice. Includes continued development of expression and increased emphasis on public performance. (MJC MUSIC 133)

Transfer: UC/CSU

**MUSIC 41A INTERMEDIATE PIANO 1.5 Units**

Prerequisite: MUSIC 31B or equivalent

Lecture: 1 hour

Activity: 2 hours

Continuation of the fundamentals of piano performance attained in MUSIC 31A and 31B with more emphasis given to technique, phrasing, and dynamics as progressively difficult music is presented. Theory will include additional major and minor scales and keys, chords, and inversions including seventh chords, improvisation, and transposition. Piano literature will include both classical and popular compositions as well as exercises and technical studies.

Transfer: 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. (MJC MUSIC 122)

**Transfer:** UC/CSU

**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. May be repeated three times. (MJC MUSIC 163)

**Transfer:** UC/CSU

**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. May be repeated three times.  
**Transfer:** UC/CSU

**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. May be repeated three times. (MJC MUSIC 185)

**Transfer:** UC/CSU

**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. May be repeated three times. (MJC MUSIC 155)

**Transfer:** UC/CSU

**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. May be repeated three times.

**Transfer:** UC/CSU

**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. May be repeated three times. (MJC MUSIC 154)

**Transfer:** UC/CSU

**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. May be repeated three times. (MJC MUSIC 153)

**Transfer:** UC/CSU

**MUSIC 70 COLLEGE BAND 1 Unit**

*Activity:* 3-6 hours  
 Study and performance of band and instrumental ensemble literature of all styles. May be repeated three times.

**Transfer:** UC/CSU

**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. May be repeated three times. (MJC MUSIC 149)

**Transfer:** UC/CSU

**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. May be repeated three times. Field trips may be required.

**Transfer:** UC/CSU

**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. May be repeated three times. (MJC MUSIC 162)

**Transfer:** UC/CSU

**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. May be repeated three times. (MJC MUSIC 145 or MUSIC 151)

**Transfer:** UC/CSU

**NATURAL RESOURCES**

See Page 75 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. Field trips may be required. (MJC ENSCI 108)

**Transfer:** UC/CSU

**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.

**Transfer:** 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. Field trips may be required.

**Transfer:** CSU

**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. Field trips may be required.

**Transfer:** CSU

**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. Field trips may be required.

**Transfer:** CSU

**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. Field trips may be required.

**Transfer:** CSU



**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.

**Transfer:** 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. May be repeated three times.

**Transfer:** CSU**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. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. Offered for Credit/No Credit grading only. For students interested in working full time one semester and attending classes one semester on an alternate basis, see WKEXP 96, page 145.

**Transfer:** CSU (Transfer credit limited. See a counselor.)**NATURAL RESOURCES TECHNOLOGY**

See Page 75 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 may 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. Meets Water Treatment Plant Operator state certification prerequisite for examination at Grade 2 level. Offered for Credit/No Credit grading only. Field trips may be required.

**NARTC 181 CALIFORNIA WILDLIFE** 4 Units

Lecture: 4 hours

Study of the field identification characteristics, habitat requirements, life history, management, and population dynamics of selected California mammals, birds, and fish; methods and problems of appraising and manipulating game mammals, furbearers, upland game, and fisheries to improve populations; techniques of habitat appraisal and manipulation to improve wildlife populations. Field trips may be required. (MJC NR 215)

**OFFICE TECHNOLOGY**

See Page 75-76 for Certificate Requirements

**OFTEC 42 PUBLICATION DESIGN I** 3 Units**Recommended for Success:** OFTEC 141

Lecture: 2 hours

Laboratory: 3 hours

This course is an introduction to general publication design theory with emphasis on typography, page layout, graphics, and design. Students will create newsletters, brochures, flyers, resumes, cards, and reports. Credit may be earned for only one of the following: OFTEC 42, ART 51, or CMPSC 31. May be repeated one time.

**Transfer:** CSU**OFTEC 43 PUBLICATION DESIGN II** 3 Units**Prerequisite:** OFTEC 42 or equivalent

Lecture: 2 hours

Laboratory: 3 hours

This course is a continuation of study in problems of Publication Design. 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. Credit may be earned for only one of the following: OFTEC 43, ART 52, or CMPSC 32.

**Transfer:** CSU**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. (MJC MDAST 321)

**Transfer:** CSU**OFTEC 97 WORK EXPERIENCE IN  
OFFICE TECHNOLOGY** 1-4 Units

**Prerequisite:** Must be enrolled in at least seven (7) units including Work Experience.

Provides students an opportunity to experience supervised employment in Office Technology. The student's employment must be related to educational or occupational goals. 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 145.

**Transfer:** CSU (Transfer credit limited. See a counselor.)**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. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: OFTEC 142 or CMPSC 142.

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

**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*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. (MJC PHILO 101)

**Transfer:** UC/CSU (CAN PHIL 2)**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. Credit may be earned for only one of the following: PHILO 4 or HUMAN 4, but not both. Field trips may be required. (MJC PHILO 115)

**Transfer:** UC/CSU**PHILO 25 TWENTIETH CENTURY PHILOSOPHY** 3 Units*Lecture: 3 hours*

A brief survey of nineteenth and twentieth century philosophy emphasizing the contributions of various thinkers to our understanding of what it is to be human, the nature of society and the relationship of the individual to it, science, technology and human values, and the meaning of life itself. (MJC PHILO 123)

**Transfer:** UC/CSU**PHOTOGRAPHY***(See Art)***PHYSICS****PHYS 1 CONCEPTUAL PHYSICS** 3 Units*Lecture: 3 hours*

A conceptual investigation of the physics of motion, energy, light and color, gravitation, and an introduction to black holes and relativistic time travel. (MJC PHYS 160)

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)**PHYS 2 CONCEPTUAL PHYSICAL SCIENCE: A Starship Voyage** 3 Units*Recommended for Success: MATH 101**Lecture: 3 hours*

Built around the theme of a starship voyage, the course investigates these physics and astronomy concepts: light and electromagnetic radiation, telescopes and imaging, Newtonian modeling using linear momentum and/or angular momentum, gravitation, stellar and planetary evolution, the composition and scale of selected cosmic structures, and an introduction to exobiology.

**Transfer:** CSU**PHYS 4A INTRODUCTORY PHYSICS I: Trigonometry Level** 4 Units*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. Field trips may be required. (MJC PHYS 142)

**Transfer:** UC/CSU (Transfer credit limited. See a counselor.)

(CAN PHYS 2) (CAN PHYS SEQ A= PHYS 4A + PHYS 4B)



**PHYCS 4B INTRODUCTORY PHYSICS II: Trigonometry Level** 4 Units

*Prerequisite:* PHYCS 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).

*Transfer:* UC/CSU (Transfer credit limited. See a counselor.) (CAN PHYS 4) (CAN PHYS SEQ A=PHYCS 4A + PHYCS 4B) (MJC PHYS 143)

**PHYCS 5A INTRODUCTORY PHYSICS I: Calculus Level** 5 Units

*Prerequisite:* MATH 18A or equivalent or concurrent enrollment in Math 18A  
*Lecture:* 5 hours  
*Laboratory:* 2 hours

A calculus-based introduction to the modeling of physical phenomena using Newtonian theory and its extensions. Topics include macroscopic force laws, linear and rotational dynamics, energy, 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. Field trips may be required. (MJC PHYS 101)

*Transfer:* UC/CSU (Transfer credit limited. See a counselor.) (CAN PHYS 8)

**PHYCS 5B INTRODUCTORY PHYSICS II: Calculus Level** 5 Units

*Prerequisite:* PHYCS 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). (MJC PHYS 103)

*Transfer:* UC/CSU (Transfer credit limited. See a counselor.) (CAN PHYS 12)

**POLITICAL SCIENCE****POLSC 10 CONSTITUTIONAL GOVERNMENT** 3 Units

*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. (MJC POLSC 101)

*Transfer:* (UC/CSU) (CAN GOVT 2)

(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.

*Transfer:* 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. (MJC POLSC 110)

*Transfer:* UC/CSU

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

*Lecture:* 1 hour

*Laboratory:* 3 hours

Service Learning Experience I, when paired with course curriculum, is designed to create an opportunity to understand the relationship between academic study and community service through both practical applications and critical reflection. Volunteerism and Service Learning will be examined from theory to practice. This course is designed to meet specific student interests. Students will be required to participate in a Service Learning experience for a minimum of 54 hours and attend 18 hours of lecture.

*Transfer:* 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. May be repeated three times.

*Transfer:* CSU

**PSYCHOLOGY****PSYCH 1 GENERAL PSYCHOLOGY** 3 Units

*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. (MJC PSYCH 101)

*Transfer:* UC/CSU (CAN PSY 2)

**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.

*Transfer:* 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. (MJC PSYCH 110)

*Transfer:* UC/CSU

**PSYCH 10 LIFESPAN HUMAN DEVELOPMENT** 3 Units

*Recommended for Success:* PSYCH 1

*Lecture:* 3 hours

Introduction to the scientific study of the human being from conception to death. The interplay of biological, psychological, social and cultural forces on the developing human will be examined. Instruction will include theoretical concepts as well as practical application. (MJC PSYCH 141)

*Transfer:* UC/CSU

**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.

*Transfer:* 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. Field trips may be required. (MJC PSYCH 130)

*Transfer:* CSU

**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. (MJC HUMSR 116)

*Transfer:* UC/CSU

**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.

*Transfer:* CSU

**PSYCH 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.

*Transfer:* 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. May be repeated three times.

Transfer: CSU

**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. (MJC RLES 380)

TRANSFER: CSU

**RLEST 5 REAL ESTATE PRACTICE** 3 Units

Lecture: 3 hours

Customer relationship; general real estate operations and the industry; includes types and valuation of listings, selling and current marketing techniques, financing, taxes, leasing, appraisals, insurance, public sales, exchanges, trade-in programs and investments. (MJC RLES 381)

Transfer: CSU

**RLEST 10 LEGAL ASPECTS OF REAL ESTATE** 3 Units

Lecture: 3 hours

California real estate law, titles, encumbrances, recordings, real property acquisition and transfer; Penal Code. (MJC RLES 382)

Transfer: CSU

**RLEST 15 REAL ESTATE FINANCE** 3 Units

Lecture: 3 hours

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

Transfer: 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.

Transfer: 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.

Transfer: 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. Credit may be earned for only one of the following: SAR 10 or FIRE 10. May be repeated two times.

Transfer: CSU

**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. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: SAR 50 or FIRE 50. May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

Transfer: CSU

**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. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: SAR 51 or FIRE 51.

Transfer: CSU

**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. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: SAR 56 or FIRE 56. May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

Transfer: CSU

**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. 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. Credit may be earned for only one of the following: SAR 58 or FIRE 58. May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

Transfer: CSU

**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. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: SAR 59 or FIRE 59. May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

Transfer: CSU

**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.

Transfer: 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. May be repeated three times.

Transfer: CSU

**SKILLS DEVELOPMENT****SKLDV 125 INTRODUCTION TO THE GRAPHING CALCULATOR** 0.5 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 0.5-1 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 Units**

*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 Units**

*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 0.5-3 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 ENGL 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 0.5 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 0.5-1 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 74 for Human Services Certificate Requirements

**SOCIO 1 INTRODUCTION TO SOCIOLOGY 3 Units**

*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. (MJC SOCIO 101)

*Transfer:* UC/CSU (CAN SOC 2)

**SOCIO 2 AMERICAN SOCIETY: Social Problems and Deviance 3 Units**

*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. (MJC SOCIO 102)

*Transfer:* UC/CSU (CAN SOC 4)

**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. (MJC SOCIO 150)

*Transfer:* UC/CSU

**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 and deviance) as well as the science (e.g. concepts, theories and 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. Credit may be earned for only one of the following: SOCIO 7 or ANTHR 7.

*Transfer:* UC/CSU

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

*Lecture:* 3 hours

Comparative and historical treatment of the family institution. Analysis of kinship and family structure, roles and relationships within the family. Interdisciplinary assessment of the reciprocal relationship between contemporary society and the American family. (MJC SOCIO 125)

*Transfer:* UC/CSU

**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. Field trips may be required. (MJC HUMSR 114)

*Transfer:* CSU

**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.

*Transfer:* 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. May be repeated one time.

**Transfer:** CSU

**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. 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 145.

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

**SPANISH****SPAN 1A SPANISH: Beginning** 5 Units

*Recommended for Success: ENGL 1A*

Lecture: 5 hours  
Laboratory: 1 hour

Fundamentals of spoken and written Spanish. (MJC SPAN 101)

**Transfer:** UC/CSU (CAN SPAN 2) (CAN SPAN SEQ A = SPAN 1A + SPAN 1B)

**SPAN 1B SPANISH: Beginning** 5 Units

**Prerequisite:** SPAN 1A or 2 years of high school Spanish or equivalent

Lecture: 5 hours  
Laboratory: 1 hour

Continuation of Span 1A, fundamentals of spoken and written Spanish. (MJC SPAN 102)

**Transfer:** UC/CSU (CAN SPAN 4) (CAN SPAN SEQ A = SPAN 1A + SPAN 1B)

**SPAN 2A SPANISH: Intermediate** 5 Units

**Prerequisite:** SPAN 1B or 3 years of high school Spanish or equivalent

Lecture: 5 hours  
Laboratory: 1 hour

Continuation of Span 1B. Includes grammar, conversation and discussion, composition and reading. (MJC SPAN 103)

**Transfer:** UC/CSU (CAN SPAN 8) (CAN SPAN SEQ B = SPAN 2A + SPAN 2B)

**SPAN 2B SPANISH: Intermediate** 5 Units

**Prerequisite:** Span 2A or equivalent

Lecture: 5 hours  
Laboratory: 1 hour

A continuation of intermediate level Spanish, to include poetry and prose, in-depth discussion and composition. An attempt is made to refine all of the language skills in Spanish. (MJC SPAN 104)

**Transfer:** UC/CSU (CAN SPAN 10) (CAN SPAN SEQ B = SPAN 2A + SPAN 2B)

**SPAN 10A CONVERSATIONAL SPANISH: Beginning** 3 Units

Lecture: 3 hours

Practice in vocabulary, idioms and grammatical usage with emphasis on conversational use of the language as spoken in Hispanic America. May be repeated one time. (MJC SPAN 51)

**Transfer:** CSU

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

**Prerequisite:** SPAN 10A or equivalent

Lecture: 3 hours

A continuation of SPAN 10A with emphasis on ideas, culture and use of the total language. May be repeated one time.

**Transfer:** CSU

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

**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. May be repeated two times.

**Transfer:** CSU

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

**Prerequisite:** SPAN 20A or equivalent

Lecture: 3 hours

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

**Transfer:** CSU

**SPEECH COMMUNICATION****SPCOM 1 FUNDAMENTALS OF SPEECH** 3 Units

Lecture: 3 hours

Principles of oral communication; speech composition and techniques of presenting informal and formal speeches. Emphasis given to organization, delivery, critical thinking, and evaluative listening. (MJC SPCOM 100)

**Transfer:** UC/CSU (CAN SPCH 4)

**SPCOM 2 ARGUMENTATION** 3 Units

**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. (MJC SPCOM 104)

**Transfer:** UC/CSU (CAN SPCH 6)

**SPCOM 4 INTRODUCTION TO HUMAN COMMUNICATION** 3 Units

Lecture: 3 hours

Introduction to the field of human communication as developed in contemporary theory and research. Recurrent variables in verbal and non-verbal interaction are traced through the intrapersonal, interpersonal, and multi-personal systems. (MJC SPCOM 102)

**Transfer:** UC/CSU

**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. (MJC SPCOM 130)

**Transfer:** UC/CSU

**SPCOM 7 FORENSICS WORKSHOP** 3 Units

**Prerequisite:** SPCOM 1

Lecture: 3 hours

Principles of applied speech communication through participation in competitive speech performances. Students will participate in intercollegiate forensics. Competitive events include debate, individual speaking, and interpretive performances. Offered for Credit/No Credit grading only. May be repeated three times. Field trips may be required.

**Transfer:** CSU

**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.

**Transfer:** 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. Credit may be earned for only one of the following: SPCOM 18 or DRAMA 18. May be repeated three times. (MJC RA/TV/SPCOM/THETR 101)

**Transfer:** UC/CSU

**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. Credit may be earned for only one of the following: SPCOM 19 or DRAMA 19. May be repeated three times.

**Transfer:** CSU

**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.

**Transfer:** 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.

**Transfer:** 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.

**Transfer:** 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. May be repeated two times.

**Transfer:** CSU

**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. 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 145.

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

**TOURISM**

(See Hospitality Management)

**WELDING TECHNOLOGY**

See Page 76 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. 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 145.

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

**WT 100 INTRODUCTION TO WELDING 3 Units**

*Lecture:* 1 hour

*Laboratory:* 6 hours

Basic arc and oxygen-acetylene welding as it applies to shop and field techniques. (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. May be repeated one time.

**Transfer:** CSU

**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 only one of the following: WT 165 or ART 165.

**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 0.5 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. 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.

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

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. 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.

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



**NON-CREDIT COURSES**

**ART 308 DRAWING & PAINTING: ALL LEVELS 0.0**  
 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 0.0**  
 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 0.0**  
 A comparative review of 10 selected award-winning films from around the world.

**H-HP 300 FITNESS MAINTENANCE 0.0**  
 A comprehensive workout designed to achieve personal fitness goals through the use of cardiovascular and strength training systems.

**H-HP 301 FIRST STEP TO FITNESS 0.0**  
 Designed for the inexperienced exerciser. Each person's performance will be monitored, and an individualized exercise program designed for him/her. Wear appropriate clothing.

**H-HP 302 CARDIAC FAMILY FITNESS— FIRST STEP FOR FITNESS 0.0**  
 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.

**H-HP 303 REHABILITATION FOR THE PHYSICALLY LIMITED 0.0**  
 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 0.0**  
 Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship. Audition required.

**MUSIC 303 ORCHESTRA 0.0**  
 Study and performance of orchestral literature of various styles and media. Audition required for wind, brass, and percussion players as needed.

**NATRE 355 INTRODUCTION TO THEMATIC INTERPRETATION 0.0**  
 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 0.0**  
 Designed to teach the general skills needed to pass the General Educational Development test.

**SKLDV 392 APPLIED SKILLS 0.0**  
 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 0.0**  
 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 0.0**  
 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	2006	2007	2007	2008
	Fall	Spr	Fall	Spr
<b>ANTHROPOLOGY</b>				
1 Physical Anthropology	yes	yes	yes	yes
2 Cultural Anthropology	yes	yes	yes	yes
3 Current Issues	no	no	no	no
15 Native People North America	no	no	no	no
<b>ART</b>				
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. & Mod.	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
51 Publication Design I	yes	yes	yes	yes
52 Publication Design II	yes	yes	yes	yes
53 Computer Graphics I	yes	no	yes	no
54 Computer Graphics II	no	yes	no	yes
56 Typography	no	yes	no	no
71 Intro to Ceramic Sculpture	yes	no	yes	no
<b>AUTOMOTIVE TECHNOLOGY</b>				
97 Work Experience in Auto Tech	yes	yes	yes	yes
100 Intro to Automotive Tech	yes	no	no	no
101 Automotive Braking Systems I	yes	no	no	no
102 Engine Repair	yes	no	no	no
103 Practical Laboratory	yes	yes	yes	yes
105 Automotive Braking Systems	yes	no	no	no
106 Engine Performance	no	yes	no	no
110 Automotive Electrics I	no	yes	no	no
111 Engine Performance I	no	no	no	yes
112 Heating and Air Conditioning	no	yes	no	yes
113 Automotive Electronics	no	no	no	yes
120 Suspension and Steering	no	no	yes	no
121 Automotive Braking Systems II	no	no	yes	no
122 Manual Power Trains & Axles	no	no	yes	no
130 Automotive Electrics II	no	yes	no	no
131 Engine Performance II	no	no	no	yes
132 Transmissions & Transaxles	no	yes	no	no
165 Clean Air Car Course	no	no	no	yes
<b>BIOLOGY</b>				
2 Principles of Biology	yes	no	yes	no
4 Principles of Animal Biology	yes	no	yes	no
6 Principles of Plant Biology	no	yes	no	yes
10 Human Anatomy	yes	no	yes	no
17 Fundamentals of Biology	yes	yes	yes	yes
24 General Ecology	yes	no	yes	no
39 Field Biology	yes	yes	yes	yes

COURSE	2006	2007	2007	2008
	Fall	Spr	Fall	Spr
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
<b>BUSINESS ADMINISTRATION</b>				
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	no	yes	no
150 Small Business Management	no	yes	no	yes
151 Finance and Investments	no	yes	no	yes
155 Computerized Accounting	no	yes	no	yes
158 Payroll Accounting	yes	no	yes	no
161A Small Business Accounting	yes	no	yes	no
161B Small Business Accounting	no	yes	no	yes
163 Business Mathematics	yes	yes	yes	yes
164 Income Tax	yes	no	yes	no
<b>CHEMISTRY</b>				
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
<b>CHILD DEVELOPMENT</b>				
1 Principles of Child Dev.	yes	yes	yes	yes
2 Observ./Recording Behavior	yes	no	yes	no
3 Practices in Child Dev.	no	yes	no	yes
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
<b>COMPUTER SCIENCE</b>				
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	no	yes	no	yes
17 Advanced Internet Research	yes	yes	yes	yes
19 Computer Graphics/Animation	yes	yes	yes	yes



COURSE	2006	2007	2007	2008
	Fall	Spr	Fall	Spr
22 Programming Concepts I	yes	no	yes	no
24 Programming Concepts II	no	no	no	yes
28 Visual Basic Programming	yes	no	yes	no
30 Financial Worksheets	no	yes	no	yes
31 Publication Design I	yes	yes	yes	yes
32 Publication Design II	yes	yes	yes	yes
33 Computer Graphics I	yes	no	yes	no
34 Computer Graphics II	no	yes	no	yes
41 Networking Essentials	yes	yes	yes	yes
51 Management Information Systems	yes	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
56 Typography	no	yes	no	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
167 PC Assembly/Upgrade/Support	yes	no	yes	no
168 PC Operating System Install/Support	no	yes	no	yes
<b>DRAFTING</b>				
50A Computer Assisted Draft. I	yes	yes	yes	yes
<b>DRAMA</b>				
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
<b>EARTH SCIENCE</b>				
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
<b>ECONOMICS</b>				
10 Principles of Economics	yes	no	yes	no
11 Principles of Economics	no	yes	no	yes
<b>EMERGENCY MEDICAL SERVICES</b>				
4 Emer. Medical Tech. Training	yes	yes	yes	yes
12 Pre-Paramedic Training	yes	no	yes	no
13 Advanced First Aid/Emergency Care	yes	yes	yes	yes
20 Basic Cardiology/Cardiac Dysrhythmias	yes	no	yes	no
97 Work Experience	yes	yes	yes	yes
107 Skills Refresher-EMT's	yes	yes	yes	yes
109 Skills Refresher-Online EMT's	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
175 Skills Development	yes	yes	yes	yes

COURSE	2006	2007	2007	2008
	Fall	Spr	Fall	Spr
<b>ENGLISH</b>				
1A Reading & Comp.: Beginning	yes	yes	yes	yes
1B Reading & Comp.: Advanced	yes	yes	yes	yes
1C Critical Reasoning & Writing	yes	yes	yes	yes
10 Creative Writing	yes	yes	yes	yes
11 Film Appreciation	yes	yes	yes	yes
17 American Literature	no	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
<b>FIRE TECHNOLOGY</b>				
1 Fire Protection Organization	yes	yes	yes	yes
2 Fire Prevention Tech.	yes	no	no	no
3 Fire Protection Equipment	no	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
<b>FOREIGN LANGUAGE (see Spanish)</b>				
<b>FORESTRY</b>				
1 Intro. to Professional Forestry	yes	no	yes	no
10 Dendrology	yes	no	yes	no
<b>FORESTRY TECHNOLOGY</b>				
153 Forest Surveying Techniques	no	yes	no	yes
162 Applied Forest Inventory/Management	yes	no	yes	no
<b>GEOGRAPHY</b>				
12 Cultural Geography	yes	yes	yes	yes
15 Physical Geography	yes	yes	yes	yes
18 World Regional Geography	no	yes	no	yes
<b>GUIDANCE</b>				
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
<b>HEALTH AND HUMAN PERFORMANCE</b>				
2 Women's Issues in Health	yes	no	yes	no
6A Lifetime Fitness Program I	yes	yes	yes	yes
12 Exercise/Diabetes Mgmt	yes	yes	yes	yes
20 Dance Survey	yes	yes	yes	yes
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

COURSE	2006	2007	2007	2008
	Fall	Spr	Fall	Spr
51 Dodge Ball	yes	yes	yes	yes
60 Health & Fitness Education	yes	yes	yes	yes
62 Safety & 1st Aid Education	no	yes	no	yes
79 Beg. Sport Conditioning	yes	yes	yes	yes
80 Men's Varsity Cross Country	yes	no	yes	no
81 Women's Varsity Cross Country	yes	no	yes	no
<b>HISTORY</b>				
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
<b>HOSPITALITY MANAGEMENT</b>				
10 Intro to Recreation & Leisure	no	yes	no	yes
20 Intro to Leisure Travel & Tourism	yes	no	yes	no
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	no	yes	no	yes
165 Eco-Adventure/Heritage Travel Business Development	no	no	yes	no
168 Developing a Hospitality/Tourism/Recreation Career Path & Portfolio	no	yes	no	yes
171 Planning Meetings/Events	no	yes	no	yes
175 Spas & Health Club Operations	yes	no	yes	no
185 Geography of Travel & Tourism: Western Hemisphere	no	no	yes	no
186 Geography of Travel & Tourism: Eastern Hemisphere	yes	no	no	no
190 Culinary Arts Internship	yes	yes	yes	yes
<b>HUMANITIES</b>				
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
<b>JOURNALISM</b>				
1 Intro to Journalism	yes	no	yes	no

COURSE	2006	2007	2007	2008
	Fall	Spr	Fall	Spr
<b>MATHEMATICS</b>				
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	no	no
10 College Algebra	yes	no	yes	yes
12 Finite Mathematics	no	no	yes	no
16 Precalculus	no	yes	no	no
17A Precalculus I	no	no	yes	no
17B Precalculus II	no	no	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
<b>MUSIC</b>				
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
<b>NATURAL RESOURCES</b>				
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
<b>NATURAL RESOURCES TECHNOLOGY</b>				
155 Interpretive Guided Tours	no	no	no	yes
160 Aerial Photography and Map Interpretation	yes	no	yes	no
181 California Wildlife	no	yes	no	yes
163 Water for Consumption	yes	no	yes	no



COURSE	2006	2007	2007	2008
	Fall	Spr	Fall	Spr
<b>OFFICE TECHNOLOGY</b>				
42 Publication Design I	yes	yes	yes	yes
43 Publication Design II	yes	yes	yes	yes
50 Medical Terminology	yes	yes	yes	yes
97 Work Experience	yes	yes	yes	yes
105 Elec. Printing Calculators	yes	yes	yes	yes
110 Computer Keyboarding II	yes	yes	yes	yes
120 Computer Keyboarding III	yes	yes	yes	yes
121 Machine Transcription	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	yes
140 Beginning Word Processing	yes	yes	yes	yes
141 Intermed. Word Processing	yes	yes	yes	yes
151 Medical Office Management	no	yes	no	yes
152 Medical Billing Coding	no	yes	no	yes
153A Beg. Medical Transcription	yes	yes	yes	yes
153B Beg. Medical Transcription	yes	yes	yes	yes
154 Radiology Transcription	yes	yes	yes	yes
155 Cardiology Transcription	yes	yes	yes	yes
156 Orthopedic Transcription	yes	yes	yes	yes
157 Gastroenterology Transcript.	yes	yes	yes	yes
158 Pathology Transcription	yes	yes	yes	yes
190 Medical Office Internship	yes	yes	yes	yes
<b>PHILOSOPHY</b>				
1 Introduction to Philosophy	yes	yes	yes	yes
2 Conceptual Physical Science	yes	yes	yes	yes
4 World Religions/Spirituality	yes	no	yes	no
25 20th Century Philosophy	yes	yes	yes	yes
<b>PHYSICS</b>				
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
<b>POLITICAL SCIENCE</b>				
10 Constitutional Government	yes	yes	yes	yes
12 American Political Thought	yes	no	yes	no
14 International Relations	no	yes	no	yes
<b>PSYCHOLOGY</b>				
1 General Psychology	yes	yes	yes	yes
2 Current Issues In Psychology	no	yes	no	yes
5 Human Sexual Behavior	yes	yes	yes	yes
10 Lifespan Human Development	no	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
<b>SEARCH &amp; RESCUE</b>				
50 Low Angle Rope Rescue	yes	yes	yes	yes
<b>SOCIOLOGY</b>				
1 Introduction to Sociology	yes	yes	yes	yes
2 American Society: Soc. Prob.	no	yes	no	yes
5 Ethnicity/Ethnic Relations	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

COURSE	2006	2007	2007	2008
	Fall	Spr	Fall	Spr
<b>SPANISH</b>				
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
<b>SPEECH COMMUNICATION</b>				
1 Fundamentals of Speech	yes	yes	yes	yes
2 Argumentation	yes	yes	yes	yes
4 Human Communication	yes	yes	yes	yes
7 Forensics Workshop	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
<b>WELDING TECHNOLOGY</b>				
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



## FACULTY

*Date of appointment follows name*

<b>Li Ching Accurso</b> (1995) <b>588.5378</b> A.S., Contra Costa College B.A., M.F.A., University of California, Berkeley Fulbright Scholar, 1991	Art	<b>Meryl Brooks</b> (1994) <b>588.5225</b> A.A., Fresno City College B.A., M.A., California State University, Fresno	English
<b>Dennis L. Albers</b> (1985) <b>588.5138</b> B.S., M.S., Ph.D., University of Nebraska	Mathematics, Physics	<b>Carolyn Buck</b> (2005) <b>588.5223</b> 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	Dean of Learning Support Services
<b>Erik Andal</b> (1997) <b>588.5200</b> A.A., San Joaquin Delta College B.V.E., M.A., California State University, Stanislaus	Automotive Technology	<b>Lauren Campana</b> (2000) <b>588.5204</b> B.S.N., CSU, Sacramento M.P.H., University of California, Berkeley N.P., CSU, Long Beach	Health Services Coordinator, College Nurse
<b>Shelley Attix</b> (2001) <b>588.5205</b> B.A., University of Wisconsin, Madison M.A., George Washington University A.B.D., University of New Mexico, Albuquerque	Hospitality Management & Tourism	<b>Ross A. Carkeet, Jr.</b> (1968) <b>588.5155</b> A.A., Modesto Junior College B.S., University of California, Berkeley M.S., Humboldt State University	Biology, Forestry, Natural Resources
<b>Randy Barton</b> (2005) <b>588-5217</b> B.A., M.B.A., California State University, Stanislaus	Business, Economics	<b>John R. Carter</b> (1984) <b>588.5214</b> B.M., Chapman University M.M., Westminster Choir College Certificate in Vocal Performance, Temple University	Music
<b>Joshua E. Bigelow</b> (1981) <b>588.5185</b> A.A., Columbia College B.A., M.A., University of California, Berkeley	Health & Human Performance	<b>Anne M. Cavagnaro</b> (2004) <b>588.5156</b> A.A., Columbia College B.A., Sonoma State University M.A., University of Kentucky	Mathematics
<b>Vonna Breeze-Martin</b> (1990) <b>588.5274</b> B.A., M.A., University of Utah	Spanish		



- 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,  
B.A., M.A., Humboldt State University Work Experience  
Coordinator
- Peter Daly** (1999) **588.5186** Emergency Medical Services/  
A.S., Columbia College Paramedic  
B.A., California State University, Stanislaus
- Joseph Doherty** (2005) **588.5244** Fire Technology  
A.A., San Jose City College  
B.A., California State University, Long Beach  
M.A., California State University, Long Beach
- 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
- Jeff Fitzwater** (2005) **588.5028** Academic Counselor  
B.A., California Polytechnic State University, San Luis Obispo  
M.A., California State University, Stanislaus
- Dennis Gervin** (2005) **588.5107** Vice President for  
B.A., M.A., Ph.D., University of California, Student Learning  
Santa Barbara
- Laurel M. Grindy** (1990) **588.5147** Mathematics  
B.A., M.A., California State University, Stanislaus
- Ted Hamilton** (1998) **588.5227** Geography, History,  
A.A., Modesto Junior College Political Science  
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
- Brian Jensen** (2005) **588.5036** Special Programs Counselor  
A.A., College of Marin  
B.A., Dominican University of California  
M.A., Sonoma State University  
Ph.D., Southern California University of Professional Studies
- Thomas Johnson** (2000) **588.5215** Political Science  
B.A., University of California, Santa Barbara & History  
M.A., California State University, Stanislaus  
J.D., The American University, Washington, D.C.
- Raelene Juarez** (2005) **588.5183** Health and Human  
B.A., M.A., California State University, Chico Performance
- 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,  
B.S., Bowling Green State University Humanities  
M.A., California State University, Los Angeles
- Lynn Martin** (1996) **588.5206** Counselor,  
B.A., California State University, Transfer Center Coordinator  
San Francisco  
M.Ed., University of San Francisco  
M.A., University of La Verne  
Ph.D., Capella University
- Morgan McBride** (1991) **588.5184** Health & Human  
B.A., California State University, Stanislaus Performance  
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  
A.S., Modesto Junior College Services, Occupational  
B.A., California Polytechnic State University, and Economic  
San Luis Obispo Development  
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

- Thomas O'Neil** (2006) **588.5143** Dean of Instructional Services,  
Ph.B., University of North Dakota Arts & Sciences  
M.A., McMaster University  
Ph.D., McMaster University
- 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  
B.A., University of California, Davis Performance  
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** English  
A.A., Santa Rosa Junior College  
B.A., M.A., Sonoma State University
- Joseph Ryan** (2002) **588.5151** Chemistry  
A.A., Chabot College  
B.S., San Francisco State University  
Ph.D., University of California, Davis
- Katherine Schultz** (2000) **588.5364** Computer Information  
B.A., California State University, Chico Systems  
M.S., California State University, Hayward
- Donald Smith** (2005) **588.5348** Computer Science  
A.S., Foothill College  
B.S., University of San Francisco
- Raymond L. Steuben** (1976) **588.5120** Librarian  
B.A., University of California, Santa Barbara  
M.L.S., University of California, Los Angeles
- Ellen Stewart** (1976) **588.5154** Drama, Speech  
B.A., San Francisco State University  
M.A., California State University, Fresno
- Kathy Lynn Sullivan** (2000) **588.5377** Child Development  
B.A., California State University, Stanislaus  
M.A., Pacific Oaks College
- Laurie Sylwester** (2000) **588.5341** Art  
A.A., Columbia College  
B.A., M.A., California State University, Stanislaus
- Jeffrey W. Tolhurst** (1996) **588.5235** Earth Science, GIS  
B.A., University of California, Santa Barbara  
M.S., Humboldt State University  
Ph.D., University of South Carolina
- James M. Toner** (1996) **588.5226** English  
B.A., Boston College  
M.A., University of California, Berkeley
- Guy Van Cleave** (2005) **588.5202** Biology  
B.S., University of California, Davis  
M.S., San Diego State University
- Adrienne Webster** (2005) **588.5275** Child Development  
B.A., University of California, Santa Cruz  
M.A., Pacific Oaks College
- Bill Wilson** (1974) **588.5228** Psychology, Guidance  
A.A., Solano College  
B.A., San Jose State University  
M.S., California State University, Hayward
- Gene Womble** (1997) **588.5135** Hospitality Management,  
A.S., City College of San Francisco Coordinator, Hospitality  
B.A., California State University, Stanislaus Mgmt. Program



## Faculty Emeriti

<b>David E. Alford</b>	Humanities, Philosophy (1989-2000)
<b>Paul K. Becker</b>	Dean of Student Services (1971-1987)
<b>Elsie M. Bruno</b>	Counselor, Articulation Officer (1980-2000)
<b>Dale L. Bunse</b>	Art (1975-2000)
<b>L. Frances Cullen</b>	Psychology, Counselor, Student Activities (1971-1983)
<b>W. Dean Cunningham</b>	President (1979-1992)
<b>Richard L. Dyer</b>	History, Political Science (1969-1991)
<b>Margo Elliott</b>	Psychology (1991-2004)
<b>Marion C. Evans</b>	Health Occupations (1968-1983)
<b>McKinley Frost</b>	Welding Technology (1970-1985)
<b>Robert H. Gibson</b>	Physical Education (1970-1993)
<b>Phyllis T. Greenleaf</b>	Child Development (1990-2005)
<b>Delores A. Hall</b>	College Nurse (1987-1999)
<b>Frances V. Hegwein</b>	Health Occupations (1974-1985)
<b>Terry J. Hoff</b>	Health & Human Performance (1974-2004)
<b>Tom G. Holst</b>	Earth Science, Computer Science (1974-1996)
<b>Floyd L. Hopper</b>	Counselor (1976-1988)
<b>Kathryn E. Jeffery</b>	Vice President for Student Services (1994-2004)
<b>Thelma A. Jensen</b>	Health Occupations (1968-1984)
<b>James R. Kindle</b>	Learning Skills (1974-1990)
<b>Douglas E. Kotarek</b>	Business, Economics (1974-2004)
<b>Walter L. Leineke</b>	Assistant Dean of Instruction (1968-1991)
<b>Paul Lockman</b>	Dean of Special Programs (1981-2005)
<b>Jerry D. Lyon</b>	Business (1971-1984)
<b>Jean Mallory</b>	Counselor, Articulation Officer (1990-2005)
<b>George Melendrez</b>	Fire Technology (1991-2005)
<b>James R. Mendonsa</b>	Search & Rescue, Speech (1981-2004)

<b>John C. Minor</b>	English (1970-1993)
<b>Barbara C. Painter</b>	Counselor (1969-1980)
<b>Chester H. Palmer</b>	English, Speech (1976-1989)
<b>Suzanne Patterson</b>	Learning Disabilities Specialist (1991-2004)
<b>Fred J. Petersen</b>	Computer Science (1981-1999)
<b>David G. Purdy</b>	Drama, English, Speech (1971-2004)
<b>Alan Ramsaran</b>	Counselor (1988-2002)
<b>Harvey B. Rhodes</b>	President (1967-1979)
<b>Blaine D. Rogers</b>	Biology (1972-2004)
<b>Richard H. Rogers</b>	Business (1968-1982)
<b>John R. Ross</b>	Health Education, Health Occupations, Search and Rescue (1970-1987)
<b>V. Peter Sullivan</b>	Physical Education, Athletic Director (1961-1992)
<b>David I. Willson</b>	Vice President of Instruction (1975-2004)
<b>Clarence O. Wolgamott, Jr.</b>	Chemistry (1971-2001)

## Classified Staff

Date of appointment follows name

<b>Maria Luisa Adams</b> (2004)	Library/Media Technician II
<b>Kandee Aiton</b> (1999)	Account Technician I, Hospitality Management
<b>Jeremy Allen</b> (2004)	Campus Security Officer I
<b>Linda M. Baker</b> (2002)	Support Staff II, Vocational Education
<b>Merlin Bart</b> (1984)	Lab Assistant II, Auto Technology
<b>Doreen Bass</b> (1991)	Lab Assistant III, Biology
<b>Preston Birdwell</b> (1998)	Manager, Fire Station
<b>Lonnie Blansit</b> (1997)	Laboratory Assistant II, Computer Science
<b>Darin Blume</b> (2000)	Maintenance II
<b>Casey Bonavia</b> (1989)	Laboratory Assistant III, Mathematics
<b>Ryan Brady</b> (1999)	Electronic Technician
<b>Brian Brazil</b> (2006)	Campus Security Officer I
<b>Nancy M. Brooks</b> (1982)	Library Media Technician III
<b>Tammie Brumlow</b> (2003)	Custodian
<b>Angela Brunton</b> (2000)	Child Care Center Site Supervisor
<b>Cindy Buie</b> (2004)	Bookstore Operations, Lead
<b>Nancy Bull</b> (1996)	Account Technician II
<b>Coni Chavez</b> (2002)	Administrative Assistant to the President
<b>David Chesnut</b> (2000)	Program Representative III, CalWorks
<b>Sue Clark</b> (2000)	Program Representative III, CCCAE
<b>Chuck Cooper</b> (2000)	Maintenance III, Carpenter
<b>Doug Cromwell</b> (2001)	HVAC Technician
<b>Linda Cross</b> (2001)	Administrative Secretary to the Dean of Instructional Services, Vocational Education
<b>Eileen Cupit</b> (1996)	Custodian
<b>Chrys Day</b> (2001)	Instructional Assistant II, Health & Human Performance
<b>Kathy Diener</b> (1998)	Master Teacher, Child Development Center
<b>Steven D'Orsay</b> (2004)	Grounds Maintenance
<b>Ben Dorsett</b> (2001)	Maintenance I
<b>Greg Elam</b> (1997)	Campus Security Officer, Lead
<b>Miriam Escher</b> (2005)	Custodian
<b>Phillip Fish</b> (2000)	Campus Security Officer
<b>Doralyn Foletti</b> (2004)	Program Representative II, Student Success
<b>Steven Frost</b> (1979)	Lead Custodian
<b>Martin Gang</b> (2006)	Director of Information Technology & Media Services
<b>Vickie Garrett</b> (2001)	Instructional Assistant II, Business Administration & Computer Lab
<b>Marvin Ghan</b> (1999)	Transfer Mechanic III
<b>Heather Gillis</b> (2004)	Instructional Assistant II, AAC
<b>Doris I. Goldson</b> (1970)	Administrative Secretary, Technology and Library
<b>Catherine Gray</b> (2006)	Master Teacher, Child Development Center
<b>Robert Gritz</b> (1998)	Fiscal Services Supervisor
<b>Frederick Grolle</b> (1989)	Electronics Specialist
<b>Lanai Hallmeyer</b> (1999)	Executive Secretary to the Vice President for Student Learning
<b>Ina Heinrichs</b> (2001)	Secretary I, Instructional Materials Center
<b>Roger Heinrichs</b> (2005)	Custodian
<b>Wendy Hesse</b> (2004)	Account Technician I

<b>Rickee Hill</b> (2003)	Admissions & Records, Technician II
<b>Terri Isaman</b> (2002)	Executive Secretary to the Chief Operations Officer
<b>Trudy Lackey</b> (2004)	Calaveras Center Manager and Community Education Coordinator
<b>Cass Larkin</b> (1998)	Financial Aid Manager
<b>Doug Lau</b> (2000)	Director of Marketing & Public Relations
<b>Tiffany Liggett</b> (2005)	Child Care Center Manager
<b>Wendy Link</b> (1984)	Technician, Media Services
<b>Joycie Lopez</b> (2002)	Support Staff II, Facilities
<b>Timothy Mann</b> (1983)	Athletic Equipment Technician & Instructional Assistant II
<b>Kelley Marshall</b> (2002)	Alternate Media Access Technician
<b>Sandra McCracken</b> (2002)	Support Staff II, Health & Human Performance
<b>Connie Mical</b> (1991)	Chief Operations Officer
<b>Shelley Muniz</b> (2002)	Library Media Technician III
<b>Charles Oldfather</b> (2005)	Campus Operations Manager I
<b>Jessie Pearson</b> (1992)	Reprographic Operator III, Instructional Materials Center
<b>Jeri Perez</b> (2005)	Support Staff II
<b>Patricia Ramirez</b> (2004)	Technician III, Admissions & Records
<b>Charles Rice</b> (1997)	Laboratory Assistant II, Hospitality Management
<b>Karin Rodts</b> (1989)	Laboratory Assistant I, DSPS
<b>Cindy Rose</b> (2004)	Support Staff II, Student Learning
<b>Liz Rumney</b> (1998)	Bookstore Buyer
<b>Gail Segerstrom</b> (2005)	Coordinator, Instructional Materials Center
<b>Marnie Shively</b> (2000)	Financial Aid Technician III
<b>Steven Shively</b> (1987)	Maintenance II
<b>Kathleen Smith</b> (1984)	Director of Student Success/ Matriculation
<b>Karen Stanley</b> (2005)	Food Service Specialist
<b>Julie Thornburg</b> (2005)	Administrative Secretary to the Dean of Learning Support Services
<b>Elaine Urruty</b> (2005)	Administrative Secretary to the Dean of Instructional Services, Arts & Sciences
<b>Susan Vegter-Slape</b> (2001)	Executive Secretary, Student Learning
<b>Michelle Vidaurri</b> (2005)	Financial Aid Technician I
<b>William Walton</b> (2004)	Campus Security Officer I
<b>Linda Watkins</b> (2001)	Support Staff II, Student Learning
<b>Karen Yacovetti</b> (1995)	Instructional Assistant II, Health & Human Performance
<b>Debbie York</b> (2006)	Admissions & Records Technician II
<b>Dean Zaharias</b> (2004)	Cook/Baker



# Index

## A

AA/AS Degree Majors ..... 49  
 AB 540 ..... 18  
 Academic Achievement Center ..... 23  
 Academic Calendar ..... 5  
 Academic Deficiencies ..... 34  
 Academic Freedom ..... 27  
 Academic Integrity ..... 14  
 Academic Policies & Procedures ..... 27  
 Academic Renewal ..... 30  
 Academic Requirements Review Committee ..... 32  
 Academic Schedule ..... 4  
 Accreditation ..... 7  
 Adding a Course ..... 29  
 Admission Procedures ..... 17  
 Admission as a Transfer Student (UC) ..... 40  
 Advanced Placement Examination Credit ..... 31, 48  
 Allied Health Major ..... 54  
 Anthropology Course Descriptions ..... 79  
 Art Course Descriptions ..... 79  
 Assessment ..... 21  
 Associate in Arts Degrees ..... 50-53  
 Associate in Science Degrees ..... 54-58  
 Associate in Science (Occupational Education) Degrees ..... 59-64  
 Athletics ..... 9  
 Attendance ..... 33  
 Auditing a Course ..... 19, 29  
 Automotive Technology Certificates ..... 66  
 Automotive Technology Course Descriptions ..... 83  
 Automotive Technology Occupational Education Major ..... 59

## B

Biology Course Descriptions ..... 86  
 Bookstore ..... 9  
 Business Administration Certificates ..... 67  
 Business Administration Occupational Education Major ..... 59  
 Business Course Descriptions ..... 88  
 Business Major ..... 54

## C

Calaveras Center ..... 7  
 California Articulation Number (CAN) System ..... 46  
 California State University System (CSU) Transfer Information ..... 37  
 CalWORKs ..... 23  
 Campus Bulletin Boards ..... 9  
 Campus Map ..... 160  
 Campus Phone Directory ..... 159  
 CARE Program ..... 23  
 Career Center ..... 24  
 Catalog Rights ..... 27  
 Cellar Restaurant ..... 9  
 Certificates of Achievement ..... 65-76  
 Challenging Grades ..... 28  
 Change of Official Records ..... 22  
 Chemistry Course Descriptions ..... 91  
 Child Care Center ..... 24  
 Child Development Certificates ..... 68  
 Child Development Course Descriptions ..... 92  
 Child Development Major ..... 55  
 Classification of Students ..... 33  
 Classified Staff ..... 155  
 College Activities & Student Life ..... 9  
 College Credit from Other Institutions ..... 32

College Functions ..... 8  
 College Level Examination Program (CLEP) ..... 31  
 College Policies ..... 11  
 Columbia College Campus ..... 6, 160  
 Columbia College Transcripts ..... 22  
 Computer Science Certificates ..... 68  
 Computer Science Course Descriptions ..... 94  
 Computer Science Majors ..... 55  
 Computer Science Occupational Education Majors ..... 60  
 Confidentiality of Student Records ..... 21  
 Counseling Services ..... 24  
 Course Articulation with Other Colleges ..... 77  
 Course Descriptions ..... 77  
 Course Repetition ..... 29, 78  
 Courses Not Listed in the Catalog ..... 78  
 Courses, Non-Credit ..... 78, 146  
 Courses, Numbering of ..... 77  
 Courses, Transferability of ..... 77  
 Credit by Examination (Course Challenge) ..... 31  
 Credit for Military Service ..... 32  
 Credit Value ..... 78  
 Credit/No Credit Grading (CR/NC) ..... 30  
 CSU Admission ..... 37

## D

Diploma & Certificate Replacements ..... 22  
 Disabled Students Programs & Services (DSP&S) ..... 24  
 Disciplinary Action ..... 13  
 Drafting Course Descriptions ..... 100  
 Drama Course Descriptions ..... 100  
 Dropping a Course ..... 29  
 Drug & Alcohol Policy ..... 12

## E

Earth Science Course Descriptions ..... 101  
 Economics Course Descriptions ..... 102  
 Educational Expenses ..... 15  
 Educational Plan ..... 21  
 Emergency Medical Services Certificate ..... 70  
 Emergency Medical Services Course Descriptions ..... 102  
 Emergency Medical Services Major ..... 55  
 English Course Descriptions ..... 105  
 Enrollment & Academic Status Verification ..... 22  
 Examination Program, College Level (CLEP) ..... 31  
 Exemption Categories, Matriculation ..... 20  
 Expenses & Fees ..... 15  
 Extended Opportunity Programs & Services (EOP&S) ..... 25

## F

Faculty & Staff Information ..... 151  
 Fee Refund Policy ..... 15  
 Fees ..... 15, 16  
 Field Trips ..... 78  
 Final Examinations ..... 33  
 Financial Aid ..... 25  
 Fine Arts Major ..... 50  
 Fire Technology Certificate ..... 71  
 Fire Technology Course Descriptions ..... 107  
 Fire Technology Majors ..... 55  
 Fire Technology Occupational Education Major ..... 60  
 Food Service ..... 9  
 Forestry Course Descriptions ..... 110  
 Forestry Major ..... 56  
 Forestry Technology Certificate ..... 71  
 Forestry Technology Course Descriptions ..... 110  
 Forestry Technology Occupational Education Major ..... 61

## G

G.E.D. (High School Equivalency) Test Center ..... 25  
 General Education Breadth Requirements ..... 35, 48  
 Geography Course Descriptions ..... 110  
 Grade Reports ..... 33  
 Grading System ..... 28  
 Graduate, Notice of Intent to ..... 36  
 Graduation and Transfer Requirements ..... 35  
 Guidance Course Descriptions ..... 111

## H

Health and Human Performance Course Descriptions ..... 112  
 Health and Human Performance Major ..... 51  
 Health Occupations Course Descriptions ..... 118  
 Health Services ..... 25  
 High School Equivalency Diploma (G.E.D.) Test Center ..... 25  
 History Course Descriptions ..... 118  
 Honors Program ..... 78  
 Hospitality Management Certificates ..... 71  
 Hospitality Management Course Descriptions ..... 119  
 Hospitality Management Majors ..... 56  
 Hospitality Management Occupational Education Major ..... 61  
 Human Services Certificate ..... 74  
 Human Services Occupational Education Major ..... 62  
 Humanities Course Descriptions ..... 123

## I

Incomplete Grades ..... 30  
 Independent Study Courses (99/199) ..... 30  
 Independent Study Courses ..... 123  
 In-Progress (IP) ..... 28  
 Interdisciplinary Studies Course Descriptions ..... 124  
 International Students - Admission ..... 18  
 International Students - Admission (CSU) ..... 39  
 Intersegmental General Education Transfer Curriculum (IGETC) ..... 42

## J

Job Placement ..... 25  
 Journalism Course Descriptions ..... 125

## L

Language Arts Majors ..... 51  
 Liberal Studies Major ..... 51  
 Library ..... 9  
 Library Course Descriptions ..... 125  
 Lower Division Transfer Requirements ..... 37

## M

Manzanita Bookstore ..... 9  
 Map of Campus ..... 160  
 Mathematics Course Descriptions ..... 125  
 Mathematics Major ..... 53  
 Minimum Eligibility Requirements for Transfer to UC ..... 40  
 Misconduct Penalties ..... 13  
 Mission Statement ..... 7  
 Music Course Descriptions ..... 128  
 Music Major ..... 53

## N

Natural Resources Certificate ..... 75  
 Natural Resources Course Descriptions ..... 131  
 Natural Resources Majors ..... 57  
 Natural Resources Occupational Education Major ..... 62  
 Natural Resources Technology Certificate ..... 75  
 Natural Resources Technology Course Descriptions ..... 131  
 Natural Resources Technology Occupational Education Major ..... 63

Non-Credit Courses ..... 78, 146  
 Nondiscrimination Compliance ..... 11  
 Nonresidents ..... 16, 41  
 Notice of Intent to Graduate ..... 36  
 Numbering of Courses ..... 77

## O

Office Technology Certificates ..... 75  
 Office Technology Course Descriptions ..... 132  
 Office Technology Occupational Education Major ..... 63  
 Open Class Policy ..... 11  
 Other College or High School Transcripts ..... 22  
 Outreach ..... 25

## P

Parking Fee Refund Policy ..... 15  
 Philosophy Course Descriptions ..... 135  
 Photography Course Descriptions ..... 82  
 Physics Course Descriptions ..... 135  
 Political Science Course Descriptions ..... 136  
 Prerequisites/Co-requisites/Recommended for Success ..... 28  
 Privacy Rights of Students ..... 22  
 Probation & Dismissal for Academic Deficiencies ..... 34  
 Progress Deficiencies ..... 34  
 Psychology Course Descriptions ..... 137

## R

Real Estate Course Descriptions ..... 138  
 Regulations on Student Records ..... 21  
 Repetition of Courses ..... 29, 78  
 Residence Requirements ..... 18

## S

Satisfactory Progress ..... 33  
 Schedule of Classes ..... 8  
 Scholarships & Awards ..... 25  
 Scholastic Honors ..... 33  
 Science Majors ..... 59  
 Search and Rescue Course Descriptions ..... 138  
 Security/Parking/Lost & Found ..... 26  
 Selecting Campuses and Programs of Study ..... 40  
 Selective Service Registration ..... 12  
 Service Learning Experience Course Descriptions ..... 139  
 Services for Students ..... 23  
 Sexual Harassment Policy ..... 12  
 Skills Development Course Descriptions ..... 139  
 Smoking on Campus ..... 12  
 Sociology Course Descriptions ..... 141  
 Spanish Course Descriptions ..... 142  
 Speech Communication Course Descriptions ..... 143  
 Student Activities & Student Life ..... 9  
 Student Admission Procedures ..... 17  
 Student Code of Conduct ..... 13  
 Student Complaint Procedure ..... 12  
 Student Fee/Refund Information ..... 16  
 Student Housing ..... 10  
 Student Identification Cards ..... 26  
 Student Load ..... 33  
 Student Nondiscrimination Policy ..... 11  
 Student Organizations ..... 9  
 Student Right to Know Rates ..... 8  
 Student Success Matriculation Program ..... 19  
 Substance Abuse Policy ..... 12



**T**

Table of Contents..... 3  
 Teacher Aide Training Course Descriptions ..... 144  
 Tourism/Recreation Certificates..... 73  
 Transfer Admission Agreement (TAA) ..... 41  
 Transfer Center ..... 26  
 Transfer Degree ..... 53, 58  
 Transfer Requirements, Lower Division..... 37  
 Transfer Requirements to a CSU ..... 37  
 Transferable Course Agreement (TCA) ..... 41  
 Transferability of Courses ..... 77  
 Two-Year Course Offerings..... 147

**U**

Undergraduate Programs, University of California..... 40  
 Unit of Credit ..... 28  
 University of California ..... 40  
 University of California Transfer Requirements ..... 40

**V**

Veterans Affairs..... 26

**W**

Welding Technology Certificate ..... 76  
 Welding Technology Course Descriptions ..... 144  
 Withdrawal from College ..... 34  
 Work Experience Course Descriptions ..... 145

**Y**

Yosemite Community College District..... 7



# Campus Phone Directory

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

**A**

Academic Achievement Center ..... 588.5088  
 Academic Senate Office ..... 588.5381  
 Admissions & Records ..... 588.5231  
 Advanced Technology: Training Center (ATTC) ..... 588-0981  
 Art Department ..... 588.5150  
 Assessment Office ..... 588.5234  
 Automotive Technology ..... 588.5159

**B**

Bakery Lab ..... 588.5301  
 Biology Lab/Prep Room ..... 588.5157  
 Bookstore ..... (See Manzanita Bookstore)  
 Buckeye Computer 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 Computer Lab ..... 588.5209  
 Fire House/Fire Station ..... 588.5207  
 Forestry Department ..... 588.5155  
 Foster Care Department ..... 588.5382

**G**

General Education Development (GED) Test Center ..... 588.5109

**H**

Health & Human Performance Department ..... 588.5180  
 Health Services ..... 588-5204  
 Hospitality Management ..... 588.5135  
 Housing (On-campus) ..... 533.3039

**I**

Information, (General Exchange) ..... 588.5101  
 Instruction Office ..... (See Student Learning)  
 Instructional Materials Center (IMC) ..... 588.5101

**J**

Job Placement ..... 588.5312

**L**

Learning Disabilities Department ..... 588.5130  
 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  
 Sequoia Computer 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**

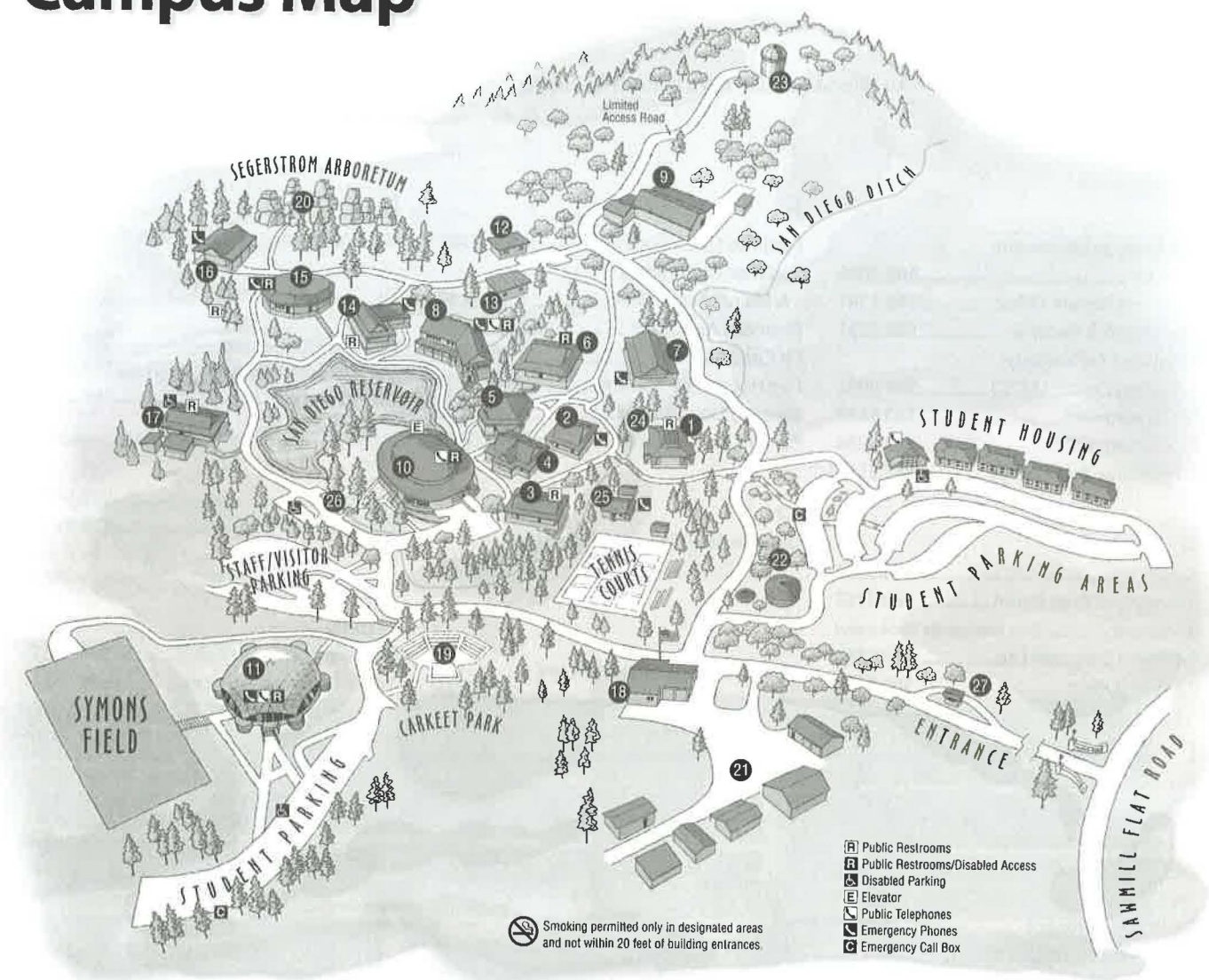
Technology Services ..... 588.5122  
 Testing Center ..... 588.5234  
 Toll Booth ..... 588.5201  
 Tram Driver (DSP&S) ..... 588.5131  
 Transfer & Career Center ..... 588.5271  
 Transportation Department ..... 588.5311

**W**

Welding Lab ..... 588.5365



# Campus Map



**Key:**

- |  |   |  |
|--|---|--|
| 1) Alder, Rms. 3-5   | 10) Manzanita, Rms. 2-104<br>(Administration, Student Services,<br>Instruction Office, Manzanita Bookstore,<br>The Cellar Restaurant & Cafeteria) | 19) Charles Segerstrom, Jr. Memorial<br>Amphitheater               |
| 2) Aspen, Rms. 1-5   | 11) Oak Pavilion, Rms. 1-27   | 20) Segerstrom Arboretum Nature Trail                              |
| 3) Buckeye, Rms. 1-5   | 12) Ponderosa (Child Development Center)  | 21) Warehouse, Shipping/Receiving,<br>Transportation & Maintenance |
| 4) Cedar, Rms. 1-10  | 13) Pinyon (Toddler Center)   | 22) Me-Wuk Cultural Center   |
| 5) Dogwood (Forum Bldg.), Rm. 1                                | 14) Redbud, Rms. 1-14   | 23) Observatory  |
| 6) Fir, Rms. 1-8   | 15) Sequoia, Rms. 1-11  | 24) Start Point, Fitness Jogging Trail                             |
| 7) Juniper, Rms. 1-7 (College Nurse)                           | 16) Toyon, Rms. 1-4   | 25) Security Office (Davis Cabin)                                  |
| 8) Tamarack Hall (Library, Media/<br>Technology), Rms. 101-218 | 17) Willow (Creative Arts), Rm. 1   | 26) Transit Stop   |
| 9) Madrone (Auto & Welding<br>Technology), Rms. 1-2            | 18) Fire Department (Tuolumne County Fire<br>Station #79), Rms. 1000-1001   | 27) Information/Toll Booth   |





Admissions & Records Office  
11600 Columbia College Drive  
Sonoma, CA 95370

Visit our website:  
[www.gocolumbia.org](http://www.gocolumbia.org)